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# Report for Congress

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

**Updated September 26, 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 as needed.

Jan Coe and Jackie Starbuck provided 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 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.

## 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, second 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
- ! 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.

## **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>].

## **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)]. Although 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.

### **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**

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

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

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

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

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.

## **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 Web site; it provides numerous links to executive branch and independent agency Web sites, with direct access to many of the subsidiary agency publications.

## **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 94  
Washington, D.C. 20502

Tel: (202) 395-5084  
Fax: (202) 395-6958  
[<http://www.whitehouse.gov/cea/index.html>]

The Council's *Economic Report of the President* is automatically sent to Members. It is also available through the House Document Room, and is for sale through GPO.

### **Council on Environmental Quality**

722 Jackson Place, N.W.  
Washington, D.C. 20503

Tel: (202) 395-5750  
Fax: (202) 456-6546  
[<http://www.whitehouse.gov/CEQ>]

Copies of the President's *Annual Report on Environmental Quality* are automatically sent to Members. Copies for the general public are available through GPO. The booklet for implementing the procedural provisions of the National Environmental Policy Act regulations is 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

Tel: (202) 456-9171  
Fax: (202) 456-9170  
[<http://www.whitehouse.gov/nsc/index.html>]

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

## Office of Management and Budget

Office of Legislative Affairs  
Eisenhower Executive Office Building  
Washington, D.C. 20503

Tel: (202) 395-4790  
Fax: (202) 395-3729  
[<http://www.whitehouse.gov/OMB>]

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

Tel: (202) 395-6602/395-6670  
Fax: (202) 395-6640  
[<http://www.whitehousedrugpolicy.gov>]

## Office of Science and Technology Policy

Budget Administration Office  
Eisenhower Executive Office Building  
1650 Pennsylvania Avenue, N.W.  
Washington, D.C. 20502-0001

Tel: (202) 456-7116  
Fax: (202) 456-6021  
E-mail: [information@ostp.eop.gov](mailto:information@ostp.eop.gov)  
[<http://www.ostp.gov/index.html>]

## Office of U.S. Trade Representative

Office of Congressional Affairs  
600 17<sup>th</sup> Street, N.W., Room 111  
Washington, D.C. 20508

Tel: (202) 395-6951  
Fax: (202) 395-4656  
Fax retrieval: (202) 395-4809  
[<http://www.ustr.gov>]

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

## The White House

Deputy Assistant to the President for Legislative  
Affairs

First Floor, East Wing, Room 112

White House

1600 Pennsylvania Avenue, N.W.

Washington, D.C. 20500

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

*For House offices:*

Tel: (202) 456-6620

Fax: (202) 456-3501

*For Senate offices:*

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

Tel: (202) 720-3365

[<http://www.usda.gov>]

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 obtained by calling the above telephone number. Publications are also available at the Internet address above.

### Department of Commerce

Office of Public Affairs

HCHB 5413

Washington, D.C. 20230

Tel: (202) 482-4883

Fax: (202) 482-5168

[<http://www.doc.gov>]

*For specific agencies:*

Bureau of the Census:

[<http://www.census.gov/>]

(301) 457-2171

Bureau of Economic Analysis:

[<http://www.bea.doc.gov/>]

(202) 606-9690

Bureau of Industry and Security:

[<http://www.bxa.doc.gov/>]

(202) 482-0097

Economic Development Administration:

[<http://www.osec.doc.gov/eda>]

(202) 482-4085

International Trade Administration:

[<http://www.ita.doc.gov/>]

(202) 482-3015

Minority Business Development Agency:

[<http://www.mbd.gov/>]

(202) 482-5061

National Institute of Standards and Technology: [ <a href="http://www.nist.gov/">http://www.nist.gov/</a> ]	(301) 975-3080
National Marine Fisheries Service: [ <a href="http://www.nmfs.noaa.gov/">http://www.nmfs.noaa.gov/</a> ]	(301) 713-2263
National Ocean Service (charts only): [ <a href="http://www.nos.noaa.gov/">http://www.nos.noaa.gov/</a> ]	(202) 482-4981
National Oceanic and Atmospheric Administration: [ <a href="http://www.noaa.gov/">http://www.noaa.gov/</a> ]	(202) 482-4981
National Technical Information Service: [ <a href="http://www.ntis.gov/">http://www.ntis.gov/</a> ]	Research: (703) 605-6040 Sales & Inquiry: 1-800-553-NTIS
National Telecommunication and Information Administration: [ <a href="http://www.ntia.doc.gov/">http://www.ntia.doc.gov/</a> ]	(202) 482-1551
Patent and Trademark Office: [ <a href="http://www.uspto.gov/">http://www.uspto.gov/</a> ]	(703) 305-9300

## Department of Defense

Office of Secretary of Defense OASD for Legislative Affairs 1300 Defense Pentagon Washington, D.C. 20301-1300	Tel: (OASD only): (703) 697-2365 (research and publications) Fax: (703) 697-8299 [ <a href="http://www.defenselink.mil/">http://www.defenselink.mil/</a> ]
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### Department of the Air Force.

