

GP 1.2:  
IN 3

Information

Keeping

Services

America

to Members

Informed

of Congress

U.S. Government  
Printing Office

GPO Publication 250.2  
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## A Message from the Public Printer



Keeping America informed is one of the most important requirements of the Federal Government, and it is a task that the Government Printing Office (GPO) has been performing with pride for more than a century. Today, GPO produces or procures millions of printed and electronic products for Congress and the agencies of the Federal Government, and disseminates Government information to the public through a variety of print and electronic means.

One of GPO's most important tasks is to provide Members of Congress, their staffs, and their constituents with a variety of information products and services. This "Information Services to Members of Congress" brochure is designed to serve as a guide to those products and services. It outlines the products available to Members of Congress and provides phone numbers of GPO offices ready to assist Members in areas of particular interest.

*GPO is here to serve you.* Our home page on the World Wide Web, at <http://www.access.gpo.gov>, lists the full range of products and services we provide. Listed inside this brochure are different phone numbers, fax numbers, and e-mail and Internet addresses to contact for the services you need. If at any time you believe you are not receiving the service you expect, do not hesitate to call me directly at 202-512-2034.

Sincerely,

A handwritten signature in dark ink that reads "Michael F. DiMario". The signature is written in a cursive style.

MICHAEL F. DiMARIO

# Online Access to Official Federal Government Information

## GPO Access

The *GPO Access* online service provides electronic access to over 70 Federal databases, including the *Congressional Record*, congressional bills and reports, House and Senate calendars, GAO reports, public laws, the *Federal Register*, the *Code of Federal Regulations*, the *Commerce Business Daily*, and many more, usually the day of publication. *GPO Access* can be reached through GPO's home page or directly at [http://www.access.gpo.gov/su\\_docs/aces/aaces001.html](http://www.access.gpo.gov/su_docs/aces/aaces001.html).

This unique online service—the first of its kind established by Congress—allows users to locate electronic products available through the Internet and to order Government information products online. It is the only Government online service providing access to a broad range of information from all three branches of the Federal Government, and the only service providing *official* access to this important Government information.

Recognizing the various needs and technological capabilities of the public, *GPO Access* supports a wide range of electronic dissemination technologies, from the latest client/server applications on the Internet to dial-up modem access, including methods compatible with assistive technologies. Gateway libraries provide convenient off-site access to users from their homes or offices. Even those without computers can use *GPO Access* through public terminals located at Federal depository libraries around the Nation.

*GPO Access* currently averages nearly 3 million document retrievals monthly, fulfilling GPO's mandate to disseminate official Government information products quickly, efficiently, and inexpensively. For more information, contact the *GPO Access* User Support Team at 202-512-1530 (local), or toll-free at 1-888-293-6498, or e-mail at [conghelp@gpo.gov](mailto:conghelp@gpo.gov).

**<http://www.access.gpo.gov>**

## Some of the Databases available through GPO Access

Congressional Record	Congressional Record Index
Congressional Bills	History of Bills
Congressional Reports	Congressional Documents
Congressional Directory	Economic Indicators
U.S. Constitution	House/Senate Calendars
House Rules Manual	U.S. Code
Public Laws	GAO Reports
Jefferson's Manual	U.S. Government Manual
The Plum Book	The Green Book
Federal Register	Code of Federal Regulations
U.S. Budget	Commerce Business Daily
Comptroller General Decisions	Supreme Court Decisions (1937-1975)

## Federal Bulletin Board

The Federal Bulletin Board, available via *GPO Access*, offers more than 6,500 official agency files direct from 22 Federal agencies representing all three branches of the Federal Government in a variety of formats and subjects. Users download an average of 3,000 Federal Bulletin Board files each month.

Files are available from the White House, the Food and Drug Administration, the Treasury Department, the Environmental Protection Agency, the Office of Government Ethics, the Supreme Court, and Congress. All user aides from *GPO Access* can be downloaded from the Federal Bulletin Board.

