

CRS Report for Congress

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Where to Get Publications from The Executive and Independent Agencies: A Directory of Sources For Official Documents

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CONGRESSIONAL OFFICE USE ONLY

WHERE TO GET PUBLICATIONS FROM THE EXECUTIVE AND INDEPENDENT AGENCIES

SUMMARY

This is a directory of sources that congressional offices may use to obtain publications from the Executive Office of the President, the executive departments, and the independent agencies and commissions of the federal government. Also included is information on the Superintendent of Documents, the U.S. Government Printing Office, and the federal government's printing policies; suggestions on what to do when a publication is out of print; and information on where copies of government publications may be obtained on the Internet.

The information for each agency includes address, telephone number, fax number, and Internet e-mail address and World Wide Web (WWW) site, where available. Also included are selected notes on special publications, availability of catalogs, etc., as provided by the agency itself. (The report is produced *for the use of congressional offices only*.)

Please Note:

Federal government agencies change their telephone numbers and exchanges from time to time. Therefore, some of the telephone numbers in this report may be incorrect, and users could have difficulties reaching a particular number. If the number has been changed, there may be a recording referring to the new number. If this is not the case, the caller may have to telephone the appropriate congressional liaison office, government operator, or area code plus 555-1212 to obtain the agency's correct number.

TABLE OF CONTENTS

INTRODUCTION	1
THE EXECUTIVE OR INDEPENDENT AGENCY WHICH ISSUED THE PUBLICATION	1
THE SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE	3
WHAT TO DO WHEN A PUBLICATION IS OUT OF PRINT AND UNAVAILABLE	3
THE INTERNET AS A SOURCE FOR EXECUTIVE OR INDEPENDENT AGENCY PUBLICATIONS	4
EXECUTIVE OFFICE OF THE PRESIDENT	5
Council of Economic Advisers	5
Council on Environmental Quality	6
National Security Council	6
Office of Management and Budget	6
Office of National Drug Control Policy	6
Office of Science and Technology Policy	6
Office of U.S. Trade Representative	7
The White House	7
EXECUTIVE DEPARTMENTS	7
Department of Agriculture	7
Department of Commerce	7
Department of Defense	8
Department of Education	9
Department of Energy	9
Department of Health and Human Services	9
Department of Housing and Urban Development	10
Department of the Interior	10
Department of Justice	10
Department of Labor	10
Department of State	10
Department of Transportation	11
Department of the Treasury	12
Department of Veterans Affairs	14
INDEPENDENT AGENCIES AND COMMISSIONS	14
Advisory Council on Historic Preservation	14
African Development Foundation	14
American Battle Monuments Commission	14
Appalachian Regional Commission	14
Architectural and Transportation Barriers Compliance Board	14
Central Intelligence Agency	15
Commission of Fine Arts	15

Commodity Futures Trading Commission	15
Consumer Information Center	15
Consumer Product Safety Commission	16
Corporation for National and Community Service	16
Corporation for Public Broadcasting	16
Defense Nuclear Facilities Safety Board	16
Environmental Protection Agency	17
Equal Employment Opportunity Commission	17
Export-Import Bank of the United States (EXIMBANK)	17
Farm Credit Administration	17
Federal Communications Commission	17
Federal Deposit Insurance Corporation	17
Federal Election Commission	18
Federal Emergency Management Agency (FEMA)	18
Federal Home Loan Mortgage Corporation	18
Federal Housing Finance Board	18
Federal Labor Relations Authority	18
Federal Maritime Commission	19
Federal Mediation and Conciliation Service	19
Federal Mine Safety and Health Review Commission	19
Federal National Mortgage Association	19
Federal Reserve System	19
Federal Retirement Thrift Investment Board	19
Federal Trade Commission	19
General Services Administration	19
Institute of Museum and Library Services	20
Inter-American Foundation	20
Legal Services Corporation	20
Marine Mammal Commission	20
Merit Systems Protection Board	20
National Academy of Sciences	21
National Aeronautics and Space Administration	21
National Archives and Records Administration	21
National Capital Planning Commission	22
National Commission on Libraries and Information Science	22
National Council on Disability	22
National Credit Union Administration	22
National Endowment for Democracy	23
National Foundation on the Arts and the Humanities	23
National Labor Relations Board	23
National Mediation Board	23
National Railroad Passenger Corporation (AMTRAK)	23
National Science Foundation	24
National Transportation Safety Board	24
Nuclear Regulatory Commission	24
Occupational Safety and Health Review Commission	24

Office of Government Ethics	25
Office of Personnel Management	25
Office of Special Counsel	25
Panama Canal Commission	25
Peace Corps	25
Pension Benefit Guaranty Corporation	26
Postal Rate Commission	26
President’s Council on Physical Fitness and Sports	26
Railroad Retirement Board	26
Securities and Exchange Commission	26
Selective Service System	26
Sentencing Commission	27
Small Business Administration	27
Smithsonian Institution	27
Social Security Administration	27
State Justice Institute	27
Tennessee Valley Authority (TVA)	28
Trade and Development Agency	28
United States Arms Control and Disarmament Agency	28
United States Commission on Civil Rights	28
United States Holocaust Memorial Museum	28
United States Information Agency	29
United States Institute of Peace	29
United States International Development Cooperation Agency	29
United States International Trade Commission	30
United States Postal Service	30
INDEX BY AGENCY	31

WHERE TO GET PUBLICATIONS FROM THE EXECUTIVE AND INDEPENDENT AGENCIES

INTRODUCTION

The Congressional Research Service receives numerous congressional inquiries asking, "Where is the best place to get copies of government documents?" "Where do we call to get published material for constituents?" "How can you tell what's available for giveaway?" This manual will help answer these kinds of questions.

Government publications needed by congressional offices may be conveniently divided between those published by Congress itself and those prepared by the various executive and independent agencies. Many of these publications are now first available electronically on computer databases and a growing number of Internet World Wide Web sites for both the Congress and the executive branch agencies. These sources vary in reliability and ease of use, and often change their addresses without warning. Internet and computer database information is included below. Specific World Wide Web sites, where available, are included in the listings for the specific agencies.

Printed congressional publications are sometimes supplied to the offices automatically. Numbered congressional reports and documents are usually available from the House Legislative Resource Center (LRC)/House Document Room and the Senate Document Room; committee prints and hearings can be obtained from the issuing committees. **These are not generally available from the Congressional Research Service, except on a loan basis.** Both the LRC/House Library (ext. 5-0462) and Senate Library (ext. 4-7106) or the Law Library of the Library of Congress (ext. 7-2700 or 7-5080) will also supply copies of hearings and committee prints to Members on loan.

The publications from the executive and independent agencies are more difficult to obtain because of the multiplicity of sources involved. It is with these that this manual is concerned. The most appropriate places to call are listed below and we recommend pursuing them in the following sequence:

THE EXECUTIVE OR INDEPENDENT AGENCY WHICH ISSUED THE PUBLICATION

A few agencies in the federal government conduct general publication programs, preparing and distributing pamphlets to the public. These agencies

receive appropriations for this purpose, and the resulting publications are stocked and distributed by the information offices within the agencies themselves.

Many of the agencies, however, do not distribute their own publications, but prepare them with the expectation that they will be placed on sale and distributed by the Superintendent of Documents. These agencies do not receive appropriations to stock their publications in any quantity and, as a rule, must refer public requests for them to the U.S. Government Printing Office (GPO). These agencies retain a limited number of their publications for official use within the agency, and it is their usual practice to share this supply with Members of Congress. This source is addressed in the directory that follows.

In this publication, we have compiled information from over a hundred of the larger executive branch bureaus and departments, as well as the independent agencies. In each case, the agency was asked to furnish us with the address, telephone number, fax number, and Internet e-mail and World Wide Web addresses, if available, of the proper unit from which to request publications. Information on publications of particular interest to Members of Congress is sometimes included in the notes.

Without exception, every agency indicated its willingness to serve congressional offices to the limit of its ability. In every case, we were assured that any publications they had available could be sent to a Member for personal use, and the majority of the offices indicated their desire to assist the Member with constituent requests. Limitations based on security classifications, scarcity, or unusual expense are occasionally encountered.

All of the agencies are limited in the number of publications they can distribute by Paragraph 39 of the February 1990 *Government Printing and Binding Regulations* published by the Joint Committee on Printing:

Departments shall not make free distribution of any publication to any private individual or private organization in quantities exceeding 50 copies without prior approval of the Joint Committee on Printing. This quantity limitation shall not apply when the production cost of the publications to be distributed is less than \$100.

In the ensuing pages, the organizations are listed alphabetically within the following major categories:

- Executive Office of the President
- Executive departments
- Independent agencies and commissions

The table of contents lists the agencies as they appear within this categorical structure. The index lists all agencies in a single alphabet, using variant names and key words where useful.

