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Information
Services
for Members
of Congress

U.S. Government Printing Office

GPO Publication 250.2 • January 2001



GPO
Keeping America Informed

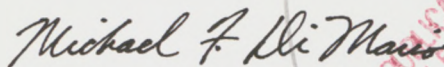
A Message from the Public Printer

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

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

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

Sincerely,



MICHAEL F. DIMARIO

GOVERNMENT PUBLICATION
DEPOSITORY 594
APR 26 2001
DALLAS PUBLIC LIBRARY

Online Access to Official Federal Government Information

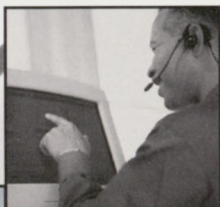
GPO Access

Since its inception in 1994, the ***GPO Access*** online service has continued to be a popular source for free access to a wealth of electronic Government information. This unique online service—the first of its kind established by Congress—allows users to locate electronic Government information available via the Internet and to order Government information products online. ***GPO Access*** can be reached at www.gpo.gov/gpoaccess.

GPO Access provides access to a broad range of information from all three branches of the Federal Government and is the only service providing official access to this important Government information. Its databases include the *Congressional Record*, congressional bills and reports, House and Senate calendars, GAO reports, public laws, the *Federal Register*, the *Code of Federal Regulations*, the *Commerce Business Daily (CBDNet)*, and many more. In total, more than 200,000 titles are made available via ***GPO Access***. ***GPO Access*** also hosts 15 Federal Web sites, including the Supreme Court's site, as well as Government Information Locator Service (GILS) records for more than 30 agencies.

Recognizing the various needs and technological capabilities of the public, ***GPO Access*** supports a wide range of electronic dissemination technologies on the Internet, from dial-up modem access to the latest Internet client-server applications. Even those without computers of their own can use ***GPO Access*** through public access terminals located at more than 1,300 Federal depository libraries around the Nation.

GPO Access currently averages 26 million document retrievals monthly, fulfilling GPO's mandate to disseminate official Government information quickly, efficiently, and inexpensively. For more information, contact the ***GPO Access*** User Support Team at 202-512-1530 (DC area), toll free at 1-888-293-6498, fax at 202-512-1262, or e-mail at conghelp@gpo.gov.



Some of the Databases available through GPO Access

Congressional Record
Congressional Record Index
Congressional Reports
Congressional Hearings
Congressional Directory
Congressional Documents
U.S. Constitution
House Rules Manual
Senate Manual
Public Laws
The "Plum Book"
Deschler's Precedents
Federal Register
U.S. Budget
Comptroller General Decisions
History of Bills
Economic Indicators
House/Senate Calendars
U.S. Code
GAO Reports
U.S. Government Manual
The Green Book
Code of Federal Regulations
Commerce Business Daily
Government Information
Locator Services (GILS)
Supreme Court Decisions
(1937-1975 and 1992-present)

Federal Bulletin Board

The Federal Bulletin Board, available on **GPO Access**, offers more than 16,000 distinct titles in a variety of formats and subjects from more than 15 Federal agencies representing all three branches of the Federal Government.

Files are available from the White House, the Food and Drug Administration, the Environmental Protection Agency, the Office of Government Ethics, the Supreme Court, and Congress. All

user aids from **GPO Access** can be downloaded from the Federal Bulletin Board.

The Federal Bulletin Board can be reached through **GPO Access** directly at **http://fedbbs.access.gpo.gov**. For more information about the Federal Bulletin Board, call 202-512-1530 (DC area) or toll free at 1-888-293-6498.

Printed Products

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

For Senators, Representatives, Delegates, and Resident Commissioner:

The daily Congressional Record.

Foreign Relations of the U.S.—1 set.

U.S. Statutes at Large—1 set.

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

The Congressional Directory.

The Congressional Pictorial Directory.

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

Presidential Papers.

Federal Register.

Other publications periodically authorized at the direction of Congress, such as *How Our Laws Are Made*, *Our American Government*, and *The Constitution of the United States* (document size and pocket size).

For Senators:

The Congressional Record, permanent edition—1 set.

Senate Manual—(Senate Committee on Rules and Administration).

Rules of the Senate, Riddick's Senate Procedure (Precedents and Practice)—(Senate Parliamentarian). (Senators may receive one set only once while serving in Congress).

For Representatives, Delegates, and Resident Commissioner:

Jefferson's Manual (Rules and Practice of the House of Representatives).

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

How To Order

For information on how to receive any publication listed above, call GPO's Congressional Printing Management Division at 202-512-0224.

