
CRS Report for Congress

Received through the CRS Web

Executive and Independent Agency Publications: Where to Get Official Documents

July 14, 2000

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CONGRESSIONAL OFFICE USE ONLY

ABSTRACT

This is a directory of telephone numbers and addresses 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. Electronic sources are included for locating copies of government publications on the Internet. The information for each agency was provided by the agency itself. The report is produced for the use of congressional offices only and will be updated every year.

Executive and Independent Agency Publications: Where to Get Official Documents

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.

Please Note:

Federal government agencies change their telephone numbers and other contact information from time to time. Therefore, the information is subject to change. 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.

Jill Hanson and Alison Stoller provided research assistance for this report.

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Executive and Independent Agency Publications: Where to Get Official Documents

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. 6-5200) 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 consulting them in the following sequence:

The Executive or Independent Agency That 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, S.Pub. 101-9, 101st Cong., 2nd Sess. 21 (1990).

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 alphabetically, 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, D.C. 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 at (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. Here are 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 federal 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* (1999) and may be obtained by calling Library Programs Services (GPO) at (202) 512-1119. Those with Internet access can also locate depository libraries by state or telephone area code by searching the Federal Depository Library Program Web page at [<http://www.gpo.gov/libraries>]. While many depository 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 (Web). 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. This report includes Internet addresses, provided by the agencies or obtained from other sources, available at the time of writing.

Sources for Internet Links to Executive and Independent Agencies

The following 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 Web sites added since the publication of this report.

Federal Web Navigator [http://lawnt.law.vill.edu/fedweb]

The Federal Web Navigator is a service of the Villanova University School of Law. This service provides a large number of links to various federal government home pages. Many of these links are annotated with agency descriptions.

U.S. Federal Government Agencies Directory [http://www.lib.lsu.edu/gov/fedgov.html]

The U.S. Federal Government Agencies Directory is a service of the Louisiana State University Libraries. Based on the agency listings of the *United States Government Manual*, this service provides links to numerous federal government agency Web sites.

Library of Congress [http://lcweb.loc.gov/global/executive/fed.html]

“Official U.S. Executive Branch 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.

Computer Access and Support

Computer terminals which provide immediate access to the Internet are available for staff use in the CRS research centers in the Rayburn and Longworth House Office Buildings and the Russell Senate Office Building. 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

Eisenhower Executive Office Building

Room 314

Washington, D.C. 20502

Telephone: (202) 395-5084

Fax: (202) 395-6958

Internet: [<http://www.whitehouse.gov/WH/EOP/CEA/html/index.html>]

Note: Copies of the *Economic Report of the President* produced by the Council are automatically furnished to Members. 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, N.W.

Washington, D.C. 20503

Telephone: (202) 395-5750

Fax: (202) 456-6546

Internet: [<http://www.whitehouse.gov/CEQ>]

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
Eisenhower Executive Office Building Telephone: (202) 456-9171
Washington, D.C. 20504 Fax: (202) 456-9170
Internet: [<http://www.whitehouse.gov/WH/EOP/NSC/html/nschome.html>]

Note: An annual report, *The National Security Strategy Report*, is available upon request and on the Internet address above.

Office of Management and Budget

Office of Legislative Affairs
Eisenhower Executive Office Building Telephone: (202) 395-4790
Washington, D.C. 10503 Fax: (202) 395-3729
Internet: [<http://www.whitehouse.gov/OMB>]

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, N.W. Telephone: (202) 395-6602/395-6670
Washington, D.C. 20503 Fax: (202) 395-6640
Internet: [<http://www.whitehousedrugpolicy.gov>]

Office of Science and Technology Policy

Budget Administration Office
Eisenhower Executive Office Building, Room 431
1600 Pennsylvania Avenue, N.W. Telephone: (202) 395-7347
Washington, D.C. 20502 Fax: (202) 456-6022
Internet: [http://www.whitehouse.gov/WH/EOP/OSTP/html/OSTP_Home.html]
E-mail: information@ostp.eop.gov

Office of U.S. Trade Representative

Office of Congressional Affairs
600 17th Street, N.W., Room 111 Telephone: (202) 395-6951
Washington, D.C. 20508 Fax: (202) 395-4656
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

For House offices:

Deputy Assistant to the President for Legislative Affairs
First Floor, East Wing, Room 112
White House
1600 Pennsylvania Avenue, N.W. Telephone: (202) 456-6620
Washington, D.C. 20500 Fax: (202) 456-2604

For Senate offices:

Deputy Assistant to the President for Legislative Affairs
First Floor, East Wing, Room 107
White House
1600 Pennsylvania Avenue, N.W. Telephone: (202) 456-6493
Washington, D.C. 20500 Fax: (202) 456-6468
Internet: [<http://www.whitehouse.gov>]

Executive Departments

Department of Agriculture

Publications Information and Management Branch
Attn: Congressional Section
Office of Communications
Room 506A
Washington, D.C. 20250 Telephone: (202) 720-3365
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. Copies can be secured by calling the above telephone number. Publications are also available at the Internet address above.

