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# Report for Congress

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## **Executive and Independent Agency Publications: Where to Get Official Documents**

**Updated May 2, 2002**

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**CONGRESSIONAL OFFICE USE ONLY**

# 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 Web site, where available. Also included are selected notes on special publications, availability of catalogs, etc., as provided by the agency itself. This report is produced for the use of congressional offices only and will be updated every year.

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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.<sup>1</sup>

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 available electronically on computer databases and a growing number of Internet Web sites, for both Congress and 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 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. 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. The most appropriate places to call are listed below, and we recommend consulting them in the listed sequence.

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<sup>1</sup>Kristen Bini provided research assistance for this report.

## 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 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 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, 101<sup>st</sup> Congress, 2<sup>nd</sup> session, 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; and
- 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, 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 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/su\\_docs/locators/findlibs/index.html](http://www.gpo.gov/su_docs/locators/findlibs/index.html)]. 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, 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 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 Web pages. These are excellent sources for the most current listing of Web sites added since the publication of this report.

### **First Gov**

This federal government Web site is designed to provide the public with easy, one-stop access to online U.S. federal government sources.

[<http://www.firstgov.gov/index.html>]

### **U.S. Federal Government Agencies Directory**

This 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.

[<http://www.lib.lsu.edu/gov/fedgov.html>]

### **Library of Congress**

“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 Web sites, with direct access to many of the subsidiary agency publications.

[<http://lcweb.loc.gov/global/executive/fed.html>]

## **Computer Access and Support**

Computer terminals that 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

Tel: (202) 395-5084

Fax: (202) 395-6958

Internet: [<http://www.whitehouse.gov/cea/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

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

Tel: (202) 395-5750

Fax: (202) 456-6546

**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

Washington, D.C. 20504

Internet: [<http://www.whitehouse.gov/nsc/index.html>]

Tel: (202) 456-9171

Fax: (202) 456-9170

**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

Washington, D.C. 20503

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

Tel: (202) 395-4790

Fax: (202) 395-3729

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

## **Office of National Drug Control Policy**

Office of Legislative Affairs

Executive Office of the President

750 17th Street, N.W.

Washington, D.C. 20503

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

Tel: (202) 395-6602/395-6670

Fax: (202) 395-6640

## **Office of Science and Technology Policy**

Budget Administration Office

Eisenhower Executive Office Building, Room 431

1650 Pennsylvania Avenue, N.W.

Washington, D.C. 20502-0001

Internet: [<http://www.ostp.gov/index.html>]

Tel: (202) 395-7347

Fax: (202) 456-6022

E-mail: [information@ostp.eop.gov](mailto:information@ostp.eop.gov)

## Office of U.S. Trade Representative

Office of Congressional Affairs  
600 17th Street, N.W., Room 111  
Washington, D.C. 20508  
Internet: [<http://www.ustr.gov>]

Tel: (202) 395-6951  
Fax: (202) 395-4656  
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.  
Washington, D.C. 20500

Tel: (202) 456-6620  
Fax: (202) 456-3501

*For Senate offices:*

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

Tel: (202) 456-6493  
Fax: (202) 456-6468

## Executive Departments

### Department of Agriculture

Publications Information and Management Branch  
Attn: Congressional Section  
Office of Communications  
Room 506A  
Washington, D.C. 20250  
Internet: [<http://www.usda.gov>]

Tel: (202) 720-3365

**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 5411  
Washington, D.C. 20230  
Internet: [<http://www.doc.gov>]

Tel: (202) 219-3605  
Fax: (202) 482-5168

*For specific agencies:*

Bureau of the Census: (301) 457-2171  
[\[http://www.census.gov/\]](http://www.census.gov/)

Bureau of Economic Analysis: (202) 606-9690  
[\[http://www.bea.doc.gov/\]](http://www.bea.doc.gov/)

Bureau of Export Administration: (202) 482-0097  
[\[http://www.bxa.doc.gov/\]](http://www.bxa.doc.gov/)

Economic Development Administration: (202) 482-2309  
[\[http://www.doc.gov/eda/\]](http://www.doc.gov/eda/)