Other Products and Services for Members of Congress

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

Envelopes and Mailing Franks

Public document franked envelopes and gummed mailing franks for the official use of mailing documents are available at no charge to Senators and Representatives.

Estimates of Lengthy Extensions of Remarks

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

Reprints from the *Congressional Record*

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

Extra Copies of Congressional Publications

On prepayment of the cost to print and bind, Members may purchase additional copies of publications to which they are entitled. Notifi-

cation to GPO's Congressional Printing Management Division (202-512-0224) should be made before the publication goes to press.

Member Assistance Contacts

Congressional Printing Management Division

GPO's Congressional Printing Management Division serves as the liaison for print and electronic product requests between GPO and Congress. This Division works directly with the leadership of the Senate and the House of Representatives in the scheduling, processing, and monitoring of all bills, reports, documents, laws, and miscellaneous publications produced by Congress, plus the hearings and committee prints generated by Senate and House committees. The Division provides formal and informal estimates for printing and product development and processes all congressional requisitions for stationery, envelopes, mailing franks, and reprints from the *Congressional Record*. The Congressional Printing Management Division may be reached by phone at 202-512-0224, or by fax at 202-512-1101.

Office of Congressional and Public Affairs

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

Printing Procurement Program

Procurable work requisitioned from GPO by Federal departments and agencies is purchased from private sector printers through one of the Government's most successful procurement programs. GPO's Printing Procurement Department annually places approximately a half-billion dollars' worth of work in the private sector printing industry, generating thousands of jobs and substantial State and local tax revenues while obtaining the best possible value for the Government's publishing dollar. GPO procures orders from its central office in Washington, DC, and from regional procurement and satellite procurement offices nationwide. The addresses of these facilities are provided in this brochure. GPO regularly informs Members of Congress whenever significant contracts are awarded to businesses in their home States or districts. For more information, contact GPO's Printing Procurement Department, Office of Analysis and Review, at 202-512-0376.

Superintendent of Documents Services

Superintendent of Documents

GPO's Superintendent of Documents annually distributes millions of copies of Government publications and information products to the public. These are disseminated through a sales program utilizing 24 bookstores nationwide for walk-in customers as well as a system that takes sales orders by mail, phone, fax, and the Internet. Information products are also disseminated to approximately 1,300 Federal depository libraries, where they are available for the free use of the public, as well as on the Internet via **GPO Access**. The Superintendent of Documents' home page on the World Wide Web provides online access to the full range of GPO's information dissemination services. It can be reached at [**www.gpo.gov/gpoaccess**](http://www.gpo.gov/gpoaccess).

Publications Information and Orders

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

Online Sales Information and Ordering

GPO Access provides the *U.S. Government Online Bookstore*, which serves as GPO's online sales information and ordering service. Users can easily search or browse titles, obtain abstracts and pricing information about each title, and then order print or electronic products online through a secure transaction utilizing encryption technology. The *U.S. Government Online Bookstore* allows users to place orders instantaneously, 24 hours a day, every day of the year. Users may reach the *U.S. Government Online Bookstore* at **<http://bookstore.gpo.gov>**.



www

U.S. Fax Watch

GPO's *U.S. Fax Watch* service allows users to dial from a touchtone phone 24 hours a day, 7 days a week, to request descriptions of sales publications, subject bibliographies, ordering information for sales items, listings of all GPO bookstores nationwide, locations of depository libraries, information about GPO's electronic information products and services, and prices and stock numbers for volumes of the *Code of Federal Regulations*. The requested information is faxed to the customer immediately. *U.S. Fax Watch* is an automated service only, and cannot accept sales orders. *U.S. Fax Watch* can be reached at 202-512-1716.

Free Catalog

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

GPO Bookstores

GPO operates 24 bookstores across the United States, including 3 in the Washington, DC, area. All are listed in this brochure. These stores carry many of the Government's most popular sales publications, along with a selection of other publications suited to the interests of each store's local clientele. The bookstores will also order any Government publication currently offered for sale and have it sent directly to the purchaser. Bookstore locations and hours are provided online at <http://bookstore.gpo.gov/locations>.

