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FEDERAL HANDBOOK FOR SMALL BUSINESS

A SURVEY OF SMALL BUSINESS PROGRAMS IN THE FEDERAL GOVERNMENT AGENCIES

JANUARY 31, 1966

PRINTED FOR THE USE OF THE

SENATE SELECT COMMITTEE ON SMALL BUSINESS
AND THE
HOUSE SELECT COMMITTEE ON SMALL BUSINESS

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FOREWORD

This is the second edition of the Federal Handbook for Small Business. The first edition was published in 1962 and was enthusiastically received by the American small business community.

Its purpose is to provide in one comprehensive volume information on all the Federal programs of interest to small business.

Each agency of the Federal Government having a program beneficial to small business firms has participated in the preparation of the data contained herein. The publication of this Handbook is sponsored jointly by the Senate Small Business Committee and the House Small Business Committee.

JOHN SPARKMAN,
Chairman, Senate Small Business Committee.
JOE L. EVINS,
Chairman, House Small Business Committee.

JANUARY 31, 1966

Table of Contents

SMALL BUSINESS ADMINSTRATION

	Page
General	1
Business Loans	1
Special Participation Plans	1
Small Loan Program	2
Simplified Bank Participation Plan	2
Early Maturities Participation Plan	2
Pool Loans	2
Areas of Unemployment	2
Eligibility Requirements	2
Indirect Financing	3
Small Business Investment Companies	3
Eligibility Requirements	3
Local Development Companies	4
State Development Companies	4
Additional Information on Loans and Loan Sources	4
Economic Opportunity Loans	4
Disaster Loans	5
Physical Damage Loans	5
Economic Injury Loans	5
Major or Natural Disaster	5
Diseased Products Loans	5
Displaced Small Businesses	5
Government Buying and Selling	6
Government Purchase Contracts and Subcontracting	6
Small Business Set-Asides	6
Potential Sources Program	6
Subcontract Program	6
Inventory of Small Plant Facilities	7
Prime Contract Referral	7
Contract Financing	7
Progress Payments	7
Eligibility Requirements	7
Government Procurement	7
Government Subcontracting	7
Sales of Government Property	7
Certificates of Competency (COC)	8
Buying From the Government	8
Management Information	8
Retired Executives Assist Small Business Owners	8
Management Courses and Conferences	8
IMP Helps Business Help Itself	9
SBA Workshops Assist Prospective Businessmen	9
Management Publications	9
Free Series	9
For-Sale Series	9
SBA as Small Business Spokesman	9
Small Business Defense Production Adjustment Program	10
Publications	10
Free From SBA	10
For Sale	11
Employee-Employer Relationships	11
Field Offices	11
Branch Offices (Footnote)	11, 12

GENERAL SERVICES ADMINISTRATION

Agency Responsibilities	13
GSA Business Service Centers	13
Federal Procurement Regulations System	14
Public Buildings Service	14
Contracts for Design	14
Construction Contracts	15
Leasing of Space	15
Building Maintenance and Repair Procurements	15
Defense Materials Service	15
Procurement	15
Disposal	15
Transportation and Communications Service	16
Automobile Repair Contracts, Rentals	16
Utilization and Disposal Service	16
Sales of Personal Property	16
Kinds of Property Sold	16
Where Government Property Is Sold	16
How to Obtain Sales Information	17
How Property Is Sold	17
General Conditions of Sale	17
Sales of Real Property	18
What Real Property Does the Government Sell?	18
How Is Sales Information Obtained?	18
How Is Surplus Real Property Sold?	18
Property Rehabilitation Program	18
Federal Supply Service	18
GSA Supply Depot Program	18
Federal Supply Schedule Contracts	19
Consolidated Purchase Program	19
Special Purchase Programs	19
Simplified Procedures Aid Small Business	20
Inspection of Purchased Commodities	20
Relationship of Federal Specifications and Standards to Small Business	20
Evaluation of New Items	20
Availability of Federal Specifications, Standards, and Handbooks	20

	Page
ORGANIZATIONAL CHART OF GSA	21
GSA REGIONAL OFFICES AND BUSINESS SERVICE CENTERS	22
BIBLIOGRAPHY OF GSA PUBLICATIONS	22
MAP OF GSA REGIONAL OFFICES AND BUSINESS SERVICE CENTERS	23

DEPARTMENT OF DEFENSE

SELLING TO THE MILITARY	24
Introduction	24
Making Your Capabilities Known	24
Commerce Business Daily	24
Subcontracting	25
Local Purchases	25
Military Exchange Services	25
Military Commissary Stores	25
Sources of Information on Defense Procurement	25
Federal Procurement Information Offices in Washington, D.C	26
Bidder's Mailing List Application	27
Bidder's Mailing List Application Supplement	29
DEPARTMENT OF THE ARMY MAJOR PURCHASING OFFICES	30
Army Materiel Command	30
Corps of Engineers	35
Army Medical Service	36
DEPARTMENT OF THE NAVY MAJOR PURCHASING OFFICES	40
Bureaus and Offices	40
Navy Purchasing Offices	41
Navy Supply Centers and Depots	42
Navy Shipyards and Repair Facilities	43
Navy Aviation Activities	44
Navy Ordnance Activities	46
Marine Corps Activities	47
Navy Construction	48
DEPARTMENT OF THE AIR FORCE MAJOR PURCHASING OFFICES	50
Base Procurement Offices	54
DEFENSE SUPPLY AGENCY	60
SURPLUS PERSONAL PROPERTY	65
Introduction	65
Why There Is Military Surplus	65
Types of Surplus Available	65
Condition of Property	65
Methods of Selling Surplus	65
Sealed Bid Sale	66
Auction Sale	66
Spot Bid Sale	66
Negotiated Sale	66
Retail Sale	66
Defense Surplus Sales Offices	66
Specialized Defense Surplus Sales Offices	66
Principal Conditions of Sale	67
Inspection	67
Deposits and Payment of Balances	67
Bid Deposit Bonds	67
Awards	67
Removal of Property	67
Withdrawal Policy	67
SURPLUS PERSONAL PROPERTY—Continued	
Sale of Foreign Excess and Export of Domestic Surplus	67
Defense Surplus Sales Offices and Assigned Military Installations, Continental United States	67
Mailing Addresses of Selling Activities Located Outside of Continental United States	70
Surplus Property Bidders List	72
Classes of Surplus Personal Property Sold by Department of Defense	73
Geographical Areas and Assigned Codes	80

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

INTRODUCTION	82
ORGANIZATION	82
NASA PROCUREMENT REGULATION	82
WHAT NASA BUYS	82
WHERE NASA BUYS	82
SUBJECTS OF SPECIAL INTEREST	83
Unsolicited Research Proposals	83
Patents	83
Quality Control	83
Small Business Program	83
Technology Utilization	83

DEPARTMENT OF COMMERCE

GENERAL	85
Office of Field Services	85
LIST OF FIELD OFFICES	85
BUSINESS AND DEFENSE SERVICES ADMINISTRATION	86
Government-Business Relations	87
Trade Associations Liaison	87
Clearinghouse for Technical Services	87
BUREAU OF INTERNATIONAL COMMERCE	87
NATIONAL EXPORT EXPANSION COUNCIL	88
TRADE CENTERS	88
TRADE MISSIONS	88
TRADE FAIRS	88
OFFICE OF BUSINESS ECONOMICS	88
ECONOMIC DEVELOPMENT ADMINISTRATION	88
UNITED STATES TRAVEL SERVICE	89
ENVIRONMENTAL SCIENCE SERVICES ADMINISTRATION—WEATHER BUREAU	89
Weather Wise in Business	89
Observations and Daily Forecasts	89
Five-day Extended Forecasts	90
Thirty-day Outlook	90
Special Forecasts	90
Climatological Records	90
Using Weather Information	90
Chart—Time Scales and Tools for Weather-Related Decisions	91
Chart—Recommended Action	91
Industrial Meteorological Services	91
OFFICE OF STATE TECHNICAL SERVICES	92

	Page
PATENT OFFICE	92
BUREAU OF THE CENSUS	92
NATIONAL BUREAU OF STANDARDS	93
SELECTED PUBLICATIONS	93
Office of Field Services	93
Bureau of International Commerce	93
Office of Business Economics	94
Business and Defense Services Administration	94
Nonperiodical Publications	94
Periodical Publications	95
Clearinghouse for Federal Scientific and Technical Information (formerly Office of Technical Services)	95
Bureau of the Census	95
National Bureau of Standards	95
U.S. Travel Service	96
Patent Office	96

DEPARTMENT OF LABOR

GENERAL	97
BUREAU OF APPRENTICESHIP AND TRAINING	97
Services	97
Publications	97
BUREAU OF EMPLOYMENT SECURITY	98
Services	98
OFFICE OF LABOR-MANAGEMENT AND WELFARE-PENSION REPORTS	99
Labor-Management Reporting and Disclosure Act	99
Labor Relations Consultants	99
Welfare and Pension Plans Disclosure Act	99
BUREAU OF LABOR STANDARDS	99
Services	99
Publications	100
BUREAU OF LABOR STATISTICS	100
Publications	101
Services	101
OFFICE OF VETERANS' REEMPLOYMENT RIGHTS	101
OFFICE OF MANPOWER, AUTOMATION, AND TRAINING	102
WAGE AND HOUR AND PUBLIC CONTRACTS DIVISIONS	102
Publications	102
Services	103
REGIONAL OFFICES OF THE U.S. DEPARTMENT OF LABOR	103

DEPARTMENT OF THE INTERIOR

GENERAL	104
PROCUREMENT ASSISTANCE TO SMALL BUSINESS	104
GEOLOGICAL SURVEY	105
Topographic Maps and Investigations	105
Research Activities	105
Information and Inquiries	105
Map Information Office	105
Libraries	105
Photographic Library	105
Public Inquiries Offices	105
Publications	105
OFFICE OF MINERALS EXPLORATION, GEOLOGICAL SURVEY	105
Financial Assistance to Explore for Certain Minerals	105
Regional Offices	106
Publications	106
BUREAU OF MINES	106
Advice and Guidance to the Mineral Industries, Including Fuels	106
Publications	106
OFFICE OF COAL RESEARCH	107
Development of New and Expanded Coal Markets	107
Publications	107
OFFICE OF SALINE WATER	107
Low Cost Processes for Salt Water Conversion	107
Small Business Competence	107
Publications	107
OFFICE OF OIL AND GAS	107
Advice and Assistance on Oil and Gas Matters	107
Requests for Information	108
BUREAU OF RECLAMATION	108
Engineering and Technological Data	108
Publications	108
Business Opportunities in Reclamation Construction Camps and Towns	108
BONNEVILLE POWER ADMINISTRATION	108
Set-Asides of Procurement Contracts for Supplies and Materials	108
Low Power Rates for Industry	108
NATIONAL PARK SERVICE	109
Opportunities in National Park Areas	109
Publications	109
BUREAU OF LAND MANAGEMENT	109
Timber Set-Asides and Land Use	109
Contacts	109
Public Land Laws	109
BUREAU OF INDIAN AFFAIRS	109
Indian Industrial Development Program	109
Technical Assistance	110
Financial Assitance	110
Contacts	110
Printed Materials	110
BUREAU OF COMMERCIAL FISHERIES	110
Fishery Loans	110
Mortgage Insurance	110
Fishing Vessel Construction Subsidies	111
Technical Research	111
Exploratory Fishing	111
Economic Studies	111
Foreign Fisheries	111
Marketing	111

	Page
BUREAU OF COMMERICAL FISHERIES—Con.	
Statistics	112
Principal Field Offices	112
Publications	112
Market News	112
Publications	112
BUREAU OF SPORT FISHERIES AND WILDLIFE	112
Objectives	112
Organization	113
Activities	113
Migratory Birds	113
Sport Fisheries	113
National Wildlife Refuges	113
Wildlife Services	113
Federal Aid to States and Possessions	113
River Basin Studies	113
Regional Offices—Bureau of Sport Fisheries and Wildlife	113
OFFICE OF TERRITORIES	114
Loans to Small Business	114
Tax Incentives	114

DEPARTMENT OF AGRICULTURE

INTRODUCTION	115
RURAL AREAS DEVELOPMENT	115
Contact	115
General Information	115
SOIL CONSERVATION SERVICE	115
LOCATION OF ADDRESSES OF STATE OFFICES AND REGIONAL TECHNICAL SERVICE CENTERS	116
State Offices	116
Regional Technical Service Centers	116
FARMERS HOME ADMINISTRATION	117
General	117
Loans	117
General Information Bibliography	117
RURAL ELECTRIFICATION ADMINISTRATION	118
General	118
Loans	118
Contact	118
Current Information Bulletins	118
FOREST SERVICE	118
AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE	119
Relationships with Business	119
Extent of Services and Relationships	119
Conservation	120
Storage	120
Where and How Services May be Obtained by Businessmen	120
Grain Offices	120
Processed Commodities Office	121
Cotton Offices	121
CONSUMER AND MARKETING SERVICE	121
General	121
Marketing Services	121
CONSUMER AND MARKETING SERVICE—Continued	Page
Regulatory Programs	121
Consumer Protection	121
Consumer Food Programs	121
Contact	121
COMMODITY EXCHANGE AUTHORITY	122
CEA Regional Offices	122
FEDERAL CROP INSURANCE CORPORATION	122
ECONOMIC RESEARCH SERVICE	122
STATISTICAL REPORTING SERVICE	123
NATIONAL AGRICULTURAL LIBRARY	123
AGRICULTURAL RESEARCH SERVICE	123
FOREIGN AGRICULTURAL SERVICE	124
HOW THE DEPARTMENT OF AGRICULTURE SERVES YOU	125
How It Started	125
How It Works	125
Relationship to Land-Grant Colleges	125
ACTIVITIES OF USDA	125
Research	125
Agricultural Research Service	125
Cooperative State Research Service	125
Economic Research Service	125
Farmer Cooperaitve Service	125
Forest Service	125
Education	125
Farmer Cooperative Service	126
National Agricultural Library	126
Information	126
Marketing	126
Consumer and Marketing Service	126
Commodity Exchange Authority	126
Consumer Services	126
International Affairs	126
Foreign Agricultural Service	126
International Agricultural Development Service	126
Economics	126
Economic Research Service	126
Statistical Reporting Service	126
Conservation	126
Agricultural Stabilization and Conservation Service	126
Soil Conservation Service	126
Forest Service	126
Stabilization	127
Commodity Credit Corporation	127
Federal Crop Insurance Corporation	127
Rural Areas Development	127
Rural Community Development Service	127
Farmers Home Administration	127
Rural Electrification Administration	127
Emergency Programs	127
How USDA Is Organized	128
How to Get Information	129
ORGANIZATIONAL CHART OF DEPARTMENT OF AGRICULTURE	132

DEPARTMENT OF THE TREASURY

Internal Revenue Service

	Page
GENERAL	133
Mr. Businessman's Kit	133
Tax Guide for Small Business	133
Participation in Tax Clinics	133

DEPARTMENT OF JUSTICE

ANTITRUST ACTIVITIES	134
Violations of Antitrust Laws	134
Form of Complaint	134
Processing of Complaints	135

FEDERAL TRADE COMMISSION

ANTITRUST AND TRADE REGULATION LAWS	136
REQUESTS FOR COMMISSION ACTION	136
ADVISORY OPINIONS	137
EXPORT OPPORTUNITIES FOR SMALL BUSINESS	137
FIELD OFFICES	137

VETERANS ADMINISTRATION

GENERAL	139
CONTRACTS	139
ARCHITECTURAL AND PROFESSIONAL ENGINEERING DESIGN SERVICES	139
CONSTRUCTION SERVICES	140
VETERANS' LOANS	140
Real Estate Loans	140
Non-Real Estate Loans	140
Direct Loans	140
Contacts	140
List of VA Hospitals by States	141
List of VA Regional Offices	142

ATOMIC ENERGY COMMISSION

	Page
LOCATION OF PRINCIPAL OFFICES	143
OPERATION OF AEC PLANTS AND LABORATORIES	143
RESEARCH	143
SECURITY REQUIREMENTS	144
PATENTS	144
RADIOISOTOPES	144
LICENSING REQUIREMENTS	144
REGULATIONS	145
NUCLEAR REACTORS BUILT, BEING BUILT, OR PLANNED	145

TENNESSEE VALLEY AUTHORITY

MANAGEMENT SERVICES AND COUNSEL	146
Fertilizer Production Technology	146
Forest Resources	146
TVA Fisheries Investigations	146
TVA Assistance on Navigation Matters	146
Assistance is Available on Regional and Local Economic Analyses	146
TVA Sells Power	146
Engineering Information	146
Topographic Maps	147
GOVERNMENT CONTRACTS	147
NEW BUSINESS OPPORTUNITIES	147
Research and Development	147
GENERAL INFORMATION BIBLIOGRAPHY	147
Office of Agricultural and Chemical Development Publications	147
Division of Forestry Development Publications	147
Office of Power Publications	147

EXPORT-IMPORT BANK

EXPORT CREDIT INSURANCE	148
COMMERCIAL BANK GUARANTEE PROGRAM	148
LONG-TERM CAPITAL LOANS	149
OTHER PROGRAMS	149

Small Business Administration

GENERAL

Although various Government departments and agencies provide services to small business, the Small Business Administration (SBA) is the one agency that was created by Congress solely to advise and assist the Nation's small businesses. This action recognized that while the more than 4.5 million small businesses play a distinct and vital role in the national economy, they generally operate at a distinct disadvantage as compared with large business. Larger firms can more readily finance growth and research, find it easier to deal with the Government—the Nation's largest customer—and have less difficulty overcoming management and related problems.

The SBA serves small business in six ways:

1. By lending money to small businessmen, directly or indirectly.

2. By helping small business get a fair share of Government contracts and surplus Government property.

3. By providing information and assistance regarding management, and by sponsoring research into the management problems of small firms.

4. By developing and presenting helpful material in the foreign trade field.

5. By providing production and products assistance.

6. By providing informative publications on subjects of interest to small business.

The SBA assists all types of small business—manufacturing, wholesaling, retailing, service, and other firms—and has established different size standards for different types of business. Congress defined a small business as one that is independently owned and operated and not dominant in its field, and instructed SBA to establish more detailed standards.

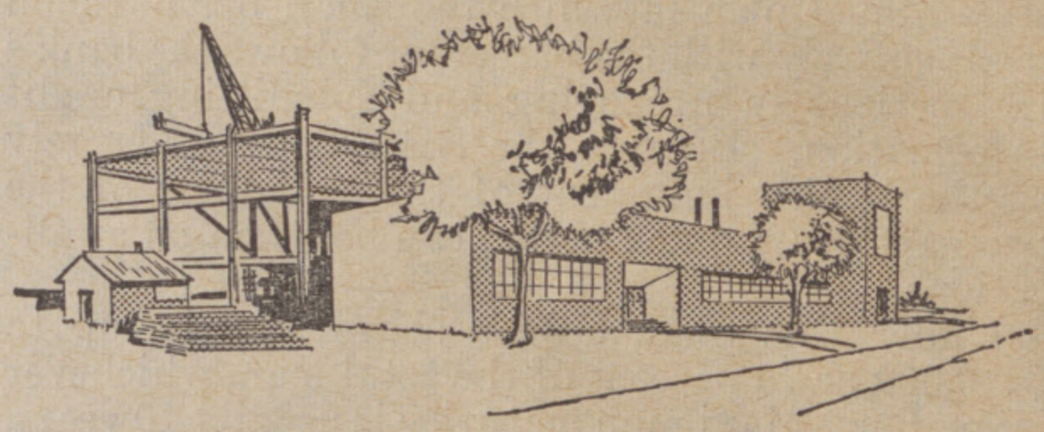
The SBA complied by spelling out specific standards which govern eligibility of firms for business loans, for financial aid through SBA-licensed small business investment companies and SBA loans to State and local development companies, and for help in obtaining Government contracts, and property being sold by the Government. Under SBA's definition, about 95 percent of all business is classified as small business.

BUSINESS LOANS

An essential part of the service SBA offers small businessmen is counseling by financial experts. Sometimes a specialist can show a businessman that it would be inadvisable or unnecessary for him to borrow money.

If borrowing does appear to be the answer to a firm's problems, the SBA may participate with a bank in a loan, or may make a "direct" (100 percent) loan, for the following purposes:

- Purchase of machinery, equipment, facilities, supplies, materials.
- Working capital.
- Business construction, conversion or expansion.



While most business loans are small—some are even under $1,000—the SBA, under its statute, may lend a small business as much as $350,000 as the Agency's share of a participation or a direct loan.

Before SBA may make a direct loan, it must make certain that the firm applying for the loan cannot secure adequate financing at a reasonable rate from a bank or other private source.

When a small businessman can secure some, but not all, of the money he needs from a private source, SBA may participate in the loan for as much as 90 percent of the loan. However, SBA may not provide its share of the loan immediately if the private lender is willing to lend its own funds, with a portion guaranteed by SBA.

Generally, a loan may be for as long as 10 years with interest on SBA's share set at a maximum of 5½ percent. When a bank or private lender participates with the SBA in a loan it may, and frequently does, set a rate higher than 5½ percent on its share of the loan, providing the rate is legal and reasonable. (If the private institution will set a rate lower than 5½ percent, SBA will also lower its rate, but not below 5 percent.)

Where SBA's participation involves a guaranty, the private lender, who initially advances all the loan funds, may set the interest rate on the entire loan.

SPECIAL PARTICIPATION PLANS

To provide increased assistance to small firms and to encourage greater bank participation in

loans, SBA has devised several special participation loan plans. Although the interest rate remains the same, the loans vary somewhat from the regular participation loans as follows:

Small Loan Program. The Small Loan Program is designed specifically to meet the needs of very small businesses, including new enterprises, many of which have in the past been unable to obtain loans because of lack of adequate collateral. Under this program great stress is put on the character of the applicant, his past record for handling obligations, and his future business prospects. Loan may be made in amounts not to exceed $15,000 for direct SBA loans, or bank participation loans where the SBA portion does not exceed $15,000, up to 6 years.

Simplified Bank Participation Plan. This is a streamlined plan in which the small businessman deals entirely with the bank and follows the bank's instructions in preparing and submitting credit information. Because the SBA depends largely on the bank's judgment of the soundness of the proposed loan, quick action can be taken on applications.

Under this plan, SBA's share may be up to $350,000 or 75 percent of the total loan, whichever is smaller. Maximum maturity is usually 10 years.

Early Maturities Participation Plan. The SBA recognizes fully the value of local financing of small businesses. At the same time it is aware that banks often are accustomed to lending money only for short periods of time. The SBA therefore devised the "Early Maturities Participation Plan" under which a bank may participate for as little as 2 years and SBA will continue its share of the credit for as much as an additional 8 years. The SBA's share of the loan may be up to $350,000.

Another plan combines some of the "early maturities" and "simplified participation" advantages.

POOL LOANS

The SBA makes loans to corporations formed by "pools" or groups of small businesses to: (1) obtain raw materials, equipment, inventory or supplies for use by group members, (2) obtain the benefits of research and development for the members of the group, or (3) establish facilities for these purposes.

The maximum amount that SBA can advance alone or as its share is $250,000, multiplied by the number of small businesses which are members of the pool.

The interest rate on pool loans is 5 percent and loans may be made for as long as 20 years.

AREAS OF UNEMPLOYMENT

As a means of stimulating business activity and thereby increasing job opportunities in areas of substantial unemployment, SBA makes loans at 4 percent interest to small firms in these areas. This rate applies to a direct SBA loan and to the Agency's share of an immediate participation loan. The 4-percent rate is applicable in areas which had been designated as redevelopment areas by the Area Redevelopment Administration or designated by the Department of Labor as having substantial unemployment.

ELIGIBILITY REQUIREMENTS

To be considered for an SBA loan, a small business must meet certain general credit requirements. For example, as required by the Small Business Act, a loan must be "of such sound value or so secured as reasonably to assure repayment." An applicant must be of good character, and must have enough capital in the business so that, with SBA assistance, it will be possible for him to operate on a sound financial basis.

As a public agency responsible for taxpayers' money, SBA has unique additional responsibilities as a lender. For example, it will not make loans to an individual who derives any part of his gross income from gambling activities. Nor will it make loans for speculation in any kind of real or personal property.

The size requirements for firms and their affiliates for business loans generally are as follows:

- Manufacturing: Small if 250 or fewer employees, large if more than 1,000 employees, and either small or large, depending on industry, if between the 250 and 1,000 limits. Special size standards are established for various manufacturing industries.
- Retail: Annual sales of $1 million or less.
- Wholesale: Annual sales of $5 million or less.
- Service trades: Annual receipts of $1 million or less.
- Trucking: Annual receipts of $3 million or less.
- Construction: Average annual receipts of $5 million or less for preceding 3 fiscal years.

Special size standards have been worked out as the result of studies of certain businesses.

Food canning, for example, is small if the firm has 500 or fewer employees excluding agricultural employees.

Other examples: A retail grocer that handles fresh meats is a small business if his annual sales are $2 million or less; a retail automobile dealer is small if his limit is $3 milion or less; a retail aircraft dealer is small if his annual sales are $3 million or less; a department store is considered small if its annual sales do not exceed $3 million.

In general, a business that provides services is small if its annual receipts are $1 million or less. However, there are exceptions, for example: Hotels, motels, and power laundries, are considered small business if they do no more than $2 million worth of business annually; trailer courts or parks for transients, $100,000 or less; hospitals, 100 beds or less, excluding cribs and bassinets; motion picture production and picture services, $5 million.

Shopping centers are considered small if their assets do not exceed $5 million; net worth, $2½ million; average net income, after Federal income taxes, for applicants preceding 2 fiscal years, $250,000; and it does not lease more than 25 percent of the gross leasable area to large businesses.

A warehousing business is considered small if its annual receipts do not exceed $3 million. A business engaged in air transportation is small if its employees do not exceed 1,000 persons. A grain storage business is considered small if it does not have in excess of 1 million bushels capacity and annual receipts of $1 million.

Inasmuch as the standards are general and subject to change, the small business owner should consult the nearest SBA field office for current standards.

INDIRECT FINANCING

The SBA has two other basic but indirect ways of providing small business with necessary finances. These are (1) through the Agency's Small Business Investment Company program, and (2) through its program of loans to State and local development companies.

SMALL BUSINESS INVESTMENT COMPANIES

Under the Small Business Investment Act, SBA licenses, regulates, and helps to provide financing of privately and publicly owned small business investment companies, commonly termed SBIC's.

These investment companies have the function of providing equity capital and long-term loans to small businesses, and may furnish advisory and consulting services as well.

An SBIC may begin operations with as little as $300,000 paid-in capital and surplus, which the SBA may match by the purchase of the SBIC's subordinated debentures. Under exceptional circumstances, as, for instance, in an area where no SBIC's are now located or where the operating expenses of the SBIC are to be subsidized, the beginning capital requirement may be as low as $150,000. To help with the growth of the SBIC, SBA may purchase additional subordinated debentures from the SBIC, up to a total of $700,000 on a matching basis with the private capital in the company.

After an SBIC has invested or lent a substantial part of its money to small businesses, it may borrow operating funds from SBA. These loans may total as much as 50 percent of the company's paid-in capital and surplus, but may not exceed $4 million. Subordinated debentures sold to SBA are considered part of the SBIC's capital and surplus for this purpose. Thus $700,000 in private capital makes an SBIC eligible for $700,000 in subordinated debenture funds, plus another $700,000 in operating loans from SBA, for a total of $2,100,000 available for investment in small concerns.

The interest rate on subordinated debentures is 5 percent per annum. For operating loans, it ranges from 5¼ percent if a bank or other financial institution participates with SBA in the loan to the SBIC, to 5½ percent if SBA makes a direct loan from its own funds.

SBIC's are encouraged to borrow operating loans from private sources. The maximum permitted ratio of debt to an SBIC's capital and surplus is four to one.

Liberal tax provisions have helped SBIC's to flourish and to provide money for small businesses as well as to attract investors. An SBIC has a 100 percent exemption on taxes for dividends it receives from investments in small businesses, and may deduct from ordinary income losses sustained through sales of convertible debentures or stock obtained through conversion, or by exercising warrants. Also, in some circumstances an SBIC may qualify for "pass-through" treatment, so that the individual investor can treat profits received from SBIC operations as capital gains, taxed at the maximum rate of 25 percent. On the other hand, losses sustained by the investor in the sale of his SBIC stock may be deducted from ordinary income.

Financing agreements by an SBIC must provide for financing for at least a 5-year period and loans may be for as long as 20 years. Loans of less than 5 years' maturity may be made when they are necessary or desirable to protect previous SBIC investments, or, to a limited extent, as part of a sound financing package for the small concern.

An SBIC may furnish financial assistance to a single small enterprise in an amount not exceeding 20 percent of the investment company's capital and surplus.

If a small firm needs more funds than one SBIC can provide, several SBIC's may participate in meeting the firm's requirements. However, no financing for more than $500,000 may be made by more than 5 SBIC's without SBA approval.

A small business investment company may finance a small business by any of the following methods, including various combinations:

1. By purchasing debentures which are convertible into stock of the small firms.
2. By purchasing capital stock in the small business, with or without warrants to purchase additional stock.
3. By purchasing debt securities, with or without warrants to purchase stock.
4. By any other acceptable instrument of equity financing.
5. Through long-term loans to the business.

A list of SBIC's may be obtained from any SBA office.

Eligibility Requirements. For purposes of SBIC financing, a company qualifies as small if (a) it meets the business loan size standards indicated previously or (b) it does not have assets exceeding $5 million, does not have a net worth exceeding $2.5 million, and its average net income, after

Federal income taxes, for the preceding 2 years did not exceed $250,000.

LOCAL DEVELOPMENT COMPANIES

An additional SBA method of helping small business with its long-term financing problems is through the local development company which assists in the financing of small business concerns in their area.

A local development company is incorporated under the laws of the State of operation for the purpose of furthering the economic development of the community and its environs, with authority to promote and assist the growth and development of small business concerns in a specific area within the State covered by its operation. It may be organized as a profit or nonprofit corporation and shall be principally composed of and controlled by local persons residing or doing business in the area of operation. The local development company may borrow up to $350,000 for a period of 25 years to assist any identifiable small business concern. The proceeds of the loans may be used for the acquisition of land, construction, expansion or modernization of buildings and the purchase of machinery and equipment. The local development company may be required to furnish no less than 20 percent of the project cost and SBA will loan up to 80 percent. SBA's interest rates are 5½ percent but they will be reduced to 5 percent if a bank will participate at a similar lower rate. If the area is an area of substantial unemployment, the interest rate will be 4 percent.

STATE DEVELOPMENT COMPANIES

A State development company is an enterprise incorporated under and pursuant to special legislative act to operate on a statewide basis with authority to promote and assist the growth and development of small business concerns within the State. It is organized and controlled by individuals and corporations (usually lending institutions) residing or doing business in the State. The prime purpose of the State development company shall be to assist the economic development and rehabilitation of the State and any monetary profits to the shareholders of members must be merely incidental to its primary purpose. SBA may lend to this type of development company as much as the company's total outstanding borrowings from all other sources. Maturities may be for as long as 20 years with interest rate at 5 percent except that SBA will charge only 4 percent when the development company uses the funds for long-term loans in areas of substantial unemployment.

ADDITIONAL INFORMATION ON LOANS AND LOAN SOURCES

The SBA programs described briefly above are set out in more detail in various publications available without charge from any SBA field office or from the SBA, Washington 25, D.C.

In addition, the Small Business Administration has published a pamphlet, "Loan Sources in the Federal Government," which is available upon request. Revised and expanded in August 1963, it lists loan sources believed to be of major interest to the small business owners under the following six classifications:

1. *Commercial, Industrial, and Financial Loans.* In addition to the Small Business Administration, this section lists the Treasury Department, Federal Reserve System, Federal Home Loan Banks, Maritime Administration, and the Economic Development Administration of the Department of Commerce.
2. *Agricultural Loans.* This section includes Farm Credit Administration, Rural Electrification Administration, Farmers Home Administration, and Commodity Credit Corporation.
3. *Housing and Community Development Loans.* Included are Community Facilities Administration, Public Housing Administration, Urban Renewal Administration, and Federal Housing Administration.
4. *Veterans Loans* made by the Veterans Administration.
5. *Natural Resources Loans* made by the Department of the Interior include loans by the Bureau of Reclamation, Bureau of Commercial Fisheries, and Bureau of Indian Affairs.
6. *International Loans* are made by the Export-Import Bank of Washington and the Agency for International Development.

For further information check the loan entries in the Index of this publication.

ECONOMIC OPPORTUNITY LOANS

In connection with the Anti-Poverty Program, SBA is responsible for implementation of title IV of the Economic Opportunity Act of 1964. Under this program, comprehensive assistance is available to low-income persons or those who will hire them, who cannot secure credit from any other source. Emphasis is on expansion of business and job opportunities.

Community-organized-and-operated Small Business Development Centers (SBDC's) are the prime means by which the program is executed. The Board of Directors of the SBDC is drawn from a broad base of business, banking, and other local leaders. It includes representatives of the people who are to be helped. Wherever possible, the SBDC operates in conjunction with an overall Community Action Program. The SBDC prescreens loan applications, helps arrange for management training, identifies unmet demands which can be met by small concerns, and promotes the interests of local small business community and economic development generally.

The final credit decision remains in the hands of SBA. Economic Opportunity Loans may be made for up to $25,000 at a maximum maturity

of 15 years. The interest rate on SBA's share of the loan is ordinarily 5½ percent except in localities classified by the Area Redevelopment Administration as areas of substantial and persistent unemployment, where the rate is 4 percent. Credit standards for Economic Opportunity Loans are more liberal than in other SBA lending programs. Prime emphasis is placed on the character of the applicant and the projected performance of the firm. No loan applications will be denied solely because of insufficient collateral. The applicant must, however, furnish reasonable assurance that the loan will be repaid.

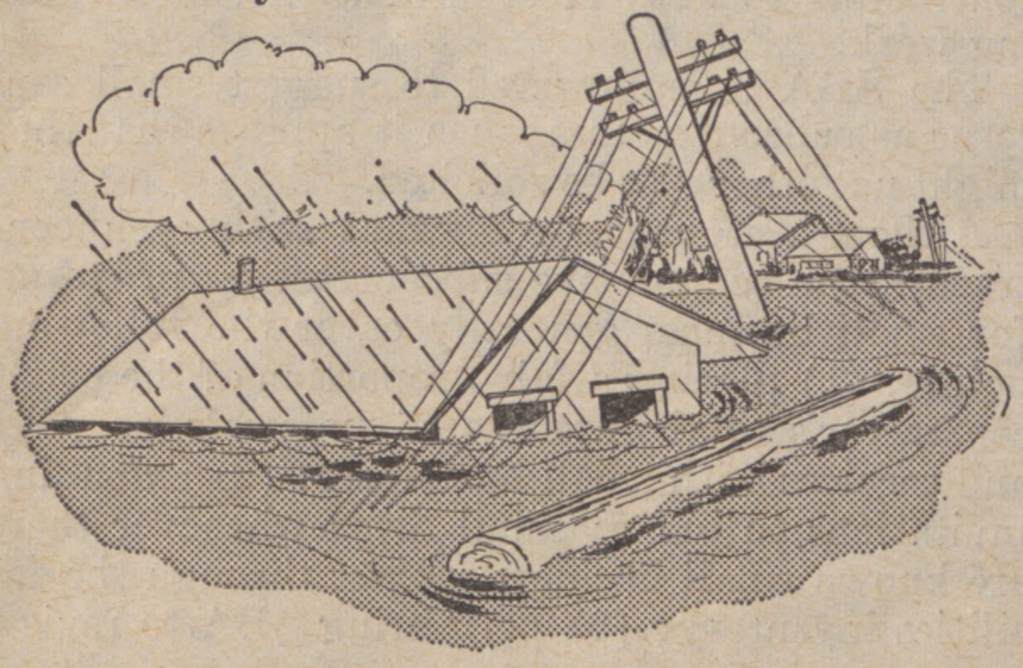
Equal in importance to financial assistance to small firms under the program is the management assistance available. Where necessary, a loan applicant may be required—in some cases as a precondition of the loan—to undertake management training to upgrade his skills and improve his business. Management training may take a variety of forms. One-to-one counseling may be offered by SBA specialists, the volunteer Service Corps of Retired Executive (SCORE), or local groups like the SBDC itself. Other regular SBA Management Assistance programs—workshops, courses, and the like—are also available.

DISASTER LOANS

The Small Business Administration has a disaster loan program available to small businessmen and others. One type of loan covers physical damage; others cover economic injury. The maximum maturity of all types is 20 years and SBA may advance the entire amount or may join in a loan with a bank or other private lending institution. There is no statutory limitation on the dollar amount of disaster loans.

PHYSICAL DAMAGE LOANS

Individuals, businesses, and nonprofit organizations, including churches, are eligible for loans in storm, flood, and other major disaster areas to help repair or rebuild homes and profit and nonprofit institutions, and to help replace lost or damaged furnishings or business machinery, equipment, and inventory. Loans are conditioned on tangible property losses in areas designated disaster areas by SBA.



The loan limit is determined by the actual tangible loss.

The interest rate on SBA's share of this type of disaster loan and on the private lender's share for home construction or repair is 3 percent per annum. On other than home loans, the private lender may establish its own rate on its share of the loan, providing it is within reasonable limits.

In disaster areas, rehabilitation assistance is often given jointly by the American Red Cross and SBA, with part of the applicant's loss being covered by a grant from the Red Cross and part by a loan from SBA.

ECONOMIC INJURY LOANS

Major or Natural Disaster. When the President of the United States or the Secretary of Agriculture declares a major disaster area because of a major or natural disaster, a small business suffering a substantial economic injury directly attributable to the disaster is eligible for a loan to provide ordinary working capital, replenish normal inventories, and pay financial obligations (except bank loans) which the borrower would have been able to meet had it not been for the resulting loss of revenue.

The amount of a loan is determined by the working capital needs of the applicant, taking into account possible economies which would be appropriate during a period of reduced business.

The borrower is charged 3 percent for SBA's share of the loan while a participating financial institution may fix its own rate on its share, within reasonable limits.

Diseased Products Loans. The SBA also makes loans to small business firms suffering substantial economic injury as the result of inability to process or market a product for human consumption because of disease or toxicity through natural or undetermined causes. Such loans are made to help small firms to reestablish their businesses, at the 3 percent interest rate, up to 20 years.

Displaced Small Businesses. The SBA also makes low-interest disaster loans to eligible small businesses physically displaced by Federally-aided urban renewal, highway, and other construction programs. The loans provide financial assistance in relocating applicants in a suitable and reasonable location, comparable to that which they previously occupied, including limited upgrading and necessary modernization.

The interest rate on SBA's share of this type of loan is established annually on a statutory formula based on the average annual interest rate on all interest-bearing obligations of the United States. The rate through June 30, 1966, is 3⅞ percent.

Nonprofit, charitable, eleemosynary, homes, apartment houses, and other investment properties, and religious institutions, as well as small businesses established after the Federal project was approved, are not eligible for this type of loan.

GOVERNMENT BUYING AND SELLING

Each year the U.S. Government does billions of dollars worth of business with private companies, both in buying needed goods and services and in disposing of surplus Government property. The SBA is charged with assisting small businessmen to secure a fair share of that business.

It has been a natural tendency, over the years, for Government representatives to buy from or sell to large organizations that have national reputations and that can deal in large amounts. For example, it is simpler to agree to a single contract with a well-known big business than to negotiate smaller sales or purchase contracts with several small businesses.

Also, while it is comparatively easy for large companies to keep informed on Government activities and to deal directly with the Government, it has traditionally been difficult for small businessmen—without Washington representatives and Government contacts—to learn what the Government is in the market to buy, and what it has to sell.

The Small Business Administration tries in various ways to minimize the disadvantages the small businessman faces when dealing with the Government.

GOVERNMENT PURCHASE CONTRACTS AND SUBCONTRACTING

The U.S. Government is the world's largest buyer and SBA provides assistance to small firms so they can secure a fair share of the Government's prime contracts and subcontracts.

Specialists in SBA field offices advise small businessmen which Government agencies are prospective customers. The small businessmen are told how to have their names placed on bidders lists and how to obtain drawings and specifications for specific contracts.

In addition to answering specific questions, SBA publishes "The U.S. Government Purchasing, Specifications and Sales Directory," which lists principal goods and services bought by each Government agency. The directory is sold by the Government Printing Office; see the "For Sale" section, page 11. Another booklet, "Selling to U.S. Government," explains how to sell to the Government and how to find subcontract opportunities. It is available from SBA field offices.

Small Business Set-Asides. Government procurement officials at military and civilian purchasing offices review proposed contracts to determine which ones can be set-aside for competitive bidding by small business. Before a purchase may be set aside, there must be a reasonable expectation that a sufficient number of small firms will bid so the Government is assured of receiving a satisfactory price.



Potential Sources Program. SBA representatives review proposed Government purchase contracts for which there has been inadequate small business competition. If the representatives believe small firms are capable of performing the contracts, they have SBA offices find small companies that want to bid on them through the facilities inventory and recommend that contracting officials solicit the firms for bids.

Subcontract Program. The SBA develops subcontract opportunities for small businesses by encouraging prime contractors to increase their subcontracting to small concerns. In addition, SBA informs small firms of these opportunities and assists them in properly presenting their capabilities to contractors.

The most important part of the program is arranging cooperative subcontracting programs for small business with prime contractors and large subcontractors.

In its efforts to secure a larger percentage of subcontracts for small business, SBA continually works with the largest contract-awarding agencies, the Department of Defense and the General Services Administration.

The SBA obtains from these and other appropriate procurement agencies information and records concerning subcontracting by the procuring agency's prime contractors. In addition, when requested to do so, Government prime contractors must consult with SBA through the appropriate purchasing agency to provide subcontract opportunities for small business. Regulations direct contractors to keep records of their subcontracting work.

The SBA is empowered to suggest small concerns as subcontractors when it appears that they might not otherwise be solicited.

Although it varies somewhat with each contractor, the cooperative subcontracting programs for small business generally cover the following points: (1) placing a fair proportion of the prime contractor's total purchase of materials, supplies and services with small businesses; (2) extending invitations to bid to small firms whenever there are known small business sources through the facilities inventory; (3) permitting SBA to review

requirements and recommend small concerns to participate; (4) furnishing adequate specifications, drawings, or purchase descriptions so that small firms can prepare bids intelligently; (5) specifying reasonable delivery schedules, allowing sufficient time for preparing bids, and when economically feasible, purchasing in quantities which can be furnished by small business; (6) providing SBA with sufficient information for evaluation of the results.

Inventory of Small Plant Facilities. The Small Business Act empowers SBA to make a complete inventory of all productive facilities of small business concerns. In carrying out this activity, the Agency maintains a centralized facilities register of small business productive facilities. This inventory is used principally in assisting the registered companies in their efforts to obtain prime and subcontracts, in locating new sources for Government purchasing offices, in locating scarce or specialized machine tools and equipment when calls are received for them, also, concerns with research and development capabilities, and small business firms in the forestry and forest products industry for use in connection with the timber sales set-aside program. Small firms may register by completing a questionnaire available at any SBA office.

Prime Contract Referral. Small firms interested in selling to the Government should have their names placed on contracting agencies bidder lists so they will receive notices of Government purchases directly from the contracting office. However, until a small business is placed on the bidders lists, the SBA, if requested, will notify the firms of current bidding opportunities which are suited to their facilities.

Contract Financing. The simplest form of contract financing under a fixed price contract is that of partial payments. Partial payments are made for material delivered, received, and accepted; thus as a contractor makes partial delivery of completed items, he receives payment to finance continuing production costs.

Progress Payments. Progress payments may be made under a fixed-price contract that involves a long tooling up period, a long production run before any deliveries can be made, or a product which cannot be delivered in units. Progress payments do not require delivery and payments may be made on the basis of a certain amount of work done or a percentage of costs incurred. Small business firms may request progress payments whether or not the invitation for bid (IFB) provides for them, without jeopardizing their bid.

Eligibility Requirements. A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts and can further qualify under the criteria set forth below.

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GOVERNMENT PROCUREMENT

The following definitions are applicable to concerns bidding on a Government procurement contract:

(a) *Manufacturing*: Concerns are considered as small if number of employees do not exceed 500 persons and large if its number of employees exceeds 1,000 persons. Within this range, the size standards vary from industry to industry. In the petroleum industry a concern is considered small if its employees do not exceed 1,000 persons and its crude oil capacity does not exceed 30,000 barrels per day.

(b) *Construction*: A concern is considered small if its average annual receipts do not exceed $7½ million for the preceding 3 fiscal years.

(c) *Nonmanufacturer*: Small if the number of employees does not exceed 500 persons and must furnish products manufactured in the United States by small business manufacturers.

(d) *Services*: A concern is classified as small if its annual recipts do not exceed $1 million for the preceding 3 fiscal years; engineering services or naval architectural services—$5 million; motion picture production or motion picture services—$5 million.

(e) *Transportation*: A concern is classified as small if its number of employees does not exceed 500 persons, except air transportation—not exceeding 1,000 employees, and trucking and/or warehousing—annual receipts do not exceed $3 million.

(f) *Research, development, and testing*: A concern is classified as small if its number of employees does not exceed 500 persons.

GOVERNMENT SUBCONTRACTING

A concern bidding on government subcontracts is considered as small under the following conditions:

(a) Subcontracts of $2,500 and less (all industries) number of employees do not exceed 500 persons.

(b) Subcontracts exceeding $2,500, except nonmanufacturing—qualifies as a small business concern if it meets the size standards as indicated in (a) through (f) above; nonmanufacturers—number of employees does not exceed 500 persons.

SALES OF GOVERNMENT PROPERTY

In the submission of a bid or proposal for the purchase of Government-owned property, a concern must meet the following size standards to be considered as a small business concern:

(a) *General—manufacturers:* Number of employees does not exceed 500 persons; *nonmanufacturers:* average annual sales or receipts for bidder's preceding 3 fiscal years do not exceed $5 million; and *stockpile purchasers:* (primarily engaged in purchase of materials not domestically produced) average annual sales or receipts for bid-

der's preceding 3 fiscal years do not exceed $25 million.

(b) *Timber:* Number of employees do not exceed 500 persons and primarily engaged in the logging or forest products industry.

Certificates of Competency. A certificate of competency—frequently called a "COC"—is a statement that a small business, or a "small business pool," is technically and financially capable of carrying out a specific Government contract.

On occasion, when a small business submits the lowest competitive bid, the Government contracting officer questions the ability of the management, the physical facilities, and other factors relating to capacity or financial resources which would affect the firm's ability to perform a contract of that size, and produce the quality required in the time allotted.

After rejecting the lowest bidder for such reasons, the contracting officer advises SBA. The Agency, in turn, contacts the small firm to find out if it wishes to apply for a certificate of competency.

If the firm applies, SBA specialists make an on-site study of the company's resources, management, performance record, and financial status. The company's plans to secure financing, personnel and equipment to perform the contract are reviewed. At times the company may submit an application for an SBA loan along with its request for a certificate of competency, and SBA would take this into consideration.

Then, if SBA is convinced that the company possesses or has access to the necessary credit or productive capacity to perform the contract successfully, the Agency issues a certificate of competency that is binding on the contracting officer.

The COC is valid only for the specific contract involved. A firm fully capable of handling one contract, does not necessarily have the qualifications to handle another. Each case is treated individually.

When a company is awarded a contract as the result of a COC, SBA requires the company to report regularly on the performance of the contract. If the firm encounters difficulties, SBA assists by providing help in obtaining needed financing, by providing engineering advice and assistance, and by locating scarce materials and equipment.

BUYING FROM THE GOVERNMENT

Each year the U.S. Government sells, leases, and otherwise disposes of considerable amounts of real and personal property and natural resources. It is the responsibility of the Small Business Administration to advise and assist small businesses in obtaining a fair proportion of the total sales.

Property of almost every kind and variety, from machine tools to minerals, may be found in the Federal Government's stockpile and inventory. These items are made available for purchase by businessmen when they are declared surplus.

General Services Administration supervises the disposition of civilian agency goods and the Department of Defense handles the disposal of surplus developed by the military. GSA handles the sale of real property for all Government agencies. Sale of natural resources, such as timber and surface minerals, are conducted by the Federal agencies responsible for the Nation's public resources program.

Regional SBA offices are apprised of available Government surplus items through sales brochures and bid invitations. When small businesses register with these regional offices and make their needs and interests known, they are informed of the location and sales dates of suitable production and construction equipment, and natural resources such as timber.

By SBA agreements with the Forest Service of the Agriculture Department, the Bureau of Land Management of the Interior Department, and the Department of Defense, small logging and milling concerns are afforded the opportunity to bid on those sales of Federally owned timber.

MANAGEMENT INFORMATION

In addition to providing information in connection with its loan program and selling to—and buying from—the Government, the SBA also provides information and assistance to small businessmen to help them do a better job of starting or managing a small business.

The SBA efforts to supply this type of information and assistance are accomplished through individual counseling, management courses and conferences, workshops, and publications.

RETIRED EXECUTIVES ASSIST SMALL BUSINESS OWNERS

A Service Corps of Retired Executives (SCORE) was established by SBA on a national basis in October 1964. This is an effort to utilize the skills and knowledge of retired business executives who are willing to work with small business owners needing their advice and assistance.

The essence of SCORE is a "Businessman-to-Businessman Advisory Relationship." SCORE's objective is to make the small owner/operator a better manager by helping him reach a balanced approach to his business.

SCORE volunteers will, with the guidance of SBA personnel, counsel SBA borrowers, recipients of certificates of competency and other businessmen seeking advice and guidance. They will also be used as instructors or discussion leaders in SBA's management courses, conferences and workshops.

MANAGEMENT COURSES AND CONFERENCES

The successful operation of a small business calls for considerable knowledge of management skills

and techniques, and SBA has arranged with leading educational institutions throughout the Nation, trade and professional associations and local business and civic groups, to present a program of helpful administrative management courses.

Designed to broaden and strengthen management abilities, the courses are generally taught by experienced educators and successful businessmen, and cover business planning, organizing, staffing, directing, and controlling. Another form of assistance is through 1-day management conferences arranged on some subject of current interest, such as the tax laws. Small business owners and managers may secure current information about courses and conferences in their area from their SBA field office.

IMP HELPS BUSINESS HELP ITSELF

SBA's Intraindustry Management Program (IMP) is designed to make use of the natural relationships which exist between large and small businesses and between trade associations and their members. Large manufacturers, wholesalers and trade associations are being encouraged to share their management knowledge with their suppliers, distributors, dealers, and members by offering programs of management guidance and assistance for the small firm owner-manager. SBA has developed packaged materials which are used as guidelines for the development of new and improvement of existing management training programs.

SBA WORKSHOPS ASSIST PROSPECTIVE BUSINESSMEN

To help prevent the high proportion of casualties among new businesses and recognizing that many difficulties experienced by small business owner-managers are due to inadequate preparation and analysis prior to opening a business, SBA conducts 1-day workshops.

The workshops, which have been conducted by agency specialists, are designed to deal with fundamentals of good management which can be applied to new businesses of all kinds. They emphasize the need for both technical and managerial experience, for understanding what is required in the fields of financing, law, and management, and where to go for assistance. Discussions are held on subjects such as personal qualifications for successful business management; initial capital requirements and sources of financing; locating a business; buying a going concern; types of business organizations; business regulations; tax and insurance; and management requirements of a small business.

MANAGEMENT PUBLICATIONS

The SBA publishes a wide range of management and technical publications of value to established or prospective operators of small businesses. They include a series of free publications obtainable from SBA offices and a series of publications which are sold for a small charge by the Superintendent of Documents, Washington 25, D.C. Lists of both are available from SBA offices.

Free Series. The five series whose individual titles are distributed without charge by SBA's field and Washington offices are as follows: (1) "Management Aids for Small Manufacturers," designed to supply information on sound business administration; typical title—"Steps in Incorporating a Business"; (2) "Small Marketers Aids," prepared for owners of small retail, wholesale, and service enterprises; typical title—"Are You Kidding Yourself About Profits"; (3) "Technical Aids for Small Manufacturers," covers significant developments in such fields as materials, processes, equipment, and maintenance; typical title—"Is Worker Fatigue Costing You Dollars?"; (4) "Small Business Bibliographies" reference sources for owners and managers; typical title—"Selling by Mail Order"; (5) "Management Research Grant Program"; typical title—"Small Business and Pattern Bargaining."

For-Sale Series. The four series whose individual titles are sold at nominal prices by the Superintendent of Documents are as follows: (1) "Aids Annuals," updated versions of the Management, Technical, and Small Marketers Aids no longer available individually; (2) "Small Business Management Series," discussions-in-depth of management subjects, usually prepared on a contract basis by recognized authorities on important management subjects; (3) "Starting and Managing Series," basic, general book on starting a business, followed by books on starting and managing service stations, credit and collection services, etc.; (4) "Small Business Research Series," results of academic studies of small business problems including procedures and techniques; typical title—"The First Two Years: Problems of Small Firm Growth and Survival."

SBA AS SMALL BUSINESS SPOKESMAN

SBA champions the cause of small business before other Government agencies. It tries to assure that these other agencies consider the welfare and interests of small business firms in their policies, programs, regulations, and actions.

Whether SBA will actually intercede with another agency on behalf of small business will depend on its determination that the proposed action will directly result in a sufficiently adverse economic disadvantage to the small business community compared to large business and that the action will not result in a substantial conflict of economic interest within the small business community itself.

SMALL BUSINESS DEFENSE PRODUCTION ADJUSTMENT PROGRAM

The present trend toward shifts in Government defense spending necessitates measures to insure that these shifts do not unduly affect the small business community. Small Concerns are more severely affected by the shifts than larger companies, and they require guidance and help.

The problem of adjustment to changing defense requirements necessitates positive steps by the small business concerns to obtain and to retain a fair proportion of Government contracts and subcontracts in accordance with declared congressional policy. These steps, embodied in Small Business Production Adjustment Program are designed to accomplish the following:

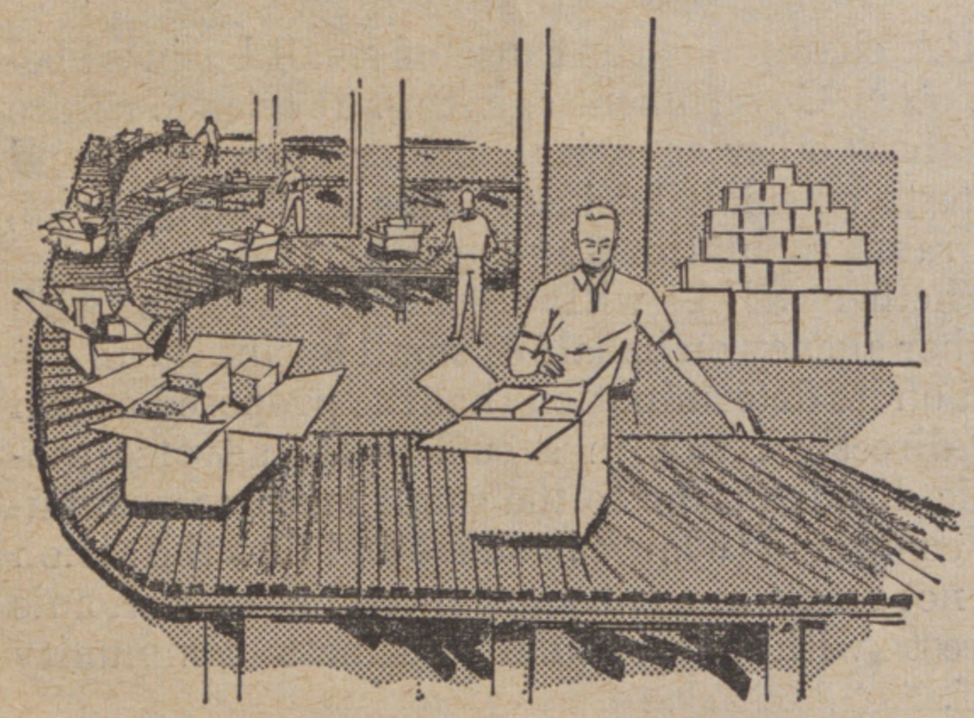
1. *Upgrading* of small business capabilities, i.e., building up existing small business industrial competence in order to enable small business concerns to undertake production of defense items for which they were hitherto lacking in capabilities.

2. *Diversification*: Where upgrading is neither impossible nor insufficient to occupy the full productive capabilities of a small business concern, assistance will be rendered in order to enable the small company to manufacture new products, in addition to those presently made.

In order to carry out this diversification, a New Product Development Program will provide technical, marketing, and financial assistance to small concerns.

3. *Conversion*: Where the above measures do not appear useful, small firms will be rendered varied assistance to enable them to convert their facilities to new products (military or civilian) altogether.

4. *Extension of Procurement Assistance:* Recognizing that there will be a steadily decreasing Government subcontract workload, the Procurement Assistance Program will be extended so as to encourage large commercial product manufacturers to undertake a voluntary small business subcontracting program, similar to the one now mandatorily in effect under Public Law 87–305.



PUBLICATIONS

FREE FROM SBA

The SBA publishes a wide variety of helpful publications that are available free from any SBA office:

SBA—What It Is—What It Does. Summarizes SBA assistance to small businesses, describes Agency organization, and lists field office locations.

SBA Fact Sheet No. 4–SBA Services to Small Businesses. One-page synopsis of services available from SBA.

SBA Business Loans. Explains SBA loan policies and programs, eligibility requirements and loan application procedures.

Limited Loan Participation Plan. Describes a loan plan of special interest to small retail, wholesale, service and other businesses with sound management, good earnings and credit records, but limited tangible collateral.

Bank-SBA Participation Loan Plans. A guide for banks with an explanation of the types of SBA-bank participation loans, loan procedures and requirements, and the advantages these loans give to small firms, banks, and communities.

Here's How America's Banks Can Strengthen Their Communities and the Nation. A leaflet for banks explaining SBA's Simplified Bank Loan Participation Plan.

SBA Fact Sheet No. 1—Simplified Bank Loan Participation Plan. One-page synopsis of this special loan plan, how it works, and advantages it offers banks.

How An SBA Loan Can Help Your Business. A leaflet containing facts on how SBA loans help small manufacturing, retail, service, and wholesale firms.

SBA Loans to Privately Owned Health Facilities. A leaflet explaining SBA financial assistance available to privately owned hospitals, convalescent and nursing homes, and medical and dental laboratories.

Key Features of SBA Lending Programs. A chart describing the various SBA business and disaster loan programs—who is eligible, amounts available, interest rates, maturities, and collateral requirements for each type loan.

SBIC Financing for Small Business. Explanation of how SBIC's provide money for growth to small business concerns.

ABC of Selling to U.S. Government. Information on Government buying methods, locating purchasing agencies and learning what they buy, and how to have an opportunity to bid on Government contracts and orders.

SBA Disaster Loans for Businesses and Homes. Describes SBA assistance available to victims of natural disasters such as storms and floods, and to small business suffering economic injury from drought or excessive rainfall.

SBA Fact Sheet No. 3—SBA Loans for Displaced Small Businesses. One-page synopsis of how SBA helps small firms displaced by Federally-aided urban renewal, highway and other construction projects.

Loans to State and Local Development Companies. Explains SBA loans available to State and Local Development Companies that use the loans to help qualified small businesses or to establish new businesses.

Does Small Business in Your Community Need Capital? A leaflet explaining how SBA loans help local development companies assist small businesses with plant construction, expansion, modernization, or conversion.

Long-Term Capital for Small Business. A leaflet explaining how small businesses can obtain long-term capital through SBA loans to State development companies.

SBA Services for Community Economic Development. How SBA helps low-income rural communities and substantial unemployment areas increase employment, strengthen and diversify business and assist small firms hurt by economic dislocations.

Small Business—A Keystone of Rural Area Development. A leaflet describing how Federal and State Governments are cooperating to achieve balanced farm, industry and community development in underdeveloped rural areas.

Small Business Pooling for Defense Production, Research and Development. The purpose, formation, approval, and operation of "pools" or groups of small businesses desiring to undertake defense production or research and development.

List of Small Firms Interested in Performing Research and Development. Classification of firms according to fields in which they have indicated they are interested in performing contract research for the Government or private enterprise. Also contains data on firms facilities, and scientific staffs.

SBA Services for the Forest Products Industries. Explanation of SBA programs of interest to small loggers, sawmills, planing mills, plywood and veneer plants, wood products manufacturers and distributors and lumber yards.

How SBA Helps Small Construction Firms. An outline of how SBA can assist small construction contractors.

The Facts . . . Construction Set-Asides for Small Business. A leaflet explaining the joint efforts of SBA and other Government agencies in giving small firms a better opportunity to obtain Government construction contracts through competitive bidding.

FOR SALE

In addition the *U.S. Government Purchasing, Specifications and Sales Directory* was sold for 60¢ (new edition expected to be priced higher) by the Government Printing Office in Washington, D.C. This publication lists Government purchasing and sales offices, what they buy or sell, and the specifications for goods or services bought or sold.

EMPLOYEE-EMPLOYER RELATIONSHIPS

SBA's management and technical publications include studies relating to various phases of employee-employer relationships.

Examples in the personnel management field include "Is Your Labor Turnover Cost Too High?" "Incentive Techniques for Small Businesses," "Saving Manpower in Industry," "Reducing Accident Costs in Small Plants," "Reducing Accident Costs Through Safe Working Conditions," "Using Deferred Compensation in Small Business," "Employee Relations for Small Retailers," "Managing Women Employees in Small Business." All of these are available free from SBA offices.

Others available for a small cost from the Superintendent of Documents, Washington 25, D.C., are "Employee Suggestion System for Small Plants," 15¢; "Sales Training for the Smaller Manufacturer," 20¢; "Health Maintenance for Greater Efficiency," 25¢; "Personnel Management Guide for Small Business," 25¢.

SBA FIELD OFFICES

NORTHEASTERN AREA

Boston, Mass. 02210, Sheraton Building, 470 Atlantic Avenue
Augusta, Maine 04330, 20 Willow Street
Concord, N.H. 03301, 18 School Street
Hartford, Conn. 06103, Federal Office Building, 450 Main Street
Montpelier, Vt. 05601, Federal Building, Post Office and Courthouse, 2d Floor, 87 State Street
Providence, R.I. 02903, 611 Smith Building, 57 Eddy Street

NEW YORK AREA

New York, N.Y. 10004, 42 Broadway
Santurce, Puerto Rico 00908, San Alberto Condominio Building, 1200 Ponce de Leon Avenue, Post Office Box 9442
St. Thomas, U.S. Virgin Islands 00802*, Post Office Box 806
Syracuse, N.Y. 13202, Chimes Building, Room 711, 500 South Salina Street
Buffalo, N.Y. 14203*, Federal Building, Room 9, 121 Ellicott Street

MIDDLE ATLANTIC AREA

Philadelphia, Pa. 19107, Jefferson Building, 1015 Chestnut Street
Baltimore, Md. 21202, 521 Calvert Building, Fayette and St. Paul Streets
Clarksburg, W. Va. 26301, Old Post Office Building, 227 West Pike Street
Charleston, W. Va. 25301*, 3000 U.S. Courthouse and Federal Building, 500 Quarrier Street, Room 3000
Cleveland, Ohio 44113, Standard Building, 1370 Ontario Street
Toledo, Ohio 43602*, Federal Office Building, 234 Summit Street
Columbus, Ohio 43215, Beacon Building, 50 West Gay Street
Cincinnati, Ohio 45202*, 4515 Federal Building
Newark, N.J. 07102, 10 Commerce Court
Pittsburgh, Pa. 15222, Federal Building, 1000 Liberty Avenue
Richmond, Va. 23226, Post Office Box 8565, 1904 Byrd Avenue
Washington, D.C. 20417, 1321 H. Street NW. (Mezzanine)

*Branch office.

SOUTHEASTERN AREA

Atlanta, Ga. 30303, 52 Fairlie Street NW.
Birmingham, Ala. 35205, South 20th Building, 908 South 20th Street
Charlotte, N.C. 28202, American Building, 201 South Tryon Street
Columbia, S.C. 29201, 1801 Assembly Street
Jackson, Miss. 39201, 322 U.S. Post Office and Courthouse Building, Capital and West Streets
Jacksonville, Fla. 32202, 47 West Forsyth
Louisville, Ky. 40202, 1900 Commonwealth Building, Fourth and Broadway
Miami, Fla. 33130, 912 Federal Office Building, 51 SW. First Avenue
Nashville, Tenn. 37219, Security Federal Savings & Loan Building, 500 Union Street
Knoxville, Tenn. 37902*, 233 West Cumberland Building, 301 West Cumberland Avenue

MIDWESTERN AREA

Chicago, Ill. 60604, Federal Office Building, Room 437, 219 South Dearborn Street
Des Moines, Iowa 50309, 850 Insurance Exchange Building, Fifth and Grand Avenue

MIDWESTERN AREA—CON.

Detroit, Mich. 48226, 1200 Book Building, 1249 Washington Boulevard
Marquette, Mich. 49855*, 502 West Kaye Avenue
Indianapolis, Ind. 46204, Century Building, 36 South Pennsylvania Street
Kansas City, Mo. 64106, 911 Walnut Street
Madison, Wis. 53703, Commercial State Bank Building, 114 North Carroll Street
Milwaukee, Wis. 53203*, Straus Building, 238 West Wisconsin Avenue
Minneapolis, Minn. 55402, Lewis Building, 603 2d Avenue South
St. Louis, Mo. 63102, Federal Building, 208 North Broadway

SOUTHWESTERN AREA

Dallas, Tex. 75201, Mayflower Building, 411 North Akard Street
Albuquerque, N. Mex. 87101, 102 U.S. Courthouse, Fifth and Gold Streets, SW.
Houston, Tex. 77002, 802 Federal Office Building, 201 Fannin Street
Little Rock, Ark. 72201, 377 Post Office and Courthouse Building, 600 West Capital Avenue

SOUTHWESTERN AREA—CON.

Lubbock, Tex. 79401, 204 Federal Office Building, 1616 19th Street
Marshall, Tex. 75671, Marshall National Bank, Post Office Box 1315, 101 East Austin Street
New Orleans, La. 70130, 845 Federal Office Building, 610 South Street
Oklahoma City, Okla. 73102, 807 U.S. Post Office Building, Third and Robinson
San Antonio, Tex. 78204, 410 South Main Avenue

ROCKY MOUNTAIN AREA

Denver, Colo., 80202, Federal Office Building, 1961 Stout Street
Casper, Wyo. 82601, Western Building, 300 North Center
Fargo, N. Dak. 58102, 300 American Life Building, 207 North Fifth Street
Helena, Mont. 59601, Post Office Box 1690, 205 Power Block, Corner Main and 6th Avenue
Omaha, Nebr. 68102, 7425 Federal Building, 215 North 17th Street
Salt Lake City, Utah 84111, 2237 Federal Building, 125 South State Street
Sioux Falls, S. Dak. 57102, 402 National Bank of South Dakota Building, 8th and Main Avenue

ROCKY MT. AREA—CON.

Wichita, Kans. 67202, 301 Board of Trade Building, 120 South Market Street

PACIFIC COASTAL AREA

San Francisco, Calif. 94102, Federal Building, 450 Golden Gate Avenue, Box 36044
Anchorage, Alaska 99501, 632 Sixth Avenue, Suite 450, Post Office Box 999
Boise, Idaho 83702, Room 408, Idaho Building, 216 North Eighth Street
Honolulu, Hawaii 96813, 1149 Bethel Street, Room 402
Agana, Guam 96910*, Ada Plaza Center Building, Post Office Box 927
Los Angeles, Calif. 90013, 312 West Fifth Street
Las Vegas, Nev. 89104*, 1721 East Charleston Street
Phoenix, Ariz. 85004, Central Towers Building, 2727 North Central Avenue
Portland, Oreg. 97205, 330 Pittock Block, 921 SW. Washington Street
San Diego, Calif. 92101, 110 West C Street
Seattle, Wash. 98104, 1206 Smith Tower, 506 Second Avenue
Spokane, Wash. 99201, American Legion Building, Room 300, North 108 Washington Street

*Branch office.

General Services Administration

AGENCY RESPONSIBILITIES

The General Services Administration is responsible for a wide variety of Government-wide functions pertaining to procurement, supply, storage, distribution, and maintenance of real and personal property and nonpersonal services; utilization and disposal of real and personal surplus property; transportation, traffic, and public utilities management and services; and records and paperwork management. These responsibilities are carried out by assigning, regulating, or performing such functions for executive agencies in accordance with the dictates of economy, efficiency, or improved service, or when otherwise in the best interests of the Government. GSA is responsible for managing assets valued at over $11 billion.

Different segments of the agency's overall reponsibility are delegated by the Administrator to each of the six Services of GSA, as shown on the organizational chart on page 21.

The primary functions of interest to the small businessman include:

1. Prescribing Government-wide procurement policies through the issuance of Federal Procurement Regulations applicable to all executive agencies.

2. Procurement and contracting for requirements which are common to two or more Federal agencies. These requirements include a wide variety of categories, such as office supplies, office furniture and equipment; hardware and hand tools; plumbing, heating and electrical supplies; lighting fixtures and lamps; nonmilitary vehicles and motor vehicle parts and accessories; refrigerators, air conditioners and water coolers; firefighting equipment, paper and paper products; paints, waxes, adhesives, and brushes; janitorial supplies; floor coverings and household and quarters furniture, etc.

(The procedures for contacting GSA are for information on the sale of such items described under the subsequent heading of GSA Business Service Centers.)

3. Contracts for design and construction of Government buildings throughout the country, and supplies and materials necessary for their repair, remodeling, and maintenance.

4. Contracts for the appraisal, leasing, and disposal of real property.

5. Contracts for the disposal of Government-owned surplus personal property.

6. Contracts for procurement and disposal of strategic and critical stockpile materials.

7. Contracts for special services, such as window washing, stenographic reporting, furniture repair and refinishing, sound recording and reproducing, repair of tires, tubes, office machines, etc.

A detailed description of the above functions is contained under subsequent headings for each of the GSA Services.

GSA BUSINESS SERVICE CENTERS

In dealing with GSA, the businessman has the distinct advantage of convenient contact points, strategically located in major cities throughout the United States, which provide factual information, counseling, and assistance on Government business opportunities (see map on page 23 for locations).

These centers are daily engaged in providing small businessmen with the following services:

- Information concerning procurement of Government goods and services.
- Counseling on how to do business with the Government—the facts on what steps to take, what forms to use, and whom to contact.
- Detailed information and guidance on such subjects as:
  - Locations of contracting offices;
  - How to get on Bidders' Mailing Lists;
  - How and where to obtain Government specifications;
  - How to establish Government-consumer demand and promote sales;
  - How to introduce new products to Government supply systems;
  - How to keep informed on current bidding opportunities.
- Assistance by trained personnel, whose primary function and interest is to make available their time and ability to fit the needs of the individual businessman requesting their help.
- Providing reference copies of Government regulations, catalogs, bid invitations, and other materials of interest, and supplying copies of mailing list applications, specifications, and related forms and publications.

In addition, these centers continuously seek to stimulate and maintain the small businessman's interest and capability in doing business with GSA and other Government agencies by:

- Publication of bidding opportunities in trade and other news media—in addition to the Department of Commerce "Commerce Business Daily."
- Distribution of publications which are helpful to small business concerns interested in obtaining contracts, including such recent booklets as:

  Doing Business with the Federal Government
  Sale of Government Personal Property
  Disposal of Surplus Real Property
  Public Building Design and Construction
  Leasing Space to the Government
  A Guide to Specifications and Standards of the Federal Government

- Followup contacts with individual small firms previously counseled to identify their successes, failures, problem areas, etc., to determine what further action should be taken to increase their opportunities and capacity to compete effectively for Government contracts, and to encourage future participation in Government procurement and sales opportunities.
- Participation in local business opportunity meetings sponsored by State and local business, or governmental groups.
- Maximum utilization of trade journals, the local press, chambers of commerce, trade associations, State development corporations, mayors' and governors' advisory groups, local business and civic organizations, small business councils, etc.