Department of Commerce

Office of Public Affairs
HCHB 5413 Telephone: (202) 219-3605
Washington, D.C. 20230 Fax: (202) 482-5168
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) 606-9900
Internet: [<http://www.bea.doc.gov/>]
Bureau of Export Administration: (202) 482-0097
Internet: [<http://www.bxa.doc.gov/>]
Economic Development Administration: (202) 482-2309
Internet: [<http://www.doc.gov/eda/>]
International Trade Administration: (202) 482-3015

Internet: [<http://www.ita.doc.gov/>]
Minority Business Development Agency: (202) 482-5061
Internet: [<http://www.mbda.gov/>]
National Institute of Standards and Technology: (301) 975-3080
Internet: [<http://www.nist.gov/>]
National Marine Fisheries Service: (301) 713-2263
Internet: [<http://www.nmfs.gov/>]
National Ocean Service (charts only): (202) 482-4981
Internet: [<http://www.nos.noaa.gov/>]
National Oceanic and Atmospheric Administration: (202) 482-4981
Internet: [<http://www.noaa.gov/>]
National Technical Information Service: Research: (703)605-6040
Internet: [<http://www.ntis.gov/>] Sales& Inquiry: 1-800-553-NTIS
National Telecommunication and Information Administration:
Internet: [<http://www.ntia.doc.gov/>] (202)482-1551
Patent and Trademark Office: (703) 305-9310
Internet: [<http://www.uspto.gov/>]

Department of Defense

Secretary of Defense

OASD for Legislative Affairs
Office of the Secretary of Defense
1300 Defense Pentagon
Washington, D.C. 20301-1300
Telephone (OASD only): (703) 695-2503/(703) 695-2504
Internet: [<http://www.defenselink.mil/>] Fax: (703) 697-8299

Department of the Air Force

Office of Legislative Liaison, SAF/LLI
1160 Air Force Pentagon Telephone: (703) 695-7364
Washington, D.C. 20330-1160 Fax: (703) 614-3608
Internet: [<http://www.af.mil/>]

Department of the Army

U.S. Army Publishing Agency
Distribution Operations Facility
1655 Woodson Rd. Telephone: (314) 263-7305
St. Louis, MO 63114-6128 Fax: (314) 263-6558
Internet: [<http://www.usapa.army.mil/>]

Commander, United States Army Corps of Engineers
Legislative Initiatives Branch (CECW-AL)
20 Massachusetts Avenue, N.W. Telephone: (202) 761-0117
Washington, D.C. 20314 Fax: (202) 761-0472
Internet: [<http://www.usace.army.mil/inet/functions/cw/cecwa/cecwa.htm>]

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

Department of the Navy

For House offices:

Office of Legislative Affairs
B324 Rayburn House Office Building Telephone: (202) 225-3075
Washington, D.C. 20515 Fax: (202) 685-6077

For Senate offices:

Office of Legislative Affairs
182 Russell Senate Office Building Telephone: (202) 224-4682
Washington, D.C. 20510 Fax: (202) 685-6005
Internet: [<http://www.ncts.navy.mil>]

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

United States Marine Corps

For House offices:

Office of Legislative Affairs
B324 Rayburn House Office Building Telephone: (202) 225-7719
Washington, D.C. 20515 Fax: (202) 685-6077

For Senate offices:

Office of Legislative Affairs
182 Russell Senate Building Telephone: (202) 224-4681
Washington, D.C. 20510 Fax: (202) 685-6005
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
400 Maryland Avenue
Washington, D.C. 20202 Telephone: (202) 401-1028
Internet: [<http://www.ed.gov/offices/OLCA>] Fax: (202) 401-1438

Department of Energy

Office of Congressional and Intergovernmental Affairs
100 Independence Avenue, S.W. Telephone: (202) 586-5450
Washington, D.C. 20585 Fax: (202) 586-4891
Internet: [<http://www.ci.doe.gov>]

Department of Health and Human Services

Congressional Liaison Office

406-G Humphrey Building

200 Independence Avenue, S.W.

Washington, D.C. 20201

Internet: [<http://www.dhhs.gov>]

Telephone: (202) 690-6786

Publications: (202) 690-7094

Fax: (202) 690-6351

For specific agencies:

Administration on Aging: (202) 619-0556

Internet: [<http://www.aoa.gov>]

Administration for Children and Families: (202) 401-9200

Internet: [<http://www.acf.gov/>]

Administration for Native Americans: (202) 690-7776

Family and Youth Services Bureau: (301) 608-8098

Head Start Bureau: (202) 205-8560

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

Internet: [<http://www.hcfa.gov/>]

