



**Implement Technology & Innovation - Deliver Customer Service – Collaborative Marketing**  
**Develop People – Model Stewardship – Visible Leadership - Highest Quality – Constant Readiness**

# **TABLE OF CONTENTS**

<b>Category of Service</b>	<b>Page</b>
ACCOUNTABLE MAIL SERVICE	5
AUDIO-VISUAL EQUIPMENT SERVICE	5
AUDITORIUM SERVICE	5
AUTOMATED MAILING LIST SERVICE	5
BICYCLE PARKING	6
BUILDING ADMITTANCE	6
BUILDING EVACUATIONS SERVICE	6
BUILDING MAINTENANCE SERVICE	6
BULK MAILING	6
CARPET CLEANING	7
CARPET INSTALLATION	7
CAR POOL INFORMATION SERVICE ( COMMUTER VANPOOL)	7
CENTRAL EXCESS PROPERTY OFFICE SERVICE (CEPO)	7
CHILD CARE CENTER SERVICE	8
COPIERS	8
CONFERENCE ROOM SERVICES	8
CONSOLIDATED FORMS AND PUBLICATIONS DISTRIBUTION CENTER	8
COURIER SERVICE	8
CUSTODIAL SERVICES	9
DEPARTMENTAL CEREMONIES SERVICE	10
DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR (DEPPC)	10
DIRECTORY LOCATOR BOARD SERVICE	10
DOCTOR	10
DOOR NAME PLATES	10
DRIVERS	10
DUPLICATING CENTER	10
ELECTRICIAN	11
EMERGENCY	11
EXPRESS MAIL, USPS	11
FIRE	12
FIRST AID	12
FITNESS CENTER (ERSA)	12
FORMS, SUPPLY	12
FURNITURE, USED AND REPAIRED	12
GUARD SERVICE	13
HEALTH UNIT	14
HEATING	14
IDENTIFICATION CARDS	15
INFORMATION OFFICE	15
INJURIES AND ILLNESSES	15
INTERAGENCY MOTOR POOL	15
JANITORIAL SERVICES	16
JEFFERSON AUDITORIUM RESERVATIONS	16

<b>Category of Service</b>	<b>Page</b>
KEYS/LOCKS	17
LABELS, MAILING & LIST MAILING	18
LIGHTING, BULBS AND FIXTURES	18
LOCKS	18
LOST AND STOLEN PROPERTY IN NATIONAL AREA CAPITAL REGION	18
MAIL MANAGEMENT SERVICE	19
MAIL PREPARATION SERVICE	19
MAIL SERVICE	19
MEDICAL EMERGENCY	19
MEETING ROOMS	19
MESSENGER SERVICE	19
MOTOR POOL SERVICE	19
MOTORCYCLE PARKING SERVICE	19
MOVING SERVICES	20
NAME PLATES SERVICE	21
OFFICE ALTERATIONS	22
OFFICE MOVES	22
OFFICE SUPPLIES	22
PARKING, CAR POOL SERVICES	23
PATIO RESERVATIONS	23
PEST CONTROL	23
PHYSICAL SECURITY SERVICE	23
PRINTING SERVICE	23
PLANT CARE SERVICE	23
POUCH MAIL EXPRESS SERVICE	23
POUCH MAIL, FOREIGN	24
RECEIVING SERVICE	25
REGISTERED MAIL	25
RENOVATIONS, SPACE	25
REPRODUCTION	25
RODENT CONTROL	25
SECURITY, PERSONAL PROPERTY SERVICE	26
SECURITY SCREENING UNIT SERVICE	26
SHIPPING AND RECEIVING	26
SHUTTLE SERVICE	26
SIGN LANGUAGE INTERPRETER SERVICE	26
SPACE, ALTERATIONS ASSIGNMENTS, AND LAYOUT SERVICES	26
SPECIAL MESSENGER SERVICE	26
STOLEN AND LOST PERSONAL PROPERTY	26
TECHNOLOGY ACCESSIBLE RESOURCES	27
TRASH	27
USDA PUBLICATIONS	28
U.S. POSTAL SERVICE LIAISON	28

<b>Category of Service</b>	<b>Page</b>
VACUUM CLEANING	29
VISITOR INFORMATION CENTER	29
WAREHOUSE	30
WASHINGTON, D.C. HEADQUARTERS SPACE	30
X	31
Y	32
Z	33

