

CRS Report for Congress

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Internships and Fellowships: Congressional, Federal, and Other Work Experience Opportunities

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Rita D. Jimenez
Information Research Specialist
Congressional Reference Division

ABSTRACT

This report provides information on internships and fellowships in the federal government, with an emphasis on opportunities in the legislative branch. It also contains a bibliography of additional sources of information, including electronic resources. It will be updated annually to reflect new publications and electronic resources.

Internships and Fellowships: Congressional, Federal, and Other Work Experience Opportunities

Summary

To assist congressional offices in responding to requests for information about internships, fellowships, and other work experience programs, CRS has prepared this report on congressional internships, as well as internships in the executive and judicial branches of the federal government. This report provides a listing of organizations like the American Association for the Advancement of Science, which sponsors fellowships on Capitol Hill. This document also provides a list of Internet sites on internships and fellowships, such as the Smithsonian Institution's web site on internships. Finally, there is an annotated bibliography that lists further sources of information on internships, fellowships, and summer jobs. The publications listed can be used to locate additional work experience opportunities, both inside and outside the federal government.

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Internships and Fellowships: Congressional, Federal, and Other Work Experience Opportunities

In response to numerous requests for information on congressional internships, other federal government internships, and congressional, judicial, and presidential fellowships, this report has been compiled. Also included is a guide to further sources of information on internships, fellowships, and summer jobs. This guide can be used to locate additional work experiences, both inside and outside the federal government. The publications listed may be purchased, or they may be available for consultation in local libraries or school or college guidance offices.

Altho

The duties, responsibilities, and salaries (if any) of interns varies from office to office. Some interns are given routine office tasks as clerks or messengers, while those in other offices may do legislative research.

LBJ (Lyndon B. Johnson) Congressional Intern Program

In 1973, House Resolution 420 authorized the designation of the term “LBJ Congressional Intern,” and authorized each Representative to hire up to two LBJ interns per year. However, it did not require Representatives to use this title when hiring interns. In May 1994, the program was suspended due to reductions in legislative branch employment levels.

However, Representatives can still sponsor unpaid interns who work on a voluntary basis. Volunteers are not counted on the House payroll and do not contribute to overall employment levels. Some Members may pay interns out of their regular office budgets. This option is only possible if a Member has not already reached the limit of 22 staffers and has funds available.

Other Internships in Member Offices

Internships are available in many Member offices. Descriptions of some of these opportunities are found in *Internships in Congress* (see the “Bibliography” section beginning on p. 9).

Application for an internship in a specific Member’s office should be made through the individual Senator or Representative. Members of Congress may be addressed as follows:

Honorable _____	Honorable _____
United States Senate	House of Representatives
Washington, D.C. 20510	Washington, D.C. 20515
Telephone: (202) 224-3121 (ask for Member)	

Inquiries may also be addressed to congressional district offices. These addresses can be located through standard reference sources such as the *Congressional Directory*.

Internships in Congressional Committees

Application for an internship with a congressional committee, an informal congressional organization, or a legislative party organization should be made to the committee or to individual Members of the committee or organization. Congressional committees and organizations are addressed as follows:

[Name of committee, etc.]	[Name of committee, etc.]
United States Senate	House of Representatives
Washington, D.C. 20510	Washington, D.C. 20515

Telephone: (202) 224-3121 (ask for committee or organization)

Several congressional committees and caucuses which have longstanding intern programs are listed below.

House Committee on the Budget
 House Democratic Caucus
 House Republican Policy Committee
 Republican Policy Committee (Senate)
 Senate Labor and Human Resources Committee

Other congressional bodies may also provide internship opportunities. Congressional committees and organizations in a wide variety of subject areas can be identified in such reference sources as the *Congressional Directory* (Washington, GPO); the *Congressional Staff Directory* (Alexandria, VA, CQ Staff Directories), the *Congressional Yellow Book* (Washington, Leadership Directories), and the *Washington Information Directory* (Washington, Congressional Quarterly). For information on congressional caucuses, study groups, and other informal congressional organizations, the *Congressional Yellow Book* is a particularly useful source. One or more of these reference works can be consulted in many local public or research libraries.