FEDERAL PROCUREMENT REGULATIONS SYSTEM

In order to better understand the policies of the Federal Government with regard to small business participation in Government procurement, the businessman should be familiar with the Federal Procurement Regulations System.

The Federal Procurement Regulations System consists of two major elements: (a) the Federal Procurement Regulations, which contain basic procurement policies and procedures applicable to all Government agencies, and (b) implementing and supplementing regulations of individual procurement agencies. Both the Federal Procurement Regulations and the agency implementing and supplementing regulations are published in Title 41 of the Code of Federal Regulations. Such codification and publication make it easier for all business concerns, and especially small business, to readily attain and understand the Government's "contracting ground rules" and to participate in Government procurement. These regulations cover procurement from commercial sources by all executive agencies, and generally provide uniform policies and procedures for worldwide application.

Examples of policies and procedures which are significant to the small businessman are:

- Small business concerns shall be afforded an equitable opportunity to compete for prime contracts and subcontracts.
- Bidders' mailing lists shall include all established and potential small business suppliers who have made acceptable application for inclusion, or who appear from other information (including recommendations by the Small Business Administration representative) to be qualified for inclusion therein.
- Procurement of property and services shall be divided into reasonably small lots (not less than economic production runs) in order to permit bidding on quantities less than the total requirements.
- Applicable specifications, plans, and drawings either shall be furnished with invitations for bids and requests for proposals or, when not so furnished, information as to locations where they may be obtained or examined shall be furnished.
- Any individual procurements or class of procurements, or any appropriate part thereof, shall be set aside for the exclusive participation of small business concerns on the basis of an appropriate (1) joint determination by a Small Business Administration representative and the contracting officer, or (2) a unilateral determination by the contracting officer.
- In the event of equal low bids, preference shall be given to small business concerns in each priority category established for award.
- Proposed procurements and contract awards shall be published in the Department of Commerce "Commerce Business Daily."
- The maximum amount of time practicable shall be allowed for preparation and submission of bids and proposals.
- Delivery schedules shall be established on a realistic basis which will encourage small business participation to the extent consistent with the actual requirements of the Government.
- Each contractor having a prime contract which exceeds $500,000 and which, in the opinion of the contracting officer, involves substantial subcontracting opportunities shall be required to establish a small business subcontracting program.

PUBLIC BUILDINGS SERVICE

CONTRACTS FOR DESIGN

Almost all new construction and larger alteration projects for which GSA has responsibility are designed by architect-engineer firms or individual architects and individual engineers. Architect-engineers are selected from those who inform GSA of their interest in designing Federal buildings. The architect for the particular project usually contracts for site topographical surveys and soil tests. Professional engineering services are included in the design contract for new construction and major extensions. Separate contracts may be made for professional engineering services where the requirements are basically of an engineering nature.

During fiscal year 1964, GSA awarded 534 design contracts to small business concerns which resulted in designs with a total improvement cost of approximately $413 million.

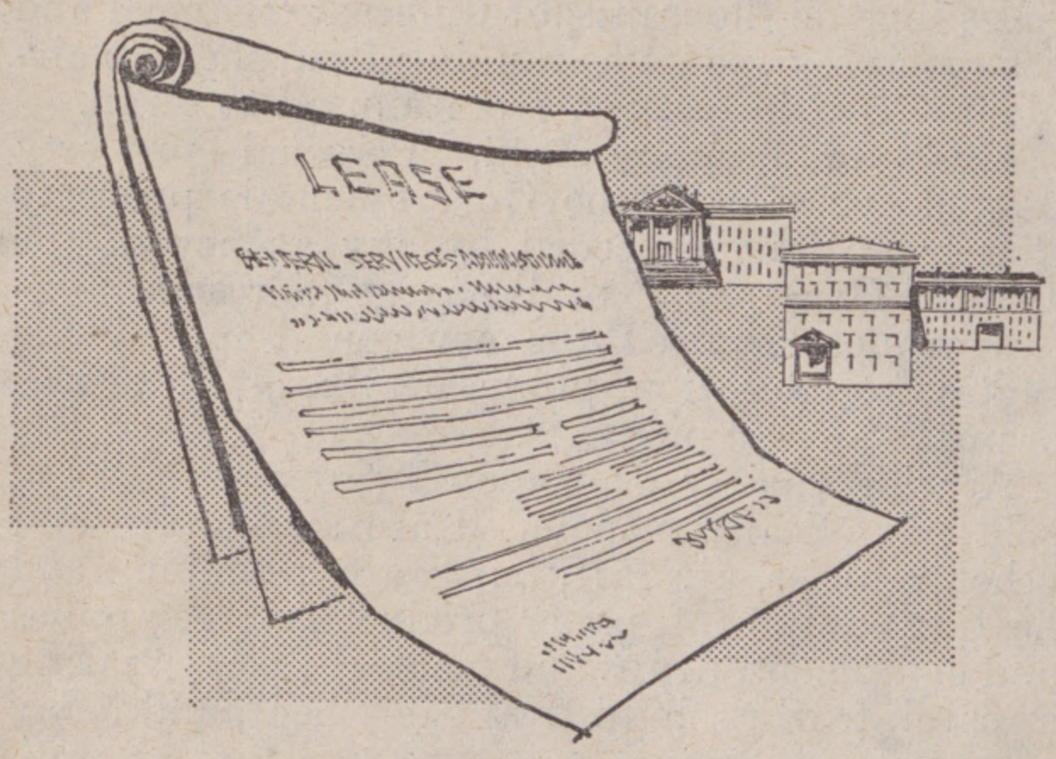
CONSTRUCTION CONTRACTS

Construction contracts are awarded to the lowest responsible bidder on the basis of competitive bids received after public advertising. When bids are solicited for new construction projects, a notice is placed in a newspaper in the city in which the work is to be performed. Notices also appear in various trade journals, contract notices and report publications, and technical publications serving the construction industry, and the Department of Commerce publication, "Commerce Business Daily."

Preinvitation notices are mailed to firms and individuals who have indicated an interest in bidding on the larger new construction and alteration projects. Notices are also sent to postmasters and building custodians, chambers of commerce, and bid rooms in the area in which construction work is to be performed.

GSA construction and alteration projects estimated to cost $500,000 and under, with few exceptions, are set aside for exclusive bidding by small businesses.

In fiscal year 1964, GSA negotiated locally approximately 11,000 projects which cost under $2,000 at a total cost of almost $7 million. In addition, formally advertised contracts for almost 2,000 projects were awarded at a total cost of over $166 million. All but a few of the very largest of these projects were awarded to small business.



LEASING OF SPACE

General purpose space needed for office, storage, or special use, is leased by GSA in urban centers throughout the United States and in Puerto Rico. GSA does not lease any property in foreign countries, nor does it lease new construction, privately built, for Postal purposes.

Outside of urban centers, the Departments of Agriculture, Commerce, and Defense lease general purpose space under authority granted by GSA.

Leases are obtained by soliciting offers for negotiation or by advertising for sealed bids. In either case, GSA encourages the broadest possible participation among owners and managers of acceptable commercial space. Owners and managers interested in offering commercial space to GSA may contact the regional office having jurisdiction over the area in which the space is located. See GSA regional map, page 23.

BUILDING MAINTENANCE AND REPAIR PROCUREMENTS

In the maintenance and operation of buildings and space, GSA purchases a wide variety of equipment, supplies, materials, and services. Purchases from other than Government sources of supply are usually contracted for by authorized buildings management officials from local businessmen throughout the United States.

DEFENSE MATERIALS SERVICE

PROCUREMENT

GSA procures materials for the national stockpile in accordance with purchase directives issued by the Office of Emergency Planning. Most stockpile objectives have been met, and current procurement of materials for the stockpile by GSA is limited to one item—jewel bearings. In addition, some materials in the stockpile are being upgraded to higher use forms.

Stockpile programs which have assisted small business include rotation to prevent deterioration of materials such as cordage fibers where many of the companies involved are small units. In addition, most of the contracts for supplies and for handling, testing, maintenance, and other services are made with small business concerns.

DISPOSAL

Programs to dispose of excess materials in the national stockpile, Defense Production Act, and other inventories also are designed to encourage small business participation. These excess materials inventories primarily are the result of a change in stockpile policy some years ago by the Office of Emergency Planning, to provide for a 3-year emergency rather than the previous 5-year basis, but also may result from changes in supply-requirements estimates, development of substitute materials, and other factors.

Disposal plans are developed by GSA as authorized by OEP, and must avoid serious disruption of the usual markets of producers, processors, and consumers and adverse effects on the international interests of the United States. In developing disposal plans, GSA consults the Departments of the Interior, Commerce, State, Agriculture, Defense, Labor, and other governmental agencies concerned.

Disposals are made over a sufficient period of time so that sales in any one year are limited to a prudent and reasonable percentage of total annual consumption.

All sales to industry are on a competitive basis, with GSA retaining the right to reject any or all bids considered unacceptable. In planning sales of each material, GSA selects the specific method which will maximize competition and the consequent return to the Government. Care is exercised to insure that sales are made at prices which would not be disruptive of markets.

While most materials are offered on a sealed-bid basis, the public auction method has been used in a number of cases, such as feathers and down and silk waste. Sales of rubber and some other materials are negotiated by phone, just as the commodity exchanges operate, on the basis of prevailing market prices, which fluctuate during the course of any given day, and are subject to allowances for quality and condition.

In order to maximize participation by small business concerns, some portions of the disposal of excess materials have been restricted to, or set aside for, small business bidders, as in the solicitations for the sale of cadmium, aluminum, and nickel. To obtain maximum competition and bidding from all segments of the trade including small business, all materials offered for sale are described in detail and divided into appropriate size lots.

Sales of excess materials totaled $167.1 million in fiscal year 1964. Rubber, tin, and aluminum accounted for almost 80 percent of the total, and various lots of some 25 other excess metals, minerals, ores, and agricultural commodities made up the rest.

GSA gives advance notice to the trade of proposed procurements and sales under these programs. Procurement upgrading, rotation and sales of materials are handled by the Defense Materials Service, Central Office, in Washington, D.C., and procurement of supplies and services is mainly arranged by the GSA regional offices.

TRANSPORTATION AND COMMUNICATIONS SERVICE

The Federal Procurement Regulations require the inclusion in all contracts, in amounts exceeding $5,000, a clause covering the Utilization of Small Business Concerns. Further, the clause with regard to Utilization of Small Business Concerns is contained in Standard Form 32 (June 1964 edition) under item 21 thereof. Consequently, in any transportation contract awarded through formal advertising or through negotiation, the clause pertaining to the Utilization of Small Business Concerns becomes a part of the contract.

With respect to movements of public property under Government bills of lading (contracts), it is the policy of TCS to place with small carriers a fair proportion of the total traffic movement by each mode of transportation.

Each Regional TCS Director collaborates with his respective GSA Business Service Center in the advertisement of invitations to bid for transportation services and utilizes their services in the public opening of sealed bids. Detailed information regarding these services may be obtained by contacting the nearest Business Service Center (see map, p. 23).

AUTOMOBILE REPAIR CONTRACTS, RENTALS

At present there are 90 motor pools in operation by GSA, which total is expected to exceed 100. At each interagency motor pool location, GSA enters into automobile repair contracts. Repair contracts are also entered into in other cities within the region where there is a high concentration of federally owned vehicles.

In addition, the GSA interagency motor pools contract for short-term rental of U-drive vehicles. These contracts provide for commercially rented vehicles at each motor pool location and each major trading or population center in each of the 10 regions.

UTILIZATION AND DISPOSAL SERVICE

Programs of the Utilization and Disposal Service of concern to the small businessman primarily involve the sale of real and personal property, and the repair and rehabilitation program.

SALES OF PERSONAL PROPERTY

The General Services Administration and the Department of Defense are the principal Government outlets for the sale of personal property. Sales include thousands of different technical and common-use type items ranging from shoes to airplanes—and in quality, from unused to scrap.

Kinds of Property Sold. Personal property offered for sale by the Government is property that is no longer needed by any agency of the Federal Government to discharge its responsibilities or not required for nonfederal use by the States for education, public health, civil defense, or public airport purposes.

A wide variety of personal property is being sold periodically. Included are automotive and other vehicles, aircraft, hardware, plumbing and heating equipment, paper products, office supplies and equipment, drugs and medical items, wearing apparel, textiles, industrial equipment, and many others.

The property which is offered for sale may be unused or used. It may be in good condition; may require minor or extensive repair or rehabilitation; or may be offered for sale as scrap.

Where Government Property Is Sold. The military installations of the Army, Navy, Air Force, and Marine Corps hold the greatest portion of the Federal Government's inventory of personal property, and thus they generate the largest quantities

of property which become available for sale. Such property is sold by the military services through Defense Surplus Sales Offices that have been assigned specific geographic areas of responsibility in the United States.

The General Services Administration conducts sales of personal property for many civil agencies of the Government. These sales usually include a wide variety of consumer-type items. Such sales may be conducted where the property is located or from a consolidated sales point.

How To Obtain Sales Information. As property becomes available for public sale, catalogs or other types of announcements are distributed to those on the mailing list who have expressed an interest in bidding on the types of property being offered within designated geographical areas.

Each of the ten GSA Regional Offices maintains a mailing list for its sales of property located in the geographical area which it serves. For general information about sales conducted by GSA, a businessman may have his name placed on the mailing list by writing to the GSA Business Service Center which serves the geographical area in which he is interested in participating in personal property sales. The addresses of these offices are listed on page 22.

The Department of Defense maintains a centralized mailing list for sales conducted by the Defense Surplus Sales Offices. For inquiries concerning such property and to have his name placed on the mailing list, a businessman should write to the Defense Surplus Bidders Control Office, The Federal Center, Battle Creek, Mich., 49016.

Mailing lists are broken down by types of commodities and also by geographical areas of buyer interest. Therefore, requests for inclusion on the mailing lists should provide:

1. Full name of individual or business concern.
2. Complete address.
3. Commodities or types of property desired (i.e., passenger automobiles, construction equipment, machine tools, etc.).
4. Geographical area in which it is desired to inspect and bid on property.

The catalogs received will describe the property, indicate its specific location, include dates and time for inspection, and give other detailed information regarding the sale.

In addition to sales catalogs which are mailed to potential buyers appearing on mailing lists, notice to the public of sales may also be provided in one or more of the following ways:

1. Through newspapers, radio or television announcements.
2. In trade journals and periodicals.
3. Through notices placed in public buildings, such as post offices, town halls, administrative offices at county seats, and others.
4. Through announcement in the Department of Commerce publication "Commerce Business Daily." This daily publication contains a listing of the larger current sales of personal property. It may be obtained at a subscription rate of $15 a year ($57 for airmail delivery) by writing to the U.S. Department of Commerce, Administrative Service Office, Room 1300, New Post Office Building, 433 West Van Buren Street, Chicago, Ill., 60607.

How Property Is Sold. Personal property is normally sold on a competitive basis to the highest responsible bidder.

Sales are open to the general public and property is offered in quantities calculated to encourage participation by business concerns of all sizes, as well as individuals.

The principal competitive sales methods used in Government selling are:

Sealed Bid in which "Invitations for Bid" containing all sales terms and conditions, description of the property, and understandable instructions are mailed to potential buyers. Notice to the public is given through one or more of the several ways mentioned above. Bidders enter on the "Invitation for Bid" form the prices they are willing to offer, sign, and return it to the Government office specified along with the required deposit. These bids are opened publicly on the announced date, awards are made, and successful bidders are notified.

Public Auction in which the traditional commercial auctioning methods are followed. Catalogs which include instructions are provided potential buyers, and public notice is given in the usual manner. Professionally qualified auctioneers are used.

Spot Bid in which the buyer writes out his bid and places it in a bid box. Successful bidders are then determined and awards made for each item or lot. The buyer then arranges for prompt removal of the property. Here, again, information regarding the property and instructions for placing bids are supplied to those on mailing lists and the usual public notice is provided. In many cases a provision is made which enables prospective purchasers who find it impossible to attend the sale in person to submit mailed bids.

General Conditions of Sale. Close attention should be given to the instructions provided in sales brochures and announcements concerning scheduled sales.

Bidders are customarily required to submit a deposit with their bids, generally amounting to 20 percent of the total bid. For successful bidders the sales brochure will describe the steps necessary to complete payment and remove the property. For unsuccessful bidders, deposits will be refunded promptly.

All bidders are urged to inspect the items on which they plan to bid since the property is offered on an "as-is, where-is" basis.

SALES OF REAL PROPERTY

Real property offered for sale by the Government is known as surplus; that is, it is property no longer needed by any agency of the Federal Government to perform its functions.

The General Services Administration is the principal Government agency responsible for the sale of surplus real property to the public. Sales for fiscal year 1964 were approximately $340 million, based on acquisition cost to the Government.

What Real Property Does the Government Sell? The types of real property available for sale range from unimproved rural and urban land to improved commercial and industrial facilities. This surplus property consists of residences, residential lots, factories, office buildings, warehouses, and nearly every type of property sold on the commercial market.

How Is Sales Information Obtained? Scheduled sales of real property are widely publicized through paid advertising and announcements and are listed daily in the publication, "Commerce Business Daily." (See pp. 17, 24–25 for information on where to obtain copies.)

Mailing lists are maintained in each GSA regional office of persons or firms who have indicated an interest either in a particular property or a type of property which might become available for sale within the region. Each GSA regional office also has a complete list of real property available for sale throughout the United States, the Commonwealth of Puerto Rico, and the Virgin Islands.

To obtain information or to have his name placed on a mailing list for specified real or personal property or for particular types of property which might become available for sale, the businessman should write to or visit the Business Service Center at the General Services Administration office nearest him (see map, p. 23) or to the Utilization and Disposal Service, General Services Administration, Washington, D.C., 20405.

A pamphlet, "Disposal of Surplus Real Property," describing the real property sales program and how property may be obtained is available, without charge, from any office of the General Services Administration.

How Is Surplus Real Property Sold? Surplus real property is normally sold on a competitive basis to the highest acceptable bidder, either by sealed bid or public auction. Sales are open to the general public and property is parceled for sale in a manner which makes it attractive to the widest available market, including individuals and small business concerns whenever possible.

PROPERTY REHABILITATION PROGRAM

The Property Rehabilitation Division of UDS is responsible for the rehabilitation (repair and refinishing) of items of personal property such as office furniture, household and quarters furniture, hospital and institutional furniture, office machines, i.e., typewriters, adding machines, major household appliances, i.e., kitchen ranges, refrigerators, washers, dryers, etc., and mattresses and other items as may be included in the future.

For this purpose, the program depends primarily on small business concerns for the actual repair and refinishing of the items described.

Contracts are obtained through competitive bidding procedures released by individual regional offices located in major cities of the United States (see map, p. 23). These contracts involve, for the individual business concern, a sales volume that ranges from several thousand dollars to more than a hundred thousand dollars a year, depending upon the volume of business present in a given area and the size of the establishment.

The general trend is toward expansion of the number of contracts to be utilized and the volume of work involved. The type of rehabilitation performed is comparable to that practiced commercially and usually includes furnishing transportation of items to and from customer agencies within an acceptable transportation range.

FEDERAL SUPPLY SERVICE

The Federal Supply Service contracts for or purchases more than a billion dollars worth of material or services each year, to supply the needs of executive agencies. This purchasing is carried out by buying divisions located in each of GSA's 10 regional offices and by a Procurement Operations Division in GSA's Central Office in Washington, D.C., with a branch office in New York City.

An extremely wide variety of goods and services is purchased by these buying activities but only a relatively small portion of the total purchases are for items used by GSA itself. The Service's primary responsibility is to keep other agencies supplied with the materials and services they need to carry out their respective program operations. Vast quantities of general products and items, other than strictly military material, are procured and supplied to military activities.

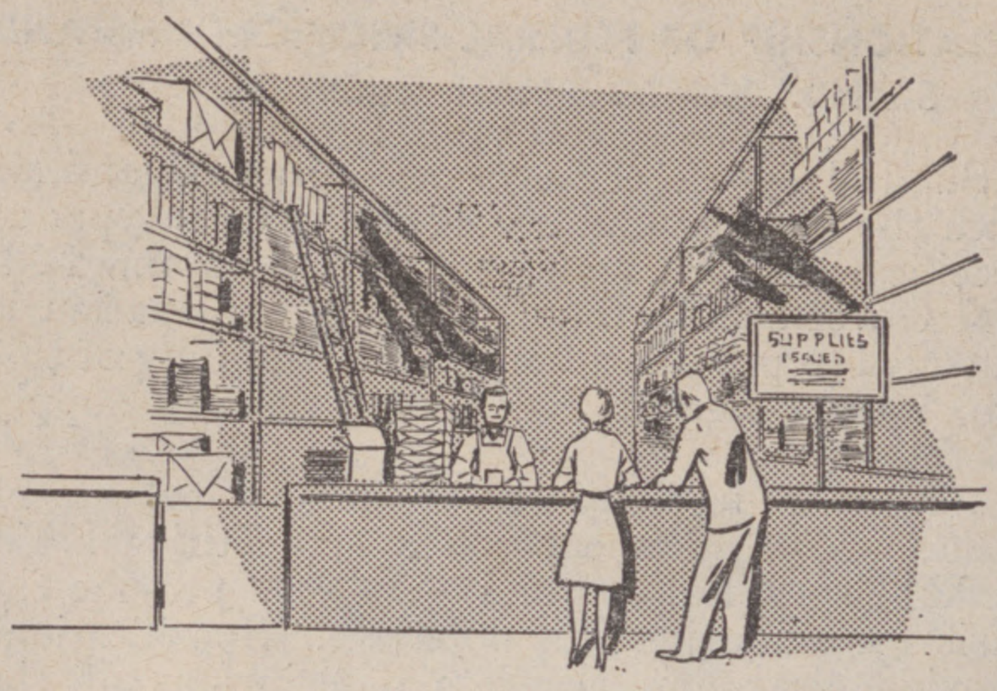
These supply support programs are accomplished through the following types of procurement and supply activities.

GSA SUPPLY DEPOT PROGRAM

GSA supply depots are located in each of the regional offices shown on the map on page 23, and stock thousands of items of general commodities repetitively required by Federal agencies.

The items carried in Stores Stock are those which are consumed or needed in the day-to-day operations of Federal agencies, and which can be most advantageously furnished through storage and issue.

Replenishment of stores stock items is accomplished through definite quantity purchases, or through the establishment of term contracts against which replenishment orders are issued as



stocks are depleted. As in the case of the Federal Supply Schedule Contracts Program mentioned below, contracting is handled on either a central or regional basis depending upon the character of the commodity involved. When term contracts are awarded centrally particular attention is given to the issuance of invitations on a zone basis in order to provide maximum opportunities for small businesses to compete. When consolidated definite quantity contracting is found to be the most advantageous method of procurement, large lots are carefully scrutinized and adjusted with the objective of making maximum reasonable use of the production and distribution capacities of small business concerns.

A majority of the items shown in the Stores Stock Catalog are replenished either through local purchase action on a definite quantity basis by the regional offices, or by the issuance of delivery orders against regional or national term contracts. Regional term contracts are particularly advantageous to small business concerns since they cover a continuing requirement which can reasonably be estimated in advance. A large proportion of the local purchasing which is not included in regional term contracts is handled through small purchase procedures prescribed in the Federal Procurement Regulations which are specifically designed to simplify procurements from small business concerns.

Prospective suppliers may review the items carried in the GSA Stores Stock Catalog by referring to copies of the catalog which are available for inspection at any of the regional Business Service Centers, or copies may be purchased through the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402.

FEDERAL SUPPLY SCHEDULE CONTRACTS

In terms of dollar value and range of items covered, the Federal Supply Schedule Program is the largest program carried out by the Federal Supply Service. The Federal Supply Schedules are an organized listing of contracts against which Federal agencies may place delivery orders as needs develop. These schedules are published by GSA and made available to all agencies having an anticipated need. They cover a definite range of items which are available for direct delivery from the supplier to the requisitioning or using agency at prices, and under contracting conditions, which have been established in advance. They do not obligate the Government to purchase any definite quantity. Each is a required source for some specified group of Federal agencies, or for Federal agencies located in a specified area. Schedule contracts are available as an alternate source of supply for Federal agencies which are not required by regulation to use them on a mandatory basis.

Federal Supply Schedule contracts are handled on either a central or regional basis depending upon the character of the commodity involved. Schedule contracts awarded centrally are zoned to provide maximum opportunities for small businesses to compete.

Under this program "indefinite quantity" or "term" contracts are awarded for items which are in common and recurring use by the various Federal agencies. Information concerning the range of commodities involved in this program can be obtained from a review of the Federal Supply Schedule Checklist and Guide, published quarterly, which contains a general index of the commodities and a list of the schedules currently in effect. More detailed information concerning the contracting policies for specific items may be secured from regional GSA Business Service Centers.

CONSOLIDATED PURCHASE PROGRAM

Certain Federal agencies' requirements, such as motor vehicles, household and quarters furniture and coal, constitute a large and easily predictable volume that can be consolidated into periodic procurement cycles. The total quantities needed are incorporated into definite quantity invitations for bids for direct delivery to the ordering agency. This program is also conducted on both a national and regional basis, depending on the character of the commodity involved. Whenever feasible, portions of these procurements are set aside for small business concerns.

SPECIAL PURCHASE PROGRAMS

In addition to the regular programs discussed above, the Federal Supply Service on a continuing basis undertakes special purchase programs which normally involve only the requirements of a single agency. For example, purchases of a wide variety of supplies are made on behalf of the Agency for International Development for shipment overseas. In addition to a special program carried out by AID to publicize the procurements, the Federal Supply Service has adjusted its techniques to encourage small business participation. For example, the purchasing is decentralized and handled through simplified open market procedures whenever possible. Export arrangements have been established so that the small business supplier de-

siring to participate does not have to be an export merchant and in many cases may offer his domestic item as packaged for domestic use with GSA handling all matters of export packing and shipping.

SIMPLIFIED PROCEDURES AID SMALL BUSINESS

Contract forms, methods, and procedures have been simplified to make it easier for small business concerns to participate in FSS programs. An up-to-date list of commodities normally purchased is available and streamlined methods of placing new suppliers' names on mailing lists have been developed. Certain types of contracts are personally delivered to small business contractors at which time terms and conditions are reviewed to help them avoid pitfalls and difficulties which might otherwise occur. In addition, quality control inspectors assist small business firms in meeting contract requirements and in solving production, delivery, and quality control problems.

The Federal Supply Service is interested in keeping the Federal Supply System up-to-date through the introduction of new and improved items. For this purpose counseling services are provided at each GSA's Business Service Centers and special procedures are used to assure prompt and receptive processing of supplier applications to introduce new and improved items into the Federal Supply System.

INSPECTION OF PURCHASED COMMODITIES

Government procurement regulations require that materials and services purchased be inspected prior to acceptance and payment by the Government. This inspection may be performed at source (supplier's plant) or at destination (consignee location).

The supplier, prior to submitting a bid, should thoroughly review the contractual requirements. Special attention should be given to any referenced technical specifications in order to insure that the supplier thoroughly understands what will be required, and evaluates his capability of meeting these requirements before submitting a bid.

Effort is made to prevent costly errors in contracting for Government supplies by having a preproduction meeting between a cognizant Government inspector and the supplier. At such a meeting a thorough review should be made of the governing specifications.

It has been the experience of Government inspection activities that most rejections of contractor's materials are due to an incorrect interpretation of the technical specifications by the contractor. It is a requirement in contracts that suppliers establish proper quality controls over production of the required product, and submit to the Government inspection representative for acceptance only materials that have been inspected, tested, and found to comply with contract specification requirements.

RELATIONSHIP OF FEDERAL SPECIFICATIONS AND STANDARDS TO SMALL BUSINESS

Small business concerns are often unfamiliar with the purpose and use of the various types of specifications and standards in use in the Federal Government. The following explanation is intended to provide a better understanding of this important phase of Federal Government supply operations.

Wherever feasible, the Federal Government makes its procurements on a competitive basis. Federal specifications and standards provide the basis for achieving this objective. Specifications provide clear and accurate descriptions of the product or service being procured, and specify the minimum requirements for quality and construction of materials and equipment necessary for an acceptable product. Standards reduce to a minimum the number of qualities, sizes, colors, varieties, and types of materials and commodities being procured.

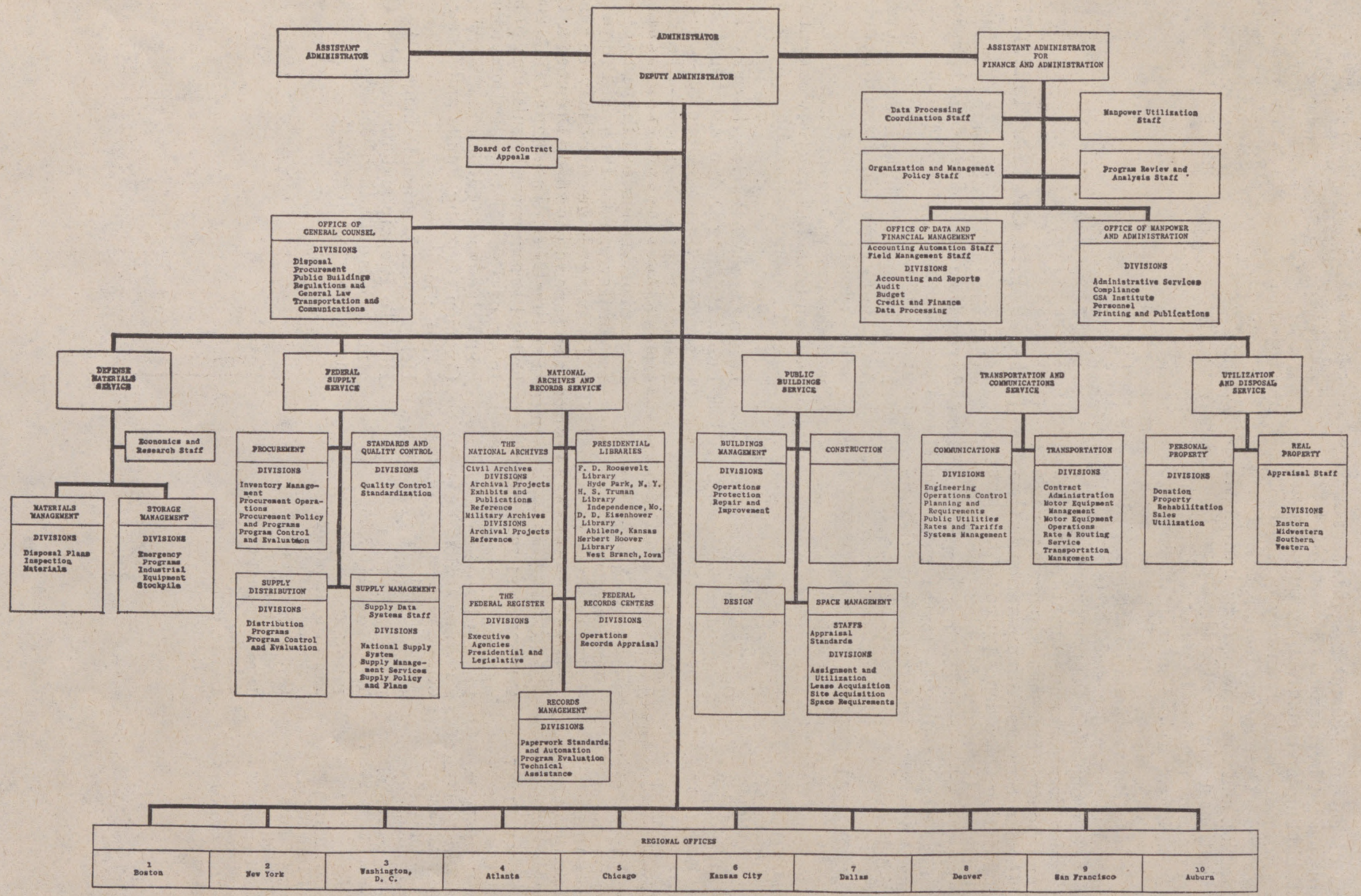
Federal specifications and standards are designed for the protection of the Government, in that it must secure the best product at the lowest competitive price to meet the service needs of the Federal agencies. Participation by large and small suppliers on an equal basis in supplying Government requirements broaden sources of supply and assures greater supplier participation.

In order to assure that small business gets its fair share of Government procurements, Federal specifications are thoroughly coordinated with all segments of industry, small as well as large, located in representative geographical areas of the country. By this means, the small producer plays a part in the development of the specifications and his interests are reflected. In addition, Federal specifications are coordinated with technical societies and associations, trade associations, and with using Federal agencies.

Evaluation of New Items. Firms interested in having new products included in the Federal Supply System may fill out the appropriate application at any GSA regional office. If evaluation indicates procurement of the item would be in the best interest of the Government, the item will be included in the Federal Supply System.

Availability of Federal Specifications, Standards, and Handbooks. An index of all current specifications, standards, and handbooks is issued as of January 1, each year with cumulative monthly supplements being issued during the year. Copies of the Index and Supplements may be purchased on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. The current domestic subscription cost is $1.50 and checks or money orders should be made payable to "Superintendent of Documents."

GENERAL SERVICES ADMINISTRATION



April 1965

GSA DC 65-16856

Copies of current Federal Specifications and Standards needed by business concerns for Government bidding and contracting purposes are available without charge from any of the GSA Business Service Centers (see map, p. 23). Complete libraries, and copies wanted by individuals or organizations not involved in Government bidding and contracting, may be purchased through the GSA Business Service Center in Washington, D.C., at the prices shown in the index or supplement thereto. Orders should be accompanied by check, postal money order, cash, or Government Printing Office coupons in the proper amounts for the particular documents and quantities needed. Checks and money orders should be made payable to the "General Services Administration." Government Printing Office deposit account numbers will be honored. Government bidders who are not certain exactly what specifications are needed should make inquiry directly to the particular Government agency contracting office which is requesting bids.

GSA REGIONAL OFFICES AND BUSINESS SERVICE CENTERS

Frank J. O'Connor
Regional Director of
Business Affairs
General Services
Administration
U.S. Post Office and
Courthouse
Boston, Mass. 02109
Tel: 223–2868

John F. Clark
Regional Director of
Business Affairs
General Services
Administration
30 Church Street
New York, N.Y. 10007
Tel: 294–1234

William F. Donlin, Jr.
Regional Director of
Business Affairs
General Services
Administration
7th and D Streets SW.
Washington, D.C. 20407
Tel: WOrth 3–4147

William W. Barron
Regional Director of
Business Affairs
General Services
Administration
1776 Peachtree Street NW.
Atlanta, Ga. 30309
Tel: 526–5661

John F. Daley
Regional Director of
Business Affairs
General Services
Administration
219 South Dearborn Street
Chicago, Ill. 60604
Tel: 828–5383

Thomas W. Lacy
Regional Director of
Business Affairs
General Services
Administration
1500 East Bannister Road
Kansas City, Mo. 64131
Tel: EMerson 1–7200

Randolph M. Jackson
Regional Director of
Business Affairs
General Services
Administration
1114 Commerce Street
Dallas, Tex. 75202
Tel: RIverside 9–3355

Price J. George
Regional Director of
Business Affairs
General Services
Administration
Denver Federal Center,
Building 41
Denver, Colo. 80225
Tel: 233–6689

Robert J. Ireland
Regional Director of
Business Affairs
General Services
Administration
49 Fourth Street
San Francisco, Calif.
94103
Tel: 556–2114

Mrs. Margaret Bayless,
Manager
Business Service Center
General Services
Administration
417 South Hill Street
Los Angeles, Calif. 90013
Tel: 688–3210

John J. Murphy
Regional Director of
Business Affairs
General Services
Administration
Federal Office Building
909 First Avenue
Seattle, Wash. 98104
Tel: 583–5558

BIBLIOGRAPHY OF GSA PUBLICATIONS

The following publications are available, without charge, from field offices of GSA, Small Business Administration and Department of Commerce:

Doing Business With the Federal Government
A Guide to Specifications and Standards of the Federal Government

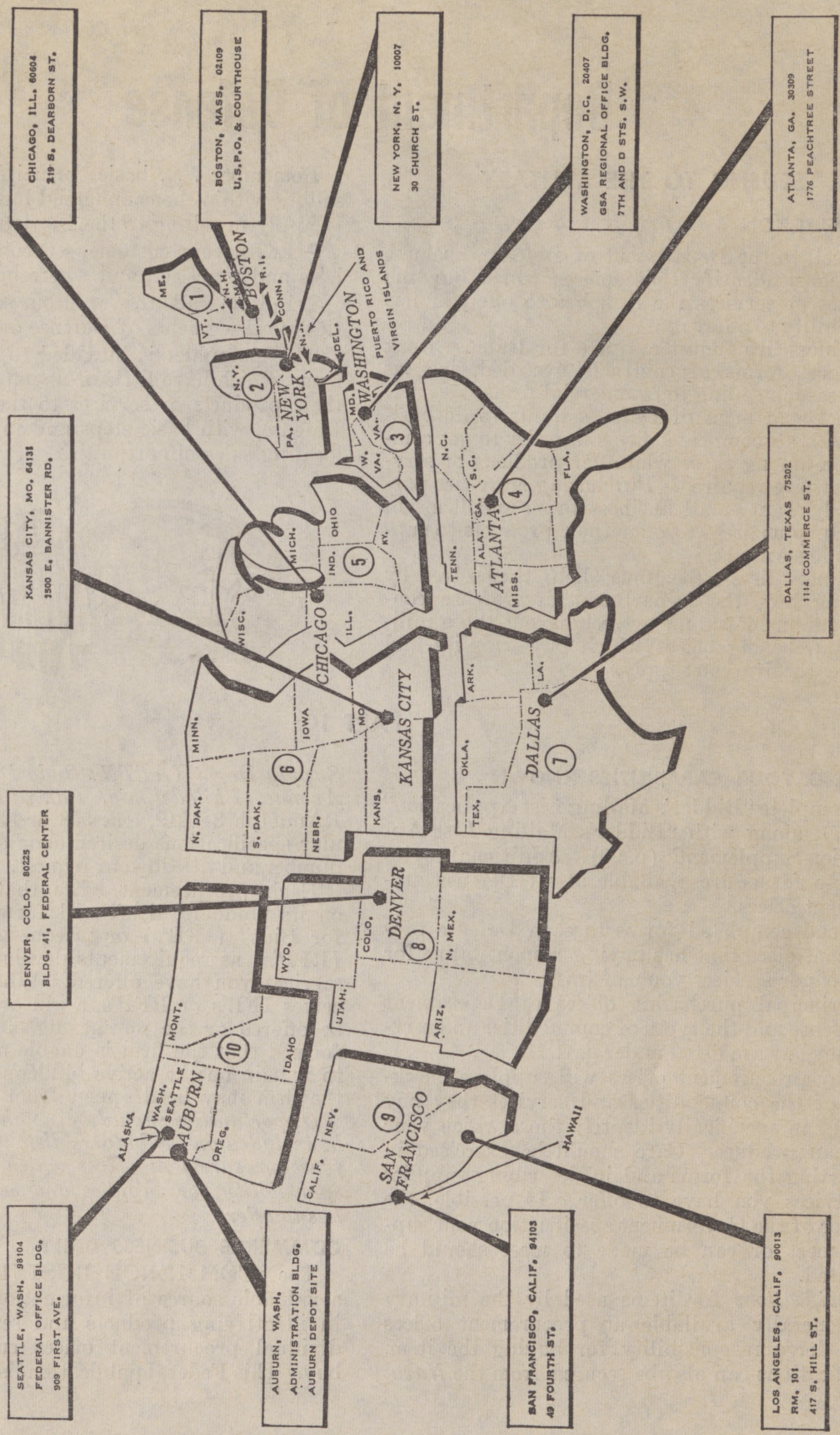
The following guides are available, without charge, from GSA Business Service Centers:

Sales Promotion in Selling to the Federal Government
Leasing Space to the Government
Public Building Design and Construction
Government Business Opportunities
Federal Supply Schedule—Checklist and Guide
Disposal of Surplus Real Property
Sale of Government Personal Property

The following publications may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402:

Federal Procurement Regulations, $7.50
Index of Federal Specifications, Standards and Handbooks, $1.50
Common Shipping Faults and Their Remedies, 25¢
Help Prevent Loss and Damage, 30¢
How To Prepare and Process U.S. Government Bills of Lading, 35¢
Stores Stock Catalog, $2.25

GSA REGIONAL OFFICES AND BUSINESS SERVICE CENTERS



Department of Defense

SELLING TO THE MILITARY

INTRODUCTION

To sell to the Department of Defense, business firms must identify those offices which buy the supplies or services the firm has to offer, or has a capability to offer.

Business firms must compete for Defense work and meet terms of contracts awarded, just as is the case in selling to commercial firms.

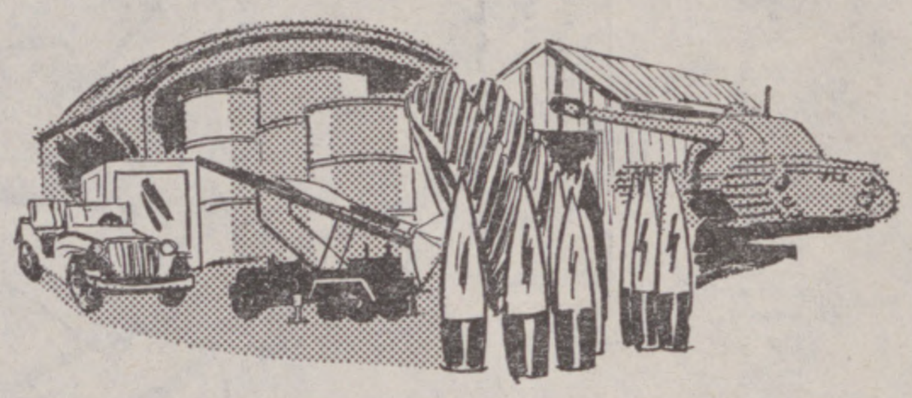
The Department of Defense wants to do business with all competent firms in order to get competition among those who offer products or services that are required. Purchasing activities particularly want small business firms and firms in labor-surplus areas to offer their products to supply Defense needs.

Business firms, too, must help themselves by learning how the Department of Defense conducts its business, and by seeking out those military purchasing offices which buy supplies and services the firm can supply.

Remember . . . basic principles followed in selling within the commercial business field equally apply in selling to the Department of Defense.

- Learn your customer's needs, his buying policies and practices, and where buying is done.
- Follow leads to search out selling opportunities in all segments of Defense organization.

This pamphlet is intended to provide business firms, which have little or no experience in selling their products or services to the Department of Defense, with basic steps and initial contacts for locating sales opportunities.



PART I

MAKING YOUR CAPABILITIES KNOWN

- Complete "Bidder's Mailing List Application" (p. 27), along with "Bidder's Mailing List Application Supplement" (p. 29). Additional copies of these forms are available at all Defense procurement offices.
- Send completed forms to each Defense procurement office that has buying responsibility for products or services you can furnish.
- Principal purchasing offices of Department of Defense and the types of commodities and services they buy are listed under part II.

Many procurement offices will supply a checksheet of the commodities and services they buy so you can specifically identify those which your firm can produce. Care should be exercised in completing the forms and in describing supplies or services you have to offer. If possible, the number of the Government specification your supplies meet or can be made to meet should be indicated.

Specifications for items used by the military are generally available at procurement offices which have responsibility for buying the item. Specifications can also be secured from the *Naval Supply Depot (ATTN: Code DCI), 5801 Tabor Avenue, Philadelphia, Pa., 19120* (Telephone: RAndolph 8–1212, ext. 528 or 530). The particular specifications desired should be identified by number and title in your request.

Each procurement office that has your firm on its "bidders' lists" will forward "Invitations for Bids" (IFB's) or "Requests for Proposals" (RFP's) as requirements develop for supplies or services you have offered. When your firm receives IFB's or RFP's, a bid or proposal should be offered or the purchasing office should be informed that the firm is unable to bid but desires to remain on the active bidder's list. Otherwise, the firm may be dropped from the bidders' list.

Opportunities should be sought continuously to be included on the bidders' lists of the various Defense procurement offices which have buying responsibility for supplies and services your firm has to offer.

COMMERCE BUSINESS DAILY

The "COMMERCE BUSINESS DAILY" is a valuable source of information to businessmen in identifying products and services which individual procurement offices currently plan to buy. This Federal publication lists:

- Current Defense Department proposed procurements estimated to exceed $10,000 and civilian agency procurement expected to exceed $5,000;
- Recent contract awards—which provide "leads" to subcontracting opportunities;
- Surplus sales information; and other information helpful to businessmen who seek to participate in Federal procurement activities.

The "Commerce Business Daily" is published Monday through Friday and may be purchased on annual subscription for $15 by regular mail or $42 for an airmail edition. Checks or money orders should be made payable to the "U.S. Department of Commerce" and mailed to:

U.S. Department of Commerce
Administrative Services Office
Room 1300, New Post Office Building
433 West Van Buren Street
Chicago, Ill., 60607

The "Daily" is also available for inspection at each of the 60 field offices of the Small Business Administration, the 34 field offices of the Department of Commerce and at approximately 700 cooperating offices, including many local chambers of commerce.

SUBCONTRACTING

One of the greatest opportunities small business firms have for participating in Department of Defense business, other than contracting directly with a Defense Agency, is by subcontracting with firms that have Department of Defense contracts. Opportunities in the subcontracting field are often overlooked by small business firms.

Department of Defense contracts in the amount of $500,000 or more, having substantial subcontracting possibilities, require that the contractor maintain a Defense Small Business Subcontracting and Labor Surplus Area Program. Such contractors are required to designate a Small Business Liaison Officer who administers the company subcontracting program. These programs are designed to assist small business firms and to afford them opportunities to participate in Defense work as subcontactors. The Commerce Business Daily is useful in identifying firms which offer subcontracting opportunities.

LOCAL PURCHASES

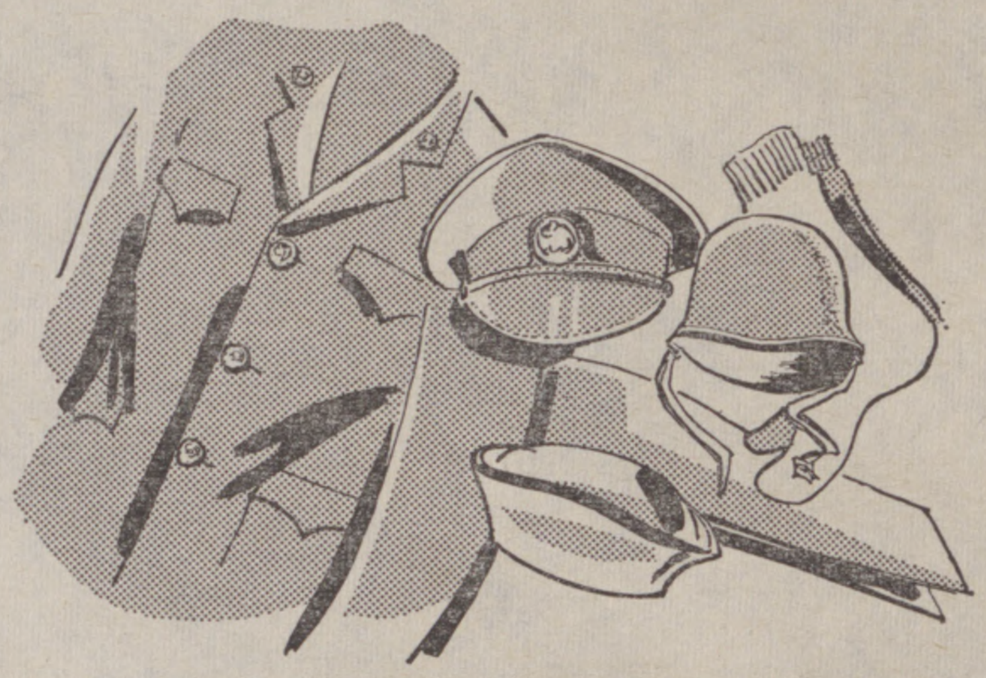
Certain needs of each military camp, post, base, station, or installation are met by a purchasing office at the installation. Such purchases are generally for small quantities of items or specific services needed by the installation initiating the purchase. For the most part such purchases are made from sources near the purchasing installation. Business firms should investigate the requirements of military installations within their geographical area.

MILITARY EXCHANGE SERVICES

Each military exchange located at installations in the United States purchases or contracts for its own needs. The exchange officer, or his representative, should be contacted at each military installation where business firms desire to offer their products or services. This may be accomplished by writing or telephoning the exchange officer at each military installation.

MILITARY COMMISSARY STORES

Items sold through military commissary stores are purchased by either (1) Defense Personnel Support Center, 2800 South 20th St., Philadelphia, Pa., 19101, or (2) individual military commissary stores at installations where stores are located. Information on how to participate in supplying needs for commissary stores may be obtained by writing or telephoning the Defense Subsistence Supply Center or the Commissary Store Officer at the nearest military installation.



SOURCES OF INFORMATION ON DEFENSE PROCUREMENT

There are many offices within the Department of Defense, and in other Government agencies, that provide guidance and information to assist business firms and individuals who seek opportunities to participate in supplying Department of Defense requirements. There are one or more military procurement offices in virtually every major city in the United States. These offices are equipped to provide information and guidance to individuals and business firms on how they can compete for Defense work. Small Business Specialists on the staff of these major military procurement offices are anxious to assist small business firms in obtaining information on (1) military procurement; (2) being placed on appropriate bidders' lists; and (3) identifying subcontract opportunities.

Other Government agency field offices, including those of the Small Business Administration, General Services Administration, and the Department of Commerce are also equipped to assist business firms in locating opportunities to participate in military procurement. Further, many local chamber of commerce offices have facilities to provide similar guidance.

FEDERAL PROCUREMENT INFORMATION OFFICES IN WASHINGTON, D.C.

These offices do not let contracts or make purchases but are available for the purpose of providing information and guidance on Federal procurement activities.

Defense Procurement Information Office, Office of the Assistant Secretary of Defense (Installation and Logistics), Washington, D.C. Room 3D777, Pentagon, Tel: OXford 7–1481.

Army Small Business Adviser, Office of the Assistant Secretary (Installations and Logistics), Department of the Army, Washington, D.C. Room 2E591, Pentagon, Tel: OXford 7–8113.

Navy Small Business Adviser, Office of Naval Material, Department of the Navy, Washington, D.C. Room 2203A, 18th and Constitution Avenue, Main Navy Building, Tel: OXford 6–7612.

Air Force Small Business Adviser, Office of the Deputy Chief of Staff (Systems and Logistics), Directorate of Procurement Policy, Department of the Air Force, Washington, D.C. Room 4C279, Pentagon, Tel: OXford 7–4126.

Defense Supply Agency Small Business Adviser, Directorate of Procurement and Production, Defense Supply Agency, Cameron Station, Alexandria, Va. Room 119A, Building 4, Cameron Station, Tel: OXford 8–1471.

Director of Business Services, General Services Administration, Region No. 3, 7th and D Streets SW., Washington, D.C. Room 7604, Tel: WOodley 3–4147.

Small Business Advisory Service Center, Small Business Administration, 811 Vermont Avenue NW., Washington, D.C. Main Lobby, Tel: DUdley 2–3848.

Business Service Center, Department of Commerce, 14th and Constitution Avenue NW., Washington, D.C. Main lobby, Tel: WOodley 7–5201.

STANDARD FORM 129—AUGUST 1952
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
REG. 1-II-206 129-102

BIDDER'S MAILING LIST APPLICATION

☐ INITIAL APPLICATION
☐ REVISION

All answers should be typed or printed. See reverse for information and instructions.

TO:

DATE OF THIS APPLICATION

1. NAME OF APPLICANT

2. ADDRESS TO WHICH BIDDING FORMS ARE TO BE MAILED

3. ADDRESS OF MAIN BUSINESS OFFICE

4. HOW LONG IN PRESENT BUSINESS

5. TYPE OF ORGANIZATION (*Check one*)
☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION

6. IF INCORPORATED, INDICATE IN WHICH STATE

7. NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT

(B) VICE PRESIDENT

(C) SECRETARY

(D) TREASURER

(E) OWNERS OR PARTNERS

8. AFFILIATED CONCERNS (*Name, location, and in detail, controlling interest in each*)

9. PERSONS OR CONCERNS AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (*If agent, so specify*)

NAME	OFFICIAL CAPACITY

10. PERSONS TO CONTACT ON MATTERS CONCERNING BIDS AND CONTRACTS (*If agent, so specify*)

NAME	OFFICIAL CAPACITY	TELEPHONE NO.

11. INDICATE CLASSES OF EQUIPMENT, SUPPLIES, MATERIAL, AND/OR SERVICES ON WHICH YOU DESIRE TO BID (*Use attached list, if any*)

12. CATEGORY (*See definitions on the reverse of this form and check below the category which applies to the applicant*)
☐ (A) MANUFACTURER OR PRODUCER ☐ (C) REGULAR DEALER (*Type 2*)
☐ (B) REGULAR DEALER (*Type 1*) ☐ (D) SERVICE ESTABLISHMENT

13. NUMBER OF PERSONS NOW EMPLOYED	14. FLOOR SPACE (*Square feet*)		15. NET WORTH	
	MANUFACTURING	WAREHOUSE	DATE	AMOUNT

16. THIS SPACE FOR USE BY THE GOVERNMENT

17. I certify that the information supplied herein (*including all pages attached*) is correct and that neither the applicant nor any person (*or concern*) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from bidding for furnishing materials, supplies or services to the Government or any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

18. NAME AND TITLE OF PERSON SIGNING (*Please type or print*)

INFORMATION AND INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Bidder's Mailing List Application, together with such other lists as may be attached to the application form, with each procurement office of the Federal agency with which they desire to do business. *The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.*

After placement on the bidder's mailing list of an agency, a supplier's failure to respond (*submission of bid, or notice in writing that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item*) to Invitations for Bids will be understood by the agency to indicate lack of interest and concurrence in the removal of the supplier's name from the purchasing activity's bidder's mailing list for the items concerned.

CATEGORY DEFINITIONS

(*See Item No. 12*)

A. MANUFACTURER OR PRODUCER means a person (*or concern*) owning, operating, or maintaining a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in item No. 11.

B. REGULAR DEALER (*Type 1*) means a person (*or concern*) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in item No. 11 are bought, kept in stock, and sold to the public in the usual course of business.

C. REGULAR DEALER (*Type 2*) in the case of supplies of particular kinds (*at present, petroleum, lumber and timber products, coal, machine tools, raw cotton, green coffee, or hay, grain, feed, and straw*) "REGULAR DEALER" means a person (*or concern*) satisfying the requirements of article 101 (b) of the regulations, as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (41 U. S. Code 35–45).

D. SERVICE ESTABLISHMENT means a concern (*or person*) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (*but not limited to*) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.

BIDDER'S MAILING LIST APPLICATION SUPPLEMENT

Form Approved
Budget Bureau No. 22-R091.6

IF ADDITIONAL SPACE IS REQUIRED, ATTACH SEPARATE SHEET AND REFER TO ITEM NUMBER

1 NUMBER OF EMPLOYEES	OPERATIONS AT	ENGINEERING	PRODUCTION	OTHERS	TOTAL
	MAXIMUM LEVEL				
	MINIMUM *(During last 2 yrs.)*				
	PRESENT LEVEL				

2. CONTRACTS HELD WITH ARMED SERVICES DURING PAST 3 YEARS *(List separately)*

CONTRACT NUMBER	DESCRIPTION OF ITEMS	DOLLAR VALUE

3. TYPES OF EQUIPMENT, COMPONENTS, MATERIAL OR SERVICES NOW BEING MANUFACTURED, PERFORMED, OR DEVELOPED *(Commercial and Military)*

4. FLOOR SPACE *(Sq. ft.)*	ENGINEERING	LABORATORY	TOTAL FLOOR SPACE *(Including warehouse and manufacturing space)*

5. BRIEF DESCRIPTION OF BUILDINGS *(Type of construction and use)*

6. MACHINERY AND EQUIPMENT[1]

7. TESTING AND/OR LABORATORY FACILITIES[1]

8. ADDRESSES *(Including counties)* OF FACTORIES, FOUNDRIES, MINES, OR YARDS, IF ANY *(Specify)*

9. SECURITY CLEARANCE *(If applicable, check highest clearance authorized by clearing agency)*

FOR KEY PERSONNEL				FOR PLANT ONLY			
	TOP SECRET		CONFIDENTIAL		SECRET		CONFIDENTIAL
	SECRET						

LIST DEPARTMENTS WHICH HAVE GRANTED SECURITY CLEARANCE AND DATES GRANTED

10. INCLOSURES *(Check)* ☐ FINANCIAL STATEMENTS, INCLUDING OPERATING STATEMENTS ☐ DESCRIPTIVE LITERATURE ☐ ADDITIONAL INFORMATION ATTACHED ☐ BROCHURE ☐ CATALOG ☐ PHOTOGRAPHS

11. I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN *(Including any attachments)* IS CORRECT

DATE	NAME AND ADDRESS OF APPLICANT	SIGNATURE

[1] *Give brief, representative outline of type and condition of machinery, equipment (6), and facilities (7) available; if not owned by firm, give status in detail.*

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EDITION OF 1 JAN 54 IS OBSOLETE.

PART II

DEPARTMENT OF THE ARMY MAJOR BUYING OFFICES

The Department of the Army's missions for Research and Development, and Procurement and Production, are the responsibility of the Assistant Secretary of the Army (Research and Development) and the Assistant Secretary of the Army (Installations and Logistics) respectively. Both of these offices are policy offices. No actual contracting is accomplished by either of these offices, nor do they maintain bidders lists.

The U.S. Army Materiel Command has responsibility for the major part of the research and development and materiel procurement functions formerly assigned to the Army technical services. However, there are certain missions and functions assigned to other elements of the Army, which are as follows:

The U.S. Army Corps of Engineers is responsible for contracting for military construction, maintenance, and repair of buildings, structures and utilities, and civil works such as river and harbor improvement, flood control, hydroelectric power, public utility services and related projects.

The Army Medical Service provides supplies and services for the support of Army Medical Centers and General Hospitals under the command jurisdiction of The Surgeon General. The Army Medical Service does not procure standard items of medical material. Such items are purchased by the Defense Medical Supply Center, a procuring activity of the Defense Supply Agency. Procurement responsibilities remaining at the Army Medical Service consist of the following:

1. Contracts for supplies and services in direct support of missions at major hospitals and medical centers. Mission support items for the Army Medical Service consist of medical, dental, laboratory and hospital equipment and supplies; X-ray and photographic equipment and supplies; hospital furnishings; kitchen equipment, drugs and chemicals; occupational and physical therapy supplies; equipment, supplies, and services required for plant maintenance.

2. Contracts for research and development in areas of basic and applied medical and scientific research applicable to medical treatment supplies and equipment.

3. Contracts for medical and hospitalization services under the provisions of the Medical Care Act (Public Law 85–861).

The Continental Armies: Purchases in this area (generally identified as "local purchases") consist of the many items needed in the daily operations of posts, camps, and stations of the Department of the Army. Most of these items are obtained from local business sources or from stocks of other Government agencies. Items purchased are generally commercial type rather than military; are not complex or are less complex than items procured by major procurement offices. Post, camp, and station procurement also includes minor construction, repairs, and utilities, painting, and other supplies and services incidental to the "housekeeping" activity of the installation concerned.

Headquarters, U.S. Army Materiel Command

Washington, D.C.

Telephone: Code 202, OXford 7–4447 or 7–5978

The U.S. Army Materiel Command, with headquarters in Washington, D.C., has materiel procurement functions formerly assigned to the Army technical services. Except for those items procured and furnished the Army under Department of Defense single-department procurement programs or by the Defense Supply Agency, or authorized for procurement from the General Services Administration, the U.S. Army Materiel Command supervises all Army procurement which is accomplished at the Separate Activities and Detachments listed on page 31 or the "Commands" listed on pages 32 to 34.

SEPARATE ACTIVITIES

U.S. Army Harry Diamond Laboratories
Washington, D.C. 20438
Area Code: 202 244–7700

U.S. Army Natick Laboratories
Natick, Mass. 01762
Area Code: 617 653–1000

U.S. Army Pictorial Center
35–11 35th Avenue
Long Island City, N.Y. 11106
Area Code: 212 AStoria 4–3100

*Watertown Arsenal
Watertown, Mass. 02172
Area Code: 617 926–1900

PROCUREMENT DETACHMENTS

U.S. Army Chicago Procurement Detachment
623 South Wabash Avenue
Chicago, Ill. 60605
Area Code: 312 WEbster 9–6000

U.S. Army Cincinnati Procurement Detachment
Federal Office Building
550 Main Street
Cincinnati, Ohio 45202
Area Code: 513 381–2200

U.S. Army New York Procurement Detachment
207 West 24th Street
New York, N.Y. 10011
Area Code: 212 ORegon 7–3030

U.S. Army Southwest Procurement Agency
55 South Grand Avenue
Pasadena, Calif. 91109
Area Code: 213 SYcamore 6–0471

U.S. Army Northwest Procurement Agency
1515 Clay Street
Oakland, Calif. 94604
Area Code: 415 834–4121

*Closing.

Major subordinate commands of the U.S. Army Materiel Command responsible for procurement and the types of materiel they procure are:

Headquarters, U.S. Army Mobility Command

Building 230, Detroit Arsenal, Warren, Mich.

Telephone: 756–1000 Area Code 313

Mission: Exercises integrated commodity management of tactical wheeled and general-purpose vehicles and aeronautical, air delivery, surface transportation, mapping, geodesy, electric power generation, construction and services, barrier, bridging, stream crossing, petroleum handling, and general support equipment and supplies, including design and development; product, production, and maintenance engineering; procurement, production, industrial readiness planning; and cataloging.

U.S. Army Mobility Equipment Center
4300 Goodfellow Boulevard
St. Louis, Mo. 63120
Area Code: 314 EVergreen 2–8200

U.S. Army Engineer Research & Development Laboratories
Fort Belvoir, Va. 22060
Area Code: 703 781–8200

U.S. Army Aviation Materiel Command
12th and Spruce Streets
St. Louis, Mo. 63166
Area Code: 314 MAin 2–2688

U.S. Army Transportation Research Command
Fort Eustis, Va. 23604
Area Code: 703 878–3306

U.S. Army Tank-Automotive Center
Detroit Arsenal
Warren, Mich. 48090
Area Code: 313 756–1000

Headquarters, U.S. Army Missile Command

Redstone Arsenal, Ala. 35809

Telephone 876–5441 or 876–3567 Area Code 205

The U.S. Army Missile Command is responsible for integrated commodity management of free rockets, guided missiles, ballistic missiles, target missiles, air defense missile fire coordination equipment, related special purpose and multisystem test equipment, missile launching and ground

support equipment, missile fire control equipment, and other associated equipment including (1) design and development, (2) product, production, and maintenance engineering, (3) procurement, production, and industrial mobilization planning, (4) cataloging and standardization, (5) wholesale inventory management and supply control, (6) new equipment training, design of pertinent training devices, and technical assistance to users. The Missile Command is responsible for conducting or managing basic and applied research with respect to assigned materiel development.

Major Commodity Areas

Free rockets, guided missiles, ballistic missiles, target missiles, multisystem test equipment, and associated equipment.

Buying offices:

Directorate of Procurement and Production
U.S. Army Missile Command
Redstone Arsenal, Ala.

Purchasing and Contracting Division
U.S. Army Missile Support Command
Redstone Arsenal, Ala.

Headquarters, U.S. Army Weapons Command

Rock Island Arsenal, Rock Island, Ill. 61202

Telephone: 794–5336 Area Code 309

The U.S. Army Weapons Command is a major subordinate Command of the U.S. Army Materiel Command and contracts for weapons system, including artillery weapons, infantry weapons, secondary armament for vehicles, crew-served weapons, and aircraft weapons systems; combat vehicles including tanks, armored personnel carriers, self-propelled artillery and missile launchers, tank bulldozers, flamethrowers, armament adaption kits and associated equipment. Also, research, design and development; product production, and maintenance engineering; procurement, production and industrial mobilization planning; cataloging and standardization; wholesale inventory management and supply control; such stock control, storage, distribution, surveillance, and depot maintenance as may be assigned; new equipment training, design of pertinent training devices, and technical assistance to users.

Major Commodity Areas

Weapons and combat vehicles:

Rock Island Arsenal Rock Island, Ill. 61202 Area Code: 309 794–5336	Contracts for replenishment spare parts for artillery, artillery mounts, recoil mechanisms, carriages, limbers, and loaders; handcarts; arms racks; target materiel (except aerial drones); training devices and associated equipment for the foregoing items; common tools; tool sets; shop equipment; and raw materials, and hardware items used in arsenal manufacturing operations.
Springfield Armory Springfield, Mass. 01101 Area Code: 413 REpublic 9–6911	Contracts for replenishment spare parts for individual weapons, machineguns, grenade launchers, secondary armament for combat and tactical vehicles, aircraft armament subsystems (gun type), spotting weapons mounts and pods; clips; links; linkers; delinkers; training devices, and associated equipment for the foregoing items; and raw materials and hardware items used in arsenal manufacturing operations.
Watervliet Arsenal Watervliet, N.Y. 12189 Area Code: 518 ARsenal 3–4610	Contracts for mortars; recoilless rifles; cannon assemblies and components; training devices, associated equipment, and replenishment spare parts for the foregoing items; and raw materials and hardware items used in arsenal manufacturing operations.

Headquarters, U.S. Army Munitions Command

Dover, N.J. 07801

Telephone: 328–4040 or 328–3011 Area Code 201

The U.S. Army Munitions Command is responsible for integrated commodity management of nuclear and non-nuclear munitions. This responsibility includes research, design, and develop-

ment; product, production, and maintenance engineering: procurement and production; procurement, production, and industrial mobilization planning; related activities.

Major Commodity Areas

Nuclear and non-nuclear ammunition, rocket and missile warhead sections, and demolition items; chemical, biological and radiological materiel; propellants and explosives; flamethrowers and agents and incendiaries; fire control; mines, non-nuclear bombs, grenades and pyrotechnics; meteorological and propellant actuated devices.

Installations

U.S. Army Edgewood Arsenal
Edgewood Arsenal, Md. 21010
Area Code: 301: 676–1000

U.S. Army Biological Laboratories
Fort Detrick, Frederick, Md.
Area Code: 301 MOnument 3–4111

Frankford Arsenal
Bridge and Tacony Street
Philadelphia, Pa. 19137
Area Code: 215 535–2900

Joliet Arsenal
Joliet, Ill. 60436
Area Code: 815 423–5511 (Elwood, Ill.)

Picatinny Arsenal
Dover, N.J. 07801
Area Code: 201 328–4106, 328–4104

U.S. Army Ammunition Procurement and Supply Agency
Joliet, Ill. 60436
Area Code: 815 423–5511 (Elwood, Ill.)

U.S. Army Pine Bluff Arsenal
Arsenal, Ark. 71603
Area Code: 501 JEfferson 4–4600

U.S. Army Rocky Mountain Arsenal
Denver, Colo.
Area Code: 303 ATlas 8–0711

Headquarters, U.S. Army Electronics Command

Fort Monmouth, N.J. 07703

Telephone 535–1997 Area Code 201

The mission of the U.S. Army Electronics Command includes the research and development and the procurement and production of electronic materials for the Army.

Major Commodity Areas

Communications, Electronic Warfare, Combat Surveillance, Night Vision, Automatic Data Processing, Radar, and Meteorological Materiel.

Installations

U.S.. Army Electronics Command
Fort Monmouth Procurement Division
Directorate, Procurement and Production
Fort Monmouth, N.J. 07703
Area Code: 201 535–1729

U.S. Army Electronics Command
Fort Meade Procurement Division
Directorate, Procurement and Production
9800 Savage Road
Fort George G. Meade, Md. 20755
Area Code: 301 PArkway 5–4400

U.S. Army Electronics Command
Philadelphia Procurement Division
Directorate, Procurement and Production
225 South 18th Street
Philadelphia, Pa. 19103
Area Code: 215 KI 6–3200

U.S. Army Electronics Command
Washington Procurement Division
Directorate, Procurement and Production
814 North St. Asaph Street
Alexandria, Va. 22314
Area Code: 202 OXford 5–5369

Headquarters, U.S. Army Test and Evaluation Command

Aberdeen Proving Ground, Md. 21005

Telephone: 272–4000 Area Code 301

The mission of the U.S. Army Test and Evaluation Command is to command those assigned research activities, proving grounds, installations, boards, and facilities required to test equipment, weapons, and materiel systems; to plan and conduct tests of materiel intended for use by the U.S.

Army or developed by the Army for use by other departments of the Government and to assure efficient and economic use of test facilities.

Installations

Aberdeen Proving Ground
Maryland 21005
Area Code: 301 272–4000

U.S. Army Electronic Proving Ground
Fort Huachuca, Ariz.
Area Code: 602 458–3311

Dugway Proving Ground
Dugway Procurement Division
Salt Lake City, Utah
Area Code: 801 524–2097

Jefferson Proving Ground
Madison, Ind.
Area Code: 812 273–1423

White Sands Missile Range
New Mexico 88002
Area Code: 915 678–1401

Yuma Proving Ground
Yuma, Ariz. 85364
Area Code: 602 783–8321

Headquarters, U.S. Army Supply and Maintenance Command

Washington, D.C. 20315

Telephone: OXford 7–5978 Area Code 202

The mission of the U.S. Army Supply and Maintenance Command is the supervision of supply, transportation, and maintenance functions at approximately 150 field installations and activities formerly administered by the headquarters of the 7 technical services.

Depots

Atlanta Army Depot
Forest Park, Ga. 30050
Area Code: 404 366–5460

New Cumberland Army Depot
New Cumberland, Pa. 17070
Area Code: 717 234–4961

Sharpe Army Depot
Lathrop, Calif. 95330
Area Code: 209 466–6071

Anniston Army Depot
Anniston, Ala. 36202
Area Code: 205 237–6611

Blue Grass Army Depot (see Lexington Army Depot)
Richmond, Ky. 40475
Area Code: 606 623–2210

Letterkenny Army Depot
Chambersburg, Pa. 17201
Area Code: 717 264–5111

Navajo Army Depot
Flagstaff, Ariz. 86003
Area Code: 602 774–7161

Pueblo Army Depot
Pueblo, Colo. 81001
Area Code: 303 947–3341

Red River Army Depot
Texarkana, Tex. 75502
Area Code: 214 792–7122

Savanna Army Depot
Savanna, Ill. 61074
Area Code: 273 273–2211

Seneca Army Depot
Romulus, N.Y. 14541
Area Code: 15 585–4481 (Geneva, N.Y.)