ACCOUNTABLE MAIL [No.oomm12001]

**SERVICE:** Provides selected services for U.S. Postal Service; Express, Registered and Certified Mail

**PROCEDURE:** Customers should go to the Mail Center to access this service

**CONTACT:** Accountable Mail Unit, Mail and Reproduction Management Division, 00 Room 0400-S, South Bldg  
Phone 720-6867

AUDIO-VISUAL EQUIPMENT [No.oesd13001]

**SERVICE:** Provides assistance in obtaining audio-visual aids.

**PROCEDURE:** This service is available on a limited basis (customers should call first)

**CONTACT:** OO, Executive Services  
Room 10-A, Whitten Bldg  
Phone 720-8482

AUDITORIUM SERVICE: [No.00esd13002]

**SERVICE:** Provides assistance in scheduling the auditorium, program development, offering presentation techniques, and technical advice for auditorium programs

**PROCEDURE:** Customers are required to apply for use of this service

**CONTACT:** OO, Executive Services  
Room 10-A, Whitten Bldg  
Phone 720-8242.

AUTOMATED MAILING LIST:[No.oomm13002]

**SERVICE:** Provides automated mailing list service for the Department

**PROCEDURE:** Mailings are available upon request (Mail center handles mailings)

**CONTACT:** OO: Mail and Reproduction Management Division  
Room 0529- S South Bldg  
Phone 720-5960

B

**BICYCLE PARKING [No.oopod13001]**

**SERVICE:** Provides assistance in obtaining bicycle parking spaces.

**PROCEDURE:** Customers should call to inquire about availability and requirements for use

**CONTACT:** 00 Room 1434-S, South Bldg Phone 720-PARK

**BUILDING ADMITTANCE:[No.oopod13002]**

Inquiries should be directed to OO, Security Operations.

Room 1434-S, South Bldg

Phone 720-6270

**BUILDING EVACUATIONS [No.oopod13003]**

**SERVICE:** Provides a working Occupant/Emergency Plan for evacuation of the Headquarters complex in case of an emergency.

**PROCEDURE:** Follow the instructions of Wardens and Agency designees

**CONTACT:** OO Security Operations

Phone 720-6270

**BUILDING MAINTENANCE [No. oofmd13001]**

**SERVICE:** OO Provides assistance to ensure corrections to maintenance problems.

**PROCEDURE:** Call the 24 Hours Hotline or use the OO Intra-Net Web access for service

**CONTACT:** OO Washington Area Service Center

Room S313, South Bldg

Phone 720-6858

**BULK MAILING[No.00mm13002]**

See Mail Preparation page 19

**CARPET CLEANING [No.00fmd13002]**

**SERVICE:** OO Provides assistance in obtaining carpet cleaning services (for OSEC & DA)

**PROCEDURE:** DA and other USDA Offices must go through their respective Administrative offices

**CONTACT:** Washington Area Service Center (WASC) 00

Room S313, South Bldg

Phone 720-2902

**CARPET INSTALLATION[No.00fmd13003]**

**SERVICE:** Provides assistance in obtaining carpet installation services (for OSEC & DA)

**PROCEDURE:** After the requesting office has had carpet purchased through Procurement Division and delivery has been made, a schedule must be agreed upon between the client's administrative office and WASC to get the carpet installed.

**CONTACT:** Washington Area Service Center (WASC), 00

Room S313, South Bldg

Phone 720-2902

**CAR POOL INFORMATION (COMMUTER VANPOOL) [No.00od13001]**

**SERVICE:** Provides information on car pools and commuter vanpools

**PROCEDURE:** USDA employees are required to apply for spaces annually

**CONTACT:** OO Parking Office

Phone 720-PARK

**CENTRALIZED EXCESS PROPERTY OPERATION (CEPO) [No. 00bcs13001]**

**SERVICE:** Provides the following: Picks up excess furniture and equipment; arranges for property transfers; searches for available excess property; maintains an inventory of "As-Is" and Rehab furniture.

**PROCEDURE:** The agency shall use the following procedures to obtain Excess Personal Property/Rehab: (1) Customers must first call CEPO to schedule an appointment to view excess personal property/rehab; customers may also visit <http://www.bsc.usda.gov/> for more information. (2) Shuttle service to George Washington Carver Center (see Shuttle Services), CEPO can pick up customer at GWCC. (3) Customer must have a signed AD-700 with a (FMMI Purchase Order number) for rehab furniture. (4) As-Is furniture is issued at no cost. Customer must provide AD-107 or CEPO-1 to request As-Is furniture and/or equipment.

