

December 11, 2000

Dear freight and household goods customer:

The General Services Administration (GSA), as traffic manager for civilian Executive agencies, continually strives to improve existing, and create new, transportation programs aimed at reducing agency expenditures and saving taxpayer dollars. In keeping with this goal, GSA is establishing a "Federal Civilian Agencies Freight Council" similar to the Council already in place for GSA's household goods customers. This Council will provide a forum to keep you informed of program plans and changes; for you to apprise us of your transportation needs and concerns; and for the general free-flow exchange of ideas and information. We have established Tuesday, March 13, 2001, as the date for our first meeting. It will be held at our Crystal Mall location in Arlington, VA. We will select a meeting room within the complex once we get a better idea of the number of people who will attend.

The March meeting will be open to all government activities, even if you don't currently participate in GSA's Freight Management Program (FMP). At this meeting, we will provide attendees a general overview of GSA's FMP, discuss recent program enhancements, and share our short and long-term program goals. Most importantly, we want this to be your meeting. If our general freight program does not satisfy your transportation requirements, we want you to tell us and let us know how we can tailor it to better assist you.

Please contact us by January 31, 2001, to let us know whether you plan to participate in this new interagency venture. You may respond by email to: richard.hoffman@gsa.gov with names of individuals from your agency who will attend along with their email addresses and telephone numbers. If you have a freight topic you would like us to discuss at the meeting, please indicate that in your response as well. Richard will be away from the office from December 18 through January 5, 2001. If you send him a email during this time, he will respond to it once he returns.

We will email each registrant the week of February 16, 2001, to indicate the precise meeting location and provide a meeting agenda. We look forward to hearing from you soon--your input will help us plan a successful meeting focused on the freight transportation needs and concerns of you, our valued current and/or future customer!

Sincerely

/s/ Tauna T. Delmonico

Tauna T. Delmonico
Acting Director
Travel and Transportation Management Division