The Federal Bulletin Board can be reached through *GPO Access* or directly at **<http://fedbbs.access.gpo.gov>**. For more information about the Federal Bulletin Board, call 202-512-1530.



## Printed Products

Members of Congress are entitled by law, resolution, or regulations to receive certain printed products of the legislative and executive branches. These include:

### For Senators, Representatives, Delegates, and Resident Commissioner

*The daily Congressional Record.*

*Foreign Relations of the U.S.—1 set.*

*U.S. Statutes at Large—1 set.*

*U.S. Treaties and Other International Agreements—1 set.*

*The Congressional Directory.*

*The Congressional Pictorial Directory.*

*Deschler's Precedents* (Members may receive one set only once while serving in Congress).

*The U.S. Code* (Members may receive one set only once while serving in Congress).

*Presidential Papers.*

### For Senators

*The Congressional Record*, permanent edition—1 set. Through the 104th Congress, this is available in casebound format; thereafter, it is available only in CD-ROM.

*Rules of the Senate* —(Senate Committee on Rules and Administration).

*Senate Manual, Senate Procedure, Precedents and Practice* (Senate Parliamentarian).

### For House Members

*Constitution, Jefferson's Manual and Rules of the House of Representatives.*

Other products of the Congress which may be authorized from time to time, such as *Art in the Capitol*, *The Capitol Magazine*, *Congressional Calendars*, *Biographical Directory of the American Congress*, *How Our Laws Are Made*, *Constitution: Analysis and Interpretation Plus Supplements*, and *Our Flag*.

### How To Order

To order any product listed above, call GPO's Congressional Printing Management Division, at 202-512-0224.



## Other Products and Services for Members of Congress

Contact GPO's Congressional Printing Management Division at 202-512-0224 to receive any of the following products and services:

### Envelopes and Mailing Franks

Public document franked envelopes and gummed mailing franks are available at no cost to Members.

### Estimates of Lengthy Extensions of Remarks

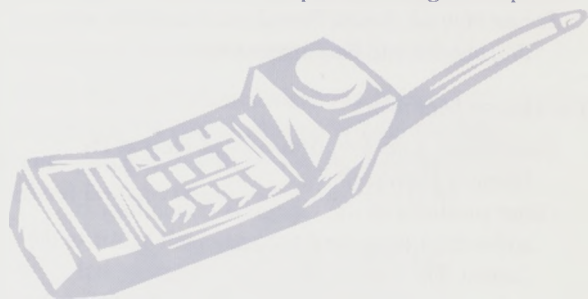
Members who want to insert extensions of remarks in excess of the maximum 2 printed *Congressional Record* pages must submit, prior to publication and along with the request to "print or extend," a written estimate from GPO's Congressional Printing Management Division documenting the cost for printing the material.

### Reprints from the Congressional Record

Members may order reprints from the *Congressional Record* for a nominal fee.

### Extra Copies of Congressional Publications

On prepayment of the cost to print and bind, Members may purchase additional copies of publications to which they are entitled. Notification to GPO should be made before the publication goes to press.



## Member Assistance Contacts

### Congressional Printing Management Division

GPO's Congressional Printing Management Division serves as the liaison for print and electronic product requests between GPO and Congress. This Division works directly with the leadership of each House of Congress in the scheduling, processing, and monitoring of all bills, reports, documents, and laws produced by Congress, plus the hearings and committee prints generated by Senate and House committees.

The Division provides formal and informal estimates for printing and product development, and processes all congressional requisitions for stationery, envelopes, mailing franks, and reprints from the *Congressional Record*. In addition, the Division works with the House Printing and Mailing Services to coordinate the procurement of newsletters, brochures, miscellaneous forms, and related materials for House Members. The Congressional Printing Management Division may be reached by phone at 202-512-0224, or by fax at 202-512-1101.