International Trade Administration: (202) 482-3015  
[\[http://www.ita.doc.gov/\]](http://www.ita.doc.gov/)

Minority Business Development Agency: (202) 482-5061  
[\[http://www.mbd.gov/\]](http://www.mbd.gov/)

National Institute of Standards and Technology: (301) 975-3080  
[\[http://www.nist.gov/\]](http://www.nist.gov/)

National Marine Fisheries Service: (301) 713-2263  
[\[http://www.nmfs.noaa.gov/\]](http://www.nmfs.noaa.gov/)

National Ocean Service (charts only): (202) 482-4981  
[\[http://www.nos.noaa.gov/\]](http://www.nos.noaa.gov/)

National Oceanic and Atmospheric Administration: (202) 482-4981  
[\[http://www.noaa.gov/\]](http://www.noaa.gov/)

National Technical Information Service: Research: (703) 605-6040  
[\[http://www.ntis.gov/\]](http://www.ntis.gov/) Sales & Inquiry: 1-800-553-NTIS

National Telecommunication and Information Administration: (202) 482-1880  
[\[http://www.ntia.doc.gov/\]](http://www.ntia.doc.gov/)

Patent and Trademark Office: (703) 305-9300  
[\[http://www.uspto.gov/\]](http://www.uspto.gov/)

**Department of Defense**

## Secretary of Defense

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

## Department of the Air Force

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

## Department of the Army

U.S. Army Publishing Agency  
 Distribution Operations Facility  
 1655 Woodson Rd. Tel: (314) 263-7300  
 St. Louis, MO 63114-6128 Fax: (314) 263-7009  
 Internet: [\[http://www.usapa.army.mil/\]](http://www.usapa.army.mil/)

Commander, United States Army Corps of Engineers  
Office of Congressional Affairs  
441 G Street, NW  
Washington, D.C. 20314  
Internet: [<http://www.usace.army.mil/publications>]

Tel: (202) 761-1059  
Fax: (202 ) 394-0084

**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  
Washington, D.C. 20515

Tel: (202) 225-3075  
Fax: (202) 685-6077

*For Senate offices:*

Office of Legislative Affairs  
182 Russell Senate Office Building  
Washington, D.C. 20510  
Internet: [<http://www.ncts.navy.mil>]

Tel: (202) 224-4682  
Fax: (202) 685-6005

**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  
Washington, D.C. 20515

Tel: (202) 225-7719  
Fax: (202) 685-6077

*For Senate offices:*

Office of Legislative Affairs  
182 Russell Senate Building  
Washington, D.C. 20510  
Internet: [<http://www.hqmc.usmc.mil>]

Tel: (202) 224-4681  
Fax: (202) 685-6005

**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, room 7E255  
Washington, D.C. 20202  
Internet: [<http://www.ed.gov/offices/OLCA>]

Tel: (202) 401-1028  
Fax: (202) 401-1438

## Department of Energy

Office of Congressional and Intergovernmental Affairs  
 100 Independence Avenue, S.W., room 7B138 Tel: (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 Tel: (202) 690-6786  
 200 Independence Avenue, S.W. Publications: (202) 690-7094  
 Washington, D.C. 20201 Fax: (202) 690-6351  
 Internet: [<http://www.dhhs.gov>]

### *For specific agencies:*

Administration on Aging: (202) 619-0556  
 [<http://www.aoa.gov>]  
 Administration for Children and Families: (202) 401-9200  
 [<http://www.acf.dhhs.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  
 Center of Medicare and Medicaid Services: (202) 690-8220  
 (formerly Health Care Financing Administration)  
 [<http://www.hcfa.gov/>]  
 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.

