

Donner Diller.....	ALJ, OC, OAPER Central Regional Ofc. Salt Lake District Ofc. Northeast Regional Ofc. Midwest Regional Ofc. Pacific Regional Ofc. San Francisco District Ofc. Philadelphia District Ofc. Southeast Regional Ofc. Atlanta District Ofc.	OAPM	2029	2-3	942-4084
Romaine Clark.....	ENF, IM, GC, OAPM, OEA, OIA, Boston District Ofc., Seattle District Ofc.	OAPM	2029	2-3	942-4083
Chuck Coates.....	CF, MR, OIT, OFICS, OS Fort Worth District Ofc.	OAPM	2029	2-3	942-4086
Employment Verification.....	Todd White	OAPM	2029	2-3	942-4080
Employee Benefits:					
Health and Life Insurance:					
Rosie Short.....	CF, ENF, GC, IM, MR, OFIC, OAPM Midwest Regional Ofc. Fort Worth District Ofc. Pacific Regional Ofc. Northeast Regional Ofc.	OAPM	2029	2-3	942-4078
Lavern Mock.....	OC, OCA, OEA, OIT, OPAPER Atlanta District Ofc. Boston District Ofc. Central Regional Ofc. Philadelphia District Ofc. Seattle District Ofc.	OAPM	2029	2-3	942-4081
Ethel Edwards.....	ALJ, ES, ED, OIA, OIG	OAPM	2029	2-3	942-4077
Thrift Savings Plan:					
Rosie Short.....	CF, ENF, GC, IM, MR, OFIC, OAPM, CRO, FWRO, LARO, NYRO	OAPM	2029	2-3	942-4078
Lavern Mock.....	OC, OCA, OEA, OIT, OPAPER Atlanta District Ofc. Boston District Ofc. Central Regional Ofc. Philadelphia District Ofc. Seattle Regional Ofc.	OAPM	2029	2-3	942-4081
Ethel Edwards.....	ALJ, ES, ED, OIA, OIG	OAPM	2029	2-3	942-4077
Injury Compensation.....	Ethel Edwards	OAPM	2029	2-3	942-4077
Retirement Counseling.....	Ethel Edwards	OAPM	2029	2-3	942-4077
Military Deposit, Law Enforcement					
OFFICE EQUIPMENT & COMPUTERS					
industry group.....	Steven Duvall	CF	3072	3-5	942-1950

*TDD(TTY) Voice Available

#Operations Center ANNEX: Dial 942-8970, plus 4 Digit Extension
 Long Distance: HQ to Regions: Dial 9 - 1 - Area Code - 7 Digit Number
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OFFICIAL LIST OF 13F SECURITIES	Alice Latimer	IM	10045	10-6	942-0658
Distribution.....	Publications	OAPM	3C38	C-11	942-4040
OFFICIAL SUMMARY	Quality Control	OFIS	900	A-1	000-4475#
Copies of.....	Publications	OAPM	3C40	C-11	942-4040
OIL & GAS	Austin L. Byers	CF	3094	3-6	942-2970
Industry group.....	James M. Daly	CF	3134	3-10	942-1800
OPERATIONS CENTER					
Filer Support.....		OFIS			942-8990
Comsite.....		OIT			942-8800
Guards.....					942-8642
Nurse.....					942-4973*
Facilities Management.....	Joseph Williams	OAPM	1414	0-12	942-4975
Supply Room.....	Joseph Williams	OAPM	1416	0-12	942-4975
Mail Room.....	Ross Ford	OAPM	1418	0-12	942-4977
Fax Machines:					
Mail Room.....		OAPM	1418		504-2488
Director's Office.....		OIT	2115		504-2477
Office of Operations.....		OIT	1118		504-2475
Filer Support.....		OFIS	1522		504-2474
OPERATIONS CENTER ANNEX					
General Number.....					942-8970
Facilities Management.....	Joseph Williams	OAPM	1414	0-12	942-4975
Emergency Numbers:					
Guards.....	Lobby				942-8970 x 4100
Nurse.....			2325		942-4973*
Police Department.....	Police Department				691-2131
Emergency (911).....	Police Department				*001
OPINIONS OF THE COMMISSION	Anne E. Chafer	GC	6033	6-6	942-0950
OPTIONS					
Clearance & Settlement.....	Ester Saverson	MR	5179	5-1	942-0165
Enforcement.....	Joseph Cella	ENF	4075	4-3A	942-4573
Inspections & Surveillance.....	Alton A. Harvey	MR	5160	5-1	942-4168
Regulation.....	Michael Walinskas	MR	5191	5-1	942-0188
Statistics.....	William J. Atkinson	OEA	9181	9-1	942-8020
Trading Practices Rules.....	M. Blair Corkran, Jr.	MR	5033	5-1	942-0775
ORDERS FOR ADMINISTRATIVE PROCEEDINGS AND NOTICE FOR SERVICE	Consumer Specialist	OS			942-7069
ORGANIZED CRIME	Laura R. Singer	ENF	4108	4-5	942-4542
	Yuri Zelinsky	ENF	4110	4-5	942-4846
OTC MARKET MAKERS & BLOCK POSITIONERS (Rules 17a-12 & 17a-17)	Elizabeth MacGregor	MR	5199	5-1	942-0158
OTC REGULATION	Katherine A. England	MR	5202	5-1	942-0154
OWNERSHIP REPORTS (Forms 3 & 4)	Branch Chief	OFIS	900	A-1	000-4475#
PAPER industry group.....	H. Christopher Owings	CF	7081	7-5	942-1900
PAPERWORK REDUCTION ACT	Peggy Stanton	OIT	22123	0-4	942-8849
Legal Advice.....	Daniel Hirsch	GC	6144	6-6	942-0870
PARKING FACILITIES					
Judiciary Plaza (SEC - Carpools).....	Facilities Branch	OAPM	2C00	C-8	942-4010
Ridesharing/Locating Carpools.....	Paula Frohman	OAPM	2039	2-2	942-4057
Parking Lots in the Area.....	Paula Frohman	OAPM	2039	2-2	942-4057