THE SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE

The Superintendent of Documents maintains a constantly changing stock of approximately 21,000 different titles, which are distributed **for sale** to the general public. Rather than attempting constant revision of a single catalog of these titles, the Superintendent prepares a variety of lists which identify government publications currently in print by subject. These printed *Subject Bibliographies* are frequently revised and are available for free distribution to a Member's office on request, by telephone (202) 512-1808 or by writing to the Superintendent of Documents, U.S. Government Printing Office, Document Sales Service, Washington, DC 20401. (**Note:** Members may also wish to refer their constituents to one of the 24 GPO bookstores located in major cities in the United States. A list of these with addresses may be found in the *United States Government Manual*.) Offices that are unable to secure titles requested by a constituent may wish to send instead the appropriate *Subject Bibliography*. This will either identify the title required or list similar material which the constituent can secure by sending the order blank included in the *Subject Bibliography* and a remittance directly to the Superintendent of Documents.

If an office has been unable to secure a publication it needs from the issuing agency and wishes to purchase it, a copy can be bought from the Superintendent of Documents in the same manner as the general public. In some cases, a book exchange arrangement carried on by the Documents Control Branch of the Superintendent of Documents may be helpful. Under this agreement it is sometimes possible for a Member to exchange publications he has received by allotment for other publications of equal value which may be needed. An office wishing further details on this program should call the Government Printing Office (202) 512-1808.

The Government Printing Office also provides access on the Internet to a wide variety of government publications, from both the legislative and executive branches of government, at its World Wide Web site (<http://www.access.gpo.gov>).

WHAT TO DO WHEN A PUBLICATION IS OUT OF PRINT AND UNAVAILABLE

Occasionally a needed publication is no longer available at either the executive or independent agency or the Government Printing Office. A few suggestions for such cases:

- If the title is required for office use by the Member or his/her staff, it can be borrowed from the Library of Congress, if it is available, for a limited period of time. A staff member with loan privileges may request the publication by telephoning ext. 7-5445.

· If the publication is needed for a constituent, he or she can be referred to the nearest U.S. Government depository library. This will be one of more than 1,300 libraries throughout the country in which certain government publications are preserved and made available for public use. A listing of these depository libraries appears in *Federal Depository Libraries Directory* (1996) and may be obtained by calling Library Programs Services (GPO) at (202) 512-1119. While many such libraries will have copies of the *Congressional Record* and the serial documents of the Congress, there will be occasions when the title requested is not a depository item. To determine whether a needed publication is likely to be available, the office may wish to call (202) 512-1119 and ask about its depository status. In addition, Members of Congress can obtain information concerning the designation of libraries as federal depositories by calling (202) 512-1119. *Designation Handbook for Federal Depository Libraries* is available upon request.

· If the requesting constituent appears to be a scholar engaged in serious research, the office may wish to recommend pursuing the publication through an interlibrary loan. To secure such service the constituent should ask a local librarian to borrow the publication either from the nearest depository library (if there is none available in the community), from the state library, or through the extension service of the state college or university. If the title is of such a specialized nature that it cannot be secured from one of these, the local librarian can request "location information" from the nearest regional union catalog center. This will identify the most convenient copy to borrow.

THE INTERNET AS A SOURCE FOR EXECUTIVE OR INDEPENDENT AGENCY PUBLICATIONS

The publications of executive branch departments and other government agencies are becoming increasingly available on the Internet as these agencies have created their own home pages on the World Wide Web (WWW). Because these sources are multiplying rapidly as more and more government agencies "come online," this report reflects what is available on the Internet at the time of this writing.

The Internet is a "global network" used for research collaboration, remote database access, and resource sharing. Many government agencies now make the full text of their documents available on the Internet before the printed text is obtainable from the agency or through GPO. Selected Internet addresses, provided by the agencies or obtained from other sources, are included in the listings for the specific agencies.

Sources for Internet Links to Executive and Independent Agencies

The following World Wide Web sites provide additional access to a large number of federal government Internet home pages. These are excellent sources

for the most current listing of WWW sites, including any Internet WWW home pages added since the publication of this report.

Federal Web Locator <http://www.law.vill.edu/Fed-Agency>

As stated on its home page, "the Federal Web Locator is a service provided by the Villanova Center for Information Law and Policy and is intended to be the one stop shopping point for federal government information on the World Wide Web." This service provides a large number of links to various federal government home pages.

Library of Congress <http://lcweb.loc.gov/global/executive/fed.html>

"Official Federal Government Web Sites" is the title of a "Resource Internet Page" on the Library of Congress Home Page; it provides numerous links to executive branch and independent agency World Wide Web sites, with direct access to many of the subsidiary agency publications.

White House <http://www.whitehouse.gov/WH/html/handbook.html>

The White House Home Page contains an "Interactive Citizens' Handbook," which provides links to many federal government Web sites.

Computer Access and Support

Computer terminals which provide immediate access to the Internet are available for staff use in the CRS reference centers in the Rayburn and the Russell Office Buildings. The La Follette Congressional Reading Room in the Madison Building also has computers for use by congressional staff.

Both the House and Senate provide computer support to congressional offices. For Members, committees, and staff of the House, House Information Resources (HIR) provides a comprehensive group of information and research sources especially designed for Members, committees, and staff.

For Senators, committees, and staff, the Senate Computer Center provides a comprehensive group of information and research sources. Training classes and a user assistance hotline for Senate staff are available.

EXECUTIVE OFFICE OF THE PRESIDENT**Council of Economic Advisers**

Chief of Staff

Old Executive Office Building, Room 314 Telephone: (202) 395-5084

Washington, DC 20502 Fax: (202) 395-6958

Note: Copies of the *Economic Report of the President* produced by the Council are automatically furnished to Members. Additional single copies may be obtained by calling (202) 395-7332. The publication is also available through the House Document Room, and is for sale to the general public through GPO.

Council on Environmental Quality

722 Jackson Place, NW
Washington, DC 20503

Telephone: (202) 395-5750
Fax: (202) 395-3744

Note: Copies of the President's *Annual Report on Environmental Quality* are furnished automatically to Members. Copies for the general public are available through GPO. The National Environmental Policy Act regulations booklet for implementing the procedural provisions is also available through the Council, as are special reports on environmental trends.

National Security Council

Director of Legislative Affairs
Old Executive Office Building
17th and Pennsylvania Avenue, NW
Washington, DC 20504

Telephone: (202) 456-9171
Fax: (202) 456-9170

Note: An annual report, *The National Strategy Report*, is available upon request.

Office of Management and Budget

Office of Legislative Affairs
Washington, DC 20503
Internet: <http://www.whitehouse.gov/WH/EOP/OMB>

Telephone: (202) 395-4790
Fax: (202) 395-3729

Note: The *Economic Report of the President* is produced by the Council of Economic Advisers and may be obtained through them (see above). Additional copies of the *Budget of the United States Government* are often available through the House and Senate Document Rooms and GPO.

Office of National Drug Control Policy

Office of Legislative Affairs
Executive Office of the President
750 17th Street, NW
Washington, DC 20503

Telephone: (202) 395-6602/395-6670
Fax: (202) 395-6730

Office of Science and Technology Policy

General Council
Old Executive Office Building, Room 424
17th and Pennsylvania Avenue, NW
Washington, DC 20506

Telephone: (202) 456-6007
Fax: (202) 456-6022

I n t e r n e t :
http://www.whitehouse.gov/WH/EOP/OSTP/html/OSTP_home.html

Note: *Science and Technology Outlook and Report* is published biennially. One-time publications, such as *Science in the National Interest* and *Technology for a Sustainable Future: A Framework for Action*, were both published in 1994.

Office of U.S. Trade Representative

Office of Public Affairs
600 17th Street, NW, Rooms 101 and 103 Telephone: (202) 395-3230
Washington, DC 20508 Fax: (202) 395-7226
Internet: <http://www.ustr.gov> Fax retrieval: (202) 395-4809

Note: Press releases, summaries, and statements available at the above telephone and FAX retrieval numbers and on the Internet.

The White House

Deputy Assistant to the President for Legislative Affairs
Washington, DC 20500 Telephone: House (202) 456-6620
Senate (202) 456-6493
Internet: <http://www.whitehouse.gov> Fax: (202) 456-2604

EXECUTIVE DEPARTMENTS

Department of Agriculture

Publications Information and Management Branch
Attn: Congressional Section
Office of Communications
Room 507A
Washington, DC 20250 Telephone: (202) 720-3365/720-4303
Internet: <http://www.usda.gov>

Note: The Department has prepared a list of its popular publications for the use of Members of Congress: *List of Publications Available for Distribution by Members of Congress* (List No. 1), last updated in 1994. An extensive program of service to Members of Congress is explained in detail in the *Guide to Publications Services of the Office of Communications, U.S. Department of Agriculture*. Copies can be secured by calling the above telephone numbers.