Department of Housing and Urban Development

Office of Congressional and Intergovernmental Relations

451 Seventh Street, S.W., Room 10148

Washington, D.C. 20410

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

Telephone: (202) 708-0380

Fax: (202) 708-1350

Department of the Interior

Office of Congressional and Legislative Affairs

1849 C Street, N.W.

Washington, D.C. 20240

Internet: [<http://www.doi.gov/>]

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
Main Justice Building
Suite 1537
10th and Constitution Avenue, N.W. Telephone: (202) 514-2141
Washington, D.C. 20530 Fax: (202) 514-4482
Internet: [<http://www.usdoj.gov>]

Department of Labor

Office of Congressional and Intergovernmental Affairs
Francis Perkins Building
Room S-1325
200 Constitution Avenue, N.W. Telephone: (202) 693-4600
Washington, D.C. 20210 Fax: (202) 693-4642
Internet: [<http://www.dol.gov>]

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

Department of State

Bureau of Legislative Affairs
Main State Department Building
2201 C Street, N.W. Telephone: Publications office (202) 647-2518
Washington, D.C. 20520-7261 Legislative affairs: (202) 647-2163
Internet: [<http://www.state.gov>] Fax: (202) 647-1618

Department of Transportation

Office of Information, Research and Education
Department of Transportation Telephone: (202) 366-4208
400 Seventh Street, S.W., Room 8417 Fax: (202) 366-3272/366-3671
Washington, D.C. 20590 Library: loan only (202) 366-0745
Internet: [<http://www.dot.gov>]

Federal Aviation Administration
Congressional Affairs Office
Department of Transportation
Room 10408 (I-10) Telephone: (202) 366-9714
Washington, D.C. 20590 Fax: (202) 366-3675
Internet: [<http://www.faa.gov>]

Federal Highway Administration
Office of Public Affairs (HPA-1)
400 Seventh Street, S.W. Telephone: (202) 366-0660
Washington, D.C. 20590 Fax: (202) 366-7239
Internet: [<http://www.fhwa.dot.gov/publicaffairs>]

Federal Railroad Administration

Public Affairs Officer (ROA-30)

1120 Vermont Ave., N.W.

Washington, D.C. 20590

Internet: [<http://www.fra.gov>]

Telephone: (202) 493-6024

Fax: (202) 493-6013

Federal Transit Administration

Research Management Office, TRI-30

400 Seventh Street, S.W.

Washington, D.C. 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, S.W., Room 7219

Washington, D.C. 20590

Internet: [<http://www.marad.dot.gov>]

Telephone: (202) 366-5807

Fax: (202) 366-5063

National Highway Traffic Safety Administration

Office of Intergovernmental Affairs

400 Seventh Street, S.W., Suite 5220

Washington, D.C. 20590

Internet: [<http://www.nhtsa.dot.gov/>]

Telephone:

Intergovernmental—(202) 366-4941

Publications—(202) 366-1566

Research and Special Programs Administration

Office of Policy and Program Support (DPP)

400 Seventh Street, S.W.

Washington, D.C. 20590

Telephone: (202) 366-4831

Fax: (202) 366-7431

Office of Hazardous Materials Initiatives and Training (DHM-50)

400 Seventh Street, S.W.

Washington, D.C. 20590

E-mail: training@rspa.dot.gov

Internet: [<http://hazmat.dot.gov/>]

Telephone: (202) 366-4900

Fax: (202) 366-7342

Transportation Safety Institute

Office of the Director (DTI-1)

P.O. Box 25082

Oklahoma City, OK 73125-5050

Internet: [<http://www.tsi.dot.gov/>]

Telephone: (405) 954-3153

Fax: (405) 954-3521

E-mail: Sandy_Shimmel@tsi.jccbi.gov

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, S.W., Room 5424

Washington, D.C. 20590

Internet: [<http://www.dot.gov/slsdc>]

Telephone: (202) 366-5418/0112

Fax: (202) 366-7147

Surface Transportation Board

Office of Congressional and Public Services

1925 K Street, N.W., Suite 840

Washington, D.C. 20423

Internet: [<http://www.stb.dot.gov/>]

Telephone: (202) 565-1594

Fax: (202) 565-9016

United States Coast Guard

Congressional Affairs Staff

400 Seventh Street, S.W., Room 10402

Washington, D.C. 20590

Internet: [<http://uscg.mil>]

Senate Liaison Office

Telephone: (202) 224-2913

Fax: (202) 755-1695

House Liaison Office

Telephone: (202) 225-4775

Fax: (202) 426-6081

Department of the Treasury

Office of the Secretary

Office of Legislative Affairs and Public Liaison

Main Treasury

1500 Pennsylvania Avenue, N.W.

Room 3457

Washington, D.C. 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, S.W., Suite 553

Washington, D.C. 20227

Internet: [<http://www.fms.treas.gov/>]

Telephone: (202) 874-6740

Fax: (202) 874-7016

United States Customs Service

Office of Congressional Affairs

1300 Pennsylvania Avenue, N.W., Room 6.4A

Washington, D.C. 20229

Internet: [<http://www.customs.treas.gov>]