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Operations Center.....	Joseph Williams	OAPM	1414	0-12	942-4975
Operations Center Annex.....	Joseph Williams	OAPM	1414	0-12	942-4975
PARTNERSHIPS					
Real Estate.....	Shelley Parratt	CF	7156	7-6	942-1840
Reg D.....	Office of Small Business	CF	7204	7-8	942-2950
PAYROLL AND LEAVE MATTERS.....	Gloria Fantroy	OC	2099	2-5	942-0370
PENNY STOCKS					
Complaints.....	Consumer Specialist	OS	2130	2-6	942-7040
PENSION FUNDS, Employee Benefit	Chief Counsel	IM	10100	10-6	942-0659
No Action Letters.....	Chief Counsel	CF	3021	3-3	942-2900
PERSONAL CARE AND USE PRODUCTS					
industry group.....	Steven Duvall	CF	3072	3-5	942-1950
PERSONNEL LOCATOR.....		OAPM	2029	2-3	942-4150
PERSONNEL (See Office of Human Resources Management)					
PERSONNEL SECURITY OFFICER.....		OAPM	2029	2-3	942-4000
PHOTOCOPYING REQUESTS (SEC Staff Only)					
Approval (In house).....	Michael Bowlding	OAPM	3C08	C-11	942-4035
Approval (Outside copying).....	David Miller	OAPM	2C40	C-9	942-4030
Copy Room.....	Michael Bowlding	OAPM	3C08	C-11	943-4035
Copying Equipment Service/Repair....	Sam Watson	OAPM	2C40	C-9	942-4033
PHOTOGRAPHY REQUESTS (Official).....	Public Affairs	OPAPER	7103	7-1	942-0020
PHYSICAL FITNESS.....	JoAnne Boyle	OAPM	2C00	C-8	942-4007
POSTAL.....	David Miller	OAPM	2C40	C-9	942-4030
PRESS ROOM.....		OPAPER	7103	7-1	942-0038 942-0039
PRINTING OFFICER.....	David Miller	OAPM	2C41	C-9	942-4030
PRINTING SECTION FOREMAN.....	Michael Bowlding	OAPM	3C06	C-12	943-4035
(Acting) PRIVACY ACT OFFICER	Hannah Hall	ED	2108	2-11	942-4320
Legal Questions.....		GC	7057	6-6	942-0940
PROCUREMENT/CONTRACTING INFORMATION...	Jean Ryan	OAPM		0-20	942-4990
Legal Questions.....	George C. Brown	GC	7143	6-6	942-0940
PROFESSIONAL RESPONSIBILITY.....	Paul Gonson	GC	6084	6-6	942-0910
	Lyn Blatch	GC	1743	6-6	942-0970
PROGRAM INFORMATION GUIDE.....		OAPM	2029	2-3	942-4000
PROPERTY MANAGEMENT.....	Harry Fleming	OAPM	2C00	C-8	942-4010
PROPERTY PASSES.....	Harry Fleming	OAPM	2C00	C-8	942-4010
	Michelle Walker	OAPM	2C14	C-8	942-4110
PROXY RULES.....	Chief Counsel	CF	3026	3-3	942-2900
	Chief Counsel	IM	10100	10-6	942-0659
PUBLIC REFERENCE BRANCH.....	Branch Chief	OFIS	1024	1-2	942-8090

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PUBLIC TRANSPORTATION SUBSIDIES PROGRAM:

Program Manager.....	Paula Frohman	OAPM	2039	2-2	942-4057
Disbursing Agents:					
Vivian Forster.....	GC		6077	6-6	942-0851
Michelle Thomas (Alternate).....			6077	6-6	942-0958
Madeline Booker.....	CF		3017	3-1	942-2809
Lavenia Maccutcheon (Alternate).....					
Darcel Smith.....	ENF		4017	4-1	942-4796
Dersa Williams.....					
Juanita Gardner.....	IM		10046	10-6	942-0710
Kathy Myles					
Ella Hawkins.....	MR		5003	5-1	942-0075
Lajoncy Williams					
Ronnie Burns.....	OFIS (OPC/Annex/HQ)		1508	0-19	942-8940
Reginal Strong (Alternate)			1045	C-20	942-8094
Deidra Williams.....	OAPM (HQ), DC, PA, ALJ, OS, OEA User Support Services (HQ), OFIS		2000	C-8	942-4010
Lavern Mock.....	OAPM, ES, LA, ED, DIA, OIG, OCA OFIS		2029	2-3	942-4081
Romaine Clark (Alternate)					
PUBLIC UTILITY HOLDING COMPANIES.....	William C. Weeden	IM	10236	10-6	942-0545
PUBLICATIONS					
Copies of blank forms, releases, directories, speeches etc.....	Lloyd Colby	OAPM	3040	C-11	942-4040
Procurement (Printed Material).....		OAPM	2034	C-9	942-4033
PUBLISHING industry group.....	John C. Roycroft	CF	7027	7-2	942-1960
QUALIFICATION EXAMS - BDs.....	NASD				9-728-8800
RADIO industry group.....	H. Christopher Owings	CF	7081	7-5	942-1900
RAILROADS industry group.....	Shelley Parratt	CF	7156	7-6	942-1840
REAL ESTATE & HOUSING industry.....	Shelley Parratt	CF	7156	7-6	942-1840
REAL ESTATE INVESTMENT TRUSTS					
Accounting.....	Robert A. Bayless	CF	3202	3-12	942-2850
Nonaccounting.....	Shelley Parratt	CF	7157	7-6	942-1840
RECEPTIONIST.....					942-4107
RECORDKEEPING REQUIREMENTS					
(Rules 17a-3; 17a-4).....	Michael A. Macchiaroli	MR	5048	5-1	942-0132
Investment Advisers.....	R. Michael Parker	IM	10022	10-6	942-0522
RECORDS OFFICER.....	Suzanne L. McHugh	OFIS	300	A-3	000-4650#
RECORDS DISPOSAL.....	Records Management	OFIS	300	A-3	000-4650#
RECREATION & WELFARE ASSN.					
President.....	Robert W. Lowry	MR	5048	5-1	942-0132
Treasurer.....	Lawrence Friend	IM	10099	10-6	942-0590
Activities Director.....	Theodore R. Christ	IM	10016	10-6	942-0516

