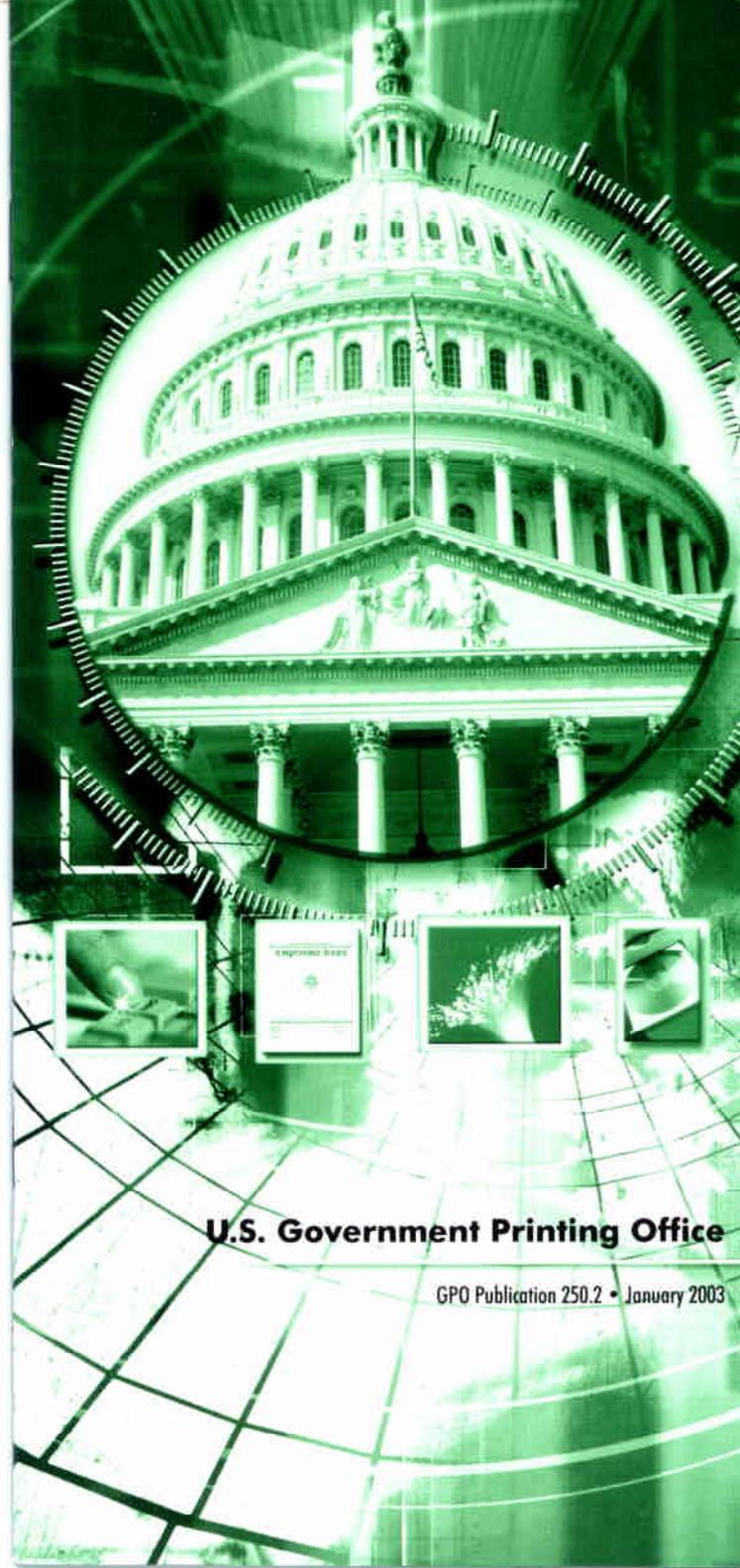


# Information Services for Members of Congress



**U.S. Government Printing Office**

GPO Publication 250.2 • January 2003



## 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](http://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 202-512-1000.

A handwritten signature in black ink that reads "Bruce R. James". The signature is written in a cursive, flowing style.