Sierra Army Depot
Herlong, Calif. 96113
Area Code: 916 827–2111

Tooele Army Depot
Tooele, Utah 84074
Area Code: 801 882–2550

Umatilla Army Depot
Hermiston, Oreg. 97838
Area Code: 503 567–6421

Fort Wingate Army Depot
Gallup, N. Mex. 87301
Area Code: 505 863–6891

Lexington Army Depot
Lexington, Ky. 40507
Area Code: 606 299–1221

Sacramento Army Depot
Sacramento, Calif. 95801
Area Code: 916 456–7841

Tobyhanna Army Depot
Tobyhanna, Pa. 18466
Area Code: 717 894–8301

Charleston Army Depot
North Charleston, S.C. 29406
Area Code: 803 SHerwood 7-5241

Granite City Army
Granite City, Ill.
Area Code: 618 GLenview 2–7300

Corps of Engineers

The Corps of Engineers contracts with civilian contractors for construction, maintenance, and repair of buildings, structures, and utilities for the Department of the Army. The Corps of Engineers also is responsible for civil works such as river and harbor improvement, flood contol, hydroelectric power, and related projects. Inquiries concerning military construction or civil works should be sent to the following offices:

Office	Mail and/or office address
Office of Chief of Engineers	Building T–7, Washington, D.C.
USA Engineer Waterways, Experiment Station.	Post Office Box 631, Vicksburg, Miss., Halls Ferry R.D., Vicksburg, Miss.
USA Engineer Division, Lower Mississippi Valley.	Post Office Box 80, Vicksburg, Miss., Mississippi River Commission Building, Vicksburg.
USA Engineer District, Memphis	Post Office Box 97, Memphis 1, Tenn., West Memphis, Ark.
USA Engineer District, New Orleans	Foot of Prytania Street, New Orleans 9, La.
USA Engineer District, St. Louis	420 Locust Street, St. Louis 2, Mo.
USA Engineer District, Vicksburg	Post Office Box 60, Vicksburg, Miss., U.S. Post Office and Courthouse Building, Vicksburg.
USA Engineer Division, Missouri River	Post Office Box 1216, Omaha, Nebr., 215 North 17th Street.
USA Engineer District, Kansas City	1800 Federal Office Building, 911 Walnut Street, Kansas City 6, Mo.
USA Engineer District, Omaha	215 North 17th Street, Omaha 2, Nebr.
USA Engineer Division, New England	424 Trapello Road, Waltham, Mass.
USA Engineer Division, North Atlantic	1216 Federal Office Building, 90 Church Street, New York 7.
USA Engineer District, Baltimore	Post Office Box 1715, Baltimore 3, Md., 24th and Maryland Avenues, Baltimore 18, Md.
USA Engineer District, New York	111 East 16th Street, New York 3, N.Y.
USA Engineer District, Norfolk	Post Office Box 119, Norfolk, Va., foot of Front Street, Norfolk, Va.
USA Engineer District, Philadelphia	Post Office Box 8629, Philadelphia, Second and Chestnut Streets, Philadelphia, Pa.
USA Engineer Division, North Central	536 South Clark Street, Chicago, Ill.
USA Engineer District, Buffalo	Engineer Park, foot of Bridge Street, Buffalo, 7, N.Y.
USA Engineer District, Chicago	536 South Clark Street, Chicago, Ill.
USA Engineer District, Detroit	Post Office Box 1027, Detroit 31, Mich., 150 Michigan Avenue, Detroit 26.
USA Engineer District, Rock Island	Clock Tower Building, Rock Island, Ill.
USA Engineer District, St. Paul	1217 U.S. Post Office and Customhouse, 180 East Kellogg Boulevard, St. Paul, Minn.
USA Engineer Division, North Pacific	210 Customhouse, Portland 9, Oreg.
USA Engineer District, Alaska	Box 7002, Anchorage, Alaska.
USA Engineer District, Portland	628 Pittock Block SW., 10th Avenue and Washington Street, Portland 5, Oreg.
USA Engineer District, Seattle	1519 South Alaskan Way, Seattle, Wash.
USA Engineer District, Walla Walla	Building 602, City-County Airport, Walla Walla, Wash.
USA Engineer Division, Ohio River	Post Office Box 1159, Cincinnati, Ohio, Cincinnati Gas and Electric Annex, 315–335 Main Street, Cincinnati, Ohio.
USA Engineer District, Huntington	Post Office Box 2127, Huntington 19, W. Va., 502 Eighth Street, Huntington, W. Va.
USA Engineer District, Louisville	Post Office Box 59, Louisville, Ky., 830 West Broadway, Louisville, Ky.
USA Engineer District, Nashville	Post Office Box 1070, Nashville, Tenn., 306 Federal Office Building, Seventh Avenue and Broadway, Nashville, Tenn.
USA Engineer District, Pittsburgh	564 Forbes Avenue, Manor Building, Pittsburgh, Pa.
USA Engineer Division, South Atlantic	Post Office Box 1889, Atlanta, Ga., 30 Pryor Street, Atlanta, Ga.
USA Engineer District, Charleston	Post Office Box 905, Charleston, S.C., Municipal Marina, Charleston, S.C.
USA Engineer District, Jacksonville	Post Office Box 4970, Jacksonville, Fla., 575 Riverside Avenue, Jacksonville, Fla.

Office	Mail and/or office address
USA Engineer District, Cape Canaveral	Post Office Box 1042, Merritt Island, Fla.
USA Engineer District, Mobile	Post Office Box 1169, Mobile, Ala., 2301 Airport Boulevard, Mobile 7, Ala.
USA Engineer District, Savannah	Post Office Box 889 Savannah, Ga., 200 East St. Julian Street, Savannah.
USA Engineer District, Wilmington	Post Office Box 1890, Wilmington, N.C., 308 Customhouse, Wilmington.
USA Engineer Division, South Pacific	U.S. Appraisers Building, 630 Sansome Street, San Francisco, Calif.
USA Engineer District, Sacramento	Post Office Box 1739, Sacramento, Calif., 650 Capital Avenue, Sacramento 8, Calif.
USA Engineer District, San Francisco	180 New Montgomery Street, San Francisco.
USA Engineer Division, Southwestern	Santa Fe Building, 1114 Commerce Street, Dallas 2, Tex.
USA Engineer District, Albuquerque	Post Office Box 1538, Albuquerque, N. Mex., 517 Gold Avenue, Albuquerque, N. Mex.
USA Engineer District, Fort Worth	Post Office Box 1600, Fort Worth, Tex., 100 West Vickery, Fort Worth.
USA Engineer District, Galveston	Post Office Box 1229, Galveston, Tex., 606 Santa Fe Building, Galveston.
USA Engineer District, Little Rock	Post Office Box 867, Little Rock, Ark., 700 West Capital, Little Rock, Ark.
USA Engineer District, Los Angeles	Post Office Box 17277, Foy Station, 751 South Figueroa Street, Los Angeles 17, Calif.
USA Engineer District, Tulsa	Post Office Box 61, Tulsa, Okla., 616 South Boston Avenue, Tulsa, Okla.
Army Map Service	6500 Brooks Lane NW., Washington, D.C.

Army Medical Service

The Army Medical Service provides health services for the Army and, as assigned, for the Navy and Air Force; develops and supervises policies and plans, provides and conducts programs, establishes standard, technical procedures, organization and doctrine, and conducts medical research and development relating to the health of the Army and develops, provides and services medical materiel required by the Army, and as assigned, for the Navy and Air Force and for foreign aid programs; and prescribes the curricula of the Army Medical Service schools and separate courses of instruction which are composed predominantly of medical professional material.

Office of the Surgeon General, Washington, D.C.

U.S. Army Medical R. & D. Command, Office of The Surgeon General (A)
18th Street and Constitution Avenue NW. 20315

Makes contracts for research in medical sciences, devices, processes, and techniques.

Walter Reed Medical Center, Washington, D.C.
RAndolph 3–1000

Valley Forge Army Hospital, Phoenixville, Pa.
WEllington 3–5863

Letterman Army Hospital, Presidio of San Francisco, Calif.
JOrdan 1–2211

Madigan Army Hospital, Tacoma, Wash.
JUniper 8–3611

Fitzsimons Army Hospital, Denver, Colo.
EMpire 6–5311

Brooke Army Medical Center, Fort Sam Houston, Tex.
CApital 2–8411

William Beaumont Army Hospital, El Paso, Tex.
LOgan 5–4611

Local procurement of:

Nonstandard medical supplies and equipment.
Research equipment.
Animals for research.
Limited quantities of drugs and biologicals.

Headquarters, U.S. Continental Army Command

Fort Monroe, Va. Tel: 737–3221

(Local Procurement at Posts, Camps, and Stations)

Posts, camps and installations under the Continental Army Command are authorized to buy from local sources of supply such as:

Automotive: Spare parts for vehicles; automotive tools; reconditioning of motors; target frames; miscellaneous hardware.

Housekeeping: Supplies such as food, petroleum products, miscellaneous office supplies and equipment, small kitchen utensils and appliances and services, such as laundry, drycleaning and alterations, office machine rentals and repairs, burials, commissary store equipment.

Chemicals: Phosphates, ammonia, denatured alcohol—parts for decontamination units, gas mask parts.

Electrical: Communications equipment, such as telephone and telegraph equipment, including such subcomponents, as adapters, amplifiers, controls dials, generators, wet- and dry-type batteries, intercommunication equipment such as sound recording and reproduction equipment (reproducing tape, turntables, microphones) and television equipment.

Construction: Minor construction (repairs and rehabilitation), custodial services, air-conditioning packing and crating of household goods, miscellaneous hardware, such as handtools, nails, screws, and electrical fixtures; miscellaneous plumbing and heating items, building construction items such as paint, lumber, cement blocks, bricks, glass; agricultural items, such as grass seed, weed killer, tree sprays, insect and rodent control and chemicals. Major subordinate commands of the U.S. Continental Army Command, responsible for procurement and the locations of the posts, camps and stations under their command are:

Headquarters, 1st U.S. Army
Fort George G. Meade, Md.

Boston Army Base
666 Summer Street
Boston, Mass.

Fort Devens
Ayer, Mass.

U.S. Army Training Center
Fort Dix
Wrightstown, N.J.

Camp Drum
Watertown, N.Y.

Fort Hamilton
Brooklyn, N.Y.

Fort Jay
Governors Island
New York, N.Y.

First U.S. Army Recruiting District
Governors Island
New York, N.Y.

U.S. Army Support Center
Niagara Falls, N.Y.

Fort Slocum
New Rochelle, N.Y.

Fort Totten
Bayside, Long Island, N.Y.

Fort Wadsworth
Staten Island, N.Y.

U.S. Army Armor Center
Fort Knox, Ky.

Fort George G. Meade
Md.

Fort Miles
Lewes, Del.

Fort Monroe
Hampton, Va.

Carlisle Barracks
Carlisle, Pa.

Headquarters, XXI U.S. Army Corps
Indiantown Gap Military
Reservation
Annville, Pa.

U.S. Army Engineer Center
and Fort Belvoir
Fort Belvoir, Va.

U.S. Army Transportation
Center and Fort Eustis
Fort Eustis, Va.

U.S. Army Quartermaster Corps
and Fort Lee
Fort Lee, Va.

XX U.S. Army Corps
Fort Hayes
Columbus 18, Ohio

U.S. Army Intelligence Center
and Fort Holabird
Baltimore 19, Md.

Headquarters, 3d U.S. Army
Fort McPherson, Ga.

Fort Benning
Columbus, Ga.

Fort Stewart
Hinesville, Ga.

Fort Gordon
Augusta, Ga.

Fort Jackson
Columbia, S.C.

Fort Bragg
Fayetteville, N.C.

Fort Campbell
Fort Campbell, Ky.

Fort McClellan
Anniston, Ala.

Fort McPherson
Atlanta, Ga.

XII U.S. Army Corps
Atlanta, Ga.

IV U.S. Army Corps
Birmingham, Ala.

Fort Rucker
Ozark, Ala.

Headquarters, 4th U.S. Army
Fort Sam Houston, Tex.

Fort Polk
Leesville, La.

Fort Sam Houston
East Grayson Street and North New
Braunfels Avenue
San Antonio, Tex.

Fort Sill
Lawton, Okla.

Fort Bliss
El Paso, Tex.

Fort Chaffee
Fort Smith, Ark.

Fort Hood
Killeen, Tex.

Fort Wolters
Mineral Wells, Tex.

Headquarters, VIII U.S. Army Corps
708 Colorado Street
Austin, Tex.

Headquarters, 5th U.S. Army
1660 East Hyde Park Boulevard, Chicago, Ill.

Fort Riley
Junction City, Kans.

Fort Sheridan
Highwood, Ill.

Fort Wayne
6301 West Jefferson Avenue
Detroit, Mich.

U.S. Army Support Center
St. Louis, Mo.

U.S. Army Support Detachment
Chicago, Ill.

Camp Atterbury
Edinburg, Ind.

Fort Benjamin Harrison
Indianapolis 16, Ind.

Fort Carson
Colorado Springs, Colo.

Camp McCoy
Sparta, Wis.

Headquarters, XIV U.S. Army Corps
1006 West Lake Street
Minneapolis, Minn.

Fort Custer
Battle Creek, Mich.

Fort Leavenworth
Leavenworth, Kans.

Fort Leonard Wood
Waynesville, Mo.

Headquarters, XVI U.S.
Army Corps
Omaha, Nebr.

Headquarters, VI U.S. Army Corps
Battle Creek Federal Center
Battle Creek, Mich.

Headquarters, 6th U.S. Army
Presidio of San Francisco, Calif.

Fort Lawton
Seattle, Wash.

Fort Douglas
Salt Lake City, Utah

Presidio of San Francisco
San Francisco, Calif.

Fort Lewis
Tacoma, Wash.

Fort Irwin
Barstow, Calif.

Fort MacArthur
San Pedro, Calif.

Fort Ord
Monterey, Calif.

Headquarters, Military District of Washington
U.S. Army, Washington, D.C.

Fort Lesley J. McNair
4th and P Streets SW.
Washington, D.C.

Fort Myer
Arlington, Va.

Cameron Station
5010 Duke Street
Alexandria, Va.

54-543°—66——4

DEPARTMENT OF THE NAVY MAJOR PURCHASING OFFICES

Bureaus and Offices

Chief, Bureau of Naval Weapons Department of the Navy Washington, D.C. 20360 Tel: 202 OXford 6–7470	Guided missiles, airframes, aircraft engines, propellers, instruments, armament and fire-control systems, ground handling equipment for aircraft and missiles, electronic equipment, antisubmarine equipment, parachutes, flight clothing, navigation equipment, high-energy fuels, photographic equipment and services, meteorological equipment, aircraft training equipment, catapults, naval guns, torpedoes, and research and development needs for these items.
Chief, Bureau of Ships Department of the Navy Washington, D.C. 20360 Tel: 202 OXford 6–3362	Ships and ship repair, minesweeping gear, shipboard and deck machinery, propellers and shafting, internal combustion and gas turbine engines, refrigeration and air-conditioning equipments, motors and motor-generator sets, interior communication systems, and electronic equipment including radar, radio, radiac, etc., navigation systems, sonar, and small boats including research and development needs for these items.
Chief, Bureau of Yards and Docks Department of the Navy Washington, D.C. Tel: 202 OXford 6–3281	Cranes, powerplants, piledrivers, dredges, major boiler plants and electrical generators, and permanent facilities (including acquisition and disposal of real estate). This Bureau is responsible for the Navy's construction projects, as well as station maintenance and repair, including public utilities services. Contracts for such projects, however, are let through the Directors, District and Area Public Works Offices. (See subsection on Navy Construction, pp. 48 and 49.)
Commandant of the Marine Corps (Code CSG) Headquarters, U.S. Marine Corps Washington, D.C. Tel: 202 OXford 4–1919	Electronics equipment, construction equipment, specialized vehicles and equipment peculiar to the Marine Corps such as landing vehicles, trailer-mounted compressors, welders, generators, floodlight sets, etc., repair parts for specialized Marine Corps equipment.
Chief of Naval Research Department of the Navy Washington, D.C. Tel: 202 OXford 6–6650	Responsible for basic and applied research, including fundamental studies, in such fields as electronics, chemistry, and physics, and serves to coordinate the research programs of the technical bureaus.
Chief, Bureau of Naval Personnel Department of the Navy Washington, D.C. Tel: 202 OXford 4–2835	Responsible for procurement of training services from educational institutions and of training publications.
Chief, Bureau of Supplies and Accounts, Department of the Navy Washington, D.C. Tel: 202 OXford 6–4680	Does not do any actual procurement or let contracts, but exercises technical control over the field purchasing activities—including all of those listed except the technical bureaus, the Marine Corps, the Military Sea Transportation Service, Office of Naval Research, Administrative Office, and Navy Training Devices Center.
Administrative Office Department of the Navy Washington, D.C. Tel: 202 OXford 6–7666	Services and material for the internal operation of the Navy Bureaus and Offices. Office services, office equipment rental, computer services and rental, printing, binding, and editing services.

Navy Purchasing Offices

Navy Purchasing Office
Washington Navy Yard
Building 200
Washington, D.C. 20390
Tel: 202 OXford 8–2957/8–2958

Machine tools (metal and wood working, portable and stationary), industrial equipment for shops, including boilers, ovens, electric motors, transformers, and generators, forgings, metallurgical testing, welding, warehousing, pumps, test stands. Musical instruments, electrical measuring or indicating instruments, steel plates and shapes, air-conditioning and refrigeration equipment (industrial and domestic). Missile containers, missile components, electric and electronic components, antennas, radar components, mine components. Research, development, test and analytical services and material as requested by naval activities in the Washington, D.C., area.

Officer in Charge
Navy Purchasing Office
Third Ave. and 29th St.
Brooklyn, N.Y. 11232
Tel: 212 STerling 8–5000

Research, development, test and analytical material and services. Ships machinery and hardware. Engineering and technical services. Also general procurement for activities in the New York area (e.g., ships' store items, nonstandard equipment and supplies, training devices, etc.).

Officer in Charge
Navy Purchasing Office
929 South Broadway
Los Angeles, Calif. 90015
Tel: 213 688–2721

Responsible for purchasing requirements of all Naval activities in the 11th Naval District in excess of their local purchase authority (normally $2,500). Majority of purchases are items of a technical nature, including research and development requirements, and supplies and services for support of R. & D. Naval activities in Southern California.

Inventory Control Points

Commanding Officer
Navy Aviation Supply Office
700 Robbins Ave.
Philadelphia, Pa. 19111
Tel: 215 RAndolph 8–1212

Weapons; aircraft gunnery fire-control components; airframe structural components; aircraft components and accessories; aircraft launching, landing, and ground handling equipment; small craft; marine hardware and hull items, buoys; tire rebuilding and tire and tube repair materials; gas turbines and jet engines, aircraft, and components; engine accessories; mechanical power transmission equipment; bearings; metalworking machinery; wrapping and packaging machinery; special industry machinery; materials handling equipment, non-self-propelled; rope, cable, chain and fittings; firefighting, rescue and safety equipment; pumps and compressors; furnace, steamplant, and drying equipment and nuclear reactors; plumbing fixtures and accessories; pipe, tubing, hose and fittings; valves, nonpowered; maintenance and repair shop equipment; handtools, hardware and abrasives; prefabricated and portable buildings; lumber, millwork, plywood, and veneer; wallboard, building paper and thermal insulation materials; communication equipment; electrical and electronic equipment components; electric wire, and power and distribution equipment; lighting fixtures and lamps; miscellaneous alarm and signal systems; instruments and laboratory equipment; photographic supplies; chemicals and chemical products; armament training devices; furniture; household and commercial furnishings and appliances; food preparation and serving equipment; office supplies; books, maps, and other publications; floor polishers and vacuum cleaners; paint and artists' brushes; containers, packaging and packing supplies; textiles, leather and furs; clothing and individual equipment; beverages, nonalcoholic; fuels, lubricants, oils and waxes, nonmetallic fabricated materials; metal bars, sheets and shapes; chemical reproductions; printing and related services; technical publications.

Commanding Officer
Navy Ships Parts Control Center
Mechanicsburg, Pa. 17055
Tel: 717 766–8511

Electrical and mechanical assemblies; power distribution equipment; transformers; alarms and signal systems; communication equipment; electrical fittings and fixtures; precision machine work; firefighting and safety equipment; drafting equipment; ferrous blooms and billets; ammunition and rockets and related products and components; rocket launchers, missiles and component parts; bombs, weapons and weapon parts; chemical products, cutting tools for machine tools and other machine tool accessories; gages and thermometers, minesweeping gear and repair parts; marine hardware and hull items; navigation equipment; gaskets, packing materials and assemblies; pipes and tubes; survival at sea equipment; vales; friction and nonfriction bearings; heaters; shipboard furniture; hose and hose assemblies; non ferrous ingots and pigs; optical components; motors; batteries; bandsaw blades; welding, flame-cutting and metallizing equipment and supplies.

Commanding Officer
Navy Electronic Supply Office
Great Lakes, Ill. 60088
Tel: 312 336–3500

Antennas and antenna accessories; amplifiers; attenuators; batteries; bearings; cable; cable assemblies; cabinets and test benches; capacitors; cavities; circuit breakers; coils; conduit and conduit fittings; connectors; contacts; brushes and electrodes; converters; crystals, filters; fuses and fuse holders; generators; hardware; handsets; indicators; insulation; insulators; jackboxes; keyers; lamps and lighting fixtures; loudspeakers; meters and measuring equipment; microphones and accessories; mixers; modulators; modules and printed circuit assemblies; motors; networks; oscillators; instrument panels; receivers; recorders and components; pressure regulators; relays, contactors and solenoids; resistors; semiconductor devices; tube shields and insert; sockets; sound recording equipment; stuffing tubes; switches; terminal boards; terminals and lugs; transformers; transmitters; tubes, tuners; waveguides and accessories; wire.

Navy Supply Centers and Depots

Commanding Officer
U.S. Naval Supply Center
Naval Base
Norfolk, Va. 23511
Tel: 703 444–3051

General procurement for Naval activities and ships in the Fifth Naval District and Atlantic Ocean Areas (e.g., operating supplies; maintenance and repair components and equipment; laboratory and test equipment; communications equipment; some research, development, test and evaluation).

Commanding Officer
U.S. Naval Supply Center
Oakland, Calif. 94614
Tel: 415 TWinoaks 3–4224

General procurement for Naval activities in the Twelfth Naval District and Pacific Ocean Area overseas ships and bases (e.g., miscellaneous ship and marine equipment; engine accessories; communication equipment; electrical and electronic equipment and components; pipe, tubing, hose, and fittings; cable, chain, and fittings; various services including funeral, printing, laundry, and equipment repair; general supply-type items; ship stores' resale items, etc.).

Commanding Officer
U.S. Naval Supply Depot
ATTN: Purchase Department
Great Lakes, Ill. 60088
Tel: 312 DElta 6–3500

General procurement for Naval activities in the Michigan, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Colorado, and Wyoming area (e.g., chemicals and chemical products; laboratory equipment; toiletries; books, maps, and other publications; general supply-type items, etc.).

Commanding Officer
U.S. Naval Supply Center
Charleston, S.C. 29408
Tel: 803 SHerwood 7–4171

General procurement for certain Naval activities in the North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, and Mississippi area (e.g., chemicals and chemical products; electrical motors; electrical control equipment; miscellaneous furniture and fixtures; general supply-type items, etc.).

Commanding Officer
U.S. Naval Supply Depot
Newport, R.I. 02840
Tel: 401 841–2686

General procurement for certain Naval activities in the Maine, New Hampshire, Vermont, Massachusetts, Rhode Island area (e.g., electronic and electrical components; chemicals and chemical products; automotive supplies; galley equipment and supplies; general supply-type items, etc.).

Commanding Officer U.S. Naval Supply Depot Seattle, Wash. 98119 Tel: 206 ATwater 3–5200	General procurement for Naval activities in the Washington, Oregon, Idaho, Montana area and Alaska (e.g., artists' supplies, chemicals and chemical products; blueprinting services; corrosion preventive compounds; divers' equipment; electrical hardware; laboratory equipment and supplies; general supply-type items, etc.).
Commanding Officer U.S. Naval Supply Center Pearl Harbor, Hawaii Tel: 808–4711, Ext. 54161 (Mail Address: Box 300, Navy No. 128, FPO, San Francisco, Calif. 96614)	General procurement for Naval activities in the Hawaiian Islands and other Pacific Ocean area activities and operating forces as may be required.
Commanding Officer U.S. Naval Supply Depot Guam, Mariana Islands Tel: 33–4111 (Mail Address: Navy No. 926, FPO, San Francisco, Calif. 96635)	General procurement for ashore and afloat activities in the Mariana Islands area (e.g., bakery and dairy products, fresh shell eggs; automotive and heavy equipment repair parts; tires and tubes; building and construction materials; hardware; electrical, plumbing and safety equipment; prescription glasses; diving gear; office machines and supplies; air-conditioning units and parts; various gases; electronic parts; paint; periodicals, printing; rubber stamps; lubricants; plywood; photographic supplies; EAM cards and forms; washing machines; refrigerators; tape recorders. Services include repair of office machines; outboard motors; tire recapping; renovation of recreational areas; packing and crating of household goods; termiteproofing of military quarters; laundry and drycleaning and stevedoring.
Navy Shipyards and Repair Facilities	
Commander Boston Naval Shipyard Boston, Mass. 02129 Tel: 617 242–1400	General procurement for certain Naval activities in the New England area (e.g., electrical wire and cable; welding wire and electrodes; chemicals; hardware; refrigeration and air-conditioning equipment; electronic test equipment; power-distribution equipment; measuring instruments; nonicing windows; sound-detecting equipment; abrasives; aluminum ladders; food preparation and serving equipment).
Commander Puget Sound Naval Shipyard Bremerton, Wash. 98314 Tel: 206 478–7355	General procurement for Naval activities in Northwest United States, including major shipboard components including pumps, davits, hoisting equipment, metal sheets, and switchgear. Also shipboard repair components including special valves, piping, and electrical items; normal shipyard requirements for production shops and maintenance items; special electronic components including oscillographs, pressure transducers, programers, rate gyrotest turntables, and power supplies.
Commander Charleston Naval Shipyard Naval Base Charles, S.C. 29408 Tel: 803 SHerwood 7–4171	General procurement for operation and maintenance of Charleston Naval Shipyard (e.g., chemicals, electrical and electronic equipment, hardware, gangways, blasting sand, liquid oxygen, deck coverings, lead ballast weights, submarine equipment and supplies).
Commander Philadelphia Naval Shipyard Naval Base Philadelphia, Pa. 19112 Tel: 215 HOward 5–1010	General procurement for certain Naval activities in the Pennsylvania, South New Jersey, Delaware, and Ohio area (e.g., shipboard doors, latches and scuttles, shipboard airvent covers and manhole covers, gangways, hydraulic cylinders, boat davits, slipring assemblies, blasting sand, liquid oxygen, lithographic forms).
Commander Portsmouth Naval Shipyard Portsmouth, N.H. 03804 Tel: 207 439–1000	Procurement of materials required in the development, construction, repair and alteration of submarines, including hull steel, special corrosion resisting steel, pipe and tubing, valves and fittings of all types, castings, pumps and motors, antenna masts, propellers, controllers and panels, alarm and signal systems, metal furniture, air compressors, gages, test equipments, power transmission equipments, etc. Contracting for services include design engineering printing of instruction booklets, piping fabrications, office machine repair and maintenance, laundry services, transportation of household goods, etc. General procurement of plant operation and maintenance items for Naval activities in the northern New England area.

Commanding Officer U.S. Naval Submarine Base New London, Conn. 06342 Tel: 203 449-3011	Submarine equipment and supplies, alarm and signal systems, compressed gases, dairy and bakery provisions for various activities and vessels in the New London area; repair parts for miscellaneous equipment; disposal of radioactive waste material; safety equipment; electrical hardware; laboratory supplies; automotive repair parts; sandblasting supplies; miscellaneous equipment for maintenance and repair shops; stone and gravel.
Commanding Officer U.S. Naval Station Key West, Fla. 33040 Tel: 305 296-3511	Communication equipment, electrical equipment, engine accessories and components, ship and marine equipment, laundry supplies, sundries.
Commanding Officer and Director U.S. Navy Underwater Sound Lab. Fort Trumbull Port London, Conn. 06321 Tel: 204 443-8361	Instrumentation for research and development.

Navy Aviation Activities

Commanding Officer Naval Air Engineering Center Philadelphia, Pa. 19112 Tel: 215 HOward 5-1000 or 5-1020	Research, development, test and analytical services and materials for aircraft launching, recovery and landing-aid systems (carrier and land-base); spare parts for catapult and arresting gear; machine tools and metalworking machinery. Electronic environmental and laboratory testing equipment to support research, development, test and evaluation of aerospace pilot protective survival equipment; aeronautical accessories, powerplants, structure and materials; technical representative services for aviation systems and equipment; and technical documentation and engineering services for naval weapons.
Commanding Officer U.S. Naval Air Development Center Johnsville, Pa. 18974 Tel: 215 OSborne 5-7000	Procurements for research and development in the fields of antisubmarine warfare, aeronautic electronics, aeronautical instruments, aeronautical photography, aviation medicine, and attendant equipment and support services.
Commanding Officer Naval Avionics Facility 21st St. and Arlington Ave. Indianapolis, Ind. 46218 Tel: 317 FLeetwood 7-8311 or 7-3129	Procurement of materials and services required for development, preproduction manufacturing, repair and overhaul of airborne fire-control hardware and test equipment.
Commanding Officer Naval Air Station Jacksonville, Fla. 32212 Tel: 305 389-7711	Aircraft components and accessories; ship and marine equipment; vehicular equipment components; tires and tubes; engines, turbines and components; engine accessories; mechanical power transmission equipment; bearings; woodworking machinery and equipment; service and trade equipment; special industry machinery; rope, cable, chain, and fittings; refrigeration and air-conditioning equipment; firefighting, rescue and safety equipment; pumps and compressors; plumbing, heating, and sanitation equipment; water-purification and sewage-treatment equipment; pipe, tubing, hose, and fittings; valves, maintenance, and repair shop equipment; handtools; measuring tools, hardware and abrasives; lumber, millwork, plywood, and veneer; construction and building materials; communication equipment; electrical and electronic equipment components; electric wire and power and distribution equipment; lighting fixtures and lamps; alarm and signal systems; medical, dental, and veterinary equipment and supplies; instruments and laboratory equipment; photographic equipment; chemicals and chemical products; furniture; household and commercial furnishings and appliances; food preparation and serving equipment; office machines and data-processing equipment; office supplies; cleaning equipment and supplies; brushes, paints, sealers, and adhesives; containers, packaging, and packing supplies; textiles, leather and furs; subsistence; fuels, lubricants, oils, and waxes, and miscellaneous items.

Commanding Officer U.S. Naval Air Station Memphis, Tenn. 38115 Tel: 901 872–1711	Engine accessories, firefighting and safety equipment, chemical and chemical products, metalworking machinery.
Commanding Officer U.S. Naval Air Station Patuxent River, Md. 20670 Tel: 301 VO 3–3111	Communication equipment, compressed gases, firefighting equipment and supplies, chemical products, barometers, electrical supplies and components.
Commanding Officer U.S. Naval Air Station Pensacola, Fla. 32508 Tel: 305 GLendale 5–3211	General procurement for certain Naval activities in the Florida, Alabama, Mississippi, and Louisiana areas (e.g., hardware, plumbing, and electric wire and power and distribution equipment; firefighting, rescue, and safety equipment; electrical and electronic equipment components; aeronautical material; tools and attachments for metalworking and woodworking machinery; chemicals and chemical products; miscellaneous maintenance and repair-shop specialized equipment; lubrication and fuel dispensing equipment; paint; etc.).
Commanding General Marine Corps Air Station Cherry Point, N.C. 28533 Tel: 919 447–2111	Weapons; guided missiles, launchers and handling and servicing equipment; airframe structural components; aircraft components and accessories; aircraft ground servicing equipment; small craft; marine hardware and hull items; railroad track materials; bicycles; vehicular equipment components; engine accessories; mechanical-power transmission equipment; bearings; tools and attachments for woodworking machinery; metalworking machinery; service and trade equipment; special industry machinery; service and trade equipment; gardening implements and tools; materials handling equipment; rope, cable, chain, and fittings; refrigeration and air-conditioning equipment; maintenance and repair-shop equipment; handtools; measuring tools; office machines and data-processing equipment; office supplies and devices; firefighting, rescue and safety equipment; pumps and compressors; furnace, steamplant and drying equipment, and nuclear reactors; plumbing, heating, and sanitation equipment; water purification and sewage treatment equipment; pipe, tubing, hose, and fittings; valves; hardware and abrasives; prefabricated structures and scaffolding; lumber, millwork, plywood, and veneer; construction and building materials; medical, dental, and veterinary equipment and supplies; photographic equipment; chemicals and chemical products; food preparation and serving equipment; books, maps, and other publications; containers; packaging and packing supplies; tires and tubes; excavating and highway maintenance; communications equipment; electrical and electronic-equipment components; electric wire, and power-distribution equipment; lighting fixtures and lamps; alarm and signal systems; instruments and laboratory equipment; training aids and devices; furniture; household and commercial furnishings and appliances; musical instruments, phonographs, and home-type radios; cleaning equipment and supplies; brushes, paints, sealers, and adhesives; textiles. leathers, and furs; clothing and individual equipment; agricultural supplies; dairy foods and eggs; fuels, lubricants, oils, and waxes; nonmetallic fabricated materials; metal bars, sheets, and shapes; signs, advertising displays and identification plates; smokers' articles and matches.
Commanding Officer U.S. Naval Air Station Corpus Christi, Tex. 78419 Tel: 512 TErminal 5–8211	General procurement for certain Naval activities in the Louisiana, Arkansas, Oklahoma, Texas, and New Mexico area (e.g., firefighting, rescue, and safety equipment; electrical and electronic equipment components; aircraft engine fuel-system components; aircraft engine electrical system components; miscellaneous aircraft engine accessories, and all commercial-type items used by the Navy).

Navy Ordnance Activities

Commanding Officer Naval Ammunition Depot Crane, Ind. 47522 Tel: 812 854–2511	Pyrotechnics, some conventional ammunition and components parts and explosives; electrical and electronic equipment and supplies; instruments and laboratory equipment; special metallic and nonmetallic fabricated materials.
Commanding Officer U.S. Naval Ordnance Plant Forest Park, Ill. 60130 Tel: 312 FO 6–2700	Electrical and electronic components; test equipment; castings and forgings (ferrous and nonferrous), raw materials (ferrous and nonferrous), miscellaneous machine tools; bearings, laboratory equipment and supplies; electric motors, torpedo components; torpedo and automotive batteries.
Commanding Officer U.S. Naval Ordnance Plant Louisville, Ky. 40214 Tel: 502 361–2641	Wood and steel containers; production jigs and fixtures; ferrous and nonferrous castings and forgings; parachute packs; bomb fins; guided missile warheads; boosters and sustainers; mine parts; solonoid and control valves; and manufactured ordnance parts.
Commanding Officer U.S. Naval Ordnance Plant Macon, Ga. 31201 Tel: 912 788–6700	Metals and plastics (powders, bars, stampings, extrusions, and ammunition component parts), chemicals (polyvinyl chloride, strontium nitrate, barium nitrate, silicon, etc.), explosives (priming mixtures, delay compositions, high explosives, and propellants), paper and wood packaging (boxes and nestings).
Commanding Officer U.S. Naval Ammunition Depot McAlester, Okla. 74501 Tel: 918 GArden 3–6330	Conventional ammunition and component parts and explosives; electrical and electronic equipment and supplies; instruments and laboratory equipment; special metallic and nonmetallic fabricated materials.
Commanding Officer U.S. Naval Propellant Plant Indian Head, Md. 20640 Tel: 301 743–2111	Inorganic chemicals; precision tools; engine accessories; defusers; explosive devices such as ignitors, initiator assemblies and squibs; metalworking machinery; intercommunication equipment; electrical equipment; liquid- and gas-flow measuring instruments; laundry services.
Commander U.S. Naval Weapons Laboratory Dahlgren, Va. 22448 Tel: 703 NOrth 3–2511	Experimental research and development services; missile warheads and explosive components; engine accessories; woodworking machinery and equipment; metalworking machinery.
Commanding Officer U.S. Naval Ordnance Laboratory Silver Spring, Md. 20910 Tel: 301 434–7100	Research and development in naval ordnance items, particularly in the area of underwater devices and fuzing. Various mechanical and electronic items, as well as test equipment to support the research and development effort. A wide variety of small purchase items generally procured in the local trade area.
Commanding Officer U.S. Naval Ordnance Test Station China Lake, Calif. 93557 Tel: (via Ridgecrest, Calif.) FR 7–7411	Research and development and testing equipment in connection with missiles, rockets, etc.
Commanding Officer U.S. Naval Torpedo Station Keyport, Wash. 98345 Tel: 206 478–8434	Electrical and electronic equipment and supplies, testing instruments, metals, plastics, torpedo components, chemicals, hardware, machine-shop equipment and miscellaneous maintenance supplies.
Commanding Officer and Director U.S. Navy Mine Defense Laboratory Panama City, Fla. 32402 Tel: 305 234–2281	Underwater sound equipment; sound-recording and reproducing equipment; electrical-control equipment; radio and television equipment; instruments and laboratory equipment; lubricating and fuel-dispensing equipment.

Other Navy Activities

Commanding Officer and Director U.S. Naval Training Device Center Port Washington, N.Y.	Responsible for the procurement of training aids and devices for personnel of the Army, Navy, Marine Corps, and other DOD activities. Includes procurement of hardware and research and development effort necessary for training devices designed to simulate actual conditions in areas such as shiphandling, communications, gunnery, fire-control, operational flight training, weapons systems trainers, human engineering. Engineering services for various devices.
Director U.S. Naval Research Laboratory Washington, D.C. 20390 Tel: 202 JOhnson 3–6600	Environmental chambers; nuclear instrumentation; systems such as optical, infrared, radar, sonar, radioastronomy, reactor, radiation stabilizer, telemetry, memory, environmental, vacuum, and cryogenics with associated instrumentation and components; equipments for crystal processing; data processing; materials testing and navigation; antennas; lasers, masers; research and cryogenic magnets; instrumentation for satellites and oceanographic research; machine tools; metallurgical instruments; laboratory instruments; equipment and supplies; communication equipment; electronic components; chemicals, insulating materials; special and routine metals; and maintenance services.
Commander U.S. Naval Oceanographic Office Washington, D.C. 20390 Tel: 301 REdwood 6–2700	Experimental research and development services for Oceanographic Shipboard Survey Systems; data processing; various types of test equipment, sound-recording and reproduction equipment; instrument and laboratory equipment; photographic, lithographic and all types of printing equipment.
Superintendent U.S. Naval Academy Annapolis, Md. 21402 Tel: 301 268–7711	Pennants and flags; boat repairs (small craft); aluminum and wood boat masts; study desks; drafting supplies, diploma cases; janitor supplies; motion-picture machines; optical supplies and services; sails for small craft; sailcloth (duck or cotton, dacron, nylon); radio materials.
Commanding Officer and Director David W. Taylor Model Basin Washington, D.C. 20007 Tel: 301 EMpire 5–2600	Sound-recording and reproducting equipment; electrical control equipment; cameras; instruments and laboratory equipment; electronic components; radio hardware; underwater television equipment; fasteners; machine and hand tools; optical equipment; metals; insulating materials; photographic supplies; and janitorial supplies.

Marine Corps Activities

Commanding General Marine Corps Supply Activity 1100 South Broad St. Philadelphia, Pa. 19146 Tel: KIngsley 6–2000	Repair parts for tactical equipment and vehicles; electronic components; engineering components and spare parts; athletic equipment.
Commanding General Marine Corps Supply Center Albany, Ga. 31704 Tel: 912 435–3451, Ext. 511 or 512	Automotive spare parts and accessories; electronic components and spare parts; miscellaneous electrical and plumbing supplies; safety equipment; abrasives; spare parts for materials-handling equipment; packing and packaging equipment and supplies; food for resale.
Commanding General Marine Corps Supply Center Barstow, Calif. 92312 Tel: 831–1445, Ext. 224 or 821	Automotive spare parts and accessories; electronic components and spare parts; miscellaneous electrical and plumbing supplies; safety equipment; abrasives; spare parts for materials-handling equipment; packing and packaging equipment and supplies; food for resale.
Commanding General Marine Corps Base Camp Lejeune, N.C. 28542 Tel: 231–3540, Ext. 75570	Repair parts for maintenance of buildings, grounds and equipments; plumbing, heating and sanitation equipment; pipe, tubing, and fittings; valves; hardware and abrasives; construction and building materials; books and publications; recreational and athletic; food for resale.
Commanding General Marine Corps Base Camp Pendleton, Calif. 92056 Tel: 714 722–4111, Ext. 2922 or 2924	Repair parts for maintenance of buildings, grounds and equipment; plumbing, heating and sanitation equipment; pipe, tubing, and fittings; valves; hardware and abrasives; construction and building materials; books and publications; recreational and athletic equipment; food for resale.

Commandant Marine Corps Schools Quantico, Va. 22134 Tel: 703 875–9706, Ext. 2–0721	Hardware, plumbing, electrical, building and groundkeeping supplies in support of Marine Corps Educational Center including office and training supplies, training aids and technical books; specialized equipment and supplies for test and evaluation; special rifle team equipment and related supplies in support of the Marine Corps Marksmanship Training Unit; schools, supplies, and equipment for five dependents' schools; commercial vehicle parts; laundry supplies and equipment; items for Marine Corps museums and common grocery-type items for the Sales Commissary.
Commanding General Marine Corps Recruit Depot Parris Island, S.C. 29905 Tel: JA 4–2111, Ext. 4692	Plumbing and heating fixtures and accessories; fire-fighting and safety equipment and components; books, publications, and periodicals; condiments; vehicular and construction equipment; repair parts (commercial); general housekeeping supplies; alteration services for military clothing; stevedoring and local drayage services; periodic service inspection on various types of office machines.
Commanding General Marine Corps Recruit Depot San Diego, Calif. Tel: 831–1540	Plumbing and heating fixtures and accessories; firefighting and safety equipment and components; books, publications, and periodicals; condiments; vehicular and construction equipment; repair parts (commercial); general housekeeping supplies; alteration services for military clothing, stevedoring and local drayage services; periodic service inspection on various types of office machines.
Commanding General Marine Corps Base Twentynine Palms, Calif. Tel: 831–1350, Ext. 813	Repair parts for maintenance of buildings, grounds, and equipment; plumbing, heating and sanitation equipment; pipe, tubing, and fittings; valves; hardware and abrasives; construction and building materials; books and publications; recreational and athletic equipment; food for resale.

Navy Construction

Contracts for construction projects and major station maintenance and repair are awarded by the following area offices:

District Public Works Officer
1st Naval District
495 Summer St.
Boston, Mass. 02210
Tel: LIberty 2–5100
(Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island including Block Island.)

District Public Works Officer
3d Naval District
90 Church St.
New York, N.Y. 10007
Tel: REctor 2–9100
(Connecticut, New York, also the northern part of New Jersey, including the counties of Monmouth, Middlesex, Somerset, Hunterdon, and all counties north thereof.)

District Public Work Officer
4th Naval District
Building No. 1, Naval Base
Philadelphia, Pa. 19112
Tel: 755–3955
(Pennsylvania, Ohio and Delaware, also the southern part of New Jersey, including the counties of Mercer, Burlington, Ocean, and all counties south thereof.)

Area Public Works Office, Chesapeake
U.S. Naval Station, Washington Navy Yard Annex
Washington, D.C. 20390
Tel: 202 OXford 8–3300
(District of Columbia, the counties of Anne Arundel, Prince Georges, Montgomery, St. Marys, Calvert, and Charles in Maryland and the counties of Arlington, Fairfax, Stafford, King George, Prince William, and Westmore and the city of Alexandria in Virginia.)

Director, Atlantic Division
Bureau of Yards and Docks
Naval Base
Norfolk, Va. 23511
Tel: MAdison 2–8211
(Atlantic Area—Maryland, West Virginia, Virginia, Kentucky, and eastern part of North Carolina, including counties of Gates, Chowan, Washington, Beaufort, Craven, Jones, Onslow, and all counties east thereof, except counties indicated in APOW, Ches.)

Director, Southeast Division
Bureau of Yards and Docks
U.S. Naval Base
Charleston, S.C. 29408
Tel: SHerwood 7–4171
(North Carolina, less those counties listed in the Atlantic Division, South Carolina, Georgia, Florida, Alabama, Mississippi, and Tennessee.)

Director Public Works Office
8th Naval District
Building No. 16, Naval Station
New Orleans, La. 70140
Tel: FOrest 6–2311
(Louisiana, Arkansas, Oklahoma, Texas, and New Mexico.)

District Public Works Officer
9th Naval District
Building No. 1A
Great Lakes, Ill. 60088
Tel: 336–3500
(Michigan, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Colorado, and Wyoming.)

Area Public Works Officer, Caribbean
Navy No. 116, Fleet Post Office
New York, N.Y. 09592
Tel: San Juan 72–20080
(Puerto Rico, Virgin Islands, Trinidad, and Panama Canal Zone.)

Director, Southwest Division
Bureau of Yards and Docks
1220 Pacific Highway
San Diego, Calif. 92132
Tel: BElmont 2–3871
(Arizona, Clark County in Nevada; southern part of California including the counties of Santa Barbara, Kern, and San Bernardino, and all counties south thereof.)

District Public Works Officer
12th Naval District
San Bruno, Calif. 94067
Tel: JUno 3–1640
(Utah, Navada, less Clark County; northern part of California, including the counties of San Luis Obispo, Kings, Tulare, Inyo and all counties north thereof.)

Director, Northwest Division
Bureau of Yards and Docks
Seattle, Wash. 98119
Tel: ATwater 3–5200
(Washington; Oregon; Idaho; Montana; also:
Officer in Charge
Bureau of Yards and Docks
Contracts in 17th Naval District.)

District Public Works Officer
14th Naval District
Navy No. 128, Fleet Post Office
San Francisco, Calif. 96614
Tel: Pearl Harbor 4711
(Hawaiian Islands and islands to the westward and southward including the Midway Islands, Jure, Wake, Johnston, and Palmyra Islands, Kingham Reef and Kwajalein Atoll (Marshall Islands).)

DEPARTMENT OF THE AIR FORCE MAJOR PURCHASING OFFICES

San Antonio Air Materiel Area
Kelly Air Force Base
San Antonio, Tex. 78241
Tel: 923–5411, Ext. 64192

Nuclear bombs; nuclear projectiles; nuclear warheads and warhead sections; nuclear demolition charges; nuclear rockets; conversion kits, nuclear ordnance; fuzing and firing devices, nuclear ordnance; nuclear components; high explosive charges, propellants and detonators, nuclear ordnance; specialized test and handling equipment, nuclear ordnance; miscellaneous nuclear ordnance; airframe structural components; parachutes and aerial pickup, delivery and tiedown equipment; miscellaneous aircraft accessories and components; aircraft arresting barrier and barricade equipment; aircraft launching equipment; aircraft ground servicing equipment; airfield specialized trucks and trailers; gasoline reciprocating engines, except aircraft and components; gasoline reciprocating engines, aircraft and components for engines assigned to San Antonio AMA; diesel engines and components; steam turbines and components; gas turbines and jet engines, aircraft and components for turbines and jet engines assigned to San Antonio AMA; miscellaneous engines and components; engine fuel system components, nonaircraft; engine fuel system components, aircraft; engine electrical control components, nonaircraft; engine electrical system components, aircraft; engine cooling system components, nonaircraft; engine air and oil filters, strainers and cleaners, nonaircraft; miscellaneous engine accessories, nonaircraft; torque converters and speed changers; gears, pulleys, sprockets and transmission chain; belting, drive belts, fan belts and accessories; miscellaneous power transmission equipment; gas generating equipment; self-contained refrigeration units and accessories; refrigeration and air conditioning plants and components; fans and air circulators, nonindustrial; nuclear reactors; motor vehicle maintenance and repair shop, specialized equipment; aircraft maintenance and repair shop, specialized equipment; lubrication and fuel dispensing equipment; miscellaneous maintenance and repair shop, specialized equipment; motors, electrical; electrical control equipment; generators and generator sets, electrical airborne; transformers, distribution and power station; converters, electrical; rectifying equipment, electrical; batteries, primary; batteries, secondary; miscellaneous electrical power and distribution equipment; indoor and outdoor electrical lighting fixtures; electrical vehicular lights and fixtures (aeronautical) airborne; electric portable and handlighting equipment; electric lamps; ballasts, lampholders and starters; nonelectrical lighting fixtures; traffic and transit signal systems; shipboard alarm and signal systems; aircraft alarm and signal systems; miscellaneous alarm and signal systems; electrical and electronic properties measuring and testing instruments; chemical analysis instruments; physical properties testing instruments; laboratory equipment and supplies; time measuring instruments; optical instruments; geophysical and astronomical instruments; hazard detecting instruments, and apparatus; scales and balances; drafting, survey, mapping instruments; liquid and gas flow, liquid level and mechanical motion measuring instruments; pressure, temperature and humidity measuring and controlling instruments; combination and miscellaneous instruments; chemicals; dyes; gases, compressed and liquefied; pest control agents and disinfectants; miscellaneous chemical specialties; storage and shipping containers applicable to aircraft jet engines; storage and shipping containers applicable to aircraft reciprocating engines assigned to San Antonio AMA; boxes and containers, recruiting and advertising; gas cylinders; tents and tarpaulins; specialized flight clothing and accessories; liquid propellants, fuels and oxidizers.

Warner Robins Air Materiel Area Robins Air Force Base Warner Robins, Ga. 31094 Tel: 926–5871	Guns through 30 millimeter, support items, launchers, rockets, and pyrotechnics; miscellaneous weapons; aircraft gunnery fire control components/replacement parts; aircraft bombing fire control components/replacement parts; guided missile components (MGM–13B, CGM–13C), guided missile remote control systems (MGM–13B, CGM–13C); launchers, guided missile (MGM–13B, CGM–13C); guided missile handling and servicing equipment (MGM–13B, CGM–13C); airframe structural components; miscellaneous aircraft items; special services aircraft structural components; aircraft propellers; trucks and truck tractors; trailers; tractors, wheeled; metal working machinery; road clearing and cleaning equipment; firefighting equipment; decontaminating and impregnating equipment; safety and rescue equipment; driers, dehydrators, and anhydrators; air purification equipment; guided missile maintenance, repair, and checkout specialized; equipment (MGM–13B, CGM–13C); radio and television communication equipment, airborne; radio navigation equipment, airborne; radio navigation equipment, airborne-special services; intercommunication and public address systems, airborne; radar equipment, airborne; miscellaneous communication equipment, airborne; sets, kits, outfits of measuring tools; food preparation and serving equipment (special purpose).
Mobile Air Materiel Area Brookley Air Force Base Mobile, Ala. 36615 Tel: 438–6011, Ext. 7271	Compressors and vacuum pumps; power and hand pumps; heat exchangers and steam condensers; industrial furnaces, kilns, lehrs and ovens; industrial fan and blower equipment; plumbing fixtures and accessories; space heating equipment and domestic water heaters; pipe and tube; hose and tubing, flexible; fittings and specialties: hose, pipe and tube; valves, powered; valves, nonpowered; hand tools (special purpose); hardware and abrasives; prefabricated and portable buildings; bridges, fixed and floating; storage tanks; scaffolding equipment and concrete forms; prefabricated tower structures; miscellaneous prefabricated structures; ammunition and explosives (except items assigned to Army Ordnance) guided missile components (Titan II); guided missile remote control systems (Titan II); launchers, guided missile (Titan II); guided missile handling and service equipment (Titan II); tires and tubes, pneumatic, aircraft; ammunition maintenance and repair shop specialized equipment; guided missile maintenance, repair and checkout specialized equipment; resistors; capacitors; filters and networks; circuit breakers; switches; connectors, electrical; lugs, terminals, and terminal strips; relays, contactors, and solenoids; coils and transformers; piezoelectric crystals; electron tubes, transistors, and rectifying crystals; miscellaneous electrical and electronic components; cameras, motion picture; cameras, still picture; photographic projection equipment; photographic developing and finishing equipment; photographic equipment and accessories; photographic sets, kits, and outfits; training aids; armament training devices; operational training devices; communication training devices; ammunition boxes, packages, and special containers.
Oklahoma City Air Materiel Area Tinker Air Force Base Oklahoma City, Okla. 73145 Tel: 732–7321, Ext. 2601	Guided missile; aircraft fixed wing; aircraft hydraulic vacuum and deicing system components; aircraft air conditioning, heating, and pressurizing equipment; gas turbine and jet engines; and components, nonaircraft; engine cooling system components, aircraft; engine air and oil filters, strainers, and cleaners, aircraft; turbosuperchargers; miscellaneous engine accessories, aircraft; telephone and telegraph equipment, ground; teletype and facsimile equipment, ground; radio and television communication equipment, ground; radio navigation equipment, ground; intercommunication and public address systems, ground; sound recording and reproducing equipment, ground; underwater sound equipment; visible and invisible light communication equipment; miscellaneous communication equipment, nonairborne; navigational instruments; flight instruments; automatic pilot mechanisms and airborne gyro components; engine instruments; meteorological instruments and apparatus, ground; engine containers.

Sacramento Air Materiel Area McClellan Air Force Base Sacramento, Calif. 95652 Tel: 922–1511, Ext. 26219	Guided missile components (Atlas, Titan I, and Thor); guided missile remote control systems (Atlas, Titan I, and Thor); launchers, guided missile (Atlas, Titan I, and Thor); guided missile handling and service equipment (Atlas, Titan I, and Thor); tanks, auxiliary fuel, and components (external) and airframe structural components; space vehicle remote control systems; space vehicle handling and servicing equipment; rocket engines and component spares (Atlas, Titan I, and Thor); guided missile maintenance, repair, and checkout specialized equipment (Atlas, Titan I, and Thor); radar equipment (ground); resistors; capacitors; filters and networks; circuit breakers; switches; connector, electrical; lugs, terminal, and terminal strips; relays, contactors, and solenoids; coils and transformers; piezoelectric crystals; electron tubes, transistors, and rectifying crystals; headsets, handsets, microphones, and speakers; electrical insulators and insulating materials; electrical hardware and supplies; electrical contact brushes and electrodes; antennas, waveguides, and related equipment; synchros and resolvers; cable, cord, and wire assemblies, communication equipment; miscellaneous electrical and electronic components; generator and generator sets, electrical; wire and cable, electrical.
Wright-Patterson AF Base 2750th Air Base Wing Dayton, Ohio 45433 AC 513 257–1110	Contract technical services; specialized procurement.
2802 Inertial Guidance and Calibration Group Newark Air Force Station Newark, Ohio 43055 AC 513 344–9481	Specialized test equipment.
Hq. Military Airlift Command Scott Air Force Base Belleville, Ill. 62226 AC 618 256–2123	Airlift.
Military Airlift Command 1350 Motion Picture Squadron Wright-Patterson Air Force Base Dayton, Ohio 45433 AC 513 255–5728	Motion picture production; script; foreign translations; commercial prints.
Aeronautical Systems Division Wright-Patterson Air Force Base Ohio 45433 Tel: 257–1110, Ext. 55322	Complete development and acquisition program for aeronautical systems and their components and related Government-furnished aerospace equipment (GFAE) including but not limited to aircraft engines, aircraft wheels and brakes, airborne communication systems, aircraft bombing and navigation systems, aircraft instruments; Department of Defense central procurement responsibility for ground and aerial cameras, photographic processing equipment. Responsible for AFSC planning for limited war.
Research and Technology Division Systems Engineering Group Wright-Patterson Air Force Base Ohio 45433 Tel: 253–7111	Exploratory and advanced development programs in air breathing, electric, and advanced propulsion, fuels, and lubricants, flight vehicle power, site support, electronic components, optronics and photo material, inertial components, vehicle electromagnetic environment, aerospace vehicle applications such as reconnaissance, navigation and guidance, electronic warfare, materials, sciences, metals and ceramics, nonmetallic materials, manufacturing technology, and materials application, flight vehicle dynamics, performance, control, launching, alighting, and structures, crew station, environmental control, and escape, aerodynamic and decelerators. Basic and applied research in bioastronautics, in human engineering, training, environmental stress criteria and life support. Basic research in selected areas of physical and mathematical science.
Ballistic Systems Division Norton Air Force Base San Bernardino, Calif. 92409 Tel: 382–8553	Development and acquisition of all BSD ballistic missile systems, activation of designated missile sites, related studies to determine feasibility of future systems and advanced ballistics weaponry state-of-the-art.

Space Systems Division Air Force Unit Post Office Los Angeles, Calif. 90045 Tel: 643–2855	To plan program and manage qualitatively superior space systems and related equipment; acquisition of space systems and equipment and manages the research, development engineering and test, on orbit tracking, telemetry control, recovery, installation and check out of assigned space systems. (SSD)
Electronic Systems Division L. G. Hanscom Field Bedford, Mass. 01731 Tel: 274–6100, Ext. 2244	Complete acquisition program for electronic electromagnetic information and communications systems and equipment.
Aerospace Medical Division Brooks Air Force Base San Antonio, Tex. 78235 Tel: 532–8811, Ext. 6227	Life sciences, human factors, aerospace medicine, biosciences, biomedicine, behavioral sciences, space medicine, biotechnology, human engineering, human resources, aviation medicine, and space biology.
Air Force Flight Test Center Edwards Air Force Base Muroc, Calif. 93523 Tel: 258–2111, Ext. 6227	Complete test and evaluation of new and research aircraft, parachute and deceleration devices. Research and development of rocket propulsion systems, rocket engines and new propellant formulations (liquid and solid) with associated fuel flow and capative test support equipment. Flight test instrumentation, simulation, tracking and data acquisition and reduction equipment.
Air Force Special Weapons Center Kirtland Air Force Base Albuquerque, N. Mex. 87117 Tel: 247–1711, Ext. 2917	Testing and engineering in the field of nuclear weapons and associated equipment. Specific engineering interests include: telemetry; instrumentation; weapons/aircraft flight characteristics; high-speed camera techniques. Provides air support to the Atomic Energy Commission in the conduct of live nuclear tests in the Zone of Interior and in preparation for the Air Force support role in oversea testing.
Air Force Eastern Test Range Patrick Air Force Base Cocoa, Fla. 32925 Tel: 485–7545, Ext. 6151	Test range instrumentation involving radar, trajectory computers and recorders, tracking and target analysis, wire communications, radio communications, programing timing and firing systems, telemetry receiving; data storage, data separation and presentation, optics and telemetry data reduction.
Air Force Western Test Range Vandenberg Air Force Base Lompoc, Calif. 93437 AC–805 866–3818	Specializes in polar orbit launches of satellites and supports the operational training launches of the Strategic Air Command missiles. (WTR)
Rome Air Development Center Griffiss Air Force Base Rome, N.Y. 13442 Tel: 330–4020	Surveillance, electronic intelligence, communications, computer and data-processing techniques, textual data-processing, intelligence, extraction from aerial reconnaissance, data presentation, high-power electromagnetic generators, receivers, transmission line components, microelectronics applications, reliability and maintainability, survivability, propagation, vulnerability reduction, electronic countermeasures and electromagnetic weapons.
Air Force Missile Development Center Holoman Air Force Base Alamogordo, N. Mex. 88330 Tel: 473–6511, Ext. 3861	AFMDC: Conduct of category II testing of aircraft reconnaissance systems operation of the central inertial guidance test facility, support of flight and static test of ballistic missile nose cones, and reentry systems. Operation of ballistic missile reentery system data center. Operation of AFSC high-speed test track. Horizontal rocket engine testing up to 500,000 pounds thrust. R. & D. and human factors and execution of Air Force responsibilities at the White Sands Missile Range.
Air Proving Ground Center Eglin Air Force Base Valparaiso, Fla. 32542 Tel: 881–6668, Ext. 2843	Research, development, test, and evaluation of guns and other aircraft weapons, ammunition, rockets, bombs, and fire-control components and systems.
Arnold Engineering Development Center Arnold Air Force Station, Tenn. 37389 Tel: 455–2611, Ext. 509	Aerodynamics, research and development of powerplants related to operation and tests of air breathing propulsion systems, i.e., turbojet, ramjet, and turboprop. Problems associated with high-temperature materials and the unique mechanical, electrical, and thermodynamic problems all related to the construction of large and complex engine-test facilities and wind tunnels involving heavy construction of complicated machinery and associated ducting.

Base Procurement

This consists of supplies and services, including minor construction, required for the daily operation of Air Force bases, worldwide. In the United States, those bases are under various commands: Tactical Air Command, Military Air Transport Service, Air Defense Command, Air Training Command, Strategic Air Command, Alaskan Air Command, etc. At each command headquarters there is an Executive for Small Business. Each individual base also has a designated small business specialist. These bases are listed below:

Alabama

Montgomery:

Maxwell Air Force Base (AF)
Base Procurement Office
Mrs. Ruth R. Hunter
Area Code: 205 265–5621, Ext. 7201

Selma:

Craig Air Force Base (AF)
3615 Pilot Training Wing
Capt. Chester A. Holland
Area Code: 205 TR 4–7431, Ext. 53206

Alaska

Anchorage:

Elmendorf Air Force Base
Lt. Eldon R. Gunderson
APO Seattle 98733
Tel: 373–4230

Fairbanks:

Eielson Air Force Base
Mr. Donald M. Smith
APO Seattle 98742
Tel: 754–2209

Arizona

Chandler:

Williams Air Force Base (AF)
3525 Pilot Training Wing
Mr. Matthew A. Jannuzzi
Area Code: 602 YU 8–2611, Ext. 667

Phoenix:

Luke Air Force Base (AF)
Base Procurement Office
Mr. John J. Anderson
Area Code: 602 WE 5–9311, Ext. 2629

Tucson:

Davis Monthan Air Force Base (AF)
Base Procurement Office
Mr. Eugene L. Sierras
Area Code: 602 793–3131

Arkansas

Blytheville:

Blytheville Air Force Base (AF)
Base Procurement Office
Mr. Francis M. Nordeen
Area Code: 501 PO 3–3931, Ext. 246

Jacksonville:

Little Rock Air Force Base (AF)
825 Combat Support Group
Mr. James M. Hull
Area Code: 501 YU 5–3301

California

Camarillo:

Oxnard Air Force Base (AF)
414 Combat Support Squadron
Mrs. Zella A. Haug
Area Code: 805 486–1631, Ext. 3216

Fairfield:

Headquarters Western Transport Air Force (AF)
Procurement Division
Travis Air Force Base
Capt. Arvid G. Shaw
Area Code: 707 438–2516

Travis Air Force Base (AF)
1501 Air Base Group
Mr. Donald R. Bertholdi
Area Code: 707 438–2811

Ignacio:

Hamilton Air Force Base (AF)
28 Air Division
Lt. Stephen D. Thomas
Area Code: 415 884–7711, Ext. 3324

Lompoc:

Vandenberg Air Force Base (AF)
Base Procurement Office
Mr. William C. Key
Area Code: 805 866–5001

Los Angeles:

Lookout Mountain Air Force Station
1352 Photo Group
Mrs. Florence A. Thorn
Area Code: 213 654–4100, Ext. 44

Marysville:

Beale Air Force Base (AF)
456 Combat Support Group
Mr. Louis A. Fields
Area Code: 916 634–2941

Merced:

Castle Air Force Base (AF)
Base Procurement Office
Mr. William R. Mann
Area Code: 209 RA 3–1611, Ext. 2802

Riverside:

March Air Force Base (AF)
22 Combat Support Group
Mr. Ralph G. Christiansen
Area Code: 714 Moreno Long Dist. Oper. 20, Ext. 2046

California—Continued

Sacramento:

Mather Air Force Base (AF)
3535 Navigator Training Wing
Mr. John Solberg
Area Code: 916 EM 3–3161, Ext. 2740

Victorville:

George Air Force Base (AF)
Base Procurement Office
Mr. Paul Waas
Area Code: 714 CH 6–8611, Ext. 2337

Colorado

Colorado Springs:

USAF Academy Procurement Office
Mr. Lester A. Shoemaker
Area Code: 303 472–2332

Ent Air Force Base
4600 Air Base Wing
Mr. Robert S. Nevroth
Area Code: 303 635–8911, Ext. 6641

Denver:

Lowry Air Force Base (AF)
Lowry Technical Training Center
Mr. Joe P. Piccola
Area Code: 303 DU 8–5411, Ext. 44471

Connecticut

Windsor Locks:

Bradley Field
905 Troop Carrier Group (AF)
Mrs. Ernestyne E. Clark
Area Code: 203 NA 3–3377, Ext. 58

Delaware

Dover:

Dover Air Force Base (AF)
1607 Air Base Group
Capt. Wm. F. McGovern
Area Code: 302 734–8211, Ext. 617

Florida

Homestead:

Homestead Air Force Base (AF)
19 Combat Support Group
Mr. Jack Ford
Area Code: 305 ED 6–7327

Orlando:

Hq. Air Photographic and Charting Service (AF)
Procurement Division
Orlando Air Force Base
Mrs. Edith C. Light
Area Code: 305 841–5611, Ext. 2002

McCoy Air Force Base (AF)
306 Combat Support Group
Mr. Lloyd F. Kruckemyer
Area Code: 305 855–3210, Ext. 438

Florida—Continued

Pamana City:

Tyndall Air Force Base (AF)
73 Air Division
Mr. Ray P. Gatliff
Area Code: 305 286–2111, Ext. 25261

Tampa:

MacDill Air Force Base (AF)
Base Procurement Office
Maj. John Colianna
Area Code: 813 836–1411, Ext. 3232

Georgia

Albany:

Turner Air Force Base (AF)
484 Combat Support Group
Mr. Edwin J. Mulholland
Area Code: 912 432–3000

Marietta:

Dobbins Air Force Base (AF)
918 Troop Carrier Group
Irene V. Rogers—Mr. Joseph Nix
Area Code: 404 428–4461, Ext. 795

Savannah:

Hunter Air Force Base (AF)
63 Troop Carrier Wing
Lt. Eddie G. Freret
Area Code: 912 234–4461, Ext. 28141

Valdosta:

Moody Air Force Base (AF)
3550 Pilot Training Wing
Lt. Robert A. Law
Area Code: 912 ED 3–4211, Ext. 453

Hawaii

Honolulu:

Hickam Air Force Base (AF)
Pacific Air Force Base Command
Maj. Lloyd E. Bell

Idaho

Mountain Home:

Mountain Home Air Force Base (AF)
9 Strategic Aerospace Wing
Mr. Herbert J. Pennings
Area Code: 208 828–2479

Illinois

Belleville:

Scott Air Force Base (AF)
1405 Air Base Group
Mr. Leonard R. Pranger
Area Code: 618 256–3036

Illinois—Continued

Chicago:
O'Hare International Airport
928 Troop Carrier Group
Mrs. Ethel C. Tonkin
Area Code: 312 296–4411, Ext. 583

Rantoul:
Chanute Air Force Base (AF)
Technical Training Center
Mr. Thomas G. Stark
Area Code: 217 TW2–3111, Ext. 4112

Indiana

Columbus:
Bakalar Air Force Base
930 Troop Carrier Group
Mr. Robert M. Bardin
Area Code: 812 373–2501, Ext. 351

Peru:
305 Combat Support Group
Bunker Hill Air Force Base (AF)
Mr. Howard E. Smith
Area Code: 317 MU 9–2211, Ext. 2131

Iowa

Sioux City:
Sioux City Municipal Airport (AF)
4644 Support Squadron
Mr. Jeffrey Dargis
Area Code: 712 252–4141, Ext. 308

Kansas

Salina:
Schilling Air Force Base (AF)
Base Procurement Office
Mr. Clifford L. Nyberg
Area Code: 913 AV 5–3285

Topeka:
Forbes Air Force Base (AF)
815 Combat Support Group
Mr. A. H. Stratton
Area Code: 913 UN 2–1234, Ext. 5431

Wichita:
McConnell Air Force Base (AF)
Base Procurement Office
Capt. Marvin G. Spallina
Area Code: 316 685–1151

Louisiana

Alexandria:
England Air Force Base (AF)
Base Procurement Office
Mr. Wm. H. Dunn
Area Code: 318 443–4561, Ext. 553

Shreveport:
Barksdale Air Force Base (AF)
2 Combat Support Group
Mr. James L. Ingram
Area Code: 318 425–3117

Maine

Bangor:
Dow Air Force Base
Base Procurement Office
Mr. Lloyd G. Sargent
Area Code: 207 989–2300, Ext. 2121

Limestone:
Loring Air Force Base (AF)
42 Combat Support Group
Lt. Phillip J. Carney
Area Code: 207 FA 8–7311, Ext. 2284

Massachusetts

Chicopee Falls:
Westover Air Force Base (AF)
814 Combat Support Group
Mr. Edward J. Kennedy
Area Code: 413 557–3507

Falmouth:
Otis Air Force Base (AF)
551 Combat Support Group
Mr. Robert L. Marelli
Area Code: 617 968–4461

Michigan

Kinross:
Kincheloe Air Force Base (AF)
507 Combat Support Group
Mr. Gilbert F. Peterman
Area Code: 906 495–5611, Ext. 2380

Marquette:
K. I. Sawyer Air Force Base (AF)
Base Procurement Office
Mr. Morris E. Woodridge
Area Code: 906 346–6511, Ext. 2300

Mt. Clemens:
Selfridge Air Force Base (AF)
1st Combat Support Group
Helen M. Bourdage
Area Code: 313 463–0511, Ext. 24206

Oscoda:
Wurtsmith Air Force Base (AF)
Base Procurement Office
Mr. Roy L. Lemons
Area Code: 517 SE 9–3611, Ext. 2132

Minnesota

Duluth:
Duluth Municipal Airport (AF)
343 Fighter Group
Maj. Joseph Gambucci
Area Code: 218 727–8211, Ext. 240

St. Paul:
Minneapolis-St. Paul International Airport (AF)
934 Troop Carrier Group
Mrs. Julia S. Kulmala
Area Code: 612 PA 1–2915, Ext. 270

Mississippi

Biloxi:

Keesler Air Force Base (AF)
Technical Training Center
Mr. Barnard R. Chevalier
Area Code: 601 ID 2–1561, Ext. 38081

Columbus:

Columbus Air Force Base (AF)
454 Combat Support Group
Mr. Fred B. Gilliland
Area Code: 601 434–7517

Missouri

Richards-Gebaur Air Force Base (AF)
328 Combat Support Group
Mr. Leonard W. Shriver
Area Code: 816 331–1200, Ext. 526

Knob Noster:

Whiteman Air Force Base
351 Combat Support Group
Mr. Orville D. Meyer
Area Code: 816 LO 3–5511, Ext. 267

Montana

Glasgow:

Glasgow Air Force Base (AF)
Base Procurement Office
Mr. Louis W. Blanchette
Area Code: 509 CH 7–2161, Ext. 4419

Great Falls:

Malmstrom Air Force Base (AF)
341 Combat Support Group
Mr. Angus W. Clunie
Area Code: 406 731–3743

Nebraska

Lincoln:

Lincoln Air Force Base (AF)
818 Combat Support Group
Mr. Glen R. Carrigan
Area Code: 402 GR 7–6011, Ext. 2128

Omaha:

Offutt Air Force Base (AR)
3902 Air Base Wing
Mr. William W. Vaughan
Area Code: 402 294–4351

Nevada

Las Vegas:

Nellis Air Force Base (AF)
Base Procurement Office
Mr. Vance C. Taylor
Area Code: 702 DU 2–1800, Ext. 22151

Nevada—Continued

Reno:

Stead Air Force Base (AF)
3635 Flying Training Wing
Mr. Forrest F. Glenn
Area Code: 802 FI 9–0711, Ext. 285

New Hampshire

Manchester:

Grenier Field, Manchester Municipal Airport (AF)
902 Troop Carrier Group
Mr. Arthur J. Clare
Area Code: 603 NA 4–4031, Ext. 362

Portsmouth:

Pease Air Force Base
817 Combat Support Group
Mr. Paul E. Weller
Area Code: 603 GE 6–0100, Ext. 336

New Jersey

Wrightstown:

Headquarters Eastern Transport Air Force
Procurement Division
McGuire Air Force Base
Sgt. Stanley R. Gerst
Area Code: 609 724–2100, Ext. 2024

McGuire Air Force Base (AF)
1611 Air Base Group
Capt. Wm. D. Bell
Area Code: 609 724–2100, Ext. 3120

New Mexico

Clovis:

Cannon Air Force Base (AF)
Base Procurement Office
Mr. Dominic A. Schreiber
Area Code: 505 SU 4–3311, Ext. 293

Roswell:

Walker Air Force Base (AF)
6 Strategic Aerospace Wing
Mr. H. L. Gremillion
Area Code: 505 348–8383

New York

Long Island:

West Hampton Beach (AF)
Suffolk County Air Force Base
52 Combat Support Group
CWO Howell L. Broxton
Area Code: 516 288–1900, Ext. 472

Newburgh:

Stewart Air Force Base (AF)
4603 Air Base Group
Mr. Joseph T. Curry
Area Code: 914 562–1300, Ext. 550

New York—Continued

Niagara Falls:
Niagara Municipal Airport (AF)
4621 Air Base Group
Mr. Roderic R. Madore
Area Code: 716 297–4100, Ext. 294

Plattsburgh:
Plattsburgh Air Force Base (AF)
Base Procurement Office
Mr. Paul R. Pierson
Area Code: 518 565–5218

North Carolina

Fayetteville:
Pope Air Force Base
Base Procurement Office
Mr. Roger L. Hawley
Area Code: 919 396–4111, Ext. 51155

Goldsboro:
Seymour-Johnson Air Force Base (AF)
Base Procurement Office
Mr. Battle R. Tunstall
Area Code: 919 RE 5–1121, Ext. 275

North Dakota

Grand Forks:
Grand Forks Air Force Base (AF)
Base Procurement Office
Lt. A. D. Berquist
Area Code: 701 594–6571

Minot:
Minot Air Force Base (AF)
862 Combat Support Group
Mr. William W. Pirkle
Area Code: 701 TE 7–1161, Ext. 5054

Ohio

Columbus:
Lockbourne Air Force Base (AF)
801 Combat Support Group
Mr. R. H. Brown
Area Code: 614 491–8211, Ext. 7341

Dayton:
Wright-Patterson Air Force Base (AF)
Base Procurement Office
Mr. Henry T. Brown
Area Code: 513 257–1110, Ext. 72324

Vienna:
Youngstown Municipal Airport (AF)
910 Troop Carrier Group
Mrs. Mary Jean Michael
Area Code: 216 FR 4–1551, Ext. 212

Ohio—Continued

Wilmington:
Clinton County Air Force Base (AF)
906 Troop Carrier Group
Mr. George R. Goodman
Area Code: 513 FU 2–3811, Ext. 3138

Oklahoma

Altus:
Altus Air Force Base (AF)
Base Procurement Office
Mr. Ernest L. Sadler
Area Code: 405 HU 2–8100, Ext. 7320

Burns Flat:
Clinton Sherman Air Force Base (AF)
Base Procurement Office
Mr. Glen D. Peck
Area Code: 405 LO 2–3121, Ext. 342

Enid:
Vance Air Force Base (AF)
Base Procurement Office
Mr. A. H. McMullen
Area Code: 405 AD 7–2121, Ext. 210

Oregon

Klamath Falls:
Kingsley Field (AF)
408 Combat Support Squadron
Virginia A. Brower
Area Code: 503 882–4411, Ext. 420

Portland:
Portland International Airport (AF)
337 Combat Support Squadron
Helen T. Barber
Area Code: 503 288–5611, Ext. 354

Pennsylvania

Corapolis:
Greater Pittsburgh Airport (AF)
911 Troop Carrier Group
Miss Laverna R. Cerceo
Area Code: 412 FE 1–2609, Ext. 253

Willow Grove:
Willow Grove Air Reserve Facility (AF)
912 Troop Carrier Group
Mr. George L. Zwolak
Area Code: 215 OS 2–4300, Ext. 386

South Carolina

North Charleston:
Charleston Air Force Base (AF)
1608 Air Transport Wing
Mr. Robert C. McCollister
Area Code: 803 747–4111, Ext. 2063

South Carolina—Continued

Myrtle Beach:
Myrtle Beach Air Force Base (AF)
Base Procurement Office
Mrs. Marie J. Repec
Area Code: 803 HI 8–3131, Ext. 444

Sumter:
Shaw Air Force Base (AF)
Base Procurement Office
Capt. Virgil V. Carlsen
Area Code: 803 775–1111

South Dakota

Rapid City:
Ellsworth Air Force Base (AF)
821 Combat Support Group
Mr. Donald S. Galbraith
Area Code: 605 399–2721

Tennessee

Smyrna:
Sewart Air Force Base (AF)
Base Procurement Office
Capt. Lonnie J. Rowin
Area Code: 615 675–6211

Texas

Abilene:
Dyess Air Force Base (AF)
Base Procurement Office
Mr. Roy J. Bishop
Area Code: 915 OW 6–2581

Amarillo:
Amarillo Air Force Base
Amarillo Technical Training Center
Mrs. Mildred F. Walker
Area Code: 806 DI 9–1511, Ext. 8133

Austin:
Bergstrom Air Force Base (AF)
Base Procurement Office
Miss Vivian A. Anderson
Area Code: 512 EV 5–4100, Ext. 420

Big Spring:
Webb Air Force Base
Base Procurement Office
Mr. Floyd A. Henderson
Area Code: 915 AM 4–2511, Ext. 606

El Paso:
Biggs Air Force Base (AF)
95 Combat Support Group
Mr. Thomas J. Smith
Area Code: 915 LO 6–6711, Ext. 24201

Fort Worth:
Carswell Air Force Base
824 Combat Support Group
Miss Dorothy G. Carroll
Area Code: 817 PE 8–3511, Ext. 253

Texas—Continued

Houston:
Ellington Air Force Base (AF)
2578 Air Base Squadron
Mrs. Mary Y. Kerr
Area Code: 713 HU 7–1400, Ext. 667

Laredo:
Laredo Air Force Base (AF)
Base Procurement Office
Mr. Forest Morris
Area Code: 512 RA 3–9121, Ext. 681

Lubbock:
Reese Air Force Base
3500 Pilot Training Wing
Maj. Joseph V. Sullivan
Area Code: 806 885–4511, Ext. 314

San Antonio:
Lackland Air Force Base (AF)
Lackland Military Training Center
Lt. G. H. Madeley
Area Code: 512 OR 4–3411, Ext. 3328

Sherman:
Perrin Air Force Base
4780 Air Defense Wing
Mr. S. J. Hallett
Area Code: 817 787–2971, Ext. 8295

Waco:
James Connally Air Force Base (AF)
3565 Navigator Training Wing
Mrs. Ethel S. Morrow
Area Code: 817 SW 9–3611, Ext. 563

Wichita Falls:
Sheppard Air Force Base (AF)
Technical Training Center
Mrs. Artie Sauer
Area Code: 817 881–2511, Ext. 2005

Virginia

Hampton:
Langley Air Force Base (AF)
Base Procurement Office
Maj. Kenneth A. Clark
Area Code 703 764–3246

Washington

Everett:
Paine Field (AF)
57 Combat Support Squadron
Mr. Robert F. Collins
Area Code 206 353–1161, Ext. 253

Moses Lake:
Larson Air Force Base (AF)
4629 Strategic Aerospace Wing
Mr. Thomas F. Mortensen
Area Code 509 769–7081

Washington—Continued

Spokane:
Fairchild Air Force Base (AF)
92 Combat Support Group
Mr. Walter J. Anderson
Area Code 509 CH 7–2161

Tacoma:
McChord Air Force Base (AF)
25 Air Division
Mr. Charles L. Wilk
Area Code 206 588–2121, Ext. 2531

Wisconsin

Madison:
Hqs. 327 Fighter Group (AF)
Truax Field
Mr. G. H. Hagen
Area Code: 608 249–5311, Ext. 153

Wisconsin—Continued

Madison—Continued
Truax Field (AF)
30 Air Division
Mr. Theodore R. Carey
Area Code: 608 249–5311, Ext. 663

Milwaukee:
General Billy Mitchell Field (AF)
933 Troop Carrier Group
Mrs. Alice E. Ward
Area Code: 414 HU 1–6400, Ext. 251

Wyoming

Cheyenne:
Francis E. Warren Air Force Base (AF)
809 Combat Support Group
Mr. L. B. Nelson
Area Code: 307 775–2947

DEFENSE SUPPLY AGENCY

Cameron Station, Alexandria, Va., 22314

The mission of the Defense Supply Agency (DSA) is to provide common supplies and services to the Military Departments, other elements of the Defense Department, and to Federal civil agencies, as assigned by the Secretary of Defense.