Telephone: (202) 927-1750

Fax: (202) 927-2152

Bureau of Alcohol, Tobacco and Firearms

Director

650 Massachusetts Avenue, N.W.
Washington, D.C. 20226

Telephone: (202) 927-8490
Fax: (202) 927-8863

Internet: [<http://www.atf.treas.gov/>]

Bureau of Engraving and Printing

Office of External Relations

14th and C Streets, S.W., Room 533M
Washington, D.C. 20228

Telephone: (202) 874-3019
Fax: (202) 874-3177

Bureau of the Mint

Associate Director of the Mint for Marketing

633 Third Street, N.W.

Judiciary Square Building
Washington, D.C. 20220

Telephone: (202) 874-6430
Fax: (202) 874-6343

Internet: [<http://www.usmint.gov/>]

Bureau of the Public Debt

Office of the Commissioner

999 E Street, N.W., Suite 500
Washington, D.C. 20239-0001

Telephone: (202) 691-3500
Fax: (202) 219-4163

Internet: [<http://www.publicdebt.treas.gov/>]

Note: The Bureau of the Public Debt handles all inquiries concerning U.S. Treasury Bills, Notes, and Bonds as well as the Savings Bond Program. The public can order or download forms and publications from the Internet address above.

Internal Revenue Service

Director, Legislative Affairs Division, CL:LA

1111 Constitution Avenue, N.W., Room 3241
Washington, D.C. 20224

Telephone: (202) 622-9590

Internet: [<http://www.irs.treas.gov/>]

Fax: (202) 622-3772

Office of the Comptroller of the Currency

Congressional Liaison Division

250 E Street, S.W.
Washington, D.C. 20219

Telephone: (202) 874-4840

Fax: (202) 874-5305

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

Office of Thrift Supervision

Office of Congressional Affairs

1700 G Street, N.W.
Washington, D.C. 20552

Telephone: (202) 906-6288

Fax: (202) 906-7477

Internet: [<http://www.ots.treas.gov/>]

Treasurer of the United States
Main Treasury Building, Room 2134
1500 Pennsylvania Avenue, N.W. Telephone: (202) 622-0100
Washington, D.C. 20220 Fax: (202) 622-2258

United States Secret Service
Office of Government Liaison and Public Affairs
950 H Street, N.W., Suite 8400 Telephone: (202) 406-5708
Washington, D.C. 20373 Fax: (202) 435-9069
Internet: [<http://www.treas.gov/USSS>]

Department of Veterans Affairs

House Congressional Liaison Staff (60H)
B-328 Rayburn House Office Building Telephone: Capitol ext. 5-2280
Washington, D.C. 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, D.C. 20510 Fax: (202) 453-5218
Internet: [<http://www.va.gov>]

Independent Agencies and Commissions

Advisory Council on Historic Preservation

Old Post Office Building
1100 Pennsylvania Avenue, N.W., Suite 809 Telephone: (202) 606-8503
Washington, D.C. 20004 Fax: (202) 606-8672
Internet: [<http://www.achp.gov/>] E-mail: achp@achp.gov

Note: A detailed list of Council publications is available. Detailed information about the Council, its staff, and publications may also be found at the Internet address above.

African Development Foundation

1400 Eye Street, N.W., Suite 1000 Telephone: (202) 673-3916
Washington, D.C. 20005 Fax: (202) 673-3810
Internet: [<http://adf.gov>] E-mail: info@adf.gov

American Battle Monuments Commission

Courthouse Plaza II, Suite 500
2300 Clarendon Boulevard Telephone: (703) 696-6900
Arlington, VA 22201-3267 Fax: (703) 696-6666
Internet: [<http://www.abmc.gov/>]

Appalachian Regional Commission

Office of the Federal Co-Chairman

1666 Connecticut Avenue, N.W.

Washington, D.C. 20009

Internet: [<http://www.arc.gov>]

Telephone: (202) 884-7660

Fax: (202) 884-7693

E-mail: jwhite@arc.gov

Architectural and Transportation Barriers Compliance Board

Office of Public Affairs

1331 F Street, N.W., Suite 1000

Washington, D.C. 20004-1111

Technical assistance: (800) 872-2253

Internet: [<http://www.access-board.gov>]

Telephone: (202) 272-5434, ext. 27

TTY: (202) 272-5449/(800) 993-2822

Fax: (202) 272-5447

E-mail: news@access-board.gov

Note: Publications include *Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; *Uniform Federal Accessibility Standards (UFAS)*, an accessibility checklist for 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, D.C. 20505

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

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

Fax: (703) 482-5841

Commission of Fine Arts

National Building Museum

441 F Street, N.W., Suite 312

Washington, D.C. 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, N.W.