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RECRUITMENT.....	See Personnel				
RE-ENTRY & CONTINUOUS APPLICATIONS....	Richard Pullano	MR	5126	5-1	942-0752
REGIONAL OFFICE ASSISTANCE					
Enforcement.....	Emily P. Gordy	ENF	4201	4-8	942-4531
Investment Management.....	R. Michael Parker	IM	10022	10-6	942-0522
Market Regulation.....	Leonard L. Unger	MR	5134	5-1	942-0736
REGIONAL OFFICE OPERATIONS	James A. Clarkson III	ENF	4030	9-8	942-4580
REGISTRATION OF SECURITIES.....	Chief Counsel	CF	3026	3-3	942-2900
REGISTRATION STATISTICS.....		OEA	9009	9-1	942-8020
REGULATION A.....	Gerald L. Werner	CF	7204	7-8	942-2950
REGULATION B.....	Austin L. Byers	CF	3094	3-6	942-2970
Section 3(b) Exemptions.....	Richard Wulff	CF	7204	7-8	942-2950
REGULATION C.....	Chief Counsel	CF	3026	3-3	942-2900
	Chief Counsel	IM	10100	10-6	942-2030
REGULATION D.....	Richard Wulff	CF	7204	7-8	942-2950
REGULATION E.....	Chief Counsel	IM	10091	10-6	942-0659
REGULATION F.....	Richard Wulff	CF	7204	7-8	942-2950
REGULATORY FLEXIBILITY ACT.....	William Atkinson	OEA	9199	9-1	942-8020
RELAY SYSTEM (TTY):					
Virginia (Voice).....					1-800-828-1140
(TDD).....					1-800-828-1120
DC (Voice).....					202-855-1000
(TDD).....					202-855-1234
Maryland (Voice/TDD).....					1-800-735-2258
Federal Relay Service.....					1-800-877-8339
RELEASES					
Copies of [Staff only].....	Publications	OAPM	3038	C-11	942-4040
Public.....	Public Reference	OFIS	1024	1-2	942-8090
Information re.....	See Docket/Federal Register	OS	6183	6-9	942-7070
RENOVATION PROGRAM (SEC).....	Kenneth A. Fogash	SRP	2042	2-2	942-4100
REPAIRS - Building, Equipment.....	Facilities	OAPM	2000	C-8	942-4010
Copy Machines.....	Samuel Watson	OAPM	2041	C-9	942-4033
REPORTERS - STENOGRAPHIC.....	Chuck Staiger	ENF	4014	4-1	942-4802
REQUEST FOR AUTHORIZATION TO PARTICIPATE.....	Mary Jo Kenney	OED	9125	9-8	942-4305
	MUareen Devine	OED	9126	9-8	942-4309
RESEARCH & INSTRUMENTS industry.....	H. Christopher Owings	CF	7081	7-5	942-1900
RESORTS (LEISURE) industry group.....	John C. Roycroft	CF	7027	7-2	942-1960
RETAILING industry group.....	A. Richard Tow	CF	3167	3-11	942-1760
RETIREMENT (401K, etc.).....	Terry Hatfield	CF			942-1920

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RIGHT TO FINANCIAL PRIVACY ACT.....	Kenneth Hall	ENF	4175	4-8	942-4635
RULEMAKING INVOLVING 1933 ACT					
REGISTRATION & FORMS: 1934					
ACT REGISTRATION & FORMS: &					
RULE AMENDMENTS, ETC..					
RELATING TO SUCH MATTERS.....	Barbara Smith Jacobs	CF	3195	3-12	942-2910
Impact Analysis.....	Hugh Haworth	OEA	9009	9-1	942-2789
RULEMAKING INVOLVING INVESTMENT					
ADVISERS.....					
	Robert E. Plaze	IM	10054	10-6	942-0721
RULEMAKING INVOLVING INVESTMENT					
COMPANIES.....					
	Robert E. Plaze	IM	10054	10-6	942-0721
	Diane Blizzard	IM	10216	10-6	942-0691
RULEMAKING INVOLVING PUBLIC					
UTILITY HOLDING COMPANIES.....					
	William C. Weeden	IM	10236	10-6	942-0545
	Robert P. Wason	IM	10239	10-6	942-0543
RULES					
Adoptions.....		OS	6183	6-9	942-7070
Proposals.....		OS	6183	6-9	942-7070
Rules 144 - 148.....	Chief Counsel	CF	3026	3-3	942-2900
Rule 10b-5.....	Thomas D. Hamill	ENF	4199	4-8	942-4636
Rule 10b-6.....	Nancy Sanow	MR	5030	5-1	942-0772
SAFETY.....	Harry Fleming	OAPM	2003	0-8	942-4010
SALARY CHECKS.....	Sandra L. Anderson	OC	2092	2-5	942-0380
SAVINGS BONDS (Deductions).....	Payroll	OC	2099	2-5	942-0370
SAVINGS & LOANS industry group.....	A. Richard Tow	CF	3167	3-11	942-1760
SEC RECREATION & WELFARE ASSN.					
President.....	Robert W. Lowry	MR	5131	5-1	942-0737
Treasurer.....	Lawrence Friend	IM	10099	10-6	942-0690
Activities Director.....	Theodore R. Christ	IM	10165	10-6	942-0516
SEC SPACE RENOVATIONS.....	Kenneth A. Fogash	SRP	2042	2-2	942-4100
SECTION 12(h) (Exchange Act)					
Hearings.....	Chief Counsel	CF	3026	3-3	942-2900
SECURITIES INVESTOR PROTECTION ACT....	Harry Melamed	MR	5044	5-1	942-0136
SECURITIES INFORMATION PROCESSORS.....	Branch Chief	MR	5185	5-1	942-0186
SECURITY					
Guards (Judiciary Plaza).....	Lobby				942-4106
Guards (Operations Center).....	Lobby				942-8642
Guards (Operations Center Annex)....	Lobby				942-8970 x4100
Physical Security.....	Harry Fleming	OAPM	2000	0-8	942-4010
ADP and Telecommunications.....	Gregory W. Jones, Sr.	OIT	2208	0-4	942-8834
SECURITY OFFERINGS AND STUDIES.....	William C. Dale	OEA	9189	9-1	942-8037
SERVICE BUREAU RECORDS (Rule 17a-4)...	Roger Coffin	MR	5060	5-1	942-0136
SERVICE INDUSTRIES industry group.....	Shelley Parratt	CF	7156	7-6	942-1840
SHAREHOLDER PROPOSALS.....	Chief Counsel	CF	3026	3-3	942-2900
SHORT SALES - Rule 10a-1.....	Nancy Sanow	MR	5036	5-1	942-0772
SHORT TENDERS - Rule 10b-4.....	Nancy Sanow	MR	5036	5-1	942-0772