Office of Legislative Liaison, SAF/LLI 1160 Air Force Pentagon Washington, D.C. 20330-1160	Tel: (703) 695-7364 Fax: (703) 693-6340 [ <a href="http://www.af.mil/">http://www.af.mil/</a> ]
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### Department of the Army.

U.S. Army Publishing Agency Distribution Operations Facility 1655 Woodson Rd. St. Louis, MO 63114-6128	Tel: (314)263-7300 Fax: (314) 263-7009 [ <a href="http://www.usapa.army.mil/">http://www.usapa.army.mil/</a> ]
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### U.S. Army Corps of Engineers.

Office of Congressional Affairs 441 G Street, N.W. Washington, D.C. 20314	Tel: (202) 761-1059 Fax: (202 ) 394-0084 [ <a href="http://www.usace.army.mil/publications">http://www.usace.army.mil/publications</a> ]
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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) 225-1398  
Fax: (202) 685-6077  
[<http://www.ncts.navy.mil>]

### *For Senate offices:*

Office of Legislative Affairs  
182 Russell Senate Office Building  
Washington, D.C. 20510

Tel: (202) 224-4682  
Fax: (202) 685-6005  
[<http://www.ncts.navy.mil>]

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

## U.S. 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  
[<http://www.hqmc.usmc.mil>]

### *For Senate offices:*

Office of Legislative Affairs  
182 Russell Senate Building  
Washington, D.C. 20510

Tel: (202) 224-4681  
Fax: (202) 685-6005  
[<http://www.hqmc.usmc.mil>]

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. Material requested by Members of Congress for their constituents is furnished subject to these 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 6W301  
Washington, D.C. 20202

Tel: (202) 401-1028  
Fax: (202) 401-1438  
[<http://www.ed.gov/offices/OLCA>]

## Department of Energy

Office of Congressional and Intergovernmental Affairs  
100 Independence Avenue, S.W., Room 7B138  
Washington, D.C. 20585

Tel: (202) 586-5450  
Fax: (202) 586-4891  
[<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

Tel: (202) 690-6786  
Publications: (202) 690-7094  
Fax: (202) 690-6351  
[<http://www.dhhs.gov>]

*For specific agencies:*

Administration for Children and Families: [ <a href="http://www.acf.dhhs.gov/">http://www.acf.dhhs.gov/</a> ]	(202) 401-9200
Administration for Native Americans:	(202) 690-7776
Administration on Development Disabilities:	(202) 690-6590
Administration on Family and Youth Services Bureau:	(301) 608-8098
Centers for Medicare and Medicaid Services: (formerly Health Care Financing Administration) [ <a href="http://www.hcfa.gov/">http://www.hcfa.gov/</a> ]	(202) 690-8220
Head Start Bureau:	(202) 205-8560

**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 10148 Washington, D.C. 20410-1000	Tel: (202) 708-0380 Fax: (202) 708-1350 [ <a href="http://www.hud.gov/">http://www.hud.gov/</a> ]
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## Department of the Interior

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

Bureau of Indian Affairs:	(202) 208-5706
Bureau of Land Management:	(202) 452-5010
Bureau of Reclamation:	(202) 513-0565
Minerals Management Services:	(202) 208-3502
National Park Service:	(202) 208-5656
Office of Insular Affairs:	(202) 208-4736
Office of Surface Mining:	(202) 208 2534
U.S. Fish and Wildlife Service:	(202) 208-5403
U.S. Geological Survey:	(202) 648-4455

## Department of Justice

Office of Legislative Affairs 950 Pennsylvania Avenue, N.W., Suite 1145 Washington, D.C. 20530	Tel: (202) 514-2141 Fax: (202) 514-4482 [ <a href="http://www.usdoj.gov">http://www.usdoj.gov</a> ]
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## Department of Labor

Office of Congressional and Intergovernmental Affairs  
Francis Perkins Building, Room S-1325  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

Tel: (202) 693-4600  
Fax: (202) 693-4642  
[<http://www.dol.gov>]