The Agency is the supplier to the Military Departments and other customers of such necessities as food, clothing and textiles, medical, chemical, general, industrial, construction, fuel, and electronics supplies. It manages an inventory of idle industrial plant equipment and maintains central records of all plant equipment owned by the Defense Department. It procures and distributes food and sanitation supplies and medical kits for the Civil Defense fallout shelter program.

In the service field, DSA administers the Federal Supply Catalog for the Defense Establishment, Federal civil agencies, and other users and supervises Defense-wide programs for materiel utilization, technical documentation services, coordinated procurement, and surplus property disposal.

In 1964 the Secretary of Defense directed that contract administration services also should come under management of DSA. This consolidation of some 200 Army, Navy, Air Force, and DSA field contract offices is engaged in such functions as quality assurance, production expediting, industrial security, and payment of contractors.

Interested bidders and suppliers should deal directly with appropriate Supply Centers and Depots.

Defense Personnel Support Centers

Commander
Defense Personnel Support Center
2800 South 20th Street
Philadelphia, Pa. 19101
Area Code: 215 HOward 5–2000, Ext. 623, 638
AUTOVON: 231–1460

Hospital and surgical clothing and textiles; household furnishings; textile fabrics; yarn and thread; notions and apparel findings; padding and stuffing materials; leather; shoe findings and soling materials; tents and tarpaulins; flags and pennants; underwear and outerwear; footwear; hosiery; badges and insignia; luggage; and, specialized flight clothing.

Drugs, medicines, biologicals, official reagents; surgical dressings materials; medical, surgical, dental, and opticians instruments, equipment, and supplies, X-ray equipment and supplies; hospital furniture, equipment, utensils, and supplies; and, medical sets, kits, and outfits.

Subsistence of all types, perishable and nonperishable for distribution in the United States and overseas. The range and variety of such purchases cover all types and kinds of meat and meat products, fresh fruits and vegetables, dehydrated items, seafood or water foods, cereals, dairy products, poultry, and other related food items. Canned, packaged fresh, frozen items are purchased in car-lot and less-than-car-lot quantities. Large quantities are purchased after nationwide competition, while less-than-car-lot quanties are procured locally by the individual regional headquarters.

Commander
Defense Construction Supply Center
3990 E. Broad St.
Columbus, Ohio 43215
Area Code: 614 236–3541
AUTOVON: 231–3720

Diesel engines and components; gardening implements and tools; construction, mining, excavating, and highway maintenance equipment; conveyors, winches, hoists, cranes, and derricks; firefighting equipment; pumps and compressors; plumbing, heating, and sanitation equipment; water purification and sewage treatment equipment; pipe, tubing, hose, and fittings; valves; prefabricated structures and scaffolding; lumber, millwork, plywood, and veneer; other construction and building materials; and, supplies, repair parts, and miscellaneous items applicable to automotive and construction equipment, warehouse trucks, and trailers.

Sub-Offices (Specializing in Lumber)

Atlanta Regional Procurement Sub-Office
Defense Construction Supply Center
Defense Supply Agency
Post Office Box 1889
Atlanta, Ga. 30301
Area Code: 404 526–6644

Portland Regional Procurement Sub-Office
Defense Construction Supply Center
Defense Supply Agency
783 Pittock Block
Portland, Oreg. 97205
Area Code: 503 227–7681

Commander
Defense Electronics Supply Center
1507 Wilmington Pike
Dayton, Ohio 45401
Area Code: 513 252–6551, Ext. 26218
AUTOVON: 551–1530

Resistors; capacitors; filters; networks; relays; contactors; solenoids; coils; transformers; piezoelectric crystals; electron tubes; transistors; rectifying crystals; headsets; handsets; microphones; speakers; antennas; waveguides and related equipment; synchros; resolvers and miscellaneous electronic components; fuses; lighting arresters; circuit breakers; and, switches.

Commander
Defense Fuel Supply Center
Cameron Station
Alexandria, Va., 22314
Area Code: 202 OXford 8–8401

Chemicals and specialties including cleaners, solvents, and fluids having a petroleum base; gasoline and jet fuel; fuel oils; packaged petroleum products; cutting, lubricating, and hydraulic oils and greases; miscellaneous waxes, oils, and fats; pest control agents and disinfectants; petroleum base liquid propellants and fuels; natural and synthetic minerals; and solid fuels.

Commander
Defense General Supply Center
Bellwood, Petersburg Pike
Richmond, Va. 23212
Area Code: 703 275–3617
AUTOVON: 555–3370

Service and trade equipment; furniture; food preparation and serving equipment; office supplies; musical instruments; recreational and athletic equipment; cleaning equipment and supplies; toiletries; materials handling equipment; self-contained refrigeration units and accessories; fans and air circulators; photographic supplies; floor coverings; miscellaneous household and commercial furnishings and appliances; bags and sacks; drums and cans; boxes, cartons, and crates; bottles and jars; packaging and packing bulk materials; paper and paperboard; rubber fabricated materials; plastic fabricated materials; glass fabricated materials; refractories and fire surfacing materials; electrical hardware, lighting equipment, and supplies; cable, cord, and wire assemblies; lugs, terminals, and terminal strips; electrical insulators and insulating materials; electrical contact brushes and electrodes; chemicals; compressed gases; dyes; pest control agents and disinfectants.

Commander
Defense Industrial Supply Center
700 Robbins Avenue
Philadelphia, Pa. 19111
Area Code: 215 RAndolph 8-1212, Ext. 7049
AUTOVON: 231-3840

Hardware and abrasives; metal bars, rods, sheets, and shapes; bearings; chain and wire rope and fittings; electrical wire and cable; fiber rope, cable, and twine; blocks, tackle, slings, and rigging; rivets, nails, screws, and bolts; metal screening; packing and gasket materials; and, knobs and pointers.

Subsistence Regional Headquarters

Chicago Subsistence Regional Hdqrs, DPSC
536 South Clark Street
Chicago, Ill. 60605
Area Code: 312 828-5009

Columbia Subsistence Regional Hdqrs, DPSC
1813 Main Street
Columbia, S.C. 29201
Area Code: 803 254-1606

Fort Worth Subsistence Regional Hdqrs, DPSC
Felix at Hemphill Streets
Fort Worth, Tex. 76115
Area Code: 817 WA 4-2261

Kansas City Subsistence Regional Hdqrs, DPSC
623 Hardesty Avenue
Kansas City, Mo. 64124
Area Code: 816 221-7000

Los Angeles Subsistence Regional Hdqrs, DPSC
929 South Broadway
Los Angeles, Calif. 90015
Area Code: 213 688-3555

New Orleans Subsistence Regional Hdqrs, DPSC
4400 Dauphine Street
New Orleans, La. 70140
Area Code: 504 947-5571

New York Subsistence Regional Hdqrs, DPSC
Third Avenue and 29th Street
Brooklyn, N.Y. 11232
Area Code: 212 ST 8-5000

Oakland Subsistence Regional Hdqrs, DPSC
2155 Webster Street
Alameda, Calif. 94505
Area Code: 415 523-4252

Richmond Subsistence Regional Hdqrs, DPSC
% Defense General Supply Center
Bellwood, Petersburg Pike
Richmond, Va. 23219
Area Code: 703 275-3851 Autovon: 555-3311

Seattle Subsistence Regional Hdqrs, DPSC
Pier 91
Seattle Wash. 98119
Area Code: 206 AT 3-5200

Defense Supply Agency Depots

Procurement of local support supplies and services is effected at the following DSA-operated activities:

Defense Depot Memphis
Memphis, Tenn. 38115
Area Code: 901 458-4411
AUTOVON: 631-1490

Defense Depot Ogden
Ogden, Utah 84401
Area Code: 801 399-3474
AUTOVON: 553-1460

Defense Depot Tracy
Tracy, California 95376
Area Code: 209 835-1180
AUTOVON: 831-1490

Special Assistants for Small Business—Defense Contract Administration Services

Headquarters, DCAS:
Mr. George C. Tolton
Mr. John V. Weesner
Headquarters, Defense Supply Agency
Cameron Station
Alexandria, Va. 22314
Area Code: 202 OX 8-8605

DCASR, Atlanta:
Mr. Adee F. Thompson
3100 Maple Drive NE.
Atlanta, Ga. 30305
Area Code: 404 261-7310, Ext. 295

DCASD, Orlando:
Mr. DeFarest A. Long, Jr.
Orlando Air Force Base
Building 2516
Orlando, Fla. 32813
Area Code: 305 841-5611, Ext. 2077

DCASR, Boston:
Mr. Edward Fitzgerald
Mr. John McManus
666 Summer Street
Boston, Mass. 02210
Area Code: 617 542-6000, Ext. 876

DCASD, Rochester:
Mr. Robert A. McMillan
317 Child Street
Rochester, N.Y. 14611
Area Code: 716 328–7670

DCASR, Chicago:
Mr. Victor J. Ripp
Mr. John C. Mraz
O'Hare International Airport
Post Office Box 8758
Chicago, Ill. 60666
Area Code: 312 296–4411, Ext. 2388

DCASD, Indianapolis:
Mr. Robert Raney
Finance Center, U.S. Army
Building 1
Fort Benjamin Harrison, Ind. 46249
Area Code: 317 LI 6–9211

DCASD, Milwaukee:
Mr. Dean Stevenson
744 North Fourth Street
Milwaukee, Wis. 53202
Area Code: 414 BR 2–4093

DCASR, Cleveland:
Mr. Harold A. Johns
Mr. Robert W. Livingston
1367 East Sixth Street
Cleveland, Ohio 44114
Area Code: 216 861–4960, Ext. 463 or 464

DCASD, Cincinnati:
Mr. Gene Luke
Federal Office Building
550 Main Street
Cincinnati, Ohio 45202
Area Code: 513 684–2200, Ext. 3914

DCASD, Dayton:
Mr. Paul E. Birkhold
Bldg. 70, Area C
Wright-Patterson AFB
Dayton, Ohio 45433
Area Code: 513 253–711, Ext. 70240

DCASR, Dallas:
Mr. George R. Phillips
Mr. George Koury, Jr.
500 South Ervay Street
Dallas, Tex. 75201
Area Code: 214 RI 9–3207

DCASR, Detroit:
Mr. Donald B. Leahy
Mr. Norman Rautio
1580 E. Grand Boulevard
Detroit, Mich. 48211
Area Code: 313 923-0100, Ext. 307/516

DCASD, Grand Rapids, Mich.:
(To be serviced by DCASR, Detroit)

DCASR, Los Angeles:
Mr. Edgar L. Harris, Jr.
11099 So. LaCienega
Los Angeles, Calif. 90045
Area Code: 213 643–1000

DCASD Phoenix:
Mr. Charles P. Fink
3800 North Central Avenue
Phoenix, Ariz. 85012
Area Code: 206 261–4391

DCASR, New York:
Mr. Theodore M. Everett
770 Broadway
New York, N.Y. 10003
Area Code: 212 OR 7–3030, Ext. 494 or 498

DCASD Garden City:
Mr. Wilbur V. Gould, Jr.
605 Stewart Avenue
Garden City, Long Island, N.Y. 11533
Area Code: 516 PI 1–8000

DCASD Newark:
Mr. Vincent J. Farrell
240 Route 22
Springfield, N.J. 07081
Area Code: 201 379–7950

DCASR, Philadelphia:
Mr. Albert B. Feldman
Mr. John F. Malley
Mr. John A. Walter
2800 South 20th Street
Philadelphia, Pa. 19101
Area Code: 215 271–3371 or 271–3372

DCASD Pittsburgh:
Mr. George Kuhn
1610 South Federal Building
1000 Liberty Avenue
Pittsburgh, Pa. 15222
Area Code: 412 644–5972

DCASR, St. Louis:
Mr. Harold W. Nutt
Mr. Kenneth E. Kichline
4300 Goodfellow Boulevard
St. Louis, Mo. 63120
Area Code: 314 EV 2–8200, Ext. 525 or 748

DCASD Twin Cities:
Mr. Roma T. Schumacher
2305 Ford Parkway
St. Paul, Minn. 55116
Area Code: 612 690–1721, Ext. 214

DCASO Denver:
Mr. Ralph E. Wilson
3800 York Street
Denver, Colo. 80205
Area Code: 303 825–1161

DCASR, San Francisco:
Mr. William R. Graham
866 Malcolm Road
Burlingame, Calif. 94010
Area Code: 415 692–0300

DCASD Seattle:
Mr. Arthur W. Perry
Building 5D
U.S. Naval Air Station
Seattle, Wash. 98115
Area Code: 206 523–0550

SURPLUS PERSONAL PROPERTY

INTRODUCTION

This pamphlet is prepared to assist individuals, business concerns, and other organizations of all sizes and classifications, desiring to participate in the sale of surplus and foreign excess property of the Department of Defense and U.S. Coast Guard, excluding real property, and to answer questions which logically arise concerning such property, and how it may be purchased.

Department of Defense property originates at Defense Supply Agency, Army, Navy, Air Force, and Marine Corps installations. The Defense Supply Agency has been assigned primary responsibility for the Department of Defense sales program. For the purpose of this publication the terms "surplus" and "foreign excess" are synonymous except that surplus refers to property located in the United States, Puerto Rico, and the Virgin Islands and foreign excess refers to property in all other areas.

This pamphlet applies to the sale of Department of Defense property of general commercial use either in its original form or as scrap. It does not apply to real estate, contractor inventory (property in the possession of contractors performing military contracts), or to material of primarily military application. Normally, property classified as arms, ammunition, and implements of war is not sold in its original form to the general public; it is either demilitarized or reduced to scrap to preclude the possibility of reconditioning it for further use or sale and to safeguard security information.

The General Services Administration has overall responsibility for the disposal of real estate, including both land and buildings. Information on the disposal of surplus real property for public or private use may be obtained from the General Services Administration, Washington 25, D.C.

Information on the disposal of contractor inventory by the military services may be obtained from one or more of the following offices of the Army, Navy or Air Force:

Commanding General
Army Materiel Command
Attention: AMCPP-PS
Washington, D.C. 20315

Chief of Naval Material
Field Contract Administration Division
Code MAT 255
Washington, D.C. 20360

Contract Management Division (SCKAP)
Directorate of Contract Management
Headquarters, Air Forces Systems Command
Andrews Air Force Base
Washington, D.C. 20331

Prospective buyers are encouraged to use available facilities described herein for information and assistance.

WHY THERE IS MILITARY SURPLUS

The Department of Defense retains only usable property for which there is a current or foreseeable requirement. Property is declared surplus when it (1) becomes excess to military requirements because of changes in defense needs or unsuitable because of wear and tear or obsolescence, and (2) cannot be used by any other Federal Government activity.

The property is thereafter made available for donation to certain designated recipients authorized by law to obtain such property. Information on how to acquire Federal surplus personal property for health, educational, and civil defense purposes and Federal surplus real property for health and educational purposes under the donation program administered by the Department of Health, Education, and Welfare may be obtained from the U.S. Department of Health, Education, and Welfare, Office of Field Administration, Surplus Property Utilization Division, Washington, D.C., 20201 or the General Services Administration, Washington, D.C., 20405.

Only that property which survives rigid utilization and donation screening is offered for sale to the general public.

TYPES OF SURPLUS AVAILABLE

Surplus property sold by the Department of Defense is grouped into 496 classes to correspond with commercial and private buying interests. Ten of these classes are for scrap (property having value for its basic material content) and waste (garbage, trash, and other refuse generated in the normal course of operations). The remaining classes are for usable property (property suitable for use either as complete items or for recovery of usable parts). All classes are described on pages 73–80.

CONDITION OF PROPERTY

Surplus property is usually sold without any warranty as to condition or fitness for any purpose. However every effort is made to adequately describe its condition by the use of such descriptive terms as "unused," "used-reconditioned," "used-usable without repair," "used-repair required," "used-suitable for recovery of parts," "scrap," or "waste."

METHODS OF SELLING SURPLUS

Sales are conducted whenever there is sufficient surplus property to interest prospective buyers and to warrant the cost of disposal. Sales are open to the general public and property is offered in such reasonable quantities as to encourage participation by business concerns of all sizes, as well as individ-

uals. As a rule, the property is sold by one of the following methods:

Sealed Bid Sale. Normally, this method is used to sell large quantities of individual items of surplus property having a commercial or technical application which are of interest to divergent buyer groups on a local, regional, or national market area basis. Scrap and waste materials are usually sold by this method.

Prospective bidders are notified by Standard Forms 114, "Sale of Government Property, Invitation, Bid and Acceptance," normally referred to as "Invitations for Bid" or "IFB's." These forms list and describe the property and specify the place and conditions of sale, location of property, inspection and sale dates, and the person to contact for further information. Invitations for bid are mailed well in advance of the date of sale (bid opening date) to allow sufficient time for inspection of the property. The prospective buyers enter the prices they will pay for the property on the "Invitation for Bid," sign and return it to the specified selling activity along with the required deposit. These bids are then publicly opened on the specified date of sale. Subsequently, awards are made and the bidders are notified.

Auction Sale. This method is used when a substantial quantity or variety of property having wide commercial application is being offered for sale. Catalogs listing and describing the property and specifying the conditions of sale, location of property, and inspection and sales dates are distributed well in advance of the sale to prospective buyers. In auction sales, "mailed in" bids are not acceptable; bidders must be present to participate. Qualified auctioneers assist in lotting, advertising, and conducting the auction.

Spot Bid Sale. Normally, this method is used when there is a variety of commercial type property for which there is substantial interest and demand in a local or regional market area. The prospective buyers inspect the property and submit bids on forms provided by the selling activity. In spot bid sales, "mailed in" bids are acceptable and awards are made item by item as the sale progresses.

Negotiated Sale. While the majority of surplus personal property is sold by publicly advertising for bids, negotiated sales are authorized in certain limited circumstances, as, for example, where acceptable bids have not been received after public advertising or where the particular disposition is necessary because of public exigency, public health, safety or national security. All negotiated sales of property located in the continental United States with proceeds in excess of $1,000 must be submitted to the appropriate committees of Congress before the contract is made. Negotiated sales may also be used where the disposal will be to States, territories, possessions, political subdivisions thereof, or tax-supported agencies therein where the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation. States or municipalities who are interested in acquiring specific items of surplus by this method should get in touch with the nearest Defense Surplus Sales Office for assistance. The specific items you desire should be accurately described in detail as much as possible in order that you may be afforded prompt service. States and municipalities can also participate in the competitive bid method of sale (sealed bid, spot bid, and auction) with the general public. However, once surplus property has been cataloged for a competitive bid sale and offered to the public, it is no longer available for negotiated sales.

Retail Sale. Retail sales are conducted at certain military installations that generate property having appeal to the general public. This method of sale offers small quantities of individual items of property at fixed prices based on the current market value. Persons interested should contact the Defense Surplus Sales Office which serves the geographical area in which they are located to find out the nearest military installation that conducts retail sales.

DEFENSE SURPLUS SALES OFFICES

Surplus property of the Department of Defense located in the United States is sold through Defense Surplus Sales Offices located throughout the continental United States. Each Defense Surplus Sales Office (DSSO) is assigned a given number of military installations within a geographical area and is responsible for conducting the sale of surplus personal property held by these installations. This includes preparation of invitations for bid combining related types of property, bid openings, making awards, and concluding all contractual arrangements. The addresses of the DSSO's and their assigned military installations are listed on pages 67–70.

SPECIALIZED DEFENSE SURPLUS SALES OFFICES

The Defense Surplus Sales Office, Tucson, Ariz., conducts sales of all Army, Navy, Air Force, Marine Corps, Defense Supply Agency and U.S. Coast Guard aircraft on a national basis. The Defense Surplus Sales Office, Brooklyn, N.Y., conducts the sale of naval vessels stricken from the Naval Vessel Register on a worldwide basis and all barges, regardless of size, and powerdriven or self-propelled vessels exceeding 40 feet in length within the continental United States. Other vessels are sold by the Sales Offices presently serving the military installations having custody of such vessels. The Defense Surplus Sales Office, Philadelphia, Pa. and the Defense Surplus Sales Office, Pueblo Army Depot, Pueblo, Colo., conduct sales of precious metals such as silver, amalgam, platinum, palladium, and rhodium, including platinum tipped spark plugs. In addition these four Defense Surplus Sales Offices sell other classes of surplus

property for the military installations assigned to them. See pages 67–70 for addresses.

PRINCIPAL CONDITIONS OF SALE

Inspection. The condition of surplus property is described as accurately as possible in the invitation for bid or catalog. However, you are urged to inspect property carefully before bidding to satisfy yourself concerning its condition. Department of Defense surplus property is not sold by sample.

Deposits and Payment of Balances. The invitation for bid will specify the amount of deposit (normally 20 percent of bid), if required, and the time by which the balance must be paid. Be sure that your deposit, when required, is adequate to cover your total bid. Deposits and payments may be made in cash, or if authorized by the Invitation For Bid in any form of credit instrument payable to the Treasurer of the United States, including personal checks.

Bid Deposit Bonds. Bid deposit bonds may be used in lieu of a bid deposit, providing the invitation for bid permits their use. Most invitations do permit the use of the bonds but they are not permitted in certain types of sales involving unusual contractual arrangements. Bid deposit bonds afford a convenience to the buyer who intends to bid frequently for the purchase of surplus or foreign excess property. They eliminate the need for handling substantial amounts of money and attendant risks. The types of bid deposit bonds available are: (1) Deposit Bond—Individual Invitation. Sale of Government Personal Property (Standard Form 150) and (2) Deposit Bond—Annual Sale of Government Personal Property (Standard Form 151). These forms, along with instructions for their use, may be obtained from the nearest Defense Surplus Sales Office or from the Defense Surplus Bidders Control Office, The Federal Center, Battle Creek, Mich., 49016.

Deposit Bond—Individual Invitation (SF 150) is required each time a bid is submitted. This type of deposit bond must be executed by an approved surety company listed in Treasury Department Circular 570, "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Re-insuring Companies," or by individual sureties each time a bid is submitted. The Deposit Bond—Individual Invitation is then forwarded with the bid to the sales office conducting the sale for approval and acceptance in lieu of the required bid deposit up to the amount specified in the bond.

The Deposit Bond—Annual (SF 151) may be used instead of the bid deposit required by the invitation for bid for any and all bids submitted throughout a fiscal year (from July 1 of the current year through June 30 of the following year). This bond must also be executed by an approved surety company listed in Treasury Department Circular 570 or by individual sureties. When completed, an original and one executed copy of the bond must be mailed to the Defense Surplus Bidders Control Office, The Federal Center, Battle Creek, Mich., 49016, for approval. Applicants will be notified when the bond has been approved and be given the serial number assigned. All sales offices will be notified of the approved Annual Bid Bond and serial number. Thereafter, in submitting bids, the serial number of the bond may be shown in the space provided for giving the form of the bid deposit. This will be accepted as adequate security provided the penal sum of the bond is sufficient to cover the deposit requirements of the total bid submitted.

Awards. Awards normally are made to the highest responsible and responsive bidder. Awards are not made when the bids received do not represent a fair price to the Government and are not commensurate with the market value of the property offered. In such cases, the property may be reoffered at a later date.

Removal of Property. Property may not be removed from Government premises until full payment is made. Arrangements must be made by the successful bidder to remove the property from Government premises within the time limit prescribed in the invitation for bid.

Withdrawal Policy. The Government reserves the right to withdraw any surplus property from sale when it is determined to be in the best interests of the Government.

SALE OF FOREIGN EXCESS AND EXPORT OF DOMESTIC SURPLUS

The sale of "foreign excess" (defined in the introduction) is conducted under procedures similar to those used for domestic surplus. The sale of foreign excess and the export of domestic surplus into foreign countries must, by law, conform to the foreign policy of the United States. Addresses of overseas sales offices are listed on pages 70–72.

DEFENSE SURPLUS SALES OFFICES AND ASSIGNED MILITARY INSTALLATIONS, CONTINENTAL UNITED STATES

Defense Surplus Sales Office

U.S. Naval Supply Depot, Post Office Box 660, Newport, R.I., 02844. (Sells property located in Maine, New Hampshire, Massachusetts, Rhode Island and Connecticut).

Military installation	*Location*
Naval Air Station	Brunswick, Maine
Dow Air Force Base	Bangor, Maine
Loring Air Force Base	Limestone, Maine
Portsmouth Naval Shipyard	Portsmouth, N.H.
Pease Air Force Base	Portsmouth, N.H.
Boston Army Base	Boston, Mass.
Fort Devens	Ayer, Mass.
Springfield Armory	Springfield, Mass.
Watertown Arsenal	Watertown, Mass.

Military Installation	*Location*
Boston Naval Shipyard	Boston, Mass.
L. G. Hanscom Field	Bedford, Mass.
Otis Air Force Base	Falmouth, Mass.
Westover Air Force Base	Chicopee Falls, Mass.
Boston Procurement District	Boston, Mass.
U.S. Naval Air Station	Quonset Point, R.I.
U.S. Naval Construction Battalion Center	Davisville, R.I.
U.S. Naval Supply Depot	Newport, R.I.
U.S. Naval Submarine Base	New London, Groton, Conn.

Federal Building, 830 Third Avenue, Brooklyn, N.Y. 11232. (Sells property located in New York.)

Military Installation	*Location*
New York Naval Shipyard	Brooklyn, N.Y.
Fort Tilden	Long Island, N.Y.
Suffolk County Air Force Base	Long Island, N.Y.
Schenectady Army Depot	Schnectady, N.Y.
Seneca Army Depot	Romulus, N.Y.
Watervliet Arsenal	Watervliet, N.Y.
U.S. Army Support Center	Niagara Falls, N.Y.
Camp Drum	Watertown, N.Y.
Griffiss Air Force Base	Rome, N.Y.
Plattsburgh Air Force Base	Plattsburgh, N.Y.
Stewart Air Force Base	Newburgh, N.Y.
U.S. Military Academy	West Point, N.Y.

Philadelphia Naval Shipyard, Building 652, Philadelphia, Pa., 19112. (Sells property located in Pennsylvania, New Jersey, and Delaware.)

Military Installation	*Location*
Philadelphia Naval Shipyard	Philadelphia, Pa.
U.S. Naval Supply Depot	Philadelphia, Pa.
Frankford Arsenal	Philadelphia, Pa.
Tobyhanna Army Depot	Tobyhanna, Pa.
U.S. Naval Supply Center	Bayonne, N.J.
U.S. Naval Air Station	Lakehurst, N.J.
U.S. Naval Ammo Depot	Earle, N.J.
Fort Dix	Fort Dix, N.J.
Fort Monmouth	Red Bank, N.J.
Picatinny Arsenal	Dover, N.J.
McGuire Air Force Base	Wrightstown, N.J.
Dover Air Force Base	Dover, Del.

Fort Holabird, Baltimore, Md., 21219. (Sells property located in Pennsylvania, District of Columbia, Maryland, and Virginia.)

Military installation	*Location*
Marietta Air Force Station	Marietta, Pa.
Letterkenny Army Depot	Chambersburg, Pa.
New Cumberland Army Depot	New Cumberland, Pa.
Defense Depot, Mechanicsburg	Mechanicsburg, Pa.
Harry S. Diamond Laboratory	Washington, D.C.
U.S. Naval Station	Washington, D.C.
Aberdeen Proving Ground	Aberdeen, Md.
Andrews Air Force Base	Brandywine, Md.
Edgewood Arsenal	Edgewood, Md.
U.S. Coast Guard	Baltimore, Md.
Fort George G. Meade	Odenton, Md.
U.S. Naval Academy	Annapolis, Md.
U.S. Naval Air Station	Patuxent River, Md.
U.S. Naval Propellant Plant	Indian Head, Md.
U.S. Naval Training Center	Bainbridge, Md.
Fort Belvoir	Fort Belvoir, Va.
U.S. Marine Corps School	Quantico, Va.
U.S. Marine Corps Air Station	Quantico, Va.
Fort Myer	Arlington, Va.
U.S. Naval Weapons Laboratory	Dahlgren, Va.

U.S. Naval Supply Center, Building SDA-224, South Annex, Norfolk, Va., 23511. (Sells property located in Virginia and North Carolina.)

Military installation	*Location*
U.S. Naval Supply Center	Norfolk, Va.
Norfolk Naval Shipyard	Portsmouth, Va.
U.S. Naval Air Station	Norfolk, Va.
U.S. Naval Amphibious Base, Little Creek	Norfolk, Va.
U.S. Naval Weapons Station	Yorktown, Va.
Fort Eustis	Fort Eustis, Va.
Fort Lee	Fort Lee, Va.
Hampton Roads Army Terminal	Norfolk, Va.
Richmond Defense, General Supply Center	Richmond, Va.
Langley Air Force Base	Hampton, Va.
Fort Bragg	Fort Bragg, N.C.
Pope Air Force Base	Fayetteville, N.C.
Seymour Johnson Air Force Base	Goldsboro, N.C.
Camp Lejeune	Camp Lejeune, N.C.
U.S. Marine Corps Air Station	Cherry Point, N.C.

U.S. Naval Air Station, Post Office Box 1261, Yukon Branch, Jacksonville, Fla., 32230. (Sells property located in Alabama and Florida.)

Military installation	*Location*
Brookley Air Force Base	Mobile, Ala.
Eglin Air Force Base	Valparaiso, Fla.
Tyndall Air Force Base	Panama City, Fla.
U.S. Naval Air Station	Pensacola, Fla.
U.S. Navy Mine Defense Laboratory	Panama City, Fla.
U.S. Naval Air Station	Jacksonville, Fla.
U.S. Naval Air Station	Cecil Field, Fla.
7th Coast Guard District	Miami, Fla.
U.S. Naval Station	Key West, Fla.
Patrick Air Force Base	Cocoa Beach, Fla.
Orlando Air Force Base	Orlando, Fla.
MacDill Air Force Base	Tampa, Fla.
Homestead Air Force Base	Homestead, Fla.
U.S. Army Aviation Center, Fort Rucker	Ozark, Ala.
Moody Air Force Base	Valdosta, Ga.
Turner Air Force Base	Albany, Ga.
U.S. Naval Air Station	Glynco, Ga.
Marine Corps Supply Center	Albany, Ga.

Atlanta Army Depot, Post Office Box 644, Forest Park, Ga., 30050. (Sells property located in Tennessee, Alabama, Georgia, and South Carolina.)

Military installation	*Location*
Sewart Air Force Base	Nashville, Tenn.
Anniston Army Depot	Anniston, Ala.
Redstone Arsenal	Huntsville, Ala.
Maxwell Air Force Base	Montgomery, Ala.
Fort Benning	Columbus, Ga.
Fort Stewart	Hinesville, Ga.
U.S. Naval Ordnance Plant	Macon, Ga.
Hunter Air Force Base	Savannah, Ga.
Robins Air Force Base	Warner Robins, Ga.
Atlanta Army Depot	Forest Park, Ga.
U.S. Naval Air Station, Atlanta	Marietta, Ga.
Dobbins Air Force Base	Marietta, Ga.

Military Installation	*Location*
Fort Gordon	Augusta, Ga.
Charleston Army Depot	Charleston, S.C.
Naval Supply Center	Charleston, S.C.
Charleston Air Force Base	Charleston, S.C.
Marine Corps Recruit Depot	Parris Island, S.C.
Fort Jackson	Columbia, S.C.
Myrtle Beach Air Force Base	Myrtle Beach, S.C.
Shaw Air Force Base	Sumter, S.C.

Defense Construction, Supply Center, Columbus, Ohio, 43215. (Sells property located in Michigan, Indiana, Ohio, and Kentucky.)

Military installation	*Location*
Detroit Arsenal	Warren, Mich.
Detroit Procurement District	Detroit, Mich.
Fort Wayne	Detroit, Mich.
U.S. Naval Air Station	Grosse Ile, Mich.
Selfridge Air Force Base	Mount Clemens, Mich.
Wurtsmith Air Force Base	Oscoda, Mich.
Fort Benjamin Harrison	Indianapolis, Ind.
Jefferson Proving Ground	Madison, Ind.
U.S. Naval Ammunition Depot	Crane, Ind.
U.S. Naval Avionics Facility	Indianapolis, Ind.
Bunker Hill Air Force Base	Peru, Ind.
Cleveland Procurement District	Cleveland, Ohio
Defense Construction Supply Center	Columbus, Ohio
Erie Army Depot	Port Clinton, Ohio
Ninth Coast Guard District	Cleveland, Ohio
Lordstown Military Reservation	Warren, Ohio
Defense Electronics Supply Center	Dayton, Ohio
Lockbourne Air Force Base	Columbus, Ohio
Wright-Patterson Air Force Base	Dayton, Ohio
Cincinnati Procurement District	Cincinnati, Ohio
Blue Grass Army Depot	Richmond, Ky.
Fort Campbell	Ft. Campbell, Ky.
Fort Knox	Fort Knox, Ky.
Lexington Army Depot	Lexington, Ky.
U.S. Naval Ordnance Plant	Louisville, Ky.

Rock Island Arsenal, Rock Island, Ill., 61202. (Sells property located in Michigan, Illinois, Wisconsin, and Minnesota.)

Military installation	*Location*
K. I. Sawyer AFB	Gwinn, Mich.
Kincheloe AFB	Kinross, Mich.
Rock Island Arsenal	Rock Island, Ill.
Savanna Ordnance Depot	Savanna, Ill.
Fort Sheridan	Fort Sheridan, Ill.
Joliet Arsenal	Joliet, Ill.
U.S. Naval Supply Depot	Great Lakes, Ill.
Coast Guard Supply Depot	Great Lakes, Ill.
U.S. Naval Ordnance Plant	Forest Park, Ill.
Chanute AFB	Rantoul, Ill.
Camp McCoy	Sparta, Wis.
Milwaukee Coast Guard Base	Milwaukee, Wis.
Truax Field	Madison, Wis.
U.S. Naval Air Station Twin Cities	Minneapolis, Minn.
Duluth International Airport	Duluth, Minn.

Defense Depot Memphis, Memphis, Tenn., 38115. (Sells property located in Tennessee, Mississippi, Louisiana, Arkansas, Missouri, and Illinois.)

Military Installation	*Location*
Defense Depot Memphis	Memphis, Tenn.
U.S. Naval Air Station	Memphis, Tenn.
Columbus AFB	Columbus, Miss.
Greenville AFB	Greenville, Miss.
Keesler AFB	Biloxi, Miss.
U.S. Naval Construction Battalion Center	Gulfport, Miss.
8th U.S. Coast Guard District	New Orleans, La.
Barksdale AFB	Shreveport, La.
England AFB	Alexandria, La.
U.S. Army Transp. Terminal Command	New Orleans, La.
Fort Polk	Leesville, La.
U.S. Naval Auxiliary Air Station	New Iberia, La.
Hq. Support Activity	New Orleans, Algiers, La.
Blytheville AFB	Blytheville, Ark.
Little Rock AFB	Jacksonville, Ark.
Fort Chaffee	Ft. Smith, Ark.
Pine Bluff Arsenal	Arsenal, Ark.
St. Louis Procurement Dist., U.S. Army	St. Louis, Mo.
2d U.S. Coast Guard District	St. Louis, Mo.
USAF Aeronautical Chart and Information Center	St. Louis, Mo.
Fort Leonard Wood	Waynesville, Mo.
Scott AFB	Belleville, Ill.
Granite City Army Depot	Granite City, Ill.

Post Office Box 5739, Oklahoma City, Okla., 73110. (Sells property located in Missouri, Oklahoma, Kansas, and Nebraska.)

Military Installation	*Location*
Lake City Army Ammunition Depot	Independence, Mo.
Richards-Gebaur AFB	Grandview, Mo.
Whiteman AFB	Knob Noster, Mo.
Tinker AFB	Oklahoma City, Okla.
Clinton-Sherman	Foss, Okla.
Altus AFB	Altus, Okla.
Fort Sill	Lawton, Okla.
U.S. Navy Ammunition Depot	McAlester, Okla.
Atchison Army Storage Facility	Atchison, Kan.
Ft. Leavenworth	Leavenworth, Kan.
Ft. Riley	Junction, Kan.
U.S. Naval Air Station	Olathe, Kan.
Forbes AFB	Topeka, Kan.
McConnell AFB	Wichita, Kan.
Schilling AFB	Salina, Kan.
U.S. Naval Ammunition Depot	Hastings, Neb.
Lincoln AFB	Lincoln, Neb.
Offutt AFB	Omaha, Neb.

Fort Worth Army Depot, Post Office Box 6988, Fort Worth, Tex. 76115. (Sells property located in Texas.)

Military Installation	*Location*
Reese AFB	Lubbock, Tex.
Amarillo AFB	Amarillo, Tex.
Red River Army Depot	Texarkana, Tex.
Sheppard AFB	Wichita Falls, Tex.
Perrin AFB	Sherman, Tex.
Kelly AFB	San Antonio, Tex.
Randolph AFB,	San Antonio, Tex.
Ft. Sam Houston	San Antonio, Tex.
Texas Group Atlantic Reserve Fleet	Orange, Tex.
U.S. Naval Air Station	Corpus Christi, Tex.
Ellington AFB	Houston, Tex.
Bergstrom AFB	Austin, Tex.
Laredo AFB	Laredo, Tex.
Laughlin AFB	Del Rio, Tex.

Military Installation	*Location*
Ft. Worth Army Depot	Ft. Worth, Tex.
Carswell AFB	Ft. Worth, Tex.
U.S. Naval Auxiliary Air Station	Kingsville, Tex.
U.S. Naval Air Station	Dallas, Tex.
Fort Hood	Killeen, Tex.
Fort Wolters	Mineral Wells, Tex.
Dyess AFB	Abilene, Tex.
Goodfellow AFB	San Angelo, Tex.
James Connally AFB	Waco, Tex.
Webb AFB	Big Spring, Tex.

Pueblo Army Depot, Building 126, Pueblo, Colo., 81004. (Sells property located in North Dakota, South Dakota, Wyoming, Nebraska, Colorado, and New Mexico.)

Military installation	*Location*
Grank Forks AFB	Grand Forks, N.D.
Minot AFB	Minot, N.D.
Ellsworth AFB	Rapid City, S.D.
Black Hills Army Depot	Igloo, S.D.
Francis E. Warren AFB	Cheyenne, Wyo.
Sioux Army Depot	Sidney, Neb.
Fitzsimons Army Hospital	Denver, Colo.
Fort Carson	Colorado Springs, Colo.
Lowry AFB	Denver, Colo.
Pueblo Army Depot	Pueblo, Colo.
Rocky Mountain Arsenal	Denver, Colo.
Ft. Wingate Army Depot	Gallup, N. Mex.
Cannon AFB	Clovis, N. Mex.
Kirtland AFB	Albuquerque, N. Mex.

Post Office Box 58, Defense Depot Ogden Station, Ogden, Utah, 84401. (Sells property located in Montana, Idaho, and Utah.)

Military installation	*Location*
Glasgow Air Force Base	Glasgow, Mont.
Malmstrom Air Force Base	Great Falls, Mont.
Mountain Home Air Force Base	Mountain Home, Idaho
Hill Air Force Base	Ogden, Utah
Tooele Army Depot	Tooele, Utah
Defense Depot Ogden	Ogden, Utah

Davis-Monthan Air Force Base, Tucson, Ariz., 85708. (Sells property located in Arizona, New Mexico, and Texas.)

Military installation	*Location*
Davis-Monthan Air Force Base	Tucson, Ariz.
Fort Huachuca	Sierra Vista, Ariz.
Luke Air Force Base	Glendale, Ariz.
U.S. Naval Air Facility	Litchfield Park, Ariz.
Navajo Army Depot	Flagstaff, Ariz.
Williams Air Force Base	Chandler, Ariz.
Holloman Air Force Base	Alamagordo, N. Mex.
Walker Air Force Base	Roswell, N. Mex.
Biggs Air Force Base	El Paso, Tex.
Fort Bliss	El Paso, Tex.

U.S. Naval Supply Center, 937 North Harbor Drive, San Diego, Calif., 92132. (Sells property located in California and Nevada.)

Military installation	*Location*
U.S. Naval Ordnance Test Station	China Lake, Calif.
U.S. Naval Supply	Long Beach, Calif.
U.S. Naval Air Station North Island	San Diego, Calif.
U.S. Naval Air Station	Point Mugu, Calif.
U.S. Marine Corps Air Station El Toro	Santa Ana, Calif.
U.S. Naval Construction Battalion Center	Port Hueneme, Calif.
U.S. Naval Air Station	San Diego, Calif.
U.S. Naval Supply	San Diego, Calif.
U.S. Naval Weapons Station	Seal Beach, Calif.
Marine Corps Supply center	Barstow, Calif.
Fort Irwin	Barstow, Calif.
Fort MacArthur	San Pedro, Calif.
Camp Pendleton	Oceanside, Calif.
Marine Corps Base	Twenty-Nine Palms, Calif.
Edwards Air Force Base	Edwards, Calif.
George Air Force Base	Victorville, Calif.
March Air Force Base	Riverside, Calif.
Norton Air Force Base	San Bernardino, Calif.
Vandenberg Air Force Base	Lompoc, Calif.
Nellis Air Force Base	Las Vegas, Nev.

U.S. Naval Supply Center, Building 502, Oakland, Calif., 94614. (Sells property located in California and Nevada.)

Military installation	*Location*
U.S. Naval Air Station	Alameda, Calif.
U.S. Naval Weapons Station	Concord, Calif.
U.S. Naval Air Station	Moffett Field, Calif.
U.S. Naval Supply Center	Oakland, Calif.
Mare Island Naval Shipyard	Vallejo, Calif.
San Francisco Naval Shipyard	San Francisco, Calif.
Beale Air Force Base	Marysville, Calif.
Castle Air Force Base	Merced, Calif.
Hamilton Air Force Base	Ignacio, Calif.
Travis Air Force Base	Fairfield, Calif.
McClellan Air Force Base	Sacramento, Calif.
Fort Ord	Monterey, Calif.
Sacramento Army Depot	Sacramento, Calif.
Sharpe Army Depot	Lathrop, Calif.
Sierra Army Depot	Herlong, Calif.
U.S. Naval Ammunition Depot	Hawthorne, Nev.
Stead Air Force Base	Reno, Nev.

Post Office Box 4050, Seattle, Wash., 98119. (Sells property located in Washington and Oregon.)

Military installation	*Location*
Fairchild Air Force Base	Spokane, Wash.
U.S. Naval Torpedo Station	Keyport, Wash.
Larson Air Force Base	Moses Lake, Wash.
McChord Air Force Base	Tacoma, Wash.
Fort Lewis	Tacoma, Wash.
13th Coast Guard Dist.	Seattle, Wash.
Paine Field	Everett, Wash.
Puget Sound Naval Shipyard	Bremerton, Wash.
U.S. Naval Supply Depot	Seattle, Wash.
U.S. Naval Air Station, Whidbey Island	Oak Harbor, Wash.
Portland International Airport	Portland, Ore.
Umatilla Army Depot	Hermiston, Ore.

MAILING ADDRESSES OF SELLING ACTIVITIES LOCATED OUTSIDE OF CONTINENTAL UNITED STATES

Alaska:

Redistribution and Marketing Activity
Elmendorf Air Force Base
Anchorage, Alaska

Commanding Officer
U.S. Naval Station
Navy No. 127
c/o Postmaster
Seattle, Wash., 98790

Azores:
Redistribution and Marketing Activity
Lajes Field, Terceira, Azores

Canada:
Crown Assets Disposal Corporation (CADC)
219 Argyle Avenue
Ottawa 2, Ontario, Canada

Commanding Officer
U.S. Naval Station
Navy No. 103, Fleet Post Office
New York, N.Y., 09597

Caribbean Area:
Redistribution and Marketing Activity
Kindley Air Force Base
St. George, Bermuda

Commanding Officer
U.S. Naval Station
Navy No. 138, Fleet Post Office
New York, N.Y., 09587

Property Disposal Office
Antilles Command, USARSO
Fort Buchanan, P.R.

Redistribution and Marketing Activity
Ramey Air Force Base
Aguadilla, Puerto Rico

Commanding Officer
U.S. Naval Station
Navy No. 116 Fleet Post Office
New York, N.Y., 09592

Armed Forces Disposal Center
Fort Amador, Canal Zone

Commanding Officer
U.S. Naval Station
Navy No. 188, Fleet Post Office
New York, N.Y., 09585

Commanding Officer
U.S. Naval Supply Depot
Navy No. 115, Fleet Post Office
New York, N.Y., 09593

Crete:
Redistribution and Marketing Activity
Iraklion Air Station, Iraklion, Crete

England:
USAFE/UK Redistribution & Marketing Center
RAF Station, Molesworth, England

Europe and Middle East:
U.S. Army Property Disposal Detachment, Frankfurt [1]
52 Elbestrasse, Frankfurt/Main, Germany
(or APO 757, New York, N.Y.)

France:
USAFE/France Redistribution & Marketing Center
Toul-Rosieres AB, France

Germany:
USAFE/Germany Redistribution & Marketing Center
Mainz-Kastel, Germany

Greenland:
Royal Greenland Trade Department (RGTD)
Standgade, Copenhagen, Denmark

Greece:
USAF 7206 Support Group
Redistribution and Marketing Activity
Athenai Airport, Athens, Greece

Guam, Mariana Islands:
Commanding Officer
U.S. Naval Supply Depot
Navy No. 926, Fleet Post Office
San Francisco, Calif., 96635

Hawaii:
Commanding Officer
U.S. Naval Supply Center
Navy No. 128, Fleet Post Office
San Francisco, Calif., 96614

Iceland:
Air Forces Iceland
Keflavik Airport, Iceland

Italy:
Redistribution & Marketing Center
Aviano AB, Aviano, Italy
Redistribution and Marketing Activity
Brindisi AS, Brindisi, Italy

Commanding Officer
U.S. Naval Support Activity
Navy No. 510, Fleet Post Office
New York, N.Y., 09578

Japan:
Director of Property Disposal
U.S. Army Depot, Japan
Post Office Box 3
Kamimizo Post Office
Sagamihara-shi
Kanagawa-ken, Japan
(or APO 343, San Francisco, Calif.)

Commanding Officer
U.S. Naval Supply Depot
Navy No. 3923, Fleet Post Office
San Francisco, Calif., 96647

Korea:
U.S. Army Property Disposal Agency, Korea
Seoul, Korea
APO 301, San Francisco, Calif.

Libya:
Redistribution & Marketing
Wheelus AB, Tripoli, Libya

Morocco:
Commanding Officer
U.S. Naval Air Facility
Navy No. 214, Fleet Post Office
New York, N.Y., 09583

Okinawa:
Property Disposal Branch
U.S. Army Supply Services Command
Ft. Buckner, Ryukyu Islands
APO 48, San Francisco, Calif.

Pakistan:
Redistribution and Marketing Activity
Peshawar Air Station, Pakistan

Philippine Islands:
Commanding Officer
U.S. Naval Supply Depot
Navy No. 3002, Fleet Post Office
San Francisco, Calif., 96642

Commanding Officer
U.S. Naval Station
Navy No. 961, Fleet Post Office
San Francisco, Calif., 96639

Spain:
Redistribution and Marketing Activity
Torrejon Air Base
Torrejon De Ardoz, Spain

[1] This activity maintains a central bidders list for the designated geographical area.

Spain—Continued
Redistribution and Marketing Activity
Moron Air Base, Moron, Spain

Commanding Officer
U.S. Naval Station
Navy No. 537, Fleet Post Office
New York, N.Y., 09576

Redistribution and Marketing Activity
Zaragoza Air Base, Zaragoza, Spain

Taiwan (Formosa):
Redistribution and Marketing Activity
Taiwan Air Station, Taiwan

Turkey:
Redistribution and Marketing Activity
Headquarters TUSLOG
Ankara, Turkey

Viet Nam:
Property Disposal Office
Logistics Director
Army Section, HQ,MAAG
(APO 143, San Francisco, Calif.)

SURPLUS PROPERTY BIDDERS LIST

The Department of Defense has a single contact point for any person interested in purchasing surplus property from military installations within the continental United States. This contact point, called the Defense Surplus Bidders Control Office, maintains a single "bidders list" for all military departments. The Department of Defense surplus property bidders list is arranged to show each person's buying interests, both geographically and with respect to classes of surplus property.

To have your name included in the list, send the Department of Defense Surplus Property Bidders Application (Parts I and II) at the back of this pamphlet to the Defense Surplus Bidders Control Office, The Federal Center, Battle Creek, Mich., 49016.

To complete Part I of the Department of Defense Surplus Property Bidders Application you should:

1. Fill in the blanks provided for your name, address, city, state and ZIP CODE. The ZIP CODE for your delivery area may be obtained by asking your Letter Carrier or local Post Office.

2. Answer the five inquiries by placing a check mark in the proper blocks.

To complete Part II of the Department of Defense Surplus Property Bidders' Application you should:

1. Refer to the "Classes of Surplus Personal Property Sold By The Department of Defense" described on pages 73 through 80 and select the numbers assigned to the classes of surplus property you are interested in purchasing. For your convenience an index to the classes of surplus personal property sold will be found on page 73.

2. Then, on Part II of the application, write in the numbers of the classes of surplus property (use numbers shown on pages 73 through 80) in which you are interested in purchasing and the geographical areas (use code numbers shown on page 80) in which you wish to inspect and bid on surplus property. If you desire to purchase any items in Classes 1905A through 1990 (Ships, Small Craft, Pontoons and Floating Docks), please note that there are four geographical areas provided, namely, East of the Mississippi River (including Gulf Ports), West of the Mississippi River, Overseas Only and Worldwide. Note: Since costs of transportation and inspection are borne by the purchaser, care should be taken to restrict the geographical area(s) accordingly.

Remove the completed Department of Defense Surplus Property Bidders Application, Parts I and II, and mail to:

Defense Surplus Bidders Control Office
The Federal Center
Battle Creek, Mich. 49016

Whenever the property in which you have expressed an interest is placed on sale in the geographical areas you designated, you will be sent an invitation for bid. Invitations for bid provide detailed information regarding the terms and conditions of sale, location of the property, its description, condition, quantity, dates it may be inspected, time and date of bid opening, payment and removal of property, and other details.

A list of successful bidders which shows the prices that were acceptable to the Government on the various items awarded is prepared after each sale and is sent to each bidder who submitted a bid in response to the Invitation for Bid. The list is prepared by and is available at the Defense Surplus Sales Office which conducted the sale.

In the interest of economy the Defense Surplus Bidders Control Office continually reviews the record of sales participation of bidders listed on the Department of Defense Surplus Property Bidders List for the purpose of removing the names of those individuals and firms who have not demonstrated an interest in the property offered for sale in catalogs distributed to them. Distribution of sales catalogs represent a significant cost to the Government and must be controlled in this manner.

In addition to invitations for bid which are mailed to potential buyers appearing on the bidders list, notices of sale are posted in public buildings and the mediums of radio, television, trade organizations, newspapers, and periodicals are used to advertise sales.

For information and inclusion on the bidders list for property located in Alaska, Hawaii, and other areas outside the continental United States, contact the appropriate sales office listed on pages 70–72.

CLASSES OF SURPLUS PERSONAL PROPERTY SOLD BY THE DEPARTMENT OF DEFENSE

Index

	Page
SCRAP AND WASTE	73
USABLE ITEMS	73
Agricultural Machinery and Equipment	76
Agricultural Supplies	80
Aircraft; and Airframe Structural Components	74
Aircraft Components and Accessories	74
Aircraft Launching, Landing, and Ground Handling Equipment	74
Alarm and Signal Systems	78
Ammunition and Explosives	74
Bearings	75
Books, Maps, and Other Publications	79
Brushes, Paints, Sealers, and Adhesives	79
Chemicals and Chemical Products	79
Cleaning Equipment and Supplies	79
Clothing and Individual Equipment	79
Communication Equipment	77
Construction, Mining, Excavating, and Highway Maintenance Equipment	76
Construction and Building Materials	77
Containers, Packaging, and Packing Supplies	79
Electric Wire, and Power and Distribution Equipment	78
Electrical and Electronic Equipment Components	77
Engines, Turbines, and Components	75
Engine Accessories	75
Fire Control Equipment	73
Fire Fighting, Rescue, and Safety Equipment	76
Food Preparation and Serving Equipment	79
Fuels, Lubricants, Oils, and Waxes	80
Furnace, Steam Plant, and Drying Equipment	76
Furniture	79
Guided Missile Equipment	74
Hand Tools	77
Hardware and Abrasives	77
Household and Commercial Furnishings and Appliances	79
Instruments and Laboratory Equipment	78
Lighting Fixtures and Lamps	78
Live Animals	80
Lumber, Millwork, Plywood, and Veneer	77
Maintenance and Repair Shop Equipment	77
Materials Handling Equipment	76
Measuring Tools	77
Mechanical Power Transmission Equipment	75
Medical, Dental, and Veterinary Equipment and Supplies	78
Metal Bars, Sheets, and Shapes	80
Metalworking Machinery	75
Miscellaneous	80
Motor Vehicles, Trailers, and Cycles	74
Musical Instruments, Phonographs, and Home-Type Radios	79
Nonmetallic Crude Materials	80
Nonmetallic Fabricated Materials	80
Office Machines and Data Processing Equipment	79
Office Supplies and Devices	79
Ores, Minerals, and Their Primary Products	80
Photographic Equipment	78
Pipe, Tubing, Hose, and Fittings	77
Plumbing, Heating, and Sanitation Equipment	76
Precious Metals (all types) (Footnote 5)	80
Prefabricated Structures and Scaffolding	77
Pumps and Compressors	76
Railway Equipment	74
Recreational and Athletic Equipment	79
Refrigeration and Air Conditioning Equipment	76
Rope, Cable, Chain, and Fittings	76
Service and Trade Equipment	76
Ships, Small Craft, Pontoons, and Floating Docks	74
Ship and Marine Equipment	74
Space Vehicle Equipment	74
Special Industry Machinery	76
Textiles, Leather, and Furs	79
Tires and Tubes	75
Tractors	75
Training Aids and Devices	79
Valves	77
Vehicular Equipment Components	75
Water Purification and Sewage Treatment Equipment	77
Weapons	73
Woodworking Machinery and Equipment	75

SCRAP AND WASTE

Class No.	
8305A	Textiles including Synthetic Fabric (e.g., canvas, parachutes, etc.).
9450A	Paper (e.g., newsprint, manila cards, etc.).
9450B	Rubber (e.g., tires and tubes all types etc.).
9450C	Miscellaneous (e.g., leather, plastic, fiberglass etc.).
9450D	Exposed Film and Spent Hypo Solution.
9450E	Waste Oil, Jet Fuels, Paints, Chemicals, Waxes and Lubricants.
9450F	Food Waste (e.g., garbage, grease, fat, bones, contaminated foods, etc.).
9670A	Ferrous Metals, Light and Heavy (e.g., cans for detinning purposes, cast iron, wrought iron and steel, black and galvanized, alloy-free turnings, alloy-free production scrap, stripped and unstripped engine blocks, steel shelving, production cuttings, shapes and forms and all industrial shapes and forms). Excludes magnetic and nonmagnetic stainless steels.
9670B	High Temperature Alloys (e.g., nickel-copper, nickel-silicon, nickel-chromium, nickel-chromium-iron, nickel-chromium-cobalt, nickel-molybdenum). Includes magnetic and nonmagnetic stainless steels.
9680A	Nonferrous Metals: Aluminum, Magnesium, Lead, Zinc, Copper, Brass, etc. Includes various types of military aircraft sold for recovery of basic metal content, parts and components (e.g., B–25, B–26, F–80, F–86, F–89, F–100, etc.).

USABLE ITEMS

Weapons

1005	Guns (small arms) (e.g., hand operated bolt action rifles, 22, 30 caliber, sporting and riot type shot guns and component parts and accessories; bayonets, bayonet-knives, etc.).

Fire Control Equipment

1210 [1]	Fire Control Directors.
1220 [1]	Fire Control Computing Sights and Devices.
1230 [1]	Fire Control Systems, Complete.
1240 [1]	Optical Sighting and Ranging Equipment (e.g., range and height finders, telescopic sights, optical instruments integrated with fire control equipment).
1250 [1]	Fire Control Stabilizing Mechanisms.
1260 [1]	Fire Control Designating and Indicating Equipment.
1265	Fire Control Transmitting and Receiving Equipment, except Airborne.
1270 [1]	Aircraft Gunnery Fire Control Components.
1280 [1]	Aircraft Bombing Fire Control Components.
1285 [1]	Fire Control Radar Equipment, except Airborne.
1287 [1]	Fire Control Sonar Equipment.
1290 [1]	Miscellaneous Fire Control Equipment.

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

Ammunition and Explosives

Class No.

1305 Ammunition (commercial types in serviceable condition readily available on the commercial market) (e.g., hardware or sporting goods stores, etc.).

1375 [2] Explosives (e.g., blasting and demolition materials, smokeless powder, etc.).

Guided Missile Equipment

1450 [1] Guided Missile Handling and Servicing Equipment (e.g., specially designed trucks and trailers, slings, hoists, jacks, etc.).

Aircraft; and Airframe Structural Components

The Defense Surplus Sales Office, Tucson, Ariz., conducts sales of all Army, Navy, Air Force, Marine Corps, Defense Supply Agency and U.S. Coast Guard aircraft on a national basis. The only types of aircraft that are authorized for sale are commercial type, cargo, and passenger carrying in each of the following property categories numbers 1510A, 1510B, 1510C, and 1520. Military type aircraft must be demilitarized and sold for recovery of basic metal content, parts and components (see property category number 9680A).

1510A Single Engine Aircraft.
1510B Twin Engine Aircraft.
1510C Multi-Engine Aircraft.
1520 Aircraft, Rotary Wing (e.g., helicopters).
1560A Airframe Structural Components, etc., peculiar to Single Engine Aircraft.
1560B Airframe Structural Components, etc., peculiar to Multi-Engine Aircraft.
1560C Airframe Structural Components, etc., peculiar to Helicopters.

Aircraft Components and Accessories

1610 Aircraft Propellers and Component Parts.
1620 Aircraft Landing Gear Components.
1630 Aircraft Wheel and Brake Systems.
1640 Aircraft Auxiliary Fuel Tanks.
1650 Aircraft Hydraulic, Vacuum, and De-icing System Components.
1660 Aircraft Air Conditioning, Heating, and Pressurizing Equipment.
1670 [1] Parachutes and Aerial Pick Up, Delivery, and Cargo Tie Down Equipment.
1680 Miscellaneous Aircraft Accessories and Components.

Aircraft Launching, Landing, and Ground Handling Equipment

1710 Aircraft Arresting, Barrier, and Barricade Equipment (e.g., shipboard and land based types).
1720 [1] Aircraft Launching Equipment (e.g., catapults, etc.).
1730 Aircraft Ground Servicing Equipment (e.g., energizers, engine preheaters, mooring assemblies, beaching equipment, passenger loading ramps, maintenance platforms, slings, hoists, airfield specialized lift trucks and trailers, etc.).
1740 Airfield Specialized Trucks and Trailers.

Space Vehicle Equipment

1850 [1] Space Vehicle Handling and Servicing Equipment (e.g., specially designed trucks and trailers, slings, hoists, jacks, etc.).

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

[2] The purchaser must certify on certain items in this property category that he is a user of, or manufacturer, or processor of, or dealer in the materials and is capable of complying with all applicable Federal, State, and local laws. Specific information will be given in the invitation for bid when issued.

Ships, Small Craft, Pontoons, and Floating Docks

The Defense Surplus Sales Office, Brooklyn, N.Y., conducts the sale of naval vessels stricken from the Naval Vessel Register on a worldwide basis and all barges, regardless of size, and power-driven or self-propelled vessels exceeding 40 feet in length within the continental United States. Other vessels are sold by the Sales Office presently serving the military installations having custody of such vessels.

Class No.

1905A Aircraft Carriers (for scrapping only).
1905B Battleships, Cruisers, Destroyers (for scrapping only).
1905C Landing Ships (e.g., LST, LSM, LSMR, LSSL, etc.).
1950D Minehunters, Minesweepers, Minelayers.
1905E Submarines (for scrapping only).
1910 Transport Vessels, Passenger and Troop.
1915 Cargo and Tanker Vessels.
1920 Fishing Vessels.
1925A Ferry.
1925B Harbor Utility Craft.
1925C Repair Ships.
1925D Tugs (e.g., TTB, YTL, ATA, etc.).
1930A Fuel Barge, Gasoline Barge, Water Barge.
1930B Lighters (open and covered).
1935 Barges and Lighters, Special Purpose (e.g., derrick, piledriver, torpedo testing barges, barge-mounted cranes, etc.).
1940A P.T. Boats.
1940B Patrol Craft (e.g., PC, PCS, SC, YP, PCE, etc.).
1940C Seaplane Tenders.
1940D Small Craft under 40 feet in length powered and non-powered (e.g., lifeboats, rowboats, whaleboats, motor launches, etc.).
1945 Pontoons and Floating Docks (e.g., pontoon ramps, etc.).
1950 Floating Dry Docks.
1955 Dredges.
1990 Miscellaneous (all other vessels and service craft not included in property category numbers 1905A through 1955).

Ship and Marine Equipment

2010 Ship and Boat Propulsion Components (excludes engines and turbines).
2020 Rigging and Rigging Gear.
2030 Deck Machinery.
2040 Marine Hardware and Hull Items (e.g., anchors, hatches, rudders, oars, etc.).
2050 Buoys.
2060 Commercial Fishing Equipment (excludes fishing vessels).
2090 Miscellaneous Ship and Marine Equipment (e.g., sails, marine furniture, ladders, etc.).

Railway Equipment

2210 Locomotives.
2220 Rail Cars (e.g., trailed cars, self-propelled cars, etc.).
2230 Right-Of-Way Construction and Maintenance Equipment, Railroad (e.g., locomotive cranes, snowplows, tamping machines, etc.).
2240 Locomotive and Rail Car Accessories and Components.
2250 Track Materials, Railroad (e.g., rails, frogs, fish plates, etc.).

Motor Vehicles, Trailers, and Cycles

2310A Passenger Motor Vehicles (e.g., sedans, station wagons, etc.).
2310B Ambulances and Hearses.
2310C Buses.

Class No.	
2320A	Trucks and Truck Tractors (e.g., panel, delivery, and pickup trucks, etc.).
2320B	Amphibain Vehicles.
2320C	Jeeps.
2330	Trailers (e.g., semitrailers, house trailers, semitrailer dollies, etc.).
2340	Motorcycles, Motor Scooters and Bicycles.
2350 [1]	Tanks and Self-Propelled Weapons.

Tractors

2410	Tractors, Full Track, Low Speed (e.g., caterpillar and crawler, etc.).
2420	Tractors, Whelled (e.g., agricultural and industrial wheeled tractors, etc.).
2430	Tractors, Track Laying, High Speed.

Vehicular Equipment Components

2510	Vehicular Cab, Body, and Frame Structural Components (e.g., automobile, trucks and trailer bodies, frames, etc.).
2520	Vehicular Power Transmission Components (e.g., transmissions, clutches, drive shafts, differentials, power takeoffs, hydraulic motors, universal joints, etc.).
2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components (e.g., wheel and brake assemblies, track assemblies steering assemblies, etc.).
2540	Vehicular Furniture and Accessories (e.g., heaters, defrosters, winterization kits, seat assemblies, mirrors, curtains, etc.).
2590	Miscellaneous Vehicular Components (e.g., a-frames, bulldozer blades, crane booms, etc.).

Tires and Tubes

2610	Tires and Tubes, Pneumatic, except Aircraft.
2620	Tires and Tubes, Pneumatic, Aircraft.
2630	Tires, Solid and Cushion (includes rubber track laying treads).
2640	Tire Rebuilding and Tire and Tube Repair Materials (excludes vulcanizing machinery and equipment).