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SHUTTLE SERVICE - AFTER HOURS (ONLY)					
FOR JUDICIARY PLAZA.....	Car Phone				9-374-7508
Hrs. of Operation (6 p.m. - 8:00 p.m.)	Pager				9-996-6596
SIGN LANGUAGE INTERPRETER REQUESTS....	Nancy Wolynetz	OAPM	2145	2-2A	942-4091
					942-4075*
Interpreter....	Gary Johnson	OAPM	2145	2-2A	942-4158
					942-9543*
SMALL BUSINESS POLICY.....	Richard Wulff	CF	7204	7-8	942-2950
SNACK BAR (Vending machines only)					
Refund for failure-Hours 10-12:00....	Imprest Fund Cashier	OAPM	2000	C-8	942-4010
SPACE (Renovation Project).....	Kenneth A. Fogash	SRP	2042	2-2	942-4100
SPACE.....	Beverly Walker	OAPM	2047	2-3	942-4010
SPECIAL MAIL HANDLING.....		OAPM	2053	C-13	942-4045
Approval.....	David Miller	OAPM	2041	C-9	942-4030
Operations Center.....	Ross Ford	OAPM	1418	0-12	942-4977
SPECIAL MESSENGER.....	James Davis	OAPM	2026	C-8	942-4110
SPECIALIST REGULATION.....	Alton S. Harvey	MR	5160	5-1	942-4168
	Branch Chief	MR	5185	5-1	942-5185
SRD DISCIPLINARY ACTIONS (Rule 19d-1).		MR	5172	5-1	942-0186
STAFF TIME AND ACTIVITY TRACKING SYSTEM (STATS)					
Policy.....	Darlene Pryor	OED	9116	9-8	942-4307
Processing.....	AMS	OIT	3106	0-2	942-8814
STANDARD INDUSTRY CLASSIFICATION (SIC).....					
	Branch Chief	DFIS	1004	1-4	942-8050
STATE LIAISON.....	Alfred E.T. Rusch	ENF	5116	4-1	942-4774
STATISTICS					
Broker-Dealer Industry.....	Vance Anthony	OEA	9168	9-1	942-8029
Complaints & Inquiries.....	Consumer Specialists	OS	2130	2-6	942-7040
Investment Adviser.....	Branch Chief	DFIS	300	A-2	000-4201#
Investment Company.....	Branch Chief	DFIS	900	A-1	000-4475#
Options.....	William J. Atkinson	OEA	9181	9-1	942-8020
Registered Offerings.....		OEA	9009	9-1	942-8020
Stock Market.....	Lois Lightfoot	OEA	9007	9-1	942-8045
STENOGRAPHIC REPORTING					
Contract Information.....	Jean Ryan	OAPM	2464	0-20	942-4990
Technical Representative.....	Chuck Staiger	ENF	4014	4-1	942-4802
Reporters.....	Elvin Nazario	ENF	4017	4-1	942-4727
STUDENT VOLUNTEERS.....	Candyce Pare	ENF	4010	4-1	942-4746
SUGGESTIONS.....	Donnis Wallace	OAPM	2029	2-3	942-7070
Forms, Optional Form 303.....	Publications	OAPM	3038	C-11	942-4040
SUNSHINE ACT					
Certifications.....	Joseph Franco	GC	6173	6-6	942-0880
Legal Questions.....	Joseph Franco	GC	6173	6-6	942-0880
Records.....	Shirley Gray-Wallace	OS	6185	6-9	942-7070
SUPPLIES.....	Arthur Yant	OAPM	2006	C-8	942-4010
	Theresa Marrow-Powell	OAPM	2006	C-8	942-4010

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SYNDICATIONS.....	Chief Counsel	CF	3026	3-3	942-2900
TTY INFORMATION and VOICE/TTY AVAILABLE INFORMATION NUMBERS					
Access to TTYS.....	Nancy Wolynetz	OAPM	2029	2-3	942-4091 942-4075*
Employment and Hiring.....		OAPM	2029	2-3	942-4075* 942-9546*
Equal Employment Information.....					942-0023*
Public Affairs Office.....				(202)	942-8092*
Public Reference.....					942-4158
Sign Language Interpreter.....			2145		942-9543*
TTY Instructions for use: See Green Pages of SEC Telephone Book.					
TELECOPIER MACHINES	See FAX Equipment				
TELECOMMUNICATIONS DEVICES for the Deaf See: TDD(TTY) Information					
TELEGRAPH industry group.....	H. Christopher Owings	CF	7081	7-5	942-1900
TELEPHONE DIRECTORY.....		OAPM	2029	2-3	942-4000
Changes/Update.....	Org. Admin. Contact				
Copies.....	Publications	OAPM	3038	0-11	942-4040
TELEPHONE SERVICE AND REPAIR.....		OIT	2184	2-10	942-4357
TELEVISION industry group.....	H. Christopher Owings	CF	7081	7-5	942-1900
TENDER OFFERS.....	Office of Tender Offers	CF	3052	3-4	942-2920
TEXTILES.....	H. Christopher Owings	CF	7081	7-5	942-1900
TICKER ROOM.....	Joseph Cella	ENF	4075	4-3	942-4573
TOBACCO industry group.....	James M. Daly	CF	3134	3-10	942-1800
TRADING (§ 11(a)).....	Robert L.D. Colby	MR	5006	5-1	942-0094
	Branch Chief	MR	5185	5-1	942-0186
TRADING PRACTICE RULES.....	Nancy Sanow	MR	5030	5-1	942-0772
TRANSCRIPTS OF PROCEEDINGS, FILES.....	Records Management	OFIS	300	A-3	000-4650#
TRANSFER AGENTS.....	Ester Saverson, Jr.	MR	5179	5-1	942-0165
Complaints.....	Consumer Specialists	OS	2130	2-6	942-7040
Inspections.....	John Greely	MR	5158	5-1	942-4173
Registration Files.....	Quality Control	OFIS	900	A-1	000-4475#
TRANSPORTATION, non auto & non-railroad industry.....	James M. Daly	CF	3134	3-10	942-1800
TRANSPORTATION: PUBLIC TRANSPORTATION SUBSIDIES PROGRAM:					
Program Manager.....	Paula Frohman	OAPM	2028	9-3	942-4057
Disbursing Agents:					
Vivian Forster.....	GC		6077	6-6	942-0851
Michelle Thomas (Alternate).....			6077	6-6	942-0958
Madeline Booker.....	CF		3017	3-1	942-2809
Melissa Kimps (Alternate)			3010	3-1	942-2801
Darcel Smith.....	ENF		4017	4-1	942-4796