Constituent Inquiries

GPO assists constituents who encounter difficulties in ordering Government publications. To forward a constituent's inquiry or complaint about any order or service regarding a sales

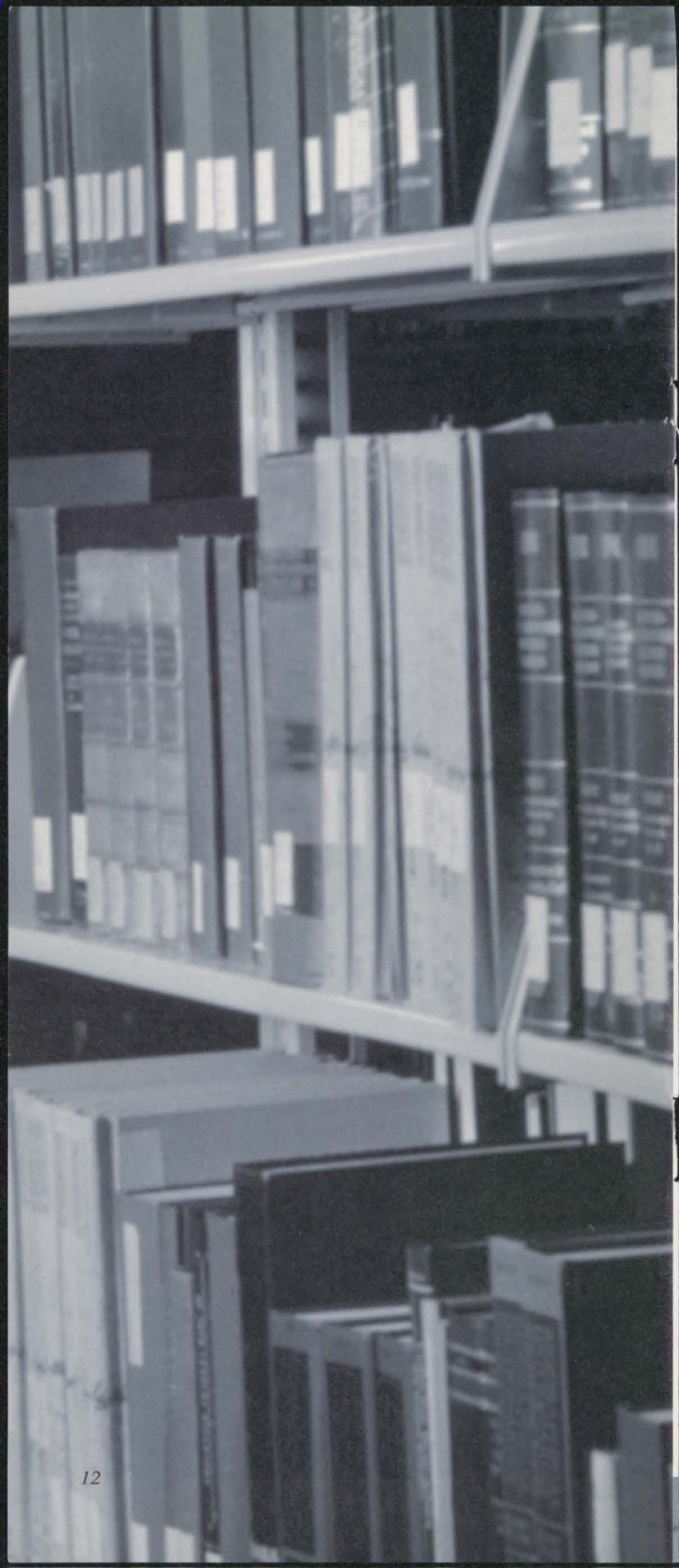
publication or subscription, please write to GPO's Office of Congressional and Public Affairs, Washington, DC 20401, or call 202-512-1991. Inquiries can also be faxed in to 202-512-1293.

Federal Depository Library Program

The Federal Depository Library Program, administered by GPO's Superintendent of Documents, traces its roots to 1813 and is America's earliest "freedom of information" program. Government publications and information products are provided free of charge to more than 1,300 libraries in the United States and its territories. In return, the libraries provide free public access to the Government publications and information products they receive as well as appropriate assistance to users. Depository libraries provide on-site public access to electronic Government information as well as print products. For a list of depositories in your home State or district, contact GPO's Library Programs Service at 202-512-1114 or send e-mail to: asklps@gpo.gov. Depository library locations are also available online at www.gpo.gov/libraries.

Depository Library Designations

From time to time, Members receive requests from libraries in their States or districts to be designated as Federal depository libraries. By law, each Member of Congress can designate up to two libraries if there are vacancies available in his or her State or district. For information on the depository library designation process or whether a particular library qualifies to be a Federal depository library, contact GPO's Library Programs Service by phone at 202-512-1114 or send e-mail to: asklps@gpo.gov.