Department of Commerce

Congressional Liaison
HCHB 5421 Telephone: (202) 482-3663
Washington, DC 20230 Fax: (202) 482-4420
Internet: <http://www.doc.gov>

For specific agencies:

Bureau of the Census: (301) 457-2171
Internet: <http://www.census.gov>
Bureau of Economic Analysis: (202) 482-2760
Bureau of Export Administration: (202) 482-0097
Economic Development Administration: (202) 482-5314
International Trade Administration: (202) 482-3015
Minority Business Development Agency: (202) 482-5997
National Institute of Standards and Technology: (301) 975-3080
National Marine Fisheries Service: (301) 713-2263

CRS-12

National Ocean Survey (charts only): (202) 482-4981
National Oceanic and Atmospheric Administration: (202) 482-4981
National Technical Information Service: (202) 482-2123
National Telecommunication and Information Administration:
(202) 482-1551
Patent and Trademark Office: (703) 305-9310
United States Travel and Tourism Administration: (202) 482-4752
For research: (202) 482-4028 For marketing: (202) 482-4752

Department of Defense

Secretary of Defense
OASD for Legislative Affairs
Office of the Secretary of Defense
Room 3D918, The Pentagon
Washington, DC 20301-1300
Telephone (OASD only): (703) 695-2503/(703) 695-2504
Fax: (703) 697-8299
Internet: <http://www.dtic.dla.mil:80/defenselink/>

Department of the Air Force
Office of Legislative Liaison, SAF/LLI
1160 Air Force Pentagon Telephone: (703) 697-3783/697-3786
Washington, DC 20330-1160 Fax: (703) 695-1998
Internet: <http://www.dtic.dla.mil/airforcelink/>

Department of the Army
Commander, U.S. Army
Publications and Printing Command, Attn: ASQZ-PD
Alexandria, VA 22331-0302 Telephone: (703) 325-8006
Internet: <http://www.army.mil> Fax: (703) 325-6260

Headquarters United States Army Corps of Engineers
Legislative Initiatives Branch (CECW-AL)
20 Massachusetts Avenue, NW Telephone: (202) 272-0117
Washington, DC 20314 Fax: (202) 272-0472

Note: A wide range of technical documents relating to such topics as water resources development and construction engineering.

Department of the Navy
Office of Legislative Affairs
Washington, DC 20350
Telephone: For Senate Offices -- Capitol ext. 4-4681
For House Offices -- Capitol ext. 5-7124
Internet: <http://www.ncts.navy.mil>

Note: To check on the status of correspondence, call (703) 695-6357.

United States Marine Corps

Commandant of the Marine Corps
(Code ARDE) Room 1306
Headquarters, United States Marine Corps
#2 Navy Annex Telephone: (703) 614-2680/614-2951
Washington, DC 20380 Fax: (703) 614-1463
Internet: <http://www.hqmc.usmc.mil>

Note: "All requests from Members of Congress for material published by the Department of Defense for their personal use and for use by their offices are honored." Published material requested by Members of Congress for their constituents is furnished subject to the following restrictions:

1. Classified material cannot be furnished;
2. Official-use-only and internal departmental documents cannot be furnished;
3. Regulations of the Joint Committee on Printing, Paragraph 39, will be used.

Department of Education

Assistant Secretary for Legislation and Congressional Affairs
600 Independence Avenue, SW
Washington, DC 20202 Telephone: (202) 401-1028
Internet: <http://www.ed.gov> Fax: (202) 401-1438

Department of Energy

Office of Congressional, Public and Intergovernmental Relations
Washington, DC 20585 Telephone: (202) 586-2764
Internet: <http://www.doe.gov> Fax: (202) 586-7246

Department of Health and Human Services

Congressional Liaison Office
406-G Humphrey Building
200 Independence Avenue, SW Telephone: (202) 690-6786
Washington, DC 20201 Publications: (202) 690-7644
Internet: <http://www.os.dhhs.gov> Fax: (202) 690-6351

For specific agencies:

Office of Consumer Affairs: (202) 395-7900
Administration on Aging: (202) 619-0556
Administration for Children and Families: (202) 401-9200
Administration for Native Americans: (202) 401-7776
Administration for Children, Youth and Families: (202) 205-8347 ~~(H)~~
Start only: (202) 205-8578
Administration on Development Disabilities: (202) 690-6590
Public Health Service: Food and Drug Administration; Alcohol, Drug Abuse and Mental Health Administration; Centers for Disease Control and Prevention; Health Resources and Services Administration; National Institutes of Health (includes National Library of Medicine). There are a number of publication offices in the Public Health Service. Check first with the main liaison office at (202) 690-6786.

Health Care Financing Administration: (202) 690-8220

Department of Housing and Urban Development

Office of Congressional and Intergovernmental Relations
451 Seventh Street, SW, Room 10120

Washington, DC 20410

Internet: <http://www.hud.gov>

Telephone: (202) 708-0380

Fax: (202) 708-1350

Department of the Interior

Office of Congressional and Legislative Affairs

Washington, DC 20240

Internet: <http://info.er.usgs.gov/doi/doi.html>

Telephone: (202) 208-7693

Fax: (202) 208-5533

For specific agencies:

Bureau of Indian Affairs: (202) 208-5706

Bureau of Land Management: (202) 452-5010

United States Fish and Wildlife Service: (202) 208-5403

United States Geological Survey: (703) 648-4455

National Park Service: (202) 208-5656

Office of Surface Mining: (202) 208-2565

Office of Insular Affairs: (202) 208-4754

Minerals Management Services: (202) 208-3985

Bureau of Reclamation: (202) 208-4501

Department of Justice

Office of Legislative Affairs

Suite 1145

Washington, DC 20530

Internet: <http://www.usdoj.gov>

Telephone: (202) 514-2141

Fax: (202) 514-4482

Department of Labor

Office of Congressional and Intergovernmental Affairs

Room S-1325

Washington, DC 20210

Internet: <http://www.dol.gov>

Telephone: (202) 219-6141

Fax: (202) 219-5120

Note: The Department maintains a list of its publications arranged by subject.

Department of State

Bureau of Legislative Affairs

Washington, DC 20520-7261

Telephone: Publications office (202) 647-2518

Legislative affairs (202) 647-2163

Internet: <http://www.state.gov>

Fax: (202) 647-1618

Department of Transportation

Office of Research, Technology, and Training, RSPA

Department of Transportation

Telephone: (202) 366-4208

CRS-15

400 Seventh Street, SW, Room 9402
Washington, DC 20590

Fax: (202) 366-3272/366-3671
Library: loan only (202) 366-0745

Federal Aviation Administration
Congressional Affairs Office
Department of Transportation
Room 10408 (I-10)
Washington, DC 20590
Internet: <http://www.faa.gov>

Telephone: (202) 366-9714
Fax: (202) 366-3675

Federal Highway Administration
Office of Public Affairs (HPA-1)
400 Seventh Street, SW
Washington, DC 20590
Internet: <http://www.dot.gov>

Telephone: (202) 366-0660
Fax: (202) 366-7239

Federal Railroad Administration
Public Affairs Officer (ROA-30)
400 Seventh Street, SW
Washington, DC 20590

Telephone: (202) 632-3124
Fax: (202) 632-3701

Federal Transit Administration
Program Management Staff (TRI-30)
400 Seventh Street, SW
Washington, DC 20590
Internet: <http://www.fta.dot.gov>

Telephone: (202) 366-0201
Fax: (202) 366-3765

Maritime Administration
Public Affairs Officer (MAR-240)
400 Seventh Street, SW, Room 7219
Washington, DC 20590

Telephone: (202) 366-5807
Fax: (202) 366-5063

National Highway Traffic Safety Administration
Technical Reference Division (NAD-52)
400 Seventh Street, SW
Washington, DC 20590

Telephone: (202) 366-4941

Research and Special Programs Administration
Office of Policy and Program Support (DP-1)
400 Seventh Street, SW
Washington, DC 20590

Telephone: (202) 366-4831
Fax: (202) 366-7431

Office of Hazardous Materials Initiatives and Training (DHM-50)
400 Seventh Street, SW
Washington, DC 20590
E-mail: training@rspa.dot.gov OR welisten@rspa.dot.gov

Telephone: (202) 366-4900
Fax: (202) 366-7342

Transportation Safety Institute
Office of the Director (DTI-1)

CRS-16

6500 South MacArthur Boulevard
Oklahoma City, OK 73125

Telephone: (405) 954-3153
Fax: (405) 954-3521

Volpe National Transportation Systems Center
55 Broadway (DTS-1)
Kendall Square
Cambridge, MA 02142
Internet: <http://www.volpe.dot.gov>

Telephone: (617) 494-2222
Fax: (617) 494-3731

St. Lawrence Seaway Development Corporation
Office of Congressional and Public Affairs
400 Seventh Street, SW, Room 5424
Washington, DC 20590
Internet: <http://www.dot.gov/dotinfo/slsdc>

Telephone: (202) 366-0110
Fax: (202) 366-7147

Surface Transportation Board
Congressional Affairs
1201 Constitution Avenue, NW, Suite 4136
Washington, DC 20423-0001