**CONTACT:** USDA, OO, CEPO

Phone 301-394-0414



C Continued

CHILD CARE CENTER [No.oofmd13004]

SERVICE: Provides child care for preschool-age children (age 6 weeks to 5 years) of USDA employees. Center hours: 6:30 a.m. to 6:30 p.m., Monday through Friday, except for Federal Holidays - Located in the West Wing, Basement of the Auditors Building.

PROCEDURE: Customers are required to apply USDA employees are given priority

CONTACT: Child Care Center

Phone 202- 205-1133

CLEANING SERVICES

See Custodial Services page 9

COPIER SERVICE[No.oomm13003]

Copier Leasing Program: Provides short term rentals and long term copier leases; includes technical support and all supplies

PROCEDURE: Please email [annette.james@dm.usda.gov](mailto:annette.james@dm.usda.gov) or visit Room 0556-A South

CONTACT: Annette James. Telephone: 202-720-9774

COPYING SERVICE[No. oomm13004]

PROCEDURE: Customers can submit work order requests by visiting one of our staffed facilities or emailing request at: CONTACTS and PHONE: 6A Jamie L. Whitten

([cds.whitten@dm.usda.gov](mailto:cds.whitten@dm.usda.gov)) 202-720-5032; 1L205 George Washington Carver Center

([cds.gwcc@dm.usda.gov](mailto:cds.gwcc@dm.usda.gov)) 301-504-2489; and 0556 South Building ([daprintshop@dm.usda.gov](mailto:daprintshop@dm.usda.gov))

202-720-5030

CONFERENCE ROOMS [No.ood13002]

SERVICE: Provides scheduling services for Departmental conference facilities.

(Room 104-A, 108-A, 121-A Whitten Bldg, the Patio, and Jefferson Auditorium)

PROCEDURE: Customers may call, fax, mail, or deliver applications for use of the rooms

Contact: OO, Executive Services

Phone 720-8482

CONSOLIDATED FORMS AND PUBLICATIONS DISTRIBUTION CENTER

[No.oobsc13002]

SERVICE: Provides Departmental (AS, SF, Optional) forms and publications and agency program forms and publications to all USDA offices.

PROCEDURE: Customers may contact their agency forms manager or call the CFPDC.

CONTACT: Customers should call 301-394-0400.



C Continued

**COURIER [No.oomm13005]**

**SERVICE:** Provides special courier and messenger service for priority items requiring pick-up or delivery to other Government agencies and private concerns in the D.C. area.

**PROCEDURE:** Prepare the item as if mailing and call for service; items should not exceed 40lbs

**CONTACT:** Courier Unit, Mail and Reproduction Management Division, 00

Room 0400-S, South Bldg

Phone 720-5869 or 720-2073

**CUSTODIAL SERVICES [No.oofmd13005]**

**SERVICE:** Provides assistance in obtaining janitorial or cleaning services.

**PROCEDURE:** For special and/or other requests contact your agency representative

Online ordering of this service is also available via the OO Intra-Net.

**CONTACT:** OO, Washington Area Service Center (WASC) Room S313, South Bldg

Phone 720-6858

D

**DEPARTMENTAL CEREMONIES**

**SERVICE:** Provides assistance to immediate offices of the Secretary and other USDA agencies when planning a formal ceremony  
**PROCEDURE:** Coordinate requests through your agency representatives  
**CONTACT:** OO, Executive Services Branch Room 10-A, Whitten Bldg  
Phone 720-8482

**DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR (DEPPC)**

**SERVICE:** Provides disposal services for USDA Offices  
**PROCEDURE:** Coordinate requests through your agency representatives  
**CONTACT:** Call OO, Beltsville Service Center  
Phone 301-394-0414

