place, or to prevent violations of any statute enforced by the Commission. **Reports** The Commission prepares studies of conditions and problems affecting the marketplace. Such reports may be used to inform legislative proposals in response to requests of the Congress and statutory directions, or for the information and guidance of the Commission, the executive branch of the Government, and the public. Such reports have provided the basis for significant legislation and have also led to voluntary changes in the conduct of business, with resulting benefits to the public.

### Regional Offices—Federal Trade Commission

<table>
<thead>
<tr>
<th>Region</th>
<th>Address</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Central (DC, DE, MD, MI, OH, PA, WV)</td>
<td>Suite 200, 1111 Superior Ave., Cleveland, OH 44114</td>
<td>John Mendenhall</td>
</tr>
<tr>
<td>Midwest (IA, IL, IN, KS, KY, MN, MO, NE, ND, WI)</td>
<td>Suite 1860, 55 E. Monroe St., Chicago, IL 60603</td>
<td>C. Steven Baker</td>
</tr>
<tr>
<td>Northeast (CT, MA, ME, NH, NJ, NY, RI, VT, PR, VI)</td>
<td>Suite 318, One Bowling Green, New York, NY 10004</td>
<td>Barbara Anthony</td>
</tr>
<tr>
<td>Northwest (AK, ID, MT, OR, WA, WY)</td>
<td>Suite 2896, 915 2d Ave., Seattle, WA 98174</td>
<td>Charles A. Harwood</td>
</tr>
<tr>
<td>Southeast (AL, FL, GA, MS, NC, SC, TN)</td>
<td>Suite 1500, 225 Peachtree St., NE., Atlanta, GA 30303</td>
<td>Bradley Elben</td>
</tr>
<tr>
<td>Southwest (AR, LA, NM, OK, TX)</td>
<td>Suite 2150, 1999 Bryan St., Dallas, TX 75201</td>
<td>(Vacancy)</td>
</tr>
<tr>
<td>Western (AZ, CA, CO, HI, NV, UT)</td>
<td>Suite 570, 901 Market St., San Francisco, CA 94103</td>
<td>Jeffrey A. Klurfeld</td>
</tr>
<tr>
<td></td>
<td>Suite 700, 10877 Wilshire Blvd., Los Angeles, CA 90024</td>
<td></td>
</tr>
</tbody>
</table>

### Sources of Information


**Employment** Civil service registers are used in filling positions for economists, accountants, investigators, and other professional, administrative, and clerical personnel. The Federal Trade Commission employs a sizable number of attorneys under the excepted appointment procedure. All employment inquiries should be directed to the Director of Human Resources Management, Federal Trade Commission, Washington, DC 20580. Phone, 202–326–2222 or 877–382–4357 or the nearest regional office. Complaints may also be filed on the Internet at www.ftc.gov.


Deputy Administrator  
Chief of Staff  
Chairman, GSA Board of Contract Appeals  
Inspector General  
General Counsel  
Associate Administrator for Civil Rights  
Associate Administrator for Citizen Services and Communications  
Associate Administrator for Congressional and Intergovernmental Affairs  
Associate Administrator for Small Business Utilization  
Associate Administrator for Performance Improvement  
Chief Financial Officer  
Chief Information Officer  
Chief People Officer  
Chief Acquisition Officer  

FEDERAL ACQUISITION SERVICE  

2200 Crystal Drive, Room 1100, Arlington, VA 22202  
Phone, 703–605–5400. Fax, 703–605–9955.

Commissioner  
Deputy Commissioner  
Chief Information Officer  
Assistant Commissioner for Customer Accounts and Research  
Assistant Commissioner for Acquisition Management  
Assistant Commissioner for Integrated Technology Services  
Assistant Commissioner for General Supplies and Services  
Assistant Commissioner for Travel, Motor Vehicle and Card Services  
Assistant Commissioner for Administration Controller  

PUBLIC BUILDINGS SERVICE  

1800 F Street NW., Washington, DC 20405  
Phone, 202–501–1100

Commissioner  
Deputy Commissioner  
Chief of Staff  
Assistant Commissioner for Organizational Resources  
Assistant Commissioner for Real Property Asset Management  
Assistant Commissioner for Applied Science  
Assistant Commissioner for Customer Service Management
The General Services Administration establishes policy for and provides economical and efficient management of Government property and records, including construction and operation of buildings; procurement and distribution of supplies; utilization and disposal of real and personal property; transportation, traffic, and communications management; and management of the governmentwide automatic data processing resources program.

The General Services Administration (GSA) was established by section 101 of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 751).