Telephone: (202) 927-6050
Fax: (202) 927-6107

United States Coast Guard
Congressional Affairs Staff (G-CC)
400 Seventh Street, SW, Room 10402
Washington, DC 20590

Telephone: (202) 366-4280
Fax: (202) 366-7124

Department of the Treasury

Office of the Secretary
Office of Legislative Affairs
Room 3134
Washington, DC 20220
Internet: <http://www.ustreas.gov>

Telephone: (202) 622-0576
Fax: (202) 622-0534

Financial Management Service
Office of Legislative and Public Affairs
401 14th Street, SW, Suite 555
Washington, DC 20227

Telephone: (202) 874-6760
Fax: (202) 874-6743

United States Customs Service
Office of Congressional Affairs
1301 Constitution Avenue, NW, Room 2210
Washington, DC 20229

Telephone: (202) 927-1750
Fax: (202) 927-2152

Bureau of Alcohol, Tobacco and Firearms

Director

650 Massachusetts Avenue, NW

Washington, DC 20226

Telephone: (202) 927-8490

Fax: (202) 927-8863

Bureau of Engraving and Printing

External Affairs Division

14th and C Streets, SW, Room 533M

Washington, DC 20228

Telephone: (202) 874-3019

Fax: (202) 874-3177

Bureau of the Mint

Associate Director of the Mint for Marketing

633 Third Street, NW

Judiciary Square Building

Washington, DC 20220

Telephone: (202) 874-6430

Fax: (202) 874-6343

Bureau of the Public Debt

Office of the Commissioner

Director, Legislative and Public Affairs

999 E Street, NW, Room 553

Washington, DC 20239-0001

Telephone: (202) 219-3302

Fax: (202) 219-3391

Note: The Bureau of the Public Debt handles all inquiries concerning the United States Savings Bonds Division.

Internal Revenue Service

Director, Legislative Affairs Division

1111 Constitution Avenue, NW, Room 3244

Washington, DC 20224

Telephone: (202) 622-9590

Fax: (202) 622-4733/622-3772

Office of the Comptroller of the Currency

Congressional Liaison Division

250 E Street, SW

Washington, DC 20219

Telephone: (202) 874-4840

Fax: (202) 874-5305

Internet: <http://www.occ.treas.gov>

Office of Thrift Supervision

Office of External Affairs

1700 G Street, NW

Washington, DC 20552

Telephone: (202) 906-6677

Fax: (202) 906-7849

Treasurer of the United States

Main Treasury Building, Room 2134

Washington, DC 20220

Telephone: (202) 622-0100

Fax: (202) 622-2258

United States Secret Service
Office of Government Liaison and Public Affairs
1800 G Street, NW, Room 805 Telephone: (202) 435-5708
Washington, DC 20223 Fax: (202) 435-9069

Department of Veterans Affairs

House Congressional Liaison Staff (60H)
B-328 Rayburn House Office Building Telephone: Capitol ext. 5-2280
Washington, DC 20515 Fax: (202) 453-5225
Internet: <http://www.va.gov>

Senate Congressional Liaison Staff (60S)
321 Hart Senate Office Building Telephone: Capitol ext. 4-5351
Washington, DC 20510 Fax: (202) 453-5218

INDEPENDENT AGENCIES AND COMMISSIONS

Advisory Council on Historic Preservation

Old Post Office Building
1100 Pennsylvania Avenue, NW, Suite 809 Telephone: (202) 606-8503
Washington, DC 20004 Fax: (202) 606-8672
E-mail: achp@achp.gov
Internet: <http://www.achp.gov/library.html>

Note: A detailed list of Council publications is available.

African Development Foundation

1400 Eye Street, NW, 10th Floor Telephone: (202) 673-3916
Washington, DC 20005 Fax: (202) 673-3810

American Battle Monuments Commission

Secretary, American Battle Monuments Commission
Pulaski Building, Suite 5127
20 Massachusetts Avenue, NW Telephone: (202) 761-0533
Washington, DC 20314-0001 Fax: (202) 761-0533

Appalachian Regional Commission

Office of the Federal Co-Chairman
1666 Connecticut Avenue, NW Telephone: (202) 884-7660
Washington, DC 20235 Fax: (202) 884-7693

Architectural and Transportation Barriers Compliance Board

Office of Public Affairs
1331 F Street, NW, Suite 1000 Telephone: (202) 272-5434, ext. 39
Washington, DC 20004-1111 TTY: (202) 272-5449/(800) 993-2822
Technical assistance: (800) 872-2253 Fax: (202) 272-5447
E-mail: ola@access-board.gov
Internet: <http://www.access-board.gov>

Note: Publications include *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); *Uniform Federal Accessibility Standards* (UFAS), an accessibility checklist for Federal buildings; a brochure entitled *Filing a Complaint . . . It's Your Right*; and technical assistance bulletins on the provisions of ADAAG (for design professionals).

Central Intelligence Agency

Director of Congressional Affairs

Room 7B20

Washington, DC 20505

Internet: <http://www.odci.gov/cia/>

Telephone: (703) 482-6122/482-6136

Fax: (703) 482-5841

Commission of Fine Arts

Pension Building

441 F Street, NW, Suite 312

Washington, DC 20001

Telephone: (202) 504-2200

Fax: (202) 504-2195

Note: A free publication, *The Commission of Fine Arts, A Brief History*, contains a list of CFA publications; most are out of print but several may be obtained from the Commission's offices.

Commodity Futures Trading Commission

Office of Public Affairs, Three Lafayette Centre

1155 21st Street, NW

Washington, DC 20581

Telephone: (202) 418-5080

Fax: (202) 418-5525

Note: A list of the current publications distributed by the Commission is available and may be obtained for use in congressional offices by calling or writing the office listed above.

Consumer Information Center

Consumer Information Center (XC)

General Services Administration

18th and F Streets, NW, Room G-142

Washington, DC 20405

Internet: <http://www.pueblo.gsa.gov>

Telephone: (202) 501-1794

Fax: (202) 501-4281

E-mail: walt.dornfried@gsa.gov

Note: The Consumer Information Center (CIC) publishes and distributes the free, quarterly *Consumer Information Catalog*, available by writing to: Consumer Information Catalog, Pueblo, Colorado 81009, or by telephoning 710-948-4000. The catalog lists more than 200 selected booklets of consumer interest published by more than 40 federal government agencies. Topics covered include children, cars, employment, education, food and nutrition, federal programs, health, money, small business, and more. Nearly half of the publications listed are available free; the remainder are moderately priced.

You can also browse the latest *Catalog*, read and/or download text versions of the publications, order a copy of the *Catalog*, and view the latest consumer news by visiting CIC's Web site: <http://www.pueblo.gsa.gov>

Members of the House and Senate are able to personalize copies of one of the four quarterly editions of the *Consumer Information Catalog*. This "personalized" version enables the Representative or Senator to print a personal message to his or her constituents using the CIC's printer. Contact the Consumer Information Center at (202) 501-1794 for more information.

Groups who are able to distribute 20 or more copies of the *Consumer Information Catalog* quarterly can be placed on a mailing list for free bulk copies. Write to the Pueblo address above or visit the Web site to be placed on this list.

In addition, Members of Congress may also obtain copies of the *Lista de Publicaciones Federales en Espanol para el Consumidor*, a list of publications available in Spanish.

The Consumer Information Center is administered by the General Services Administration (see entry below).

Consumer Product Safety Commission

Director of Congressional Relations
4330 East-West Highway, Room 720
Bethesda, MD 20814

Telephone: (301) 504-0515
Fax: (301) 504-0016

Corporation for National and Community Service

Congressional and Intergovernmental Relations
1201 New York Avenue, NW, Eighth Floor
Washington, DC 20525
Internet: <http://www.cns.gov>

Telephone: (202) 606-5000, ext. 246
Fax: (202) 606-2784

Corporation for Public Broadcasting

Office of Government Relations
901 E Street, NW
Washington, DC 20004-2006
Internet: <http://www.cpb.org>

Telephone: (202) 879-9712
Fax: (202) 637-0888

Note: Publications on a wide variety of topics including station activities, programming, and industry income are available. Also *Public Broadcasting and You*, a free annual booklet providing facts and figures about public broadcasting in America is available.

Defense Nuclear Facilities Safety Board

Office of Public Information
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004
Internet: <http://www.dnfsb.gov>

Telephone: (202) 208-6400
Fax: (202) 208-6518

Note: Annual reports and recommendations on issues of importance are available upon request.

Environmental Protection Agency

Office of Congressional and Legislative Affairs, 1301
401 M Street, SW Telephone: (202) 260-5203
Washington, DC 20460 Fax: (202) 260-4046/260-4372
Internet: <http://www.epa.gov>

Note: EPA has published *EPA National Publications Catalog*, which is also available online at its World Wide Web site. Constituents can purchase the document for \$40 from the U.S. Government Printing Office.