GPO Bookstores

Washington DC Area

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

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

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

Alabama

2021 Third Avenue, North
Birmingham, AL 35203
205-731-1056
FAX: 205-731-3444

California

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

450 Golden Gate Avenue
Room 7-5142
San Francisco, CA 94102
415-355-4930
FAX: 415-355-4934

Colorado

1660 Wynkoop St.
Suite 130
Denver, CO 80202
303-844-3964
FAX: 303-844-4000

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



Florida

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

Georgia

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

Illinois

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

Massachusetts

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

Michigan

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

Missouri

120 Bannister Mall
5600 East Bannister Rd.
Kansas City, MO 64137
816-765-2256
FAX: 816-767-8233

New York

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

Ohio

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

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

Oregon

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

Pennsylvania

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

Federal Building
1000 Liberty Avenue
Room 118
Pittsburgh, PA 15222
412-395-5021
FAX: 412-395-4547

Texas

Federal Building
1100 Commerce Street
Room 1C42
Dallas, TX 75242
214-767-0076
FAX: 214-767-3239

Texas Crude Building
801 Travis Street
Suite 120
Houston, TX 77002
713-228-1187
FAX: 713-228-1186

Washington

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

Wisconsin

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

GPO Facilities

Washington DC Area

Central Office Complex
(Main Entrance)
732 N. Capitol Street NW
Washington, DC 20401
GPO Locator: 202-512-0000

Laurel I & II Warehouses
8660 Cherry Lane
Laurel, MD 20707-4982
Laurel Operations Coordinator: 301-953-9750
FAX: 301-498-9319

Washington Rapid
Response Center
Building 136
Washington Navy Yard
First & N Streets, SE
Washington, DC 20403
202-755-2110
FAX: 202-755-0287

Pueblo Distribution Center

Pueblo Distribution Center
P.O. Box 4007
Pueblo, CO 81003
719-948-2240
FAX: 719-948-9320



GPO Regional Printing Procurement Offices

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

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

Charleston Satellite Printing
Procurement Office
2825 Ave. D North
Charleston, SC 29405-1819
843-743-2036
FAX: 843-743-2068

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

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

Dallas Regional Printing
Procurement Office
1100 Commerce Street
Room 7B7
Dallas, TX 75242-0395
214-767-0451
FAX: 214-767-4101

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

Hampton Regional Print-
ing Procurement Office
11836 Canon Boulevard
Suite 400
Newport News, VA
23606-2555
757-873-2800
FAX: 757-873-2805

Los Angeles Regional Print-
ing Procurement Office
12501 East Imperial Hwy.
Suite 110
Norwalk, CA 90650-3136
562-863-1708
FAX: 562-863-8701

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

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

Oklahoma City Satellite
Printing Procurement
Office
3420 D Avenue, Suite 100
Tinker AFB, OK
73145-9188
405-610-4146
FAX: 405-610-4125

Philadelphia Regional
Printing Procurement
Office
928 Jaymore Road,
Suite A-190
Southampton, PA
18966-3820
215-364-6465
FAX: 215-364-6479

Pittsburgh Satellite Print-
ing Procurement Office
Moorhead Federal
Office Building
1000 Liberty Avenue
Room 501
Pittsburgh, PA 15222-4000
412-395-4858
FAX: 412-395-4894

San Antonio Satellite Print-
ing Procurement Office
1531 Connally Street
Suite 2
Lackland AFB, TX
78236-5514
210-675-1480
FAX: 210-675-2429

San Diego Satellite Printing
Procurement Office
2221 Camino Del Rio S.
Suite 109
San Diego, CA
92108-3609
619-497-6050
FAX: 619-497-6055

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

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

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

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



Quick Guide to GPO Services

Office of the Public Printer

202-512-2034

FAX: 202-512-1347

Office of Congressional and Public Affairs

202-512-1991

FAX: 202-512-1293

E-mail: gpoinfo@gpo.gov

Congressional Printing Management Division (Inquiries and Orders)

Congressional Printing and Scheduling

202-512-0224

FAX: 202-512-1101

Congressional Record Distribution

202-512-0269

Public Document Envelopes and Franks

202-512-0224

FAX: 202-512-1101

Superintendent of Documents (Inquiries and Orders)

Congressional Orders

202-512-1808

FAX: 202-512-2250

General Public Orders

202-512-1800

FAX: 202-512-2250

U.S. Government Online Bookstore

<http://bookstore.gpo.gov>

Federal Depository Library Program

202-512-1114

FAX: 202-512-1432

E-mail: asklps@gpo.gov

GPO Access User Support Team

202-512-1530 (DC area)

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

FAX: 202-512-1262

E-mail: conghelp@gpo.gov

Printing Procurement Program Information

202-512-0376