Contract Appeals The General Services Administration Board of Contract Appeals is responsible for resolving disputes arising out of contracts with the General Services Administration and other Government agencies. The Board is also empowered to hear and decide requests for review of transportation audit rate determinations; claims by Federal civilian employees regarding travel and relocation expenses; and claims for the proceeds of the sale of property of certain Federal civilian employees. In addition, the Board provides alternative dispute resolution services to executive agencies in both contract disputes which are the subject of a contracting officer’s decision and other contract-related disputes. Although the Board is located within the agency, it functions as an independent tribunal.

For further information, contact the Board of Contract Appeals, General Services Administration, Washington, DC 20405. Phone, 202–501–0585.

Governmentwide Policy The Office of Governmentwide Policy (OGP) collaborates with the Federal community to develop policies and guidelines for the management of Government property, technology, and administrative services. OGP’s policymaking authority and policy support activities encompass the areas covering electronic government and information technology, real property and the workplace, travel, transportation, personal property, aircraft, Federal motor vehicle fleet, mail, regulatory information and use of Federal advisory committees. OGP also provides leadership to interagency groups and facilities governmentwide management reform through the effective
use of performance measures and best practices.

The Office of Technology Strategy provides policy guidance on issues pertaining to electronic business and technology and coordinates information technology strategies to improve Government effectiveness and efficiency. The Office fosters interagency collaboration on IT management policies and assists agencies on IT policy matters such as IT accommodation, security, smart cards, and electronic signatures. For further information, call 202–501–0202.

The Office of Real Property provides policy guidance in the responsible management of the Federal Government’s real property assets and in the development of quality workplaces. It develops and issues Governmentwide management regulations and standards that relate to real property asset management and workplace development. Real property programs include real estate management, acquisition, disposal, design, construction, performance standards, delegations, safety and environmental issues, and sustainable design. For further information, call 202–501–0856.

The Office of Travel, Transportation and Asset Management develops Governmentwide policies to ensure the economical and efficient management of Government assets including aircraft and motor vehicles, transportation, traffic and audits, mail, passenger travel, and relocation allowances. It develops regulations, collects and analyzes Governmentwide data, manages interagency policy committees, and collaborates with customers and stakeholders to address and facilitate Governmentwide improvements. For further information, call 202–501–1777.

The Regulatory Information Services Center compiles and analyzes data on Governmentwide regulatory information and activities. The principal publication of the Center is the Unified Agenda of Federal Regulatory and Deregulatory Actions, which is published in the Federal Register every spring and fall and is available online at www.reginfo.gov. For further information, call 202–482–7345.

The Office of GSA Administrative Policy has nationwide responsibility for developing policies relating to the management of GSA’s internal mail, fleet, space, personal property, forms and printing management, and governmentwide Standard and Optional Forms. In addition, the Office develops policy, training, evaluation, and performance metrics for the Federal Advisory Committee Program to maximize public participation in Federal decisionmaking through Federal Advisory Committees.


Citizen Services and Communications
The Office of Citizen Services and Communications (OCSC) serves as a central Federal gateway for citizens, businesses, other governments, and the media to easily obtain information and services from the Government on the Web, in print, over the telephone, or by e-mail. OCSC is organized into two components—Citizen Services and Communications.

Citizen Services comprises the Federal Citizen Information Center which serves citizens, businesses, and other Government agencies by providing information and services via Firstgov.gov, 1–800–FED–INFO, and print publications through Pueblo, Colorado. It also develops and implements innovative technologies that improve the delivery of Government information and services to citizens through the Office of E-Gov Solutions Support. OCSC also collaborates with Federal, State, local, and foreign governments and intergovernmental organizations to promote more effective use of information technology and E-Gov solutions through the Office of Intergovernmental Solutions.

Communications, the other component of OCSC, plans, administers, and coordinates GSA media relations, develops and executes internal and external communications efforts, and responds to Freedom of Information Act
requests and official agency correspondence. It also coordinates GSA-wide strategic marketing activities, events planning, graphics and audiovisual production, and writing and editing support services for the entire agency.


Acquisitions

The Office of the Chief Acquisition Officer is responsible for strengthening GSA’s acquisition activities and ensuring that acquisition services are delivered to Federal agency customers in support of their missions of service, while balancing an emphasis on compliance, ethics, and integrity. It is also responsible for managing a broad range of acquisition activities including: ensuring compliance with applicable laws, regulations, and policies; fostering full and open competition for contract awards; developing the acquisition workforce; and accountability for acquisition decisionmaking.

Excellence in acquisition is the top priority for GSA. The “Get It Right” Plan affirms GSA’s commitment to ensuring the proper use of GSA contracting vehicles and services.

For further information, contact the Office of the Chief Acquisition Officer. Phone, 202–501–1043.