Equal Employment Opportunity Commission

Office of Communications and Legislative Affairs
1801 L Street, NW, Room 9024 Telephone: (202) 663-4900
Washington, DC 20507 Fax: (202) 663-4912
Publications: (800) 669-3362 (Voice)/(800) 800-3302 (TDD)

Note: An annotated list of current publications is available upon request.

Export-Import Bank of the United States (EXIMBANK)

Congressional and External Affairs
811 Vermont Avenue, NW, Room 1261A Telephone: (202) 565-3230
Washington, DC 20571 Fax: (202) 565-3236

Note: Arrangements may be made through the above office for Members of Congress, congressional staff, and constituents to meet with Eximbank officers for general briefings or to discuss specific export transactions. In addition, monthly in-depth seminars are ongoing.

Farm Credit Administration

Office of Congressional and Public Affairs
1501 Farm Credit Drive Telephone: (703) 883-4056
McLean, VA 22102-5090 Fax: (703) 883-4066

Federal Communications Commission

Public Service Division, Office of Public Affairs
1919 M Street, NW, Room 254
Washington, DC 20554 Telephone: (202) 418-0190/418-0191
Internet: <http://www.fcc.gov> Fax: (202) 418-2841

Note: Special reports are released periodically by the Commission and are announced in news releases. Congressional offices will be provided copies of these reports, subject to supply on hand.

Federal Deposit Insurance Corporation

Corporate Communications-Public Information Center
801 17th Street, NW Telephone: (202) 416-6940
Washington, DC 20434 Fax: (202) 416-2076
Internet: <http://www.fdic.gov>

Note: A list of the FDIC's annual reports and various statistical publications are available from the above office.

Federal Election Commission

Information Services

999 E Street, NW

Washington, DC 20463

Internet: <http://www.fec.gov>

Telephone: (202) 219-3420

Toll Free: (800) 424-9530

Fax: (202) 219-3880

Note: The Federal Election Commission's Office of Public Records maintains copies of all reports and statements filed by candidates and political committees for review and/or copying. Computer indexes on campaign spending and contributions are also available. Copies may be ordered by calling (202) 219-4140.

The Information Services Division assists federal candidates and political committees by explaining the federal election law, conducting research on advisory opinions, and publishing a monthly newsletter on commission decisions as well as campaign guides and other brochures. All publications are free. Requests for information and publications can be made by calling (202) 219-3420 or (800) 424-9530.

The Clearinghouse on Election Administration compiles and disseminates election administration information related to federal elections, and conducts independent contract studies. Congressional offices may obtain a complimentary copy by calling (202) 219-3670.

In all cases, requests may be sent in writing to the office or calls may be made to the toll-free number.

Federal Emergency Management Agency (FEMA)

Office of Congressional and Legislative Affairs

500 C Street, SW, Room 820

Washington, DC 20472

Internet: <http://www.fema.gov>

Telephone: (202) 646-4500

Fax: (202) 646-3600

Federal Home Loan Mortgage Corporation

Office of Government and Industry Relations

1101 Pennsylvania Avenue, NW, Suite 950

Washington, DC 20004

Internet: <http://www.freddiemac.com>

Telephone: (202) 434-8611

Fax: (202) 434-8626

Federal Housing Finance Board

Office of Congressional Affairs

1777 F Street, NW

Washington, DC 20006

Telephone: (202) 408-2515

Fax: (202) 408-2969

Federal Labor Relations Authority

Information Resource Management Division

607 14th Street, NW, Room 328

Washington, DC 20424-0001

Telephone: (202) 482-6550

Fax: (202) 482-6636

Federal Maritime Commission

Office of the Secretary
800 North Capitol Street, NW
Washington, DC 20573
Internet: <http://www.fmc.gov>

Telephone: (202) 523-5707
Fax: (202) 523-0014
E-mail: polkngj@tmn.com

Federal Mediation and Conciliation Service

Office of the General Counsel/Legislative Liaison
2100 K Street, NW
Washington, DC 20427

Telephone: (202) 606-5444
Fax: (202) 606-5345

Federal Mine Safety and Health Review Commission

Office of the Executive Director
1730 K Street, NW, Suite 600
Washington, DC 20006

Telephone: (202) 653-5625
Fax: (202) 653-5030

Note: *Federal Mine Safety and Health Review Commission Decisions* is published monthly and is available through subscription from GPO.

Federal National Mortgage Association

Government and Industry Relations
3900 Wisconsin Avenue, NW
Washington, DC 20016

Telephone: (202) 752-7120
Fax: (202) 752-6099

Federal Reserve System

Board of Governors of the Federal Reserve System
Congressional Liaison Office
Washington, DC 20551

Telephone: (202) 736-5608
Fax: (202) 452-2611

Federal Retirement Thrift Investment Board

Office of External Affairs
1250 H Street, NW, Fourth Floor
Washington, DC 20005

Telephone: (202) 942-1640
Fax: (202) 942-1676

Federal Trade Commission

Office of Congressional Relations
Sixth Street and Pennsylvania Avenue, NW, Room 404
Washington, DC 20580
Internet: <http://www.ftc.gov>

Telephone: (202) 326-2195
Fax: (202) 326-3585

General Services Administration

Office of Congressional and Intergovernmental Affairs
18th and F Streets, NW, Room 6105
Washington, DC 20405
Internet: <http://www.gsa.gov>

Telephone: (202) 501-0563
Fax: (202) 219-5742

Note: The following publications are frequently requested by congressional offices:
Annual Report of the General Services Administration
GSA Services Available to Members of Congress
What is GSA?

U.S. Real Property Sales List
Federal Surplus Personal Property Donation Program
Sale of Federal Surplus Personal Property
Federal Information Centers
Catalog of Federal Domestic Assistance
Consumer's Resource Handbook
Consumer Information Catalog (see above)
Federal Travel Directory
Contracting Opportunities with GSA

Institute of Museum and Library Services

Program Office
1100 Pennsylvania Avenue, NW
Washington, DC 20506
Internet: <http://www.ims.fed.us>

Telephone: (202) 606-8539
Fax: (202) 606-8591
E-mail: imsinfo@ims.fed.us

Note: Publications include *National Needs Assessment of Small Emerging Minority and Rural Museums in the United States: A Report to Congress* (September 1992) and *True Needs, True Partners: Museums and Schools Transforming Education* (1996).

Inter-American Foundation

Publications Office
901 N. Stuart Street, 10th Floor
Arlington, VA 22203

Telephone: (703) 841-3800
Fax: (703) 527-3529

Note: A publications list is available upon request.

Legal Services Corporation

750 First Street, NE
Washington, DC 20002-4250

Telephone: (202) 336-8800
Fax: (202) 336-8959

Marine Mammal Commission

4340 East-West Highway, Room 905
Bethesda, MD 20814

Telephone: (301) 504-0087
Fax: (301) 504-0099
E-mail: jtwiss@mmc.gov

Note: A publications list is available upon request.

Merit Systems Protection Board

Communications Officer
Office of the Clerk of the Board
1120 Vermont Avenue, NW
Washington, DC 20419
Internet: <http://www.access.gpo.gov/mspb>

Telephone: (202) 653-7200
Fax: (202) 653-7130
E-mail: mspb@mspb.gov

Note: A publications list is available upon request. Recent reports include *Fair and Equitable Treatment: A Progress Report on Minority Employment in the Federal*

Government (August 1996) and *The Changing Federal Workforce: Progress and Remaining Challenges* (October 1996).

National Academy of Sciences

Office of Congressional and Government Affairs (OCGA)
National Research Council
2101 Constitution Avenue, NW Telephone: (202) 334-1601/334-1513
Washington, DC 20418 Fax: (202) 334-1684/334-2419
Internet: <http://www.nas.edu>

Note: National Academy of Engineering and the Institute of Medicine are sister agencies of the National Academy of Sciences. Each functions along its own line of specialty. The operating arm of these organizations is the National Research Council. A publications list is available upon request. In addition, OCGA issues the monthly *Academy Bulletin* listing public meetings of the four institutions and recent releases. Inclusion on the mailing list is available free upon request.

National Aeronautics and Space Administration

Office of Legislative Affairs
Code L Telephone: (202) 358-1943
Washington, DC 20546 Fax: (202) 358-4343
Internet: <http://www.nasa.gov>

Note: *Scientific and Technical Aerospace Reports (STAR)* and *NASA Educational Publications* are available for information of a technical or general nature, respectively.

National Archives and Records Administration

NECD, Marketing and Product Development Division
Washington, DC 20408 Telephone: (800) 234-8861
Fax: (202) 501-7170
Internet: <http://www.nara.gov> E-mail: inquire@nara.gov

Note: Some popular publications include:

Select List of Publications of the National Archives and Records Administration, a catalog of technical publications and finding aids. Free.
Prologue: the Journal of the National Archives. Quarterly; \$4 per issue; subscription \$16 per year.

Guide to Genealogical Research in the National Archives. \$35 hardcover; \$25 paper.

Information leaflets include *The National Archives*, *Genealogical Records in the National Archives*, and *Military Service Records in the National Archives*.