BRUCE R. JAMES

## Online Access to Official Federal Government Information

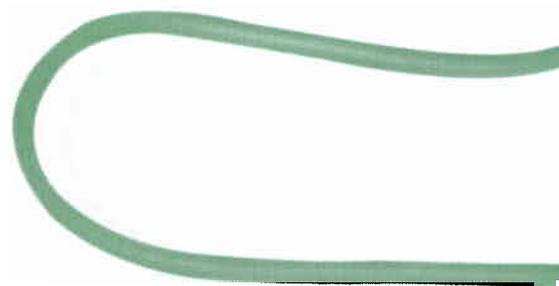
### *GPO Access*

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](http://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*, and many more. In total, more than 200,000 titles are made available via *GPO Access*. *GPO Access* also hosts 19 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 workstations located at nearly 1,300 Federal depository libraries across the United States and its territories.

**GPO Access** currently averages 31 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](mailto:conghelp@gpo.gov).



## Some of the Databases available through GPO Access

*Congressional Record*  
*Congressional Record Index*  
*Congressional Bills*  
*Congressional Reports*  
*Congressional Hearings*  
*Congressional Directory*  
*Congressional Pictorial 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*  
*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 Parlia-  
mentarian). (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 publica-  
tion 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 Manage-  
ment 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. Notification to GPO’s Congressional Printing Management Division (202-512-0224) should be made before the publication goes to press.

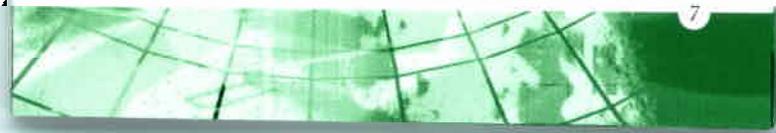
## **Contacts**

### **Congressional Printing Management Division**

Phone 202-512-0224, Fax 202-512-1101,

E-mail [ccook@gpo.gov](mailto:ccook@gpo.gov)

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*.



**Office of Congressional and Public Affairs**  
Phone 202-512-1991, Fax 202-512-1293,  
E-mail [asherman@gpo.gov](mailto:asherman@gpo.gov)

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.

**Printing Procurement Program**

Phone 202-512-0376, E-mail [marneson@gpo.gov](mailto:marneson@gpo.gov)

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 tens of thousands of Government printing jobs 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.

## The Institute for Federal Printing and Electronic Publishing

GPO's Institute for Federal Printing & Electronic Publishing (IFPEP) offers over 30 courses in printing and electronic publishing for people in all branches of the Federal Government, contractors working for Federal agencies, District of Columbia government employees, and Federal depository librarians. Courses range from "Printing Processes through Adobe Acrobat," to "XML for the Web." For fiscal year 2003, the Institute announced two new courses; "Corel Draw," and "Acrobat Interactive PDF Forms," and the revision of "Dreamweaver to DreamweaverMX," which covers setting up dynamic database-driven Web-sites. In addition, the "GPO Printing Process and Agency Collaborative Contract Administration" course has been changed to a one-day free information session. The Institute for Federal Printing & Electronic Publishing can be reached at 202-512-1283, or by fax at 202-512-1255. E-mail should be addressed to [ifpep-registrar@gpo.gov](mailto:ifpep-registrar@gpo.gov). For an updated listing of classes see: [www.gpo.gov/ifpep](http://www.gpo.gov/ifpep).

## 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 GPO bookstores located 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 nearly 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 866-512-1800 (toll free) or 202-512-1800 (DC area). Congressional offices should contact the Superintendent's congressional sales order desk at 202-512-1808. Sales orders may also be faxed 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 secure, encrypted 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>.

### **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 866-512-1800 (toll free) or 202-512-1800 (DC area), or fax a request to 202-512-2250.