**DOCTOR**

See Health Unit..... page 14

**DOOR NAME PLATES**

See Name Plates..... Page 21

**DRIVERS**

See Motor Pool..... page 19

**DUPLICATING [No.oomm13006]**

**SERVICES:** Provides color printing, black/white printing, posters/banners, media reproduction, conference preparation, Power point presentation, envelopes, forms, letterhead, basic copying and (Finish Services) lamination, spiral & tape binding, booklet stitching, perfect binding, padding, and shipment preparation and much more.  
**PROCEDURES:** Customers can submit work order requests by visiting Room 0556 South Building or email request to [daprintshop@dm.usda.gov](mailto:daprintshop@dm.usda.gov)  
**CONTACTS and PHONE:** Kirk Spencer, ([kirk.spencer@dm.usda.gov](mailto:kirk.spencer@dm.usda.gov)) 202-720-5069; Dale Hawes([dale.hawes@dm.usda.gov](mailto:dale.hawes@dm.usda.gov)) 202-720-5056; and William Rollings, Jr. ([william.rollings@dm.usda.gov](mailto:william.rollings@dm.usda.gov)) 202-720-0321

E

ELECTRICIAN [No.oofmd13006]

SERVICE: Provides assistance in obtaining electrical maintenance

PROCEDURE: Customers must coordinate this service through their agency Administrative Officer.

CONTACT: Washington Area Service Center (WASC), 00 Room S228, South Bldg  
Phone 720-2911

EMERGENCY

Phone ..... 9-911

EXPRESS MAIL, USPS

See Accountable Mail.....page 5

F

**FIRE**

To report Fires, dial 9-911

**FIRST AID**

See Health Unit. Page 14

**FITNESS CENTER (ESRA)**

**SERVICE:** Provides exercise facilities and exercise classes, e.g.o aerobics, total fitness,

**LOCATION:** Fitness Center AG Promenade Mall, South Bldg.

**PROCEDURE:** To join the center all members must apply and pay a fee

**CONTACT:** Phone 720-8995 Hours: 6:30 a.m. to 7:00p.m.

**FORMS, SUPPLY [No.oobsc13003]**

**SERVICE:** Provides forms, publications, and limited supply support on other printed matter to all USDA agencies. Manage the supply card program.

**PROCEDURE:** Coordinate requests through your agency representatives.

**CONTACT:** OO, Beltsville Service Center, Consolidated Forms and Publications Distribution Center

Phone 301-394-0400

**FURNITURE, USED AND REPAIRED**

See Central Excess Property Office page 7

G

**GUARD SERVICE**

See Physical Security on page 23, for additional information on Guard stations throughout the complex.

**LOCATION(S):** Jefferson Drive, Post 1, Whitten Bldg  
Phone 720-3701 or 720-6742

## H

### HEALTH UNIT [No.ooenv13001]

**SERVICE:** Provides emergency treatment when person is injured or ill in the USDA complex. Also provides preventive medicine and health education which includes allergy shots, immunization for overseas travel, blood pressure check, Red Cross Blood Donor Program, alcohol, drug abuse, and AIDS counseling and diet workshops.

**PROCEDURE:** For service stop by the Health Office

**CONTACT:** Safety and Health Management Division, OO

**LOCATIONS:** Room 1411-S, South Bldg

Phone 720-3281 Dr; Jay, Medical Director Room 1411-S, South Bldg Phone 720-3894

### HEATING

See Building Maintenance page 6

IDENTIFICATION CARDS HSPD-12 SITE BADGES[No.oopod13004]

SERVICE: As a part of the USDA security OO ensures that employees and others are properly approved to access the complex through the HSPD-12 card system.

PROCEDURE: Employees should schedule an appointment

CONTACT: For information about the program please call 202-205-4538, Room 1426-S

INFORMATION OFFICE

See Visitor Information Center page 29

INJURIES AND ILLNESSES

See Health Unit page 14

INTERAGENCY MOTOR POOL

See Motor Pool page 19

J

JANITORIAL SERVICES

See Custodial Services page 9

JEFFERSON AUDITORIUM RESERVATIONS

See Conference Rooms page 8

K

KEYS/LOCKS [No.oofmd13007]

SERVICE: Provides assistance in obtaining keys and locks

PROCEDURE: This service may require approval from your agency Administrative Office

CONTACT: OO, Projects Management Branch, Washington Area Service Center (WASC)  
Management Division Room S-133, South Bldg

Phone -720-6858

L

**LABELS, MAILING & LISTS MAILING**

See Automated Mailing List      page 5

**LIGHTING, BULBS AND FIXTURES**

See Building Maintenance page 6

**LOCKS** See Keys/Locks..      page 18

**LOST AND STOLEN PROPERTY IN NATIONAL AREA CAPITAL REGION (NACR)**

**SERVICE:** OO Provides assistance for the reporting of lost or stolen property in NACR

**PROCEDURE:** Report any incidents of theft or lost items

**CONTACT:** OO Security Office Room 1434-S, South Bldg

Phone 720-6270

## M

### MAIL MANAGEMENT [No.oomm13007]

**SERVICE:** Provides consultation and assistance with mail management issues. Also provides interpretations of USPS regulations, manuals and information on rates and classes.