Congressional Internships Offered by Universities and Private Organizations

In addition to internships available directly from Members and congressional committees, various universities and private organizations offer programs which place interns in congressional offices. Some of these programs also place interns in other federal government agencies. Students should check with their own colleges and universities to see if they operate congressional intern programs. School placement offices can be useful sources of such listings, along with electronic bulletin boards or sites on the World Wide Web.

Internships in Congressional Support Agencies

The three congressional support agencies listed below also offer internships. Interns are not placed in congressional offices but instead work in these organizations, which provide research support and information to the Congress.

Congressional Budget Office

Note: The Congressional Budget Office provides Congress with budget-related information and explains possible budget ramifications of proposed legislation.

Contact: Congressional Budget Office, 410 Ford House Office Building,
 Washington, D.C. 20515 Telephone: (202) 226-2621
 Internet: [<http://www.cbo.gov>]

Congressional Research Service

Note: The Congressional Research Service is a legislative branch research agency which provides information upon request to Members and committees. Volunteer interns assist CRS staff in responding to public policy related inquiries. This program is

open to college undergraduates, graduate students, and other professionals.

Contact: Congressional Research Service, The Library of Congress,
Warren Lenhart, CRS/D, 101 Independence Avenue, S.E.,
Washington, D.C. 20540-7000 Telephone: (202) 707-7641
Internet: [<http://lcweb.loc.gov/crsinfo>]

General Accounting Office

Note: The General Accounting Office serves as an auditing and investigative agency for Congress and makes recommendations for more effective government operations. College students may be selected to serve as unpaid interns for up to 16 weeks.

Contact: General Accounting Office, Office of Recruitment, Room 1165,
441 G Street, N.W., Washington, D.C. 20548
Telephone: (202) 512-4900
Internet: [<http://www.gao.gov>]

Other Federal Government Internships

Federal agency internships are also very popular and highly competitive. Many federal agencies hire seasonal employees for the summer months. Those seeking such jobs should realize that hiring in federal agencies is decentralized, which means that each federal agency generally hires staff through its own personnel office. Candidates should identify agencies appropriate to their interests by using standard reference directories, and apply directly by contacting the appropriate personnel offices.

Students working toward undergraduate or graduate degrees, technical school certificates, or high school diplomas are eligible for the Student Temporary Employment Program, with appointments that last up to 1 year. Another possibility for student employment is the Student Career Experience Program, which may qualify its candidates for conversion to a career or career-conditional appointment. Students interested in either program should contact their school guidance or placement offices for further information; acceptance in both programs is arranged through the high schools and colleges themselves. Further information on these programs is provided in *Earn and Learn* (see the “Bibliography” section beginning on p. 9).

Other established internship programs within the federal government can be identified through the use of publications listed in the bibliography. However, opportunities also exist for persons to “create” individual internships by contacting relevant federal offices and inquiring about internship possibilities. Addresses and telephone numbers of government departments and agencies and information about them appear in the *United States Government Manual* (Washington, GPO). This publication is available in many libraries and at the following Internet address: [<http://www.access.gpo.gov/nara/nara001.html>].

Other useful resources include the *Washington Information Directory* (Washington, Congressional Quarterly); the *Federal Yellow Book* (Washington, Leadership Directories); the *Federal Staff Directory* and the *Judicial Staff Directory*

(Alexandria, VA, CQ Staff Directories); and *Carroll's Federal Directory* and *Carroll's Federal Regional Directory* (Washington, Carroll Publishing Co.). The detailed subject and keyword indexes in these publications facilitate the identification of federal government offices in specific subject fields and professions. One or more of the publications can often be consulted in larger libraries. Persons interested in setting up internships should contact the relevant federal offices directly.

Fellowships in the Federal Government

The following programs place fellowship recipients, generally for 1-year terms, in congressional offices, federal agencies, or the Supreme Court of the United States. Congressional programs predominate in the listing; placement is in Member or committee offices unless otherwise noted. One may also wish to contact individual federal agencies to inquire about additional fellowship programs. The resources detailed in the previous section can be used to identify relevant federal offices.

American Association for the Advancement of Science (AAAS)—Congressional Science and Engineering Fellowships

Note: Also coordinates science and engineering fellowships sponsored by other professional societies.

