

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,

Michael F. DiMario

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.

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.

<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

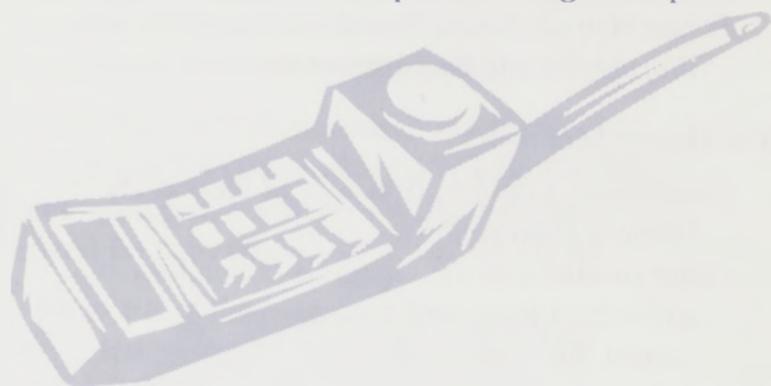
Members who want to insert extensions of remarks in excess of the maximum 2 printed *Congressional Record* pages must submit, prior to publication and along with the request to "print or extend," a written estimate from GPO's Congressional Printing Management Division documenting the cost for printing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

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.



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.

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. 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.

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.



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

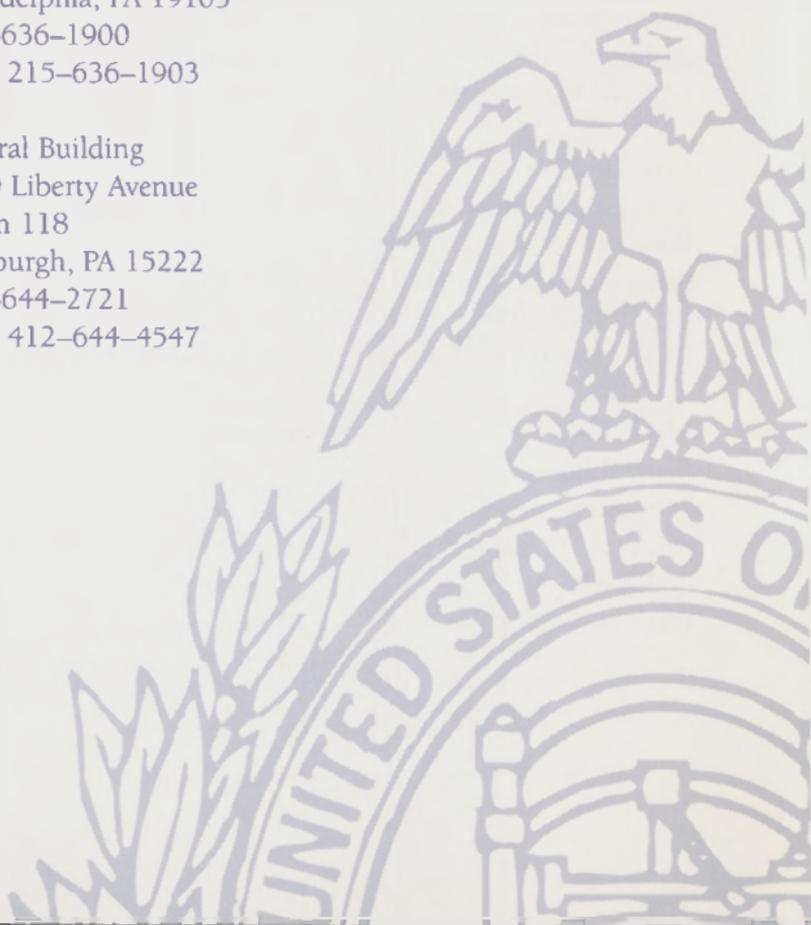
Texas Crude Building
801 Travis Street
Houston, TX 77002
713-228-1187
FAX: 713-228-1186

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

GPO Access User Support Team

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

202-512-1530 (local)

Internet e-mail: conghelp@gpo.gov

Printing Procurement Program Information

202-512-0376