**PROCEDURE:** Please coordinate with your agency Administrative Office

**CONTACT:** Mail and Reproduction Management Division, 00 Room 0400-S, South Bldg  
Phone -720-1806

### MAIL PREPARATION [No.oomm13008]

**SERVICE:** Prepares mail, including labeling, inserting, sealing, and bulk wrapping.

**PROCEDURE:** Please coordinate with your agency Administrative Office

**CONTACT:** Mail Preparation Unit, Mail and Reproduction Management Division, 00 Room 0564-S, South Bldg  
Phone 720-5051

### MAIL [No.oomm13009]

**SERVICE:** Provides centralized distribution of incoming and dispatch of outgoing mail. Door-to-door delivery/pickup of mail in the NCR and for selected agencies in the South Building.

**CONTACT:** OO Mail Center, Mail and Reproduction Management Division  
Phone 720-79422

### MEDICAL EMERGENCY

See Health Unit                      page 14

### MEETING ROOMS

See Conference Rooms              Page 8

### MESSENGER SERVICE

See Courier Service                      page 8

### MOTOR POOL [No.oopod13005]

**SERVICE:** Provides drivers for the Secretary and Deputy Secretary, and transports all Assistant Secretaries and other key officials for Service.

**PROCEDURE:** Customers are to call and schedule for this service

**CONTACT:** Drivers Unit, 00 Room 7-A, Whitten Bldg  
Phone 720-3301

M Continued

MOVING SERVICES

See Labor Pool Services

page

See Space Alterations and Layout

page 26

N

NAME PLATES [No.oofmd13008]

SERVICE: Provides assistance with the issuance of door and desk name plates, etc.

PROCEDURE: Please coordinate with your agency Administrative Office

CONTACT: Washington Area Service Center (WASC), Projects Management Branch, 00

Room S-313, South Bldg

Phone -720-2911

## O

### OFFICE ALTERATIONS

See Space Alterations and Layout page 26

### OFFICE FURNITURE, FURNISHINGS AND EQUIPMENT, USE AND REPLACEMENT STANDARDS

SERVICE: Provides assistance on the use and replacement for office furnishings and equipment

PROCEDURE: (Service requested through agency AO) ·

CONTACT: OO C.E.P.O

### OFFICE MOVES

See Moving Services page 20

### OFFICE SUPPLIES

SERVICE: Office Supply Store

PROCEDURE: Customers can place orders via phone or visit one of the store locations.

CONTACT: Paper Clips at 202-479-2893 at USDA South Building

Beltsville store call 301-220-0815

## P

### PARKING, CAR POOLS [No.ood13003]

SERVICE: Assesses and prioritizes applications for parking in USDA- controlled facilities in the Washington, D.C. complex and makes parking assignments to agencies (car pools) and essential Washington, D.C. Complex-personnel

PROCEDURE: Employees are to submit applications via their agency parking coordinators

CONTACT: 00 Parking Office Room 1434-S, South Bldg

Phone 720-PARK

### PATIO RESERVATIONS

See Conference Rooms page 8

### Pest Control

SERVICE: Office pest management/extermination

CONTACT: 202 720-6858

P Continued

PHYSICAL SECURITY

SERVICE: OO is Responsible for Building Security (Guards, Security Procedures, etc.)

CONTACT: for USDA Headquarters for Questions or Assistance Call 202-720-6270

PRINTING [No.oomm130010]

SERVICE: Provides on-site printing services

PROCEDURE: Please coordinate with your agency Administrative Office

CONTACT: Duplicating Center, Mail and Reproduction Management Division, 00  
Room 0556-S, South Bldg

Phone -720-3341

Also See Copier Service for 25 copies or less Duplication Center for less than 5,000 impressions.

PLANT CARE

SERVICE: OO manages care of USDA-owned plants in the Washington, D.C. Complex.