*TDD(TTY) Voice Available

#Operations Center ANNEX: Dial 942-8970, plus 4 Digit Extension
 Long Distance: HQ to Regions: Dial 9 - 1 - Area Code - 7 Digit Number
 Long Distance: Regions to HQ: Dial 8 - Area Code - 7 Digit Number

(Desra Williams)			4010	4-1	942-4838
Juanita Gardner.....	IM		10046	10-6	942-0710
Ella Hawkins.....	MR		5202	5-1	942-0099
Lajoncy Willis (Alternate)			5010	5-1	942-0080
Deborah Bowlding.....	EDGAR, OFICS (OPC), OAPM (OPC)		OPC	0-4	942-8812
Addie Thrower (Alternate)	ADP Services (OPC), User Support Services (OPC)				
Roni Burns.....	OFIS		2005	0-19	942-8940
Reginald Strong (Alternate).....			1045	0-20	942-8094
Deidra Williams.....	OC, PA, ALJ, OS, DEA		2000	C-8	942-4010
Lavern Mock.....	OAPM, ES, LA, ED, OIA, OIG, OCA		2029	2-3	942-4081
Romaine Clarke (Alternate)			2029	2-3	942-4083
TRAVEL ADVANCES.....	Sandra L. Anderson	OC	2092	2-5	942-0380
TRAVEL HANDBOOK.....	Bonnie L. Beard	OC	2077	2-5	942-0389
TRAVEL VOUCHERS.....	Voucher Examiners	OC	2077	2-5	942-0360
TRUST INDENTURES.....	Chief Counsel	CF	3026	3-3	942-2900
TTY (Telecommunications for the Deaf).....	See Telecommunications for Hearing Impaired				
TV, TELEGRAPH & RADIO industry.....	H. Christopher Owings	CF	7081	7-5	942-1900
USER SUPPORT INFORMATION CENTER Hot Line.....	USIC	OIT	2204	2-10	942-4357
UTILITIES industry group.....	H. Christopher Owings	CF	7081	7-5	942-1900
VENDING MACHINE REFUNDS..... (Hours 10:00 - 12:00)	Imprest Fund Cashier	OAPM	2000	C-8	942-4117
WHOLESALE industry group.....	H. Christopher Owings	CF	7081	7-5	942-1900

*TDD(TTY) Voice Available

#Operations Center ANNEX:

Dial 942-8970, plus 4 Digit Extension

Long Distance: HQ to Regions:

Dial 9 - 1 - Area Code - 7 Digit Number

Long Distance: Regions to HQ:

Dial 8 - Area Code - 7 Digit Number

GENERAL TELEPHONE INFORMATION

****NOTICE****

The new Commission phone system maintains a data base of all call traffic in and out of the system.

INTEROFFICE CALLS

For headquarters calls, use this directory and dial the number given. If the party is not listed dial the SEC Personnel Locator Number 942-4150. Keep an up-to-date list of frequently called numbers.

SEC POLICY ON PERSONAL USE OF FEDERAL PHONE SYSTEM

Reimbursement for long-distance calls will only be made for calls of five minutes or less in duration with a maximum reimbursement of five dollars under this policy. When on foreign travel, calls will be reimbursed for the first five minutes only.

Use of Government telephone systems (Commercial and FTS), for local and long distance calls, may be authorized when made in the best interest of the Government if such use satisfies the following criteria:

1. It does not adversely affect the performance of official duties by the employee or the employee's organization;
2. It is of a reasonable duration and frequency (duration, for the purposes of this regulation, is defined as not in excess of five minutes in length);
3. It reasonably could not have been made at another time.

Calls made under these conditions are considered official.

Examples of such authorized use of the Government telephone system under this policy and procedures are as follows:

1. Calls to notify family, doctor, etc., when an employee is injured on the job.
2. An employee traveling on Government business is delayed due to official business or transportation delay, and calls to notify family of a schedule change, or when an employee traveling for more than one night on Government business in the U. S. makes a brief call to his/her residence (not more than an average of one call per day). Use of Federal and/or commercial telephones is authorized.
3. An employee is required to work overtime without advanced notice and calls within the local commuting area (the area from which the employee regularly commutes) to advise his/her family of the change in schedule or to make alternative transportation or child care arrangements.

While emergency situations may require more flexibility, one call per day is authorized within the local commuting area for the following reasons:

An employee may make a brief:

- . daily call to locations within the local commuting area to speak with a spouse or children (or those responsible for them, e.g., school or day care center) to see how they are;
- . call to a location within the local commuting area that can be reached only during working hours, such as local government agencies or a physician; and/or
- . call within the local commuting area to arrange for emergency repairs to his/her residence, automobile, etc..

PERSONAL LONG DISTANCE CALLS that must be made during working hours, and are not in the interest of the Government (unofficial calls), may now be made over the commercial long distance network (dialing 9 + 0), and must be:

1. Charged to the employee's home phone number or other non-Government number (third number call); or
2. Charged to the called party, if a non-Government number (collect call); or
3. Charged to a personal telephone credit card; or
4. Made to an 800 toll-free number by dialing 9 + 1 + 800 + number.

