U.S. General Services Administration -
Office of Government-wide Policy -

Federal Transportation Officer On-Line Training

Federal Transportation Officer Training Course

Basic (Level 1) Syllabus

This course provides a comprehensive overview of Federal Transportation to any federal employee responsible for, engaged in, or interfacing with transportation activities. Basic (Level 1) course is composed of 12 sessions and a final exam. Upon successful completion of a session, a certificate of session completion is created. When you successfully complete all 12 sessions and the final exam, the Basic (Level 1) course certificate of completion is created.

- Session 1 – Introduction to Federal Transportation Management. This session overviews federal transportation and introduces topics that will be covered in the subsequent sessions.
- Session – Transportation Roles. This session identifies the role and responsibilities of the transportation officer, GSA and other federal agencies, and the transportation service provider.
- Session 3 – Modes of Transportation. This session introduces the five different modes of transportation, how to choose the right mode and best value.
- Session 4 – Domestic Transportation. This session identifies what is domestic transportation, what is involved in planning, and the different types of transportation commonly used.
- Session 5 – International Transportation. This session presents the policies, regulations and requirements involved with shipping outside of the continental United States (OCONUS).

- Session 6 – Hazardous Materials Transportation. This session explains what are hazardous materials and the regulations involved in their transportation.
- Session 7 – Payments and Audits of Transportation Services. This session presents the transportation payment process, what is required for a prepayment audit and postpayment audits, and the responsibilities of the agency and GSA.
- Session 8 – Temporary Nonuse, Suspension and Debarment. This session explains what and who is involved for filing temporary nonuse, suspension or debarment against a transportation service provider.
- Session 9 – Claims. This session introduces and overviews the steps involved in filing a claim.
- Session 10 – Laws, Rules and Regulations. This session presents an overview of the transportation laws, regulations by mode of transportation and transportation administrative law.
- Session 11 – Sustainable Transportation. This session introduces the concept of sustainable transportation, why agencies are interested, and what resources are available to assist the transportation officer.
- Session 12 – Household Goods. This session identifies what household goods (HHG) are and the regulations that govern their transportation.
- Final exam