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

## Department of State

Harry S. Truman Building  
2201 C Street, N.W.  
Washington, D.C. 20521

Tel: Multi-Media Services, Customer  
Service Center, (202) 736-7470  
Fax: (202) 736-7472  
[<http://www.state.gov>]

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 Department 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 Innovation, Research, and Education  
Department of Transportation  
400 Seventh Street, S.W., Room 7108  
Washington, D.C. 20590

Tel: (202) 366-4434  
Fax: (202) 366-3272/366-3671  
Library: loan only (202) 366-0745  
[<http://www.dot.gov>]

### Federal Aviation Administration.

Congressional Affairs Office  
Department of Transportation  
Room 10408 (I-10)  
Washington, D.C. 20590

Tel: (202) 366-9714  
Fax: (202) 366-3675  
[<http://www.faa.gov>]

### Federal Highway Administration.

Office of Public Affairs (HPA-1)  
400 Seventh Street, S.W.  
Room 4210A  
Washington, D.C. 20590

Tel: (202) 366-0660  
Fax: (202) 366-7239  
[<http://www.fhwa.dot.gov/publicaffairs>]

### Federal Railroad Administration.

Public Affairs Officer (ROA-30)  
1120 Vermont Ave., N.W.  
Washington, D.C. 20590

Tel: (202) 493-6024  
Fax: (202) 493-6013  
[<http://www.fra.dot.gov>]



**Federal Transit Administration.**

Research Management Office  
TRI-30  
400 Seventh Street, S.W. [http://www.fta.dot.gov/ntl/publications/index.html]  
Washington, D.C. 20590  
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  
Tel: (202) 366-5807  
Fax: (202) 366-5063  
[http://www.marad.dot.gov]

**National Highway Traffic Safety Administration.**

Office of Intergovernmental Affairs  
400 Seventh Street, S.W., Suite 5220  
Washington, D.C. 20590  
Tel: (202) 366-2590  
[http://www.nhtsa.dot.gov/]

**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  
Tel: (202) 366-4900  
E-mail:  
training@rspa.dot.gov  
Fax: (202) 366-7342  
[http://hazmat.dot.gov/]

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

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

**St. Lawrence Seaway Development Corporation.**

Office of Congressional and Public Affairs  
400 Seventh Street, S.W., Room 5424  
Washington, D.C. 20590  
Tel: (202) 366-0110/0091  
Fax: (202) 366-7147  
[http://www.seaway.dot.gov]

**Surface Transportation Board.**

Office of Congressional and Public Services  
1925 K Street, N.W., Suite 840  
Washington, D.C. 20423

Tel: (202) 565-1594  
Fax: (202) 565-9016  
[<http://www.stb.dot.gov/>]

**U.S. Coast Guard.**

Congressional Affairs Staff  
400 Seventh Street, S.W., Room 10402  
Washington, D.C. 20590

[<http://www.uscg.mil/uscg.shtm>]

Senate Liaison Office

Tel: (202) 224-2913

Fax: (202) 755-2695

House Liaison Office

Tel: (202) 225-4775

Fax: (202) 426-6081

**Department of the Treasury**

Office of Legislative Affairs  
1500 Pennsylvania Avenue, N.W., Room 3134 (MT)  
Washington, D.C. 20220

Tel: (202) 622-1900  
Fax: (202) 622-0534  
[<http://www.ustreas.gov>]

**Bureau of Alcohol, Tobacco and Firearms.**

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

Tel: (202) 927-8490  
Fax: (202) 927-8863  
[<http://www.atf.treas.gov/>]

**Bureau of Engraving and Printing.**

Office of External Relations  
14<sup>th</sup> and C Streets, S.W., Room 533M  
Washington, D.C. 20228

Tel: (202) 874-3019

Fax: (202) 874-3177

**Bureau of the Public Debt.**

Office of the Commissioner  
999 E Street, N.W., Suite 500  
Washington, D.C. 20239-0001

Tel: (202) 691-3500  
Fax: (202) 219-4163  
[<http://www.publicdebt.treas.gov/>]

**Financial Management Service.**

Office of Legislative and Public Affairs  
401 14<sup>th</sup> Street, S.W., Suite 553  
Washington, D.C. 20227

Tel: (202) 874-6740  
Fax: (202) 874-7016  
[<http://www.fms.treas.gov/>]

**Internal Revenue Service.**

Director, Legislative Affairs Division, CL:LA  
1111 Constitution Avenue, N.W., Room 3241  
Washington, D.C. 20224

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

**Office of the Comptroller of the Currency.**

Congressional Liaison Division  
250 E Street, S.W., Room 9048  
Washington, D.C. 20219

Tel: (202) 874-4840  
Fax: (202) 874-5305  
[<http://www.occ.treas.gov>]