Contact: American Association for the Advancement of Science,
Directorate for Science and Policy Programs, 1200 New York
Avenue, N.W., Washington, D.C. 20005

Telephone: (202) 326-6700

American Chemical Society—Congressional Fellowship Program

Contact: American Chemical Society, 1155 16th Street, N.W.,
Washington, D.C. 20036

Telephone: (202) 872-4471

American Geophysical Union—Congressional Science Fellowship Program

Contact: American Geophysical Union, 2000 Florida Avenue, N.W.,
Washington, D.C. 20009

Telephone: (202) 939-3201

Internet: [<http://www.agu.org/inside/fellnom98.html>]

American Physical Society—Congressional Scientist Fellowship Program

Contact: American Physical Society, 529 14th Street, N.W., Suite 1050,
Washington, D.C. 20045

Telephone: (202) 662-8700

Internet: [<http://www.aps.org>]

American Political Science Association—Congressional Fellowship Program

Contact: American Political Science Association, 1527 New Hampshire
Avenue, N.W., Washington, D.C. 20036

Telephone: (202) 483-2512

Internet: [<http://www.apsanet.org/grant.html>]

American Psychological Association—Congressional Science Policy Fellowship

Contact: American Psychological Association, Public Policy Office, 750
First Street, N.E., Washington, D.C. 20002-4242

Telephone: (202) 336-6066
Internet: [<http://www.apa.org/ppo/homepage.html>]

American Society for Microbiology—Congressional Science Fellow Program

Contact: American Society for Microbiology, 1325 Massachusetts Avenue, N.W., Washington, D.C. 20005
Telephone: (202) 737-3600
Internet: [<http://www.asmtusa.org>]

American Society of Mechanical Engineers—Congressional Fellow Program

Contact: American Society of Mechanical Engineers, 1828 L Street, N.W., Suite 906, Washington, D.C. 20036
Telephone: (202) 785-3756
Internet: [<http://www.asme.org/gric/mfgf.html>]

Congressional Black Caucus Foundation—Congressional Fellows Program

Contact: Congressional Black Caucus Foundation, 1004 Pennsylvania Avenue, S.E., Washington, D.C. 20003
Telephone: (202) 675-6730
Internet:[<http://www.cbcfnet.org>]

Congressional Hispanic Caucus Institute, Inc.—Fellowship Program

Contact: Congressional Hispanic Caucus Institute, Inc., 504 C Street, N.E., Washington, D.C. 20002 Telephone: (202) 543-1771
Internet: [<http://www.chci.org/fellows.htm>]

Graduate School, Department of Agriculture—Congressional Fellowship Program

Note: Places senior-level federal personnel in six-month fellowships in congressional offices.
Contact: Leadership Development Program, Graduate School, USDA, Suite 330, 600 Maryland Avenue S.W., Washington, D.C. 20024
Telephone: (202) 314-3580
Fax: (202) 479-6812
Internet: [<http://grad.usda.gov>]

Institute of Electrical and Electronic Engineers—Congressional Fellows Program

Contact: Institute of Electrical and Electronic Engineers, 1828 L Street, N.W., Suite 1202, Washington, D.C. 20036
Telephone: (202) 785-0017
Internet: [<http://www.ieeeusa.org/usab/FORUM/GOVFEL>]

Jacob K. Javits Senate Fellowship Program

Note: Funding for this program is scheduled to end; contact below for latest information.
Contact: Jacob J. Javits Fellowship Program, 600 Independence Avenue, S.W., Washington, D.C. 20202-5332
Telephone: (800) 433-3243
(202) 401-9788

Judicial Fellows Program

Note: Places mid-career professionals, including non-attorneys, for a calendar year term in the Supreme Court, the Federal Judicial Center, the Administrative Office of the United States Courts, or the U.S. Sentencing Commission.

Contact: Judicial Fellows Program, Office of the Administrative Assistant to the Chief Justice, Room 5, Supreme Court of the United States, Washington, D.C. 20543 Telephone: (202) 479-3415

Judicial Intern Program

Note: Geared toward advanced undergraduates and graduating seniors with an interest in law, management, and social sciences. Unpaid internships are offered covering multi-month periods.

