

Matters concerning participation in civil actions or proceedings or arbitration.

Internal personnel rules and procedures or matters affecting a particular employee.

**FOR FURTHER INFORMATION CONTACT:** Mr. Ron Harris, Press Officer, Telephone: (202) 694-1220.

**Mary W. Dove,**

*Secretary of the Commission.*

[FR Doc. 03-6868 Filed 3-18-03; 3:15 pm]

**BILLING CODE 6715-01-M**

## FEDERAL RESERVE SYSTEM

### Change in Bank Control Notices; Acquisition of Shares of Bank or Bank Holding Companies

The notificants listed below have applied under the Change in Bank Control Act (12 U.S.C. 1817(j)) and § 225.41 of the Board's Regulation Y (12 CFR 225.41) to acquire a bank or bank holding company. The factors that are considered in acting on the notices are set forth in paragraph 7 of the Act (12 U.S.C. 1817(j)(7)).

The notices are available for immediate inspection at the Federal Reserve Bank indicated. The notices also will be available for inspection at the office of the Board of Governors. Interested persons may express their views in writing to the Reserve Bank indicated for that notice or to the offices of the Board of Governors. Comments must be received not later than April 3, 2003.

**A. Federal Reserve Bank of Atlanta** (Sue Costello, Vice President) 1000 Peachtree Street, N.E., Atlanta, Georgia 30303:

1. *Leonard Miller Revocable Declaration of Trust*, Stuart A. Miller, Jeffrey S. Miller, and Brian L. Bilzin, all of Miami Beach, Florida, and Leslie M. Saiontz, Miami, Florida, as Trustees; to retain voting shares of UB Financial Corporation, Sunrise, Florida, and thereby indirectly retain voting shares of Union Bank of Florida, Lauderhill, Florida.

**B. Federal Reserve Bank of St. Louis** (Randall C. Sumner, Vice President) 411 Locust Street, St. Louis, Missouri 63166-2034:

1. *Steven Earl Shock*, Poplar Bluff, Missouri, to become trustee and thereby gain control of Midwest Bancorporation, Inc., and Affiliates ESOP, Poplar Bluff, Missouri, and thereby indirectly gain control of First Midwest Bank of Carter County, Van Buren, Missouri; First Midwest Bank of Dexter, Dexter,

Missouri, and First Midwest Bank of Piedmont, Piedmont, Missouri.

2. *R.W. Butler Irrevocable Family Trust Number 1*, Little Rock, Arkansas; to acquire additional voting shares of First Paris Holding Company, Paris, Arkansas, and thereby indirectly acquire additional voting shares of The First National Bank at Paris, Paris, Arkansas.

In connection with this application, Beth Eaton, Little Rock, Arkansas, Patricia Butler, Little Rock, Arkansas, James T. Butler, Harrisburg, Arkansas, as trustees, have applied to increase their individual direct and indirect ownership, control or the power to vote of of First Paris Holding Company.

Board of Governors of the Federal Reserve System, March 14, 2003.

**Jennifer J. Johnson,**

*Secretary of the Board.*

[FR Doc. 03-6671 Filed 3-19-03; 8:45 am]

**BILLING CODE 6210-01-S**

## FEDERAL RESERVE SYSTEM

### Formations of, Acquisitions by, and Mergers of Bank Holding Companies

The companies listed in this notice have applied to the Board for approval, pursuant to the Bank Holding Company Act of 1956 (12 U.S.C. 1841 *et seq.*) (BHC Act), Regulation Y (12 CFR Part 225), and all other applicable statutes and regulations to become a bank holding company and/or to acquire the assets or the ownership of, control of, or the power to vote shares of a bank or bank holding company and all of the banks and nonbanking companies owned by the bank holding company, including the companies listed below.

The applications listed below, as well as other related filings required by the Board, are available for immediate inspection at the Federal Reserve Bank indicated. The application also will be available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing on the standards enumerated in the BHC Act (12 U.S.C. 1842(c)). If the proposal also involves the acquisition of a nonbanking company, the review also includes whether the acquisition of the nonbanking company complies with the standards in section 4 of the BHC Act (12 U.S.C. 1843). Unless otherwise noted, nonbanking activities will be conducted throughout the United States. Additional information on all bank holding companies may be obtained from the National Information Center website at [www.ffiec.gov/nic/](http://www.ffiec.gov/nic/).