If possible, calls should be made during lunch or other off-duty periods. At no time should employees make long distance or local social calls or calls that can be made in the evening or on weekends from home. Abuse of Government telephone systems, including abuse of the privileges outlined herein, may result in disciplinary action in accordance with SECR 6-10. Any questions regarding the use of Commission telephone systems should be directed to Ernest Jones (OIT) on 942-4375.

DIRECTORY CHANGES

Any additions, deletions, and changes in a directory listing must be reported to your Administrative Contact, who is responsible for updating the information in the system.

REIMBURSEMENT FOR FOREIGN TELEPHONE CALLS. This policy applies only to SEC travelers on temporary business travel:

- . Reimbursement for first five minutes only (regardless of cost).
- . Calls may also be "averaged" for a total of 35 minutes per week.

If less expensive, the call may be initiated by spouse or other family member from the states to the international location, but the 5 minutes per day or average of 35 minutes per week remains.

TELEPHONE USER'S GUIDE

RECEIVING A CALL

A single ring from your phone indicates a call from another SEC telephone.

A double ring from your phone indicates a call from outside the SEC building.

MAKING A CALL TO SOMEONE WITHIN THE SEC-HQ OR SEC-OPERATIONS BUILDING

Dial the last 4-digits of their telephone number. For calls from SEC-HQ and Operations Center made to Annex, dial 8970 plus the 4-digit extension. For calls from the Annex to SEC-HQ or the Operations Center, dial 9 + 942 + their personal 4-digits.

MAKING A CALL TO SOMEONE OUTSIDE THE SEC BUILDING

Local

Dial 9 + 1 + Number

Credit Card

Dial 9 + 0 + Number

Toll Free

Dial 9 + 1 + 800 + Number

International (capability only available on select phones as needed)

Dial 9 + 011 + Number. Message Unit Charge Applied.

Long Distance Commercial Info.

Dial 9 + 1 + area code + 555-1212. The operator will connect you with the city information operator. After receiving the distant person's number, hang up and complete the call over the FTS.

Long Distance Calls Within the U.S.

All long distance telephone calls made within the United States will be placed over the FTS. The Federal Telecommunications System (FTS) is a government network of leased long-distance circuits interconnecting major cities. Official calls can be made through the FTS to any telephone subscriber in distant cities as well as to government agencies in those cities.

Dial 9 + 1 + Area Code + number

Telephone Repairs

To report all telephone repairs and troubles dial 942-HELP (4357), give your name and extension, room number and jack number, the telephone number you were trying to reach and the nature of the trouble you encountered.

Directory Assistance

Dial 9 + 411. Message Unit Charge Applied.

Emergency

Dial 9 + 911

TO TRANSFER A CALL TO ANOTHER EXTENSION

UNSCREENED

With call on line, press TRANSFER. Call will go on hold. Dial 4-digit extension. Hang up.

SCREENED

With call on line, press TRANSFER. Call will go on hold Dial 4-digit extension. Wait for answer. Hang up.

If extension is busy or there is no answer, press FLASH to return to original call.

If call is refused, remain off hook until called party hangs up. You will be reconnected to the original call.

If call is transferred to voice mail and you do not want the caller to go to voice mail, press FLASH twice to return to original call.

THREE PARTY CONFERENCE

TO ADD AN INSIDE PARTY TO A CONFERENCE

With the call on line, press FLASH. Call will go on hold. Dial 4-digit extension number. When party answers press FLASH. All three parties are on the same line.

TO ADD AN OUTSIDE PARTY TO A CONFERENCE

With call on line, press FLASH. Call will go on hold. Dial 9 then the outside number. When party answers press flash twice. All three parties are on the same line.

If the party you are trying to conference in, is busy or doesn't answer, push FLASH only once to return to the original caller. If you reach voice mail, press FLASH twice to return to the original caller.

CALL HOLD

With call on line, press HOLD. Hang up.

CALL HOLD RETRIEVE

Lift handset. Press the flashing line button.

CALL PARK

With call on line, press PARK. Then dial your 4-digit extension number. Hang up.

If you misdial, press FLASH to return to the original caller.

CALL PARK RETRIEVE(from same or different phone):

Lift hand set. Press PARK. Dial your 4-digit extension number. You are reconnected to the call. Note: A parked call recalls in 5 minutes.

CALL PICK UP GROUP

If your phone is in a "pick-up" group, you can answer your co-worker's ringing phone by pressing the button labeled PICK-UP GROUP.

CALL PICK-UP DIRECTED

To answer a ringing extension from another extension. Lift handset. Dial #38 plus the 4-digit extension number you wish to answer.

***CALL FORWARD ALL**

Lift handset. Press FWDALL. Dial extension number where you want your calls to go. Hang up. The FWDALL lamp will light. All of your calls will forward immediately. You can still use your phone to make outgoing calls.

*Applies to prime line only

CALL FORWARD ALL - CANCEL

Lift handset. Press FWDALL. Hang up. FWDALL lamp goes out.

****CALL FORWARD A NUMBER ON YOUR PHONE OTHER THAN YOUR PRIME**

Lift handset. Dial #782, the 4-digit extension number you want to forward, and then the 4-digit destination. Hang up.

TO CANCEL CALL FORWARD OF A NUMBER ON YOUR PHONE OTHER THAN YOUR PRIME

Lift handset. Press #792, dial the 4-digit extension number you forwarded. Hang up.

CALL FORWARD - BUSY/DON'T ANSWER

Lift handset. Dial #1. Dial extension number where you want your calls to go. Hang up. Your calls will only forward if your line is busy or you don't answer your call after 3 rings.

****CALL FORWARD - BUSY/DON'T ANSWER - CANCEL**

Lift handset. Dial #1. Hang up.

**You will not receive a lit indicator when this type of forwarding is used.

NOTE: Many extensions will be pre-set in the system to forward to voice mail for busy or don't answer conditions. If you use the CALL FORWARD - BUSY/DON'T ANSWER code, it will override any pre-set system forwarding.

CAMP-ON TO A BUSY STATION OR TRUNK

When you call a station that is busy, or dial 9 and get a busy signal, you can request the system to notify you when the station or trunk is free. Hear busy tone. Press CAMP-ON. Hear service tone. CAMP-ON lamp lights. Hang up. When the trunk or station becomes free, your phone will ring and the CAMP-ON light will flash. Lift handset to answer the call.