### **Office of Congressional, Legislative, and Public Affairs**

GPO's Office of Congressional, Legislative, and Public Affairs provides information about GPO to Congress, the news media, and the public. It is responsible for answering questions about GPO programs and services, providing information on legislation affecting GPO, and assisting Members in resolving constituent problems with GPO services. The Office notifies Members of the recipients and amounts of significant contracts awarded by GPO to commercial printers and paper companies in home States and districts, and conducts tours of GPO's facilities. For more information, the Office of Congressional, Legislative, and Public Affairs may be reached at 202-512-1991, or by fax at 202-512-1293.

### **Printing Procurement Program**

Nearly 75 percent of all GPO orders are actually purchased from the private sector through one of the Government's most successful procurement programs. GPO's Printing Procurement Department annually places more than a half billion dollars worth of jobs in one of the Nation's largest manufacturing sectors, generating thousands of jobs and substantial State and local tax revenues, while obtaining the best possible value for the Government's publishing dollar. GPO procures orders from its central office in Washington, DC, and from field procurement and satellite procurement offices nationwide. The addresses of these facilities are provided in this brochure. GPO regularly informs Members of Congress whenever significant contracts are awarded to businesses in their home States or districts. For more information, contact GPO's Printing Procurement Department, Office of Analysis and Review, at 202-512-0376.

# Superintendent of Documents Services

## Superintendent of Documents

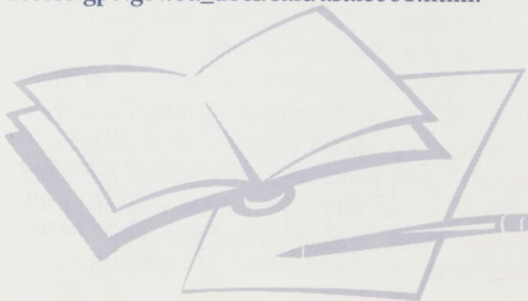
GPO's Superintendent of Documents annually distributes about 100 million copies of Government publications and information products to the public. These are disseminated through a low-cost sales program utilizing 24 bookstores nationwide for walk-in customers as well as a system that takes sales orders by mail, phone, fax, and via the Internet. Information products are also disseminated to approximately 1,400 Federal depository libraries, where they are available for the free use of the public, as well as on the Internet via the GPO Access service. The Superintendent of Documents' home page on the World Wide Web provides online access to the full range of GPO's information dissemination services. It can be reached through GPO's home page or directly at: [http://www.access.gpo.gov/su\\_docs](http://www.access.gpo.gov/su_docs).

## Publications Information and Orders

To inquire about publications or place orders for any publication sold by GPO, constituents should contact the Superintendent of Documents' sales order desk at 202-512-1800. Congressional offices should contact the Superintendent's congressional sales order desk, at 202-512-1808. Sales orders may also be faxed in to 202-512-2250.

## Online Sales Information and Ordering

Current Superintendent of Documents sales information can be instantly located through GPO's online sales catalog—the Publications Reference File (PRF). This online database enables users to instantly check GPO sales information 24 hours a day, every day, and instantaneously place an order with an online ordering mechanism. GPO's online sales information and ordering service can be reached via the Superintendent of Documents' home page or directly at: [http://www.access.gpo.gov/su\\_docs/sale/asale001.html](http://www.access.gpo.gov/su_docs/sale/asale001.html).





## **U.S. Fax Watch**

GPO's U.S. Fax Watch is a service that puts information about Government publications at your fingertips. Just dial 202-512-1716, 24 hours a day, 7 days a week, from a touch-tone telephone or the handset of a touch-tone fax machine, and follow the voice prompts to request descriptions of sales publications, subject bibliographies, ordering information for sales items, listings of all GPO bookstores nationwide, locations of depository libraries, information about GPO's electronic information products and services, and prices and stock numbers for volumes of the *Code of Federal Regulations*. The information you request will be faxed to you immediately. U.S. Fax Watch is an automated information service only and cannot accept sales orders.

## **Free Catalog**

The Superintendent of Documents publishes a catalog listing many of the Government's new and popular sales publications. To obtain a copy, call 202-512-1808, or fax a request to 202-512-2250.