## Department of Housing and Urban Development

Office of Congressional and Intergovernmental Relations  
 451 Seventh Street, S.W., Room 10120 Tel: (202) 708-0380  
 Washington, D.C. 20410-1000 Fax: (202) 708-1350  
 Internet: [<http://www.hud.gov/>]

## Department of the Interior

Office of Congressional and Legislative Affairs  
 1849 C Street, N.W. Tel: (202) 208-7693  
 Washington, D.C. 20240-0001 Fax: (202) 208-5533  
 Internet: [<http://www.doi.gov/>]

### *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) 208-4006
Office of Insular Affairs:	(202) 208-4754
Minerals Management Services:	(202) 208-3985
Bureau of Reclamation:	(202) 513-0565

### **Department of Justice**

Office of Legislative Affairs  
Main Justice Building, Suite 1145  
950 Pennsylvania Avenue, N.W. Tel: (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. Tel: (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**

Harry S. Truman Building Tel: Multi-Media Services, Customer  
2201 C Street, N.W. Service Center, (202) 736-7470  
Washington, D.C. 20521 Fax: (202) 736-7472  
Internet: [<http://www.state.gov>]

**Note:** The State Department has largely gone to electronic distribution of its publications. At the Internet Web site, under Press and Public Affairs (left side), click on Major Publications. All publications should be requested from the particular office that prepared them, **except** for these four: State telephone directories, *Diplomatic List*, *Key Officers of Foreign Service Posts*, and *Foreign Consular Offices in the United States*. For them, call the number above.

### **Department of Transportation**

Office of Information, Research and Education  
Department of Transportation Tel: (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) Washington, D.C. 20590  
Internet: [<http://www.faa.gov>]  
Tel: (202) 366-9714  
Fax: (202) 366-3675

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

Federal Railroad Administration  
Public Affairs Officer (ROA-30)  
1120 Vermont Ave., N.W. Washington, D.C. 20590  
Internet: [<http://www.fra.gov>]  
Tel: (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>]  
Tel: (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>]  
Tel: (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/>]  
Tel: 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  
Tel: (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  
Internet: [<http://hazmat.dot.gov/>]  
Tel: (202) 366-4900  
E-mail: [training@rspa.dot.gov](mailto:training@rspa.dot.gov)  
Fax: (202) 366-7342

Transportation Safety Institute  
Office of the Director (DTI-1) Tel: (405) 954-3153  
P.O. Box 25082 E-mail: Sandy\_Shimmel@tsi.jccbi.gov  
Oklahoma City, OK 73125-5050 Fax: (405) 954-3521  
Internet: [<http://www.tsi.dot.gov/>]

Volpe National Transportation Systems Center  
55 Broadway (DTS-1)  
Kendall Square Tel: (617) 494-2222  
Cambridge, MA 02142 Fax: (617) 494-3731  
Internet: [<http://www.volpe.dot.gov/>]

St. Lawrence Seaway Development Corporation  
Office of Congressional and Public Affairs  
400 Seventh Street, S.W., Room 5424 Tel: (202) 366-5418/0112  
Washington, D.C. 20590 Fax: (202) 366-7147  
Internet: [<http://www.dot.gov/slsdc>]

Surface Transportation Board  
Office of Congressional and Public Services  
1925 K Street, N.W., Suite 840 Tel: (202) 565-1594  
Washington, D.C. 20423 Fax: (202) 565-9016  
Internet: [<http://www.stb.dot.gov/>]

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 Tel: (202) 224-2913  
Fax: (202) 755-1695  
House Liaison Office Tel: (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 2204 Tel: (202) 622-0576  
Washington, D.C. 20220 Fax: (202) 622-0534  
Internet: [<http://www.ustreas.gov/>]

Financial Management Service  
Office of Legislative and Public Affairs  
401 14th Street, S.W., Suite 553 Tel: (202) 874-6740  
Washington, D.C. 20227 Fax: (202) 874-7016  
Internet: [<http://www.fms.treas.gov/>]

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>]  
Tel: (202) 927-1750  
Fax: (202) 927-2152

Bureau of Alcohol, Tobacco and Firearms  
Director  
650 Massachusetts Avenue, N.W.  
Washington, D.C. 20226  
Internet: [<http://www.atf.treas.gov/>]  
Tel: (202) 927-8490  
Fax: (202) 927-8863

Bureau of Engraving and Printing  
Office of External Relations  
14th and C Streets, S.W., Room 533M  
Washington, D.C. 20228  
Tel: (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  
Internet: [<http://www.usmint.gov/>]  
Tel: (202) 874-6430  
Fax: (202) 874-6343