Domestic Assistance Catalog

The Federal Domestic Assistance Catalog Program collects and disseminates information on all federally operated domestic assistance programs such as grants, loans, and insurance. This information is published annually in the Catalog of Federal Domestic Assistance and electronically at www.cfda.gov.

Small Business Utilization

The Office of Small Business Utilization focuses on programs, policy, and outreach to assist the small business community nationwide in doing business with GSA.


Small Business Centers—General Services Administration

<table>
<thead>
<tr>
<th>Region</th>
<th>Address</th>
<th>Telephone</th>
</tr>
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<tbody>
<tr>
<td>National Capital—Washington, DC</td>
<td>Rm. 1050, 7th &amp; D Sts. SW., 20407</td>
<td>202–708–5804</td>
</tr>
<tr>
<td>New England—Boston, MA</td>
<td>Rm. 901, 10 Causeway St., 02222</td>
<td>617–565–8100</td>
</tr>
<tr>
<td>Northeast and Caribbean—New York, NY</td>
<td>Rm. 18–130, 26 Federal Pkz., 10278</td>
<td>212–264–1234</td>
</tr>
<tr>
<td>Mid-Atlantic—Philadelphia, PA</td>
<td>9th Fl., 20 N. Eighth Street, 19107</td>
<td>215–466–4918</td>
</tr>
<tr>
<td>Southeast Sunbelt—Atlanta, GA</td>
<td>Suite 600, 77 Forsyth St., 30303</td>
<td>404–331–5103</td>
</tr>
<tr>
<td>Great Lakes—Chicago, IL</td>
<td>Rm. 3714, 230 S. Dearborn St., 60604</td>
<td>312–353–5383</td>
</tr>
<tr>
<td>Heartland—Kansas City, MO</td>
<td>Rm. 1161, 1500 E. Bannister Rd., 64131</td>
<td>816–926–7203</td>
</tr>
<tr>
<td>Southwest—Fort Worth, TX</td>
<td>Rm. 1E13A, 819 Taylor St., 76102</td>
<td>817–978–0800</td>
</tr>
<tr>
<td>Rocky Mountain—Denver, CO</td>
<td>Rm. 210, Denver Federal Ctr., 80225–0006</td>
<td>303–236–7409</td>
</tr>
<tr>
<td>Pacific Rim—San Francisco, CA</td>
<td>Rm. 5–6535, 450 Golden Gate Ave., 94102</td>
<td>415–522–2705</td>
</tr>
<tr>
<td>Satellite office—Los Angeles, CA</td>
<td>Rm. 3108, 300 N. Los Angeles St., 90012</td>
<td>213–894–3210</td>
</tr>
<tr>
<td>Northwest/Arctic—Auburn, WA</td>
<td>400 15th St. SW., 98001</td>
<td>253–931–7956</td>
</tr>
</tbody>
</table>

Federal Acquisition Service

The Federal Acquisition Service (FAS) offers services to customer agencies by providing innovative, compliant, and integrated solutions to today’s acquisition challenges. Its key goal is to deliver excellent acquisition services that provide the best value, in terms of cost, quality, and service, for Federal agencies and taxpayers. This includes acquisition of products and services and full-service programs in information technology, telecommunications, professional services, supplies, motor vehicles, travel and transportation, charge cards, and personal property utilization and disposal.

FAS provides multiple channels for customers to acquire the products, services, and solutions they need. Key acquisition programs include multiple awards schedules and Governmentwide area contracts that provide customers easy access to a wide range of information technology, telecommunications, and professional products and services. It also provides its customers with access to the products and services they need through online Web sites such as GSA Advantage!, e-Buy, Schedules e-Library, GSA Auctions,
Transportation Management Services Solutions, and a myriad of other electronic tools.


Public Buildings Service
The Public Buildings Service (PBS) is the landlord for the civilian Federal Government. PBS provides a superior workplace for the Federal worker and superior value to the American taxpayer. PBS designs, builds, leases, manages, and maintains space in office buildings, courthouses, laboratories, border stations, data processing centers, warehouses, and child care centers. It also repairs, alters, and renovates existing facilities and disposes of surplus Government properties. PBS is a leader in energy conservation, build green, and recycling. It preserves and maintains more than 400 historic properties in the Federal Government’s inventory. PBS also commissions our country’s most talented artists to create artwork for new Federal buildings and conserves a substantial inventory of artwork from the past. PBS collects rent from Federal tenants, which is deposited into the Federal Buildings Fund, the principal funding mechanism for PBS.