## **GPO Bookstores**

GPO operates 24 bookstores across the United States, including 3 in the Washington, DC, area. All are listed in this brochure. These stores each carry many of the Government's most popular sales publications, along with a selection of other publications suited to the interests of the store's local clientele. The bookstores will also order any Government publication currently offered for sale and have it sent directly to the purchaser. Bookstore locations and hours are provided online via the Superintendent of Documents' home page or directly at: [http://www.access.gpo.gov/su\\_docs/sale/abkst001.html](http://www.access.gpo.gov/su_docs/sale/abkst001.html).

## **Constituent Inquiries**

GPO assists constituents who encounter difficulties in ordering Government publications. To forward a constituent's inquiry or complaint about any order or service regarding a sales publication or subscription, please write to GPO's Office of Congressional, Legislative, and Public Affairs, Washington, DC 20401, or call 202-512-1991. Inquiries can also be faxed in at 202-512-1293.

## Federal Depository Library Program

The Federal Depository Library Program, administered by GPO's Superintendent of Documents, traces its roots to 1813 and is one of America's earliest "freedom of information" programs. Government publications and information products are provided free of charge to approximately 1,400 libraries in the United States and its territories. In return, the libraries provide free public access to the Government publications and information products they receive as well as appropriate assistance to users. Most depository libraries provide on-site public access to electronic Government information as well as print products. For a list of depositories in your home State or district, contact GPO's Library Programs Service at 202-512-1119, the GPO's U.S. Fax watch at 202-512-1716, or send Internet e-mail to: **[inspect@access.digex.net](mailto:inspect@access.digex.net)**. Depository library locations are also provided online through the Superintendent of Documents' home page or directly at: **[http://www.access.gpo.gov/su\\_docs/dpos/adpos003.html](http://www.access.gpo.gov/su_docs/dpos/adpos003.html)**.

## Depository Library Designations

From time to time, Members receive requests from libraries in their States or districts to be designated as Federal depository libraries. By law, each Member of Congress can designate up to two libraries if there are vacancies available in his or her State or district. For information on the depository library designation process or whether a particular library qualifies to be a Federal depository library, contact GPO's Library Programs Service by phone at 202-512-1119 or by fax at 202-512-1432, or send Internet e-mail to: **[inspect@access.digex.net](mailto:inspect@access.digex.net)**.



## GPO Bookstores

### Washington DC Area

Retail Sales Outlet  
8660 Cherry Lane  
Laurel, MD 20707  
301-953-7974  
FAX: 301-498-8995

McPherson Square  
1510 H Street NW  
Washington, DC 20005  
202-653-5075  
FAX: 202-376-5055

GPO  
710 N. Capitol Street NW  
Washington, DC 20401  
202-512-0132  
FAX: 202-512-1355

### Alabama

O'Neill Building  
2021 3rd Avenue, North  
Birmingham, AL 35203  
205-731-1056  
FAX: 205-731-3444

### California

ARCO Plaza, C-Level  
505 South Flower Street  
Los Angeles, CA 90071  
213-239-9844  
FAX: 213-239-9848

Marathon Plaza  
303 Second Street  
Room 141-S  
San Francisco, CA 94107  
415-512-2770  
FAX: 415-512-2276

### Colorado

Federal Building  
1961 Stout Street, Rm 117  
Denver, CO 80294  
303-844-3964  
FAX: 303-844-4000

Norwest Banks Building  
201 West 8th Street  
Pueblo, CO 81003  
719-544-3142  
FAX 719-544-6719

### Florida

100 West Bay Street  
Suite 100  
Jacksonville, FL 32202  
904-353-0569  
FAX: 904-353-1280

### Georgia

First Union Plaza  
999 Peachtree Street, NE  
Suite 120  
Atlanta, GA 30309  
404-347-1900  
FAX: 404-347-1897

### Illinois

One Congress Center  
401 South State Street  
Suite 124  
Chicago, IL 60605  
312-353-5133  
FAX: 312-353-1590

### Massachusetts

Thomas P. O'Neill  
Federal Building  
10 Causeway Street  
Room 169  
Boston, MA 02222  
617-720-4180  
FAX: 617-720-5753