Contact: Judicial Fellows Program, Office of the Administrative Assistant to the Chief Justice, Room 5, Supreme Court of the United States, Washington, D.C. 20543 Telephone: (202) 479-3415

LEGIS Fellows Program

Note: Places current executive branch personnel in fellowships in congressional offices.

Contact: The LEGIS Fellows Program, Government Affairs Institute, The Brookings Institution, 1775 Massachusetts Avenue, N.W., Washington, D.C. 20036-2188 Telephone: (202) 797-6316
Internet: [<http://www.brook.edu>]

Morris K. Udall Foundation: Dissertation Fellowships

Note: Funds to support full-time students who anticipate receiving a doctorate by the end of the academic year, in completing a dissertation concerning environmental policy or conflict resolution. All course work, preliminary exams, and dissertation approval must be completed.

Contact: The Morris K. Udall Internship Program, 2201 North Dodge Street, Iowa City, IA 52243-4030 Telephone: (319) 337-1650
Internet: [<http://www.act.org/udall>]

Morris K. Udall Foundation: Native American Congressional Summer Internship Program

Note: Places Native American college students in congressional offices and the White House for 6-week periods; includes stipends.

Contact: The Morris K. Udall Internship Program, 2201 North Dodge Street, Iowa City, IA 52243-4030 Telephone: (319) 337-1650
Internet: [<http://www.act.org/udall>]

National Academy of Sciences, Institute of Medicine—Robert Wood Johnson Health Policy Fellowship Program

Note: Placed primarily in congressional offices.

Contact: Robert Wood Johnson Health Policy Fellowship Program, Institute of Medicine, National Academy of Sciences, 2101 Constitution Avenue, N.W., Washington, D.C. 20418
Telephone: (202) 334-1506

Internet: [<http://www4.nas.edu/iom/hppf/rwj/main.nsf>]

Presidential Management Intern Program

Note: Places graduate students from a variety of disciplines in federal agency assignments for 2-year appointments.

Contact: U.S. Office of Personnel Management, Presidential Management Intern Program, Philadelphia Service Center, Federal Building, 600 Arch Street, Philadelphia, PA 19106

Telephone: (215) 597-1920

or *USA Jobs by Phone*: (912) 757-3000

Internet: [<http://www.usajobs.opm.gov/b3.htm>]

White House Fellowships

Note: Intended for young professionals who have demonstrated academic and professional excellence. Places recipients in a cabinet-level agency, the Executive Office of the President, the Vice President's office, or in smaller agencies where they work as full-time paid assistants.

Contact: President's Commission on White House Fellowships, 712 Jackson Place, N.W., Washington, D.C. 20503

Telephone: (202) 395-4522

Fax: (202) 395-6179

Internet: [http://www.whitehouse.gov/WH_Fellows]

Women's Research and Education Institute—Congressional Fellowships on Women and Public Policy

Note: Send a self-addressed stamped envelope to obtain an application.

Contact: Women's Research and Education Institute, 1750 New York Avenue, N.W., Suite 350, Washington, D.C. 20006

Telephone: (202) 628-0444

Internet: [<http://www.wrei.org>]

Electronic Resources

By using the Internet, it is possible to identify and access many current internship and fellowship opportunities. Researchers may be able to use the Internet through large public or research libraries, and students may be able to access it through their college or university libraries. Because up-to-date information is crucial to the application process, use of the Internet can be helpful in obtaining current information on internship and fellowship programs, their deadlines, application materials, and other relevant details. Since the Internet offers a wealth of materials in such fields as career guidance, summer job opportunities, etc., the following list of sites is selective, and simply represents a starting point for those seeking data on programs which are currently available.

Action Without Borders

A non-profit organization which promotes action on issues of concern, Action Without Borders' Web site offers a database of non-profit internships by field of interest, geographical region, etc., along with summaries of available opportunities.

Internet: [<http://www.idealists.org>]

Inroads

This St. Louis-based organization matches minority youth with summer internships in business and industry.

Internet: [<http://www.inroadsinc.org:80/html/roaddir.htm>]

International Study and Travel Center

This site contains information on approximately 150 opportunities for service and intern opportunities in developing countries and Eastern Europe.

Internet: [<http://www.istc.umn.edu/Work/volunteer-search.html>]

Smithsonian Internship Opportunities

Information is provided on internships at each of the Smithsonian's museums and many of its research institutes, geared to the undergraduate level and above.