<table>
<thead>
<tr>
<th>Region</th>
<th>Address</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>New England</td>
<td>Boston, MA (10 Causeway St., 02222)</td>
<td>Dennis R. Smith</td>
</tr>
<tr>
<td>Northeast and Caribbean</td>
<td>New York, NY (26 Federal Plz., 10278)</td>
<td>Eileen Long-Chelales</td>
</tr>
<tr>
<td>Mid-Atlantic</td>
<td>Philadelphia, PA (20 N. Eighth St., 19107–3191)</td>
<td>Barbara L. Shelton</td>
</tr>
<tr>
<td>Southeast Sunbelt</td>
<td>Atlanta, GA (Suite 600, 77 Forsyth St., 30303)</td>
<td>Edwin E. Fielder, Jr.</td>
</tr>
<tr>
<td>Great Lakes</td>
<td>Chicago, IL (230 S. Dearborn St., 60604)</td>
<td>James C. Handley</td>
</tr>
<tr>
<td>The Heartland</td>
<td>Kansas City, MO (1500 E. Bannister Rd., 64131)</td>
<td>Bradley Scott</td>
</tr>
<tr>
<td>Greater Southwest</td>
<td>Fort Worth, TX (819 Taylor St., 76102)</td>
<td>Scott Armey</td>
</tr>
<tr>
<td>Rocky Mountain</td>
<td>Denver, CO (Bldg. 41, Denver Federal Ctr., 80225–0006)</td>
<td>Larry E. Trujillo, Sr.</td>
</tr>
<tr>
<td>Pacific Rim</td>
<td>San Francisco, CA (5th Fl., 450 Golden Gate Ave., 94102)</td>
<td>Peter G. Stamison</td>
</tr>
<tr>
<td>Northwest/Arctic</td>
<td>Auburn, WA (GSA Ctr., 400 15th St. SW., 98002)</td>
<td>Jon R. Kvistad</td>
</tr>
<tr>
<td>National Capital</td>
<td>Washington, DC (7th &amp; D Sts. SW., 20407)</td>
<td>Annie W. Everett, Acting</td>
</tr>
</tbody>
</table>

Sources of Information

Contracts Individuals seeking to do business with the General Services Administration may obtain detailed information from the Small Business Centers listed in the preceding text.

Electronic Access Information about GSA is available electronically through the Internet, at www.gsa.gov.

Employment Inquiries and applications should be directed to the Central Office Human Resources Division (CPS), Office of Human Resources Services, General Services Administration, Washington, DC 20405. Phone, 202–501–0370. Internet, www.gsa.gov (click “GSAjobs” to search for current job openings).


Freedom of Information Act Requests Inquiries concerning policies pertaining to Freedom of Information Act matters should be addressed to the GSA FOIA Officer, FOIA/Correspondence Coordination Team (XAP), General Services Administration, Room 7126, Washington, DC 20405. Phone, 202–501–2262. Fax, 202–501–2727.

Privacy Act Requests Inquiries concerning policies pertaining to Privacy Act matters should be addressed to GSA Privacy Act Officer, Information Resources and Privacy Management Division (CIB), General Services Administration, Room 6224, Washington, DC 20405. Phone, 202–501–1452.

Property Disposal Inquiries about the redistribution or competitive sale of surplus real property should be directed to the Office of Property Disposal, Public Buildings Service, 1800 F Street NW., Washington, DC 20405. Phone, 202–501–0084.
Public and News Media Inquiries
Inquiries from both the general public and news media should be directed to the Office of Communications, General Services Administration, 1800 F Street NW., Washington, DC 20405. Phone, 202–501–1231.

Publications Many GSA publications are available at moderate prices through the bookstores of the Government Printing Office (http://bookstore.gpo.gov). Orders and inquiries concerning publications and subscriptions for sale by the Government Printing Office should be directed to the Superintendent of Documents, Government Printing Office, Washington, DC 20401. Others may be obtained free or at cost from a Small Business Center. If a publication is not distributed by any of the stores, inquiries should be directed to the originating agency’s service or office. The addresses for GSA inquiries are:

- Public Buildings Service (P), General Services Administration, Washington, DC 20405
- Federal Acquisition Service (F), General Services Administration, 2200 Crystal Drive, Room 1100, Arlington, VA 22202
- Office of Finance (BC), General Services Administration, Washington, DC 20405


For information about Federal programs and services, call the Federal Citizen Information Center’s National Contact Centers at 800–333–4636, Monday through Friday from 8 a.m. to 8 p.m. eastern standard time.


Small Business Activities Inquiries concerning programs to assist small businesses should be directed to one of the Small Business Centers listed in the preceding text.

Speakers Inquiries and requests for speakers should be directed to the Office of Citizen Services and Communications (X), General Services Administration, Washington, DC 20405 (phone, 202–501–0705); or contact the nearest regional office.


INTER–AMERICAN FOUNDATION
901 North Stuart Street, Arlington, VA 22203

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