Washington, D.C. 20581

Internet: [<http://www.cftc.gov/>]

Telephone: (202) 418-5080

Fax: (202) 418-5525

E-mail: opa@cftc.gov

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 Telephone: (202) 501-1794
 18th and F Streets, N.W., Room G-142 Fax: (202) 501-4281
 Washington, D.C. 20405 E-mail: walt.dornfried@gsa.gov
 Internet: [<http://www.pueblo.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 1-888-8PUEBLO (1-888-878-3256). 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.

One 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

Office of Public Affairs
 4330 East-West Highway, Room 720 Telephone: (301) 504-0580
 Bethesda, MD 20814 Fax: (301) 504-0399
 Internet: [<http://www.cpsc.gov/>]

Corporation for National and Community Service

Congressional and Intergovernmental Affairs
 1201 New York Avenue, N.W., Eighth Floor
 Washington, D.C. 20525 Telephone: (202) 606-5000, ext. 235
 Internet: [<http://www.cns.gov>] Fax: (202) 565-2784

Corporation for Public Broadcasting

Office of Government Relations
401 Ninth Street, N.W.
Washington, D.C. 20004-2129
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. Many publications are available on our Web site: [<http://www.cpb.org>].

Defense Nuclear Facilities Safety Board

Office of Public Information
625 Indiana Avenue, N.W., Suite 700
Washington, D.C. 20004
Internet: [<http://www.dnfsb.gov>]

Telephone: (202) 694-7000
Fax: (202) 208-6518

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

Environmental Protection Agency

Congressional and Intergovernmental Relations
1200 Pennsylvania Avenue, N.W.
Room 3426-AR
Washington, D.C. 20460
Internet: [<http://www.epa.gov>]

Telephone: (202) 564-5200
Fax: (202) 501-1519

Note: Many EPA publications are available online at the Internet address above.

Equal Employment Opportunity Commission

Office of Communications and Legislative Affairs
1801 L Street, N.W., Room 9024
Washington, D.C. 20507
Internet: [<http://www.eeoc.gov/>]

Telephone: (202) 663-4900
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 (Ex-Im Bank)

Congressional and External Affairs
811 Vermont Avenue, N.W., Room 1261A
Washington, D.C. 20571
Internet: [<http://www.exim.gov>]

Telephone: (202) 565-3230
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.

Fannie Mae

Government and Industry Relations
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016
Internet: [<http://www.fanniemae.com/>]

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

Farm Credit Administration

Office of Congressional and Public Affairs
1501 Farm Credit Drive
McLean, VA 22102-5090
Internet: [<http://www.fca.gov>]

Telephone: (703) 883-4056
Fax: (703) 790-3260

Federal Communications Commission

Public Service Division, Office of Media Relations
445 12th Street, S.W., Suite CY-B501
Washington, D.C. 20554
Internet: [<http://www.fcc.gov>]

Telephone: (202) 418-0500
Fax: (717) 338-2684

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

Public Information Center
801 17th Street, N.W.
Washington, D.C. 20429
Internet: [<http://www.fdic.gov>]

Telephone: (202) 416-6940
Fax: (202) 416-2076
E-mail: publicinfo@fdic.gov

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

Federal Election Commission

Information Services
999 E Street, N.W.
Washington, D.C. 20463
Internet: [<http://www.fec.gov>]

Telephone: (202) 694-1100
Toll Free: (800) 424-9530
Fax: (202) 219-8504

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) 694-1120.

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) 694-1100 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) 694-1095.

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, S.W., Room 820 Telephone: (202) 646-4500
Washington, D.C. 20472 Fax: (202) 646-3600
Internet: [<http://www.fema.gov>]

Federal Home Loan Mortgage Corporation

Office of Government Relations
1101 Pennsylvania Avenue, N.W., Suite 950
Washington, D.C. 20004 Telephone: (202) 434-8600
Internet: [<http://www.freddiemac.com>] Fax: (202) 434-8627

Federal Housing Finance Board

Office of Congressional Affairs
1777 F Street, N.W. Telephone: (202) 408-2515
Washington, D.C. 20006 Fax: (202) 408-2969
Internet: [<http://www.fhfb.gov/>]

Federal Labor Relations Authority

Information Resource Management Division
607 14th Street, N.W., Room 328 Telephone: (202) 482-6550
Washington, D.C. 20424-0001 Fax: (202) 482-6636
Internet: [<http://www.flra.gov/>]

Federal Maritime Commission

Office of the Secretary
800 North Capitol Street, N.W. Telephone: (202) 523-5707
Washington, D.C. 20573 Fax: (202) 523-0014
Internet: [<http://www.fmc.gov>] E-mail: secretary@fmc.gov

Federal Mediation and Conciliation Service

Office of the General Counsel/Legislative Liaison
2100 K Street, N.W. Telephone: (202) 606-5444
Washington, D.C. 20427 Fax: (202) 606-5345
Internet: [<http://www.fmcs.gov/>]