**Office of Thrift Supervision.**

Office of Congressional Affairs  
1700 G Street, N.W.  
Washington, D.C. 20552

Tel: (202) 906-6288  
Fax: (202) 906-7477  
[<http://www.ots.treas.gov/>]

**Treasurer of the United States.**

1500 Pennsylvania Avenue, N.W., Room 2134  
Washington, D.C. 20220

Tel: (202) 622-0100  
Fax: (202) 622-2258

**U.S. Customs Service.**

Office of Congressional Affairs  
1300 Pennsylvania Avenue, N.W., Room 6.4A  
Washington, D.C. 20229

Tel: (202) 927-1750  
Fax: (202) 927-2152  
[<http://www.customs.treas.gov>]

**U.S. Mint.**

Congressional Affairs  
801 Ninth Street, N.W.  
Washington, D.C. 20220

Tel: (202) 354-7200  
Fax: (202) 756-6200  
[<http://www.usmint.gov/>]

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.

**U.S. Secret Service.**

Office of Government and Public Affairs  
950 H Street, N.W., Suite 8350  
Washington, D.C. 20223

Tel: (202) 406-5708  
Fax: (202) 435-9069  
[<http://www.treas.gov/usss/index.shtml>]

**Department of Veterans Affairs**

House Congressional Liaison Staff (60H)  
B-328 Rayburn House Office Building  
Washington, D.C. 20515

Tel: Capitol ext. 5-2280  
Fax: (202) 453-5225  
[<http://www.va.gov>]

Senate Congressional Liaison Staff  
321 Hart Senate Office Building  
Washington, D.C. 20510

Tel: Capitol ext. 4-5351  
Fax: (202) 453-5218  
[<http://www.va.gov>]

## **Independent Agencies, Boards, and Commissions**

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

Old Post Office Building  
1100 Pennsylvania Avenue, N.W., Suite 809  
Washington, D.C. 20004  
A detailed list of Council publications is available.

Tel: (202) 606-8503  
Fax: (202) 606-8672  
E-mail: [achp@achp.gov](mailto:achp@achp.gov)  
[<http://www.achp.gov/>]

### **African Development Foundation**

1400 Eye Street, N.W., Suite 1000  
Washington, D.C. 20005  
E-mail: [info@adf.gov](mailto:info@adf.gov)

Tel: (202) 673-3916  
Fax: (202) 673-3810  
[<http://adf.gov>]

### **American Battle Monuments Commission**

Courthouse Plaza II, Suite 500  
2300 Clarendon Boulevard  
Arlington, VA 22201-3267

Tel: (703) 696-6900  
Fax: (703) 696-6666  
[<http://www.abmc.gov/>]

### **Appalachian Regional Commission**

Office of the Federal Co-Chairman  
1666 Connecticut Avenue, N.W.  
Room 600  
Washington, D.C. 20235

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

### **Architectural and Transportation Barriers Compliance Board**

Office of Public Affairs  
1331 F Street, N.W., Suite 1000  
Washington, D.C. 20004-1111  
[<http://www.access-board.gov>]

Tel: (202) 272-0080  
TTY: (202) 272-5449 / (800) 993-2822  
Tech. assistance: (800) 872-2253  
Fax: (202) 272-0081  
E-mail: [news@access-board.gov](mailto:news@access-board.gov)

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

Tel: (703) 482-6121  
Fax: (703) 482-0672  
[<http://www.cia.gov/>]

## **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

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 21<sup>st</sup> Street, N.W.  
Washington, D.C. 20581

Tel: (202) 418-5075  
Fax: (202) 418-5525  
E-mail: opa@cftc.gov  
[<http://www.cftc.gov/>]

A list of the current publications distributed by the Commission is available on the Web site listed above.

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

Congressional and Intergovernmental Affairs  
1201 New York Avenue, N.W., 8<sup>th</sup> Floor  
Washington, D.C. 20525

Tel: (202) 606-5000, ext. 473  
Fax: (202) 565-2784  
[<http://www.cns.gov>]

## **Corporation for Public Broadcasting**

Office of Government Relations  
401 Ninth Street, N.W.  
Washington, D.C. 20004-2129

Tel: (202) 879-9840  
Fax: (202) 879-9697  
[<http://www.cpb.org>]

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

Tel: (202) 694-7000  
Fax: (202) 208-6518  
[<http://www.dnfsb.gov>]

Annual reports and recommendations on important issues are available on request.