### Michigan

Federal Building  
477 Michigan Avenue  
Suite 160  
Detroit, MI 48226  
313-226-7816  
FAX: 313-226-4698

### Missouri

120 Bannister Mall  
5600 East Bannister Rd.  
Kansas City, MO 64137  
816-767-2256  
FAX: 816-767-8233

**New York**

Federal Building  
26 Federal Plaza  
Room 2-120  
New York, NY 10278  
212-264-3825  
FAX: 212-264-9318

**Ohio**

Federal Building  
1240 East 9th Street  
Room 1653  
Cleveland, OH 44199  
216-522-4922  
FAX: 216-522-4714

Federal Building  
200 North High Street  
Room 207  
Columbus, OH 43215  
614-469-6956  
FAX: 614-469-5374

**Oregon**

1305 SW First Avenue  
Portland, OR 97201-5801  
503-221-6217  
FAX: 503-225-0563

**Pennsylvania**

Robert Morris Building  
100 North 17th Street  
Philadelphia, PA 19103  
215-636-1900  
FAX: 215-636-1903

Federal Building  
1000 Liberty Avenue  
Room 118  
Pittsburgh, PA 15222  
412-644-2721  
FAX: 412-644-4547

**Texas**

Federal Building  
1100 Commerce Street  
Room 1C50  
Dallas, TX 75242  
214-767-0076  
FAX: 214-767-3239

Texas Crude Building  
801 Travis Street  
Houston, TX 77002  
713-228-1187  
FAX: 713-228-1186

**Washington**

Federal Building  
915 Second Avenue  
Room 194  
Seattle, WA 98174  
206-553-4270  
FAX: 206-553-6717

**Wisconsin**

The Reuss Federal Plaza  
310 West Wisconsin Ave.  
Suite 150  
Milwaukee, WI 53203  
414-297-1304  
FAX: 414-297-1300



## GPO Facilities

### Washington DC Area

Building 1  
(Main Entrance)  
710 N. Capitol Street NW  
Washington, DC 20401

Building 2  
(Main Entrance)  
45 G Street NW  
Washington, DC 20401

Building 3  
(Main Entrance)  
732 N. Capitol Street NW  
Washington, DC 20401

Building 4  
(Main Entrance)  
735 N. Capitol Street NE  
Washington, DC 20401

Laurel I Warehouse  
8610 Cherry Lane  
Laurel, MD 20707-4982

Laurel II Warehouse  
8660 Cherry Lane  
Laurel, MD 20707-4982

Springbelt Warehouse  
7701 Southern Drive  
Springfield, VA 22150

### GPO Regional Printing Procurement Offices

Boston Regional Printing  
Procurement Office  
28 Court Square  
Boston, MA 02108-2504  
617-720-3680  
FAX: 617-720-0281

Philadelphia Regional  
Printing Procurement  
Office  
Southampton Office Park  
928 Jaymore Road,  
Suite A190  
Southampton, PA  
18966-3820  
215-364-6465  
FAX: 215-364-6479

Washington Regional  
Printing Procurement Office  
Building 136,  
Washington Navy Yard  
First & N Streets, SE  
Washington, DC 20403  
202-755-2110  
FAX: 202-755-0287

Atlanta Regional Printing  
Procurement Office  
1888 Emery Street  
Suite 110  
2 Park Place  
Atlanta, GA 30318-2542  
404-605-9160  
FAX: 404-605-9185

Chicago Regional Printing  
Procurement Office  
200 North La Salle Street  
Suite 810  
Chicago, IL 60601-1055  
312-353-3916  
FAX: 312-886-3163



St. Louis Regional Printing  
Procurement Office  
Old Post Office Building  
815 Olive Street  
Room 328  
St. Louis, MO 63101-1597  
314-241-0349  
FAX: 314-241-4154

Denver Regional Printing  
Procurement Office  
Denver Federal Center  
Building 53  
Room D-1010  
Denver, CO 80225-0347  
303-236-5292  
FAX: 303-236-5304