Federal Mine Safety and Health Review Commission

Office of the Executive Director
1730 K Street, N.W., Suite 600 Telephone: (202) 653-5625
Washington, D.C. 20006 Fax: (202) 653-5030
Internet: [<http://www.fmshrc.gov/>] E-mail: info@fmshrc.gov

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

Federal Reserve System

Board of Governors of the Federal Reserve System
Congressional Liaison Office Telephone: (202) 736-5608
Washington, D.C. 20551 Fax: (202) 452-2611
Internet: [<http://www.federalreserve.gov/>]

Federal Retirement Thrift Investment Board

Office of External Affairs
1250 H Street, N.W., Second Floor Telephone: (202) 942-1642
Washington, D.C. 20005 Fax: (202) 942-1676
Internet: [<http://www.tsp.gov/>]

Federal Trade Commission

Office of Congressional Relations
600 Pennsylvania Avenue, N.W., Room 404
Washington, D.C. 20580 Telephone: (202) 326-2195
Internet: [<http://www.ftc.gov/>] Fax: (202) 326-3585

General Services Administration

Office of Congressional and Intergovernmental Affairs
18th and F Streets, N.W., Room 6105 Telephone: (202) 501-0563
Washington, D.C. 20405 Fax: (202) 219-5742
Internet: [<http://www.gsa.gov/>]

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
Federal Travel Directory
Contracting Opportunities with GSA

Institute of Museum and Library Services

Program Office
1100 Pennsylvania Avenue, N.W. Telephone: (202) 606-8339
Washington, D.C. 20506 Fax: (202) 606-8591
Internet: [<http://www.ims.gov/>] E-mail: imlsinfo@imls.gov

Note: Publications include *National Needs Assessment of Small Emerging Minority and Rural Museums in the United States: A Report to Congress* (September 1992); *True Needs, True Partners: Museums and Schools Transforming Education* (1996); *True Needs, True Partners: 1998 Survey Highlights* (1999); and *To Listen and To Lead* (1996).

Inter-American Foundation

Publications Office
901 N. Stuart Street, 10th Floor Telephone: (703) 306-4338 (publications)
Arlington, VA 22203 (703) 306-4301 (general)
Internet: [<http://www.iaf.gov/>] Fax: (703) 306-4370

Legal Services Corporation

750 First Street, N.E. Telephone: (202) 336-8800
Washington, D.C. 20002-4250 Fax: (202) 336-8959
Internet: [<http://www.lsc.gov/>]

Marine Mammal Commission

4340 East-West Highway, Room 905 Telephone: (301) 504-0087
Bethesda, MD 20814 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 Telephone: (202) 653-7200
1615 M Street, N.W. Fax: (202) 653-7130
Washington, D.C. 20419 E-mail: mspb@mspb.gov
Internet: [<http://www.mspb.gov>]

Note: A publications list is available upon request.

National Academy of Sciences

Office of Congressional and Government Affairs (OCGA)
National Academies
2101 Constitution Avenue, N.W. Telephone: (202) 334-1601
Washington, D.C. 20418 Fax: (202) 334-2419
Internet: [<http://www.nas.edu>]
[<http://www.nap.edu>] (National Academy Press)

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

Washington, D.C. 20546

Internet: [<http://www.nasa.gov>]

Telephone: (202) 358-1943

Fax: (202) 358-4343

National Archives and Records Administration

NWCP, Marketing and Product Development Division

Washington, D.C. 20408

Internet: [<http://www.nara.gov>]

Telephone: (800) 234-8861

Fax: (202) 219-0164

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.

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 orders under \$50, 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, N.W., Room G-7.

The Office of the Federal Register (202-523-5240/5227) and the Office of Presidential Libraries (301-713-6050) are administered by the National Archives and Records Administration.

National Capital Planning Commission

Public Affairs Officer

801 Pennsylvania Avenue, N.W., Suite 301

Washington, D.C. 20576

Internet: [<http://www.ncpc.gov>]

Telephone: (202) 482-7200

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, D.C., 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, N.W., Suite 820

Washington, D.C. 20005-3552

Internet: [<http://www.nclis.gov/>]

Telephone: (202) 606-9200

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 Internet address.

National Council on Disability

Office of Public Affairs
1331 F Street, N.W., Suite 1050 Telephone: (202) 272-2004 (Voice)
Washington, D.C. 20004-1107 (202) 272-2074 (TTY)
Internet: [<http://www.ncd.gov>] Fax: (202) 272-2022
E-mail: mquigley@ncd.gov

Note: A publications list is available upon request. Recent reports are available at the above Internet address.

National Credit Union Administration

Director of Public and Congressional Affairs
1775 Duke Street Telephone: (703) 518-6330
Alexandria, VA 22314-3428 Fax: (703) 518-6409
Internet: [<http://www.ncua.gov>]

Note: A list of current publications is available and may be obtained at the agency's Internet address above. Publications include an annual report, *NCUA Directory*, *Federal Credit Union Act*, and *Federal Credit Union Handbook*.