Microfilm publications available for use and purchase are noted in the *Catalog of National Archives Microfilm Publications* (\$5); *Federal Population Census, 1790-1890s* (\$3.50); *Federal Population Census, 1900* (\$3.50); *Federal Population Census, 1910* (\$3.50), and *Federal Population Census, 1920* (\$3.50). For all of the microfilm purchases, add \$3 for shipping and handling.

The above publications are available by going to the National Archives and Records Administration, Seventh Street and Pennsylvania Avenue, NW, Room G-9.

The Office of the Federal Register (202-523-5240) and the Office of Presidential Libraries (202-501-5700) are administered by the National Archives and Records Administration.

National Capital Planning Commission

Director, Intergovernmental Planning and Public Affairs
801 Pennsylvania Avenue, NW, Suite 301
Washington, DC 20576 Telephone: (202) 482-7200
Internet: <http://www.ncpc.gov> Fax: (202) 482-7272

Note: Visit NCPC's World Wide Web site to see *Extending the Legacy: Planning America's Capital for the 21st Century*, a bold vision of Washington, DC, as it could be 50 to 100 years in the future.

The *Legacy* document and information about NCPC's other publications are available upon request.

National Commission on Libraries and Information Science

1110 Vermont Avenue, NW, Suite 820
Washington, DC 20005-3522 Telephone: (202) 606-9200
Internet: <http://www.nclis.gov> Fax: (202) 606-9203

Note: The Commission has a list of publications available. Information on these publications and related papers is available at the above number.

National Council on Disability

Office of Public Affairs
1331 F Street, NW, Suite 1050 Telephone: (202) 272-2004 (Voice)
Washington, DC 20004-1107 (202) 272-2074 (TT)
Fax: (202) 272-2022
Internet: <http://www.ncd.gov> E-mail: mquigley@ncd.gov

Note: A publications list is available upon request. Recent reports include *Achieving Independence: The Challenge for the 21st Century* (1996), *Foreign Policy and Disability* (1996), and *Access to the Information Superhighway and Emerging Information Technologies by People with Disabilities* (1996).

National Credit Union Administration

Director of Public and Congressional Affairs
1775 Duke Street Telephone: (703) 518-6330
Alexandria, VA 22314-3428 Fax: (703) 518-6429
Internet: <http://www.ncua.gov>

Note: A list of current publications is available and may be obtained by calling or writing to the office listed above. Publications include an annual report, *NCUA Directory*, *Compliance for Self-Assessment Guidelines*, and *Federal Credit Union Act and Handbook*.

National Endowment for Democracy

1101 15th Street, NW, Suite 802 Telephone: (202) 293-0300

Washington, DC 20005
Internet: <http://www.ned.org>

Fax: (202) 293-0258
E-mail: allen@freedom.ned.org

Note: The Democracy Resource Center Library offers access to more than 5,000 titles and an electronic mailing list (Democracy-News). It also publishes the *Journal of Democracy*.

National Foundation on the Arts and the Humanities

National Endowment for the Arts
Office of Congressional Liaison
Old Post Office Building
1100 Pennsylvania Avenue, NW
Washington, DC 20506

Telephone: (202) 682-5434

National Endowment for the Humanities
Office of Congressional Liaison
Old Post Office Building
1100 Pennsylvania Avenue, NW
Washington, DC 20506

Telephone: (202) 606-8328

National Labor Relations Board

Division of Information
1099 14th Street, NW, Room 9400
Washington, DC 20570-0001

Telephone: (202) 273-1991
Fax: (202) 273-1789

Note: A list of publications may be obtained from the Division of Information.

National Mediation Board

Office of the Chief of Staff
1301 K Street, NW, Suite 250 East
Washington, DC 20572

Telephone: (202) 523-5012
Fax: (202) 523-1494

National Railroad Passenger Corporation (AMTRAK)

Office of Government Affairs
60 Massachusetts Avenue, NE
Washington, DC 20002

Telephone: (202) 906-3937
Fax: (202) 906-3865

National Science Foundation

Office of Legislative and Public Affairs
4201 Wilson Boulevard
Arlington, VA 22203
Internet: <http://www.nsf.gov>

Telephone: (703) 306-1070
Fax: (703) 306-0158
E-mail: pubs@nsf.gov

Note: The National Science Foundation annually publishes a list of its reports and other brochures currently in print.

National Transportation Safety Board

Office of Government and Public Affairs
800 Independence Avenue, SW
Washington, DC 20594
Internet: <http://www.nts.gov>

Telephone: (202) 314-6120
Fax: (202) 314-6122

Nuclear Regulatory Commission

Office of Congressional Affairs
Washington, DC 20555

Telephone: (301) 415-1776
Fax: (301) 415-8571

Note: The NRC periodically publishes a list of new NRC publications. It also issues a weekly digest of NRC press releases. Members of Congress may receive either or both of these publications on a regular basis upon request. Most documents originated by NRC, or submitted to it for consideration, are placed in the Commission's Public Document Room on the lower level at 2120 L Street, NW, Washington, DC, for public inspection. In addition, documents related to a specific licensing proceeding or operation are made available in the local public document room established in the vicinity of each proposed or existing nuclear facility. More than 100 such rooms are now open to the public. Congressional offices may contact the NRC at the above number to determine the location of the most convenient document room for any interested person.

Occupational Safety and Health Review Commission

Office of Information
1120 20th Street, NW, Ninth Floor
Washington, DC 20036-3419

Telephone: (202) 606-5398
Fax: (202) 606-5050

Note: The Commission frequently receives requests from congressional staffers with constituent complaints about working conditions. These types of requests usually require information from the agency that inspects workplaces and promulgates the regulations covering job safety and health conditions. That agency is OSHA, the Occupational Safety and Health Administration, part of the Department of Labor. As an adjudicatory agency, the Review Commission's involvement in workplace issues begins after an inspection has been contested by an employer or employees' group.

Three publications that OSHRC produces are *A Guide to Procedures, Rules of Procedure of the OSHRC*, and *Guide to E-Z Trial Procedures*.

Office of Government Ethics

Attn: Legislative Liaison
1201 New York Avenue, NW Telephone: (202) 208-8000, ext. 1219
Washington, DC 20005 Fax: (202) 208-8037
Internet: <http://www.access.gpo.gov/usage>

Note: *Government Ethics Newsgram*, a quarterly publication, is offered free upon request. The following are offered for purchase through the GPO: *Informal Advisory Letters and Memoranda and Formal Opinions* (a collection from 1979-1988 and supplements through 1992), *Standards of Conduct for Employees of the Executive Branch*, pamphlets about the standards--*Do It Right, Take the High Road*, and *A Brief Wrap*--and a video entitled "Integrity and Public Service: Earning the Public's Trust."

The Ethics Bulletin Board System (TEBBS) provides a fast, direct, and convenient method of obtaining ethics information. TEBBS contains ethics laws, regulations, policies, opinions, and publications, including the current issue of *Government Ethics Newsgram*. To obtain information about using TEBBS, contact the Office of Information Resource Management at the Office of Government Ethics.

Office of Personnel Management

Congressional Liaison Office
B332 Rayburn House Office Building Telephone: Capitol ext. 5-4955
Washington, DC 20515 (202) 225-4955 or (202) 632-6296
Internet: <http://www.opm.gov> Fax: (202) 632-0832

Note: This office serves both House and Senate.

Office of Special Counsel

Office of Legislative and Public Affairs
1730 M Street, NW, Suite 300 Telephone: (202) 653-9001
Washington, DC 20036-4505 Fax: (202) 653-5161
Internet: <http://www.access.gpo.gov/osc>

Note: Internet information provided includes coverage of prohibited personnel practices, the Hatch Act help-line, and the Office of Special Counsel's 1995 Annual Report to Congress.

Panama Canal Commission

Office of the Secretary
1825 Eye Street, NW, Suite 1050 Telephone: (202) 634-6441
Washington, DC 20006 Fax: (202) 634-6439
E-mail: pancanalwo@aol.com

Peace Corps

Office of Congressional Relations
1990 K Street, NW, Suite 8425 Telephone: (202) 606-3210
Washington, DC 20526 Fax: (202) 606-3150
Internet: <http://www.peacecorps.gov>

Pension Benefit Guaranty Corporation

Communications and Public Affairs Department - 24000
1200 K Street, NW, Suite 240 Telephone: (202) 326-4040
Washington, DC 20005-4026 Fax: (202) 326-4042
Internet: <http://www.pbgc.gov>

Note: Several publications are available upon request: *Your Pension Booklet*, *Your Guaranteed Pension Booklet*, *Annual Report to Congress*, and *Employers' Pension Guide*. Fact sheets and pamphlets on the Pension Benefit Guaranty Corporation and related subjects are also available.