New York Regional Printing  
Procurement Office  
201 Varick Street  
Room 709, Seventh Floor  
New York, NY 10014-4879  
212-620-3321  
FAX: 212-620-3378

Seattle Regional Printing  
Procurement Office  
Federal Center South  
4735 East Marginal Way S.  
Seattle, WA 98134-2397  
206-764-3726  
FAX: 206-764-3301

Columbus Regional  
Printing Procurement Office  
1335 Dublin Road  
Suite 112-B  
Columbus, OH  
43215-7034  
614-488-4616  
FAX: 614-488-4577

San Francisco Regional  
Printing Procurement Office  
536 Stone Road, Suite 1  
Benicia, CA 94510-1170  
707-748-1970  
FAX: 707-748-1980

Hampton Regional Printing  
Procurement Office  
11836 Canon Boulevard  
Suite 400  
Newport News, VA  
23606-2555  
804-873-2800  
FAX: 804-873-2805

Dallas Regional Printing  
Procurement Office  
U.S. Courthouse &  
Federal Office Building  
1100 Commerce Street  
Room 3D4  
Dallas, TX 75242-0395  
214-767-0451  
FAX: 214-767-4101

Los Angeles Regional  
Printing Procurement Office  
3950 Paramount Boulevard  
Room 220  
Lakewood, CA  
90712-4144  
310-982-1130  
FAX: 310-982-1147

## **GPO Satellite Printing Procurement Offices**

San Antonio Satellite  
Printing Procurement  
Office  
Building 1552, Door Two  
Kelly AFB, TX 78241-5000  
210-924-4245  
FAX: 210-924-4848

San Diego Satellite Printing  
Procurement Office  
Valley Center Office Building  
2221 Camino Del Rio S.  
San Diego, CA 92108-3609  
619-497-6050  
FAX: 619-497-6054

Oklahoma City Satellite  
Printing Procurement  
Office  
3420 D Avenue  
Suite 100  
Tinker AFB, OK  
73145-9188  
405-231-4146  
FAX: 405-231-4125

Charleston Satellite Printing  
Procurement Office  
L. Mendel Rivers  
Federal Building  
334 Meeting Street  
Room 122  
Charleston, SC  
29403-6417  
803-723-9379  
FAX: 803-723-0534

New Orleans Satellite  
Printing Procurement Office  
U.S. Customs Building  
423 Canal Street  
Room 310  
New Orleans, LA  
70130-2352  
504-589-2538  
FAX: 504-589-2542

Pittsburgh Satellite Printing  
Procurement Office  
Moorhead Federal  
Office Building  
1000 Liberty Avenue  
Room 501  
Pittsburgh, PA 15222-4000  
412-644-2858  
FAX: 412-355-3694



## **Quick Guide to GPO Services**

### **Office of the Public Printer**

202-512-2034

FAX: 202-512-1347

### **Office of Congressional, Legislative, and Public Affairs**

202-512-1991

FAX: 202-512-1293

### **Congressional Printing Management Division**

(Inquiries and Orders)

#### **Congressional Printing and Scheduling**

202-512-0224

FAX: 202-512-1101

#### **Congressional Record Distribution**

202-512-0269

#### **Public Document Envelopes and Franks**

202-512-0224

FAX: 202-512-1101

### **Superintendent of Documents**

(Inquiries and Orders)

#### **Congressional Orders**

202-512-1808

FAX: 202-512-2250

#### **General Public Orders**

202-512-1800

FAX: 202-512-2250

#### **U.S. Fax Watch**

202-512-1716

#### **Library Services Staff**

202-512-1119

FAX: 202-512-1432

Internet e-mail: [inspect@access.digex.net](mailto:inspect@access.digex.net)

#### **GPO Access User Support Team**

1-888-293-6498 (toll-free)

202-512-1530 (local)

Internet e-mail: [conghelp@gpo.gov](mailto:conghelp@gpo.gov)

### **Printing Procurement Program Information**

202-512-0376