Unless otherwise noted, comments regarding each of these applications must be received at the Reserve Bank

indicated or the offices of the Board of Governors not later than April 14, 2003.

**A. Federal Reserve Bank of Richmond** (A. Linwood Gill, III, Vice President) 701 East Byrd Street, Richmond, Virginia 23261-4528:

1. *BB&T Corporation*, Winstom-Salem, North Carolina; to merge with First Virginia Banks, Inc., Falls Church, Virginia, and thereby indirectly acquire Atlantic Bank, Ocean City, Maryland; First Virginia Bank – Colonial, Richmond, Virginia; First Virginia Bank – Southwest, Roanoke, Virginia; First Virginia Bank – Blue Ridge, Staunton, Virginia; First Virginia Bank, Falls Church, Virginia; First Virginia Bank – Hampton Roads, Norfolk, Virginia; Farmers Bank of Maryland, Annapolis, Maryland; and First Vantage Bank/Tri-Cities, Bristol, Virginia.

In connection with this application, Applicant also has applied to acquire First Virginia Banks, Inc.; and thereby indirectly acquire First Virginia Life Insurance Company, and First General Leasing Company, all of Falls Church, Virginia, and thereby engage in community development activities, leasing activities, and credit related insurance activities, pursuant to sections 225.28(b)(3), (b)(11)(i) and (b)(12)(i), of Regulation Y respectively.

Board of Governors of the Federal Reserve System, March 14, 2003.

**Jennifer J. Johnson,**

*Secretary of the Board.*

[FR Doc. 03-6670 Filed 3-19-03; 8:45 am]

**BILLING CODE 6210-01-S**

## FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

### Sunshine Act; Meeting

**TIME AND DATE:** 9 a.m. (e.s.t.), March 31, 2003.

**PLACE:** 4th Floor, Conference Room, 1250 H Street, NW., Washington, DC.

**STATUS:** Parts will be open to the public and parts closed to the public.

### MATTERS TO BE CONSIDERED:

#### Parts Open to the Public

1. Approval of minutes of the February 20, 2003, Board member meeting.

2. Executive Director's report, including the following items:

- a. Legislative report,
  - b. Investment, report,
  - c. Participation information,
  - d. Fiduciary insurance fund proposal; and
  - e. Hardship withdrawal policy changes.
3. Presentation by Barclays Global Investors.

4. Status of new record keeping system.

#### Parts Closed to the Public

5. Discussion of litigation matters.
6. Discussion of personnel matters.

**CONTACT PERSON FOR MORE INFORMATION:** Thomas J. Trabucco, Director, Office of External Affairs, (202) 942-1640.

Dated: March 18, 2003.

**Elizabeth S. Woodruff,**

*Secretary to the Board, Federal Retirement Thrift Investment Board.*

[FR Doc. 03-6863 Filed 3-18-03; 2:55 pm]

**BILLING CODE 6760-01-M**

## GENERAL SERVICES ADMINISTRATION

### [GSA Bulletin FTR 2003-B1]

#### eTravel Initiative

**AGENCY:** Office of Governmentwide Policy (MTT), GSA.

**ACTION:** Notice of bulletin.

**SUMMARY:** In accordance with GSA Bulletin FTR 26 issued July 25, 2002 (67 FR 48654), the attached bulletin is issued to inform agencies of FedTrip as the online booking service available governmentwide for arranging temporary duty travel. Agencies will benefit from direct cost savings and management efficiencies by adopting self-service travel capabilities. Each Executive agency will be required to adopt an online booking engine as part of their self-service travel process. Agencies are requested to immediately develop a plan(s) (e.g., budget and personnel alignment) to achieve a high level of online booking by December 2003. Such plan(s) will prepare agencies for implementation of the eTravel service, which is expected to become available by December 2003. Upon implementation of the eTravel service, agencies will be required to measure the use of self-service travel planning and reservations functions of the eTravel service for arranging temporary duty travel.

**EFFECTIVE DATE:** This bulletin is effective March 20, 2003.

**FOR FURTHER INFORMATION CONTACT:** Tim Burke, General Services Administration, Office of Governmentwide Policy (MTT), Washington, DC 20405; e-mail, [timothy.burke@gsa.gov](mailto:timothy.burke@gsa.gov); telephone (703) 872-8611.

**SUPPLEMENTARY INFORMATION:** All Executive agencies will be required to adopt an online booking service to make travel reservations for temporary duty travel. FedTrip, provided by the U.S.