National Endowment for Democracy (NED)

1101 15th Street, N.W., Suite 700 Telephone: (202) 293-9072
Washington, D.C. 20005 Fax: (202) 223-6042
Internet: [<http://www.ned.org>] E-mail: allen@ned.org

Note: The NED's International Forum for Democratic Studies' Democracy Resource Center offers access to more than 10,000 titles and an electronic mailing list (Democracy-News). The Forum also publishes the *Journal of Democracy*.

National Foundation on the Arts and the Humanities

National Endowment for the Arts
Office of Congressional and White House Liaison
Nancy Hanks Center, Room 524
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506 Telephone: (202) 682-5434
Internet: [<http://arts.endow.gov/>] Fax: (202) 682-5638

National Endowment for the Humanities
Office of Governmental Affairs
Old Post Office Building
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506 Telephone: (202) 606-8328
Internet: [<http://www.neh.gov/>] Fax: (202) 606-8588

National Labor Relations Board

Division of Information
1099 14th Street, N.W., Room 9400 Telephone: (202) 273-1991
Washington, D.C. 20570-0001 Fax: (202) 273-1789
Internet: [<http://www.nlr.gov/>]

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, N.W., Suite 250 East Telephone: (202) 692-5030
Washington, D.C. 20572 Fax: (202) 692-5080
Internet: [<http://www.nmb.gov/>]

National Railroad Passenger Corporation (AMTRAK)

Office of Government Affairs
60 Massachusetts Avenue, N.E. Telephone: (202) 906-3937
Washington, D.C. 20002 Fax: (202) 906-3865
Internet: [<http://www.amtrak.com/>]

National Science Foundation

Office of Legislative and Public Affairs
4201 Wilson Boulevard Telephone: (703) 306-1070
Arlington, VA 22203 Fax: (703) 306-0158
Internet: [<http://www.nsf.gov/>] E-mail: pubs@nsf.gov

National Transportation Safety Board

Office of Government, Public and Family Affairs
490 L'Enfant Plaza, S.W. Telephone: (202) 314-6120
Washington, D.C. 20594 Fax: (202) 314-6122
Internet: [<http://www.nts.gov/>] E-mail: scottb@ntsb.gov

Nuclear Regulatory Commission

Office of Congressional Affairs Telephone: (301) 415-1776
Washington, D.C. 20555 Fax: (301) 415-8571
Internet: [<http://www.nrc.gov/>]

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, N.W., Washington, D.C., 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, N.W., Ninth Floor

Washington, D.C. 20036-3419

Internet: [<http://www.oshrc.gov>]

Telephone: (202) 606-5398

Fax: (202) 606-5050

Note: The Review Commission is the independent federal agency that resolves legal disputes between private employers and another agency, the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA), over allegations that work place safety or health violations exist. The Review 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 work places and promulgates the regulations covering job safety and health conditions. That agency is OSHA. As an adjudicatory agency, the Review Commission's involvement in work place 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: Congressional Liaison

1201 New York Avenue, N.W.

Suite 500

Washington, D.C. 20005

Internet: [<http://www.usoge.gov/>]

Telephone: (202) 208-8000, ext. 1200

Fax: (202) 208-8037

Note: OGE's Web site provides a convenient method of obtaining ethics information such as ethics laws, regulations, opinions, forms, publications, pamphlets, and news. Also available for purchase is a CD-ROM which provides a quicker and easier way to research ethics issues with all essential references including executive branch ethics laws, executive orders, advisory opinions, select policy memoranda, ethics-related *Federal Register* issuances, OGE forms, and public and confidential financial disclosure review guides.

Office of Personnel Management

Congressional Liaison Office

B332 Rayburn House Office Building

Washington, D.C. 20515

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

Telephone: Capitol ext. 5-4955

(202) 225-4955 or (202) 632-6296

Fax: (202) 632-0832

Note: This office serves both House and Senate.

Office of Special Counsel

Congressional and Public Affairs

1730 M Street, N.W., Suite 300

Washington, D.C. 20036-4505

Internet: [<http://www.osc.gov/>]

Telephone: Congressional - (202) 653-5163

Public Affairs - (202) 653-7984

Fax: (202) 653-5161

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

Panama Canal Commission

Office of the Secretary
1825 Eye Street, N.W., Suite 1050 Telephone: (202) 634-6441
Washington, D.C. 20006 Fax: (202) 634-6439
E-mail: washingtonoffice@pancanal.com
Internet: [<http://www.pancanal.com/>]

Peace Corps

Office of Congressional Relations
1111 20th Street, N.W. Telephone: (202) 692-2245
Washington, D.C. 20526 Fax: (202) 692-2101
Internet: [<http://www.peacecorps.gov/>]