Internet: [<http://www.si.edu/youandsi/studies/infell.htm>]

Washington Center

This organization arranges off-campus internships in the Washington, D.C. area for college students from all majors in government agencies, corporations, and non-profit organizations.

Internet: [<http://www.twc.edu>]

Bibliography

This annotated bibliography lists additional sources of information on internships, fellowships, and summer job and service opportunities. The publications can be used to locate additional work experience opportunities, both inside and outside the federal government. These works may be available in local libraries or school or college guidance offices. Purchasing information is also provided.

Notes specify publications which are updated annually. Other publications are updated irregularly; check with the publishers for information on the latest editions.

Congressional Intern Handbook. Washington, U.S. House of Representatives. Annual.

This guidebook is geared to persons already accepted as congressional interns. It provides background information on the structure of Congress, office rules and procedures, building maps, and resources on Capitol Hill.

Available from: U.S. House of Representatives, Committee on House Oversight, 1309 Longworth House Office Building, Washington, D.C. 20515-6157. Telephone: (202) 225-8281

The Directory of Overseas Summer Jobs 1998. Princeton, NJ, Peterson's Guides. Annual.

Lists of summer job openings outside the United States are provided, covering nations throughout the world from Australia to Zaire. Also provided is information on: clearinghouses which arrange internships on a worldwide basis; au pair, paying guest, and exchange visit arrangements; and visa, residence, and work regulations in other countries. It is generally available in bookstores.

Available from: Peterson's Guides, Inc., P.O. Box 2123, Princeton, NJ 08543-2123
Telephone: (800) 338-3282
Internet: [<http://www.petersons.com>]

Gilbert, Sara D. *Internships; The Hotlist for Job Hunters*. 2nd ed. Lebanon, IN, Macmillan Publishing Co., 1997.

This publication provides a list of over 25,000 opportunities for internships with cultural, business, public, and service organizations. Arranged by subject, this directory includes indexes by region and by organization, as well as a list of useful organizations for national networking.

Available from: Macmillan Publishing Co., 135 S. Mount Zion Road, Lebanon, IN 46052
Telephone: (800) 428-5331
Internet: [<http://www.mcp.com>]

Gliozzo, Charles A. *Directory of International Internships*. 4th ed. East Lansing, MI, Michigan State University, 1998.

Lists of internship opportunities with an international focus are provided in this directory. Programs offered by United States and foreign educational institutions, government agencies, companies, and private organizations are included. This directory includes bibliographic references and indexes by geographic area and academic discipline.

Available from: Michigan State University, Career Development and Placement Services, Student Services Building, Room 113, East Lansing, MI 48824-1046
Telephone: (517) 355-9510

Gulati, Gita, and Nancy R. Bailey, eds. *National Directory of Internships*. Raleigh, NC, National Society for Experiential Education, 1996.

This directory provides descriptions of internships covering more than 85 fields of interest that are offered by nonprofit organizations, government agencies, and corporations. The internships described include programs aimed at a wide range of individuals ranging from college and graduate students to mid-career professionals and retirees.

Available from: National Society for Experiential Education, 3509 Haworth Drive, Suite 207, Raleigh, NC 27609-7229

Telephone: (919) 787-3263

Fax: (919) 787-3381

Internet: [<http://www.nsee.org/publ.htm>]

Internships and Job Opportunities in New York City and Washington, D.C. West Hartford, CT, The Graduate Group, 1995.

Information is presented on internships in a variety of fields available in these two geographic areas; most are in the private sector. It reproduces letters and brochures about these internships collected through an annual survey.

Available from: The Graduate Group, P.O. Box 370351, West Hartford,
CT 06137-0351 Telephone: (860) 233-2330

Internships in Congress. West Hartford, CT, The Graduate Group. Annual.

Opportunities for internships in congressional offices, based on an annual survey of Members of Congress are described.

Available from: The Graduate Group, P.O. Box 370351, West Hartford,
CT 06137-0351 Telephone: (860) 233-2330

Internships in Federal Government. West Hartford, CT, The Graduate Group.
Annual.

Internships and other positions available in U.S. government agencies are described in this publication. Most of the internship programs listed are located in the Washington, D.C., area.