### **GPO Bookstores**

GPO operates several bookstores across the United States, including two in the Washington, DC, area. All are listed in this brochure. These stores carry many of the Government's

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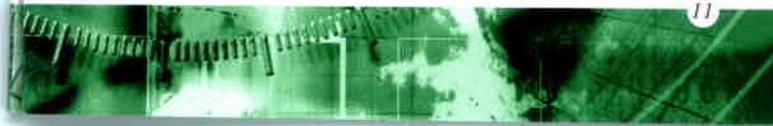
most popular sales publications, along with a selection of other publications suited to the interests of each store's local clientele. The bookstores will also order any Government publication currently offered for sale and have it sent directly to the purchaser. Bookstore locations and hours are provided 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 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 nearly 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. Depository libraries provide on-site public access to electronic Government information as well as print products. In addition to the collections they make available, depository libraries provide a number of services to help patrons locate and use Government information, including Government information librarians who provide expert reference assistance. 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](mailto:asklps@gpo.gov). Depository library locations are also available online at [www.gpo.gov/libraries](http://www.gpo.gov/libraries).



### **Catalog of U.S. Government Publications**

The Catalog of U.S. Government Publications is the Web-based version of the *Monthly Catalog of United States Government Publications*. It contains bibliographic records of U.S. Government publications and information products dating from 1994 from all branches of Government. Active hyperlinks are embedded in records of online publications to provide immediate direct access to the title. Included with search results is an option to locate, by State or area code, the depository libraries that received the title through the Federal Depository Library Program. Find the CGP online at: [www.gpo.gov/catalog](http://www.gpo.gov/catalog).

### **Federal Depository Library Program Electronic Collection**

The Federal Depository Library Electronic Collection is a comprehensive digital library of online resources from all branches of Government. The Federal Depository Library Program, through its partnerships and its network of depository libraries, identifies, points to, acquires, creates metadata for, and, in many cases, archives electronic publications from all agencies, and provides ongoing free public access to the resources in its Electronic Collection. Access to the collection is provided through the *Catalog of U.S. Government Publications* and other locator tools and services available from *GPO Access*.

### **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](mailto:asklps@gpo.gov).

## GPO Bookstores

### Washington DC Area

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

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

### California

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

### 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

### Michigan

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

### Missouri

120 Bannister Mall  
5600 East Bannister Rd.  
Kansas City, MO 64137  
816-767-8225  
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



**Oregon**

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

**Pennsylvania**

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

**Texas**

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.  
Room 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

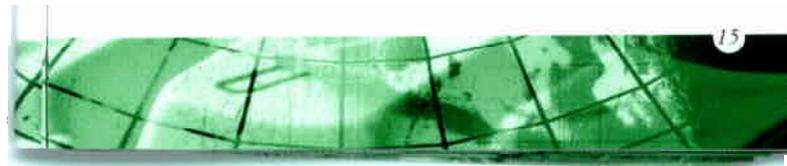
Boston Regional Printing  
Procurement Office  
28 Court Square  
Boston, MA 02108-2504  
617-720-3680  
FAX: 617-720-0281

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  
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

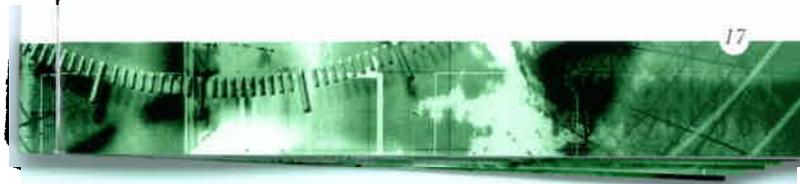
San Diego Satellite Printing  
Procurement Office  
2221 Camino Del Rio S.  
Suite 109  
San Diego, CA  
92108-3609  
619-497-6050  
FAX: 619-497-6055

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  
1222 Spruce Street,  
Room 1.205  
St. Louis, MO 63101-2822  
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**

202-512-1000  
FAX: 202-512-1347

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

202-512-1991  
FAX: 202-512-1293  
E-mail: [gpoinfo@gpo.gov](mailto: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 (DC area)  
866-512-1800 (toll free)  
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](mailto:asklps@gpo.gov)

**GPO Access User Support Team**  
[www.gpo.gov/gpoaccess](http://www.gpo.gov/gpoaccess)  
202-512-1530 (DC area)  
1-888-293-6498 (toll-free)  
FAX: 202-512-1262  
E-mail: [conghelp@gpo.gov](mailto:conghelp@gpo.gov)

**Printing Procurement Program Information**  
202-512-0376