Bureau of the Public Debt  
Office of the Commissioner  
999 E Street, N.W., Suite 500  
Washington, D.C. 20239-0001  
Internet: [<http://www.publicdebt.treas.gov/>]  
Tel: (202) 691-3500  
Fax: (202) 219-4163

**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  
Internet: [<http://www.irs.treas.gov>]  
Tel: (202) 622-9590  
Fax: (202) 622-4733

Office of the Comptroller of the Currency  
Congressional Liaison Division  
250 E Street, S.W.  
Room 9048  
Washington, D.C. 20219  
Internet: [<http://www.occ.treas.gov>]  
Tel: (202) 874-4840  
Fax: (202) 874-5305

Office of Thrift Supervision  
Office of Congressional Affairs  
1700 G Street, N.W.  
Washington, D.C. 20552  
Internet: [<http://www.ots.treas.gov/>]  
Tel: (202) 906-6288  
Fax: (202) 906-7477

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

United States Secret Service  
Office of Government Liaison and Public Affairs  
950 H Street, N.W., Suite 8350  
Washington, D.C. 20223  
Internet: [<http://www.treas.gov/USSS>]  
Tel: (202) 406-5708  
Fax: (202) 435-9069

## **Department of Veterans Affairs**

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

Senate Congressional Liaison Staff (60S)  
321 Hart Senate Office Building  
Washington, D.C. 20510  
Internet: [<http://www.va.gov>]  
Tel: Capitol ext. 4-5351  
Fax: (202) 453-5218

## **Independent Agencies and Commissions**

### **Advisory Council on Historic Preservation**

Old Post Office Building  
1100 Pennsylvania Avenue, N.W., Suite 809  
Washington, D.C. 20004  
Internet: [<http://www.achp.gov/>]  
Tel: (202) 606-8503  
Fax: (202) 606-8672  
E-mail: [achp@achp.gov](mailto: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  
Washington, D.C. 20005  
Internet: [<http://adf.gov>]  
Tel: (202) 673-3916  
Fax: (202) 673-3810  
E-mail: [info@adf.gov](mailto:info@adf.gov)

### **American Battle Monuments Commission**

Courthouse Plaza II, Suite 500  
2300 Clarendon Boulevard  
Arlington, VA 22201-3267  
Internet: [<http://www.abmc.gov/>]

Tel: (703) 696-6900  
Fax: (703) 696-6666

### **Appalachian Regional Commission**

Office of the Federal Co-Chairman  
1666 Connecticut Avenue, N.W.  
Room 600  
Washington, D.C. 20235  
Internet: [<http://www.arc.gov/>]

Tel: (202) 884-7660  
Fax: (202) 884-7693  
E-mail: [jwhite@arc.gov](mailto: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  
Internet: [<http://www.access-board.gov/>]

Tel: (202) 272-5434, ext. 27  
TTY: (202) 272-5449/(800) 993-2822  
Tech. assistance: (800) 872-2253  
Fax: (202) 272-5447  
E-mail: [news@access-board.gov](mailto: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 7C38 CIA  
Washington, D.C. 20505  
Internet: [<http://www.cia.gov/>]

Tel: (703) 482-6121  
Fax: (703) 482-5841

### **Commission of Fine Arts**

National Building Museum  
441 F Street, N.W., Suite 312  
Washington, D.C. 20001-2728

Tel: (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/>]

Tel: (202) 418-5075  
Fax: (202) 418-5525  
E-mail: [opa@cftc.gov](mailto: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  
18th and F Streets, N.W., Room G-142  
Washington, D.C. 20405  
Internet: [<http://www.pueblo.gsa.gov/>]

Tel: (202) 501-1794  
Fax: (202) 501-4281  
E-mail: [walt.dornfried@gsa.gov](mailto:walt.dornfried@gsa.gov)

**Note:** The Consumer Information Center (CIC) publishes and distributes the free, quarterly *Consumer Information Catalog*, available by writing to: Consumer Information Catalog, Pueblo, Colorado 81009, or by telephoning 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  
Bethesda, MD 20814  
Internet: [<http://www.cpsc.gov/>]

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

## **Corporation for National and Community Service**

Congressional and Intergovernmental Affairs  
1201 New York Avenue, N.W., Eighth Floor  
Washington, D.C. 20525  
Internet: [<http://www.cns.gov/>]

Tel: (202) 606-5000, ext. 473  
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/>]

Tel: (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.

