

August 31, 1999

Mr. John R. Hoffman  
6607 Willow Lane  
Mission Hills, Kansas 66208-1974

Dear John:

Thank you for agreeing to serve as Chairman of the North American Numbering Council (NANC), a committee created and chartered under the Federal Advisory Committee Act (FACA) to advise the Federal Communications Commission on matters relating to the administration of our numbering resources. By accepting this important position, you will help not just this Commission, but also the other eighteen member countries of the North American Numbering Plan (NANP) to ensure fair and impartial access to, and efficient use of, our finite numbering resources.

As you are aware, the next meeting of the NANC is scheduled for September 28-29, 1999, at the Commission's main office in Washington, D.C. I look forward to your attending and chairing this meeting.

During a previous visit to the Commission, staff shared with you some background information on the NANC and on the NANP, and provided you with a briefing book containing a directory of NANC members, minutes from several NANC meetings, information on the FACA, and various related documents. Please let us know if we can provide you with any additional information that would be helpful to you.

We are eager to assist you in any way as you prepare for your inaugural meeting as NANC Chairman. My staff is ready to offer any administrative support that you may require. If you have any questions or concerns, please call any one of the following staff members: Yog Varma, Deputy Chief, Common Carrier Bureau, at (202) 418-1582; Diane Griffin Harmon, Assistant Division Chief, Network Services Division and Designated Federal Officer (DFO) to the NANC, at (202) 418-7294; Jared Carlson, Staff Attorney and Alternate DFO, at (202) 418-2350; or Jeannie Grimes, Special Assistant to the DFO, at (202) 418-2313.

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Thank you again for the commitment to public service shown by your willingness to serve as Chairman of the NANC. We look forward to seeing you on September 28, 1999, and to working with you to assure the NANC's continued success in all its many important undertakings in the coming months.

Sincerely,

Lawrence E. Strickling  
Chief, Common Carrier Bureau