Pension Benefit Guaranty Corporation

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

Note: Several publications are available upon request: *A Predictable, Secure Pension for Life: Defined Benefit Pensions*, *Your Guaranteed Pension Booklet*, *Annual Report to Congress*, and *Small Business 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, N.W., Suite 300 Telephone: (202) 789-6840
Washington, D.C. 20268 Fax: (202) 789-6886
Internet: [<http://www.prc.gov/>] E-Mail: prc-admin@prc.gov

President's Council on Physical Fitness and Sports

Public Affairs Specialist
200 Independence Avenue, S.W. Telephone: (202) 690-9000
Humphrey Building, Room 738-H Fax: (202) 690-5211
Washington, D.C. 20201-0004

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

Railroad Retirement Board

Office of Legislative Affairs
1310 G Street, N.W., Suite 500
Washington, D.C. 20005-3004
Internet: [<http://www.rrb.gov/>]

Telephone: (202) 272-7742
Fax: (202) 272-7728
E-mail: mpgibson@rrb.gov

Securities and Exchange Commission

Director of Legislative Affairs
450 Fifth Street, N.W., Room 6100
Washington, D.C. 20549-0602
Internet: [<http://www.sec.gov/>]

Telephone: (202) 942-0010
Fax: (202) 942-9650

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

Selective Service System

Public and Congressional Affairs
1515 Wilson Boulevard, Fourth Floor
Arlington, VA 22209-2425
Internet: [<http://www.sss.gov/>]

Telephone: (703) 605-4100
Fax: (703) 605-4106

Sentencing Commission

Office of Publications and Public Affairs
1 Columbus Circle, N.E., Suite 2-500 South
Washington, D.C. 20002-8002
Internet: [<http://www.ussc.gov/>]

Telephone: (202) 502-4590
Fax: (202) 502-4699

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, S.W.
Washington, D.C. 20416
Internet: [<http://www.sbaonline.sba.gov/>]

Telephone: (202) 205-6700
Fax: (202) 205-7374

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, S.W., Room 360
Washington, D.C. 20560
Internet: [<http://www.si.edu/>]

Telephone: (202) 357-2962
Fax: (202) 786-2274

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

3202 West High Rise

6401 Security Boulevard

Baltimore, MD 21235

Internet: [<http://www.ssa.gov>]

Telephone: (410) 965-3929

Fax: (410) 966-5388

State Justice Institute

Executive Director

1650 King Street, Suite 600

Alexandria, VA 22314

Internet: [<http://www.statejustice.org/>] E-mail: dtevelin@statejustice.org

Telephone: (703) 684-6100, ext. 214

Fax: (703) 684-7618

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

Tennessee Valley Authority (TVA)

1 Massachusetts Avenue, N.W., Suite 300

Washington, D.C. 20444-0001

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

Telephone: (202) 898-2999

Publications/Technical Library: (423) 632-3464

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

1621 North Kent Street, Suite 200

Arlington, VA 22209

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

Telephone: (703) 875-4357

Fax: (703) 875-4009

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 Internet site above.

United States Commission on Civil Rights

Publications Unit

624 Ninth Street, N.W.

Washington, D.C. 20425

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

Telephone: (202) 376-8110

Fax: (202) 376-7597

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, S.W. Telephone: (202) 488-0446
Washington, D.C. 20024 Fax: (202) 488-2695
Internet: [<http://www.ushmm.org/>] E-mail: dcolston@ushmm.org

Note: Several publications are available upon request from USHMM: *Holocaust and Genocide Studies*, a multidisciplinary scholarly journal published three times a year and considered the preeminent forum for the study and analysis of the Holocaust; *Update*, a bimonthly newsletter; and a variety of educational materials.

United States Information Agency

Bureau of Legislative Affairs
301 Fourth Street, S.W., Room 852 Telephone: (202) 619-6828
Washington, D.C. 20547 Fax: (202) 619-6876
Internet: [<http://www.usia.gov/>]

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, for information purposes only, to Members of Congress and their staffs, and, at the Agency, to scholars, 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

1200 17th St., N.W., Suite 200 Telephone: (202) 457-1700
Washington, D.C. 20036 Fax: (202) 429-6063
Internet: [<http://www.usip.org/>] 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
1300 Pennsylvania Avenue, N.W., Room 6.10A
Washington, D.C. 20523 Telephone: (202) 712-4300
Internet: [<http://www.info.usaid.gov/>] Fax: (202) 216-3237

Overseas Private Investment Corporation
1100 New York Avenue, N.W. Telephone: (202) 336-8400
Washington, D.C. 20527 Fax: (202) 408-9859
Internet: [<http://www.opic.gov/>]

United States International Trade Commission

Office of External Relations

500 E Street, S.W.

Washington, D.C. 20436

Telephone: For questions: (202) 205-3141

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

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

Fax: (202) 205-2139

United States Postal Service

Government Relations

Room 10802

United States Postal Service-Headquarters

Washington, D.C. 20260-3500

Telephone: (202) 268-3420

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 and 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.

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