## **Environmental Protection Agency**

Congressional and Intergovernmental Relations  
1200 Pennsylvania Avenue, N.W.  
Ariel Rios Building, 1301A  
Washington, D.C. 20460-0001

Tel: (202) 564-5200  
Fax: (202) 501-1519  
[<http://www.epa.gov>]

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

Tel: (202) 663-4900  
Fax: (202) 663-4912  
[<http://www.eeoc.gov/>]  
Publications: (800) 669-3362 (voice)  
or (800) 800-3302 (TDD)

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

Tel: (202) 565-3230  
Fax: (202) 565-3236  
[<http://www.exim.gov/>]

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

Tel: (202) 752-7120  
Fax: (202) 752-6099  
[<http://www.fanniemae.com/>]

## Farm Credit Administration

Office of Congressional and Public Affairs  
1501 Farm Credit Drive, Room 4120  
McLean, VA 22102-5090

Tel: (703) 883-4056  
Fax: (703) 790-3260  
[<http://www.fca.gov/>]

## Federal Communications Commission

Public Service Division, Office of Media Relations  
445 12<sup>th</sup> Street, S.W., Room CY-C314  
Washington, D.C. 20554

Tel: (202) 418-0500  
Fax: (202) 418-0232  
[<http://www.fcc.gov/>]

Special reports are issued periodically and announced in news releases. Congressional offices will be provided copies of these reports, subject to supply on hand.

## Federal Consumer Information Center

Federal Consumer Information Center (XC)  
General Services Administration  
18<sup>th</sup> and F Streets, N.W., Room G-142  
Washington, D.C. 20405

Tel: (202) 501-1794  
Fax: (202) 501-4281  
E-mail: [walt.dornfried@gsa.gov](mailto:walt.dornfried@gsa.gov)  
[<http://www.pueblo.gsa.gov/>]

The Federal Consumer Information Center (FCIC) publishes and distributes the free, quarterly *Consumer Information Catalog*, available by writing to: Consumer Information Catalog, Pueblo, CO 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 FCIC'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 FCIC's printer. Contact the Federal 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).

## **Federal Deposit Insurance Corporation**

Public Information Center  
801 17<sup>th</sup> Street, N.W.  
Washington, D.C. 20429

E-mail: [publicinfo@fdic.gov](mailto:publicinfo@fdic.gov)

Tel: (202) 416-6940  
1-800-276-6003

Fax: (202) 416-2076  
[<http://www.fdic.gov>]

A list of the FDIC's reports and statistical publications are available from this office.

## **Federal Election Commission**

Information Services  
999 E Street, N.W.  
Washington, D.C. 20463

Tel: (202) 694-1100  
Toll Free: (800) 424-9530  
[<http://www.fec.gov>]

The Federal Election Commission's Office of Public Records maintains copies of all reports and statements filed by candidates and political committees for review 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 Office of 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.

## **Federal Emergency Management Agency (FEMA)**

Office of Congressional and Intergovernmental Affairs  
500 C Street, S.W., Room 820  
Washington, D.C. 20472

Tel: (202) 646-4500  
Fax: (202) 646-3600  
[<http://www.fema.gov>]

## **Federal Home Loan Mortgage Corporation (Freddie Mac)**

Government Relations  
401 Ninth Street, N.W., Suite 600  
Washington, D.C. 20004

Tel: (202) 434-8600  
Fax: (202) 434-8627  
[<http://www.freddiemac.com>]

## **Federal Housing Finance Board**

Office of Congressional Affairs  
1777 F Street, N.W.  
Washington, D.C. 20006

Tel: (202) 408-2807  
Fax: (202) 408-2950  
[<http://www.fhfb.gov/>]

## **Federal Labor Relations Authority**

Information Resource Management Division  
607 14<sup>th</sup> Street, N.W., Room 328  
Washington, D.C. 20424-0001

Tel: (202) 482-6620  
Fax: (202) 482-6635  
[<http://www.flra.gov/>]

## **Federal Maritime Commission**

Office of the Secretary  
800 North Capitol Street, N.W.  
Washington, D.C. 20573

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

## **Federal Mediation and Conciliation Service**

Office of the General Counsel/Legislative Liaison  
2100 K Street, N.W.  
Washington, D.C. 20427

Tel: (202) 606-5444  
Fax: (202) 606-5345  
[<http://www.fmcs.gov/>]

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

Office of the Executive Director  
601 New Jersey Avenue, N.W., Suite 9500  
Washington, D.C. 20001

Tel: (202) 434-9900  
Fax: (202) 434-9954  
E-mail: [info@fmshrc.gov](mailto:info@fmshrc.gov)  
[<http://www.fmshrc.gov/>]