## **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/>]

Tel: (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 3442- N  
Washington, D.C. 20460  
Internet: [<http://www.epa.gov/>]

Tel: (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/>]

Tel: (202) 663-4900  
Fax: (202) 663-4912  
Publications: (800) 669-3362 (Voice)  
or (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>]

Tel: (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/>]

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

## **Farm Credit Administration**

Office of Congressional and Public Affairs  
1501 Farm Credit Drive  
Room 4120  
McLean, VA 22102-5090  
Internet: [<http://www.fca.gov>]

Tel: (703) 883-4400  
Fax: (703) 790-3260

## **Federal Communications Commission**

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

Te: (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>]

Tel: (202) 416-6940  
Fax: (202) 416-2076  
E-mail: [publicinfo@fdic.gov](mailto: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>]

Tel: (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

Washington, D.C. 20472

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

Tel: (202) 646-4500

Fax: (202) 646-3600

### **Federal Home Loan Mortgage Corporation**

Office of Government Relations

1101 Pennsylvania Avenue, N.W., Suite 950

Washington, D.C. 20004

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

Tel: (202) 434-8600

Fax: (202) 434-8627

### **Federal Housing Finance Board**

Office of Congressional Affairs

1777 F Street, N.W.

Washington, D.C. 20006

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

Tel: (202) 408-2515

Fax: (202) 408-2969

### **Federal Labor Relations Authority**

Information Resource Management Division

607 14th Street, N.W., Room 328

Washington, D.C. 20424-0001

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

Tel: (202) 482-6620

Fax: (202) 482-6635

## **Federal Maritime Commission**

Office of the Secretary  
800 North Capitol Street, N.W.  
Washington, D.C. 20573  
Internet: [<http://www.fmc.gov>]

Tel: (202) 523-5707  
Fax: (202) 523-0014  
E-mail: [secretary@fmc.gov](mailto:secretary@fmc.gov)

## **Federal Mediation and Conciliation Service**

Office of the General Counsel/Legislative Liaison  
2100 K Street, N.W.  
Washington, D.C. 20427  
Internet: [<http://www.fmcs.gov/>]

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

## **Federal Mine Safety and Health Review Commission**

Office of the Executive Director  
1730 K Street, N.W., Suite 600  
Washington, D.C. 20006  
Internet: [<http://www.fmshrc.gov/>]

Tel: (202) 653-5625  
Fax: (202) 653-5030  
E-mail: [info@fmshrc.gov](mailto: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  
20<sup>th</sup> and C Streets, N.W.  
Room B-2125  
Washington, D.C. 20551  
Internet: [<http://www.federalreserve.gov/>]

Tel: (202) 452-3456  
Fax: (202) 452-2611

## **Federal Retirement Thrift Investment Board**

Office of External Affairs  
1250 H Street, N.W., Second Floor  
Washington, D.C. 20005  
Internet: [<http://www.tsp.gov/>]

Tel: (202) 942-1642  
Fax: (202) 942-1676

## **Federal Trade Commission**

Office of Congressional Relations  
600 Pennsylvania Avenue, N.W., Room 404  
Washington, D.C. 20580  
Internet: [<http://www.ftc.gov>]

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

## **General Services Administration**

Office of Congressional and Intergovernmental Affairs  
1800 F Street, N.W.  
Room 6105  
Washington, D.C. 20405  
Internet: [<http://www.gsa.gov>]

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

**Note:** Congressional offices frequently request these publications:  
*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. Tel: (202) 606-8339  
Washington, D.C. 20506 Fax: (202) 606-8591  
Internet: [<http://www.ims.gov>] E-mail: [imlsinfo@imls.gov](mailto: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 Tel: (703) 306-4338 (publications)  
Arlington, VA 22203 (703) 306-4301 (general)  
Internet: [<http://www.iaf.gov/>] Fax: (703) 306-4365