Department of Transportation, is an online booking service that is available for use by Executive agencies and should be agencies' first choice for online booking. Of an online booking service is not currently deployed in an agency, officials responsible for managing the agency's travel program should take steps to implement an online booking service including coordination with their Travel Management Center (TMC) where applicable. Executive agency travel managers should contact Arnie Linares at (202) 366-0520 or e-mail [arnie.linares@ost.dot.gov](mailto:arnie.linares@ost.dot.gov) to make the necessary arrangements to obtain FedTrip. Executive agency employees should contact their agency's travel office for information on how to make travel arrangements online. Please note that this document implements a new numbering system for FTR bulletins.

Dated: March 14, 2003.

**G. Martin Wagner,**

*Associate Administrator, Office of Governmentwide Policy.*

#### Attachment

March 20, 2003.

[GSA Bulletin FTR 2003-B1]

To: Heads of Executive Agencies.

Subject: eTravel Online Booking Service Availability.

1. *Purpose.* This bulletin notifies executive agencies of the availability of FedTrip as the online booking service available governmentwide, which should be agencies' first choice for making temporary duty travel arrangements, unless you have another online booking service already deployed. Each executive agency will be required to adopt an online booking service as part of its self-service travel process. Agencies are requested to develop a plan(s) (e.g., budget and personnel alignment) to achieve a high level of online booking service use by December 31, 2003. Such plan(s) will prepare agencies for implementation of the eTravel service, which is part of the President's Management Agenda, and is expected to be available by December 2003.

2. *Background.* The eTravel initiative was born out of the governmentside task force known as Quick Silver that was established to address performance gaps in existing Government systems as they relate to E-Government, a key component of the President's Management Agenda. The use of an online booking service is an interim stage in the progress toward an integrated self-service travel environment.

3. *eTravel Online Booking Service Objective.* The objective of an eTravel online booking service is to provide agencies with a Web-based, online booking service that implements a self-service travel booking capability that will eventually become part of the governmentwide eTravel initiative. An online booking service will allow employees to arrange their own air, hotel, and car rental reservations. Providing an online booking

service is the initial phase of reengineering the entire travel process to realize significant cost savings to the government, to improve employees' productivity, and to provide a unified, simplified official travel process.

4. *Government Interest.* The interim use of an outline booking service is in the best interest of the Federal government because:

a. It supports the President's Management Agenda for the expanded use of electronic government;

b. It will improve internal effectiveness and efficiency;

c. It will provide employees with greater flexibility in arranging official travel;

d. FedTrip works with all global distribution systems (GDS) that are currently in use by the government's contracted travel management centers (TMCs), and should be agencies' first choice for online booking;

e. Best practices have shown that significant benefits are optimized when 60% or greater use rates per agency of an online booking service are achieved; and

f. It will produce significant savings and reduce fees paid by the Government.

5. *Agency Planning.* Under the governmentwide eTravel initiative, agencies will be required to use the governmentwide end-to-end, Web-based travel management service for travel preparations, authorizations and reservations, and payment of vouchers. Agencies should adopt FedTrip as their first-choice interim online booking service (unless another online booking service has already been deployed) until the governmentwide, Web-based end-to-end travel management service is available. Agencies are cautioned against investment in new systems that will be agency-specific and non-transferable to the eTravel service. Additionally, the following measures should be taken to implement an online booking service;

a. Agencies should evaluate their current arrangements for obtaining travel services in order to determine how best to incorporate an online booking service.

b. Each agency is requested to submit a report by December 31, 2003 to the point of contact in paragraph 6 on actions it has taken as of that date to achieve high-level usage of an online booking service for travel. This report should also describe the agency's plans to expand its usage of an online booking service for all of the agency's travel within the subsequent 12 months.

c. Agencies are also requested to provide monthly reports on the number and dollar volume of tickets issued, as well as fees paid for online self-service bookings versus full service transaction. Agencies will benefit from this data enabling them to better manage cost/savings benefits and determining appropriate rate of transfer from a high cost full-service transaction to a lower cost self-service transaction. This information is customarily available from agency TMCs and online booking engine providers. Reports should be submitted within 10 working days after the end of each month to the point of contact in paragraph 6. Agencies are strongly encouraged to use these reports to manage internal savings and monitor their adoption rate of self-service bookings.

d. Agencies should appoint and empower a manager to ensure that desired use rates for an online booking system are achieved.