Engines, Turbines and Components

2805	Gasoline Reciprocating Engines, except Aircraft; and components.
2810A	Gasoline Reciprocating Engines (Single and In-Line Engines), Aircraft; and Components (e.g., R–1340, Allison, Lycoming, Drone engines, etc.).
2810B	Gasoline Reciprocating Engines (Multi-Engines), Aircraft; and Components (e.g., R–2800, R–3350).
2815	Diesel Engines and Components.
2820	Steam Engines, Reciprocating and Components.
2825	Steam Turbines and Components.
2830	Water Turbines and Water Wheels; and Components.
2835	Gas Turbines and Jet Engines, except Aircraft; and Components (e.g., air-borne auxiliary and ground gas turbine power units for aircraft engine starting, etc.).
2840 [1]	Gas Turbine and Jet Engines, Aircraft and Components (e.g., turbo-prop and turbo-jet engines, etc.).
2845 [1]	Rocket Engines and Components.
2895	Miscellaneous Engines and Components (e.g., wind and compressed air engines).

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

Engine Accessories

Class No.	
2910	Engine Fuel System Components, Nonaircraft (e.g., fuel tanks, lines, filters and pumps, carburetors, etc.).
2915	Engine Fuel System Components, Aircraft (e.g., fuel pumps, filters, controls, valves, etc.; excludes aircraft fuel tanks).
2920	Engine Electrical System Components, Nonaircraft (e.g., generators, spark plugs, coils, distributors, voltage regulators, ignition harness, starters, magnetos).
2925	Engine Electrical System Components, Aircraft.
2930	Engine Cooling System Components, Nonaircraft.
2935	Engine Cooling System Components, Aircraft.
2940	Engine Air and Oil Filters, Strainers, and Cleaners, Nonaircraft.
2945	Engine Air and Oil Filters, Strainers, and Cleaners, Aircraft.
2950	Turbosuperchargers.
2990	Miscellaneous Engine Accessories, Nonaircraft (excludes electrical starters).
2995	Miscellaneous Engine Accessories, Aircraft.

Mechanical Power Transmission Equipment

3010	Torque Converters and Speed Changers.
3020	Gears, Pulleys, Sprockets, and Transmission chain.
3030	Belting, Drive Belts, Fan Belts, and Accessories.
3040	Miscellaneous Power Transmission Equipment.

Bearings

3110	Bearings, Antifriction, Unmounted.
3120	Bearings, Plain, Unmounted.
3130	Bearings, Mounted.

Woodworking Machinery and Equipment

3210	Sawmill and Planing Mill Machinery.
3220	Woodworking Machines (excludes hand held power driven tools).
3230	Tools and Attachments for Woodworking Machinery.

Metalworking Machinery

3411	Boring Machines.
3412	Broaching Machines.
3413	Drilling Machines.
3414	Gear Cutting and Finishing Machines.
3415	Grinding Machines.
3416	Lathes (excludes speed lathes).
3417	Milling Machines.
3418	Planers.
3419	Miscellaneous Machine Tools (e.g., shapers, speed lathes, etc.).
3422	Rolling Mills and Drawing Machines.
3424	Metal Heat Treating Equipment.
3426	Metal Finishing Equipment.
3428	Foundry Equipment and Supplies (excludes crucible furnaces, cupola furnaces and foundry hand tools).
3431	Electric Arc Welding Equipment (excludes welding supplies and associated equipment).
3432	Electric Resistance Welding Equipment.
3433	Gas Welding, Heat Cutting and Metalizing Equipment.
3436	Welding Positioners and Manipulators.
3438	Miscellaneous Welding Equipment.
3439	Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories.
3441	Bending and Forming Machines.
3442	Hydraulic and Pneumatic Presses, Power Driven.
3443	Mechanical Presses, Power Driven (includes forging presses).

Class No.

3444 Manual Presses.
3445 Punching and Shearing Machines.
3446 Forging Machinery and Hammers (excludes forging presses).
3447 Wire and Metal Ribbon Forming Machines.
3448 Riveting Machines (excludes power driven hand riveting machines).
3449 Miscellaneous Secondary Metal Forming and Cutting Machines.
3450 Machine Tools, Portable.
3455 Cutting Tools For Machine Tools (excludes flame cutting tools).
3456 Cutting and Forming Tools For Secondary Metalworking Machinery.
3460 Machine Tool Accessories.
3465 Production Jigs, Fixtures, and Templates.
3470 Machine Shop Sets, Kits, and Outfits.

Service and Trade Equipment

3510 Laundry and Dry Cleaning Equipment.
3520 Shoe Repairing Equipment.
3530 Industrial Sewing Machines and Mobile Textile Repair Shops (excludes shoe sewing machines).
3540 Wrapping and Packaging Machinery.
3550 Vending and Coin Operated Machines.
3590 Miscellaneous Service and Trade Equipment (includes barber chairs, kits, hair clippers and shears, etc.).

Special Industry Machinery

3605 Food Products Machinery and Equipment (excludes kitchen and galley equipment).
3610 Printing, Duplicating, and Bookbinding Equipment.
3615 Pulp and Paper Industries Machinery.
3620 Rubber Working Machinery.
3625 Textile Industries Machinery.
3630 Clay and Concrete Products Industries Machinery.
3635 Glass Industries Machinery.
3640 Tobacco Manufacturing Machinery.
3645 Leather Tanning and Leather Working Industries Machinery.
3650 Chemical and Pharmaceutical Products Manufacturing Machinery.
3655 Gas Generating Equipment (excludes meteorological equipment).
3695 Miscellaneous Special Industry Machinery (includes specialized logging equipment, petroleum refinery machinery, shoemaking machinery, optical goods manufacturing machinery, etc.).

Agricultural Machinery and Equipment

3710 Soil Preparation Equipment (includes planting equipment and cultivating equipment).
3720 Harvesting Equipment.
3730 Dairy, Poultry, and Livestock Equipment.
3740 Pest, Disease, and Frost Control Equipment.
3750 Gardening Implements and Tools.
3760 Animal Drawn Vehicles and Farm Trailers.
3770 Saddlery, Harness, Whips, and Related Animal Furnishings.

Construction, Mining, Excavating, and Highway Maintenance Equipment

3805 Earth Moving and Excavating Equipment.
3810 Cranes and Crane-Shovels (excludes barge-mounted cranes).
3815 Crane and Crane-Shovel Attachments.
3820 Mining, Rock Drilling, Earth Boring, and Related Equipment.
3825 Road Clearing and Cleaning Equipment.

Class No.

3830 Truck and Tractor Attachments (includes equipment for mounting on trucks and tractors, such as bulldozers, augers, blades, snowplows, sweepers, etc.).
3835 Petroleum Production and Distribution Equipment (includes wellheads, pumping equipment and gas distribution equipment).
3895 Miscellaneous Construction Equipment (e.g., asphalt heaters and kettles, concrete mixers, pile drivers, cable laying, lashing, spinning, and reeling equipment, etc.).

Materials Handling Equipment

3910 Conveyors.
3920 Material Handling Equipment, Non-self-Propelled (includes dolly trucks, pushcarts, handcarts, wheelbarrows, hand trucks, and material handling trailers).
3930 Warehouse Trucks and Tractors, Self-Propelled (includes fork lift trucks, straddle trucks, cab, body, and frame structural components and springs. etc.).
3940 Blocks, Tackle, Rigging, and Slings.
3950 Winches, Hoists, Cranes, and Derricks.
3960 Elevators and Escalators.
3990 Miscellaneous Materials Handling Equipment (includes skids and pallets).

Rope, Cable, Chain, and Fittings

4010 Chain and Wire Rope.
4020 Fiber Rope, Cordage, and Twin.
4030 Fittings for Rope, Cable, and Chain.

Refrigeration and Air Conditioning Equipment

4110 Self-Contained Refrigeration Units and Accessories.
4120 Self-Contained Air Conditioning Units and Accessories.
4130 Refrigeration and Air Conditioning Plants and Components.
4140 Fans and Air Circulators, Nonindustrial.

Fire Fighting, Rescue, and Safety Equipment

4210 Fire Fighting Equipment.
4220 Marine Lifesaving and Diving Equipment (excludes lifesaving boats).
4230 Decontaminating and Impregnating Equipment.
4240 Safety and Rescue Equipment.

Pumps and Compressors

4310 Compressors and Vacuum Pumps.
4320 Power and Hand Pumps.
4330 Centrifugals, Separators, and Pressure and Vacuum Filters.

Furnace, Steam Plant, and Drying Equipment

4410 Industrial Boilers.
4420 Heat Exchangers and Steam Condensers.
4430 Industrial Furnaces, Kilns, Lehrs, and Ovens (excludes food industry ovens, metal heat treating and laboratory type furnaces).
4440 Driers, Dehydrators, and Anhydrators.
4450 Industrial Fan and Blower Equipment.
4460 Air Purification Equipment (includes electronic precipitators and dust collectors).

Plumbing, Heating, and Sanitation Equipment

4510 Plumbing Fixtures and Accessories.
4520 Space Heating Equipment and Domestic Water Heaters.
4530 Fuel Burning Equipment Units.
4540 Miscellaneous Plumbing, Heating, and Sanitation Equipment (includes incinerators, destructors, septic tanks and garbage disposal units).

Water Purification and Sewage Treatment Equipment

Class No.

4610 [3] Water Purification Equipment (includes filtration equipment and lifesaving water stills).
4620 [3] Water Distillation Equipment, Marine and Industrial.
4630 Sewage Treatment Equipment.

Pipe, Tubing, Hose, and Fittings

4710 Pipe and Tube (includes metal pipe and tube, rigid pipe and tube of plastic, synthetic rubber, or other nonmetallic material for other than underground, electrical, or laboratory use).
4720 Hose and Tubing, Flexible (includes metallic and nonmetallic flexible hose and tubing, hydraulic, air, chemical, fuel and oil hose assemblies).
4730 Fittings and Specialties: Hose, Pipe, and Tube (includes plumbing fittings and specialties, lubrication fittings, pipe joints, including expansion joints, etc.).

Valves

4810 Valves, Powered.
4820 Valves, Nonpowered.

Maintenance and Repair Shop Equipment

4910 Motor Vehicle Maintenance and Repair Shop Specialized Equipment (excludes hand tools).
4920 Aircraft Maintenance and Repair Shop Specialized Equipment.
4925 Ammunition Maintenance and Repair Shop Specialized Equipment.
4930 Lubrication and Fuel Dispensing Equipment.
4931 Fire Control Maintenance and Repair Shop Specialized Equipment.
4933 Weapons Maintenance and Repair Shop Specialized Equipment.
4935 [1] Guided Missile Maintenance, Repair, and Checkout Specialized Equipment (includes checkout equipment and test equipment specially designed for use with guided missiles and guided remote control systems).
4940 Miscellaneous Maintenance and Repair Shop Specialized Equipment (includes paint spraying equipment).
4960 [1] Space Vehicle Maintenance, Repair, and Checkout Specialized Equipment (includes checkout and test equipment specially designed for use with space vehicles, including remote control systems).

Hand Tools

5110 Hand Tools, Edged, Nonpowered.
5120 Hand Tools, Nonedged, Nonpowered.
5130 Hand Tools, Power Driven.
5133 Drill Bits, Counterbores, and Countersinks: Hand and Machine.
5136 Taps, Dies and Collets: Hand and Machine (excludes punching, stamping, and marking dies).
5140 Tool and Hardware Boxes.
5180 Sets, Kits, and Outfits of Hand Tools.

Measuring Tools

5210 Measuring Tools, Craftsmen's.
5220 Inspection Gages and Precision Layout Tools.
5280 Sets, Kits, and Outfits and Measuring Tools.

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

[3] The purchaser must certify on certain stills and distilling apparatus in this property category that he will comply with the provisions of the Internal Revenue Code and with regulations issued thereunder. Specific information will be given in the invitation for bid when issued.

Hardware and Abrasives

Class No.

5305 Screws.
5306 Bolts.
5307 Studs.
5310 Nuts and Washers.
5315 Nails, Keys, and Pins.
5320 Rivets.
5325 Fastening Devices.
5330 Packing and Gasket Materials.
5335 Metal Screening.
5340 Miscellaneous Hardware.
5345 Disks and Stones, Abrasive.
5350 Abrasive Materials.
5355 Knobs and Pointers.

Prefabricated Structures and Scaffolding

5410 Prefabricated and Portable Buildings.
5420 Bridges, Fixed and Floating (excludes pontoons and floating docks).
5430 Storage Tanks.
5440 Scaffolding Equipment and Concrete Forms.
5445 Prefabricated Tower Structures.
5450 Miscellaneous Prefabricated Structures (includes bleachers, grandstands, etc.).

Lumber, Millwork, Plywood, and Veneer

5510 Lumber and Related Basic Wood Materials.
5520 Millwork (e.g., door frames, doors, window frames, and window sashes).
5530 Plywood and Veneer.

Construction and Building Materials

5610 Mineral Construction Materials, Bulk.
5620 Building Glass, Tile, Brick, and Block.
5630 Pipe and Conduit, Nonmetallic.
5640 Wallboard, Building Paper, and Thermal Insulation Materials.
5650 Roofing and Siding Materials.
5660 Fencing, Fences, and Gates.
5670 Architectural and Related Metal Products (includes door frames, fixed fire escapes, gratings, staircases, window sash, etc.).
5680 Miscellaneous Construction Materials (includes metal lath, airplane landing mats, traction mats, etc.).

Communication Equipment

5805 Telephone and Telegraph Equipment.
5815 Teletype and Facsimile Equipment.
5820 Radio and Television Communication Equipment, except Airborne (excludes home type radio and television equipment).
5821 Radio and Television Communication Equipment, Airborne.
5825 Radio Navigation Equipment, except Airborne.
5826 Radio Navigation Equipment, Airborne.
5830 Intercommunication and Public Address Systems, except Airborne.
5831 Intercommunication and Public Address Systems, Airborne.
5835 Sound Recording and Reproducing Equipment (excludes phonographs, home type, and dictating machines).
5840 [1] Radar Equipment, except Airborne.
5841 [1] Radar Equipment, Airborne.
5845 [1] Underwater Sound Equipment (includes only communication types of infrared equipment).
5895 Miscellaneous Communication Equipment.

Electrical and Electronic Equipment Components

5905 Resistors.
5910 Capacitors.
5915 Filters and Networks.

Class No.

5920 Fuses and Lightning Arresters.
5925 Circuit Breakers.
5930 Switches.
5935 Connectors, Electrical.
5940 Lugs, Terminals, and Terminal Strips.
5945 Relays, Contactors, and Solenoids.
5950 Coils and Transformers.
5955 [1] Piezoelectric Crystals (includes processed unmounted crystals, etc.).
5960 Electron Tubes, Transistors, and Rectifying Crystals.
5965 Headsets, Handsets, Microphones and Speakers.
5970 Electrical Insulators and Insulating Materials.
5975 Electrical Hardware and Supplies.
5977 Electrical Contact Brushes and Electrodes.
5985 Antennas, Waveguides, and Related Equipment.
5990 Synchros and Resolvers (includes autosyn motors, selsyn generators, synchro receivers, torque amplifiers, etc.).
5995 Cable Cord, and Wire Assemblies: Communication Equipment.
5999 Miscellaneous Electrical and Electronic Components (includes light switches, microwave chokes, permanent magnets, etc.).

Electric Wire, and Power and Distribution Equipment

6105 Motors, Electrical.
6110 Electrical Control Equipment.
6115 Generators and Generator Sets, Electrical.
6120 Transformers: Distribution and Power Station.
6125 Converters, Electrical.
6130 Rectifying Equipment, Electrical.
6135 Batteries, Primary.
6140 Batteries, Secondary.
6145 Wire and Cable, Electrical.
6150 Miscellaneous Electric Power and Distribution Equipment.

Lighting Fixtures and Lamps

6210 Indoor and Outdoor Electric Lighting Fixtures.
6220 Electric Vehicular Lights and Fixtures.
6230 Electric Portable and Hand Lighting Equipment.
6240 Electric Lamps.
6250 Ballasts, Lampholders, and Starters.
6260 Nonelectric Lighting Fixtures.

Alarm and Signal Systems

6310 Traffic and Transit Signal Systems.
6320 Shipboard Alarm and Signal Systems (e.g., motor order indicators, ship's draft indicators, ship's speed indicators, total revolution indicators, etc.).
6330 Railroad Signal and Warning Devices.
6340 Aircraft Alarm and Signal Systems (e.g., aircraft crew warning signals, audible landing gear alarms, oil pressure warning signals, etc.).
6350 Miscellaneous Alarm and Signal Systems (e.g., alarm bells, buzzers, fire alarm switchboards, foghorns, siren alarms, under voltage alarms, etc.).

Medical, Dental, and Veterinary Equipment and Supplies

6505 [4] Drugs, Biologicals, and Official Reagents.
6510 Surgical Dressing Materials.
6515 Medical and Surgical Instruments, Equipment, and Supplies.
6520 Dental Instruments, Equipment, and Supplies.

Class No.

6525 X-Ray Equipment and Supplies: Medical, Dental, Veterinary.
6530 Hospital Furniture, Equipment, Utensils, and Supplies.
6532 Hospital and Surgical Clothing and Textile Special Purpose Items (e.g., clinic coats, surgical operating coats and trousers, etc.).
6540 Opticians' Instruments, Equipment, and Supplies.
6545 Medical Sets, Kits, and Outfits.

Instruments and Laboratory Equipment

6605 Navigational Instruments (e.g., azimuths, gyro compasses, drift meters, navigational computers, aircraft octants, plotting boards, aircraft sextants, marine sextants, etc.).
6610 Flight Instruments (e.g., airspeed indicators, bank and turn indicators, venturi tubes, etc.).
6615 Automatic Pilot Mechanisms and Airborne Gyro Components.
6620 Engine Instruments (includes all engine instruments, including aircraft, marine, and vehicular; fuel pressure gages, manifold pressure gages, oil pressure gages, fuel mixture indicators, engine oil and fuel warning devices).
6625 Electrical and Electronic Properties Measuring and Testing Instruments (includes all basic types of test instruments designed for communication and electronic equipment, such as ammeters, voltmeters, ohmmeters, multimeters, and similar instruments, etc.).
6630 Chemical Analysis Instruments (e.g., gas analyzers, hydrometers, etc.).
6635 Physical Properties Testing Equipment (e.g., balancing machines, hardness testers, industrial X-Ray machines, magnaflux testing equipment, torque bearing testers, etc.).
6640 Laboratory Equipment and Supplies.
6645 Time Measuring Instruments.
6650 Optical Instruments (e.g., binoculars, microscopes, telescopes, etc.).
6655 Geophysical and Astronomical Instruments (e.g., geodetic, oceanographic, and seismographic instruments, etc.).
6660 Meteorological Instruments and Apparatus (e.g., wind direction and speed detectors, radiosonde sets, meteorological balloons, etc.).
6665 Hazard-Detecting Instruments and Apparatus (e.g., mine detectors, gas detecting equipment, radiac equipment, water testing sets, etc.).
6670 Scales and Balances (e.g., household, industrial, postal and laboratory scales and balances, etc.).
6675 Drafting, Surveying, and Mapping Instruments.
6680 Liquid and Gas Flow, Liquid Level, and Mechanical Motion Measuring Instruments (e.g., electrical counters, engine tachometers, gas and liquid flowmeters, speedometers, etc.).
6685 Pressure, Temperature, and Humidity Measuring and Controlling Instruments (e.g., altimeters, barometers, gages, etc.).
6695 Combination and Miscellaneous Instruments (e.g., recording lie detectors, light-time recorders, meter registers, etc.).

Photographic Equipment

6710 Cameras, Motion Picture.
6720 Cameras, Still Picture.
6730 Photographic Projection Equipment.
6740 Photographic Developing and Finishing Equipment.
6750 Photographic Supplies.
6760 Photographic Equipment and Accessories.
6770 Film, Processed.
6780 Photographic Sets, Kits, and Outfits.

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

[4] Certain items in this property category number are sold only to registered manufacturers of narcotic drugs.

Chemicals and Chemical Products

Class No.	
6810	Chemicals (includes nonmedicinal chemical elements and compounds, such as naphtha solvents, acetone, etc.).
6820	Dyes.
6830	Gases: Compressed and Liquefied (e.g., technical nitrogen, oxygen, etc.).
6840	Pest Control Agents and Disinfectants (includes insect repellents, fungicides, insecticides, rodenticides, week killers, etc.).
6850	Miscellaneous Chemical Specialties (e.g., antifogging compound, antifreeze, deicing fluid, etc.).

Training Aids and Devices

6910	Training Aids (e.g., cutaway models, map reading instruction kits, scale models, vehicle training aids, etc.).
6920 [1]	Armament Training Devices (e.g., target panels, rifle targets, silhouette targets, etc.).
6930 [1]	Operational Training Devices (e.g., link trainers, flight simulators, etc.).
6940 [1]	Communication Training Devices (e.g., telephone training aids, electronic circuit trainers, etc.).

Furniture

7105	Household Furniture.
7110	Office Furniture.
7125	Cabinets, Lockers, Bins, and Shelving.
7195	Miscellaneous Furniture and Fixtures (e.g., library furniture, cashiers' stands, theater furniture, etc.).

Household and Commercial Furnishings and Appliances

7210	Household Furnishings (e.g., bed blankets, mattresses, and pillows, etc.).
7220	Floor Coverings.
7230	Draperies, Awnings, and Shades.
7240	Household and Commercial Utility Containers.
7290	Miscellaneous Household and Commercial Furnishings and Appliances.

Food Preparation and Serving Equipment

7310	Food Cooking, Baking, and Warming Equipment.
7320	Kitchen Equipment and Appliances.
7330	Kitchen Hand Tools and Utensils.
7340	Cutlery and Flatware.
7350	Tableware.
7360	Sets, Kits, and Outfits: Food Preparation and Serving.

Office Machines and Data Processing Equipment

7410	Punched Card System Machines (e.g., key punch sorting and tabulating machines, etc.).
7420	Accounting and Calculating Machines.
7430	Typewriters and Office Type Composing Machines.
7440	Automatic Data Processing Systems: Industrial, Scientific, and Office Types (e.g., electronic data counters, digital computers, magnetic tape, etc.).
7450	Office Type Sound Recording and Reproducing Machines (e.g., dictating machines, sound recorders, sound recording tape, transcribing machines, etc.).
7460	Visible Record Equipment (e.g., visible index cabinet files and rotary files, etc.).
7490	Miscellaneous Office Machines (e.g., cash registers, check signing and writing machines, label printing machines, etc.).

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

Office Supplies and Devices

Class No.	
7510	Office Supplies.
7520	Office Devices and Accessories.
7530	Stationery and Record Forms (excludes standard forms approved for Government wide use).

Books, Maps, and Other Publications

7610	Books and Pamphlets.
7640	Maps, Atlases, Charts, and Globes.

Musical Instruments, Phonographs, and Home-Type Radios

7710	Musical Instruments.
7720	Musical Instrument Parts and Accessories.
7730	Phonographs, Radios, and Television Sets: Home Type.
7740	Phonograph Records.

Recreational and Athletic Equipment

7810	Athletic and Sporting Equipment (e.g., basketballs, footballs, boxing gloves, etc.).
7830	Recreational and Gymnastic Equipment.

Cleaning Equipment and Supplies

7910	Floor Polishers and Vacuum Cleaners.
7920	Brooms, Brushes, Mops, and Sponges.
7930	Cleaning and Polishing Compounds and Preparations.

Brushes, Paints, Sealers, and Adhesives

8010	Paints, Dopes, Varnishes, and Related Products.
8020	Paint and Artists' Brushes.
8030	Preservative and Sealing Compounds.
8040	Adhesives.

Containers, Packaging, and Packing Supplies

8105	Bags and Sacks.
8110	Drums and Cans.
8115	Boxes, Cartons, and Crates.
8120	Gas Cylinders (e.g., compressed gas and acetylene cylinders, liquid gas tanks, etc.).
8125	Bottles and Jars.
8130	Reels and Spools.
8135	Packaging and Packing Bulk Materials (e.g., baling wire, waterproof barriers, corrugated and wrapping paper, etc.).
8140	Ammunition Boxes, Packages, and Special Containers (e.g., steel ammunition boxes, etc.).

Textiles, Leather, and Furs

8305B	Textile Fabrics (e.g., airplane cloth, burlap, canvas, cotton cloth, elastic webbing, etc.).
8310	Yarn and Thread.
8315	Notions and Apparel Findings.
8320	Padding and Stuffing Materials.
8325	Fur Materials.
8330	Leather.
8335	Shoe Findings and Soling Materials.
8340	Tents and Tarpaulins.
8345	Flags and Pennants.

Clothing and Individual Equipment

8405	Outerwear, Men's (e.g., breeches, rain coats, field jackets, knit caps, overalls, parkas, ponchos, etc.).
8410	Outerwear, Women's (e.g., blouses, rain coats, dresses, etc.).
8415	Clothing, Special Purpose (includes safety, protective, and athletic clothing, etc.).
8420	Underwear and Nightwear, Men's.
8425	Underwear and Nightwear, Women's.
8430	Footwear, Men's.
8435	Footwear, Women's.
8440	Hosiery, Handwear, and Clothing Accessories: Men's.

Class No.

8445 Hosiery, Handwear, and Clothing Accessories: Women's.
8450 Children's and Infants' Apparel and Accessories.
8460 Luggage.
8465 Individual Equipment (e.g., ammunition belts, intrenching tool carriers, sleeping and duffel bags, flying goggles, sun glasses, etc.).
8475 [1] Specialized Flight Clothing and Accessories.

Agricultural Supplies

8710 Forage and Feed.
8720 Fertilizers.
8730 Seeds and Nursery Stock.

Live Animals

8820 Live Animals (e.g., horses, mules, and working dogs).

Fuels, Lubricants, Oils, and Waxes

9110 Fuels, Solid.
9120 Fuel Gases.
9130 Liquid Propellants and Fuels, Petroleum Base.
9135 Liquid Propellant Fuels and Oxidizers, Chemical Base.
9140 Fuel Oils.
9150 Oils and Greases: Cutting, Lubricating, and Hydraulic.
9160 Miscellaneous Waxes, Oils, and Fats.

Nonmetallic Fabricated Materials

9310 Paper and Paperboard.
9320 Rubber Fabricated Materials.
9330 Plastics Fabricated Materials.
9340 Glass Fabricated Materials.
9350 Refractories and Fire Surfacing Materials.
9390 Miscellaneous Fabricated Nonmetallic Materials (e.g., asbestos fabricated materials, cork and fibre sheets, etc.).

Nonmetallic Crude Materials

9420 Fibers: Vegetable, Animal, and Synthetic (e.g., nylon and rayon fibers, silk, wool, etc.).
9430 Miscellaneous Crude Animal Products, Inedible (e.g., unprocessed feathers and downs, etc.).
9440 Miscellaneous Crude Agricultural and Forestry Products.

Metal Bars, Sheets, and Shapes

9505 Wire, Nonelectrical, Iron and Steel.
9510 Bars and Rods, Iron and Steel.
9515 Plate, Sheet, and Strip: Iron and Steel.
9520 Structural Shapes, Iron and Steel.
9525 Wire, Nonelectrical, Nonferrous Base Metal.
9530 Bars and Rods, Nonferrous Base Metal.
9535 Plate, Sheet, Strip, and Foil: Nonferrous Base Metal.
9540 Structural Shapes, Nonferrous Base Metal.
9545 [5] Plate, Sheet, Strip, Foil, and Wire: Precious Metal.

Ores, Minerals, and Their Primary Products

9610 Ores (including basic radioactive materials).
9620 Minerals, Natural and Synthetic.
9630 Additive Metal Materials and Master Alloys.

Class No.

9640 Iron and Steel Primary and Semifinished Products.
9650 Nonferrous Base Metal Refinery and Intermediate Forms.
9660 [5] Precious Metals, all types (e.g., silver, amalgam platinum, palladium, and rhodium, etc., including platinum tipped spark plugs).

Miscellaneous

9905 Signs, Advertising Displays, and Identification Plates.
9925 Ecclesiastical Equipment, Furnishings, and Supplies.
9930 Memorials: Cemeterial and Mortuary Equipment and Supplies.
9999 Miscellaneous Items (includes only those items which cannot conceivably be classified in any existing property category).

GEOGRAPHICAL AREAS AND ASSIGNED CODES

Alabama	01	Nebraska	28
Arizona	03	Nevada	29
Arkansas	04	New Hampshire	30
California (N)*	05	New Jersey	31
California (S)*	52	New Mexico	32
Colorado	06	New York	33
Connecticut	07	North Carolina	34
Delaware	08	North Dakota	35
District of Columbia	09	Ohio	36
Florida	10	Oklahoma	37
Georgia	11	Oregon	38
Idaho	13	Pennsylvania	39
Illinois	14	Rhode Island	40
Indiana	15	South Carolina	41
Iowa	16	South Dakota	42
Kansas	17	Tennessee	43
Kentucky	18	Texas (N)*	44
Louisiana	19	Texas (S)*	53
Maine	20	Utah	45
Maryland	21	Vermont	46
Massachusetts	22	Virginia	47
Michigan	23	Washington	48
Minnesota	24	West Virginia	49
Mississippi	25	Wisconsin	50
Missouri	26	Wyoming	51
Montana	27	(81–84)**	

*Provision has been made for those bidders desiring to buy surplus property specifically in northern or southern California or northern or southern Texas. California (N) represents that portion of the State above the 36° parallel and California (S) represents that portion below the 36° parallel; Texas (N) represents that portion of the State above the 31° parallel and Texas (S) represents that portion below the 31° parallel. For the purpose of this instruction, an east-west line from the towns of Shoshone to Lucia, Calif., serves as the 36° parallel. An east-west line from the towns of Wiergate to Van Horn, Tex., serves as the 31° parallel. However, bidders who desire to purchase surplus property in the entire States of California or Texas should so indicate by using both code numbers for the northern and southern areas provided for each of these States.

**If you desire to bid on any items in Classes 1905A through 1990 (Ships, Small Craft, Pontoons and Floating Docks), there are four geographical areas provided, namely:

East of the Mississippi River (including Gulf Ports)	81
West of the Mississippi River	82
Overseas Only	83
Worldwide	84

See instructions for using code numbers on page 72.

[1] Certain items in this property category number are required to be demilitarized. Specific information will be given in the invitation for bid when issued.

[5] The Defense Surplus Sales Office, Philadelphia, Pa., and the Defense Surplus Sales Office, Pueblo Army Depot, Pueblo, Colo., conduct sales of precious metals such as silver, amalgam, platinum, palladium, and rhodium, including platinum-tipped sparkplugs.

DEFENSE LOGISTICS SERVICES CENTER
DEPARTMENT OF DEFENSE
SURPLUS PROPERTY BIDDERS APPLICATION

PART I

NAME (Firm or Individual)

_____
(Last) (First) (Middle)

ADDRESS _____

_____

CITY_____ STATE_____ ZIP CODE_____

DLSC CONTROL NO._____
(Leave Blank)

ADPS CODE(S)_____

Please answer the inquiries below by placing a check mark in the proper blocks:

1. I am interested in bidding on the following types of sales:
   ☐ Sealed Bid ☐ Auction
   ☐ Spot Bid ☐ All Sales
2. I intend to submit bids in surplus sales on the following basis:
   ☐ Regularly ☐ Occasionally ☐ One Time
3. I intend to purchase surplus property:
   ☐ For Use ☐ For Direct Resale
   ☐ For Indirect Resale (for material content or parts to fabricate an item, etc.)
4. Surplus property purchased will be for:
   ☐ Domestic Use ☐ Foreign Use
5. Type of Buyer:
   ☐ Commercial ☐ Unit (or Ultimate Consumer)
   ☐ Institutional ☐ Professional
   ☐ Industrial
   ☐ Governmental

* * * * *

Failure to furnish complete information could delay or preclude placement of your name on the Department of Defense Surplus Property Bidders List.

* * * * *

NOTE: See instructions for completion on page 72.

Explanatory Notes for Basis of Bidding

Regularly—To fall within this classification a bidder bids regularly and would normally bid in *not less* than 20 surplus sales within a year.

Occasionally—To fall within this classification a bidder bids infrequently and would normally bid in *not more* than 19 surplus sales within a year.

One Time—To fall within this classification a bidder bids only to the extent necessary in surplus sales to purchase a specific item(s) and would normally not anticipate a continuing bidding interest thereafter.

Definitions of Types of Buyers

Commercial Buyer—is one who buys in connection with operations in the field of trade and commerce. Examples—retailers, wholesalers, agents, dealers, brokers, etc.

Industrial Buyer—is one who buys in connection with the production or fabrication of goods or services. Examples—mines, farms, fisheries, factories, laundries, hotels, restaurants, banks, etc.

Unit Buyer (or Ultimate Consumer)—is one who buys for family or individual use.

Professional Buyer—is one who buys in connection with the maintenance of a professional service. Examples—doctors, lawyers, accountants, engineers, consultants, etc.

Institutional Buyer—is one who buys in connection with the administration of an institution. Examples—hospitals, schools, etc.

Governmental Buyer—is one who buys in connection with the administration of a government. Examples—towns and cities, counties, states, nations, etc.

DEFENSE LOGISTICS SERVICES CENTER
DEPARTMENT OF DEFENSE
SURPLUS PROPERTY BIDDERS APPLICATION

PART II

I am interested in bidding on the following classes of surplus in the geographical areas indicated.

CLASSES OF SURPLUS (Use Class Numbers Shown)	GEOGRAPHICAL AREAS (Use Code Numbers Shown)

National Aeronautics and Space Administration

INTRODUCTION

The National Aeronautics and Space Administration was established by Act of Congress in 1958 for the following purposes:

1. To conduct research for the solution of problems of fiight within and outside the earth's atmosphere, and develop, construct, test, and operate aeronautical and space vehicles.
2. To conduct activities required for the exploration of space with manned and unmanned vehicles.
3. To arrange for the most effective utilization of the scientific and engineering resources of the United States and for the cooperation by the United States with other nations engaged in aeronautical and space activities for peaceful purposes.
4. To provide for the widest practicable and appropriate dissemination of information concerning NASA's activities and their results.

ORGANIZATION

NASA has 10 research centers and 4 additional field offices, and its Headquarters is in Washington, D.C. Among those centers is the Jet Propulsion Laboratory at Pasadena, Calif., which is operated by the California Institute of Technology under a contract with NASA.

A brochure, "Selling to NASA," can be secured from the Small Business Specialist at any one of the procurement offices listed. The brochure briefly describes the various activities of NASA, its procurement organization, the various Field Centers and installations, and some of the programs and projects assigned to the Field Centers. It also contains a brief description of some of the other activities and programs at Headquarters which would be of interest to business concerns such as the availability of scientific and technical publications through the Office of Technical Services and the program to support research originating through unsolicited proposals.

NASA PROCUREMENT REGULATION

NASA's procurement policies and procedures are issued by the Office of Procurement at Headquarters. The NASA Procurement Regulation (NPC–400) contains the procedures for NASA contracting officers and contractors. A copy may be purchased from: The Superintendent of Documents, Government Printing Office, Washington, D.C., 20402.

WHAT NASA BUYS

Each of the research centers purchases laboratory equipment, tools, supplies, and services for use at that center. Also, some contracts are made for construction and maintenance of facilities. However, much of the major construction is contracted by the Corps of Engineers or the Bureau of Yards and Docks.

The largest dollar portion of NASA's contracting is for research and the development of new items such as space vehicles, satellites, electronic components, and tracking equipment. There are very few contracts placed for items in production quantities.

WHERE NASA BUYS

A limited amount of contracting is done at NASA Headquarters. The Headquarters Contracting Division contracts for certain requirements initiated by Headquarters offices and the Supply Branch, Administration Services Division, Office of Administration purchases office supplies and services, furniture and equipment, printing, reproduction, graphic arts services, and Headquarters support items in limited quantities. The main research and development contracts are made at the research centers and field installations. Each center makes the contracts in support of the projects that are assigned to it.

The centers and field offices are as follows:

Ames Research Center
Moffet Field, Calif. Tel: 961–1111

Electronics Research Center
575 Technology Square
Cambridge, Mass. 02139. Tel: 491–1500

Flight Research Center
Box 273
Edwards, Calif. 93523. Tel: CLifford 8–2111

Goddard Space Flight Center
Greenbelt, Md. 20771. Tel: 474–9000

John F. Kennedy Space Center
Cocoa Beach, Fla. 32931. Tel: 783–8003

Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, Calif. 91103. Tel: 354–4321

Langley Research Center
Hampton, Va. 23365. Tel: 722–7961

Lewis Research Center
Cleveland, Ohio. 44135. Tel: 433–4000

Manned Spacecraft Center
Houston, Tex. 77001. Tel: WAlnut 8–2811

Marshall Space Flight Center
Huntsville, Ala. 35812. Tel: 877–1000

Space Nuclear Propulsion Offices:
21000 Brookpark Road
Cleveland, Ohio 44135. Tel: 433–4000

Nuclear Rocket Development Station
Post Office Box 1
Las Vegas, Nev. 89023. Tel: 734–3011

Wallops Station
Wallops Island, Va. 23337. Tel: VA 4–3411

Western Operations Office
150 Pico Boulevard
Santa Monica, Calif. 90406. Tel: 451–7411

Each procurement office maintains its own source list and solicitation of bids or proposals for its procurement requirements are made from the list. In addition, the requirements which are estimated to cost $10,000 or more are published in the Department of Commerce Business Daily.

Those business firms interested in competing for NASA procurement awards should register with each field center or installation by completing the Standard Form 129 and such special commodity or field of interest list which the specific center may issue to cover its own particular needs.

Many of the major programs at NASA are of a nature which require a contractor to have substantial technical and physical resources. This does not, however, preclude smaller companies from participating in the program. In addition to prime contracting, there is a substantial amount of subcontracting opportunities. Subcontractors are selected by the prime contractors and deal directly with them rather than with NASA.

NASA publishes, in the Commerce Business Daily, those large requirements which offer subcontracting opportunities. The notice published at the time of the initial solicitation contains a description of the requirement, the names and addresses of those concerns being invited to compete and instructions that those interested in subcontract work in the program contact the invitees directly. This enables the potential subcontractor to contact the prime contract competitors in the early stages of the procurement process. Notices of awards are also published in the Commerce Business Daily to assist those firms interested in subcontract work.

SUBJECTS OF SPECIAL INTEREST

UNSOLICITED RESEARCH PROPOSALS

Any company which has a research idea original in nature and concept, having application to aerospace technology, may submit it to NASA as an unsolicited proposal. This will be evaluated and, if accepted, negotiations will be conducted for a contract. Such proposals should be sent to the Office of Grants and Research Contracts, National Aeronautics and Space Administration, Washington, D.C., 20546.

PATENTS

The National Aeronautics and Space Act of 1958 includes provisions for the disclosure of inventions and the handling of patent applications which differ in some details from the procedure used by other Government departments and agencies. NASA has issued regulations implementing the statutory provisions. To obtain full details of current policies, a request may be made to the Office of the General Counsel, National Aeronautics and Space Administration, Washington, D.C., 20546.

QUALITY CONTROL

NASA requires every practical means of assuring the quality of the items, including subcontract items, purchased for its space program. Copies of the specifications issued for this purpose may be obtained from NASA installations inviting proposals, or from NASA Headquarters, Code KR, Washington, D.C., 20546.

SMALL BUSINESS PROGRAM

NASA has an active small business program. Many procurements are set aside for the sole participation of small business concerns. Each NASA installation, as well as Headquarters, has a small business specialist available to counsel and assist small business companies.

TECHNOLOGY UTILIZATION

Also of interest to small business are the activities of the NASA Office of Technology Utilization.

This office publishes information on innovations and other new technology resulting from NASA's activities in industrially-oriented formats. These consist of a range of documents from one page innovation reports to book length surveys of areas of technology such as Valve Technology, Inorganic Coatings and Micro-electronics.

Information on these publications is sent to addressees on the mailing list of the NASA Technology Utilization Division, Washington, D.C., 20546. They are also for sale by the Government Printing Office and the Department of Commerce Clearinghouse for Scientific and Technical Information.

In early 1962 NASA initiated an experimental regional dissemination center program in order to assist and encourage the widest possible dissemi-

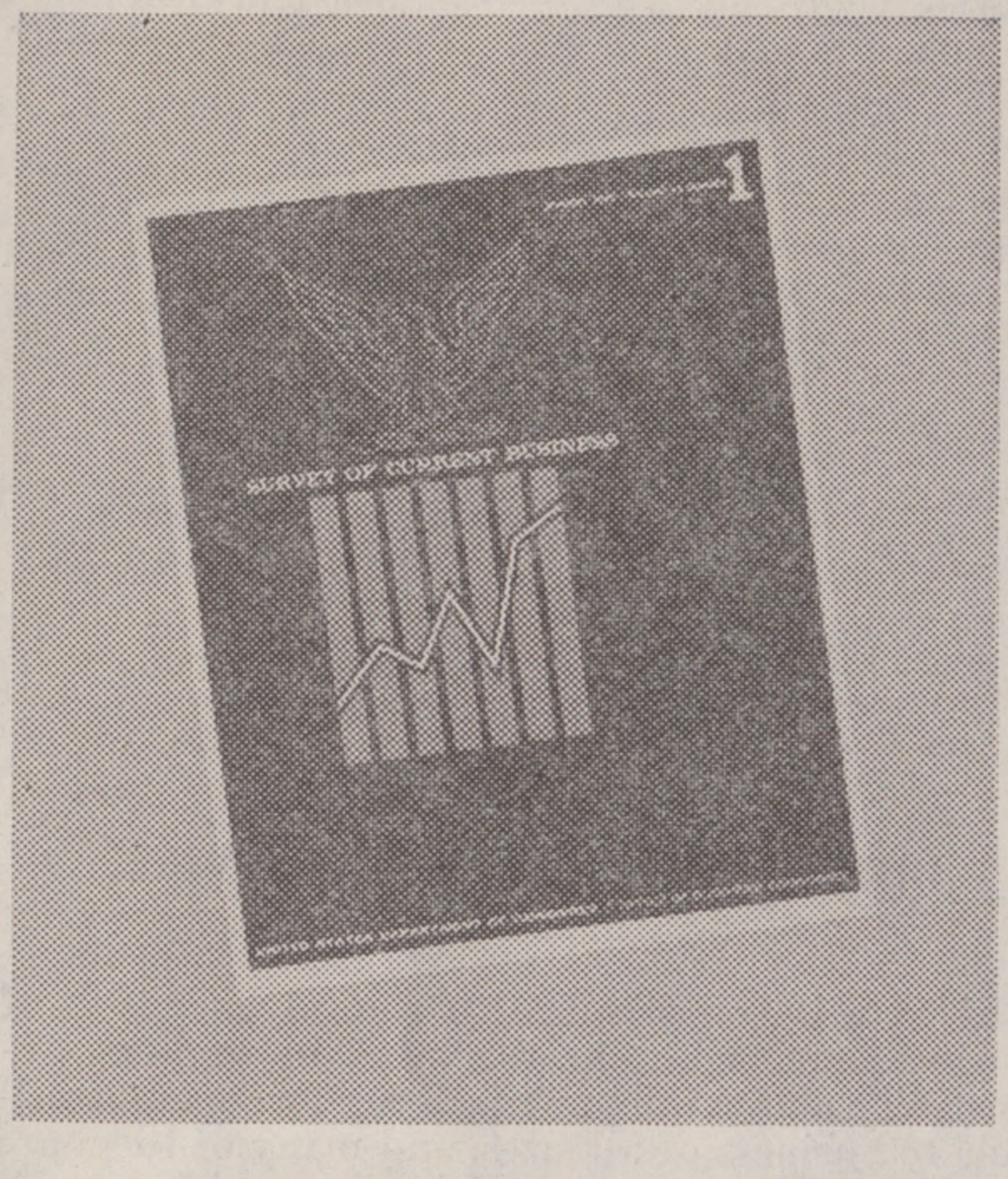
nation and utilization of the publications of the Technology Utilization Division and all other NASA generated research results. At that time a pilot program was begun with Midwest Research Institute in Kansas City, Mo. Since that time and based on this early experience NASA has initiated seven other experimental programs at:

	Starting date
Indiana University (Bloomington)	January 1962.
Wayne State University (Detroit)	January 1964.
University of Maryland	April 1964.
University of Pittsburgh	May 1964.
North Carolina Science & Technological Research Center	June 1964.
Southeastern State College, Durant, Okla	February 1964.
University of New Mexico (Albuquerque)	May 1965.

Using all the information gathering and processing tools available within NASA, the centers are able to provide current awareness service, retrospective searching of all material, supplementary information services, and provide the documents or microfilm with the speed and relevance that can best be achieved on a local basis.

While the program is still young, the four computer-equipped centers (Indiana, Wayne State, Pittsburgh, and North Carolina) are enrolling member companies so as to provide industrial financial support for the centers. To date they have enrolled approximately 90 companies which pay from $1,500 to $5,000 annually depending on the size of the company and the extent to which they intend to use the center.

Department of Commerce



GENERAL

The Department of Commerce, under its statutory mandate, is directed "to foster, promote, and develop the foreign and domestic commerce of the United States." Its business activities are planned and directed to the interests of all business—small, medium, and large. The services and functions of the Department are of concern to small businesses, and are planned and executed with their interests in mind.

This Department's procurement procedures are conducted pursuant to the Federal Procurement Regulations as issued by the General Services Administration. The Department has designated an official who serves as liaison officer with the Small Business Administration in implementing procurement policies with reference to small business concerns.

OFFICE OF FIELD SERVICES

An essential part of trade development and service to small business is rendered on a local basis by the Office of Field Services. Operating through 42 field offices located in commercial and industrial centers in the United States, this organization provides ready access to the reports and publications of the Department and direct assistance to business on its domestic and foreign business programs.

Among services available at a Field Office are: Assistance on every phase of entering or expanding an export business; counseling on domestic marketing potentials and current business trends; leads on specific opportunities for selling goods and services both domestic and overseas; guidance in keeping up with new technology; sale of all U.S. Government publications useful to business; and help in obtaining information on Government policies and regulations affecting domestic or international business.

LIST OF FIELD OFFICES

Albuquerque, N. Mex. 87101
U.S. Courthouse
William E. Dwyer
Director
Area Code: 505 247–0311

Anchorage, Alaska 99501
306 Loussac-Sogn Building
Clyde S. Courtnage, Director
Area Code: 907 272–6331

Atlanta, Ga. 30303
4th Floor, Home Savings Building
75 Forsyth Street NW.
Daniel M. Paul, Director
Area Code: 404 526–6000

Baltimore, Md. 21202
305 U.S. Customhouse
Gay and Lombard Streets
Carroll F. Hopkins, Director
Area Code: 301 Plaza 2–8460

Birmingham, Ala. 35205
Suite 200–201
908 South 20th Street
Gayle C. Shelton, Jr., Director
Area Code: 205 325–3327

Boston, Mass. 02110
Room 230, 80 Federal Street
Paul G. Carney, Director
Area Code: 617 CA 3–2312

Buffalo, N.Y. 14203
504 Federal Building
117 Ellicott Street
Robert F. Magee, Director
Area Code: 716 842–3208

Charleston, S. C. 29403
Federal Building, Suite 631
334 Meeting Street
Paul Quattlebaum, Jr., Director
Area Code: 803 747–4171

Charleston, W. Va. 25301
3002 New Federal Office Building
500 Quarrier Street
J. Raymond DePaulo, Director
Area Code: 304 343–6196

Cheyenne, Wyo. 82001
6022 Federal Building
2120 Capitol Avenue
Joseph D. Davis, Director
Area Code: 307 634–5920

Chicago, Ill. 60604
1486 New Federal Building
219 South Dearborn Street
Anthony J. Buchar, Director
Area Code: 312 828–4400

Cincinnati, Ohio 45202
8028 Federal Office Building
550 Main Street
Robert M. Luckey, Director
Area Code: 513 684–2944

Cleveland, Ohio 44101
4th Floor, Federal Reserve Bank Building
East 6th Street and Superior Avenue
Charles B. Stebbins, Director
Area Code: 216 241–7900

Dallas, Tex. 75202
Room 1200, 1114 Commerce Street
Harry C. Meyers, Director
Area Code: 214
RIverside 9–3287

Denver, Colo. 80202
16407 Federal Building
20th and Stout Streets
Charles E. Brokaw, Director
Area Code: 303
297–3246

Des Moines, Iowa 50309
1216 Paramount Building
509 Grand Avenue
Raymond E. Eveland, Director
Area Code: 515
284–4222

Detroit, Mich. 48226
445 Federal Building
Frank A. Alter, Director
Area Code: 313
226–6088

Greensboro, N.C. 27402
412 U.S. Post Office Building
Joel B. New, Director
Area Code: 919
275–9111

Hartford, Conn. 06103
18 Asylum Street
James E. Kelley, Director
Area Code: 203
244–3530

Honolulu, Hawaii 96813
202 International Savings Building
1022 Bethel Street
H. Tucker Gratz, Director
Tel: 588977

Houston, Tex. 77002
5102 Federal Building
515 Rusk Avenue
Edward Fecteau, Director
Area Code: 713
228–0611

Jacksonville, Fla. 32202
512 Greenleaf Building
208 Laura Street
William Bruce Curry, Director
Area Code: 904 354–7111

Kansas City, Mo. 64106
Room 2011, 911 Walnut Street
Nathan L. Stein, Director
Area Code: 816
FR 4–3141

Los Angeles, Calif. 90015
Room 450, Western Pacific Building
1031 South Broadway
Stanley K. Crook, Director
Area Code: 213
688–2833

Memphis, Tenn. 38103
345 Federal Office Building
167 North Main Street
John M. Fowler, Director
Area Code: 901
534–3214

Miami, Fla. 33130
928 Federal Office Building
51 Southwest First Avenue
Marion A. Leonard, Director
Area Code: 305
350–5267

Milwaukee, Wis. 53203
Straus Building
238 West Wisconsin Avenue
David F. Howe, Director
Area Code: 414
BR 2–8600

Minneapolis, Minn. 55401
306 Federal Building
110 South Fourth Street
Ernest G. Booth, Director
Area Code: 612
334–2133

New Orleans, La. 70130
909 Federal Office Building, South
610 South Street
Edwin A. Leland, Jr., Director
Area Code: 504
527–6546

New York, N.Y. 10001
61st Floor, Empire State Building
350 Fifth Avenue
Arthur C. Rutzen, Director
Area Code: 212
LOngacre 3–3377

Philadelphia, Pa. 19107
Jefferson Building
1015 Chestnut Street
David Jamieson, Director
Area Code: 215
597–2850

Phoenix, Ariz. 85025
New Federal Building
230 North First Avenue
Donald W. Fry, Director
Area Code: 602
261–3285

Pittsburgh, Pa. 15222
2201 Federal Building
1000 Liberty Avenue
John Donley, Director
Area Code: 412 644–2850

Portland, Oreg. 97204
217 Old U.S. Courthouse
520 Southwest Morrison Street
James W. Goodsell
Director
Area Code: 503
226–3361

Reno, Nev. 89502
2028 Federal Building
300 Booth Street
Jack M. Howell, Director
Area Code: 702
784–5203

Richmond, Va. 23240
2105 Federal Building
400 North 8th Street
William S. Parker, Director
Area Code: 703
649–3611

St. Louis, Mo. 63103
2511 Federal Building
1520 Market Street
Alfred L. Rascher, Jr., Director
Area Code: 314
MA 2–4243

Salt Lake City, Utah 84111
3235 Federal Building
125 South State Street
Stephen P. Smoot, Director
Area Code: 801
524–5116

San Francisco, Calif. 94102
Federal Building, Box 36013
450 Golden Gate Avenue
Philip M. Creighton, Director
Area Code: 415
556–5864

Santurce, P.R. 00907
Room 628, 605 Condado Avenue
James W. Shoaf, Director
Tel: 723–4640

Savannah, Ga. 31402
235 U.S. Courthouse and Post Office Building
125–29 Bull Street
James W. McIntyre, Director
Area Code: 912
232–4321

Seattle, Wash. 98104
809 Federal Office Building
909 First Avenue
William H. Flood, Director
Area Code: 206
583–5615

BUSINESS AND DEFENSE SERVICES ADMINISTRATION

BDSA is concerned with the advancement of business and with improvement in profits, productivity and employment. Its services are available to business of all sizes, and many of them are especially helpful to small business. The Small Business Administration calls on BDSA to aid in counseling small business firms.

BDSA industry and commodity specialists deal with more than 424 industries, concentrating on such areas as production, marketing, technological changes and the outlook for each in the United States and abroad. They provide business and industry with analyses and data which few businessmen could effectively gather for themselves and which are essential to sound business planning and growth.

The 26 industry divisions of BDSA are equipped to assist the businessman, large or small, with problems of foreign or domestic trade. Assistance may be obtained by mail or by a personal visit to the Department or any of the 42 Commerce Department regional field offices.

The BDSA industry divisions are grouped in the following offices:

Office of Chemicals and Consumer Products
Office of Construction and Materials Industries
Office of Industrial Equipment
Office of Marketing and Services
Offices of Metals and Minerals
Office of Scientific and Technical Equipment
Office of Textiles

BDSA major publications include the annual U.S. Industrial Outlook, which analyzes past trends in industry, reviews major problems and projects levels of output, and eight industry periodicals.

GOVERNMENT-BUSINESS RELATIONS

BDSA represents the Secretary of Commerce in a continuous interchange of ideas between business and Government so that each is fully informed of the policies, views, objectives, programs and problems of the other as they affect national economic growth.

The agency analyzes and assesses the impact of imports on U.S. industry in the development of U.S. commercial policy, and provides advice on international business opportunities, tariff questions, commodity problems, and market prospects abroad.

BDSA also administers the Defense Materials System of priorities to expedite military, atomic, and space programs. It reviews stockpile requirements and studies the effects of stockpile aquisitions and disposal on industry.

TRADE ASSOCIATIONS LIAISON

The Department has encouraged the growth of trade associations, professional societies and chambers of commerce for the past 52 years. The BDSA Trade Associations Liaison Staff is the Department center for information on trade associations and other nonprofit groups. It also can direct a member of any of these organizations to the industry division specializing in his business.

CLEARINGHOUSE FOR TECHNICAL SERVICES

The Clearinghouse for Federal Scientific and Technical Information (formerly the Office of Technical Services) supplies the industrial and technical communities with unclassified information about Government-generated science and technology in defense, space, atomic energy, and other national programs. It makes readily available at low cost, research reports which may aid in the development of a new product, solve a processing problem, or increase productivity through technical improvement. It also furnishes information on research in progress and provides referral to specialized technical information centers for data on specific engineering problems.

In February 1964, the White House announced that the Federal Council for Science and Technology had recommended that the U.S. Department of Commerce expand its "Clearinghouse" function, building upon the existing information services of the Office of Technical Services. Subsequently, the Clearinghouse for Federal Scientific and Technical Information was established. It is located in Springfield, Va.

The fiscal year 1966 program for the Clearinghouse anticipates the availability and dissemination of 64,000 documents covering new scientific and industrial research developments. Some 39,000 of these reports are from U.S. sources and 25,000 from foreign sources.

54-543°—66——7

BUREAU OF INTERNATIONAL COMMERCE

The Bureau of International Commerce (BIC) of the U.S. Department of Commerce is concerned with export promotion and with assisting U.S. business in all its operations toward that objective. In providing this help, BIC makes no distinction between small and big business but, in practice, all BIC services to promote sales of American products abroad are especially useful to smaller U.S. firms.

With its many publications—starting with the weekly magazine, International Commerce—to provide detailed information on specific markets abroad and how to sell to them, and with its variety of low-cost marketing aids, BIC offers a complete "how to do it" package of particular use to smaller companies which cannot afford complete export promotion departments of their own.

BIC's overseas promotion programs, including trade centers, trade missions, and trade fairs, give all American firms opportunities to introduce their products abroad at a small cost. Consequently, these programs are especially popular with smaller companies.

BIC's commercial intelligence program is a marketing information service providing reports on overseas trade outlets—agents, distributors, licensees, buyers, and suppliers. They include:

Trade lists—names and addresses of selected groups of foreign firms, grouped by commodity, industry, or type of product. U.S. companies can locate agents by corresponding with firms on these lists.

World Trade Directory reports—comprehensive digests describing the operation of individual firms including experience, sales competence, financial resources, and names of their trade connections.

Agency Index Service—a register of foreign agents of U.S. firms to be found in each Foreign Service post of the United States including names of local firms in each area which handle U.S. products.

Other commercial intelligence services include market report circulation, assistance in adjusting trade complaints, and identifying and assisting U.S. businessmen who travel abroad.

BIC publications provide timely coverage of foreign market developments and techniques of overseas selling. Publications include "Overseas Business Reports," comprehensive studies of specific country markets, and how-to-get-started handbooks such as "What You Should Know About Exporting." In addition the Small Business Administration, which cooperates with BIC especially in assisting smaller firms to plan and carry out export expansion activities, provides a

useful handbook, "Export Marketing for Smaller Firms."

NATIONAL EXPORT EXPANSION COUNCIL

The National Export Expansion Council (NEEC) and the 42 Regional Export Expansion Councils (REEC) encourage and assist small business in the export field. This is done by means of conferences, workshops, and individual counseling to seminars, give instruction in export operations. In cooperation with the Commerce Department Field Offices, these educational activities are often cosponsored by universities and business organizations.

The Commerce Department and the Small Business Administration are engaged in a joint program to encourage small business participation in export trade. In support of the program, SBA will expand its series of cosponsored business opportunity conferences to cover exporting subjects, and will include these same subjects in its management courses.

TRADE CENTERS

U.S. Trade Centers—permanent overseas merchandise marts for American products—are in Frankfurt, London, Bangkok, Milan, Tokyo, and Stockholm. Through Bureau of International Commerce sponsored shows, a U.S. firm can test a selected market where the demand for U.S. goods is combined with dollar resources. The first Center opened in London on June 26, 1961.

A Trade Center show is undertaken only after market research indicates profitable sales in the area for a specific product line. Each show is preceded by a promotional campaign to attract the largest possible number of buyers, agents, and distributors.

These displays are designed to assist small firms in entering new markets overseas. Of 3,532 exhibitors in Trade Center shows from June 1961 through June 1965, 1,907 were small firms. Manufacturers interested in more details may contact the Bureau of International Commerce, U.S. Department of Commerce, Washington, D.C.

TRADE MISSIONS

Trade Missions are sent to promising markets overseas. Each Mission consists of five or six volunteer businessmen accompanied by two Department of Commerce trade specialists. These missions carry specific trade and investment proposals to international markets. The Trade Mission program was established in November, 1954. Through November 1965, 165 trade missions, including 29 industry-organized, Government-approved missions were sent abroad. They carried 18,000 business proposals from U.S. industry to oversea businessmen and returned with 26,000 new trade and investment opportunities.

Any U.S. firm may submit Business Proposals for any or all U.S. Trade Missions.

TRADE FAIRS

U.S. commercial exhibitions are staged overseas at major international trade fairs to sell American goods in the world's leading markets. This commercial program was inaugurated by the Bureau of International Commerce in 1963.

The cost of participating in U.S. Commercial Exhibitions is nominal and includes exhibit space and a share of the cost of the market surveys and the advertising campaign which precedes the exhibition.

Many companies that have participated in the BIC trade fairs program never before had exported their products. These companies made their first oversea sales at U.S. Exhibitions.

The Commerce Department also conducts exhibitions behind the Iron Curtain and in the developing nations on behalf of the U.S. Information Agency to tell the story of American free enterprise and to introduce U.S. products into areas that can be expected to become markets in the future.

OFFICE OF BUSINESS ECONOMICS

This Office creates measures of the functioning of the economy, such as gross national product (GNP) and the balance of international payments, and engages in economic research and analysis. Using its material on the amount of personal income received in each State, OBE produces regional studies down to the county level. Its monthly publication Survey of Current Business makes available a broad range of economic intelligence, including the latest data on production, prices, and shipments in a variety of industries. A biennial Business Statistics volume supplements the magazine, furnishing historical and explanatory material. OBE publications are made available to small business throughout the Department's field offices.

ECONOMIC DEVELOPMENT ADMINISTRATION

Through EDA, the Federal Government, in cooperation with the States and local communities, helps business enterprises get started and existing firms expand in areas of high unemployment or low family income.

Loans are made for the purchase of land, buildings, machinery, and equipment. The amount of the loan is limited to 65 percent of the total cost. There are no top or bottom limits to the size of an EDA industrial or commercial loan.

EDA also can guarantee up to 90 percent of related working capital loans made by private lending institutions.

EDA also makes loans and grants to depressed communities for public works which will promote industrial development, and can provide technical assistance to help solve economic problems.

Goal of the EDA program is to enable depressed communities to stabilize and diversify their economies and create new job opportunities.

This is done by promoting successful and sustained industrial and commercial growth. The resulting projects help make a community capable of supporting additional people and thus able to make the most of its natural and human resources.

Financial assistance under the EDA program is available to high unemployment urban areas, rural areas with low family income, certain Indian reservations and Indian-owned land areas, and those areas which have lost, or are about to lose, their major source of employment.

Economic development districts, containing two or more redevelopment areas, also are authorized so that projects of broader geographical significance may be planned and carried out.

The Secretary also can approve multi-State economic development regions, and encourages the States involved to form regional planning commissions to promote economic development.

UNITED STATES TRAVEL SERVICE

Established in June 1961, the USTS serves the travel industry by encouraging tourism to the U.S.A. Operating through 11 oversea posts located in strategic areas, USTS disseminates, through advertising media and personal contact, promotional materials for the stimulation of additional tourism to the U.S.A. It directly serves the travel industry by working with other Federal agencies for the reduction of unnecessary barriers to travel and by working with State and local community groups in the development of "host facilities." USTS program calls for the development of a travel statistics program for general use throughout the industry.

ENVIRONMENTAL SCIENCE SERVICES ADMINISTRATION—WEATHER BUREAU

WEATHER WISE IN BUSINESS

In recent years businessmen have been discovering new ways to use weather information to their advantage: To improve efficiency, to increase profits, and to reduce losses imposed by weather changes or hazards.

Many of man's economic endeavors are exposed directly to the weather and its changes. Agriculture, outdoor construction, river dependent industries and transportation are major examples, while innumerable small businessmen operate under conditions where goods or services are affected directly by climate and weather.

Considerable money and ingenuity is devoted to the problems of "Engineering around the Weather." We have houses, automobiles, offices, and even baseball fields which protect us from rain, snow, and wind and which are heated or cooled for our peak comfort and efficiency. Refrigeration, air conditioning, insulating, and waterproofing are all examples of thriving new industries which have emerged as a result of man's attempts to control his weather.

Weather determines the clothes we wear, the kinds of houses we build, the food we eat, the kinds of recreation we enjoy. It also affects business indirectly in such factors as labor, sources of supply, and consumer attitudes.

With these economic considerations in mind the alert businessman is going to keep his weather eye peeled to seek the best information he can get from the professional sources available to him. Most of the public weather services of the U.S. Weather Bureau can be applied to the needs of business, but some industries are finding it profitable to seek specialized operational guidance from qualified private meteorologists. These private weathermen serve in either a staff or consulting capacity to correlate weather conditions to a single industry's planning or operational procedures.

No attempt will be made here to provide fixed rules or policies which will fit any situation. Specific answers can come only from analysis of particular problems in individual businesses. This article is intended only to furnish guidelines on the types and the uses of meteorological information available.

The weatherman today is in a better position than ever before to help the businessman take advantage of the weather—to use it as a valuable ally and lessen its threat as an enemy. Many of the tremendous scientific and technological developments of recent years have been adapted to meteorological uses and have helped advance the accuracy of weather forecasting.

Observations and Daily Forecasts. Today the Weather Bureau receives reports from a network of over 700 hourly reporting stations forming a grid network across the nation. In addition, thousands of daily observations of temperature and precipitation are made by contract observers and cooperative observers.

These accurate, on-the-spot observations are incorporated with a vast input of other meteorological data, including upper air sounding, to derive the 24- to 48-hour forecast which is issued every day, usually every 6 hours. These daily short-range predictions are broadcast over radio and TV and used by the local newspaper and on the telephone weather dialing system.

Keeping abreast of the daily forecasts is most important. Conditions can change abruptly, and

the weatherman includes these changes in the earliest possible report. For greatest validity the weather-conscious businessman should check the updated sources of radio or telephone reports for new information. In many cities a teletypewriter machine connected to the Public Service Weather circuit can be installed for a nominal fee in your office for immediate reference. In this case you must lease a teletypewriter machine from the local telephone company and furnish the necessary paper.

The Federal Aviation Agency also broadcasts twice-hourly weather reports in cooperation with the Weather Bureau over a special radio frequency at local airport stations. These reports cannot be received on regular AM–FM receivers, but special equipment can be purchased to monitor them on the 200 to 415 kilocycle band, or between 108 and 118 megacycle short wave band. Information on the proper frequency for a particular locality can be obtained from the FAA who operate the equipment.

Five-Day Extended Forecasts. The second type of general forecast is the 5-day extended forecast issued by the Weather Bureau every Monday, Wednesday, and Friday morning. These are less specific and detailed than the 24-hour forecasts. Predictions are made in terms of variations above and below normal conditions, primarily for temperatures and precipitation.

They offer an extended look at the weather to permit long-range planning and to allow provisions for unexpected fluctuations in production, sales and service demands. It must be recognized that they have lower validity than the short-range forecast and provide an entirely different range of usefulness. The 5-day extended forecasts are also disseminated by all media including the Public Service Weather teletypewriter circuit.

Thirty-Day Outlook. The third general type of forecast is the long-range 30-day outlook. This overview of the weather is published on or about the 15th and 30th of the month by the Weather Bureau's Extended Forecast Division in Washington, D.C. They offer supplementary resumés of the previous 30-day period, climatological charts, and maps.

The 30-day outlook is not a specific forecast, but an outlook of expected trends over a prolonged period for the larger geographical segments of the country. Like the 5-day forecast it indicates expected fluctuations above or below normal for the time of the year and the section of the country and does not deal with conditions that might exist in a given spot at a given time. Many newspapers and magazines throughout the country publish both the maps and text of the 30-day outlook, or "Average Monthly Weather Outlook," as it is officially titled. Copies may be purchased on a subscription basis from the Superintendent of Documents, Government Printing Office, Washington, D.C.

Special Forecasts. In addition to the general forecasts issued by the Weather Bureau, special forecasts are issued as needed, such as severe weather forecasts, hurricane and tornado advisories and warnings, flood forecasts, and extreme low or freezing temperature forecasts.

Storm warnings and severe weather advisories can yield untold savings if properly heeded. If you are in a coastal area which could be swept by a hurricane, in a low-lying area that could be subject to flooding, or in a zone of high tornado frequency, you should be constantly alert to the potential dangers. Be in a position to get all the up-to-the-minute storm warnings and advisories. For any one location their occurrence can be considered rare, but a history of past hurricane and flood damage is available to point out locations which are particularly susceptible.

Climatological Records. Weather data in the categories of both day-to-day conditions and cumulative conditions over long periods of time are called climatology and are important aids for the weatherwise businessman. The Environmental Data Service—a major component of the Environmental Science Services Administration—has the responsibility for operating the National Weather Records Center, the world's largest centralized climatological archive, located at Asheville, N.C. This is the central repository for all weather data obtained by Government agencies, and every effort has been made to insure that some copy of every meteorological record collected in the United States and its possessions is stored there.

The National Weather Records Center checks and prepares observations for publications and provides, at cost, copies of original records, hand and machine tabulations, chart and map analyses, relationship studies, etc.,[1] to the general public, industry, agriculture, and to other Government agencies. These records form the basis for research into seasonal, annual, and perennial weather cycles and changes, and the statistical analyses of them has formed the basis for many of today's forecasting techniques.

Using Weather Information. The use of weather information by industry and business must be fitted to both the needs of the businessman and the realistic capabilities of the weatherman. Figure 1 is presented to show the general relationship between time scales, meteorological tools, and the typical related problems.

For the best use of weather information to obtain greater profits or greater savings a systematic approach is advisable. The following steps will be useful in establishing a procedure:

Define the problem.

Delineate types of action which can be taken for economic gain.

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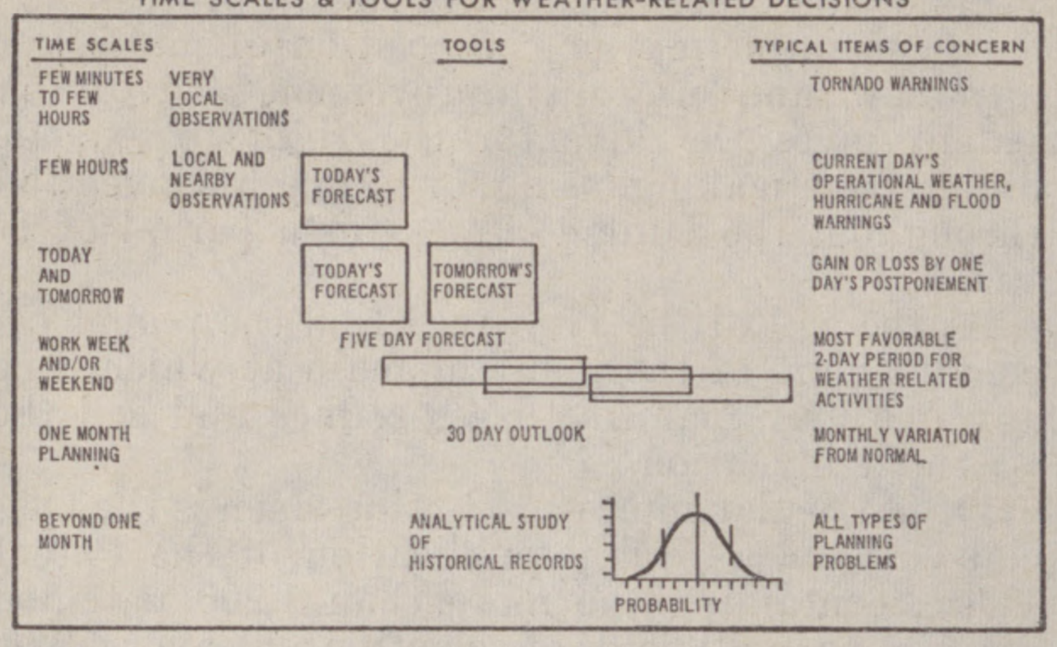
[1] For more extensive listing see Key to Meteorological Records, Documentation No. 4.11. Selective Guide to Published Climatic Data Sources Prepared by U.S. Weather Bureau, 1963.

Select the type of information needed.
Establish a routine procedure for getting the information.
Use the information in a systematic way.



TIME SCALES & TOOLS FOR WEATHER-RELATED DECISIONS

FIG. 1

If the operational decision is a renewable one needing attention at the same time each morning, and affecting only that one day's operation, use current observations plus the early morning forecast of that day's expected weather.

If an activity requires less than one full day of outdoor exposure and can be postponed, use both today's and tomorrow's forecast to make the best choice.

If the timing of a 2-day workload such as hay harvesting is the problem, use a forecast which gives general long range anomalies. Do not expect the same precision in timing that characterizes today's forecast.

Climatological records of past weather furnish a gold mine of information applicable to many types of long range planning problems. Even procedures designed to give guidance in short range decisions can be tested on historical records.

The relationship between weather and the marketing of either goods or services may not always be clear cut, but a review of past business records may provide a clue to its importance. The following hypothetical questions offer some idea of the broad range of this relationship:

How much does your own and/or your customers fuel consumption increase as the temperatures go down?

What percentage of the car parking spaces were filled in the shopping center parking lot on 10 snowy days as compared with 10 clear, dry days?

What weather conditions do we need to divert sales clerk personnel to in-store rearrangement of displays?

Was the 100 percent sales increase of a particular insecticide in a 10 day period tied to a particular weather sequence?