## **Legal Services Corporation**

750 First Street, N.E., 11<sup>th</sup> Floor Tel: (202) 336-8862  
Washington, D.C. 20002-4250 Fax: (202) 336-8952  
Internet: [<http://www.lsc.gov/>]

## **Marine Mammal Commission**

4340 East-West Highway, Room 905 Tel: (301) 504-0087  
Bethesda, MD 20814 Fax: (301) 504-0099  
E-mail: [jtwiss@mmc.gov](mailto:jtwiss@mmc.gov)

**Note:** A publications list is available upon request.

## **Merit Systems Protection Board**

Communications Officer  
Office of the Clerk of the Board Tel: (202) 653-7200  
1615 M Street, N.W. Fax: (202) 653-7130  
Washington, D.C. 20419 E-mail: [mspb@mspb.gov](mailto: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.

Tel: (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

2 Independence Square

Room 9L33

300 E Street, S.W.

Tel: (202) 358-1948

Washington, D.C. 20546-0001

Fax: (202) 358-4340

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

## National Archives and Records Administration

NWCP, Marketing and Product Development Division

8601 Adelphi Road

Tel: (800) 234-8861

College Park, MD 20740-6001

Fax: (202) 219-0164

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

E-mail: [inquire@nara.gov](mailto:inquire@nara.gov)

**Note:** Some popular publications include the following, which are available by going to the National Archives and Records Administration, Seventh Street and Pennsylvania Avenue, N.W., Room G-7.

*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 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>]

Tel: (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/>]

Tel: (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

Washington, D.C. 20004-1107

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

Tel: (202) 272-2004 (Voice)

(202) 272-2074 (TTY)

Fax: (202) 272-2022

E-mail: [mquigley@ncd.gov](mailto: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

Alexandria, VA 22314-3401

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

Tel: (703) 518-6330

Fax: (703) 518-6409

**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

Washington, D.C. 20005

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

Tel: (202) 293-9072

Fax: (202) 223-6042

E-mail: [allen@ned.org](mailto: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. Tel: (202) 682-5434  
Washington, D.C. 20506 Fax: (202) 682-5638  
Internet: [<http://arts.endow.gov/>]

National Endowment for the Humanities  
Office of Governmental Affairs  
Old Post Office Building  
1100 Pennsylvania Avenue, N.W.  
Room 524  
Washington, D.C. 20506 Tel: (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 Tel: (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 Tel: (202) 692-5000  
Washington, D.C. 20572 Fax: (202) 692-5083  
Internet: [<http://www.nmb.gov/>]

### **National Railroad Passenger Corporation (AMTRAK)**

Office of Government Affairs  
60 Massachusetts Avenue, N.E. Tel: (202) 906-3916  
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  
Room 1245 Tel: (703) 292-8070  
Arlington, VA 22203 Fax: (703) 292-9088/9089  
Internet: [<http://www.nsf.gov/>] E-mail: [pubs@nsf.gov](mailto:pubs@nsf.gov)

## **National Transportation Safety Board**

Office of Government, Public and Family Affairs  
490 L'Enfant Plaza, S.W., 6<sup>th</sup> Floor  
Washington, D.C. 20594  
Internet: [<http://www.nts.gov>]

Tel: (202) 314-6120  
Fax: (202) 314-6110  
E-mail: [scottb@nts.gov](mailto:scottb@nts.gov)

## **Nuclear Regulatory Commission**

Office of Congressional Affairs  
Washington, D.C. 20555  
Internet: [<http://www.nrc.gov/>]

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

**Note:** The NRC periodically publishes a list of new NRC publications. It also issues a weekly digest of NRC press releases. Members of Congress may receive either or both of these publications on a regular basis upon request. Most documents originated by NRC, or submitted to it for consideration, are placed in the Commission's Public Document Room on the lower level at 2120 L Street, 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>]

Tel: (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/>]

Tel: (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/>]

Tel: 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/>]