*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

Tel: (202) 452-3456  
Fax: (202) 452-2611  
[<http://www.federalreserve.gov/>]

## Federal Retirement Thrift Investment Board

Office of External Affairs  
1250 H Street, N.W.  
Washington, D.C. 20005

Tel: (202) 942-1640  
Fax: (202) 942-1676  
[<http://www.tsp.gov/>]

## Federal Trade Commission

Office of Congressional Relations  
600 Pennsylvania Avenue, N.W., Room 404  
Washington, D.C. 20580

Tel: (202) 326-2195  
Fax: (202) 326-3585  
[<http://www.ftc.gov/>]

## General Services Administration

Office of Congressional and Intergovernmental Affairs  
1800 F Street, N.W., Room 6105  
Washington, D.C. 20405

Tel: (202) 501-0563  
Fax: (202) 219-5742  
[<http://www.gsa.gov/>]

Congressional offices frequently request these publications:  
*Annual Report of the General Services Administration*  
*Catalog of Federal Domestic Assistance*  
*Consumer Information Catalog*  
*Consumer's Resource Handbook*  
*Contracting Opportunities with GSA*  
*Federal Information Centers*  
*Federal Surplus Personal Property Donation Program*  
*Federal Travel Directory*  
*GSA Services Available to Members of Congress*  
*Sale of Federal Surplus Personal Property*  
*U.S. Real Property Sales List*  
*What Is GSA?*

## Institute of Museum and Library Services

Office of Public and Legislative Affairs  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

Tel: (202) 606-8339  
Fax: (202) 606-8591  
E-mail: [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)  
[<http://www.imls.gov/>]

Publications include *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 North Stuart Street, 10<sup>th</sup> Floor  
Arlington, VA 22203

Tel: (703) 306-4338 (publications)  
(703) 306-4301 (general)  
Fax: (703) 306-4365  
[<http://www.iaf.gov/>]

## Legal Services Corporation

750 First Street, N.E., 11<sup>th</sup> Floor  
Washington, D.C. 20002-4250

Tel: (202) 336-7265  
Fax: (202) 336-8952  
[<http://www.lsc.gov/>]

## Marine Mammal Commission

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

Tel: (301) 504-0087  
Fax: (301) 504-0099

A publications list is available upon request.

## Merit Systems Protection Board

Communications Officer  
Office of the Clerk of the Board  
1615 M Street, N.W.  
Washington, D.C. 20419

Tel: (202) 653-7200  
Fax: (202) 653-7130  
E-mail: [mspb@mspb.gov](mailto:mspb@mspb.gov)  
[<http://www.mspb.gov>]

## National Academies of Sciences

Office of Congressional and  
Government Affairs (OCGA)  
National Academies  
500 Fifth Street, N.W.  
Washington, D.C. 20001

Tel: (202) 334-1601  
Fax: (202) 334-2419  
[<http://www.nas.edu>]  
[<http://www.nap.edu>] (National Academy Press)

National Academy of Engineering and the Institute of Medicine are sister agencies of the National Academies of Sciences. Their operating arm is the National Research Council. A publications list is available on request. In addition, OCGA issues the monthly *Academy Bulletin*, also available on the Web site, 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.  
Washington, D.C. 20546-0001

Tel: (202) 358-1948  
Fax: (202) 358-4340  
[<http://www.nasa.gov/>]

## National Archives and Records Administration

NWCP, Marketing and Product  
Development Division  
8601 Adelphi Road  
College Park, MD 20740-6001

Tel: (800) 234-8861 or (866) 272-6272  
Fax: (202) 219-0164  
E-mail: [inquire@nara.gov](mailto:inquire@nara.gov)  
[<http://www.nara.gov>]

Some popular publications 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*, *Using Records in the National Archives for Genealogical Researchs*, 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). The publications are now available online at [[http://www.archives.gov/publications/microfilm\\_catalogs.html#resources](http://www.archives.gov/publications/microfilm_catalogs.html#resources)]. For all orders under \$50, add \$3 for shipping and handling.

The Office of the Federal Register (202-523-5227) and the Office of Presidential Libraries (301-837-3250) are administered by the National Archives and Records Administration.

## National Capital Planning Commission

Public Affairs Officer  
401 Ninth Street, N.W., Suite 500, North Lobby  
Washington, D.C. 20576

Tel: (202) 482-7200  
Fax: (202) 482-7272  
[<http://www.ncpc.gov>]

Visit NCPC's Web site to see *Extending the Legacy: Planning America's Capital for the 21<sup>st</sup> 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 on request.