CONTACT: Washington Area Service Center (WASC) Room S313, South Bldg  
Phone 720-6858

POUCH MAIL EXPRESS [No.oomm130011]

SERVICE: Provides domestic mailings to specific addresses. This mail by-passes most processing points in the Washington, D.C. and New Orleans, LA. area and normally receives next day delivery.

CONTACT: OO Mail Center Phone 720-6367

POUCH MAIL, FOREIGN[No.oomm130012]

SERVICE: Provides for foreign mailings

CONTACT: Inquiries should be referred to OO Mail Center Room 0400 SBldg.  
Phone 720-6867

R

RECEIVING SERVICE: [No.oobsc13003]

SERVICE: OO Provide services such as receiving, distribution, and movement of personal property.

PROCEDURE: Please coordinate with your agency Administrative Office

CONTACT: Central Receiving, Phone 720-4321

REGISTERED MAIL

See Accountable Mail page 5

RENOVATIONS, SPACE

See Space, Alterations and Layouts page 26

REPRODUCTION

See Copier Service page 8

RODENT CONTROL [No.oofmd13009]

SERVICE: Insects, Rodents & Pest Control

PROCEDURE: To obtain this service contact the WASC to schedule

CONTACT: Phone -720-6858

S

**SECURITY, PERSONAL PROPERTY**

**SERVICE:** OO is responsible for establishment, implementation, and maintenance of security procedures for personal property

**PROCEDURE:** Report all incidents to the OO Security Office

**CONTACT:** OO Physical Security Branch Room 1434-S, South Bldg  
Phone 720-6270

**SECURITY SCREENING UNIT**

**SERVICE:** Screens deliveries from authorized couriers. Visually inspects items that cannot be x-rayed.

**PROCEDURE:** No action require this service is mandatory. Special request are considered.

**CONTACT:** Security Screening Unit, OO Mail Center Room 0400-S, South Bldg  
Phone -720 3616

**SHUTTLE SERVICE**

Consult the USDA Telephone Directory  
(alphabetic) for shuttle schedules

**SIGN LANGUAGE INTERPRETER [No.ootc13001]**

**SERVICE:** Facilitates communication between deaf and hearing employees through transmitting what is being said in English to sign language and vice versa.

**CONTACT:** /TARGET CENTER..720-3515

TTY/TTD - 720-8372

ASCII/TTY/TDD/BBS - 690-0905

Hours: 7:30 a.m. to 4:30p.m.

**SPACE, ALTERATIONS ASSIGNMENTS, AND LAYOUTS[No.oosmd13001]**

**SERVICE:** OO Provides assistance and guidance in assignment of space in the Washington, D.C. Complex (In coordination with agency real property personnel)

**PROCEDURE:** All space requests need to be processed through Agency Administrative Officers

**CONTACT:** OO, Washington Area Service Center (WASC), Space Management Branch,  
Phone -720-2902

**STOLEN AND LOST PERSONAL PROPERTY**

See Security page 26

T

TECHNOLOGY ACCESSIBLE RESOURCES TARGET CENTER [No. ootc13002]

SERVICE: Demonstration Center of adaptive technology and assistive devices for the physically and visually impaired.

PROCEDURE: Appointments and Walk-ins are accepted

CONTACT: Agency Technical Services Division

TARGET CENTER Room 1006-S, South Bldg

Phone Target, Voice/TDDITTY 720-2600

Secretary, Voice/TDDITTY 720-2688

Director, Voice/TDDITTY 690-0443

Staff, Voice/TDDITTY 720-8920

TRASH

See Building Maintenance page 6

U

USDA PUBLICATIONS

See Visitor Information Center      page 29

U.S. POSTAL SERVICE LIAISON

See Mail Management Service      page 19

**VACUUM CLEANING**

See Building Maintenance      page 6

**Visitor Information Center:**

**SERVICE:** Provides information to the general public and special groups seeking explanation of the Department's work and specific USDA information. The Center also provides copies of Departmental publications and offers a place for visitors to read and study materials provided

**CONTACT:** Office of Operations Information Center Room 102-A, Whitten Bldg

Phone 720-2791

W

WAREHOUSE

See Forms (Supply) page 12

WASHINGTON, D.C. HEADQUARTERS SPACE

See Space, Assignments page 26

X

Y

Z