Postal Rate Commission

Administrative Office
1333 H Street, NW Telephone: (202) 789-6840
Washington, DC 20268 Fax: (202) 789-6861
Internet: <http://www.prc.gov> E-Mail: prc-admin@prc.gov

President's Council on Physical Fitness and Sports

Director of Communications
701 Pennsylvania Avenue, NW, Suite 250 Telephone: (202) 272-3421
Washington, DC 20004 Fax: (202) 504-2064

Note: Publications for children and adults are available (free of charge for single copies), as are a newsletter and the quarterly *PCPFS Research Digest*.

Railroad Retirement Board

Office of Legislative Affairs
1310 G Street, NW, Suite 500 Telephone: (202) 272-7742
Washington, DC 20005-3004 Fax: (202) 272-7728

Securities and Exchange Commission

Director of Legislative Affairs
Stop 6-2
450 Fifth Street, NW, Room 6017 Telephone: (202) 942-0010
Washington, DC 20549 Fax: (202) 942-9650
Internet: <http://www.sec.gov>

Note: The Commission prepares a frequently revised *Publications List*, which is available free of charge upon request.

Selective Service System

Attn: Records
1515 Wilson Boulevard, Fourth Floor Telephone: (703) 235-2272
Arlington, VA 22209-2425 Fax: (703) 235-2500

Sentencing Commission

Office of Communications
1 Columbus Circle, NE, Suite 2-500 South
Washington, DC 20002-8002 Telephone: (202) 273-4590
Internet: <http://www.ussc.gov> Fax: (202) 273-4529

Note: Publications include *U.S. Sentencing Commission Guidelines Manual*, *Annual Report*, report summaries, and a periodic newsletter called *Guide Lines*. A guide to publications and resources is updated annually.

Small Business Administration

Office of Congressional and Legislative Affairs
409 Third Street, SW Telephone: (202) 205-6700
Washington, DC 20416 Fax: (202) 205-7374
Internet: <http://www.sbaonline.sba.gov>

Note: The *Directory of Business Development Publications* and other general information pamphlets are available upon request.

Smithsonian Institution

Office of Government Relations
1000 Jefferson Drive, SW, Room 220 Telephone: (202) 357-2962
Washington, DC 20560 Fax: (202) 357-4604
Internet: <http://www.si.edu>

Note: A catalog of books published by the Smithsonian Institution Press is available. Requests for other publications should be addressed to the Office of Government Relations.

Social Security Administration

Congressional Relations Staff
4J5 West High Rise
6401 Security Boulevard Telephone: (410) 965-3929
Baltimore, MD 21235 Fax: (410) 966-5388
Internet: <http://www.ssa.gov>

State Justice Institute

Publications Office
1650 King Street, Suite 600 Telephone: (703) 684-6100, ext. 212
Alexandria, VA 22314 Fax: (703) 684-7618
E-mail: sji@clark.net

Note: *SJI Final Grant Guideline* and other publications pertaining to the functions of the State Justice Institute are available upon request.

Tennessee Valley Authority (TVA)

1 Massachusetts Avenue, NW, Suite 300
Washington, DC 20001

Telephone: (202) 898-2999

Publications Office and Technical Library: (423) 632-3464

Internet: <http://www.tva.gov>

Fax: (202) 898-2998

Note: Information about a large number of publications on various topics may be obtained by calling the above office locally.

Trade and Development Agency

Congressional Relations
Room 309, State Annex 16
Washington, DC 20523-1602

Telephone: (703) 875-4357

Fax: (703) 875-4009

Internet: <http://www.tda.gov>

Note: Information on the TDA newsletters and hotline may be obtained by calling or writing the above office, or by accessing the Trade and Development Agency's World Wide Web site.

United States Arms Control and Disarmament Agency

Office of Congressional Affairs
320 21st Street, NW
Washington, DC 20451

Telephone: (202) 647-3612

Fax: (202) 647-0024

Internet: <http://www.acda.gov>

Note: The United States Arms Control and Disarmament Agency (ACDA) issues and distributes many publications about arms control, non-proliferation, and disarmament issues. Information about them may be obtained from the above telephone number.

United States Commission on Civil Rights

Publications Unit
624 Ninth Street, NW
Washington, DC 20425

Telephone: (202) 376-8110

Fax: (202) 376-8315

Internet: <http://www.usccr.gov>

Note: A complete listing of Commission publications is available upon request from the Commission at no cost. Single copies of major Commission publications are automatically distributed to each Member of Congress when issued.

United States Holocaust Memorial Museum

Communications Office
100 Raoul Wallenberg Place, SW
Washington, DC 20024

Telephone: (202) 488-0446

Fax: (202) 488-2695

Note: A bimonthly newsletter, *United States Holocaust Memorial Museum Update*, and a variety of educational materials are available upon request. *Days of Remembrance*, an annual publication and guidebook, and *The Journal of Holocaust and Genocide Studies*, a quarterly scholarly publication, are available.

United States Information Agency

Congressional Liaison Office
301 Fourth Street, SW, Room 852
Washington, DC 20547
Internet: <http://www.usia.gov>

Telephone: (202) 619-6828
Fax: (202) 619-6876

Note: The USIA is prohibited from distributing its program materials, except those exempted by congressional action, within the United States. On request, such materials are made available at the Agency, for information purposes only, to Members of Congress and their staffs, scholars and research students, and representatives of U.S. press associations, newspapers, magazines, and radio systems and stations.

Lists of USIA research reports are available at approximately 43 designated depository libraries in universities and other institutions throughout the country.

The USIA publication *English Teaching Forum* is sold by the Government Printing Office.

United States Institute of Peace

1550 M Street, NW, Suite 700
Washington, DC 20005
Internet: <http://www.usip.org>

Telephone: (202) 457-1700
Fax: (202) 429-6063
E-mail: usip_requests@usip.org

Note: Available upon request is a *Biennial Report*, a *Guide to Specialists*, and reports on issues involving international peace and conflict.

United States International Development Cooperation Agency

Agency for International Development
Bureau for Legislative and Public Affairs
Washington, DC 20523
Internet: <http://www.info.usaid.gov>

Telephone: (202) 647-8440/647-4200
Fax: (202) 647-8321

Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, DC 20527

Telephone: (202) 336-8400
Fax: (202) 408-9859

Note: Inquiries for both agencies listed above should be directed to the Office of Legislative and Public Affairs, located at the Agency for International Development.

United States International Trade Commission

Congressional Relations Officer

Office of External Affairs

500 E Street, SW

Washington, DC 20436

Telephone: For questions: (202) 205-3151

Around-the-clock recorder to receive orders: (202) 205-1809

Internet: <http://www.usitc.gov>

Fax: (202) 205-2139

United States Postal Service

Legislative Affairs

Room 10804

United States Postal Service-Headquarters

Washington, DC 20260-3500

Telephone: (202) 268-3739

Internet: <http://www.usps.gov>

Fax: (202) 268-3775

Note: The Government Printing Office publishes a circular each year covering the USPS publications on sale. This circular gives a brief description of the publication and the cost of each. The circular can be used as an order blank. Copies of the circular are furnished to Members whenever they request publications for their constituents.

One copy each of the following publications is distributed automatically to each Member via the House and Senate Postmasters: *Directory of Post Offices*, *Publication 65*, *National ZIP Code Directory*, and *Annual Report of the Postmaster General*. An additional copy of each, as well as a USPS headquarters directory, can be obtained for the Member's use. No copies can be furnished for constituents; all of these are sold by the Superintendent of Documents.

INDEX BY AGENCY**ACTION**

See Corporation for National and Community Service	16
Administration for Children and Families	9
Administration for Native Americans	9
Administration on Aging	9
Administration on Development Disabilities	9
Advisory Council on Historic Preservation	14
Aeronautics and Space Administration, National	21
African Development Foundation	14
Agency for International Development	29
Aging, Administration on	9
Agriculture, Department of	7
Air Force, Department of the	8
Alcohol, Drug Abuse and Mental Health Administration	9
Alcohol, Tobacco and Firearms, Bureau of	13
American Battle Monuments Commission	14
AMTRAK	23
Appalachian Regional Commission	14
Architectural and Transportation Barriers Compliance Board	14
Archives and Records Administration, National	21
Arms Control and Disarmament Agency, United States	28
Army Corps of Engineers	8
Army, Department of the	8
Arts and the Humanities, National Foundation on the	23
Arts, National Endowment for the	23
Aviation Administration, Federal	11
Barriers Compliance Board, Architectural and Transportation	14
Census, Bureau of the	7
Centers for Disease Control	9
Central Intelligence Agency	15
Children and Families, Administration for	9
Civil Rights, United States Commission on	28
Coast Guard, United States	12
Commerce, Department of	7
Commission of Fine Arts	15
Commission on Civil Rights, United States	28
Commodity Futures Trading Commission	15
Communications Commission, Federal	17
Comptroller of the Currency, Office of the	13
Consumer Affairs, Office of (HHS)	9
Consumer Information Center	15
Consumer Product Safety Commission	16
Corporation for National and Community Service	16
Corporation for Public Broadcasting	16