Approximately how many extra thousand room air-conditioners were sold last month in city X due to the extra heat on 5 very hot days?

Are the dollars spent on snow removal more closely related to the hours of snow-fall duration or snow-fall amounts?

If the need is for a specific past record which is already published the local library may already have such information or a copy can be obtained by purchase from the National Weather Records Center, Asheville, N.C.

If the need is for a duplicate copy of data which are in the archives but not already published they are available from the National Weather Records Center for the cost of duplication.

If the need is for past information at specific locations other than the points where observations were actually made, consideration should be given to using the services of a professional meteorological consultant who is capable of estimating the most probable data for that specific location.

Analytical studies involving large numbers of man-hours or machine time in their execution each present their own peculiar set of circumstances. In some instances industrial firms may use the talents of their nonmeteorological personnel to deal with weather related problems. In most cases it is advisable to seek professional assistance either on a staff or consulting basis. The professional would be expected to know what meteorological data are needed and where and how it can most economically be processed.

Figure 2 illustrates the concept of economic use of professional assistance whenever weather-related problems reach high dollar concern.

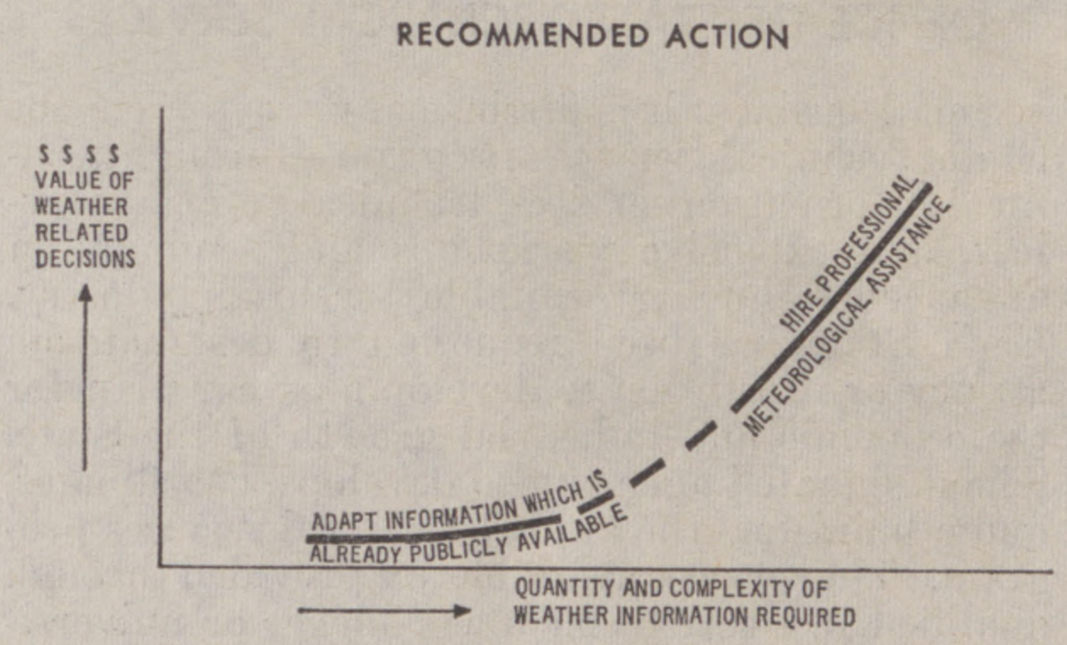


FIG. 2

Industrial Meteorological Services. Non-Government meteorologists fit into one of two categories: (a) Private consultants [2]—either individuals or groups of meteorologists who work on a consulting basis for one or more clients, (b) industrial meteorologists—individuals working as regular employees for business and industrial firms, insurance firms, utilities, etc. Individuals in both of

[2] "What Is a Consulting Meteorologist?" American Meteorologist Society.

these groups are considered here to be in the field of industrial meteorology.[3]

Industrial meteorology is the application of meteorological knowledge to specific industrial problems in order to yield a direct economic advantage. Private weather services seldom claim their forecasts are more accurate than those of the U.S. Weather Bureau. Their staffs are small, and they can't duplicate the Government's extensive network of reporting stations. In fact, most of the firms base their forecasts largely on information on temperature, winds, rainfall, and barometric pressure received over the Weather Bureau's leased wire system. The Weather Bureau furnishes its data free, though the firms must pay for the private wire link to the Bureau.

The private services, many of which concentrate on serving customers in a limited area, can watch for weather conditions of particular importance to a client. Besides sending out periodic forecasts, they tailor their information to the needs of the individual client. The fees paid for this service are directly comparable to those in other consulting professions.

The old saw, "It's an ill wind that blows no good" has a unique relevancy to the case of the modern businessman. More and more they are realizing the value of planning and operating in partnership with the weather. Some will choose to pay private meteorologists to help chart their course, others will determine their own procedures. But by an intelligent use of today's weather techniques they all stand to gain from the modern business-weather relationship.

OFFICE OF STATE TECHNICAL SERVICES

Small business benefits in many ways from the State Technical Services program—through technical information services, technical referral services, and extensive workshops and seminars in advanced technology suitable for local industry. Each State has been requested to designate an agency or institution to develop a 5-year plan for the economic and industrial growth of the State. The designated agency also develops, coordinates, and administers the annual technical services program. The services available are provided through qualified institutions such as colleges or universities. For the names of the designated agencies, write to the Office of State Technical Services, Department of Commerce, Washington, D.C., 20230.

PATENT OFFICE

The Patent Office examines patent and trademark applications to determine the patentability of an invention or the registrability of a trademark. Successful applicants receive benefits under the patent and trademark statutes. The rights to a patent or trademark may be purchased from the patentee or registrant by any person or firm.

A patent may be granted to any person who invents or discovers any new or useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof. A patent gives the inventor the right to exclude others from making, using, or selling his invention throughout the United States for a period of 17 years.

At the end of the 17-year period the patent becomes a part of the public domain at which time any one may manufacture, produce and sell the patented invention.

Of particular interest to businessmen is the Official Gazette, a weekly publication of the Patent Office, containing the more than 1,200 patented disclosures in all fields of scientific endeavor. The Gazette provides a means of communication between inventors and manufacturers who are interested in their products.

On file in the public search room at the Patent Office are the more than 3,200,000 U.S. patents and 7 million foreign patents which can aid businessmen in their search for new products and solutions to problems in the descriptions of patented inventions that are in force and expired ones.

A trademark includes any word, name, symbol or device, or any combination thereof, adopted and used by a manufacturer or merchant to identify his goods and distinguish them from those manufactured or sold by others. In order to be eligible for registration, a mark must be in use in commerce which may lawfully be regulated by Congress. A trademark registration remains in force for 20 years, and may be renewed.

Information about patents and trademarks can be obtained from any field office of the Department of Commerce or by writing to the Commissioner of Patents, Washington, D.C., 20231.

BUREAU OF THE CENSUS

The Bureau of the Census gathers and publishes statistics of many kinds that may be useful to the businessman: Statistics about numbers of people, by age, race, sex, occupation, income, and other characteristics; about consumer buying intentions; about homes and new houses; about business and industry, imports and exports; statistics for areas ranging from city blocks, and census tracts (small areas roughly equivalent to neighborhoods), up to cities, metropolitan areas, counties, States, and the Nation.

When the businessman wants facts about his area that have a bearing on his market and his prospects, he can get answers from Census Bureau data as to how many customers, how many employed, how many in each income group, how

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[3] "Government Weather Programs, Military and Civilian Operations and Research," by Committee on Government Operations, House Report No. 177, Mar. 17, 1965.

many own homes and how many rent, how many have moved into or out of the areas recently, and how many competitors in his own line of business there are in his area.

Many businessmen depend on business publications, trade associations, or chambers of commerce to select and interpret Census Bureau statistics. The businessman who wants to study the facts for himself may obtain copies of reports at nominal cost. (See list of selected Bureau of the Census publications.)

NATIONAL BUREAU OF STANDARDS

The national measurement system maintained and developed by NBS is of major importance to the small businessman. By using NBS calibration services and standard materials, he can insure his ability to meet high accuracy requirements specified in defense and space contracts, and thus obtain his share of subcontracts. The same measurement ability enables him to make products or replacement parts compatible with the products of other manufacturers.

Where the small businessman deals in goods and services which are dispensed by weight and measure, his State Weights and Measures Department, with the technical support of the NBS Office of Weights and Measures, is his safeguard against inaccuracy. The small businessman whose specialty is invention receives important support from the NBS Office of Invention and Innovation. Engineering standards, standards of practice, commercial standards, international standards, for which NBS provides a technical basis, all promote a more uniform national and international marketplace, and thus expand the small businessman's sales opportunities.

One of the Bureau's most valuable aids to the small businessman is its dissemination of technical information. NBS develops information in specific fields—metallurgy, polymers, building materials and techniques, data processing, etc.; NBS collects and distributes reports on all unclassified Government research through its Clearinghouse for Federal Scientific and Technical Information; and the NBS Office of Technical Resources packages this information by subject and makes it available to the small businessman through State Economic Development Agencies.

SELECTED PUBLICATIONS

(Available from U.S. Department of Commerce Field Offices)

OFFICE OF FIELD SERVICES

Commerce Business Daily. A daily list of U.S. Government procurement invitations, subcontracting leads, contract awards, sales of surplus property, and foreign business opportunities.

BUREAU OF INTERNATIONAL COMMERCE

BIC Checklist, published semiannually, lists all publications of the Bureau of International Commerce. Free.

Publications noted in the checklist are available from the Commerce Department's Publication Sales and Distribution Branch of the Office of Administrative Services, Washington, D.C., 20230, or from any of the Department of Commerce Field Offices.

International Commerce is the principal periodical published in the international affairs area of the U.S. Department of Commerce. A weekly news magazine, it offers authoritative and concise international marketing information and reports demonstrating and explaining potential advantages to American businessmen in profitable international sales of U.S. products.

Commerce Business Daily offers a daily synopsis of U.S. Government proposed procurement, subcontracting leads, contract awards, sales of surplus property, and foreign business opportunities.

Overseas Business Reports replaced the 3-part World Trade Information Service in reporting basic and authoritative information needed by exporters, importers, investors, manufacturers, researchers and all who are concerned with international trade and economic conditions throughout the world.

Export Expansion Council News. Once per month this newsletter reports activities of Export Expansion Councils in 42 cities throughout the U.S.A.

The Market Series handbooks are designed to provide a current evaluation of the nature and scope of a country's market, describing the present import pattern, distribution facilities, and trade practices, as well as an analysis of the market for selected commodities.

Trade Mission Reports. Opportunities for U.S. trade with countries that are visited by U.S. trade missions.

Trade Lists. These are available to help U.S. firms find customers, agents, distributors, licensees, and sources of supply abroad. Each list gives names and addresses of firms handling a specific commodity in one foreign country. Each list also contains a summary of basic trade and industry data, including a brief analysis of foreign trade in the commodity covered, government regulations affecting trade, and other useful information.

What You Should Know About Exporting. A how-to-get-started handbook designed as a basic reference for the American businessman interested in opening profitable new overseas markets for his products. 1965. 38 pp.

World Trade Directory Reports. Carry basic commercial and financial information on specific foreign firms and individuals. Data furnished on a given firm usually cover the type of organization, method of operation, lines handled, size of

firm, sales territory, names of owners and officers, capital, sales volume, general reputation in trade and financial circles, and names of any U.S. firms represented by the foreign firm and serving as its supplier. They are prepared by the U.S. Foreign Service, and represent a consensus of reliable sources of information. $1 per report. If information on a particular firm is not on file in Washington, it will be requested from the Foreign Service. To minimize delay, businessmen may authorize telegraphic request and reply, for which the Department of State will bill them direct. Available from the Bureau of International Commerce, Commercial Intelligence Division, U.S. Department of Commerce, Washington, D.C., 20230, or from any of the Department's field offices.

OFFICE OF BUSINESS ECONOMICS

Survey of Current Business. A monthly publication. Provides analytical and explanatory material regarding the Nation's economic activity.

BUSINESS AND DEFENSE SERVICES ADMINISTRATION

Nonperiodical Publications

BDSA Publications. A checklist of publications that includes data on monthly and quarterly industry reports as well as all other BDSA pubcations. July 1965. Free.

The U.S. Industrial Outlook. (Annual study of trends and prospects for selected major industries.)

Aids to Modernization: A Bibliography (1964). 9 pp.

Aids to Modernization: How To Succeed by Really Trying (1964). 38 pp.

Aluminum Fact Book (1963). 90 pp.

Chemical Statistical Directory No. 3 (1964). 195 pp.

Confectionery Sales and Distribution, 1964 (1965). 20 pp.

Construction Machinery and Equipment, 1962 (1964). 16 pp.

Current Status and Commercial Prospects for Radiation Preservation of Food (1965). 174 pp.

Foreign Market Surveys—Selected Foreign Countries (1965).

Gas Characteristics and Factors of Gas Distribution in Western Europe (1965). 10 pp.

Market Information on Electronic Products—Selected Foreign Countries (1964).

Market Information on Business Machines in Argentina (1965). 5 pp.

Market Information on Material Handling Equipment and Automated Warehousing Systems in Sweden (1965). 5 pp.

Market Information on Motion Pictures in Greece (1964). 3 pp.

Market Information on Photographic Products in Japan (1965). 3 pp.

Market for U.S. Scientific, Industrial and Technical Instruments and Equipment in France (1965).

Market for U.S.-type Residential Heating Equipment in France (1964). 4 pp.

Markets for Men's and Boys' Clothing in Western Europe (1964). 63 pp.

Measuring Metropolitan Markets: A Guide to the Use of U.S. Government Data (1963). 48 pp.

Outlook for American Gas Appliances and Equipment in the Netherlands (1964). 11 pp.

Outlook for U.S.-Type Residential Heating Equipment in Italy (1964). 4 pp.

Principal Sources of Statistical Data on Textiles and Apparel (1964). 19 pp.

Salad Dressing, Mayonnaise & Related Products (industry survey) 1964 (1965). 14 pp.

Selling in Italy (1965). 12 pp.

The Cotton Textile Cycle: Its Nature and Trend (1963). 42 pp.

The Japanese Electronic Industries (1964). 8 pp.

The Japanese Motion Picture Industry (1965). 3 pp.

The Japanese Watch and Clock Industry (1965). 8 pp.

The Market for Automatic Vending Machines in Austria (1963). 40 pp.

The Market for Automatic Vending Machines in the United Kingdom (1963). 36 pp.

The Market for Books in India (1964). 6 pp.

The Market for Costume Jewelry in West Germany (1963). 28 pp.

The Market for Selected Photographic Products in the United Kingdom and France (1964). 27 pp.

The Market for Semiconductor Devices in West Germany and Italy (1964). 24 pp.

The Market for U.S. Electrical Components in Western Germany and Berlin (1964). 45 pp.

The Market for U.S. Scientific, Industrial and Technical Instruments and Equipment in France (1965).

The Motion Picture Industry of the Federal Republic of Germany (1965). 4 pp.

The Turkish Motion Picture Industry (1965). 3 pp.

The United States Foreign Trade in Photographic Goods, 1963 (1964). 33 pp.

United States Lumber Imports, 1964 (1965). 6 pp.

United States Lumber Exports, 1964 (1965). 11 pp.

Water Service Pipe Requirements by Water Utilities, 1950–80 (1964). 4 pp.

Water and Sewerage Works Pressure Pipe Requirements, 1940–64—1975 (1964). 8 pp.

World Motor Vehicle Production and Registration, 1963–64 (1965). 6 pp.

World Survey of Abrasive Products, 1957–62 (1963). 30 pp.

World Survey of Civil Aviation—Continental Europe and Ireland (1965). 57 pp.

World Survey of Civil Aviation—United Kingdom (1965). 16 pp.

World Trade in Machine Tools, 1959–60 (1963). 16 pp.

Periodical Publications

Chemicals Industry Report. Quarterly. $1 yr. ($1.25 foreign). C41.35.

Containers and Packaging Industry Report. Quarterly. 75¢ yr. ($1 foreign). C41.33.

Construction Review. Monthly. $3 yr. ($4 foreign). C41.30/3.

Copper Industry Report. Quarterly. 75¢ yr. ($1 foreign). C41.33.

Marketing Information Guide. Monthly. $2 yr. ($2.75 foreign). (Includes annual cumulative index.) Annotations of selected current marketing materials. C41.11.

Printing and Publishing Industry Report. Monthly. $1 yr. ($1.25 foreign). C41.18.

Pulp, Paper, and Board Industry Report. Quarterly. 75¢ yr. ($1 foreign). Single copy 20¢. C41.32.

CLEARINGHOUSE FOR FEDERAL SCIENTIFIC AND TECHNICAL INFORMATION (FORMERLY OFFICE OF TECHNICAL SERVICES)

U.S. Government Research and Development Reports.

Selective Bibliographies.

Technical Translations.

Government-wide Index to Federal Research and Development.

"Packaged" Government Research and Development Information for Industry.

BUREAU OF THE CENSUS

Population Census, 1960. Figures on the growth and movement of the population and its social and economic characteristics.

Housing Census, 1960. Data on the supply and condition of housing and its facilities and equipment.

Agriculture Census, 1964. Figures on value of farm land and buildings; value of farm products sold, by source; characteristics of farm operators; crops; and livestock and poultry and their products.

Business Census, 1963. Statistics on establishments, sales, payroll, and personnel, by kind of business, for retail trade, wholesale trade, and selected services.

Manufactures Census, 1963. Data on establishments, employment, payroll, value added by manufacture, and value of shipments.

Mineral Industries Census, 1963. Figures on establishments, employment, payroll, value added in mining, and value of shipments.

Transportation Census, 1963. Figures on passenger transportation, including home-to-work travel and travel patterns for a panel of households; on the characteristics and use of private and commercial trucks, by State and geographic division; on commodity transportation by shipper groups, production areas, and commodity groups; and on for-hire buses and trucks.

Commercial Fisheries Census, 1963. Data that will show number of fisheries, employment, payroll, and receipts from fishing activities, by major type of catch, for States and regions.

Governments Census, 1962. Figures that measure costs of local governmental services and sources of revenue.

Current series of reports of the Bureau of the Census also provide statistics to assist small business in studying economic and social trends and in developing its growth potential:

Current Population Reports (monthly, annual, or biennial).

Current Housing Reports (quarterly and annual).

U.S. Foreign Trade Reports (monthly and annual).

County Business Patterns (latest, 1964; annual effective with that issue).

Current Industrial Reports (monthly, quarterly, semiannual, or annual).

Current Reports on State and Local Governments (annual).

Current Construction Reports (monthly and annual).

Current Reports on Business (weekly, monthly, and annual).

Business Cycle Developments (monthly).

NATIONAL BUREAU OF STANDARDS [4]

Technical News Bulletin. Research reported in digest form, Monthly, $1.50 yr.

Journal of Research. Full research papers. Published in four sections: A. Physics and Chemistry, issued six times per year, $4.00 yr.; B. Mathematics and Mathematical Physics, quarterly, $2.25 yr.; C. Engineering and Instrumentation, quarterly, $2.25 yr.; D. Radio Science, monthly, $9.00 yr.

Publications of the NBS Clearinghouse for Federal Scientific and Technical Information:

U.S. Government Research Reports. Department of Defense and other agencies except AEC and NASA, semimonthly, $15.00 yr.

Nuclear Science Abstracts. Atomic Energy Commission reports and nuclear science literature worldwide, semimonthly, $30.00 yr.

Scientific and Technical Aerospace Reports. National Aeronautics and Space Administration and other agency research reports in aerospace fields, semimonthly, $25.00 yr.

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[4] All publications available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

Technical Translations. Translations of significant Slavic and Oriental research available from the Clearinghouse and other sources, semimonthly, $12.00 yr.

U.S. TRAVEL SERVICE

Semi-Annual Report of the Secretary of Commerce on the United States Travel Service. Reports numbered first through eighth.

U.S. Entry and Exit Requirements for Foreign Visitors.

Activities of the United States Travel Service.

Marketing the United States as a Tourist Destination.

Suggestions for Persons Desiring to Enter the Travel Agency Business.

Pleasure and Business Visitors to the U.S. by Port of Entry and Mode of Travel. Tables cover the last 6 months of 1963, the first 6 months of 1964, calendar year 1964, and the first 6 months of 1965.

Overseas Visitor Survey, Honolulu International Airport, November 1962.

Overseas Visitor Survey, Miami International Airport, July 1963.

Idlewild International Airport Survey of Visitors to the United States, June 13–19, 1962.

Summary of Attitude Research of Potential Travelers to the USA from Selected Countries, October 4, 1963.

Market Research on Attitudes on Potential Travellers to the U.S.A., June 1962.

The Future of Tourism in the Pacific and Far East, June 1961.

The Market in Great Britain for Travel to the United States, October 1965.

Temporary Visitors to the United States by Country or Region of Last Permanent Residence. Reports issued monthly and annually.

PATENT OFFICE

Patents and Inventions, an information aid for inventors.

General Information Concerning Patents.

Answers to Questions Frequently Asked About Patents.

Questions and Answers About Trademarks.

General Information Concerning Trademarks.

Patents: Spur to American Progress.

Roster of Attorneys and Agents Registered to Practice Before the U.S. Patent Office.

Department of Labor

GENERAL

Some of the services of the Department of Labor of particular interest to small business are discussed below. Further information is obtainable by mail or by visit or telephone to Labor Department offices. A list of all regional offices is furnished at the end of the narrative section.

BUREAU OF APPRENTICESHIP AND TRAINING

Small businesses comprise the great bulk of industrial enterprises which use the services of the Bureau, which is in the Labor Department's Manpower Administration, in developing and improving their apprenticeship and training activities. For example, programs in the construction, tool and die, and printing and publishing industries account for a very large proportion of all firms served by the Bureau.

These are programs predominantly involving small concerns which employ from one to five apprentices or trainees. Such businesses are not large enough to employ full-time services of a personnel and training staff. While the Bureau services many large industrial programs in a number of different ways, it is the small to medium-sized, owner-directed business which forms the core of the Bureau's apprenticeship and training activity.



To achieve widest results, the Bureau works with the trade associations in these industries and, where appropriate, with the unions active in such industries to bring about communitywide and nationwide agreements on recommended training standards.

SERVICES

Specifically, some of the services available to small businesses through the Bureau of Apprenticeship and Training are the following:

1. Advising and aiding in the establishment of an apprenticeship and training program to fit local needs.
2. Assisting in devising ways to improve present training practices and to solve personnel problems arising from lack of training plans.
3. Developing and servicing on-the-job-training programs, with provisions for reimbursement of employer training costs under the Manpower Development and Training Act.
4. Aiding local industry in getting together as a group to set up programs and solve common apprenticeship and training problems.
5. Advising on assistance available through local vocational schools, or otherwise, in providing needed instruction in subjects related to a particular trade or industry; similarly advising with respect to aptitude and interest testing facilities of the public employment service available to aid in improving the trainee selection.
6. Obtaining the aid of the local vocational school in providing special courses for presently employed workers, other than apprentices or new trainees, to improve their competence and extend their employment opportunities.
7. Helping analyze training needs likely to arise from the makeup of the industry's present work force with respect to age, retirement prospects, expansion possibilities, and other factors.
8. Making available to these small business enterprises the results of statistical and technical studies of trends in the employment and training of apprentices, and the methods used by successful program operators to achieve satisfactory results.

PUBLICATIONS

Listed below are some of the publications issued by the Bureau:

1. *National Apprenticeship Program.*
2. *Trade and Industry Nos. 1 through 7*, covering sample apprenticeship schedules in electronics and electrical industry, personal service occupations, metal working trades, automotive work, and the construction industry.

3. *National Apprenticeship Standards*, such as: Painting and decorating, carpentry, photoengravers, and truck mechanics.

4. *Employer's Guide to On-the-Job Training*, covering the aid provisions of the Manpower Development and Training Act.

5. *Apprenticeship and Economic Change*, a study of apprenticeship in the U.S. and how economic factors affect this training.

BUREAU OF EMPLOYMENT SECURITY

The State Employment Services are affiliated with the U.S. Employment Service, a part of the Bureau of Employment Security of the Manpower Administration in the Department of Labor. They provide businessmen with many services which are helpful in meeting personnel needs and in solving manpower problems.

The Employment Service is of particular help to small and medium-sized businesses which do not maintain complete personnel departments and which therefore may not be equipped internally to resolve all employment management problems as they arise.

SERVICES

With experience based on years of cooperative research with industry on personnel matters, the Employment Service helps small business to:

1. Determine the basic requirements of particular jobs and locate workers who have the necessary qualifications.

State Employment Services recruit workers in all occupations—professional, clerical, service, skilled, semiskilled, and unskilled categories. They are organized to meet the small businessman's particular specifications for current and future manpower requirements.

2. Select workers best qualified to meet job requirements through improved interviewing and testing techniques.

Working with several of the larger universities and nationally recognized industrial psychologists, the Employment Service has developed a comprehensive testing program. These tests cover trade tests to measure occupational skills already acquired, and aptitude tests to measure potentiality for learning new ones.

3. Analyze the cause, and assist in the reduction of excessive personnel turnover.

Underutilization of skills, lack of opportunity for promotion, working conditions, wages, and supervision are among the factors which contribute to absenteeism and high turnover. The Employment Service, through its tools and techniques, can make suggestions that will assist the small business in analyzing the causes of high turnover and absenteeism. Such analysis helps the small business to determine what can be done to maintain a vigorous, stable work force.

4. Plan personnel expansions and obtain needed workers. The Employment Service is also equipped to give the small business practical help in manpower planning through job analysis and occupational classification. Local Employment Service offices can be of assistance regarding the application of these tools and methods in the solution of small business manpower problems.

5. Locate applicants with required skills in other communities if they are not available locally.

If workers with the required skills are not available locally, they can be recruited through a nationwide clearance placement system. Through the process of clearance, a small business employer with an opening for a certain type of worker, and an applicant who is qualified for that job—each in a different city—are often brought together.

6. Have as a worker resource persons who have received occupational training which was established under Federal legislation, such as the Manpower Development and Training Act, because qualified workers were not available.

The Employment Service identifies occupational training courses in progress so that employers may make job offers to trainees; or initiates occupational training or refers applicants for training on an individual basis to other training courses, if it is not feasible to establish a separate course; or arranges with the Bureau of Apprenticeship and Training for development of on-the-job training programs for interested employers.

7. Use Employment Service area labor information to plan for plant expansion, new plant locations, training programs, and market analysis for sales departments.

Data on employment and unemployment trends, demand for and availability of workers by occupations, area labor outlook, wages, labor turnover, and related factors are available at the Employment Service. Such information, compiled on an area, industry, or occupational basis may be of help to the small business in planning recruiting activities, training programs, and expansion or location of new plants or establishments.

Companies in areas classified by the Bureau of Employment Security as having above average unemployment are given preferential consideration in the award of such contracts and in areas with persistently high unemployment they may be eligible for 4 percent loans. If small business firms are interested in bidding on Federal procurement contracts or in obtaining low cost Small. Business Administration loans, Employment Service local offices, on request, will provide information on area classification.

In addition to these varied types of assistance, the Employment Service offices can assist the small business in determining appropriate personnel records and in relating veterans' service training to civilian occupations.

OFFICE OF LABOR-MANAGEMENT AND WELFARE-PENSION REPORTS

This Office administers all Department of Labor functions under the Labor-Management Reporting and Disclosure Act and the Welfare and Pension Plans Disclosure Act. Both laws, which provide for public disclosure, have reporting requirements applying to employers.

Disclosure files for reports filed under the Labor-Management Reporting and Disclosure Act are located in LMWP's 24 area offices. Disclosure files for reports submitted under the Welfare and Pension Plans Disclosure Act are in Washington, D.C.

All area offices and 12 resident offices provide technical assistance and compliance services and have available reporting forms which are required under the Act.

LABOR-MANAGEMENT REPORTING AND DISCLOSURE ACT

This statute requires reports from labor organizations as well as labor organization officers and employees, and from employers and labor relations consultants to help insure ethical financial practices in labor-management relations.

Form LM–10 must be filed by those employers who have been involved in certain financial transactions with labor organizations, union officers or employees, and labor relations consultants or who have made expenditures where the object relates to employee's or union's activities. (See Section 203 of the Act.) Not all employees are required to report, but those who made reportable payments in the enumerated activities should submit reports within 90 days after the close of the employer's fiscal year. In addition to Form LM–10, Technical Assistance Aid No. 4 explains in detail the reporting requirements.

LABOR RELATIONS CONSULTANTS

Labor relations consultants must report any agreement or arrangement they may have with employes to persuade employees how to exercise their rights to bargain or to obtain information about employees' union activities. Form LM–20 must be filed by the consultant within 30 days after entering into the reportable agreement or arrangement. Form LM–21 is to be filed within 90 days after the end of the consultant's fiscal year and report the amount of money received and disbursed during the year in connection with labor relations advice and services.

WELFARE AND PENSION PLANS DISCLOSURE ACT

Reporting requirements of this Act apply to employers and employer associations, among others, which administer private welfare and private pension plans. These plans, financed through the purchase of insurance or otherwise, may cover medical, surgical or hospital care or benefits, or benefits in the event of sickness, accident, disability, death, or unemployment.

Administrators of employee benefit plans subject to the Act must disclose plan provisions and financial operations by means of a description of the plan and annual reports, as well as secure fidelity bonding of persons who handle funds or other property.

Form D–1 covering plan descriptions, to be filed within 90 days after the plan is established, must be completed by administrators of plans with 26 or more participants.

Form D–2 covering annual financial reports, to be filed within 150 days after the end of the plan year, must be completed by administrators of plans with 100 or more participants. The abbreviated Form D–3 covering annual reports, also filed 150 days after the end of the plan year, is for plans with fewer than 100 participants. (The plan administrator files D–2 or D–3, not both.)

In addition to the reporting forms, the following pamphlets are available dealing with general questions concerning employee benefit plans: "Questions and Answers on the Welfare & Pension Plans Disclosure Act," "Fidelity Bonding Under the Welfare and Pension Plans Disclosure Act," and "Rights of Pension Plan Participants."

BUREAU OF LABOR STANDARDS

In carrying out its basic function of promoting sound labor standards for advancing the well-being of workers and for increasing efficiency in production, the Bureau of Labor Standards' services in the field of occupational safety are available to State Labor Departments, management, labor, civic organizations, and others and through them to small business.

SERVICES

Major phases of the Bureau's work in promoting occupational safety include:

1. Conducting safety training for State safety personnel, unions, longshore and harbor workers, and Federal employees.
2. Assisting State Labor Departments to conduct special safety programs in high accident rate industries.
3. Assisting States, unions, and other interested groups in the technical aspects of developing safety codes.
4. Developing and publishing technical information relating to accident prevention.
5. Providing technical consultation to States, employers, unions, and the general public on various aspects of safety.
6. Establishing and enforcing safety and health standards in the longshoring and ship repairing industries under Public Law 85–742.

7. Servicing the President's Conference on Occupational Safety.
8. Developing standards for safe employment of youth, including farm-employed minors.

PUBLICATIONS

Some recent safety publications of the Bureau of Labor Standards are:

Occupational Safety Aides:

Conducting a Job Hazard Analysis—LS 163.
Elements of a Safety Program—LS 164.
Good Housekeeping—LS 166.
Inspecting for Safety—LS 170.
Office Safety—LS 171.
Safe Lifting—LS 175.
Safeguarding Machinery—LS 176.
Safety Committee Activities—LS 177.
Safety Training Techniques—LS 180.
Supervisory Responsibility for Safety—LS 181.
Trips, Slips and Falls—LS 183.

Mechanical and Physical Hazards Series

Bulletins:

216—Control of Electrical Shock Hazards. (Rev. 1962.) 15 pp.
219—Mechanical Handling of Materials. 1960. 29 pp.
231—Personal Protective Equipment. 1961. 26 pp.
232—Fire Protection for the Safety Man. 1961. 25 pp.
239—Mechanics for the Safety Man. 1962. 21 pp.
240—Rigging Cargo Gear. 1962. 23 pp.
246—Maintenance and Safety. 1962. 15 pp.
256—Static Electricity. 1963. 20 pp.

Environmental and Chemical Hazards Series

Bulletins:

207—Controlling Noise Hazards. 1959. 8 pp.
222—Chemistry for the Safety Man. (Rev. 1965.) 26 pp.
226—Respiratory Protective Equipment. 1961. 34 pp.
241—Chlorine Handling in Stevedoring Operations. 1962. 9 pp.
259—The Use and Handling of Compressed Gases. 1963. 30 pp.
265—The Inorganic Acids. 1964. 27 pp.

Organization and Administration Series

Bulletins:

211—Control of the Physical Environment. 1960. 13 pp.
223—The Consultative Approach to Safety. 1960. 9 pp.
247—Fundamentals of Accident Prevention. 1962. 14 pp.
255—Using Injury Statistics. 1963. 18 pp.
67—Safety Subjects.
197—Principles and Techniques of Mechanical Guarding.
198—Occupational Health Hazards.
263—Proceedings, President's Conference on Occupational Safety (1956, 1958, 1960, 1962 and 1964).

Regulations under Public Law 85–742:

Safety and Health Regulations for Longshoring.
Safety and Health Regulations for Ship Repairing.
Safety and Health Regulations for Shipbreaking.
Safety and Health Regulations for Ship Building.
Cargo Gear Certification; Regulations Governing Accreditation of Persons to Carry out and the Procedures to be followed in Cargo Gear Certification.

Safety Code Comparison Charts: A comparison of State Safety Codes, in selected subjects, and those of nationally recognized standards setting organizations.

1. Demolition (Building Construction)—June 1960.
2. Ladders (Building Construction)—July 1960.
3. Sanitation—September 1960.
4. Mechanical Power-Transmission Apparatus—September 1960.
5. Floor and Wall Openings—November 1960.
6. Scaffolds—October 1961.
7. Welding and Cutting—January 1962.
8. Use, Care and Protection of Abrasive Wheels—January 1962.
9. Rubber Mills and Calenders—January 1962.
10. Woodworking Machinery—February 1962.
11. Cranes, Derricks, and Hoists—June 1962.
12. Textile Safety—August 1962.
13. Power Presses—October 1962.
14. Laundry Machinery and Operations—February 1963.
15. Powered Industrial Trucks—April 1963.
16. Window Cleaning—July 1963.
17. Excavation—November 1963.
18. Fixed Ladders—December 1963.
19. Metal Ladders—February 1964.
20. Wood Ladders—August 1964.

BUREAU OF LABOR STATISTICS

The Bureau of Labor Statistics publishes a large amount of information which is used by small business. In addition, data are assembled in response to individual requests, often in connection with consultation in one of the Bureau's regional offices.

Using some types of data, the businessman can compare the record of his own plant or store with that in his industry as a whole or in his locality. Other statistics are regularly used by companies planning a branch in another area. The long experience of BLS regional officers in applying available information to the problems presented has proved invaluable in both types of situation.

PUBLICATIONS

Published material may cover many individual cities or regions, or the States, or it may be available only for the United States as a whole. Some series are available for individual manufacturing and mining industries (men's workshirts or hand tools, e.g.); others extend also to various types of retail establishments, construction activities, utilities, services, etc. Some statistics appear monthly, others at irregular intervals. In addition to Bureau of Labor Statistics publications, the regional offices have at hand much detailed information published by other agencies within the region, or in some cases unpublished, but available for use.

Types of industry and area data published by the BLS and constantly used by businessmen include:

Turnover rates: Lay-offs, quits, hires, per thousand employees.
Average hours of production workers.
Average earnings of production workers.
Trends of individual prices, wholesale and retail, over a period of years.
Percent of income spent for different types of commodities and services by consumers of different ages, incomes, occupations, etc.
The cost of a moderate-level budget for a family of four, or for an elderly couple, in various cities.
Work injuries in specific industries.
Work stoppages in each industry.
Wage rates of individual occupations in various areas; union scales in certain industries.
Supplementary benefits such as vacations, pensions, etc. in various industries and labor areas.
Provisions of current labor-management contracts.
Current wage developments.
Ten-year projections of number in population and labor force.
Employment trends by industry, by area, in past years.

BLS regional directors often address groups of businessmen on subjects related to labor and economic developments in the region. Addresses of the BLS and its regional offices, together with a selected list of BLS publications, follow:

Monthly Labor Review: monthly journal; articles and statistics. Annual subscription rate $7.50. Single issues 75 cents.
Employment and Earnings: monthly. Annual subscription rate $4.00. Single issues 50 cents.
Employment and Earnings Statistics for the United States, 1909–64: $3.50 per copy.
Current Wage Developments: monthly; data on specific wage settlements. Free upon request.
Directory of National and International Labor Unions in the United States, 1963: biennial. Fifty cents per copy.
Analysis of Work Stoppages, 1964: annual. Thirty-five cents per copy.
Wholesale Prices and Price Indexes: monthly. Free upon request.
Consumer Price Index: monthly. Free upon request.
Occupational Outlook Quarterly: February, May, September, December. Annual subscription rate $1.25. Single issues 35 cents.

For additional items, and for prices, see Bureau of Labor Statistics Catalog of Publications, issued semiannually; or consult the Bureau of Labor Statistics, U.S. Department of Labor, at any of the following addresses:

Washington, D.C., 20212; 18 Oliver Street, Boston, Mass., 02110; 341 Ninth Avenue, New York, N.Y., 10001; 1371 Peachtree Street NE., Atlanta, Ga., 30309; 219 South Dearborn Street, Chicago Ill., 60604; 450 Golden Gate Avenue, Box 36017, San Francisco, Calif., 94102; 1365 Ontario Street, Cleveland, Ohio, 44114.

SERVICES

Following is an example of use of the type of information cited: A manufacturer requested data bearing on possible location of a small branch plant in a given region. The BLS regional office was able to obtain and supply information as to:

Levels of earnings in the area, wage rates by occupation, and current labor costs; cost of building materials; the relative trend in recent years in local consumer prices, and the cost of supporting a family there; labor-management relations, history of work stoppages, habitual labor turnover rates in the industry in the State; employment trends in the industry in the State in recent years; other area information requested, including local population and neighborhood factors that would affect the local demand for the product; some scattered information on the local availability of skilled and other workers, and of young persons having enough education to make training possible.

OFFICE OF VETERANS' REEMPLOYMENT RIGHTS

The Office provides direct assistance in connection with the reemployment rights of ex-servicemen, reservists and members of the National

Guard, and promotes employer compliance and understanding with the reemployment requirements of the Universal Military Training and Service Act.

The employer is obligated to reemploy the ex-serviceman in the position he would have had if he had remained on the job instead of entering military service. Seniority rights of the veteran are protected by certain automatic progression provisions where those rights would have been available to him had he not gone into service. The employer carries out his obligation by making available to the ex-serviceman a working position which takes into account the time spent in the service.

Representatives of the Office of Veterans Reemployment Rights are available in 19 major cities and are listed in telephone directories under the U.S. Labor Department heading. Employers in any area may secure information or assistance in interpreting the law by writing to the U.S. Labor Department, Washington, D.C., 20210.

OFFICE OF MANPOWER, AUTOMATION, AND TRAINING

The Office of Manpower, Automation and Training (OMAT) of the Manpower Administration is responsible for planning, research, and evaluation of U.S. Department of Labor activities under the comprehensive manpower program. This includes planning and evaluation of the Department's manpower training activities and planning, developing, and conducting a comprehensive manpower research effort.

The broad manpower program authorized under the Manpower Development and Training Act (MDTA) is designed to: (1) Meet critical needs of workers in shortage occupations—including professional, scientific, and apprenticeable categories; (2) Help the labor force adjust to technological developments, foreign competition, relocation of industry, shifts in demands for workers, other changes in the structure of the economy; (3) Improve job opportunities for unemployed workers.

Employers benefit from training programs that give the work force skills in line with the rapidly changing labor requirements of American industry. In addition, individual employers and employer groups may participate directly in approved MDTA on-the-job training programs under agreements with the Secretary of Labor.

Employers and industries in designated redevelopment areas are helped to meet existing manpower needs through approved local worker training programs. Previously authorized under the Area Redevelopment Act, training programs in redevelopment areas are now covered by the newly amended MDTA.

Experimental and demonstration projects study the complex training problems of particularly disadvantaged and "hard-core" unemployed and provide occupational training and remedial services—including basic literacy and educational training where appropriate—specifically tailored to the needs of the trainees.

Manpower and automation research conducted by or contracted by OMAT cover the causes, requirements, and impact of automation; shortages in critical occupations and other factors which affect the manpower picture; and new techniques and factors affecting manpower training programs. Results of such research studies are published by OMAT.

Information on training activities and programs is available from the local office of the State Employment Service or the U.S. Department of Labor, Manpower Administration, Washington, D.C., 20210. Publications on manpower topics and information on the research program are available from the U.S. Department of Labor, Manpower Administration, Office of Manpower, Automation and Training, Washington, D.C., 20210.

WAGE AND HOUR AND PUBLIC CONTRACTS DIVISIONS

The Divisions administer the Fair Labor Standards Act, which establishes standards of minimum wage, overtime, equal pay, and child labor for employees engaged in certain kinds of interstate activity, and the Walsh-Healey Public Contracts Act, which provides minimum wage, overtime, child labor, and safety and health standards for employees engaged in work on Government supply contracts in excess of $10,000.

The field staff of the Divisions is decentralized to more than 400 field offices and field stations in important commercial and industrial centers throughout the country and in 11 regional offices in Atlanta, Boston, New York, Birmingham, Cleveland, Chicago, Kansas City, Dallas, Nashville, San Francisco, and Chambersburg, Pa. This method of administration assists employers, especially small businesses, because the services of the Divisions are brought close to the employer, eliminating the need for long trips or expensive telephone calls in order to obtain information and guidance; and the Divisions' representatives are well informed on the industry characteristics and problems in the area and thus are able to discuss the requirements and application of the Acts in terms that are meaningful to local employers.

PUBLICATIONS

Copies of interpretative bulletins, regulations, orders, and rulings which constitute official statements are made available at no cost to employers. In addition, the Divisions have developed nontechnical publications on virtually all of these matters which furnish simple explanations of the laws and

the more widely applicable regulations and procedures in terms that are readily understood by the small businessman and the general public. Simple language pamphlets on how the Fair Labor Standards Act and the Public Contracts Act apply to specific industries have also been developed for use by employers.

Among the publications available are:

The Handy Reference Guide to the Fair Labor Standards Act.

The Fair Labor Standards Act, as Amended.

Interpretative Bulletin, Part 779 (The Fair Labor Standards Act as Applied to Retailers of Goods and Services).

Interpretative Bulletin, Part 780 (Exemptions Applicable to Agriculture, Processing of Agricultural Commodities, and related subjects).

A Quick Look at Hours Worked (pamphlet).

Retail and Service Enterprises and Establishments (pamphlet).

Information on the Equal Pay Act of 1963 (pamphlet).

How the Fair Labor Standards Act Operates in "Our Town" (pamphlet).

SERVICES

The Divisions encourage employer groups to request participation by staff members at meetings to discuss various aspects of the laws and the Divisions' activities. The Divisions' investigators not only check for compliance with the Acts but also discuss fully with employers every aspect of the laws' application to their business and inform employers about the assistance that can be obtained from local offices concerning future problems or questions.

Every effort is made to help employers achieve voluntary compliance, and avoid inadvertent violations which could, if left uncorrected, result in substantial back wage liabilities.

Higher minimum wages resulting from the Fair Labor Standards Act provide employees at the lower end of the income scale with greater purchasing power. Increases in wages to this group of workers are immediately reflected in greater demands for consumer goods and services. The Fair Labor Standard Act also helps reduce unfair competition among employers which may stem from wages or hours. In the same manner the Walsh-Healey Public Contracts Act eliminates unfair competition in these areas among bidders for Government work. These labor standards assure employers who comply that they will not operate at a competitive disadvantage in comparison with other employers.

REGIONAL OFFICES OF THE U.S. DEPARTMENT OF LABOR

1371 Peachtree Street NE., Room 110
Atlanta, Ga. 30309

18 Oliver Street
Boston, Mass. 02110

Wolf Avenue and Commerce Street
Chambersburg, Pa. 17201

New Federal Office Building
219 South Dearborn Street
Chicago, Ill. 60604

740 Engineers Building
1365 Ontario Street
Cleveland, Ohio 44114

1114 Commerce Street, Room 207
Dallas, Tex. 75202

832 Equitable Building
730—17th Street
Denver, Colo. 80202

2212 Federal Office Building
911 Walnut Street
Kansas City, Mo. 64106

U.S. Courthouse Building, Room 726
801 Broad Street
Nashville, Tenn. 37203

900 Parcel Post Building
341 Ninth Avenue
New York, N.Y. 10001

10064 Federal Building
450 Golden Gate Avenue
Post Office Box 36017
San Francisco, Calif. 94102

2008 Smith Tower Building
506 Second Avenue
Seattle, Wash. 98104

New York Department Store Building
Street
Fortaleza Corner San Jose
Post Office Box 4631
San Juan, P.R. 00908

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Department of the Interior

GENERAL

The Department of the Interior's primary responsibility is in the conservation for wise use of major aspects of the Nation's basic resources, concerning which it has been collecting and interpreting facts for over a century. Its relationship to industry and business—small or large—is essentially one of making available this storehouse of information, and this the Department seeks to do with its many reports and publications, constantly updated to reflect the changing economic and social scene.

The Department administers the use and disposal of public lands and a number of funds for loans and grants supporting private enterprise, exploration and research. It also offers assistance in the industrial and commercial development of Indian lands and the Territories.

Under appropriate subheadings, these many programs of assistance to small business—informational, technical, and financial—are described below, and addresses are given for many of the Department's more than 2,000 field offices.

Representing the entire Department in the field, and available for general information and assistance, are the nine Regional Coordinators of the Office of the Secretary, whose addresses are:

Northeast Region:
Regional Coordinator
U.S. Department of the Interior
Blake Building, 59 Temple Place
Boston, Mass. 02111. Tel: 617 CA 3–2973

Missouri Basin Region:
Regional Coordinator
U.S. Department of the Interior
Federal Office Building, Room 5311
316 North 26th Street
Post Office Box 2530
Billings, Mont. 59103. Tel: 406 245–6373

Alaska Region:
Regional Coordinator
U.S. Department of the Interior
Post Office Box 711
Juneau, Alaska 99801. Tel: 907 JU 6–3870

Southwest Region:
Regional Coordinator
U.S. Department of the Interior
Federal Building, Post Office Box 1467
Muskogee, Okla. 74402. Tel: 918 683–3429

Pacific Southwest Region:
Regional Coordinator
U.S. Department of the Interior
125 South State Street
Salt Lake City, Utah 84111. Tel: 801 524–5625 or 524–5626

Pacific Northwest Region:
Regional Coordinator
U.S. Department of the Interior
Federal Building, Room 107
1002 Northeast Holladay Street, Post Office Box 3621
Portland, Oreg. 97208. Tel: 503 234–3250

Southeast Region:
Acting Regional Coordinator
U.S. Department of the Interior
c/o Southeastern Power Administration
Elberton, Ga. 30635. Tel: 404 283–3263

North Central Region:
Regional Coordinator
Ohio River Appalachia Area
Department of the Interior
Federal Office Building, Room 7034
550 Main Street
Cincinnati, Ohio 45202. Tel: 513 381–2197

Regional Coordinator
Upper Mississippi Western Great Lakes Area
Department of the Interior
Lincoln Building, Room 113
303 Price Place
Madison, Wis. 53705. Tel: 608 238–5390

PROCUREMENT ASSISTANCE TO SMALL BUSINESS

Substantially, all procurement by the Department of the Interior is accomplished through field installations located at or near the site of the work being performed. In conducting its purchase and contracting program, each transaction is reviewed to determine its susceptibility to the Small Business "set-aside" program, and, wherever possible, Invitations for Bids reserve portions of the transaction for negotiation with small business concerns.

The following field offices of the Department of the Interior have been designated by the Secretary as participants in the program, and maintain continuous liaison with the appropriate field offices of the Small Business Administration:

Aberdeen, S. Dak.; Bureau of Indian Affairs
Albuquerque, N. Mex.; Bureau of Indian Affairs
Amarillo, Tex.; Bureau of Mines
Anchorage, Alaska; Alaska Railroad
Atlanta, Ga.; Bureau of Sport Fisheries and Wildlife
Billings, Mont.; Bureau of Indian Affairs
Boise, Idaho; Bureau of Reclamation
Denver, Colo.; Geological Survey
Denver, Colo.; Bureau of Reclamation
Denver, Colo.; Bureau of Land Management
Ephrata, Wash.; Bureau of Reclamation
Gallup, N. Mex.; Bureau of Indian Affairs
Menlo Park, Calif.; Geological Survey
Minneapolis, Minn.; Bureau of Sport Fisheries and Wildlife

Muskogee, Okla.; Bureau of Indian Affairs
Omaha, Nebr.; National Park Service
Philadelphia, Pa.; National Park Service
Phoenix, Ariz.; Bureau of Indian Affairs
Pittsburgh, Pa.; Bureau of Mines
Portland, Oreg.; Bureau of Land Management
Portland, Oreg.; Bonneville Power Administration
Portland, Oreg.; Bureau of Indian Affairs
Portland, Oreg.; Bureau of Sport Fisheries and Wildlife
Richmond, Va.; National Park Service
Roanoke, Va.; National Park Service
Sacramento, Calif.; Bureau of Reclamation
Salt Lake City, Utah; Bureau of Reclamation
San Francisco, Calif.; National Park Service
Santa Fe, N. Mex.; National Park Service
Seattle, Wash.; Bureau of Commercial Fisheries
Tulsa, Okla.; Southwestern Power Administration
Washington, D.C.; Bureau of Land Management
Washington, D.C.; Geological Survey
Washington, D.C.; Bureau of Indian Affairs
Washington, D.C., National Park Service

GEOLOGICAL SURVEY

TOPOGRAPHIC MAPS AND INVESTIGATIONS

Available to small business are the published results of geologic, mineral and water resources investigations and topographic maps of the Nation, its territories and possessions.

RESEARCH ACTIVITIES

The work of the Geological Survey includes fact-finding and research activities concerning the earth and its resources. Of direct application to certain problems of Small Business are the results of the Survey's investigations of geology, mineral and water resources and the preparation of topographic maps. The results of the investigations are published in Survey bulletins, professional papers, water-supply papers, circulars, and topographic and geologic maps and hydrologic atlases. The results of many investigations are published by cooperating Federal and State agencies and in technical and scientific journals.

INFORMATION AND INQUIRIES

As a service to Small Business and the general public, the Survey maintains information and inquiries offices, and libraries as follows:

Map Information Office. A center for data on maps and mapping is maintained for the public in Room 1028, General Services Administration Building, Washington, D.C. Here, topographic maps are available for purchase and questions are answered concerning sources and status of mapping, geodetic control data and aerial photographs.

Libraries. A reference library of approximately 300,000 volumes on geology and related subjects is open to all interested persons in Room 1033, General Services Administration Building, Washington, D.C. Somewhat smaller libraries are also maintained at Denver Federal Center, Denver 2, Colo., and Pacific Coast Field Center, U.S. Geological Survey, Menlo Park, Calif.

Photographic Library. More than 100,000 Survey photographs, indexed by geologic subject and geographical location, are available for purchase at cost from Geological Survey, Denver Federal Center, Denver 2, Colo.

Public Inquiries Offices. Public Inquiries Offices are located at 15426 Federal Building, Denver, Colo.; 8102 Federal Building, 125 South Street, Salt Lake City, Utah; 108 Skyline Building, Anchorage, Alaska; 602 Thomas Building, Dallas, Tex.; 7638 Federal Building, 300 North Los Angeles Street, Los Angeles,[1] and 504 Custom House, San Francisco, Calif.; and South 157 Howard Street, Spokane, Wash. Each has a library of Survey publications, sells Survey maps and books over the counter, and is a depository for selected open-file reports.

Publications. "Publications of the Geological Survey, 1879–1961," includes a listing of books, maps and charts issued by the Survey and may be obtained free on application to the U.S. Geological Survey, Washington, D.C., 20242, and Denver Federal Center, Denver, Colo., 80225. Yearly supplements are issued to keep the material up to date. They may also be obtained from the Public Inquiries Offices of the Survey. Details concerning postage, quantity discounts, ordering instructions and prices are contained in this publication.

Published quadrangle maps are shown on index circulars available for each State, Puerto Rico, and the Virgin Islands; these circulars are supplied free on request. The base map in each circular shows the outlines of all mapped quadrangles and gives their names, survey dates, and the publishing agency (if not the Geological Survey). The circulars also contain lists of special maps and sheets with their prices, addresses of map reference libraries, commercial map dealers, and Federal map-distribution centers. Detailed directions for ordering maps are included.

OFFICE OF MINERALS EXPLORATION, GEOLOGICAL SURVEY

FINANCIAL ASSISTANCE TO EXPLORE FOR CERTAIN MINERALS

The Office of Minerals Exploration, Geological Survey, offers financial assistance to firms and individuals who desire to explore their properties or claims for certain mineral commodities. This help is offered to applicants who ordinarily would not undertake the exploration under present conditions or circumstances at their sole expense and who are unable to obtain funds from commercial sources on reasonable terms.

The Government will contract with an eligible applicant to pay up to 75 percent of the cost of

[1] The Public Inquiries Office in Los Angeles, Calif., will move their offices about May 24, 1965. After the move their address will be: Room 7638, Federal Building, 300 North Los Angeles Street, Los Angeles, Calif.



exploring for silver and 50 percent of the cost of exploring for the other eligible mineral commodities. The Government's share may not exceed $250,000 per contract. The operator (applicant) does the work, pays the bills, and submits a monthly report of the work done and costs incurred.

An Office of Minerals Exploration field officer inspects and approves acceptable work, after which the Government reimburses the operator for one-half of the acceptable costs. The operator's time spent on the work and charges for the use of equipment which he owns may be applied toward his share of the cost.

Funds contributed by the Government are repaid by a 5-percent royalty on production from the property. If nothing is produced, there is no obligation to repay. The royalty is paid on any production during the period the contract is in effect; and if the Government certifies that production may be possible from the property, the royalty obligation continues until the Government's contribution is repaid with interest, or for the 10-year period usually specified in the contract. The royalty payment applies to both principal and interest, but it never exceeds 5 percent.

REGIONAL OFFICES

Information and application forms may be obtained from the Office of Minerals Exploration, Geological Survey, Department of the Interior, Washington 25, D.C., or from the following Regional Offices:

Office of Minerals Exploration, Geological Survey
Region I
South 157 Howard Street
Spokane, Wash. 99604

Office of Minerals Exploration, Geological Survey
Region II
Room 9007
450 Golden Gate Avenue
San Francisco, Calif. 94102

Office of Minerals Exploration, Geological Survey
Region III
Building 20
Federal Center
Denver, Colo. 80225

Office of Minerals Exploration, Geological Survey
Region IV
Room 11, Post Office Building
Knoxville, Tenn. 37902

PUBLICATIONS

"Minerals Exploration Program" free, available from any of the offices listed above. "Semiannual Report, Office of Minerals Exploration," Geological Survey, free, available from Washington office only.

BUREAU OF MINES

ADVICE AND GUIDANCE TO THE MINERAL INDUSTRIES, INCLUDING FUELS

Advice and guidance are given by the Bureau on technical problems pertinent to health and safety in the mineral industry as well as suitable processes for production, extraction, and utilization of minerals, metals, and fuels. The Bureau provides information on the location and character of known mineral deposits, and furnishes statistics on production, consumption, mining methods, and health and safety with respect to minerals. Requests should be made to the Director, Bureau of Mines, Department of the Interior, Washington, D.C., 20240, or one of the following offices:

Chief, Eastern Administrative Office
Bureau of Mines
Department of the Interior
4800 Forbes Avenue
Pittsburgh, Pa. 15213

Chief, Western Administrative Office
Bureau of Mines
Department of the Interior
Room 200, New Customhouse
Denver, Colo. 80202

General Manager, Helium Operations
Bureau of Mines
Department of the Interior
Post Office Box 10085
Amarillo, Tex. 79106

PUBLICATIONS

Bulletins. Report results of important Bureau programs and investigations of scientific, historical, or economic significance. Sold by the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402.

Reports of Investigations and Information Circulars. The former series presents results of various phases of laboratory research. The latter consists of reports, reviews, and digests, whose primary purpose is to facilitate exchange of information between Government and industry. They include surveys of mineral resources and bibliographies. Most are obtainable from the Bureau of Mines, Publication Distribution Section, 4800 Forbes Avenue, Pittsburgh, Pa., 15213. A few are sold by the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402.

Mineral Facts and Problems. Bulletin 630, 1965 Edition. An encyclopedic summary of the various minerals, metals, and fuels, giving information on resources, technology, uses, research, and outlook. Cloth bound, $6.75.

List of Publications. Published monthly, annually, and quinquennially by the Bureau of Mines. Obtainable free upon request. List of Publications of the Bureau of Mines issued from July 1, 1910, to January 1, 1960, with subject and

author index, $4.25; List of Journal Articles by Bureau of Mines Authors published July 1, 1910, to January 1, 1960, with subject index, $1.75.

Mineral Statistics. These are published weekly, monthly, and quarterly or on other periodic bases for nearly all mineral commodities and also on accidents and fatalities in mining and quarrying. Obtainable from Bureau of Mines. Requests should indicate commodities or subjects of particular interest.

Minerals Yearbooks. Issued annually in 4 volumes. Volume I. Metals and Minerals (Except Fuels); Volume II, Fuels; Volume III, Area Reports: Domestic; and Volume IV, Area Reports: International. Available from Superintendent of Documents. Prices vary.

OFFICE OF COAL RESEARCH

DEVELOPMENT OF NEW AND EXPANDED COAL MARKETS

The Office of Coal Research (OCR) conducts a contract research program directed toward creating new and expanded markets for all types of coal. Contracts are awarded for work leading toward improved methods of mining, preparing, transporting, and utilizing coal, as well as for economic and marketing studies directed toward improved coal merchandising. The Office invites contract proposals from commercial organizations, educational institutions, trade associations, and agencies of States for consideration and evaluation.

PUBLICATIONS

A booklet, "Annual Report of the Office of Coal Research," describes work underway and completed in each calendar year and discusses the results obtained from the research undertaken. It is available without charge from OCR. In addition, a detailed report on work performed and results secured is made available at cost following the completion or termination of each contract. Information for ordering individual contract reports may be secured by writing OCR. The address is: Office of Coal Research, Department of the Interior, Washington, D.C., 20240.

OFFICE OF SALINE WATER

LOW COST PROCESSES FOR SALT WATER CONVERSION

The Office of Saline Water is responsible for developing low-cost processes for the conversion of saline water to fresh. The research program is carried on by means of contracts or grants with universities, private research organizations and industrial firms. The Office of Saline Water stands ready to evaluate research proposals to determine their technical merit or economic potential. Worthy proposals may be supported by a research and development contract.

SMALL BUSINESS COMPETENCE

Many small businesses may have competence in this area. The Office of Saline Water encourages their interest and participation in this program. Some businesses may face problems of water quantity or quality that may be solved by installing saline water conversion equipment. Information on the availability of such equipment can be obtained without charge from the Office of Saline Water. Technical information concerning the development status of saline water conversion processes is also available from the Office of Saline Water, Department of the Interior, Washington, D.C., 20240.

PUBLICATIONS

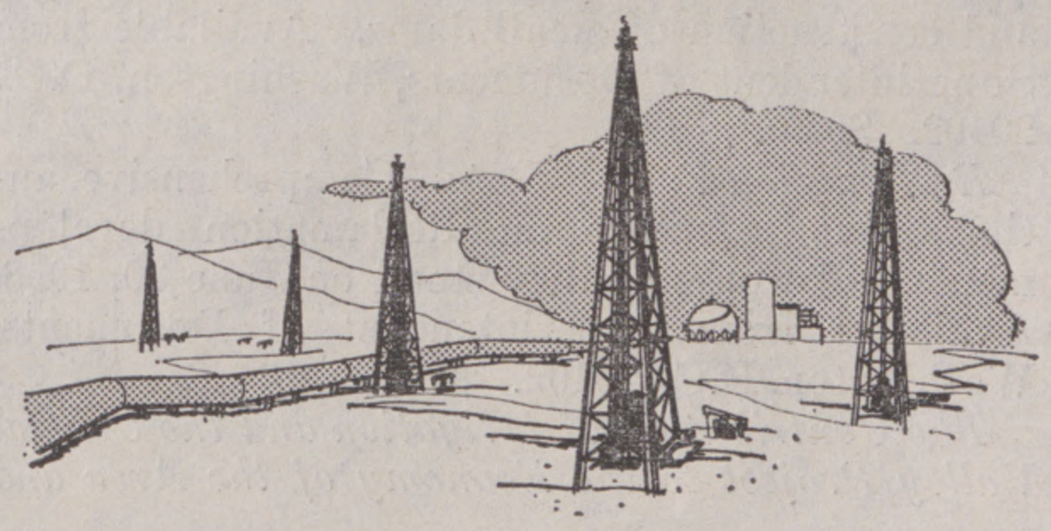
The Office of Saline Water publishes an annual report which gives a general description of research and development activities supported during the calendar year. This report is available to educational institutions, public libraries and agencies of National, State, and Municipal governments, without charge, from the Office of Saline Water. Others interested may obtain the report by sending $2.00 to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

Many technical reports covering research activities sponsored by the Office of Saline Water have been published. Some are for sale by the Clearing House for Federal and Scientific Information, 5285 Port Royal Road, Springfield, Va., 22151. Others are for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402.

OFFICE OF OIL AND GAS

ADVICE AND ASSISTANCE ON OIL AND GAS MATTERS

The Office of Oil and Gas is a staff agency that provides advice and assistance on oil and gas policies, and on technical and economic aspects of the business. It serves as the principal channel of communication between the Federal Government and the Interstate Oil Compact Commission, State oil and gas regulatory bodies, and the petroleum and gas industries, and develops petroleum and gas mobilization and civil defense plans.



The advice and consultative services of the Office of Oil and Gas are available to both Federal and State agencies, the petroleum, gas, and allied industries, and the public on matters concerning worldwide petroleum and gas operations, including the short-term and long-range peacetime and wartime outlook for petroleum, gas, and products. Information and advice are also furnished regarding emergency plans, survival, and the continuity of oil and gas industries' operations in case of attack on the Continental United States.

REQUESTS FOR INFORMATION

Requests for advice or assistance on oil or gas matters may be directed to the Director, Office of Oil and Gas, Department of the Interior, Washington, D.C., 20240.

BUREAU OF RECLAMATION

ENGINEERING AND TECHNOLOGICAL DATA

The Bureau of Reclamation has a staff of skilled and experienced engineers, scientists, and other professional employees who are engaged in planning, designing, constructing and operating water resource development projects throughout the Western United States. In conducting this program, numerous engineering and other books and monographs are developed which would be useful to engineering, construction, architectural and other businesses engaged in water resource development and conservation activities.

PUBLICATIONS

A complete list of Reclamation publications available for free distribution and available for sale may be obtained by writing to the Bureau of Reclamation, Denver, Colo., 80225. A partial, representative, listing of Reclamation publications is shown below:

Reclamation Era. A quarterly magazine presenting various phases of land reclamation, including irrigation, crops, pasturing, and land recovery. Also lists major construction and materials for which future bids will be requested as well as recent major contract awards. Available from Superintendent of Documents, Washington, D.C., 20402. 50¢ a year.

Design of Small Dams. Illustrated book, mainly technical discussion of investigation, design, and construction of small dams. Available from Superintendent of Documents, Washington, D.C., 20402. $6.50.

Reclamation Project Data. Comprehensive, authoritative reference on Reclamation developments and works as they stood on June 30, 1958. Available from Superintendent of Documents, Washington, D.C., 20402. $6.75.

The Contribution of Irrigation and the Central Valley Project to the Economy of the Area and the Nation. Assesses the impact of irrigation and related developments on the local and national economy in a detailed study of the physical features of the projects in the Valley. Available free from Bureau of Reclamation, Denver, Colo., 80225.

Stress Analysis of Concrete Pipe. Engineering Monograph. Available from Bureau of Reclamation, Denver, Colo., 80225. 35¢.

A Rapid Method of Construction Control for Embankments of Cohesive Soil. Engineering Monograph. Available from Bureau of Reclamation, Denver, Colo., 80225. 60¢.

BUSINESS OPPORTUNITIES IN RECLAMATION CONSTRUCTION CAMPS AND TOWNS

The development of water resource projects in certain isolated areas of the western United States at times requires that the Bureau of Reclamation establish community facilities to be utilized by both Bureau and contractor employees. The communities of Page, Arizona, and Dutch John, Utah, are examples of Reclamation towns that have been recently established. When such conditions exist there are opportunities for private enterpreneurs to establish small businesses.

Requests for information concerning business opportunities in Reclamation construction camps should be sent to the Bureau of Reclamation, Department of the Interior, Washington, D.C., 20240.

BONNEVILLE POWER ADMINISTRATION

SET-ASIDES OF PROCUREMENT CONTRACTS FOR SUPPLIES AND MATERIALS

In accordance with General Services Administration and Departmental regulations, Bonneville Power Administration in its procurement contracts for supplies and materials, and construction, sets aside a portion of the requirements to be procured only from qualified small business firms. The Bonneville Power Administration Branch of Supply is located at 830 Northeast Holladay, Portland, Oreg., 97208.

LOW POWER RATES FOR INDUSTRY

Bonneville Power Administration's industrial rates—are the lowest in the Nation and have inspired a considerable growth of power-using industry, both large and small, within the Bonneville Power Administration area. The Administration's Branch of Power Marketing will gladly assist small industries wishing to locate near the Western market by putting them in touch with community development agencies who can provide information on resources, labor force, tax structure, and plant location.

NATIONAL PARK SERVICE

OPPORTUNITIES IN NATIONAL PARK AREAS

In carrying out the dual responsibility of preserving the areas of the National Park System for the enjoyment of this and future generations and at the same time making them available for public use, it is the policy to authorize only those public facilities and services reasonably necessary for the full enjoyment of the area. Where adequate accommodations exist or can be provided by private enterprise outside such areas, they are not authorized within them. In the older parks and monuments which have been established for some years, most necessary facilities and services are authorized to be provided by concessioners who have been operating in them for some time. Therefore, the majority of business opportunities exist, or will develop in the more recently established parks and monuments, and in the recreational areas. The types of facilities authorized will vary from area to area, depending on location, size, and need. In general, however, business opportunities will be for accommodations such as motels, restaurants, service stations, shops and stores of various kinds, saddle horse service, and marinas. A circular, described below, contains information concerning the procedures to be followed in the granting of these concessions.

PUBLICATIONS

Circular, "General Information Concerning the Granting of Concessions in the Areas Administered by the National Park Service."

For the circular and an application form to be completed by those wishing to receive prospectuses inviting offers for the installation and/or operation of concessions address: Director, National Park Service, Department of the Interior, Washington, D.C., 20240.

BUREAU OF LAND MANAGEMENT

TIMBER SET-ASIDES AND LAND USE

The Bureau of Land Management has a program of timber set-asides for small forest industries and stands ready to discuss with small business its land and resource needs and to expedite as far as possible under the Public Land Laws the sale, lease or issuance of permit for use of public lands. Any valid proposal for utilization of the public domain and its ground or surface resources will be given considerate review in the light of national policy and public law.

CONTACTS

Small Business should discuss its needs with the appropriate State directors of the Bureau of Land Management:

State Director
Bureau of Land Management
U.S. Department of the Interior
Federal Building and U.S. Court House, Room 4017
650 Capitol Mall, Room 4032
Sacramento, Calif. 95814

State Director
Bureau of Land Management
U.S. Department of the Interior
Post Office Box 11505
8217 Federal Building
Salt Lake City, Utah 84111

State Director
Bureau of Land Management
U.S. Department of the Interior
U.S. Post Office and Courthouse Building
2120 Capitol Avenue
Post Office Box 1828
Cheyenne, Wyo. 82001

State Director
Bureau of Land Management
U.S. Department of the Interior
U.S. Courthouse
300 Booth Street
Post Office Box 1551
Reno, Nev. 89505

State Director
Bureau of Land Management
U.S. Department of the Interior
323 Federal Building
Post Office Box 2237
Boise, Idaho 83701

State Director
Bureau of Land Management
U.S. Department of the Interior
Room 14023, Federal Building
1961 Stout Street
Denver, Colo. 80202

State Director
Bureau of Land Management
U.S. Department of the Interior
Room 3022, Federal Building
Phoenix, Ariz. 85025

State Director
Bureau of Land Management
U.S. Department of the Interior
316 North 26th Street
Billings, Mont. 59101

State Director
Bureau of Land Management
U.S. Department of the Interior
U.S. Post Office & Federal Building
South Place
Post Office Box 1449
Santa Fe, N. Mex. 87501

State Director
Bureau of Land Management
U.S. Department of the Interior
710 Northeast Holladay
Portland, Oreg. 97232

State Director
Bureau of Land Management
U.S. Department of the Interior
555 Cordova Street
Anchorage, Alaska 99501

State Director
Eastern States Office
Bureau of Land Management
U.S. Department of the Interior
1728 L Street NW.
Washington, D.C. 20240

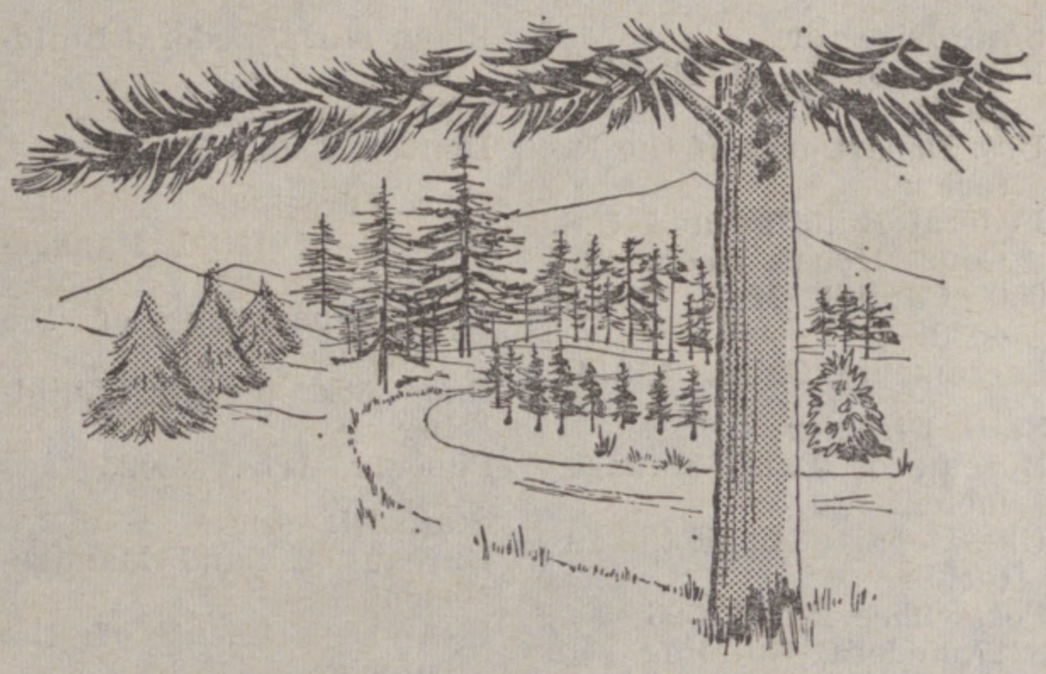
PUBLIC LAND LAWS

A comprehensive discussion of the Public Land Laws which might be of interest to Small Business is contained in Title 43 of the Code of Federal Regulations.