LAST NUMBER REDIAL

The system automatically saves the last number that you dialed. Press LAST # button. The last number dialed (inside or outside) is called. Incomplete numbers or numbers dialed with autodialing are not saved.

SAVED NUMBER REDIAL

To save a station or outside number when you receive a busy tone or no answer, press the Saved Number button. To redial it, lift the handset, press Saved

Number (You can place other calls after having saved a number. The number will remain saved until you save another in its place).

TO PROGRAM A SPEED DIALING NUMBER

Lift handset. Dial #59 and an entry code (0-9). Dial number to be stored (if it's an outside number remember to input the 9). Remain off-hook until you hear service tone. Hang up.

TO PLACE A SPEED DIALING CALL

Lift handset. Press #5 and the appropriate entry code (0-9). The number will be dialed.

INTERCOM GROUPS

Intercom groups are a talk path with another person within your same intercom group. This can be used when their extension is busy and you wish to get through to the person. The designated button on your phone will be labeled INT-XX (XX denoting the digits to be dialed). Calls which ring on your INT-XX will only be calls from within your intercom group.

MESSAGE WAITING

Your message waiting light will flash whenever you receive a new message in your voice mailbox. To retrieve your messages, lift handset, press the flashing MW button.

VOICEMAIL USER'S GUIDE

ACCESSING YOUR MAILBOX

If your MESSAGE key is illuminated - Depress the MESSAGE key. You will then hear "Please enter your security code" (your security code has a default setting of 0000 until you change it). Once you have accessed your mailbox, follow the prompts and/or instructions below.

If your MESSAGE key is NOT illuminated - Dial 8899. You will then hear the prompt "Please enter your security code" (you may need to enter voicemail to change your personal options when you do not have a message).

If you are calling from an SEC phone other than you own - Dial 8899. When you hear the prompt "Please enter your security code" press the * key. You will then hear the prompt "To retrieve your messages press the # key or press 0 to dial an extension". Press the # key and the system will prompt you to enter your Mailbox Number, which is the same as your extension number. You will then be prompted to enter your security code.

If you are calling from outside the SEC - Dial (202) 942-8899. You will hear "You have reached the Securities and Exchange Commission's Voicemail System, to retrieve your messages enter your mailbox number now." Once you have entered your mailbox number, the system will prompt you to enter your security code.

PHONE MANAGER OPTIONS

To SETUP your voicemail box and personalize it with your own voice and private security code, you MUST access the PHONEMANAGER OPTION.

Once you have accessed your voicemail box (as addressed above), the system will say "To retrieve your messages Press 1, To send a message Press 2." At this time, press 3 to access PHONEMANAGER. You will then be prompted "For personal options, Press 1" At this time press 1.

To record a Personal Greeting - Press 3. You will then follow the prompts to record a personal greeting.

To Change your Security Code - Press 4. You will then follow the prompts to change your security code. This can be changed as often as you would like.

To Record your Name - Press 5. You will then be prompted to record your name. Please remember to record your first and last name only.

POINTS TO REMEMBER

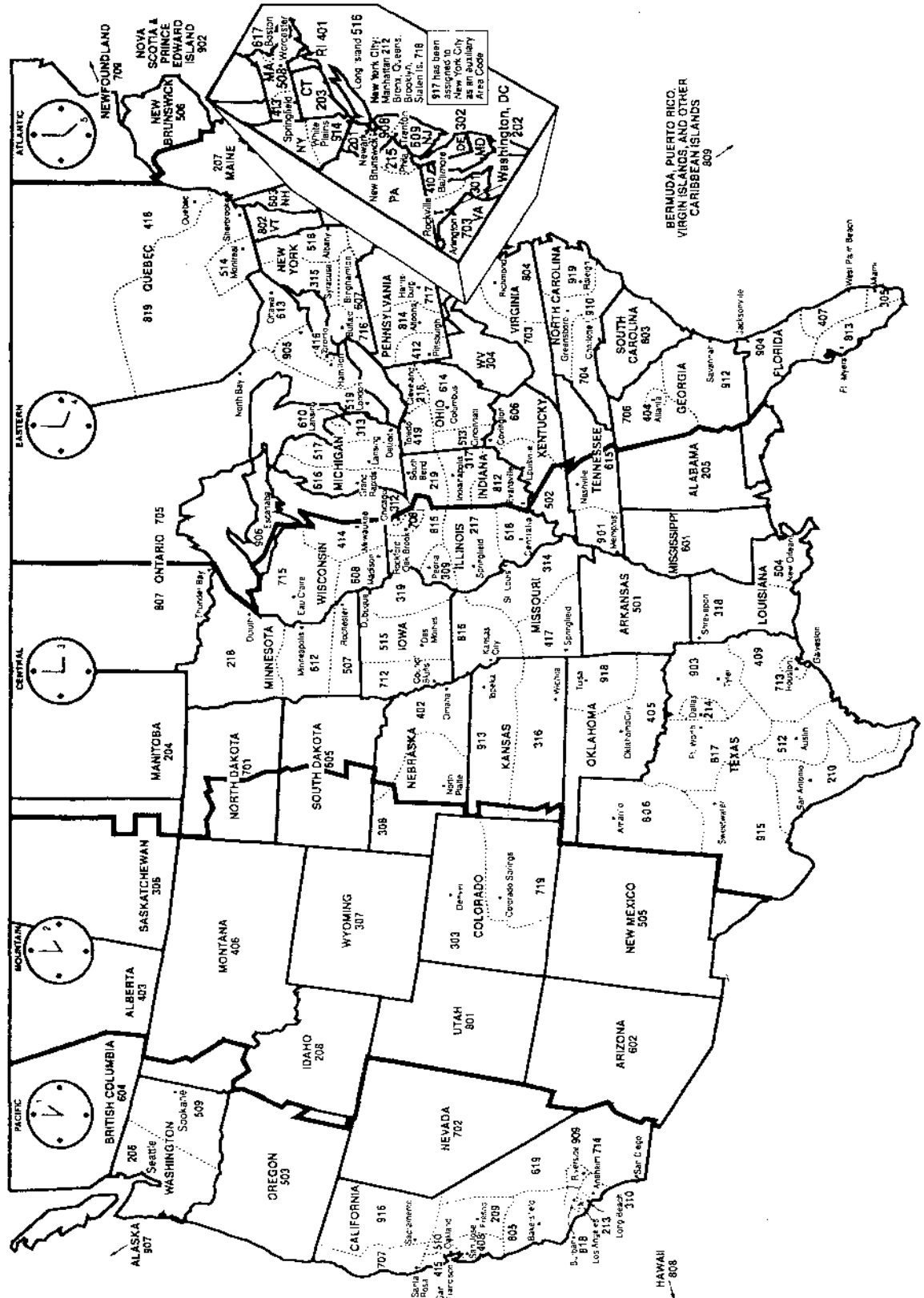
Default Security code is set to 0000.