Available from: The Graduate Group, P.O. Box 370351, West Hartford,
CT 06137-0351 Telephone: (860) 233-2330

Internships in State Government. West Hartford, CT, The Graduate Group.
Annual.

Current information on hundreds of internships offered in state government offices throughout the United States is provided in this directory.

Available from: The Graduate Group, P.O. Box 370351, West Hartford,
CT 06137-2330 Telephone: (860) 233-2330

Maurer, Christine, and Tara E. Sheets, eds. ***Encyclopedia of Associations.*** Detroit, MI, Gale Research, Inc. Annual.

This annual publication can be used to locate organizations in particular subject areas. When standard internship directories do not contain any entries for internships in a specific field, relevant organizations may be able to suggest contacts for internship opportunities. This work is also available in most libraries and as a CD-ROM.

Available from: Gale Research, Inc., 835 Penobscot Building, Detroit, MI
48226-4094 Telephone: (800) 877-4253
Internet: [<http://www.gale.com>]

Oldman, Mark. ***Student Advantage Guide to America's Top Internships, 1998.***
New York, Random House, Inc. 1997.

Selected internships in fields ranging from law and government to publishing, finance, and education are described in this guide. Based on surveys and interviews, each internship program is rated in terms of selectivity, compensation, and quality of life for participants. Indexes by geographic area and field of study are provided.

Available from: Random House, Inc., 201 East 50th Street, New York, NY
10022 Telephone: (212) 751-2600
Fax: (212) 572-8700
Internet: [<http://www.randomhouse.com>]

Opportunities in Public Affairs. Bethesda, MD, Brubach Publishing.

This semimonthly publication announces internship and fellowship positions with the federal government, non-profit organizations, institutes, publishing and broadcast media, and the private sector.

Available from: Brubach Publishing, P.O. Box 34949, Bethesda, MD 20827
Telephone: (301) 571-0102

Peterson's Internships 1998. Princeton, NJ, Peterson's Guides. Annual.

Listed here are profiles of more than 40,000 short-term intern positions in 27 career fields. It includes indexes by geographic area, field of interest, and employer name. Also included is a section on internship referral and placement services. This work is generally available in bookstores.

Available from: Peterson's Guides, P.O. Box 2123, Princeton, NJ
08543-2123 Telephone: (800) 338-3282
Internet:[<http://www.petersons.com>]

Re, Joseph M. ***Earn & Learn: The Complete Guide to Cooperative Education.*** 17th ed. Alexandria, VA, Octameron Associates, 1997.

This guide offers information on the Federal Cooperative Education Program, which combines classroom study with paid work experience in a U.S. government agency. Also included is a listing of internships and certain federal agency contact points. It is updated every 2 years.

Available from: Octameron Associates, Inc., P.O. Box 2748, Alexandria, VA 22301
Telephone: (703) 836-5480
Internet: [<http://www.octameron.com>]

Seymore, Bruce, ed. ***The ACCESS Guide to International Affairs Internships in the Washington, D.C. Area.*** 5th ed. Washington, ACCESS, 1997.

This directory provides a listing of more than 220 organizations located in and around Washington, D.C., which offer internships related to international affairs and foreign policy. The guide includes several indexes and has a bibliography of additional sources.

Available from: ACCESS: A Security Information Service, 1701 K Street, N.W., 11th Floor, Washington, D.C. 20006 Telephone: (202) 223-7949

Summer Jobs for Students 1998. Princeton, NJ, Peterson's Guides. Annual.

Provided in this directory are state-by-state listings of more than 25,000 summer work experiences available to students, teachers, and others in a variety of fields. The index arrangement includes access to opportunities for interns/volunteers.

Available from: Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543-2123
Telephone: (800) 338-3282
Internet:[<http://www.petersons.com>]

Young, Doris M. and Young, William C. *The Higher Education Moneybook for Women & Minorities*. Washington, D.C., Young Enterprises International Inc., 1996.

This directory contains more than 3,000 listings for undergraduate through postgraduate students, including many internship and fellowship opportunities. Indexes by state, field of study, and keyword are included.

Available from: Young Enterprises International, Inc., 5937 16th Street,
N.W, Washington, D.C. 20011 Telephone: (202) 829-0039
(800) 516-9960
Fax: (202) 829-780