BUREAU OF INDIAN AFFAIRS

INDIAN INDUSTRIAL DEVELOPMENT PROGRAM

The Bureau of Indian Affairs is the agency of the Federal Government concerned with the welfare of American Indians. In cooperation with communities, States, and other Federal Agencies, the Bureau is actively encouraging Indian tribes to explore industrial development opportunities and is helping them establish contact with industrial firms interested in new or branch plant loca-



tions. The Bureau also provides financial assistance for on-the-job training programs.

TECHNICAL ASSISTANCE

Assistance is available to tribal and reservation communities in the organization of local industrial development foundations and corporations, committees, and programs, and in the preparation of industrial fact sheets for determining which types of industries are most suited to the area. Field Industrial Development specialists located in metropolitan areas contact industrialists who are interested in plant expansion to acquaint them with the resources and opportunities available in reservation areas.

The Branch of Industrial Development of the Bureau of Indian Affairs functions as a connecting link between tribal or local community groups in Indian labor areas and industrial management. In this capacity, the Branch is in a position to furnish management with general information on local labor supply, occupational skills and productivity, resources and facilities available at the various proposed plant sites, available financial assistance, tax structure, transportation, and many other related items. Detailed information on specific locations is assembled on request.

Examples of industries located on Indian reservations include: Electronic components manufacture and assembly, plastic pipe, costume jewelry, precision gears, soft goods and quilts, women's apparel, tufted carpets, and fishing tackle assembly.

FINANCIAL ASSISTANCE

Financial assistance is available to employers for on-the-job training of Indian employees. Such help can be furnished by the Bureau of Indian Affairs under contracts with established corporations and associations that have recognized training programs in operation for their employees.

Financial assistance is also available from the Bureau's Revolving Loan Fund to assist eligible Indian tribes or groups and individual Indians in the development of business enterprises in reservation areas. Funds from this source are also available to eligible Indian tribes or groups to aid them in their efforts to attract industry to reservation areas.

CONTACTS

For further information, contact Commissioner of Indian Affairs, Department of the Interior, Washington, D.C., 20242 and Area Directors, Bureau of Indian Affairs, at the following locations: Juneau, Alaska; Phoenix, Ariz.; Sacramento, Calif.; Minneapolis, Minn.; Billings, Mont.; Gallup, N. Mex.; Anadarko, Okla.; Muskogee, Okla.; Portland, Oreg.; and Aberdeen, S. Dak.

PRINTED MATERIALS

The Indian Industrial Development Program—A New Industrial Opportunity (brochure); State and U.S. maps showing reservation locations; industrial fact sheets and brochures; and special reports on specific reservation areas. These are obtainable from the Bureau of Indian Affairs at no cost.

BUREAU OF COMMERCIAL FISHERIES

FISHERY LOANS

Loans are available to owners of fishing vessels and fishing gear to finance and refinance the purchase, construction, operation, maintenance, and repair of fishing vessels and gear, and for research into the basic problems of fisheries when conducted as an integral part of vessel or gear operation. The interest rate is 5 percent yearly and maturity of loans must not exceed 10 years. Security is required. Request for information should be addressed to the nearest field office listed below.

Bureau of Commercial Fisheries
408 Atlantic Avenue
Boston, Mass. 02210

Bureau of Commercial Fisheries
Post Office Box 6245
St. Petersburg Beach, Fla. 33706

Bureau of Commercial Fisheries
101 Seaside Avenue
Terminal Island, Calif. 90731

Bureau of Commercial Fisheries
Post Office Box 2481
Juneau, Alaska 99801

Bureau of Commercial Fisheries
2570 Dole Street
Honolulu, Hawaii 96812

Bureau of Commercial Fisheries
6116 Arcade Building
Seattle, Wash. 98101

Fishery Leaflet 542—*Fisheries Loans for Vessels, Gear, and Research* describes the program.

MORTGAGE INSURANCE

This program provides for insurance of loans and mortgages to lending institutions providing funds for construction, reconstruction, or reconditioning of fishing vessels. The interest rate is 5 percent except in cases where the Secretary finds that the money market requires a higher rate of not more than 6 percent. Requests for information should be made to the nearest field office listed above.

Fishery Leaflet 499—*Federal Fishing Vessel Mortgage and Loan Insurance* describes this program.

FISHING VESSEL CONSTRUCTION SUBSIDIES

This program is to provide financial assistance to correct inequities between foreign and domestic costs of constructing fishing vessels. The Secretary of the Interior is authorized to pay up to 50 percent of the cost of construction of a new fishing vessel provided the vessel, the owner of the vessel, and the fishery in which the vessel will operate meet certain requirements. The amount that can be paid is limited to the difference between the cost of construction in domestic and foreign shipyards or 50 percent of the domestic cost, whichever is smaller. The determination of the foreign cost will be made by the Maritime Administrator. Requests for information should be made to the nearest field office listed above.

Fishery Leaflet 574—*Fishing Vessel Construction Differential Subsidy* describes this program.

TECHNICAL RESEARCH

A Branch of Technology is concerned with scientific studies designed to improve and develop methods of handling, processing, preserving, and distributing fish and shellfish. This Branch also develops information on sanitation measures and requirements for voluntary U.S. standards of grade and condition of fishery products. It also conducts USDI voluntary inspection and certification services for fishery products.

Contacts. Services can be obtained by contacting: Chief, Branch of Technology, Bureau of Commercial Fisheries, Washington, D.C., 20240 or Regional Offices as follows:

Region	*Address*
1	Bureau of Commercial Fisheries, 6116 Arcade Building, Seattle, Wash., 98101.
2	Bureau of Commercial Fisheries, Don Ce-Sar Federal Center, Post Office Box 6245, St. Petersburg Beach, Fla., 33706.
3	Bureau of Commercial Fisheries, Post Office Building, Gloucester, Mass., 01930.
4	Bureau of Commercial Fisheries, 5 Research Drive, Ann Arbor, Mich., 48103.
5	Bureau of Commercial Fisheries, Post Office Box 2481, Juneau, Alaska, 99801.
6	Bureau of Commercial Fisheries, 101 Seaside Avenue, Terminal Island, Calif., 90731.

EXPLORATORY FISHING

A Branch of Exploratory Fishing especially plans and conducts programs to locate and determine the extent of new fishing grounds, and the size and character of the resource using specially equipped vessels. This Branch also designs, tests, and develops new types of fishing gear and equipment. Services can be obtained by contacting: Chief, Branch of Exploratory Fishing, Bureau of Commercial Fisheries, Department of the Interior, Washington, D.C., 20240, or Regional Offices listed herein.

ECONOMIC STUDIES

A Division of Economics performs studies concerning the economic position of the fishing industry in the national economy, and conducts basic and applied economic research studies on production efficiency, distribution problems, and consumption of fishery products. This Division furnishes consulting services on fishery economic problems including transportation problems and provides technical services for fishery cooperatives.

Economic reports are prepared on foreign and domestic fishery situation, the production and flow of fishery products from foreign producers which might affect domestic fisheries, and competitive position of domestic and foreign produced fishery products. This Division also conducts studies and provides services on foreign trade and tariff problems.

List of publications and reprints are available upon request. Services can be obtained by contacting: Assistant Director for Economics, Bureau of Commercial Fisheries, Department of the Interior, Washington, D.C., 20240.

FOREIGN FISHERIES

The Branch of Foreign Fisheries collects, coordinates, analyzes, and evaluates basic information and prepares reports on the technological, biological, and other aspects of the fisheries of foreign countries, and the effect of foreign developments on the U.S. fishery industry; conducts and coordinates Bureau participation in international organizations. The Branch also conducts studies and makes recommendations designed to aid the domestic industry by solving problems created by foreign fishery activities and developments and meet foreign competition. It also coordinates Bureau participation in the Public Law 480 research program, designed to develop fishery programs in foreign countries of mutual benefit to the U.S. fishing industry, and collaborates with the Agency for International Development (AID) in providing technical assistance in fisheries for the developing countries.

Services can be obtained by contacting: Chief, Branch of Foreign Fisheries, Bureau of Commercial Fisheries, Department of the Interior, Washington, D.C., 20240.

MARKETING

A Branch of Marketing develops markets for domestic fishery products. This is accomplished through (1) increasing the use of fishery products in school lunch and institutional menus, (2) special programs of market promotion, (3) forecasting future marketing conditions, (4) developing and expanding foreign markets, and (5) finding new uses for underutilized species. This Branch also conducts an educational service to promote fishery products by developing visual and other educational materials including test kitchen activities, fish cookery demonstrations, recipe development, and distribution of fishery motion pictures in cooperation with industry. It also issues Test Kitchen Series of fishery recipes. Motion pictures

are distributed through: Bureau of Commercial Fisheries, University and Commercial Film Libraries.

Services can be obtained by contacting: Chief, Branch of Marketing, Bureau of Commercial Fisheries, Department of the Interior, Washington, D.C., 20240, or Regional Offices listed above.

STATISTICS

The Bureau of Commercial Fisheries assembles, tabulates, analyzes, and publishes fishery statistics on the volume and value of the catch by gear of capture and geographical areas; monthly landings of fish and shellfish in individual States; employment of fisherman, fishing craft, and gear in the fisheries, the volume and value of manufactured fishery products; stocks of frozen products; foreign trade in fishery commodities; and related information; and conducts staff activities relating to statistical matters. It also exercises staff supervision over Civil Defense activities of the Bureau and conducts a consulting service on fishery statistics.

Principal Field Offices

Gloucester, Mass., 01931, 14 Elm Street: Phone 283–3420.
Salisbury, Md., 21801, Post Office Building: Phone 749–6109.
Beaufort, N.C., U.S. Fisheries Laboratory, Post Office Box 500: Phone 728–4968.
Miami, Fla., 33149, 75 Virginia Beach Drive: Phone 350–5798.
New Orleans, La., 70130, Room 609, Federal Building: Phone 527–6151.
Galveston, Tex., 77550, 322 Custom House Building, 17th and Strand: Phone 762–7642.
San Pedro, Calif., 90733, Room 205, Post Office Building: Phone 831–9271.
Seattle, Wash., 98004, 706 Federal Office Building: Phone 583–5230.
Juneau, Alaska, 99801, Post Office Box 2481: Phone 586–3341.
Ann Arbor, Mich., 48105, 1451 Green Road: Phone 663–8453.

Publications

Fishery Statistics of the United States, Annual, Statistical Digest Series. Superintendent of Documents, Government Printing Office, Washington, D.C., 20401. $2.25

Fisheries of the United States, Current Fishery Statistics 3800, Annual. Office of Information, Publications Section, Fish and Wildlife Service, Department of the Interior, Washington, D.C., 20240. Free.

Fishery Statistical Publications of the Bureau of Commercial Fisheries, Fishery Leaflet 432. Office of Information, Publications Section, Fish and Wildlife Service, Department of the Interior, Washington, D.C., 20240. Free.

MARKET NEWS

The Branch of Market News collects, compiles, and analyzes information daily on landings, receipts, imports, rail and truck movements, cold-storage holdings, market conditions, and prices of fishery products and byproducts, and evaluates fisheries developments in the United States and foreign countries. The Bureau also collects, assembles, abstracts, tabulates, compiles, and prepares for release data giving the current status of the United States fisheries and distributes this information by telephone, telegraph, teletype, radio and daily mimeographed reports, monthly and annual summaries, and periodic summaries. A consulting service for market news problems is also conducted.

Publications

Commercial Fisheries Review, a monthly periodical containing current information on domestic and foreign fisheries, and related news is published by the Bureau and may be purchased at 60¢ per copy or $6.50 per year; $2 additional for foreign mailing, from the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402.

"Separates"—Reprints of articles with names of authors in the fore section of the periodical and articles of special interest appearing in the trends and developments and foreign sections of *Commercial Fisheries Review* are published in the Separate series.

"Market News Leaflets"—Extensive reports on trends and developments in foreign fisheries, transmitted by the Department of State from foreign reporting posts, are published in the Market News Leaflet series.

Daily "Fishery Products Reports" issued from each of the field offices except Baltimore.

Monthly and annual summaries issued from same offices as daily reports including Baltimore.

Lists of Brokers and Importers issued for Boston, Mass.; New York City; Chicago, Ill.; Seattle, Wash.; San Francisco, San Diego, and Los Angeles Area; New Orleans, La., Houston, Tex.; and Miami, Fla.

Weekly Alaska Canned Salmon Pack Reports issued from Seattle.

Monthly Northwest Region Cold Storage Report of freezings and holdings of fishery products issued annually from Seattle.

Halibut and Troll Salmon Landings and Ex-Vessel Prices, for Seattle, Alaska Ports and British Columbia, issued annually from Seattle.

Explanatory Statement Reports issued by Boston, New York, San Pedro and Chicago field offices outlining contents of and procedures for collection of data for daily reports and summaries.

BUREAU OF SPORT FISHERIES AND WILDLIFE

[For regulations codified under this heading, see Code of Federal Regulations, Title 50, Chapter I]

OBJECTIVES

The objectives of the Bureau of Sport Fisheries and Wildlife are to insure the conservation of the

Nation's wild birds, mammals, and sport fish, both for their recreational and economic values, and to prevent their destruction or depletion while still encouraging the maximum possible present use of the Nation's fish and wildlife resources.

ORGANIZATION

The Bureau of Sport Fisheries and Wildlife consists of a headquarters office at Washington, D.C., five regional offices, and wildlife refuges, fish hatcheries, research laboratories, and other offices located throughout the United States.

ACTIVITIES

Migratory Birds.—The Bureau is responsible for the conservation of migratory bird resources pursuant to the Migratory Bird Treaty Act, other Federal acts, and treaties with the Governments of Canada and Mexico. Research is conducted on the histories, habits, distribution, and diseases of the species, and serves as a basis for management. Annual studies are made of breeding ground conditions, hunter kills, and the relative abundance of birds in cooperation wtih the States and the Governments of Canada and Mexico. The studies serve as the basis for promulgating Federal hunting regulations which are administered by the Bureau in cooperation with the States. Coordinated flyway management plans are developed in cooperation with State flyway councils, and take into account all factors affecting the resource, including the need for nesting, resting, and wintering sanctuaries.

Sport Fisheries.—A system of over 100 fish hatcheries is operated for the propagation and distribution of various species of sport fishes, including trout, salmon, bass, and catfish. The stocking of public waters and farm fish ponds is carried out in cooperation with State fish and game departments.

Research is conducted on the nutritional and disease factors that affect hatchery-raised fish and the factors that affect their survival and growth after they are planted in various waters.

The objective of the fishery management services is to increase the value to the public of hatchery-raised fish by coordinating the stocking program with State, Federal, and private agencies and by rendering an extension service to furnish these agencies modern techniques for the management of fishing waters for the maximum public enjoyment.

National Wildlife Refuges.—Approximately 300 national wildlife refuge areas, encompassing about 28,500,000 acres, are managed throughout the United States and Puerto Rico. These refuges variously provide nesting, resting, and wintering sanctuaries for migratory birds; range for big game, such as the bison, elk, and mountain sheep; and nesting grounds for upland birds and scarce exotic species, such as the whooping crane and the trumpeter swan. Portions of some of the areas are open to public hunting and fishing as biological conditions permit. When not incompatible with their wildlife management functions, the areas provide recreation for large segments of the public and economic benefits from agricultural crops, furs, timber, mineral royalties, and public concession fees.

Wildlife Services.—The basic objective of this program is the scientific management of wild animals to achieve the maximum desirable populations at times, places, and circumstances, in serving man's increasing interest in natural beauty and recreation. The Division's program has four basic functions: (1) Wildlife enhancement to improve conditions for wildlife; (2) pesticide surveillance and monitoring to prevent adverse effects of pesticides on wildlife resources; (3) animal control, as a management tool, to control those species which, under certain circumstances, adversely affect man's interests; and (4) education to improve public understanding of the management and enjoyment of wildlife resources and their environment.

Federal Aid to States and Possessions.—The Bureau administers the Federal aid in Fish and Wildlife Restoration Acts which authorize grants-in-aid to the States and Puerto Rico, Guam, and the Virgin Islands. Under this program grants-in-aid are authorized up to 75 percent of the cost of projects for investigation, acquisition of land, and development and maintenance of fish and wildlife habitat.

River Basin Studies.—This program examines the effects on fish and wildlife resources of water use projects of Federal agencies and public and private agencies under Federal license. It is authorized by the Fish and Wildlife Coordination Act, the Federal Power Act, and the Watershed Protection and Flood Prevention Act. Studies have as their objective the recommending of measures for the protection and improvement of fish and wildlife resources and are conducted in cooperation with State fish and game departments and conservation agencies.

REGIONAL OFFICES—BUREAU OF SPORT FISHERIES AND WILDLIFE

Region:	*Headquarters*
1. Pacific	Federal Building, Portland, Oreg., 97208.
2. Southwest	Federal Building, Albuquerque, N. Mex., 87103.
3. North Central	1006 West Lake Street, Minneapolis, Minn., 55408.
4. Southeast	809 Peachtree-Seventh Building NE., Atlanta, Ga., 30323.
5. Northeast	U.S. Post Office and Courthouse, Boston, Mass., 02109.

OFFICE OF TERRITORIES

LOANS TO SMALL BUSINESS

The Guam Economic and Development Authority is authorized to make loans to private enterprises. Inquiries should be directed to the Guam Economic Development Authority, Agana, Guam, 96910.

The Government of the Trust Territory of the Pacific Islands has a development loan fund from which loans are made to locally-owned private enterprises. Inquiries should be directed to the High Commissioner, Trust Territory of the Pacific Islands, Saipan, Mariana Islands, 96950.

TAX INCENTIVES

The three U.S. territories, American Samoa, Guam, and the U.S. Virgin Islands, have tax incentive programs to encourage the development and expansion of private enterprise. Inquiries regarding these programs should be addressed to the following officials:

Governor of American Samoa
Pago Pago, Tutuila
American Samoa, 96920

Director, Department of Commerce
Government of Guam
Agana, Guam, 96910.

Commissioner, Department of Commerce
Government of the Virgin Islands
St. Thomas, U.S. Virgin Islands, 00802

Department of Agriculture

INTRODUCTION

The U.S. Department of Agriculture (USDA) provides information on its procurement procedures in a publication "Selling to USDA." This publication indicates who does the buying, the types of items bought for the various programs, where the buying is done, and other general information. It includes a directory of purchasing offices and their locations. Copies are available at no cost from:

Contract and Procurement Management Division.
Office of Plant and Operations
U.S. Department of Agriculture
Washington, D.C. 20250

RURAL AREAS DEVELOPMENT

Rural areas development helps local people use Federal and State programs to promote economic growth, build community facilities, and develop job skills and abilities.

The Department of Agriculture began encouraging local people to organize rural areas development (RAD) committees in 1961. It backs up these local committees with on-the-spot technical advice from USDA and other Government employees in the area. The Government employees form Technical Action Panels to work with the local people.

By the start of 1965, more than 109,000 private citizens were serving on local RAD committees in 2,100 rural counties. They had carried out, or were working on, 13,500 community improvement projects.

Projects ranged from development of new industry to on-farm recreation for pay; from improved housing to installation of central water and sewer systems; from job training to better schools; and from special activities to help the poor to strengthening rural cooperatives.

In line with President Johnson's directive to the Department of Agriculture to see that "no service of the Federal Government stops at the city line," a new agency—the Rural Community Development Service—was created within USDA. Its job is to help make the services of *all* Federal agencies completely available in rural areas.

The Rural Community Development Service coordinates all USDA agency activities that contribute to rural development.

In the field the Technical Action Panels help RAD committees plan projects, find outside capital, and act, as requested, as coordinators between local people, who seek aid, and the Government agencies that may have the facilities to help.

CONTACT

Local RAD Chairman or write to Office of Information, U.S. Department of Agriculture, Washington, D.C., 20250.

GENERAL INFORMATION

Rural Areas Development At Work—PA–625.
Revitalizing America Today—PA–497.
Upswing in Rural America (Unnumbered).

SOIL CONSERVATION SERVICE

The Soil Conservation Service administers the national program of resource conservation on private land. Most of its work is done through nearly 3,000 locally organized and operated conservation districts.

Assistance to individual cooperators of soil conservation districts includes: (1) Giving the cooperator a soil and land-capability map of his land; (2) giving him information about practical alternatives for treating and using the land within its capabilities as indicated on the map; (3) helping him develop an orderly plan for installing the treatment measures and making the land use changes needed; and (4) helping him apply parts of the plan that require special skills or knowledge.

Part of the cost of conservation improvements may be shared under the Agricultural Conservation Program of Agricultural Stabilization and Conservation Service.

During the 30 years the program has been in operation, a new industry has emerged—land improvement contracting. More than 20,000 of these contractors, most of them in the small-business category, now are earning a living by helping landowners install conservation practices.

The SCS administers the watershed protection and flood prevention program; the Great Plains Conservation Program; the national inventory of soil and water conservation needs; and the Federal part of the National Cooperative Soil Survey.

The SCS has USDA leadership in recreation-for-pay developments on private land and in watershed projects: helps local sponsors in Re-

source Conservation and Development Projects; makes snow surveys for water forecasting in the West; and gives technical help in rural areas development, and related activities.

For more information, write: Soil Conservation Service, U.S. Department of Agriculture, Washington, D.C., 20250.

LOCATION AND ADDRESSES OF STATE OFFICES AND REGIONAL TECHNICAL SERVICE CENTERS

STATE OFFICES

William B. Lingle
Soil Conservation Building
Post Office Box 311
Auburn, Ala. 36830

Harold W. Cooper
Severns Building
Post Office Box F
Palmer, Alaska 99645

M. D. Burdick
230 North 1st Avenue
Federal Building
Room 6029
Phoenix, Ariz. 85025

William B. Davey
Federal Office Building
Room 5401
Little Rock, Ark. 72201

T. P. Helseth
Tioga Building, 2d Floor
2020 Milvia Street
Berkeley, Calif. 94704

Frederick A. Mark
12417 Federal Building
Denver, Colo. 80202

N. Paul Tedrow
Old Bookstore Building
Route 195
Storrs, Conn. 06268

William R. Ratledge
501 Academy Street
Post Office Box 418
Newark, Del. 19711

James W. Hammett
Federal Building
Post Office Box 1208
Gainesville, Fla. 32601

Cecil W. Chapman
Old Post Office Building
Post Office Box 832
Athens, Ga. 30601

Robert L. Brown
Post Office Box 1840
Honolulu, Hawaii 96805

Lee T. Morgan
5263 Emerald Street
Post Office Box 38
Boise, Idaho 83701

Lester H. Binnie
Nogle Building
605 South Neil Street
Champaign, Ill. 61823

Kenneth E. Grant
Room 212
311 West Washington Street
Indianapolis, Ind. 46204

Frank H. Mendell
Iowa Building, 4th Floor
505—6th Avenue
Des Moines, Iowa 50309

Morrie A. Bolline
760 South Broadway
Post Office Box 600
Salina, Kans. 67402

Homer A. Taff
1409 Forbes Road
Lexington, Ky. 40505

Joe B. Earle
3737 Government Street
Post Office Box 1630
Alexandria, La. 71301

Floyd W. Campbell
USDA Building
University of Maine
Orono, Maine 04473

Edward R. Keil
Hartwick Building
Room 522
4321 Hartwick Road
College Park, Md. 20742

Benjamin Isgur
27–29 Cottage Street
Amherst, Mass. 01002

V. M. Bathurst
Room 101, 1405 South Harrison Road
East Lansing, Mich. 48823

Herbert A. Flueck
517 Federal Courts Building
St. Paul, Minn. 55102

William L. Heard
Milner Building, Room 490
Lamar and Pearl Streets
Post Office Box 610
Jackson, Miss. 39205

Howard C. Jackson
Highway 40 and Illinois Avenue
Post Office Box 180
Columbia, Mo. 65202

A. B. Linford
33 East Mendenhall
Post Office Box 855
Bozeman, Mont. 59715

C. Dale Jaedicke
Room 604
134 South 12th Street
Lincoln, Nebr. 68508

Charles W. Cleary, Jr.
1479 Wells Avenue, Room 3
Reno, Nev. 89502

Albert C. Addison
Federal Building
Durham, N.H. 03824

Selden L. Tinsley
Feher Building
103 Bayard Street
Post Office Box 670
New Brunswick, N.J. 08903

Einar L. Roget
517 Gold Avenue SW.
Post Office Box 1348
Albuquerque, N. Mex. 87103

Wallace L. Anderson
400 Midtown Plaza
700 East Water Street
Syracuse, N.Y. 13210

Joseph P. Kuykendall
1330 St. Mary's Street
Post Office Box 12045
Raleigh, N.C. 27605

Lyness G. Lloyd
Federal Building
Post Office Box 1458
Bismarck, N. Dak. 58502

Raymond S. Brown
311 Old Federal Building
3d and State Streets
Columbus, Ohio 43215

Courtney A. Tidwell
Agricultural Center Building
Farm and Admiral Road
Stillwater, Okla. 74074

Albert J. Webber
1218 Southwest Washington Street
Portland, Oreg. 97206

Ivan McKeever
Central Industrial Building
100 North Cameron Street
Harrisburg, Pa. 17101

N. Paul Tedrow
(Rhode Island combined with Connecticut)

Albin T. Chalk
Federal Building, 6th Floor
901 Sumter Street
Columbia, S.C. 29201

Keith F. Myers
239 Wisconsin Avenue SW.
Post Office Box 1357
Huron, S. Dak. 57350

J. Ralph Sasser
561 U.S. Court House
Nashville, Tenn. 37203

Henry N. Smith
First National Bank Building 16–20 South Main Street
Post Office Box 648
Temple, Tex. 76502

J. A. Libby
125 South State Street
Federal Building, Room 4012
Salt Lake City, Utah 84111

Lemuel J. Peet
19 Church Street
Burlington, Vt. 05401

Tom F. McGourin
400 North 8th Street
Federal Building
Post Office Box 10026
Richmond, Va. 23240

Orlo W. Krauter
Bon Marche Building Room 840
Spokane, Wash. 99201

Thomas B. Evans
209 Prairie Avenue
Post Office Box 865
Morgantown, W. Va. 26505

William W. Russell
4601 Hammersley Road
Post Office Box 4248
Madison, Wis. 53701

Bernard H. Hopkins
Tip Top Building
345 East 2d Street
Post Office Box 340
Casper, Wyo. 82602

Harry M. Chambers
1409 Ponce de Leon Avenue
Post Office Box 9531
Santurce, P.R. 00908

REGIONAL TECHNICAL SERVICE CENTERS

H. G. Bobst
134 South 12th Street
Room 503
Lincoln,, Nebr. 68508

S.J. Kortan
507 Federal Building
701 Northwest Glisan Street
Portland, Oreg. 97209

H. E. Tower
7600 West Chester Pike
Upper Darby, Pa. 19082

H. B. Martin
3600 McCart Street
Post Office Box 11222
Ft. Worth, Tex. 76110

Prepared by Administrative Services Division, Records and Communications Management Branch.

FARMERS HOME ADMINISTRATION

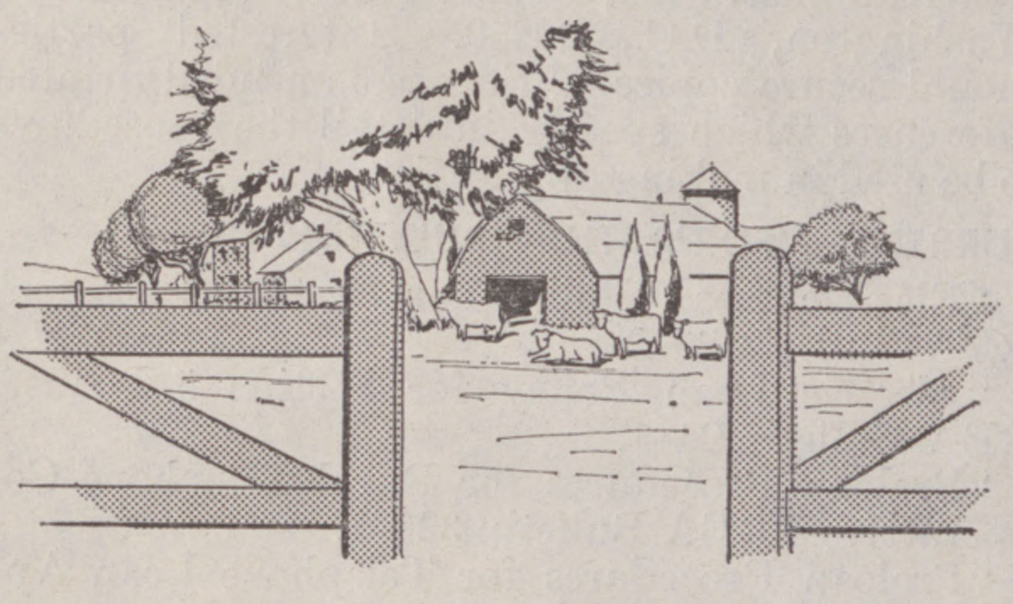
GENERAL

The Farmers Home Administration, a Department of Agriculture agency, provides supervised credit and management advice to farm and other rural people unable to get credit from any source at reasonable rates and terms. Programs administered by the agency strengthen family farms and rural communities.

LOANS

Operating Loans. Operating loans are made to help family farmers and ranchers make improved use of their land and labor. Loans may be used for equipment, livestock, feed, fertilizer and other farm and home operating needs; refinance chattel debts; improve the management of farm woodlands; and develop and operate income-producing recreation facilities.

Farm Ownership Loans. These loans are made to eligible farmers to enlarge, develop, and buy family farms, refinance debts, and install farm-based, income-earning recreation facilities.



Rural Housing Loans. This supervised credit is available to rural families to build, buy, and repair homes and farm buildings with special provisions for persons over 62. Loans are also available to build rental housing for elderly rural residents. There are also farm labor housing loans and grants to public agencies and nonprofit associations to construct or repair housing for farm workers.

Rural Community Water and Sewer System Loans. Loans and grants are extended to farmers and rural residents in towns of less than 5,500 for community water and sewer systems.

Recreation Area Loans. Funds are available to groups of farmers and rural residents in towns of less than 2,500 for development of nonprofit recreational areas.

Rural Renewal Loans. Such credit is made to public agencies in designated rural renewal areas, where family incomes are abnormally low, to help rebuild the area's economy. Some grant funds also may be made available for planning, surveys, feasibility and engineering studies, or similar planning essential to preparing the entire plan or for individual projects.

Emergency Loans. These loans are made to farmers or ranchers in designated areas where natural disasters, such as floods and drought have brought about the temporary need for credit not available from other sources. Loans may be made for purchase of feed, seed, fertilizer, replacement equipment, livestock, and for other items needed to maintain normal operations.

Watershed Loans. These loans are made to local organizations to help finance projects that protect and develop land and water in small watersheds. Loans are made only under watershed plans approved by the USDA's Soil Conservation Service.

Loans to Cooperatives. The agency—under the Economic Opportunity Act of 1964—makes loans to cooperatives which furnish essential processing, purchasing, and marketing services, supplies, or facilities to low-income rural families. A borrowing cooperative association must be operated for the mutual benefit of its members and under their control. At least two-thirds of the members must be low-income rural families. The loan funds can be used to develop facilities that are not otherwise available and which will serve to raise the income and living standards of member families.

Opportunity Loans. These Economic Opportunity Act loans are made to low-income rural families who need small amounts of capital to improve their earnings but are unable to obtain credit from other sources. Loans to nonfarm rural residents can finance a small business, trade, or service that supplements the family income. Such loans to farmers are made to finance farm operating expenses, improvements and development, including purchase of land, or to pay for the equipment, machinery, buildings or other items needed in a small family business, trade or service that will add to income from farming.

GENERAL INFORMATION BIBLIOGRAPHY

Farmers Home Administration in Brief—PA–547.
Farm Ownership Loans—PA–62.
Operating Loans for Better Farming, Better Living.—PA–182.
Loans to Rural Groups—PA–560.
Loans to Cooperatives—FHA Bulletin.
Opportunity Loans—FHA Bulletin.
Loans for Water Development and Soil Conservation—PA–554.
Watershed Loans—PA–406.
Rural Housing Loans—PA–476.
Housing for Senior Citizens—PA–640.
Loans for Farm Labor Housing—PA–521.
Emergency Loans—PA–490.
Loans to Family Farmers for Recreation Enterprises—PA–563.
Loans for Forestry Purposes—PA–624.

Most counties have a local Farmers Home Administration Office, often located in the courthouse or agricultural center; check the telephone directory under U.S. Government; or write: Farmers Home Administration, U.S. Department of Agriculture, Washington, D.C., 20250.

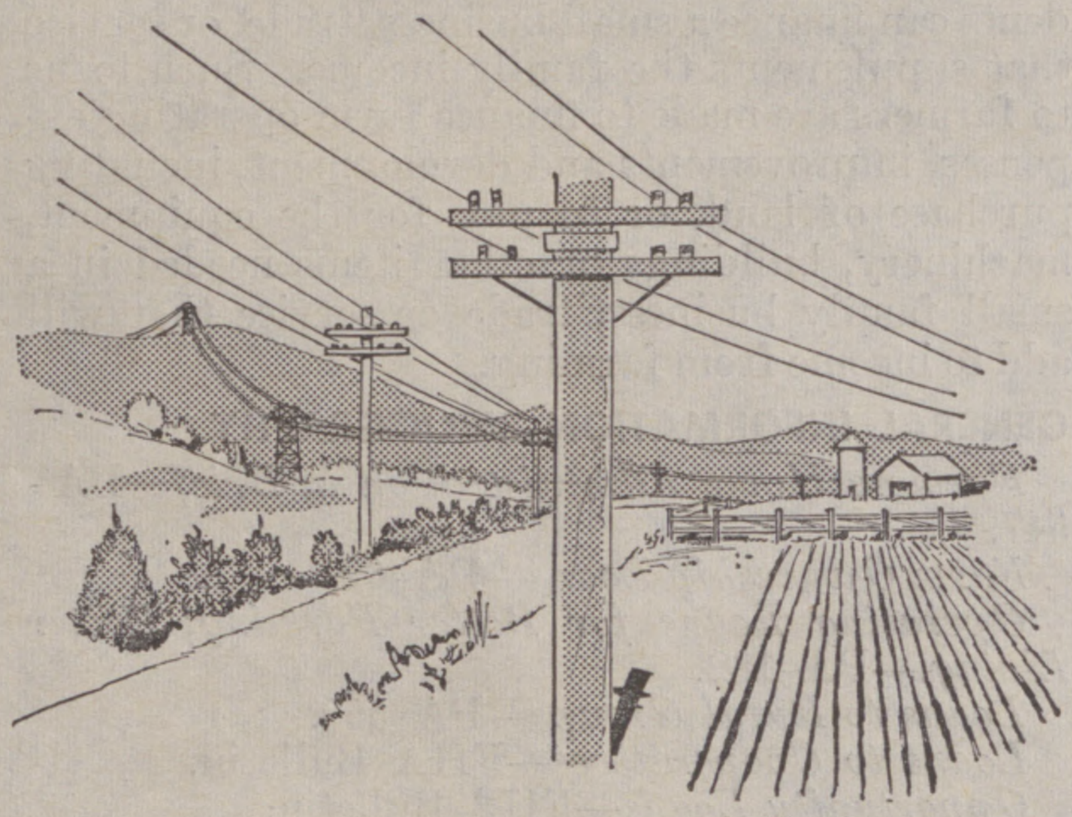
RURAL ELECTRIFICATION ADMINISTRATION

GENERAL

The REA, an agency in the Department of Agriculture, makes self-liquidating loans to rural electric cooperatives, public utility or power districts, municipalities, and power companies to bring initial and continued adequate electric service to persons in rural areas. REA loan funds may be used to finance facilities serving farms and nonfarm rural people, rural industries, and other enterprises. The REA also makes loans for extending or improving rural telephone service, and for financing house wiring, plumbing, and electrical appliances and equipment for rural consumers.

LOANS

Loans for Rural Electric Systems. The law provides that in making electrification loans, preference be given to public bodies, cooperatives, and nonprofit limited dividend associations. Loans are available for construction of electric generation and transmission facilities. Funds may be made available also to increase the capacity of existing lines (system improvements) to meet the increasing use by rural residents.



REA will assist also with problems of the borrower's plant design, construction, and operations. The Agency advises borrowers on accounting, engineering, and other management matters.

Loans for Wiring, and the Acquisition and Installation of Electrical and Plumbing Appliances and Equipment. Loans are authorized to finance the wiring of premises and acquisition and installation of electrical and plumbing appliances and equipment, including machinery, for persons in rural areas receiving or about to receive electric service from REA electric borrowers. Such loans will generally be made for a period of 10 years, but may be made for a longer period in case of demonstrated need, not to exceed two-thirds of the estimated life of the equipment. No loans are made directly to the consumer. The funds are loaned to REA borrowers operating electric systems to finance these appliances of their members.

Rural Telephone Loan Program. Loans are made to independent telephone companies and cooperatives for extending or improving rural service. A specific requirement of rural telephone legislation is that the program be conducted so as to make telephone service available to the widest practical number of rural users.

Loan Terms. An amendment to the Rural Electrification Act established the rate of all REA loans at 2 percent and fixed the permissible loan period at a maximum of 35 years.

CONTACT

Applications must be made to Rural Electrification Administration, Department of Agriculture, Washington, D.C., 20250. Interested parties should secure copies of the recommended printed references which specify in detail the procedures to be used in making application.

CURRENT INFORMATION BULLETINS

"Electric Loan Policy for Section 4 Loans," REA Bulletin 20–2.

"Electric Loan Policy for Section 5 Loans," REA Bulletin 24–1.

"Preloan Procedures for Rural Telephone Cooperatives," REA Bulletin 320–1.

"Preloan Procedures for Telephone Loan Applicants," REA Bulletin 320–4.

THE FOREST SERVICE

The Forest Service works actively with the economic and business life of communities throughout the country, including small business. This is done through management of 154 National Forests, cooperative work with States, and forestry research.

Each year more than $125 million worth of National-Forest timber is sold to private sawmill operators. The Forest Service cooperates with the Small Business Administration to make sure that small businesses (those with fewer than 500 employees) get a fair share of timber sale offers. Of some 30,000 timber sales annually, about 90 percent are made to small businesses.

Many businesses operate on National Forests through special use permits issued to individuals or firms. These are recreational developments such as resorts, boat launching sites, campgrounds, stores, gas stations, and other facilities to serve the public.

Forest Service research develops new wood products, improves processing methods, and opens up new markets for forest products. For example, the manufacture of plywood from southern pine is a new industry that grew out of Forest Service research. Results of this broad research program are available to the public and the entire forest products industry. This is especially helpful to small wood-using industries who do not do research on their own.

The Forest Service provides advice and technical assistance to State, county, and community committees in the development of new business and industry from woodland management, processing of forest products, and outdoor recreation enterprises on private lands.

For more information, write: Forest Service, U.S. Department of Agriculture, Washington, D.C., 20250.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

RELATIONSHIPS WITH BUSINESS

The Agricultural Stabilization and Conservation Service requires the services of many businesses in supporting prices of farm commodities and in disposing of farm surpluses.

ASCS enters into contracts with business to buy, sell, process, package, store, and transport various price-supported and other farm commodities.

Certain processed products, particularly dairy, are purchased from processors to support farm prices of milk and butterfat. Under other surplus removal operations, processed products are purchased to stabilize farm prices and are distributed through school lunch programs and welfare organizations, both at home and abroad.

Commodities acquired in supporting farm prices are offered for sale to the trade to provide supplies needed for export and in some instances to augment supplies for domestic consumption.

In disposing of price-supported commodities to needy persons at home and abroad, services of the food processing and packaging industry are needed to transform the raw bulk product as acquired under the support program into a food product or in other instances to put a bulk product into consumer-sized packages.

Services of the warehouse industry are required to store the Commodity Credit Corporation inventory of price-supported commodities.

In managing the inventory in a businesslike manner, it is often necessary to move commodities to more advantageous storage points. Railroads, trucks, and barges are called upon to do this job and also to move commodities to ports for export.

To maintain exports of U.S.-produced farm commodities, export payments are made to exporters to enable them to offset the margin by which domestic prices for farm commodities are above world prices.

Services of private lending agencies, mostly banks, are used for making price-support loans to farmers.

EXTENT OF SERVICES AND RELATIONSHIPS

CCC is directed by its charter to carry out its commodity operations—buying, selling, transporting, warehousing, milling, crushing or such other handling as may be needed—to the fullest extent practicable by utilizing "the usual and customary channels, facilities, and arrangements of trade and commerce."

Accordingly, ASCS uses storage facilities in thousands of warehouses, and uses the service of thousands of domestic and ocean carriers, processors, handlers, cooperative associations and exporters in carrying out its programs.

Lending agencies help in the price support program by making loans directly to cotton producers. Settlement of cotton loans is made in certificates of interest. Funds are advanced direct to grain farmers on certificates of interest. Lending agencies, including local banks, gins and warehouses, may hold these certificates of interest as an interest-bearing item, transfer them to another bank or cash them through the banking system.

CCC adapts its operations wherever feasible to adopted trade customs and practices. It carries on its day-to-day dealings with trade elements much as would a commercial corporation conducting a commercial-type business.

Information on CCC-owned commodities available for sale is contained in a Monthly Sales List issued by CCC on the last day of each month and effective for the following month. This list aids in moving CCC-owned commodities into domestic or export use through regular commercial channels. It specifies the kinds of commodites available, the terms and conditions under which the commodities are offered, and the numbers of the different sales announcements.

The job of carrying out these varied activities and of guarding the investment of post-farm operations for CCC lies primarily in the four ASCS Commodity field offices at Evanston, Ill., Kansas City, Mo., New Orleans, La., and Minneapolis, Minn.

The Evanston and Kansas City offices are grain and bean offices.

The New Orleans office handles the cotton price support program. Catalogs for upland and extra long staple cotton, showing quantities, qualities and locations, are issued every two weeks. They may be purchased for a nominal fee.

The Minneapolis office is responsible for all processed products, such as butter, cheese, nonfat dry milk, flour, cornmeal, linseed oil, honey and vegetable oil products. In addition, this office handles a variety of other products which are donated to

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the national school lunch program and other eligible groups.

Each of these field offices provides warehouse handbooks to assist businessmen in filing invoices with CCC for storage.

CONSERVATION

More than $400 million have been invested in conservation each year as result of the Agricultural Conservation Program.

Through this program the Government each year shares with more than a million land owners the cost of increasing soil, water, woodland, and wildlife conservation practices on farms and ranches.

Cost-shares may be in the form of either cash or a purchase order for a conservation service or material.

Under the cash plan, farmers and ranchers pay the total cost of establishing the approved practice and later are reimbursed for the Government's share of the cost.

Under the purchase order plan, the Government's cost-share is advanced through the purchase for farmers and ranchers of a conservation material, such as seed, trees, or essential minerals, or for a service, such as earth moving or tree planting.

Vendors who furnish the material or service bill the Government and receive payment for the Government's share of the cost. Ranchers and farmers pay the difference.

Conservation practices under ACP vary, bringing divergent activity to the local scene. These many activities stimulate need for fuel, tires, machinery, and the many other materials and services farmers require. They also provide jobs.

The ACP is administered locally by ASCS officials in more than 3,000 agricultural counties, usually located in county seat towns or cities.

STORAGE

Also stimulating the local economy is the storage program under which farmers borrow money from CCC to build new on-the-farm storage space to house commodities they put under price support. From July 1949 through November 1963, CCC had made about 182,000 loans. These loans are repaid in four installments over a period of 5 years, at 4 percent interest.

To keep commodities in on-the-farm storage in sound condition, 10,200 loans were made from December 1949 to November 1963 for drying equipment. Drying equipment loans are payable in three installments over a period of 3 years, also at 4 percent interest.

WHERE AND HOW SERVICES MAY BE OBTAINED BY BUSINESSMEN

Interested businessmen are invited to write to the Agricultural Stabilization and Conservation Service, U.S. Department of Agriculture, Washington, D.C., 20250, with respect to all commodities, or for specified commodities to the designated ASCS commodity office.

To be placed on the mailing list to receive CCC Monthly Sales List, address: Director, Procurement and Sales Division, ASCS, U.S. Department of Agriculture, Washington, D.C., 20250.

To receive offers based on announcements for purchasing or processing dairy products, other than those owned by CCC, milled rice, rolled wheat, bulgur, rolled oats and fats and oils, address: Director, Procurement and Sales Division, ASCS, U.S. Department of Agriculture, Washington, D.C., 20250.

To receive offers based on announcements for packaging or processing dairy products owned by CCC, address: Director, Minneapolis ASCS Commodity Office, 6400 France Avenue, South Minneapolis, Minn., 55410.

Programs on peanuts, tobacco, and rosin are handled in production areas by associations of producer cooperatives working under contractual agreements with CCC. For their names and locations, address: Director, Producer Associations Division, ASCS, U.S. Department of Agriculture, Washington, D.C., 20250.

GRAIN OFFICES

Evanston ASCS Commodity Office, 2201 Howard St., Evanston, Ill., 60202. Tel: Long Distance—University 9–0600 (Evanston exchange) local—Rogers Park 1–5000 (Chicago, Ill.). (Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Virginia, Vermont, and West Virginia.)

Branch Office—Minneapolis ASCS Branch Office, 310 Grain Exchange Building, Minneapolis, Minn., 55415, Tel: 334–2051. (Minnesota, Montana, North Dakota, South Dakota, and Wisconsin.)

Kansas City ASCS Commodity Office, 8930 Ward Parkway (P.O. Box 205), Kansas City, Mo., 64141. Tel: Emerson 1–0860. (Alabama, Arkansas, Colorado, Kansas, Louisiana, Mississippi, Missouri, Nebraska, New Mexico, Oklahoma, Texas, and Wyoming.)

Branch Office—Portland ASCS Branch Office, 1218 Southwest Washington Street, Portland, Oreg., 97205. Tel: Capitol 6–3361. (Alaska, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington, and Arizona and California (export sales only).)

Branch Office—Berkeley ASCS Branch Office, 2020 Milvia Street, Berkeley, Calif., 94704. Tel: Thornwall 1–5121. (Arizona and California (domestic sales only).)

PROCESSED COMMODITIES OFFICE—(All States)

Minneapolis ASCS Commodity Office, 6400 France Avenue, South Minneapolis, Minn., 55410. Tel: 334–3200

COTTON OFFICES—(All States)

New Orleans ASCS Commodity Office, Wirth Building, 120 Marais Street, New Orleans, La., 70112. Tel: 529–2411.

Cotton Products and Export Operations Office, 80 Lafayette Street, New York, N.Y., 10013. Tel: Rector 2–8000.

Representative of General Sales Manager, New York area: Joseph Reidinger, 80 Lafayette Street, New York, N.Y., 10013. Tel: Rector 2–8000.

Representative of General Sales Manager, West Coast Area: Callan B. Duffy, Balboa Building, 593 Market Street, San Francisco 5, Calif. Tel: Sutter 1–3179.

CONSUMER AND MARKETING SERVICE

GENERAL

Small businessmen can benefit particularly from many of the programs of the Consumer and Marketing Service (established in February 1965).

These fall into broad groupings of Marketing Services, Regulatory Programs, Consumer Protection, and Consumer Food Programs.

MARKETING SERVICES

"*Market News*" reports on supply, demand, prices, and movement of all major farm commodities, issued daily (or seasonally for some commodities), provide small businesses with market information that narrows their handicap in competing with larger organizations.

Standards, grades and grading, acceptance services, and cotton classing offer small businesses a universal language of trade, and a variety of services that let them buy agricultural products, even in distant markets, without a personal representative to examine them; or sell agricultural products to distant customers—with assurance the quality will be as agreed upon. Although used by large companies as well, these services are especially helpful to smaller companies that cannot afford extensive brand promotion or sales representatives.

REGULATORY PROGRAMS

The Packers and Stockyards Act makes it unlawful for any packer or any live poultry dealer or handler to do anything that has the effect of creating a monopoly, manipulating prices, or restraining commerce. It is representative of many laws administered by the C&MS to maintain fair play and competition in marketing—with the effect of helping many small businesses escape being squeezed out.

The United States Warehouse Act established a program both voluntary and regulatory. Businessmen who choose to apply for Federal warehouse licenses, furnishing the bonds and permitting the inspections that go along with it, gain several advantages—chiefly the confidence of their customers, and the ability of the owners of stored products to use warehouse receipts as security for loans.

CONSUMER PROTECTION

Inspection of farm products (compulsory for meat and poultry sold across State lines and voluntary for many other products) helps make U.S. food the safest, most wholesome in the world. Related requirements of plant sanitation and proper labeling of products build customer confidence in businesses, large and small—so much so that many companies advertise the fact their products have been inspected or graded by the USDA.

CONSUMER FOOD PROGRAMS

Commodity Distribution Programs are a meeting point for programs to make sure that all Americans (and many people in other lands) are adequately fed, and programs to make sure that farmers get decent incomes. Sometimes this means Federal purchase of processed or perishable foods specifically for distribution to low-income families, to institutions, or to schools. In general, small businesses are assured of an opportunity to share fairly in supplying such commodities.

The National School Lunch Program, requiring that Federal funds be matched at least three to one from State and local resources, creates local markets for foods worth $700 million to $800 million.

The Special Milk Program, through cash payments to schools and child care institutions, enlarges this local market for foods still more. Small businesses would do well to study their potential for sharing in these local markets.

The Food Stamp Program, made permanent in 1964 after a 3-year tryout, is expanding steadily to more areas and more people. Wherever it goes, local grocers and the many businesses that supply or service them are benefiting from the added food-buying power of low-income customers.

The Plentiful Foods Program helps all parts of the food industry, in many ways, to merchandise more of the foods that are particularly abundant at any given time.

CONTACT

Further information can be obtained from the Consumer and Marketing Service, U.S. Department of Agriculture, Washington, D.C., 20250; or from any of the following area offices of the In-

formation Division, Consumer and Marketing Service, U.S. Department of Agriculture:

50 Seventh Street NE.,
Atlanta, Ga. 30323

536 South Clark Street
Chicago, Ill. 60605

500 South Ervay Street,
Dallas, Tex. 75201

346 Broadway
New York, N.Y. 10013

630 Sansome Street,
San Francisco, Calif.
94111

COMMODITY EXCHANGE AUTHORITY

The Commodity Exchange Authority provides regulation of futures trading on licensed commodity exchanges. The agency maintains regional offices in Chicago, Minneapolis, Kansas City, New York and New Orleans. Major purposes of regulation by the agency are to maintain fair trading practices and competitive prices on the exchanges and to prevent price manipulation and other violations of the Commodity Exchange Act. Quotations from the exchanges are used for price basing of such leading commodities as wheat, corn, cotton, wool, soybeans, and vegetable oils, and their products and byproducts. The proper functioning of futures trading and pricing thus has a significant bearing on prices to producers and consumers. Regulatory services of the Commodity Exchange Authority include daily surveillance of large traders' operations, registration and auditing of brokerage firms to protect commodity customers funds, and investigations to provide evidence in prosecutions of persons and firms charged with violation of the Commodity Exchange Act.

CEA REGIONAL OFFICES

Commodity Exchange Authority,
U.S. Department of Agriculture,
141 West Jackson Boulevard, Room 1200,
Chicago, Ill., 60604.

Commodity Exchange Authority,
U.S. Department of Agriculture,
854 Board of Trade Building,
Kansas City, Mo., 64105.

Commodity Exchange Authority,
U.S. Department of Agriculture,
44 Beaver Street, Room 1202,
New York, N.Y., 10004.

Commodity Exchange Authority,
U.S. Department of Agriculture,
510 Grain Exchange Building,
Minneapolis, Minn., 55415.

Commodity Exchange Authority,
U.S. Department of Agriculture,
508 Cotton Exchange Building,
New Orleans, La., 70130.

FEDERAL CROP INSURANCE CORPORATION

Federal Crop Insurance has a double value to its farmer-policyholders and to the community and businessmen affected when crop failure occurs. It provides indemnity checks to replace money lost in the effort to produce a crop, and collateral for credit to continue farming.

Collateral assignments accepted on Federal Crop Insurance policies amount to several millions of dollars annually. Assignments against individual policies sometimes exceed $100,000.

Benefits of Crop Insurance extend far beyond the farmer. When crop disaster strikes, the stabilizing influence of Crop Insurance is of real value not only to the insured farmer, but those with whom he trades or from whom he borrows money. It has become almost automatic, when the impact of crop disaster is felt, for the farm and business community to request help from the Federal Government. They seek it for the very reason that Federal Crop Insurance was initiated and operates—to cushion the shock of the financial impact when there is little or no crop to sell or feed.

Bankers and others who extend credit on the basis of a crop mortgage realize that such collateral has value only if a crop is produced. However, this fact does not keep them from getting caught along with the farmer when crop disaster strikes.

Federal Crop Insurance is available in over 1,200 counties. Congress allows an addition of 150 counties yearly if funds are available. It insures against crop loss from drought, insect infestation, plant disease, flood, hail, wind, frost, freeze, excessive rain, hurricane, tornado, and over 100 other unavoidable causes.

To put up his Crop Insurance policy as collateral for a loan or credit, an insured farmer need only file an assignment form at the county Crop Insurance office. The Corporation will then pay an indemnity due by a joint check to the insured and the person or firm in whose favor the assignment was executed.

For more information, write: Federal Crop Insurance Corporation, U.S. Department of Agriculture, Washington, D.C., 20250.

ECONOMIC RESEARCH SERVICE

The Economic Research Service conducts research in agricultural economics and marketing, both domestic and foreign commerce.

Economic and Statistical Analysis.—Includes broad economic research and analysis on factors affecting agricultural prices and income, commodity outlook and situation, food demand and consumption, and relationships between agriculture and the national economy.

Marketing Economics.—Marketing research is concerned with market costs, structure, and development, market potentials, and the distribution and merchandising of agricultural products. Studies are conducted to determine the potentials for market expansion of agricultural products. Cost analysis research is conducted on the marketing of crops and animal products to determine ways of increasing efficiency and reducing costs, increasing returns to growers and providing con-

sumers with the choices they desire. The research results are widely disseminated.

Farm Production Economics.—Research is conducted on the economics of farm organization and management, financial requirements and returns, adjustments in production to prospective market demands and changing technology, development of measures of output and productivity, and appraisal of alternative agricultural production policies and programs.

Natural Resource Economics.—Studied are the economics of use, conservation, development, management, and control of natural resources and their relationship to general economic activity. Included are economic analyses of land and water resources, and the economic and social conditions affecting their use.

Economic Development Research.—A broad research program is conducted on economic advancement of rural areas, the opportunities and employment available to the people in these regions, and the factors affecting them, such as local governments and other organizations. Special attention is given to problems of poverty among rural people.

Foreign Regional Analysis.—Effort is on economic analyses and interpretations of conditions and development affecting supply, demand, and trade in farm products in foreign countries and their impact on U.S. agricultural exports. Studies are conducted on the long-range outlook for U.S. agricultural exports, based in part on research contracts with foreign institutions to project the demand and supply of farm products in foreign countries for several years.

Foreign Development and Trade.—Economic development processes in foreign countries are analyzed to ascertain the contribution of agricultural development to general economic growth, the priority of various aspects of agricultural development, trends in national income, and economic effects of present and proposed Food for Peace programs.

STATISTICAL REPORTING SERVICE

The Statistical Reporting Service prepares estimates and reports of production, supply, price, and other aspects of the agricultural economy. These include prices received by farmers for products sold and prices paid by farmers for commodities and services; preparation of indexes of prices received and paid; and computation of parity prices, farm employment, and wage rates.

The reports include statistics on field crops, fruits and vegetables, and numbers of milk cows, livestock, livestock products, and poultry.

Other activities involve statistical standards, methodological research, automatic data processing, and special consumer surveys for the Department of Agriculture.

For lists of publications and research reports, including annual and monthly summaries, write to Division of Information, OMS, U.S. Department of Agriculture, Washington, D.C., 20250.

NATIONAL AGRICULTURAL LIBRARY

The National Agricultural Library cooperates jointly with the other national libraries, to collect, on a worldwide basis, publications in the sciences and organize them for best use. Its services are made available not only to the Department of Agriculture but throughout the world to research and educational institutions, scientists, industry, and the general public.

With resources of about 1,248,000 volumes, it is the largest agricultural library in the United States, covering the field of agriculture in its broadest sense—botany, zoology, chemistry, veterinary medicine, forestry, plant pathology, livestock, poultry, entomology, and general agriculture. Publications are received regularly from more than 200 countries, printed in approximately 50 different languages.

Information contained in the Library's collection is made available through loans of publications, reference services, photocopies of materials and bibliographies.

For more information, write: Program Coordination Services, National Agricultural Library, U.S. Department of Agriculture, Washington, D.C., 20250.

AGRICULTURAL RESEARCH SERVICE

Managers of small businesses involved in the production, processing, or marketing of goods—particularly those related to agriculture—can benefit in many ways from Agricultural Research Service programs. At the end of the fiscal year 1965, for example, there were 1,327 unexpired public service patents available for licensing. Many of these patents, all stemming from agricultural research, cover processes now being used by small businessmen.

In agricultural engineering, for example, research on farm equipment benefits not only the small business farmer who uses the equipment but also the small businessman who manufactures it. * * * In the area of marketing, numerous managers of egg crating and packaging plants have been able to mechanize their plants because of automatic candling equipment—an outcome of agricultural research. * * * Many businesses—both large and small—are licensed to use patents that have come out of utilization research. Examples are businesses that produced dehydrated potato products and concentrated fruit juices.

Information concerning patents may be obtained by writing to the Agricultural Research Service, U.S. Department of Agriculture, Washington, D.C., 20250.

Small businessmen are in regular contact with USDA's four Utilization Research and Development Divisions, where they obtain information on new or improved methods of utilizing agricultural materials, wastes, and byproducts.

Broiler plant operators faced a problem, for example, of getting rid of feathers—until utilization research found that they could be used in feed. Not only did the broiler operators benefit, but feed processors did, too.

USDA's four Utilization Research and Development Divisions, and their areas of work, are listed here and may be contacted with specific requests for information.

The Northern Division, 1815 North University Street, Peoria, Ill., conducts research on corn, wheat, and other cereal grains, soybeans, flaxseed, and other oilseeds of the region, and new crops to serve as profitable alternates to those in surplus.

The Eastern Division, 600 East Mermaid Lane, Philadelphia 18, Pa., conducts research primarily on livestock and dairy products and byproducts, eastern fruits and vegetables, and tobacco.

The Southern Division, Post Office Box 19687, New Orleans 19, La., conducts research on cotton and cottonseed, rice, citrus and other fruits of the region, sweetpotatoes and other southern vegetables, peanuts, and pine-gum products.

The Western Division, 800 Buchanan Street, Albany 10, Calif., conducts research on western fruits and vegetables, wheat, barley, rice, poultry, and eggs, sugarbeets, wool, alfalfa and other forage crops.

Results of agricultural research of interest and use to small businessmen are published regularly in trade papers, magazines, and newspapers. Trade groups keep in touch with this work through research advisory committees. At each of the four ARS utilization research division laboratories, a technically trained official is designated as liaison between the utilization division and industry. And USDA representatives attend meetings of industrial associations and discuss research results that pertain to many fields of interest to small businessmen.

Publications aimed specifically at helping a given trade are made available by the USDA. And frequently, when a research project has been completed and tested in a pilot plant, representatives of industrial groups are invited to see the operation and to discuss the possibilities of commercial adaptation.

FOREIGN AGRICULTURAL SERVICE

The Foreign Agricultural Service administers several programs which are of both immediate and long-range benefit to small business. Chief of these are a foreign market development program carried out in cooperation with agricultural trade organizations, sales of agricultural commodities on special terms under the Food for Peace program, a worldwide agricultural intelligence system through agricultural attaches abroad, and a continuing program of activities designed to improve access to foreign markets for U.S. farmers and agricultural trading firms.

The market development program is designed to develop increased markets for U.S. farm products in countries that buy for hard currencies. While promotional work is done chiefly by trade organizations, it is U.S. business firms which make the actual sales.

Approximately 50 trade organizations participate in this program. They carry on foreign promotion in behalf of producers, processors, handlers and exporters of farm commodities. Among the products represented are cotton, dairy products, poultry, dairy cattle, soybeans and soybean products, dried fruits, citrus fruits, cranberries, canned fruits, deciduous fruits, wheat and flour, feed grains, rice, dry beans and peas, seeds, lard, tallow, leather, beef, beef cattle, tobacco, and processed foods. Firms handling these or other exportable agricultural products may obtain additional information about the export market by communicating with their national association or writing to Foreign Agricultural Service, U.S. Department of Agriculture, Washington, D.C., 20250.

The Foreign Agricultural Service also makes available to U.S. farmers, processors, exporters, and other small business groups a wide range of information to aid foreign marketing. This information is published in the weekly magazine, "Foreign Agriculture," and in foreign agriculture circulars issued at irregular intervals. These publications cover such topics as world agricultural production, foreign competition, market prospects, trade promotion, and many other topics of concern to U.S. business in making necessary adjustments to meet changing market situations abroad. "Foreign Agriculture" is available on a subscription basis to business firms at $7 a year. Subscription orders should be placed with Superintendent of Documents, Government Printing Office, Washington, D.C., 20402. Write to Foreign Market Information Division, Foreign Agricultural Service, U.S. Department of Agriculture, Washington, D.C., 20250, for a sample copy of "Foreign Agriculture" or to be placed on the free list for foreign agriculture circulars.

The Food for Peace program makes farm commodities available on special terms to foreign countries that cannot pay cash. This provides immediate market outlets for U.S. agricultural business firms. It also stimulates the economic development of the recipient countries and speeds the time when they will be cash customers of U.S. business.

In this program, the Foreign Agricultural Service issues authorizations for purchase of commodities for shipment under Title I (sales for foreign

currencies) and Title IV (long-term dollar credits). The actual exports in both cases are made by private U.S. business firms which deal with authorized purchasing agents of the recipient countries.

For further information, write Program Operations Division, Foreign Agricultural Service, U.S. Department of Agriculture, Washington, D.C., 20250.

HOW THE DEPARTMENT OF AGRICULTURE SERVES YOU

Every day your life and the lives of your family and friends are benefited by the services of the U.S. Department of Agriculture. It is involved directly or indirectly with—

The food on your table,
The cotton or wool in your clothes,
The wood in your house and its furnishings.

HOW IT STARTED

In 1862 President Lincoln approved an Act of Congress creating the Department of Agriculture "the general design and duties of which shall be to acquire and diffuse among the people of the United States useful information on subjects connected with agriculture in the most general and comprehensive sense of that word * * *."

In 1889 the Department, again by Act of Congress, became the eighth Executive Department in the Federal Government with Cabinet rank.

HOW IT WORKS

In Washington, D.C., the Secretary of Agriculture and his staff direct the programs and activities assigned to the Department by Congress. In every part of the United States, and in many foreign countries, employees administer programs and carry out responsibilities authorized by Congress.

As new laws have been added to its functions, the Department has grown. It currently is organized into various service and administrative agencies, which are divided into major groups. (See p. 128.) An Assistant Secretary or other designated official heads each group and interprets and executes its policies.

RELATIONSHIP TO LAND-GRANT COLLEGES

In 1862 Congress passed and President Lincoln signed the Land-Grant College Act. This Act donated 11 million acres of public lands to the States and Territories to provide colleges for the benefit of agriculture and the mechanical arts.

This Act was followed by others to strengthen the experimental and extension activities of the States in their relations with the Department.

In 1887 Congress authorized an agricultural experiment station in each State and Territory.

In 1914 it established the Cooperative Extension Service to extend agricultural and home economics research information of the Department and land-grant colleges to farmers and other people.

ACTIVITIES OF USDA

RESEARCH

Five USDA agencies conduct and administer research. The Director of Science and Education coordinates the work.

The Department works closely on research programs with State experiment stations, State departments of agriculture, schools of forestry, and cooperative and other public and private agencies. It administers Federal-grant funds voted for the States by Congress.

Agricultural Research Service. Carries out research on crops, soil and water conservation, agricultural engineering, livestock, human nutrition and home economics. Also develops new and expanded uses for farm commodities.

Conducts and administers a research program, using the physical and biological sciences to solve problems of market quality, transportation, and facilities.

Conducts control and regulatory programs, including plant and animal quarantines, meat inspection, and others.

Cooperative State Research Service. Administers Federal-grant payments to States under Hatch Act of 1955 and McIntire-Stennis Cooperative Forestry Research Act of 1962, for research at the agricultural experiment stations and eligible schools of forestry. Assists State experiment stations and USDA agencies in planning and coordinating scientific research programs.

Economic Research Service. Does research in general economic and statistical analysis, marketing economics, farm and resource economics, and foreign economic analysis.

Farmer Cooperative Service. Carries on research to help farmers market their products, purchase supplies, and obtain other business services through cooperatives.

Forest Service. Conducts research on growing and harvesting timber; improving water and range resources; protecting forests from fire, insects, and disease; the use of wood products and developing new ones; and improving methods of marketing forest products.

EDUCATION

Cooperative Extension Service is the field educational arm of the Department and land-grant colleges. Its work is jointly sponsored and financed by Federal, State, and local governments. The Federal Extension Service represents USDA in this activity.

In every rural county, extension workers conduct an educational program designed to help farm families and others use research findings and other Government aids. Through this program extension workers provide assistance toward more

efficient production and marketing of agricultural products, improved family living, and the advancement of community affairs.

Farmer Cooperative Service carries on educational work to help farmers improve the effectiveness of their cooperatives. In these activities it cooperates with land-grant colleges, State extension offices and county agents, and with cooperatives, and the State and national organizations representing these farmer businesses.

The National Agricultural Library, largest agricultural library in the world, extends services to researchers, other libraries, institutions, and the general public; provides, at cost, microfilm and photocopy service of material in the collection; and issues monthly *Bibliography of Agriculture*, a comprehensive index to current agricultural literature.

INFORMATION

Each USDA agency provides information on its work for farmers, homemakers, and others. The Office of Information coordinates:

Publications, technical and popular, which present research results, program, regulatory, and other information on the work of USDA.

Current information, which includes press, radio and television materials, and special reports.

Visuals, which include exhibits, photos, graphics, and motion pictures.

MARKETING

The **Consumer and Marketing Service** carries out marketing and distribution programs and works with States on marketing problems.

Administers several regulatory acts relating to the marketing of farm products, and the national school lunch, food stamp, and other food distribution and surplus removal programs.

Administers marketing agreements and orders for milk, fruits and vegetables, and issues voluntary acreage marketing guides for vegetables.

Develops standards; grades and inspects a wide range of farm products.

Collects and disseminates market news on farm products in major producing and marketing areas.

The **Commodity Exchange Authority** keeps watch on and investigates traders' and brokers' operations on commodity exchanges, to prevent price manipulation and fraud, and to safeguard producer and consumer interests in pricing and marketing services of exchanges.

CONSUMER SERVICES

Consumers benefit from the work of all USDA agencies. Research is constantly serving the public interest through better plants and animals, food and nutrition, pest controls, and a host of other ways.

Consumers also gain through inspection and grading, school lunches, rural housing, electrification, conservation, and outdoor recreation programs. Send your name, address, and ZIP Code on a postcard to Office of Information for a copy of "Consumer's Guide to USDA Services." Ask for MP 959.

INTERNATIONAL AFFAIRS

The **Foreign Agricultural Service** administers USDA foreign programs in the interest of U.S. agriculture, with special emphasis on market promotion abroad. Attachés at 61 foreign posts maintain a constant flow of world agricultural intelligence.

The **International Agricultural Development Service** coordinates the Department's participation in overseas technical assistance programs. Its work includes sending agricultural technicians abroad, and training foreign specialists in the United States.

ECONOMICS

The **Economic Research Service** analyzes factors affecting farm production, prices and income, and the outlook for various commodities. It studies production efficiency, marketing costs and potentials, rural development, and agricultural finance problems. It also analyzes foreign agricultural trade, production, and Government policies.

The **Statistical Reporting Service** reports on crop and livestock production and prices paid and received by farmers; conducts surveys of consumer purchases and attitudes, and seeks to improve statistical methods in the Department.

CONSERVATION

The **Agricultural Stabilization and Conservation Service** administers the national Agricultural Conservation program that yearly shares with more than one million farmers and ranchers costs of approved soil and water conserving practices.

The **Soil Conservation Service** develops and carries out a national soil and water conservation program through 2,900 soil conservation districts.

Has USDA leadership for: Watershed protection projects, Great Plains Conservation Program, resource conservation and development projects, income-producing recreation enterprises, river basin investigations, and flood damage reduction in 11 major watersheds.

Administers the Federal part of the National Cooperative Soil Survey.

Makes and coordinates snow surveys for water forecasting in the Western States.

The **Forest Service** administers the National Forest System—186 million acres of forests and grasslands—for the best use and conservation of their resources, including water, timber, outdoor recreation, wildlife, and range. It manages publicly owned watersheds to regulate streamflow, control floods, protect water sources for industrial power, irrigation, and home use. It carries on cooperative work with States to aid private forest landowners.

STABILIZATION

The Agricultural Stabilization and Conservation Service is responsible for—

- Acreage allotments and marketing quotas, to help keep supplies in line with demand.
- Feed grain program, to divert corn, barley, and grain sorghum acreage to conservation use.
- Voluntary wheat program providing to cooperators domestic and export certificates, price-support loans, and payments for diversion of wheat acreage to conservation use.
- Cotton choice program providing domestic and export acreage allotments and price-support payments and loans to cooperators.
- Equalization payment for cotton designed to remove price inequity between domestic and foreign users of U.S. cotton.
- Cropland conversion program, on a pilot basis in 1963, to shift unneeded cropland to other uses such as grassland, trees, wildlife habitat, and recreational facilities. Continued administration of Conservation Reserve under which cropland has been shifted to conservation use.
- Price support for numerous commodities and management of commodity inventory.
- Reduction of surpluses through sales, transfers and other means. Assist Foreign Agricultural Service in foreign sales, donations, and barter of surpluses under Public Law 480 and the Agricultural Marketing Service in donating surplus commodities through domestic channels.
- Helping obtain adequate farm and commercial storage for farm products.
- Administering the Sugar Act, the National Wool Act, and the International Wheat Agreement.
- Assisting farmers in designated areas to meet conditions caused by natural disasters and other emergencies.

The **Commodity Credit Corporation** with its $14,500,000,000 borrowing authority, finances such programs as price support, domestic and export surplus commodity disposal, foreign assistance, storage activities, and other varied operations of the U.S. Department of Agriculture.

The **Federal Crop Insurance Corporation** provides farmers "all risk" insurance protection of production expenses against unavoidable causes beyond their control such as weather, insects, and diseases. FCIC protection is available in more than one-third of the Nation's farm counties.

RURAL AREAS DEVELOPMENT

Through **Rural Areas Development (RAD)**, rural people work together in an organized fashion to improve their communities, to create new economic opportunities, and to upgrade their skills and human resources. The Department of Agriculture helps local people organize and survey their resources. Local people on the RAD committee decide what will be done, when, and how. USDA field personnel form a Technical Action Panel to work with the local organization in an advisory capacity and to help bring to the community the services of other Federal and State agencies.

The **Rural Community Development Service** has general responsibility to coordinate and expedite rural areas development programs at the Federal level, and to arrange full utilization of the Department's resources in advancing rural development objectives.

The **Farmers Home Administration** strengthens family farm and rural communities through credit accompanied by technical farm and financial management assistance.

Funds are advanced for farm operating expenses, the purchase, enlargement, and improvement of family farms, construction of rural homes and farm buildings, development of rural community water systems and recreational facilities; rural renewal projects, watershed development, soil and water conservation, shifts in land use, housing for senior citizens, farm labor housing, and the emergency credit needs of farmers.

Loans supplement and in no case compete with credit provided by other lenders. There is an FHA office serving every rural county of the United States.

The **Rural Electrification Administration** makes long-term loans to provide initial and continuing electric service in unserved rural areas. Most borrowers are nonprofit, consumer-owned cooperatives.