## National Commission on Libraries and Information Science

1110 Vermont Avenue, N.W., Suite 820  
Washington, D.C. 20005-3552

Tel: (202) 606-9200  
Fax: (202) 606-9203  
[<http://www.nclis.gov/>]

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 850  
Washington, D.C. 20004-1107

Tel: (202) 272-2004 (Voice)  
(202) 272-2074 (TTY)  
Fax: (202) 272-2022  
E-mail: [mquigley@ncd.gov](mailto:mquigley@ncd.gov)  
[<http://www.ncd.gov>]

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

Tel: (703) 518-6330  
Fax: (703) 518-6409  
[<http://www.ncua.gov>]

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 15<sup>th</sup> Street, N.W.  
Suite 700  
Washington, D.C. 20005

Tel: (202) 293-9072  
Fax: (202) 223-6042  
[<http://www.ned.org>]  
E-mail: [allen@ned.org](mailto:allen@ned.org)

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

## 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

Tel: (202) 682-5400  
Fax: (202) 682-5638  
[<http://arts.endow.gov/>]

## National Endowment for the Humanities

Office of Governmental Affairs  
Old Post Office Building, Room 524  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

Tel: (202) 606-8328  
Fax: (202) 606-8588  
[<http://www.neh.gov/>]

## National Labor Relations Board

Division of Information  
1099 14<sup>th</sup> Street, N.W., Room 9400  
Washington, D.C. 20570-0001

Tel: (202) 273-1991  
Fax: (202) 273-1789  
[<http://www.nlrb.gov/>]

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  
Washington, D.C. 20572

Tel: (202) 692-5000  
Fax: (202) 692-5083  
[<http://www.nmb.gov/>]

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

Office of Government Affairs  
60 Massachusetts Avenue, N.E.  
Washington, D.C. 20002

Tel: (202) 906-3918  
Fax: (202) 906-3865  
[<http://www.amtrak.com/>]

## **National Science Foundation**

Office of Legislative and Public Affairs  
4201 Wilson Boulevard, Room 1245  
Arlington, VA 22230

Tel: (703) 292-8070  
Fax: (703) 292-9088/9089  
E-mail: [pubs@nsf.gov](mailto:pubs@nsf.gov)  
[<http://www.nsf.gov>]

## **National Transportation Safety Board**

Office of Government and Industry Affairs  
490 L'Enfant Plaza, S.W., 6<sup>th</sup> Floor  
Washington, D.C. 20594

Tel: (202) 314-6120  
Fax: (202) 314-6122  
E-mail: [scottb@ntsb.gov](mailto:scottb@ntsb.gov)  
[<http://www.ntsb.gov>]

## **Nuclear Regulatory Commission**

Office of Congressional Affairs  
Washington, D.C. 20555

Tel: (301) 415-1776  
Fax: (301) 415-8571  
[<http://www.nrc.gov/>]

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 20<sup>th</sup> Street, N.W., 9<sup>th</sup> Floor  
Washington, D.C. 20036-3457

Tel: (202) 606-5398  
Fax: (202) 606-5050  
[<http://www.oshrc.gov/>]

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

Tel: (202) 208-8000, ext. 1200  
Fax: (202) 208-8037  
[<http://www.usoge.gov/>]

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

Tel: Capitol ext. 5-4955  
(202) 225-4955 or (202) 632-6296  
Fax: (202) 632-0832  
[<http://www.opm.gov/>]

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

Tel: Congressional - (202) 653-5163  
Public Affairs - (202) 653-7984  
Fax: (202) 653-5161  
[<http://www.osc.gov/>]

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

## Overseas Private Investment Corporation

1100 New York Avenue, N.W.  
Washington, D.C. 20527

Tel: (202) 336-8400  
Fax: (202) 408-9859  
[<http://www.opic.gov/>]

## Panama Canal Commission

General Counsel  
1850 K Street, N.W., Suite 1030  
Washington, D.C. 20006

Tel: (202) 634-7545  
Fax: (202) 634-6439  
[<http://www.pancanal.com/>]  
E-mail: [washingtonoffice@pancanal.com](mailto:washingtonoffice@pancanal.com)  
or [ballenger@erols.com](mailto:ballenger@erols.com)

## Peace Corps

Office of Congressional Relations  
1111 20<sup>th</sup> Street, N.W.  
Washington, D.C. 20526

Tel: (202) 692-2100  
Fax: (202) 692-2101  
[<http://www.peacecorps.gov>]

## Pension Benefit Guaranty Corporation

Communications and Public Affairs Department  
1200 K Street, N.W., Suite 240  
Washington, D.C. 20005-4026

Tel: (202) 326-4040  
Fax: (202) 326-4042  
[<http://www.pbgc.gov>]

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 are also available.

