



August 27, 2008

This notice is addressed to all Federal civilian agencies, transportation service providers (TSPs), and move managers. The Federal Management Regulation 41 CFR 102-118-260 states that...

(a)...*agencies* must send a copy of all quotations, tenders or contract of special rates, fares, charges or concessions with TSPs including those authorized by 49 USC 10721 and 13712, upon execution to:

General Services Administration  
Transportation Audit Division (QMCA)  
2200 Crystal Drive, CP4, Suite 300  
Arlington, VA 22202

(b) When this information is in an electronic format approved by the GSA Audit Division, your agency may transfer the information electronically to [QMCA Tariffs@GSA.GOV](mailto:QMCA Tariffs@GSA.GOV).

If the civilian agency has delegated its transportation function/s to a move manager, then the move manager should forward all documents cited in 102-118-260 (a), including Memoranda of Understanding and One-time-Only quotes to the Audit Division.

The GSA Transportation Audit Division has a Congressionally mandated responsibility under 31 U.S.C. 3726 to perform oversight on all transportation bill payments.

James F. Fitzgerald  
Director  
Office of Travel and Transportation Services  
Transportation Audit Division, QMCA