REA also makes loans to extend and improve telephone service in rural areas. Loans are made to telephone companies and to nonprofit associations.

Other USDA agencies that aid in rural areas development include Agricultural Stabilization and Conservation Service, Agricultural Research Service, Federal Extension Service, Forest Service, Soil Conservation Service, Farmer Cooperative Service, Consumer and Marketing Service, Cooperative State Research Service, Federal Crop Insurance Corporation, and Statistical Reporting Service.

EMERGENCY PROGRAMS

An emergency organization has been set up within USDA at national, State, and county levels to handle both natural disasters and defense programs. A special assistant to the Secretary coordinates and directs this work.

Those administering programs to feed people and to help farmers affected by floods, drought and other natural disasters would use this experience to meet USDA responsibilities in case of nuclear war. In the national defense program, USDA is responsible for food from farmer to retailer, for emergency food stockpiling, for radiological defense and fire control in rural areas, and biological and chemical warfare defense for animals and crops.

HOW USDA IS ORGANIZED

SECRETARY

UNDER SECRETARY

Deputy Under Secretary
General Counsel

Staff Assistants
Inspector General

DEPARTMENTAL ADMINISTRATION
- Administrative Assistant Secretary
  - Budget and Finance, Office of
  - Hearing Examiners, Office of
  - Information, Office of
  - Management Appraisal and Systems Development, Office of
  - Management Services, Office of
  - Personnel, Office of
  - Plant and Operations, Office of

AGRICULTURAL ECONOMICS
- Director
  - Economic Research Service
  - Statistical Reporting Service

RURAL DEVELOPMENT AND CONSERVATION
- Assistant Secretary
  - Farmer Cooperative Service
  - Farmers Home Administration

RURAL DEVELOPMENT AND CONSERVATION—Continued
- Assistant Secretary—Continued
  - Forest Service
  - Rural Community Development Service
  - Rural Electrification Administration
  - Soil Conservation Service

AGRICULTURAL STABILIZATION
- Under Secretary
  - Agricultural Stabilization and Conservation Service
  - Commodity Credit Corporation
  - Federal Crop Insurance Corporation

INTERNATIONAL AFFAIRS
- Assistant Secretary
  - Foreign Agricultural Service
  - International Agricultural Development Service

MARKETING AND CONSUMER SERVICES
- Assistant Secretary
  - Commodity Exchange Authority
  - Consumer and Marketing Service

SCIENCE AND EDUCATION
- Director
  - Agricultural Research Service
  - Cooperative State Research Service
  - Federal Extension Service
  - National Agricultural Library

Washington, D.C. Revised December, 1965

INF-71



U. S. DEPARTMENT OF AGRICULTURE OFFICE OF INFORMATION WASHINGTON 25, D. C.

How To Get Information

FROM THE U. S. DEPARTMENT OF AGRICULTURE

Revised March 1965

This list gives sources of information in the USDA Office of Information and the various agencies of the Department. The chart on the last page shows the relationship of one agency to another.

Questions may be mailed to the Office of Information, U. S. Department of Agriculture, Washington, D. C. 20250, or telephone by using the "thru" dialing exchange, DUdley 8 plus the extension desired. (Example: The telephone number for the Director of Information is Dudley 8-5247.) If you are calling long distance, our "direct dialing" area code is 202.

For more detailed information, write or telephone the person in charge of information on the subject matter in which you are interested. When writing, address the person by name and title, the name of the agency, U. S. Department of Agriculture, Washington D. C. 20250. The room numbers are listed for the convenience of those who call in person.

OFFICE OF INFORMATION

This Office, a staff agency of the Secretary's Office, directs and coordinates information work with the various agencies and has final review of all informational materials involving departmental policy. It provides assistance and facilities in the production of motion pictures, still photography (including a Central Photo Library), exhibits, and art and graphics.

Title	Name	Room	Extension
DIRECTOR OF INFORMATION	Harold R. Lewis	402-A	5247-6311
DEPUTY DIRECTOR	Gordon Webb	406-A	7903
ASSISTANT DIRECTOR	James H. McCormick	409-A	4613
International Development Programs	Jon F. Greeneisen	105-A	6965
Chief, Press Service	Harry P. Clark	404-A	4026
Chief, Publications Division	Harry P. Mileham	500-A	6623
Chief, Radio & Television Service	Layne R. Beaty	406-A	5163
Chief, Special Reports Division	Daniel Alfieri	409-A	4335
Editor, USDA Farm Paper Letter	Edward D. Curran	460-A	5480
Editor, Food and Home Notes	Mrs. Jeanne S. Park 1/	461-A	5437
Consumer Information	Daniel Alfieri	409-A	4335
Great Plains Cons. Program News	Gordon Webb	406-A	7903
Rural Areas Development Program	Joseph T. McDavid	457-A	2505
Chief, Art & Graphics Division	Elmo J. White	516-A	6641
Chief, Exhibits Service	David M. Granahan	0338-S	4337
Chief, Motion Picture Service	Calle A. Carrello	1081-S	6072-6073
Chief, Photography Division (Includes the Central Photo Library, filmstrips, and slide sets)	Albert A. Matthews	412-A	6633

1/ Contact Mrs. Park for information of general interest in women's field. For detailed information in home economics and human nutrition, contact the Current Information Branch, Agricultural Research Service, Rm. 5141-S, extension 4435.

STABILIZATION

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE -- (Includes information service for CCC and Agricultural Stabilization and Conservation Committees). Responsible for production and adjustment activities including acreage allotments and farm marketing quotas; the Agricultural Conservation Program; the cropland conversion program, the stabilization of sugar production and marketing; price support; foreign supply and purchase, commodity disposal, storage facilities, and other assigned programs of CCC; and related services on assigned purchase and export programs, drought emergency feed program; and for certain defense food activities.

Director of Information Division	M. L. DuMars	24-W	5237
Dep. Dir. (Price Support & Commodity Operations)	James E. McMahon	24-W	5239
Dep. Dir. (Production Programs)	Willard Lamphere	30-W	4094

FEDERAL CROP INSURANCE CORPORATION -- Insures farmers against loss of crop investments due to risk beyond their control.

Director, Sales Management	R. A. Dimock	4621-S	4364
Asst. Dir., Sales Management	M. G. Reed	4621-S	4364

SCIENCE AND EDUCATION

AGRICULTURAL RESEARCH SERVICE -- Conducts basic and applied research on the production and utilization of plants and animals, and does research pertaining to human nutrition to do with plant and animal quarantines, and control of diseases and insect pests of animals and plants. Also conducts studies on methods of managing soil, water, machinery, and buildings for more efficient farming.

Director, Information Division	Ernest G. Moore	5133-S	4433
Assistant Director	R. B. Rathbone	5133-S	5787
Chief, Audio-Visual Branch	H. G. Rass	5149-S	5082
Chief, Current Inf. Branch	James E. Reynolds	5141-S	4435
Chief, Program Services Branch	Val Weyl	5130-S	5533
Chief, Publications Branch	David G. Hall	5145-S	5923
Chief, Reports Branch	J. S. Silbaugh	5130-S	4048

COOPERATIVE STATE RESEARCH SERVICE -- Administers federal-grant funds for research at State Agricultural Experiment Stations and coordinates agricultural research among States and between States and the U. S. Department of Agriculture.

Asst. to Admin. (Res. Comm.)	Werner P. Meyer	316-A	3079

(See also, the listing under Office of Management Services below.)

FEDERAL EXTENSION SERVICE -- Has primary responsibility for and leadership in USDA educational programs and coordination of all educational activities of the Department.

Director, Division of Information	Walter W. John	5503-S	6283
Assistant Director	Ralph M. Fulghum	5503-S	2805

NATIONAL AGRICULTURAL LIBRARY -- Provides reference, bibliographic, loan, and photocopy services of technical agricultural literature and its related biological and chemical science, and coordinates scientific information and documentation activities of the Department.

Asst. Dir. for Public Services	Angelina J. Carabelli	1059-S	7660
Asst. Dir. for Program Coord. Serv.	Blanche L. Oliveri	1420-S	3961

INTERNATIONAL AFFAIRS

FOREIGN AGRICULTURAL SERVICE -- Promotes export of U. S. farm products, protects domestic agricultural markets from unfair foreign competition; serves as a basic source of information to American agriculture on world crops, policies, and markets.

Director, Foreign Mkt. Inf. Div.	K. W. Olson	5554-S	3448
Assistant Director	Robert H. Ingram	5554-S	7115
Assistant Director	Harry W. Henderson	5554-S	3448

INTERNATIONAL AGRICULTURAL DEVELOPMENT SERVICE -- Coordinates USDA programs in international agricultural development in foreign countries and training in U. S. of foreign officials, leaders and scientists in fields of agriculture and home economics.

(For information contacts, see listing under Office of Information, page 1)

MARKETING AND CONSUMER SERVICE

CONSUMER AND MARKETING SERVICE -- Responsible for consumer protection, consumer food program, marketing regulatory programs, and marketing services.

Director, Inf. Div.	Franklin Thackrey	1744-S	6766
Deputy Director	Philip V. Fleming	1744-S	6768

-3-

COMMODITY EXCHANGE AUTHORITY — Supervises futures trading on commodity exchanges to maintain fair trading practices and competitive pricing, and to prevent price manipulation and other violations of the Commodity Exchange Act.

Trading Division			
Assistant Director	R. Corbin Dorsey	42-W	3030
Administrative Assistant	Ruth D. Grant	44-W	4987

FARMER COOPERATIVE SERVICE — Does research, educational, and service work for farmers who belong to agricultural marketing, purchasing, and service cooperatives, and provides statistics on trends in agricultural cooperatives.

(For information contacts, see listing under Office of Management Services, page 3)

FARMERS HOME ADMINISTRATION — Makes loans, accompanied to the extent necessary by technical assistance in farm and money management, for farm operating expenses, farm enlargement, improvement and purchase, rural housing, soil and water conservation, emergency credit needs, rural renewal, rural water systems, shifts in land use to recreation facilities and grazing purposes, watershed development, housing for senior citizens, and farm labor housing. Under Economic Opportunity Act of 1964, provides supervised credit to low-income families and cooperatives composed of low-income families to finance agricultural and non-agricultural enterprises which will increase their income and raise their standards of living.

Director, Information Division	Philip S. Brown	5340-S	4031

FOREST SERVICE — Responsible for applying sound conservation and utilization practices to the natural resources of the National Forests and National Grasslands, for promoting these practices on all forest lands through cooperation with States and private landowners, and carries out extensive forest and range research.

Director, Div. Inf. & Educ.	Clint Davis	3223-S	3760-5920
Assistant Director	Noland O'Neal	3219-S	3709
General Information	Barbara Spahn	3207-S	3957
Publications	C. J. Norquest	3205-S	3957

RURAL COMMUNITY DEVELOPMENT SERVICE — Provides leadership and coordination within the Department of Agriculture in the formulation of plans and programs for advancing and developing natural and human resources in rural communities; and maintains liaison with local organizations and leaders in helping them to locate and utilize the facilities and resources of private, State and Federal agencies for the improvement of economic conditions in rural areas.

(For information contact, see Rural Areas Development listing under Office of Information)

RURAL ELECTRIFICATION ADMINISTRATION — Makes loans to local cooperatives and other organizations to bring electric power and modern telephone service to rural areas and works with them to stimulate economic development in their service areas.

Director, Inf. Ser. Div.	William E. Spivey	4038-S	5606

SOIL CONSERVATION SERVICE — Carries on a national soil and water conservation program with the cooperation of landowners and operators and other Government agencies; administers the Department's Great Plains Conservation Program and Small Watershed Protection and Flood Prevention Program; carries on the National Cooperative Soil Survey; has departmental leadership in assisting landowners and local groups in Resource Conservation and Development projects and in establishment of income-producing recreation enterprises.

Director, Information Division	D. Harper Simms	5112-S	4543
Assistant Director	F. Glennon Loyd	5112-S	4544

ECONOMIC RESEARCH SERVICE — Conducts research in agricultural economics and marketing, domestic and foreign; analyzes factors affecting agricultural production, supplies, prices and income; reports outlook for major commodities; evaluates market potentials and development marketing costs; analyzes farm productivety costs, financing, use of resources, potentials of low income areas; studies U. S. trade in agricultural products, role of agriculture in economic development of other nations.

(For information contacts, see listing under Office of Management Services below.)

STATISTICAL REPORTING SERVICE — Prepares monthly, quarterly, or annual estimates of production, supply, prices of agricultural commodities, farm labor, livestock numbers, etc., nationally and by States.

(For information contacts, see listing under Office of Management Services below.)

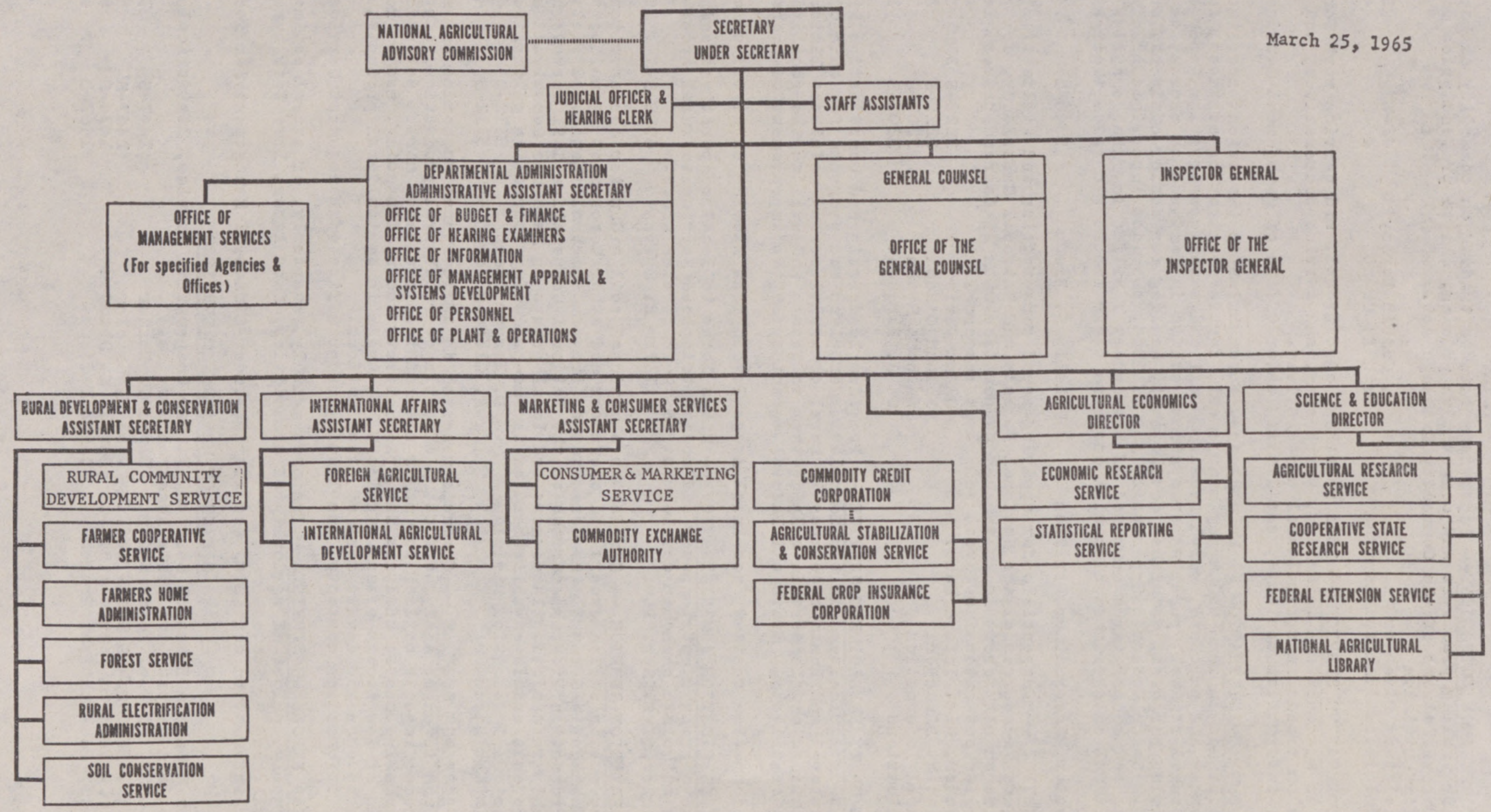
OFFICE OF MANAGEMENT SERVICES

Services Economic Research Service, Farmer Cooperative Service, Statistical Research Service, and Cooperative State Research Service.

Director, Div. of Information	Wayne V. Dexter	1447-S	7133
Chief, Research & Stat. Inf. Br.	Joel W. Wheeler	1447-S	5455
Chief, Program Services Br.	Beryle E. Stanton	1474-S	6486
Chief, Publications Branch	James Madison	1467-S	6557

UNITED STATES DEPARTMENT OF AGRICULTURE

March 25, 1965



Department of the Treasury

Internal Revenue Service

GENERAL

The Internal Revenue Service of the Department of the Treasury has several programs designed to assist the businessman with his tax responsibilities.

MR. BUSINESSMAN'S KIT

A Mr. Businessman's Kit has been developed for presentation to operators of new businesses, as they are formed. Its purpose primarily is to encourage more effective voluntary compliance by helping new businessmen to become fully aware of their responsibilities for filing all the Federal tax returns for which they may be liable, and for paying the taxes due.

The kit is a four-pocket folder designed to hold forms and instructions for preparing most business tax returns.

On each pocket is a list of the various forms and documents applicable to the particular business. It also contains a check list of tax returns, a calendar of due dates for filing returns and paying taxes, a convenient place to keep employment tax information for employers, and a pocket for keeping retained copies of tax returns and related materials.

The principal feature of this program, however, is the *personal* presentation of the kit to the taxpayer. Internal Revenue Officers will present the kits and explain the various forms and documents applicable to the particular business. Thus each kit is tailored to the needs of the taxpayer.

The Revenue Officer will make every effort to assist and advise the businessman of his tax filing requirements. A place has been provided on the kit for the Revenue Officer's name, address and telephone number. The businessman will be encouraged to contact the Revenue Officer at any time to obtain further assistance or information.

TAX GUIDE FOR SMALL BUSINESS

The Internal Revenue Service publishes annually a *Tax Guide for Small Business* which explains Federal tax problems for sole proprietors, partners, partnerships and corporations.

Income, excise and employment taxes are explained in nontechnical language and many examples are used to illustrate the application of the tax laws.

A Check List, of particular interest to the new businessman, shows, at a glance, the taxes for which different kinds of business organizations and business activities may be liable and what the businessman should do about them.

A Tax Calendar is included, which explains, on a day-by-day basis, what the businessman should do in regard to his Federal taxes and when he should do it. The two pages may be removed from the booklet and posted in a prominent place as a reminder of the various due dates for the taxes discussed.

Establishing a new business, purchasing a going concern, operating a business, organizing a partnership and corporation, the sale of a business as a unit, the dissolution of a partnership, and the liquidation of a corporation are among the subjects covered in detail in the booklet.

The publication is revised annually to include new rules and changes in tax laws, regulations and rulings. Plain language is used in the text, supplemented by many examples explaining such things as: the need for adequate records and how long they should be retained; income averaging; declaration of estimated tax; business insurance; entertainment expenses; bad debts; rental expenses and leases; depreciation; educational expenses; how to compute net profit, the cost of goods sold and inventories.

The booklet is available at local Internal Revenue Service offices. It may also be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, for 50¢ a copy. Quantities of 100 or more may be purchased at a 25 percent discount from the Superintendent of Documents.

PARTICIPATION IN TAX CLINICS

The Internal Revenue Service participates in tax clinics for small businessmen conducted jointly with the Small Business Administration, in cooperation with universities, chambers of commerce, and local civic groups.

The clinics have the general theme, "Tax Aspects of Small Business Management Decisions."

Internal Revenue technicians head discussions of such matters as the form of a business enterprise; the type of accounting methods that they may use; the different methods of taking depreciation and the advantages of each, and the tax problems that face a small, family-owned business.

These sessions are scheduled in accordance with the needs of each particular community. Information about the clinics is available from the Small Business Administration and the Internal Revenue Service.

Department of Justice

ANTITRUST ACTIVITIES

The Department of Justice is not a "service" agency furnishing direct aid to small businesses. As a law enforcement arm of the Federal Government, its principal duty is prosecuting violations of Federal laws entrusted to it by the Congress for enforcement.

However, small firms receive a great measure of indirect assistance from the Department's enforcement of the Federal antitrust laws. Small business is generally the primary victim of the illegal practices which those enforcement activities seek to eliminate.

The antitrust laws, most notably the Sherman Act and the Clayton Act, were designed to break up or prevent undue concentration of economic power in any business or industry. They prohibit conspiracies to restrain trade or commerce, monopolization or attempts to monopolize a field, and a variety of practices which may have the effect of substantially lessening competition or tending to create a monopoly. Thus, vigorous prosecution of the antitrust laws maintains free competition in the American economy, and permits the development and growth of a sound body of small business concerns.

Examples could be cited of many antitrust cases which have resulted in substantial benefits in many fields traditionally associated with small business firms. These include gas station operators, building contractors, grocery stores, funeral homes, fuel oil dealers, film processing, tabulating machines, motion picture exhibitors, and many others.

The Department's Antitrust Division has always been eager to assist small business firms in problems involving violation of the Federal antitrust laws. The Division welcomes, and is in great measure dependent upon, complaints from the small concerns about such violations. Its independent investigations of phases of the business economy are necessarily restricted by limitations in available manpower and financial resources. Therefore, the great majority of antitrust investigations and cases are initiated as a result of complaints from the public.

VIOLATIONS OF ANTITRUST LAWS

It is often difficult to determine what constitutes violations of the antitrust laws. Nevertheless, for the assistance of small business owners and managers, it may be possible to set forth some of the business practices in which, among others, the Antitrust Division is particularly interested:

(1) Any agreement to fix prices or to regulate prices.

(2) Any boycotting activities, involving, for example, members of a trade association agreeing to exclude competitors or a businessman inducing suppliers to withhold supplies from a competitor.

(3) Tie-in sales in which a businessman will sell a product, either patented or unpatented, to a customer only if the latter will purchase another product as well.

(4) Full-line forcing of products, whereby the purchaser must take all of his suppliers' line of products or get none at all.

(5) Agreements by competitors to assign each other separate sales territories, and to refrain from competing in each other's territories.

(6) Discriminatory pricing to some customers at the expense of others by means of rebates, discounts, service charges, and other excuses for price differentials.

(7) The obtaining by a business or group of businesses in an industry of a percentage of the market sufficient to have the power to control prices and exclude competition.

(8) The merger of two corporations by a transfer of stock of of assets which may have the effect of substantially lessening competition or tending to create a monopoly.

(9) Various general predatory practices, such as business espionage or the policing of competitors to ensure that they conform to the industry's traditions and customs.

Small businessmen who have observed any of these practices in their business experience or have had their business suffer as a result of such practices by competitors or suppliers, are invited to bring the facts of these cases to the attention of the Antitrust Division.

Letters may be addressed to the Antitrust Division, Department of Justice, Washington 25, D.C., or interviews may be arranged with officials of the Division at the Washington office, or at one of the field offices in New York, Philadelphia, Cleveland, Chicago, Los Angeles, San Francisco, or Honolulu. If these cities are too distant, the nearest local office of the Federal Bureau of Investigation may be contacted; the complaint will then be forwarded to the Washington office of the Antitrust Division.

FORM OF COMPLAINT

It must be understood that only a few of the foregoing list of business practices are illegal in and of themselves under the antitrust laws. Others may or may not be violations, depending

upon the total factual picture. Therefore, to enable the Antitrust Division to make an accurate analysis of the problem, it is desirable that all the facts of the problem be stated in as much detail as possible.

A description must be included of the business or industry involved, all relevant dates, all names and addresses of the parties, and an indication of the size, importance, and percentage of the market held by each business involved, if such information is available. In addition, it would be helpful if copies of any relevant documents—such as price lists, agreements, minutes of meetings, or letters—were submitted.

The Antitrust Division has jurisdiction to take action only if these illegal activities affect the movement of goods or services in interstate commerce. Therefore, it is essential that statements show that the goods or services affected are in the stream of interstate commerce. If part of such goods or services are sold in interstate commerce and the rest wholly within the State, the relative percentage sold in interstate commerce should be indicated.

PROCESSING OF COMPLAINTS

When a complaint is submitted to the Antitrust Division, immediate institution of a suit cannot be expected. After a complaint is acknowledged, it is assigned to a member of the staff for analysis to determine whether it presents substantial questions under the Federal antitrust laws. It may be correlated with other complaints of a similar nature involving the same industry or business.

A preliminary investigation may be ordered and, if the facts warrant, a full-scale investigation of the problem will be undertaken. Therefore, unless the person submitting the complaint is contacted for further information, a considerable period may elapse between the time a complaint is received and the time when an interview is scheduled by a representative of the Antitrust Division or an agent of the Federal Bureau of Investigation.

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Federal Trade Commission

ANTITRUST AND TRADE REGULATION LAWS

The Federal Trade Commission was established by Congress in 1914 to protect business and the public against unfair methods of competition and to prevent practices which would lessen competition or tend to create monopoly. The Commission is, in short, charged with the basic duty of protecting our competitive free-enterprise economy.

The Commission acts:

(a) To prevent the use of unfair methods of competition and unfair or deceptive acts or practices in interstate commerce, such as acts or practices which are unfair or oppressive or tend to monopoly; combinations which unreasonably restrain competition, and representations, express or implied, which have the capacity of misleading or deceiving members of the public with respect to commodities being offered for sale, all as prohibited by section 5 of the Federal Trade Commission Act.

(b) To prevent the dissemination of false advertisements of foods, drugs, cosmetics, and devices, as provided in sections 12 through 15 of the Federal Trade Commission Act.

(c) To prevent discriminations in price, services, or facilities, including quantity discounts which are unjustly discriminatory or promotive of monopoly, by the establishment, when necessary, of quantity limits; payment or reecipt of brokerage, commissions, or discounts in lieu thereof; the use of tying or exclusive dealing leases, sales, or contracts; the acquisition by one corporation of stock or assets of another, and continuance of interlocking directorates among corporations, all under the circumstances of which these things are prohibited respectively by sections 2, 3, 7, and 8 of the Clayton Act as amended.

(d) To prevent the misbranding of wool or wool products through failure to comply with the provisions of the Wool Products Labeling Act of 1939.

(e) To prevent misbranding, false advertising, or false invoicing of furs or fur products through failure to comply with the Fur Products Labeling Act.

(f) To prevent the introduction or movement in interstate commerce of articles of wearing apparel and fabrics which are so highly flammable as to be dangerous when worn by individuals, in violation of the Flammable Fabrics Act.

(g) To prevent misbranding or false advertising of textile fiber products through failure to comply with the Textile Fiber Products Identification Act.

(h) To prevent unfair methods of competition and unfair or deceptive acts or practices in the business of insurance to the extent that such business is not regulated by State law, under the Federal Trade Commission Act and Public Law 15, of 1945 relating to the regulation of the business of insurance.

(i) To administer the provisions of the Export Trade Act, providing for the registration and operation of associations of American exporters engaging solely in export trade.

(j) To bring about the cancellation of registration of trade marks which have been illegally registered or which have been used for purposes contrary to the intent of the Trade Mark Act of 1946.

(k) To investigate the organization, business, conduct, practices, or management of corporations and to make public reports thereon as the Commission deems expedient in the public interest; to investigate, at the direction of the President or the Congress, and report upon alleged violations of the antitrust laws by corporations; to make various other investigations and reports, including recommendation to Congress for legislation, and reports to the Attorney General, to the extent and in the manner provided in section 6 of the Federal Trade Commission Act.

REQUESTS FOR COMMISSION ACTION

Any individual, partnership, corporation, association or organization may request the Commission to institute a proceeding in respect to any violation of law over which the Commission has jurisdiction. Such requests should be in the form of a signed statement setting forth the alleged violation of law and the name and address of the party or parties complained about. No formal procedure or forms are required. Requests should be mailed to Federal Trade Commission, Washington, D.C., 20580. The person making the request is not regarded as a party, for the Commission acts only in the public interest and its proceedings are for the purpose of vindicating public, not private, rights. It is Commission policy not to publish or divulge the name of an applicant or complaining party, except as required by law.

ADVISORY OPINIONS

It is the policy of the Commission to afford businessmen assistance in determining, in advance, whether a proposed course of action, if pursued, may violate any of the laws administered by the Commission, and, where practicable, to give them the benefit of the Commission's views.

Any person, partnership or corporation may request advice from the Commission as to whether a proposed course of action, if pursued, would probably violate any of the laws administered by the Commission. A request for advice should be addressed to the Secretary and should include complete information. Conferences with members of the Commission's staff may be held before or after the request is submitted. Submission of additional information may be required.

On the basis of the facts submitted, as well as other information available to the Commission, the Commission, when practicable, will advise the requesting party whether or not the proposed course of action, if pursued, would be likely to result in further action by the Commission. Any advice given is without prejudice to the right of the Commission to reconsider the questions involved and, where the public interest requires, to rescind or revoke the advice. However, information submitted will not be used as the basis for a proceeding until an opportunity is afforded for the party to discontinue the course of action pursued in good faith in reliance upon the Commission's advice.

EXPORT OPPORTUNITIES FOR SMALL BUSINESS

On April 9, 1963, the Federal Trade Commission created the Division of Export Trade in the Office of the General Counsel for the purpose of administering the Webb-Pomerene [Export Trade] Act of 1918.

This Division was successor to the Export Trade Division which was originally created in the Commission in 1918 to administer this Act which was entitled "An Act to promote export trade and for other purposes." The Webb-Pomerene Act provides exemptions from the Sherman Act of 1890 and the Federal Trade Commission and Clayton Acts of 1914 for cooperatively organized American exporters engaged solely in export trade.

Under the provisions of this Act members of associations are permitted to fix prices, allocate quotas for export and agree on terms and conditions for export. Export savings to association members may be realized through joint office management, allocation of expenses on export sales and the pooling of products for foreign shipment. Associations may also collect and disseminate trade information on market conditions abroad, foreign exchange situations, tariff requirements, shipping rules and regulations and foreign laws affecting foreign trade.

At the present time there are 34 registered associations and many of the active members are small business concerns which have combined for the purpose of competing with foreign combines and cartels.

Legal formalities for setting up a Webb-Pomerene association are simple. The Act requires only that the association file with the Federal Trade Commission within 30 days after its organization a verified written statement setting forth the location of its offices or places of business; the names and addresses of all its officers, stockholders, and members; and if incorporated, a copy of the certificate or articles of incorporation and by-laws; or if unincorporated, a copy of the articles or contract of association.

Inquiries regarding the operations of the Webb-Pomerene Export Trade Act or information relating to the formation of a new export association can be addressed to the Assistant General Counsel for Export Trade, Federal Trade Commission, Washington, D.C., 20580.

FTC FIELD OFFICES

Field offices are maintained at Atlanta, Boston, Chicago, Cleveland, Kansas City, Los Angeles, New Orleans, Houston, New York, San Francisco, Seattle and Washington, D.C. (Falls Church, Va.) Their addresses are:

Federal Trade Commission
915 Forsyth Building
86 Forysth Street NW.
Atlanta, Ga. 30303

Federal Trade Commission
Room 1001
131 State Street
Boston, Mass. 02109

Federal Trade Commission
Room 486
U.S. Courthouse and Federal Office Building
219 South Dearborn Street
Chicago, Ill. 60604

Federal Trade Commission
1128 Standard Building
Cleveland, Ohio 44113

Federal Trade Commission
2806 Federal Office Building
Kansas City, Mo. 64106

Federal Trade Commission
215 West Seventh Street
Room 1212
Los Angeles, Calif. 90014

Federal Trade Commission
1000 Masonic Temple Building
333 St. Charles Street
New Orleans, La. 70130

Federal Trade Commission
U.S. Courthouse Building
Room 10511
Post Office Box 61165
Houston, Tex. 77061

Federal Trade Commission
30 Church Street
New York, N.Y. 10007

Federal Trade Commission
450 Golden Gate Avenue
Box 36005
San Francisco, Calif. 94102

Federal Trade Commission
511 U.S. Court House
Seattle, Wash. 98104

Federal Trade Commission
450 West Broad Street
Falls Church, Va. 22046

For the limited purpose of administering the Wool, Fur, Textile Products, and Flammable Fabrics Acts, additional offices are located at Dallas, Charlotte, Denver, Los Angeles, Miami, Philadelphia, St. Louis, and Portland, Oreg.

The addresses of these Inspection and Industry Counseling Units are:

Federal Trade Commission
915 Forsyth Building
86 Forsyth Street
Atlanta, Ga. 30303

Federal Trade Commission
131 State Street, Room 1001
Boston, Mass. 02109

Federal Trade Commission
Cutter Building, Room 204
327 North Tryon Street
Charlotte, N.C. 28202

Federal Trade Commission
U.S. Courthouse and Federal Office Building, Room 486
219 South Dearborn Street
Chicago, Ill. 60604

Federal Trade Commission
1128 Standard Building
1370 Ontario Street
Cleveland, Ohio 44113

Federal Trade Commission
405 Thomas Building
1314 Wood Street
Dallas, Tex. 75202

Federal Trade Commission
18013 Federal Office Building
1961 Stout Street
Denver, Colo. 80202

Federal Trade Commission
U.S. Courthouse Building, Room 10511
Post Office Box 61165
Houston, Tex. 77061

Federal Trade Commission
2806 Federal Office Building
911 Walnut Street
Kansas City, Mo. 64106

Federal Trade Commission
215 West Seventh Street, Room 1212
Los Angeles, Calif. 90014

Federal Trade Commission
1631 New Federal Building
51 Southwest First Avenue
Miami, Fla. 33130

Federal Trade Commission
1000 Masonic Temple Building
333 St. Charles Street
New Orleans, La. 70130

Federal Trade Commission
30 Church Street
New York, N.Y. 10007

Federal Trade Commission
53 Long Lane
Upper Darby, Pa. 19082

Federal Trade Commission
231 U.S. Courthouse
Portland, Oreg. 97205

Federal Trade Commission
450 Golden Gate Avenue
Box 36005
San Francisco, Calif. 94102

Federal Trade Commission
511 U.S. Court House
Seattle, Wash. 98104

Federal Trade Commission
400 U.S. Court and Custom House
1114 Market Street
St. Louis, Mo. 63101

Federal Trade Commission
450 West Broad Street
Anderson Building
Falls Church, Va. 22046

Veterans Administration

GENERAL

The Veterans Administration, in carrying out its mission of administering veterans' laws, (1) provides a medical program equivalent to the finest in civilian practice, (2) operates the third largest ordinary life insurance program in the world, and (3) administers a wide variety of benefits, such as compensation and pensions for disabled veterans and dependants of deceased veterans, vocational rehabilitation and education, and guaranteed or insured loans.

While the major portion of our approximately $5 billion budget is expended in direct benefits to veterans, various aspects of our operations have considerable meaning to industry and business—both large and small. A prodigious amount of supplies, equipment and services are needed to support an operation employing approximately 172,000 persons and including a field network of 165 hospitals (8 percent of the Nation's hospital beds), 80 outpatient clinics, 6 domiciliaries, 57 regional offices, and 2 insurance offices.

CONTRACTS

The major categories of purchases are as follows:

1. Medical, surgical, dental, laboratory, X-ray, pharmaceutical and hospital equipment, supplies and services.
2. Foodstuffs, kitchen, laundry and plant maintenance equipment supplies and services.
3. Clothing, linens.

NOTE: The Veterans Administration contracts for the drugs and medicines, and nonperishable food items required by all civil agencies of Government.

For items centrally procured for all stations, Marketing Divisions in specific commodity areas have been established. Applications for inclusion on bidders lists should be addressed to the Marketing Division, Chief—

M1—Dental and Surgical Supplies and Equipment, VA Supply Depot, Hines, Ill.

M3—Hospital Furnishings, VA Supply Depot, Hines, Ill.

M4—Subsistence, VA Supply Depot, Hines, Ill.

M5—Drugs and Chemicals, VA Supply Depot, Somerville, N.J.

M6—Technical Medical, VA Supply Depot, Somerville, N.J.

M7—Laboratory and Physical Medical and Rehabilitation Supplies and Equipment, VA Supply Depot, Hines, Ill.

Books and Periodicals, VA Supply Depot, Somerville, N.J.

Motion Picture, VA Supply Depot, Somerville, N.J.

In addition, all VA hospitals procure in their local areas many off-the-shelf items such as perishable subsistence, maintenance supplies, etc. and services. Requests for bidders information should be addressed to the Chief, Supply Division, of the appropriate VA office. See List A.

ARCHITECTURAL AND PROFESSIONAL ENGINEERING DESIGN SERVICES

The Veterans Administration construction program involves the design and construction of complete new hospital facilities including auxiliary buildings and utilities as well as additions, conversions and alterations to existing hospital structures. The Veterans Administration uses private Architects, Architect-Engineers, and Professional Engineers to accomplish a major portion of its design mission.



Architectural, Architectural-Engineering and Professional Engineering firms interested in providing design and other professional services for the Veterans Administration should forward a completed Form 251, U.S. Government Architect-Engineer Questionnaire to the Chairman, Architect-Engineer Selection Board, Office of Assistant Administrator for Construction, Veterans Administration, Washington, D.C., 20420. These forms are available from the Chairman, Architect-Engineer Selection Board, as well as from other Government agencies using this form. It is important that firms submit complete, accurate and responsive information concerning their qualifications in executing this Form 251. The forms, and any additional brochure material which the firms may elect to submit, are filed in the Veterans Administration Architect-Engineer Library for use by the Architect-Engineer Selection Board.

There is no competitive bidding on design and other professional services contracts. The fee for such services is negotiated on a strictly professional basis.

CONSTRUCTION SERVICES

The Assistant Administrator for Construction Service, Veterans Administration, Washington, D.C., 20420, maintains a list of general contractors and electrical, plumbing, air conditioning, heating, and certain other categories, of subcontractors. Firms in these categories who are interested in bidding for VA construction should write to the Assistant Administrator for Construction. In reply, they will receive a questionnaire concerning their Small Business status and the categories of work which they desire to perform. When a project is ready for the market, the firms located within the state of the project and neighboring states, will be mailed copies of the Invitation for Bids.

VETERANS' LOANS

The VA guarantees or insures various types of loans made by private lenders (banks, savings and loan associations, and the like) to eligible World War II and Korean Conflict veterans. Under certain conditions, it also makes direct home loans to them.

Purpose: To assist in the purchase, construction, alteration, improvement and repair of home, farm, or business real estate, and the acquisition of supplies, equipment, and working capital.

Terms: The loan may be short-term (5 years and under), or long-term (amortized). If the maturity is 5 years or less, no payments on principal are required until maturity. With a long-term loan, regular amortization is required which will pay off the principal plus interest over the period of the loan.

The loan may be either guaranteed or insured by the VA. Generally, long-term loans are guaranteed and short-term non-real estate business and farm loans tend to be insured. If guaranteed, or if for real estate purposes, the interest rate on the loan may not exceed 5¼ percent per annum under present law. If insured, 15 percent of each loan is credited by the VA to an insurance account of the lender, limited by the entitlement available to the veteran borrower, from which the lender is paid for losses on such insured loans up to the amount of the insurance account. The interest rate on a non-real estate insured loan may not exceed 5.7 percent per annum, or 3 percent discount.

REAL ESTATE LOANS

A home or business real estate loan may be repaid up to 30 years and a farm real estate loan up to 40 years. The VA guaranty may not exceed $7,500, or 60 percent of a loan for the purchase, construction, alteration, improvement, or repair of residential property which the veteran will, or does, occupy as his some. Nonresidential real estate (farm or business) loans may be guaranteed up to a maximum of $4,000 or 50 percent of the loan. The purchase price of property (real or personal) being acquired with the proceeds of a guaranteed or insured loan may not exceed the reasonable value as determined by the Administrator.

NON-REAL ESTATE LOANS

These are for the purchase of property other than real estate, such as machinery, tools, equipment, livestock, and working capital required in the operation of a farm or business. This type of loan may be repaid in up to 10 years and may be guaranteed by VA up to a maximum of $2,000 or 50 percent of the loan.

DIRECT LOANS

Under certain conditions the VA makes direct loans to veterans for the purchase, construction, alteration, improvement, and repair of residential property (including a farm residence) which the veteran will, or does, occupy as his home. Direct loans are not authorized for business purposes. Such loans may not exceed $15,000 and may only be made in specified direct loan areas. The interest rate on a direct loan is 5¼ percent per annum, the same as a guaranteed home loan, and may be repaid in up to 30 years. The security is the property being acquired with the proceeds of the loan.

CONTACTS

All active lenders are aware of the VA's loan program. For additional information VA Pamphlet 26–4, "Questions and Answers on Guaranteed and Direct Loans for Veterans," and VA Fact Sheet 1S–1, "Federal Benefits for Veterans and Dependents," may be obtained at the nearest Veterans Administration Regional Office as indicated on List B.

NOTE: Veterans have eligibility for loan benefits for 10 years from the date of discharge or release from the last period of active duty, any part of which occurred during World War II or the Korean Conflict, plus one year of eligibility for each 3 months (90 days) of active wartime duty. Eligibility of World War II veterans will not extend beyond July 25, 1967. Eligibility of Korean Conflict veterans will not extend beyond January 31, 1975.

List A

VETERANS ADMINISTRATION HOSPITALS BY STATES

ALABAMA

VAH Birmingham 3
VAH Montgomery 10, Perry Hill Rd.
VAH Tuscaloosa
VAH Tuskegee

ARIZONA

VAH Phoenix, 7th St. and Indian School Rd.
VAH Tucson
VAC Whipple

ARKANSAS

VAH Fayetteville
VAH Little Rock, 300 E. Roosevelt Rd.

CALIFORNIA

VAH Fresno, 2615 Clinton Ave.
VAH Livermore
VAH Long Beach, 5901 Seventh St.
VAC Los Angeles 25, Sawtelle and Wilshire Blvds.
VAH Martinez, 150 Muir Road
VAH Oakland 12, 13th and Harrison Sts.
VAH Palo Alto
VAH San Fernando
VAH San Francisco 21, 42d Ave. and Clement St.
VAH Sepulveda
VASD Wilmington, 2401 E. Pacific Coast Highway

COLORADO

VAH Denver 20, 1055 Clermont St.
VAH Fort Lyon
VAH Grand Junction

CONNECTICUT

VAH Newington 11
VAH West Haven 16, W. Spring St.

DELAWARE

VAH Wilmington

DISTRICT OF COLUMBIA

VAH Washington, 50 Irving St., NW. 20422

FLORIDA

VAC Bay Pines
VAH Coral Gables
VAH Lake City

GEORGIA

VAH Atlanta 19, 4158 Peachtree Rd., NE.
VAH Augusta
VAC Dublin

IDAHO

VAC Boise, 5th and Fort Sts.

ILLINOIS

VAH Chicago 11, 333 E. Huron St.
VAH Chicago 12, 820 S. Damen Ave.
VAH Danville
VAH Downey
VAH Hines
VAH Marion
VASD Hines, P.O. Box 27

INDIANA

VAH Fort Wayne 3, 1600 Randalia Dr.
VAH Indianapolis 7, 1481 W. 10th St.
VAH Marion

IOWA

VAC Des Moines 8
VAH Iowa City
VAH Knoxville

KANSAS

VAC Wichita 18, 5500 E. Kellogg
VAH Topeka, 2200 Gage Blvd.
VAC Wadsworth

KENTUCKY

VAH Lexington
VAH Louisville 2, Mellwood and Zorn Ave.

LOUISIANA

VAH Shreveport 12, 510 E. Stoner Ave.
VAH Alexandria
VAH New Orleans 12, 1601 Perdido St.

MAINE

VAC Togus

MARYLAND

VAH Baltimore 18, 3900 Loch Raven Blvd.
VAH Fort Howard
VAH Perry Point

MASSACHUSETTS

VAH Bedford
VAH Boston 30, 150 S. Huntington Ave.
VAH Brockton
VAH Northampton
VAH West Roxbury 32, Veterans of Foreign Wars Parkway

MICHIGAN

VAH Ann Arbor, 2215 Fuller Rd.
VAH Battle Creek
VAH Dearborn
VAH Iron Mountain
VAH Saginaw, 1500 Weiss St.

MINNESOTA

VAH Minneapolis 17, 54th St. and 48th Ave., S.
VAH St. Cloud
VAC St. Paul 11, Fort Snelling

MISSISSIPPI

VAC Biloxi
VAC Jackson

MISSOURI

VAH Jefferson Barracks St. Louis 25
VAH Kansas City 28, 4801 Linwood Blvd.
VAH Poplar Bluff
VAH St. Louis 6, 915 N. Grand Blvd.

MONTANA

VAC Fort Harrison
VAH Miles City

NEBRASKA

VAH Grand Island
VAH Lincoln 1
VAH Omaha 5, 4101 Woolworth Ave.

NEVADA

VAC Reno

NEW HAMPSHIRE

VAH Manchester, Smyth Rd.

NEW JERSEY

VAH East Orange
VAH Lyons
VASD Somerville

NEW MEXICO

VAH Albuquerque

NEW YORK

VAH Albany
VAH Batavia
VAC Bath
VAH Bronx 68, 130 W. Kingsbridge Rd.
VAH Brooklyn 9, 800 Poly Pl.
VAH Buffalo 15, 3495 Bailey Ave.
VAH Canandaigua
VAH Castle Point
VAH Montrose
VAH New York 10, First Ave. at E. 24th St.
VAH Northport, Long Island
VAH Syracuse 10, Irving Ave. and University Pl.

NORTH CAROLINA

VAH Durham, Fulton St. and Erwin Rd.
VAH Fayetteville
VAH Oteen
VAH Salisbury

NORTH DAKOTA

VAC Fargo

OHIO

VAH Brecksville
VAH Chillicothe
VAH Cincinnati 20, 3200 Vine St.
VAH Cleveland 30, 7300 York Rd.
VAC Dayton

OKLAHOMA

VAH Muskogee, Memorial Station, Honor Heights Dr.
VAH Oklahoma City 4, 921 N.E. 13th St.

OREGON

VAD White City
VAH Portland 7, Sam Jackson Park
VAH Roseburg

PENNSYLVANIA

VAH Altoona
VAH Butler
VAH Coatesville
VAH Erie 5, 135 E. 38th Street Blvd.
VAH Lebanon
VAH Philadelphia 4, University and Woodland Ave.

PENNSYLVANIA—Con.

VAH Pittsburgh 6, Leach Farm Rd.
VAH Pittsburgh 40, University Dr.
VAH Wilkes-Barre, East End Blvd.

PUERTO RICO

VAC San Juan, 521 Ponce de Leon Ave.

RHODE ISLAND

VAH Providence 8, Davis Park

SOUTH CAROLINA

VAH Columbia

SOUTH DAKOTA

VAC Sioux Falls
VAH Fort Meade
VAC Hot Springs

TENNESSEE

VAH Memphis 15, Park Ave. and Getwell St.
VAH Murfreesboro
VAC Mountain Home
VAH Nashville 5, 90 White Bridge Rd.

TEXAS

VAH Amarillo
VAH Big Spring
VAC Bonham
VAH Dallas 2
VAH Houston 31, 2002 Holcombe Blvd.
VAH Kerrville
VAH Marlin
VAC Temple
VAH Waco, Memorial Dr.

UTAH

VAH Salt Lake City 1

VERMONT

VAC White River Junction

VIRGINIA

VAC Kecoughtan
VAH Richmond 19, Broad Rock Rd., and Belt Blvd.
Salem VA Hospital (Roanoke)

WASHINGTON

VAH American Lake
VAH Seattle 8, 4435 Beacon Ave.
VAH Spokane 15, N. 4815 Assembly St.
VAH Vancouver

WASHINGTON—Con.

VAH Walla Walla

WEST VIRGINIA

VAH Beckley
VAH Clarksburg
VAH Huntington 1, 1540 Spring Valley Dr.
VAC Martinsburg

WISCONSIN

VAH Madison
VAH Tomah
VAC Wood

WYOMING

VAC Cheyenne, 2360 E. Pershing Blvd.
VAH Sheridan

Abbreviations used:
VAC—Veterans Administration Center
VAD—Veterans Administration Domiciliary
VAH—Veterans Administration Hospital
VASD—Veterans Administration Supply Depot

List B

VETERANS ADMINISTRATION REGIONAL OFFICES

ALABAMA
Montgomery

ALASKA
Juneau

ARIZONA
Phoenix

ARKANSAS
Little Rock

CALIFORNIA
Los Angeles
San Francisco

COLORADO
Denver

CONNECTICUT
Hartford

DELAWARE
Wilmington

DISTRICT OF COLUMBIA
Washington

FLORIDA
St. Petersburg

GEORGIA
Atlanta

HAWAII
Honolulu

IDAHO
Boise

ILLINOIS
Chicago

INDIANA
Indianapolis

IOWA
Des Moines

KANSAS
Wichita

KENTUCKY
Louisville

LOUISIANA
New Orleans

MAINE
Togus

MARYLAND
Baltimore

MASSACHUSETTS
Boston

MICHIGAN
Detroit

MINNESOTA
St. Paul

MISSISSIPPI
Jackson

MISSOURI
St. Louis

MONTANA
Fort Harrison

NEBRASKA
Lincoln

NEVADA
Reno

NEW HAMPSHIRE
Manchester

NEW JERSEY
Newark

NEW MEXICO
Albuquerque

NEW YORK
Brooklyn
Buffalo
New York City

NORTH CAROLINA
Winston-Salem

NORTH DAKOTA
Fargo

OHIO
Cleveland

OKLAHOMA
Muskogee

OREGON
Portland

PENNSYLVANIA
Philadelphia
Pittsburgh

PHILIPPINES
Manila

PUERTO RICO (and VIRGIN ISLANDS)
San Juan

RHODE ISLAND
Providence

SOUTH CAROLINA
Columbia

SOUTH DAKOTA
Sioux Falls

TENNESSEE
Nashville

TEXAS
Houston
Waco

UTAH
Salt Lake City

VERMONT
White River Junction

VIRGINIA
Roanoke

WASHINGTON
Seattle

WEST VIRGINIA
Huntington

WISCONSIN
Milwaukee

WYOMING
Cheyenne

Atomic Energy Commission

The bulk of the procurement of supplies and services in connection with AEC programs is done by the contractors which operate AEC plants and laboratories. The AEC's small business program centers around these operating contractors, and a large number of the opportunities for small business participation arises with them. However, emphasis is also placed on small business participation with prime contractors other than those operating AEC plants.

It is the policy of AEC to provide the broadest opportunity for business concerns to participate in meeting the procurement needs of the atomic energy programs and to give special attention to assisting small business concerns, and concerns, located in labor surplus areas. A booklet "Selling to AEC" has been prepared to provide general information helpful to those who want to do business with AEC or its contractors. This booklet (which may be purchased at nominal cost from the Superintendent of Documents, Government Printing Office, Washington, D.C., 20402) indicates generally what is bought, how much is bought, who does the buying, and where procurement offices are located. Other items include information which should assist concerns interested in the atomic energy industry, and provides guidance as to the sources of technical information, availability of royalty-free patents, and industrial uses of radioisotopes. The booklet, as an aid to manufacturers of reactor components, also lists the companies that have built, are building, or propose to build reactors.

LOCATION OF PRINCIPAL OFFICES

(a) The agency Headquarters is located at Germantown, Md. Headquarters office facilities are also maintained in the District of Columbia at 1717 H Street NW. The mail address of the Headquarters is Washington, D.C., 20545.

(b) The major operating field offices are located as follows:

Albuquerque Operations Office
Post Office Box 5400
Albuquerque, N. Mex. 87115

Brookhaven Office
Upton, N.Y. 11973

Chicago Operations Office
9800 South Cass Avenue
Argonne, Ill. 60439

Grand Junction Office
Grand Junction, Colo. 81502

Idaho Operations Office
Post Office Box 2108
Idaho Falls, Idaho 83401

Nevada Operations Office
Post Office Box 1676
Las Vegas, Nev. 89101

New York Operations Office
376 Hudson Street
New York, N.Y. 10014

Oak Ridge Operations Office
Post Office Box E
Oak Ridge, Tenn. 37831

Pittsburgh Naval Reactors Office
Post Office Box 109
West Mifflin, Pa. 15122

Richland Operations Office
Post Office Box 550
Richland, Wash. 99352

San Francisco Operations Office
2111 Bancroft Way
Berkeley, Calif. 94704

Savannah River Operations Office
Post Office Box A
Aiken, S.C. 29802

Schenectady Naval Reactors Office
Post Office Box 1069
Schenectady, N.Y. 12301

OPERATION OF AEC PLANTS AND LABORATORIES

Most AEC work is accomplished by contractors. There are more than 135,000 persons working directly in the program, of which approximately 7,000 are AEC employees. The rest work for AEC contractors. At present, the AEC investment in plant, equipment, and real estate is approximately $8 billion, and operating costs are at an annual level of approximately $2.7 billion. These Government-owned facilities are managed and operated for the AEC by contractors. AEC operating contractors comprise a variety of industrial, academic and not-for-profit organizations.

The addresses of AEC principal operating contractors, names of individuals who may be contacted, and lists of supplies, materials, equipment and services purchased for the AEC are contained in the booklet "Selling to AEC."

RESEARCH

(a) *Basic Research.*—In addition to the research conducted at its national laboratories and other major research centers, the AEC makes arrangements for the conduct of basic research in fields related to nuclear energy with institutions of higher education and other nonprofit research organizations. Such research contracts are granted on the basis of solicited or unsolicited proposals submitted to and approved by AEC in Washington.

Those interested in obtaining contracts for basic research may obtain a copy of a "Guide for the Submission of Research Proposals" from the U.S. Atomic Energy Commission, Washington, D.C., 20545 or from any AEC field office.

(b) *Applied Research and Development.*—Some AEC program requirements for applied research and development are performed by private con-

cerns in their own facilities pursuant to contracts and subcontracts administered by AEC field offices and cost-type contractors. Interested parties should contract the appropriate AEC field offices for information concerning these contracts.

SECURITY REQUIREMENTS

Vendors of material, equipment, supplies, and services who solicit business from the AEC, its contractors, subcontractors, or access permit holders may be affected by the security provisions of the Atomic Energy Act of 1954, as amended, and other Federal laws governing the handling of classified defense information. The Atomic Energy Act defines certain information relating to the design, manufacture, production, or use of special nuclear material as "Restricted Data" and prescribes conditions under which access to Restricted Data may be granted. One of the important provisions pertains to AEC authorization for access to Restricted Data.

In any case where access to Restricted Data is required in order for a vendor to furnish—or negotiate in connection with furnishing—material, equipment, supplies, or services to the AEC or its contractors, subcontractors, or access permit holders, the vendor must obtain access authorization from the AEC for all personnel who will require access to the Restricted Data involved. The AEC field offices and their contractors have full information concerning this and other applicable AEC security requirements.

In most cases discussions with vendors can be handled without Restricted Data becoming involved and in these instances AEC access authorization is not required. When access to Restricted Data is required, the AEC, its contractors or subcontractors will initiate action to obtain the necessary access authorization.

PATENTS

Commission-owned patents constitute a source of opportunity for manufacturers who are interested in entering the atomic energy field. More than 3,000 U.S. patents are available for licensing at this time. Abstracts of issued patents are published in Nuclear Science Abstracts, a Commission publication, and in the publications of the Small Business Administration and the Department of Commerce.

Patents held by the Commission cover all phases of the atomic energy field including nuclear reactors and components, processes for producing source and special nuclear materials, processes for producing other materials required in atomic energy work, special fabrication techniques, instrumentation, and a wide variety of mechanical equipment and apparatus.

Patents have not been issued on some significant inventions because of the classified nature of the subject matter. Many of the inventions covered by Commission-held patents have actual or potential use outside the atomic energy field.

On request, the Atomic Energy Commission grants nonexclusive, royalty-free, revocable licenses on the patents for which it has the right to grant licenses. Policies and rules governing licenses were published on page 606 of the Federal Register, January 27, 1956, and also appear in Part 81, Title 10, Code of Federal Regulations.

Applications for licenses should contain the number of the patent, the name and address of the applicant, and the state of incorporation, if the applicant is a corporation.

Requests for further information and applications for licenses should be directed to the Assistant General Counsel for Patents, Office of the General Counsel, Atomic Energy Commission, Washington, D.C., 20545.

RADIOISOTOPES

Radioisotopes are unstable isotopes of an element that decay or disintegrate spontaneously, emitting radiation. They are potentially applicable to a wide range of industrial activities. The Oak Ridge National Laboratory is still the primary source of supply; however, several other AEC laboratories are also distributing radioisotopes. Several dozen firms now act as retailers and secondary distributors of the more than 100 different radioisotopes which are produced by the various AEC laboratories and distributed by the Atomic Energy Commission. In addition, radioisotopes are now being produced to a limited extent in privately-owned reactors.

Individuals and concerns wishing to obtain additional information regarding radioisotopes, radioactive materials, or information regarding general industrial applications of atomic energy should direct their inquiries to either the Division of Isotopes Development or the AEC's Division of Reactor Development, Washington, D.C., 20545.

LICENSING REQUIREMENTS

The Atomic Energy Act of 1954, as amended, established a system of licensing requirements applicable to virtually all private activities involving the use of by products, source, special nuclear materials, or production and utilization facilities, all of which are defined in the Act. Under this system, which is administered by the Director of Regulation, anyone who wants to possess or use these materials must get a license from the AEC's Division of Materials Licensing, Atomic Energy Commission, Washington, D.C., 20545, except in States which have entered into agreements with the Commission pursuant to Section 274 of the Atomic Energy Act. This provides that the Commission is authorized to enter into agreements with the Governor of any State providing for discontinuance of the regulatory authority of the Commission with respect to any one or more of the following materials within the State:

(a) byproduct materials;
(b) source materials; and
(c) special nuclear materials in quantities not sufficient to form a critical mass.

Under such an agreement, the State has authority to regulate the materials covered by the agreement for the protection of the public health and safety from radiation hazards.

As of April 1965, nine States—Arkansas, California, Florida, Kansas, Kentucky, Mississippi, New York, North Carolina, and Texas—have entered into such agreements with AEC.

REGULATIONS

The Atomic Energy Commission's Rules and Regulations are published in Title 10, Chapter 1, of the Code of Federal Regulations.

The Atomic Energy Commission's Procurement Regulations, which implement and supplement the Federal Procurement Regulations, are published in Title 41, Chapter 9, of the Code of Federal Regulations.

Copies of either of these regulations may be purchased at nominal cost from the Superintendent of Documents; Government Printing Office, Washington, D.C., 20402.

NUCLEAR REACTORS BUILT, BEING BUILT, OR PLANNED

Many of the commercial business opportunities that grow out of the development of nuclear reactors undoubtedly will occur at the level of the first and second tier of subcontracts. The opportunities probably will involve the components, materials, and services which are required for the construction and operation of nuclear reactors. A number of industrial concerns have built, are building, or plan to build nuclear reactors. List of contractors, designers, shipbuilders, and facility operators are compiled in the booklet "Nuclear Reactors Built, Being Built, or Planned in the United States" (latest revision) and is available from the Clearinghouse for Federal Scientific and Technical Information, National Bureau of Standards, U.S. Department of Commerce, Springfield, Va., at nominal cost.

Tennessee Valley Authority

MANAGEMENT SERVICES AND COUNSEL

Fertilizer Production Technology developed by TVA is freely available to small business. Results of research and the development of new or improved processes for the manufacture of fertilizers are made available to prospective users through technical reports, articles published in trade and technical journals, various meetings, correspondence and visits. Those cooperating directly in TVA's fertilizer development programs are given technical assistance with problems and opportunities in the use of TVA produced materials. Representatives of companies may visit the TVA laboratories and plants at Muscle Shoals, Ala., to observe tests, pilot-plant demonstrations of new fertilizer processes, and large-scale manufacturing operations, and to consult with TVA scientists and engineers. Patents covering new processes and equipment are obtained by TVA, and licenses for use of the developments are granted without royalty. By April 1965, TVA had granted 409 licenses to 254 companies for the use of patented developments in 390 plants.

In the distributor demonstration program, an educational program designed to encourage scientific use of fertilizer, limited quantities of TVA fertilizers are made available to interested manufacturers and distributors for improving products and processes, and systems of fertilizer distribution. A field staff gives technical educational and engineering advisory service in connection with use of the experimental TVA materials. During fiscal year 1964, TVA fertilizers were used by 204 firms in 40 States in projects to encourage improved fertilization practices on farms, and to reduce plant nutrient costs in fertilizers through improved products and manufacturing processes. The participation of small businesses is encouraged. Currently, three-fourths of the firms having contracts to handle TVA fertilizers for the educational programs are small businesses.

Forest Resources of the Tennessee Valley are inventoried by TVA, making timber quantity and quality data available in a form that can be used by local industry. Studies of sawmill and logging operations provide information which is passed on to the industry through literature and sawmill conferences.

TVA Fisheries Investigations include inventories of fish populations in reservoirs, testing of new types of commercial fishing gear, and development of new markets for rough fish—nongame species for which markets are now inadequate or nonexistent. Studies aimed at maintaining and developing the mussel population and shell harvest are also underway.

TVA Assistance on Navagiation Matters relative to the Tennessee waterway is available to barge lines and industries. State agencies and waterfront communities are also assisted in providing developmental services. These services include identification of sites suitable for river terminals and for waterfront industries requiring water transportation and processing water supply; engineering data in respect to channel depths and reservoir levels; and information on barge line and other transportation services.

Assistance Is Available on Regional and Local Economic Analyses and in obtaining related information on resources of importance to business activity through business and industry work groups of Tributary Area Development Associations.

TVA Sells Power to 156 municipal and cooperative distributors who retail the power to their industrial and other customers. TVA also sells power directly, at retail, to a few industries with large or unusual power requirements. The distributors have their own engineering and sales staffs and, in most areas, engage the services of professional industrial developers. TVA offers, in addition, advisory engineering services to assist the distributors with special customer problems.

Engineering Information resulting from many years of experiment and study is available to small business. TVA's Engineering Laboratory in Norris, Tenn., has developed useful know-how in hydromechanics, in the field of air and gas handling equipment, and in the uses of instrumentation to record and analyze data collected in the Laboratory and in the field.

The Laboratory's *Water Quality Management Studies*, for example, are developing the means to predict water temperatures, dissolved oxygen content and general water quality in Tennessee Valley streams and reservoirs. These continuing studies will provide information concerning plant location and the proper uses of water intake structures for those facilities requiring water in processing.

TVA maintains and operates streamflow, rainfall, and evaporation stations for operational and water management purposes, and collects information on the quality of water within the Tennessee River basin in connection with water management and pollution studies.

TVA has published local flood reports for most of the communities in the region that experience

periodic flooding. These reports contain data on historic floods as well as those which may occur in the future. This information is useful in evaluating the risk associated with developments in the flood plain.

Topographic Maps of standard 1:24,000 scale are available for the entire Tennessee Valley area, and may be purchased from TVA. Also, prints of aerial photographs and copies of compilation manuscripts used in the preparation of these maps may be had at reproduction cost.

GOVERNMENT CONTRACTS

In its contracting for materials, equipment, and supplies, small business is given the following preferences:

(1) Bidders' mailing lists on certain selected items are limited to small business concerns.

(2) Where a small business and a large one are equal low bidders and have equal labor surplus area classification, the small business is given the award.

(3) In evaluating foreign bids a factor of 12 percent is added to them when the low domestic bidder is a small business concern.

In addition, some of TVA's purchasing policies directly benefit small concerns. For example, the practice of buying part of its coal requirements in small quantities over short terms permits small producers to share in supplying coal to TVA. In fiscal year 1964, about 46 percent of TVA's coal purchases were from small business concerns. TVA makes wide use of motor carriers and contract barge lines for shipments to, from, and within TVA; these carriers are principally small business concerns. For fiscal year 1964, about $146 million or 43 percent of the total amount of TVA contracts went to small business.

NEW BUSINESS OPPORTUNITIES

RESEARCH AND DEVELOPMENT

TVA advances in fertilizer technology are being adopted by members of the industry and by new producers at an increasing rate. The expanding need for production of liquid and suspension fertilizers, high-analysis granular fertilizers of various types, and intermediate materials of high concentration offer new business opportunities in which TVA can be of considerable assistance. TVA developments in these and other fertilizer fields are becoming increasingly important in improving and lowering the costs of fertilizers. Availability of improved fertilizer materials under the TVA distributor demonstration program, open to any firm willing to carry on designated developmental activities, has enabled many companies to try out applications of new technology or new types of operation.

TVA has done research and development work on laminated hardwood flooring, wood molasses, and wood preservation with oil-soluble preservatives. Analysis reports on additional hardwood and pine pulpmill sites were published recently. Integrated wood utilization centers are being encouraged through publications that analyze resources, markets, and economic opportunities for specific areas. Research is underway with the U.S. Forest Products Laboratory on continuous wood laminating processes, treatment of wood with polyphosphates to make it fire resistant, and increased chemical utilization of hardwoods. Other investigations are aimed at cutting the cost of harvesting and delivering wood to processing plants and developing new methods for reducing roundwood to fibers.

GENERAL INFORMATION BIBLIOGRAPHY

OFFICE OF AGRICULTURAL AND CHEMICAL DEVELOPMENT PUBLICATIONS

Fertilizer Science and the American Farmer.

General Outline of Chemical Engineering Activities.

Fertilizer Trends and the Scope of TVA's Fertilizer Activities.

TVA Fertilizers in the Distributor Demonstration Program.

Abstracts of TVA reports on such subjects and publications on research and development projects of possible interest to small concerns, are sent periodically to the Small Business Administration.

DIVISION OF FORESTRY DEVELOPMENT PUBLICATIONS

Skidding [Logs] with Rubber-Tired Wheel Tractors.

A Guide for Evaluating Black Walnut Sawlog Quality.

Quality Control in Circular Sawmill Operation.

Utilizing Pine Sawmill Residue for Pulp Chips.

Harvesting Pine Pulpwood.

Pulpwood Marketing Trends in the Tennessee Valley.

A Forest Restored—An Industry Expanded.

An Industrial Opportunity for Southwest Virginia—Hardwood Furniture Dimension.

Furniture Industry Expansion in the Tennessee Valley.

Hardwood Utilization Centers.

Hickory—Wood with a Future.

Forest Industry Prospects for Upper French Broad Watershed.

A Forest Industry Prospectus for East Tennessee.

OFFICE OF POWER PUBLICATIONS

Power Annual Report (TVA).

Annual Summary of New and Expanded Industrial Plant Announcements.

Export-Import Bank

The basic purpose of the Export-Import Bank (EXIMBANK) is to facilitate the foreign trade of the United States. Eximbank has three major programs which benefit U.S. exporters:

1. Export Credit insurance issued to U.S. suppliers in cooperation with the Foreign Credit Insurance Association (FCIA) covering political and commercial risks on both short- and medium-term export sales transactions.

2. Guarantees offered to commercial banks furnishing nonrecourse financing to U.S. exporters on their medium-term sales.

3. Direct loans to foreign borrowers to assist them in financing the purchase of U.S. goods and services.

EXIMBANK's operations are guided by the following principles:

Loans, guarantees, and insurance are extended for the primary purpose of promoting the export of U.S. materials, equipment and services.

Loans, and guaranteed or insured credits, are in dollars and payable in dollars.

Each transaction must offer reasonable assurance of repayment.

Eximbank cooperates with and assists private capital and does not compete with it.

EXPORT CREDIT INSURANCE

A small businessman desiring to increase sales abroad but uncertain about extending credit overseas, or who may be forced to meet credit terms offered by his foreign competitors, may find it helpful to make use of the credit insurance program now available through the Foreign Credit Insurance Association (FCIA).

The Foreign Credit Insurance Association—an unincorporated group of more than 70 major American marine, casualty, and property insurance companies—was formed in 1961 with the support of Eximbank to provide U.S. exporters with insurance of their short- and medium-term accounts receivable arising out of export sales. By the end of calendar year 1964 cumulative insurance authorizations had totaled about $2 billion. Coverage is provided for either comprehensive risks (both political and credit risks) or for political risks only. Also, the proceeds of the FCIA insurance policy may be assigned to a commercial bank, thus making it easier for the exporter to obtain financing if needed.

Payment of principal (and interest up to 6 percent) is insured from the time of shipment of the goods—or, if the insured desires, from the date the order is received—until final payment date.

Short-term policies provide coverage during a 1-year period on all credit sales transactions to all or selected countries where the term extended by the exporter does not exceed 180 days. The comprehensive policy covers 90 percent of losses due to credit risks and 95 percent for political risks. FCIA will negotiate policies excluding particular markets if the remaining markets provide a reasonable spread of risk.

Medium-term policies (payment from 181 days up to 5 years) permit the exporter to insure a single sale, or repetitive sales to one buyer during 1 year; the policy covers 90 percent of losses due to either credit or political risks.

For further information, U.S. exporters may apply either through their insurance broker or directly to the Foreign Credit Insurance Association, 250 Broadway, New York, N.Y., 10007.

COMMERCIAL BANK GUARANTEE PROGRAM

The small businessman may more easily obtain financing from his commercial bank on his medium-term sales abroad because of the guarantees offered to the banks by the Export-Import Bank. By the end of 1964 nearly $1 billion of guarantees had been authorized under this program. If a commercial bank desires to obtain a guarantee from Export-Import Bank it must be willing to provide credit to the exporter on a nonrecourse basis. The commercial bank prepares and submits to Eximbank an application for a guarantee which covers the commercial bank against the risk of nonpayment by the foreign buyer for either political or commercial reasons. To be eligible for a guarantee the underlying sales transaction must provide for an initial cash payment by the foreign buyer (usually 20 percent of the contract price), the exporter must retain for his own account 10 percent of the balance or financed portion, and financing for the remaining 90 percent of the financed portion of the sale is to be provided without recourse on the exporter. Guarantee fees vary according to the term of the credit and the degree of risk in the particular market.

For further information, exporters should contact their commercial banks or through them a correspondent bank in a major city.

LONG-TERM CAPITAL LOANS

Also, small businessmen may benefit directly or indirectly when Eximbank finances exports through long-term capital loans extended directly to private and public borrowers abroad. The amount of these loans varies from a few thousand to many millions of dollars. They may be used to finance the dollar cost of such varied projects as the purchase of equipment for plant expansion, the erection of a bridge, the equipping of a huge electric power station, or the construction of a complex chemical plant. These loans currently carry a standard interest rate of 5½ percent per annum regardless of where the project is located, and maturities of from 5 to around 20 years as may be appropriate. Such credits enable the U.S. suppliers of equipment, materials, and services to receive prompt and full payment in cash from the foreign buyer. Since Eximbank's establishment in 1934, such direct loans have totalled nearly $15 billion and have benefited not only the principal suppliers but thousands of subcontractors and small manufacturers throughout the United States.

OTHER PROGRAMS

In addition to the three major export financing programs described above, some of the Bank's other activities which may be of special interest to the small businessman are: The issuance of guarantees on U.S. goods shipped abroad for display at trade fairs and exhibits or on lease or consignment, or on the sale abroad of U.S. technical services such as engineering studies and reports, economic surveys, and design and architectural services, and direct commodity credits to oversea purchasers of agricultural commodities.

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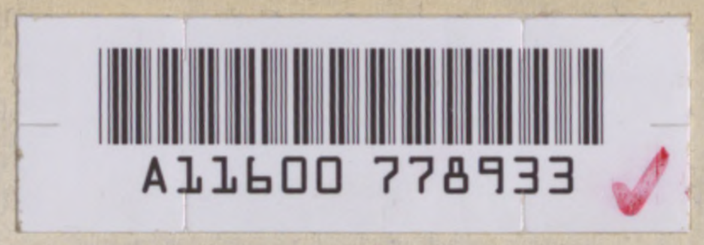
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