## Postal Rate Commission

Library  
1333 H Street, N.W.  
Suite 300  
Washington, D.C. 20268

Tel: (202) 789-6840  
Fax: (202) 789-6886  
[<http://www.prc.gov>]  
E-mail: [prc-admin@prc.gov](mailto:prc-admin@prc.gov)  
or [lanasiewica@prc.gov](mailto:lanasiewica@prc.gov)

## President's Council on Physical Fitness and Sports

200 Independence Avenue, S.W.  
Room 738-H  
Washington, D.C. 20201-0004

Tel: (202) 690-9000  
Fax: (202) 690-5211  
[<http://www.fitness.gov>]

Publications for children and adults are available (free of charge for single copies), as is the quarterly PCPFS Research Digest, on the Web site above.

## Railroad Retirement Board

Office of Legislative Affairs  
1310 G Street, N.W.  
Suite 500  
Washington, D.C. 20005-3004

Tel: (202) 272-7742  
Fax: (202) 272-7728  
E-mail: [stanlma@rrb.gov](mailto:stanlma@rrb.gov)  
[<http://www.rrb.gov/>]

## Securities and Exchange Commission

Director of Legislative Affairs  
450 Fifth Street, N.W., Room 6102  
Washington, D.C. 20549-0100

Tel: (202) 942-0010  
Fax: (202) 942-9650  
[<http://www.sec.gov>]

The Commission prepares a *Publications List*, which is available free upon request.

## Selective Service System

National Headquarters  
Office of Public and Congressional Affairs  
Arlington, VA 22209-2425

Tel: (703) 605-4100  
Fax: (703) 605-4106  
[<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

Tel: (202) 502-4590  
Fax: (202) 502-4699  
[<http://www.ussc.gov>]

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., Suite 7900  
Washington, D.C. 20416

Tel: (202) 205-6700  
Fax: (202) 205-7374  
[<http://www.sbaonline.sba.gov>]

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

Tel: (202) 357-2962  
Fax: (202) 786-2274  
[<http://www.si.edu>]

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

Tel: (410) 965-3929  
Fax: (410) 966-5388  
[<http://www.ssa.gov>]

## **State Justice Institute**

Executive Director  
1650 King Street  
Suite 600  
Alexandria, VA 22314

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

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

Tel: (202) 898-2999  
Pubs./Tech. Library: (423) 632-3464  
Fax: (202) 898-2998  
[<http://www.tva.gov>]

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

Tel: (703) 875-4357  
Fax: (703) 875-4009  
[<http://www.tda.gov>]

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.

## U.S. Agency for International Development

Bureau for Legislative and Public Affairs  
1300 Pennsylvania Avenue, N.W., Room 610  
Washington, D.C. 20523-6100

Tel: (202) 712-4300  
Fax: (202) 216-3237  
[<http://www.usaid.gov>]

## U.S. Commission on Civil Rights

Publications Unit  
624 Ninth Street, N.W.  
Washington, D.C. 20425

Tel: (202) 376-8110  
Fax: (202) 376-7597  
[<http://www.usccr.gov>]

A complete list of Commission publications is available free upon request. Single copies of major publications are automatically distributed to each Member of Congress.

## U.S. Consumer Product Safety Commission

Office of Public Affairs  
Attn: Publications request  
Washington, D.C. 20207

Tel: (301) 504-0990  
(800) 638-2772, press 1 for recorded message,  
then #300 to avoid the message  
Fax: (301) 504-0821  
[<http://www.cpsc.gov/>]

## U.S. Holocaust Memorial Museum

Communications Office  
100 Raoul Wallenberg Place, S.W.  
Washington, D.C. 20024

Tel: (202) 488-0413  
Fax: (202) 488-2695  
[<http://www.ushmm.org/>]

Several publications are available upon request. *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.

## U.S. Institute of Peace

1200 17<sup>th</sup> Street, N.W., Suite 200  
Washington, D.C. 20036

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

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

## U.S. International Trade Commission

Office of External Relations  
500 E Street, S.W.  
Washington, D.C. 20436

Tel: For questions: (202) 205-3141  
24/7 recorder for orders: (202) 205-1809  
Fax: (202) 205-2139  
[<http://www.usitc.gov>]

## U.S. Postal Service

Government Relations  
United States Postal Service—Headquarters  
475 L'Enfant Plaza, S.W., Room 10804  
Washington, D.C. 20260-3500

Tel: (202) 268-2506  
Fax: (202) 268-2503  
[<http://www.usps.com>]

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. Consumer publications are available on the USPS Web site.

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