Tel: 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

General Counsel  
1850 K Street, N.W.  
Suite 1030  
Washington, D.C. 20006  
Internet: [<http://www.pancanal.com/>]

Tel: (202) 634-7545  
Fax: (202) 634-6439  
E-mail: [washingtonoffice@pancanal.com](mailto:washingtonoffice@pancanal.com)

## Peace Corps

Office of Congressional Relations  
1111 20<sup>th</sup> Street, N.W.  
Washington, D.C. 20526  
Internet: [<http://www.peacecorps.gov/>]

Tel: (202) 692-2100  
Fax: (202) 692-2101



## **Pension Benefit Guaranty Corporation**

Communications and Public Affairs Department - 24000

1200 K Street, N.W., Suite 240

Tel: (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 PBCG and related subjects are also available.

## **Postal Rate Commission**

Administrative Office

1333 H Street, N.W., Suite 300

Tel: (202) 789-6840

Washington, D.C. 20268

Fax: (202) 789-6886

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

E-Mail: [prc-admin@prc.gov](mailto:prc-admin@prc.gov)

## **President's Council on Physical Fitness and Sports**

Public Affairs Specialist

200 Independence Avenue, S.W.

Tel: (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

Tel: (202) 272-7742

Washington, D.C. 20005-3004

Fax: (202) 272-7728

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

E-mail: [mpgibson@rrb.gov](mailto:mpgibson@rrb.gov)

## **Securities and Exchange Commission**

Director of Legislative Affairs

450 Fifth Street, N.W.

Room 6102

Tel: (202) 942-0010

Washington, D.C. 20549-0100

Fax: (202) 942-9650

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

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

## **Selective Service System**

Public and Congressional Affairs

1515 Wilson Boulevard, Fourth Floor

Tel: (703) 605-4100

Arlington, VA 22209-2425

Fax: (703) 605-4106

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

## **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>]

Tel: (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>]

Tel: (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>]

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

**Note:** A catalog of books published by the Smithsonian Institution Press is available. Other publications should be requested from the address above.

## **Social Security Administration**

Congressional Relations Staff  
3202 West High Rise  
6401 Security Boulevard  
Baltimore, MD 21235  
Internet: [<http://www.ssa.gov>]

Tel: (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/>]

Tel: (703) 684-6100, ext. 214  
Fax: (703) 684-7618  
E-mail: [dtevelin@statejustice.org](mailto:dtevelin@statejustice.org)

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

Tel: (202) 898-2999  
Pubs./Tech. 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>]

Tel: (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>]

Tel: (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.

Washington, D.C. 20024

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

Tel: (202) 488-0446

Fax: (202) 488-2695

E-mail: [dcolston@ushmm.org](mailto: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

Washington, D.C. 20547

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

Tel: (202) 619-6828

Fax: (202) 619-6876

**Note:** The USIA is prohibited from distributing its program materials, except those exempted by congressional action, within the United States. On request, such materials are made available, 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 17<sup>th</sup> St., N.W., Suite 200  
Washington, D.C. 20036  
Internet: [<http://www.usip.org/>]

Tel: (202) 457-1700  
Fax: (202) 429-6063  
E-mail: [usip\\_requests@usip.org](mailto: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  
Internet: [<http://www.info.usaid.gov>]

Tel: (202) 712-4300  
Fax: (202) 216-3237

Overseas Private Investment Corporation  
1100 New York Avenue, N.W.  
Washington, D.C. 20527  
Internet: [<http://www.opic.gov/>]

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

### **United States International Trade Commission**

Office of External Relations  
500 E Street, S.W.  
Washington, D.C. 20436  
Internet: [<http://www.usitc.gov>]

Tel: For questions: (202) 205-3141  
Around-the-clock recorder to receive orders: (202) 205-1809  
Fax: (202) 205-2139

### **United States Postal Service**

Government Relations  
United States Postal Service-Headquarters  
475 L'Enfant Plaza, S.W.  
Room 10804  
Washington, D.C. 20260-3500  
Internet: [<http://www.usps.gov>]

Tel: (202) 268-2506  
Fax: (202) 268-2503

**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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