Council of Economic Advisers	5
Council on Disability, National	22
Council on Environmental Quality	6
Credit Administration, Farm	17
Credit Union Administration, National	22
Customs Service, United States	12
Debt, Bureau of the Public	13
Defense Nuclear Facilities Safety Board	16
Defense, Department of	8
Democracy, National Endowment for	23
Deposit Insurance Corporation, Federal	17
Development Agency, Trade and	28
Development Disabilities, Administration on	9
Disability, National Council on	22
Disease Control, Centers for	9
Drug Abuse and Mental Health Administration, Alcohol	9
Drug Control Policy, Office of National	6
Economic Advisers, Council of	5
Economic Analysis, Bureau of (Commerce)	7
Economic Development Administration	7
Education, Department of	9
Election Commission, Federal	18
Employment Opportunity Commission, Equal	17
Endowment for Democracy, National	23
Energy, Department of	9
Engineering, National Academy of See National Academy of Sciences	21
Engraving and Printing, Bureau of	13
Environmental Protection Agency	17
Environmental Quality, Council on	6
Equal Employment Opportunity Commission	17
EXIMBANK	17
Export-Import Bank of the United States (EXIMBANK)	17
Farm Credit Administration	17
Federal Aviation Administration	11
Federal Communications Commission	17
Federal Deposit Insurance Corporation	17
Federal Election Commission	18
Federal Emergency Management Agency	18
Federal Highway Administration	11
Federal Home Loan Mortgage Corporation	18
Federal Housing Finance Board	18
Federal Labor Relations Authority	18
Federal Maritime Commission	19
Federal Mediation and Conciliation Service	19
Federal Mine Safety and Health Review Commission	19

Federal National Mortgage Association	19
Federal Railroad Administration	11
Federal Reserve System	19
Federal Retirement Thrift Investment Board	19
Federal Trade Commission	19
Federal Transit Administration	11
FEMA	18
Financial Management Service (Treasury)	12
Fine Arts, Commission of	15
Firearms, Bureau of Alcohol, Tobacco and	13
Fish and Wildlife Service, United States	10
Food and Drug Administration	9
Foundation on the Arts and the Humanities, National	23
General Services Administration	19
Geological Survey, United States	10
Government Ethics, Office of	25
Government Printing Office, United States	3
Hazardous Materials Initiatives and Training, Office of	11
Headstart	9
Health and Human Services, Department of	9
Health Care Financing Administration	10
Health Resources and Services Administration	9
Health Review Commission, Occupational Safety and	24
Health, National Institutes of	9
Highway Administration, Federal	11
Highway Traffic Safety Administration, National	11
Historic Preservation, Advisory Council on	14
Holocaust Memorial Museum, United States	28
Home Loan Mortgage Corporation, Federal	18
Housing and Urban Development, Department of	10
Housing Finance Board, Federal	18
Humanities, National Endowment for the	23
Indian Affairs, Bureau of	10
Information Agency, United States	29
Information Center, Consumer	15
Institute of Medicine	
See National Academy of Sciences	21
Institute of Museum and Library Services	20
Intelligence Agency, Central	15
Inter-American Foundation	20
Interior, Department of the	10
Internal Revenue Service	13
International Development Cooperation Agency, United States	29
International Trade Administration (Commerce)	7
International Trade Commission, United States	30
Justice Institute, State	27

Justice, Department of	10
Labor Relations Authority, Federal	18
Labor Relations Board, National	23
Labor, Department of	10
Land Management, Bureau of	10
Legal Services Corporation	20
Libraries and Information Science, National Commission on	22
Library of Medicine, National	9
Library Services, Institute of Museum and	20
Management and Budget, Office of	6
Marine Corps, United States	9
Marine Fisheries Service, National	8
Marine Mammal Commission	20
Maritime Administration (DOT)	11
Maritime Commission, Federal	19
Mediation and Conciliation Service, Federal	19
Mediation Board, National	23
Medicine, Institute of See National Academy of Sciences	21
Mental Health Administration, Alcohol, Drug Abuse and	9
Merit Systems Protection Board	20
Mine Safety and Health Review Commission, Federal	19
Minerals Management Services	10
Minority Business Development Agency	7
Mint, Bureau of the	13
Mortgage Association, Federal National	19
Museum and Library Services, Institute of	20
National Academy of Engineering See National Academy of Sciences	21
National Academy of Sciences	21
National Aeronautics and Space Administration	21
National and Community Service, Corporation for	16
National Archives and Records Administration	21
National Capital Planning Commission	22
National Commission on Libraries and Information Science	22
National Council on Disability	22
National Credit Union Administration	22
National Drug Control Policy, Office of	6
National Endowment for Democracy	23
National Endowment for the Arts	23
National Endowment for the Humanities	23
National Foundation on the Arts and the Humanities	23
National Highway Traffic Safety Administration	11
National Institute of Standards and Technology	7
National Institutes of Health	9
National Labor Relations Board	23

National Library of Medicine	9
National Marine Fisheries Service	8
National Mediation Board	23
National Mortgage Association, Federal	19
National Ocean Survey	8
National Oceanic and Atmospheric Administration	8
National Park Service	10
National Railroad Passenger Corporation (AMTRAK)	23
National Research Council	
See National Academy of Sciences	21
National Science Foundation	24
National Security Council	6
National Technical Information Service	8
National Telecommunication and Information Administration	8
National Transportation Safety Board	24
Native Americans, Administration for	9
Navy, Department of the	8
Nuclear Facilities Safety Board, Defense	16
Nuclear Regulatory Commission	24
Occupational Safety and Health Review Commission	24
Oceanic and Atmospheric Administration, National	8
Office of Consumer Affairs (HHS)	9
Office of Government Ethics	25
Office of Hazardous Materials Transportation	11
Office of Management and Budget	6
Office of National Drug Control Policy	6
Office of Personnel Management	25
Office of Science and Technology Policy	6
Office of Special Counsel	25
Office of Surface Mining (Interior)	10
Office of Territorial Affairs (Interior)	10
Office of the Comptroller of the Currency	13
Office of Thrift Supervision	13
Office of U.S. Trade Representative	7
Overseas Private Investment Corporation	29
Panama Canal Commission	25
Park Service, National	10
Patent and Trademark Office	8
Peace Corps	25
Peace Institute, United States	29
Pension Benefit Guaranty Corporation	26
Personnel Management, Office of	25
Physical Fitness and Sports, President's Council on	26
Planning Commission, National Capital	22
Postal Rate Commission	26
Postal Service, United States	30

President’s Council on Physical Fitness and Sports	26
Printing, Bureau of Engraving and	13
Product Safety Commission, Consumer	16
Public Broadcasting, Corporation for	16
Public Debt, Bureau of the	13
Public Health Service	9
Railroad Administration, Federal	11
Railroad Passenger Corporation (AMTRAK), National	23
Railroad Retirement Board	26
Reclamation, Bureau of	10
Research and Special Programs Administration (DOT)	11
Savings Bonds Division, United States See Bureau of the Public Debt	13
Science and Technology Policy, Office of	6
Science Foundation, National	24
Sciences, National Academy of	21
Secret Service, United States	14
Securities and Exchange Commission	26
Security Council, National	6
Selective Service System	26
Sentencing Commission	27
Small Business Administration	27
Smithsonian Institution	27
Social Security Administration	27
Space Administration, National Aeronautics and	21
Special Counsel, Office of	25
St. Lawrence Seaway Development Corporation	12
Standards and Technology, National Institute of	7
State Justice Institute	27
State, Department of	10
Superintendent of Documents	3
Surface Mining, Office of	10
Surface Transportation Board	12
Technical Information Service, National	8
Telecommunication and Information Administration, National	8
Tennessee Valley Authority	28
Territorial Affairs, Office of	10
Thrift Investment Board, Federal Retirement	19
Thrift Supervision, Office of	13
Tobacco and Firearms, Bureau of Alcohol,	13
Trade Administration, International (Commerce)	7
Trade and Development Agency	28
Trade Commission, Federal	19
Trade Representative, Office of the U.S.	7
Trademark Office, Patent and	8
Transit Administration, Federal	11

Transportation Barriers Compliance Board, Architectural and	14
Transportation Safety Board, National	24
Transportation Safety Institute	12
Transportation Systems Center, Volpe National	12
Transportation, Department of	11
Travel and Tourism Administration, United States	8
Treasurer of the United States	13
Treasury, Department of the	12
TVA	28
United States Arms Control and Disarmament Agency	28
United States Coast Guard	12
United States Commission on Civil Rights	28
United States Customs Service	12
United States Fish and Wildlife Service	10
United States Geological Survey	10
United States Government Printing Office	3
United States Holocaust Memorial Museum	28
United States Information Agency	29
United States Institute of Peace	29
United States International Development Cooperation Agency	29
United States International Trade Commission	30
United States Marine Corps	9
United States Postal Service	30
United States Savings Bonds Division See Bureau of the Public Debt	13
United States Secret Service	14
United States Travel and Tourism Administration	8
Veterans Affairs, Department of	14
Volpe National Transportation Systems Center	12
White House	7