At any time while in voicemail, you may press * to return to the previous menu.

When exiting voicemail, please press * until you hear "Thank you for calling."

Area Codes and Time Zones

Maryland now has two area codes--301 and 410. Use them both...NOW!



**AREA CODE INDEX
(Numerical)**

201 Elizabeth, NJ	301 Maryland (All Locations)	507 Albert Lea, MN
201 Jersey City, NJ	302 Delaware (All Locations)	507 Claremont, MN
201 Newark, NJ	303 Aspen, CO	507 Rochester, MN
201 Paterson NJ	303 Boulder, CO	508 Framingham, MA
202 Washington, D.C.	303 Denver, CO	508 Plymouth, MA
203 Connecticut (All Locations)	303 Vail, CO	509 Pullman, WA
205 Alabama (All Locations)	304 West Virginia (All Locations)	509 Spokane, WA
206 Olympia, WA	305 Ft. Lauderdale, FL	509 Walla Walla, WA
206 Seattle, WA	305 Hialeah, FL	512 Austin, TX
206 Tacoma, WA	305 Hollywood, FL	512 Corpus Christi, TX
206 Vancouver, WA	305 Key West, FL	512 San Antonio, TX
207 Maine (All Locations)	305 Miami, FL	513 Dayton, OH
208 Idaho (All Locations)	305 Orlando, FL	513 Cincinnati, OH
212 Bronx, NY	312 Aurora, IL	514 Montreal, Quebec
212 Manhattan, NY	312 Chicago, IL	515 Des Moines, IA
213 Long Beach, CA	312 Elgin, IL	515 Mason City, IA
213 Los Angeles, CA	315 Syracuse, NY	516 Babylon, NY
214 Dallas, TX	315 Utica, NY	516 Hempstead, NY
214 Irving, TX	318 Lake Charles, LA	517 Jackson, MI
214 Garland, TX	318 Shreveport, LA	517 Lansing, MI
215 Allentown, PA	319 Cedar Rapids, IA	517 Saginaw, MI
215 Chester, PA	319 Davenport, IA	518 Albany, NY
215 Paoli, PA	319 Dubuque, IA	518 Greenwich, NY
215 Philadelphia, PA	401 Rhode Island (All Locations)	518 Schenectady, NY
215 Reading, PA	402 Lincoln, NB	518 Troy, NY
215 Swarthmore, PA	402 Omaha, NB	519 London, Ont.
215 Upper Darby, PA	404 Atlanta, GA	601 Mississippi (All Locations)
215 Valley Forge, PA	404 Columbus, GA	602 Arizona (All Locations)
215 West Chester, PA	404 Rome, GA	603 New Hampshire (All Locations)
216 Akron, OH	405 Oklahoma City, OK	605 South Dakota (All Locations)
216 Alliance, OH	406 Montana (All Locations)	606 Ashland, KY
216 Canton, OH	407 West Palm Beach, FL	606 Lexington-Fayette, KY
216 Cleveland, OH	408 San Jose, CA	606 Winchester, KY
216 East Liverpool, OH	409 Beaumont, TX	607 Binghamton, NY
216 East Palestine, OH	412 Pittsburgh, PA	607 Elmira, NY
216 Girard, OH	414 Milwaukee, WI	607 Stamford, NY
216 Lodi, OH	415 San Francisco, CA	608 Beloit, WI
216 Lorain, OH	416 Toronto, Ont.	608 Madison, WI
216 Massillon, OH	417 Joplin, MO	609 Atlantic City, NJ
216 Niles, OH	417 Springfield, MO	609 Camden, NJ
216 Ravenna, OH	418 Quebec, Canada	609 Trenton, NJ
216 Salem, OH	419 Toledo, OH	612 Minneapolis, MI
216 Youngstown, OH	501 Arkansas (All Locations)	612 St. Paul, MI
217 Casey, IL	502 Frankfort, KY	613 Ottawa, Ontario
217 Decatur, IL	502 Louisville, KY	614 Columbus, OH
217 Springfield, IL	502 Shelbyville, KY	614 Marietta, OH
218 Duluth, MN	503 Oregon (All Locations)	614 Newark, OH
219 Fort Wayne, IN	504 Baton Rouge, LA	614 Steubenville, OH
219 Gary, IN	504 New Orleans, LA	614 Zanesville, OH
219 Hammond, IN	505 New Mexico (All Locations)	615 Chattanooga, TN
219 Michigan City, IN		615 Knoxville, TN
219 South Bend, IN		

AREA CODE INDEX (Numerical) (Con't)

615 Nashville, TN	717 Wilkes-Barre, PA	816 Independence, MO
616 Battle Creek, MI	718 Brooklyn, NY	816 Kansas City, MO
616 Grand Rapids, MI	718 Kennedy Int'l Airport, NY	816 St. Joseph, MO
616 Kalamazoo, MI	718 La Guardia Airport, NY	817 Arlington, TX
617 Boston, MA	718 Queens, NY	817 Fort Worth, TX
617 Framingham, MA	718 Staten Island, NY	817 Waco, TX
617 New Bedford, MA	719 Colorado Springs, CO	818 San Fernando, CA
617 Plymouth, MA	719 Pueblo, CO	818 Burbank, CA
617 Worcester, MA		818 Van Nuys, CA
618 Alton, IL	801 Utah (All Locations)	819 Trois Rivieres, Quebec
618 Cairo, IL	802 Vermont (All Locations)	819 Val d' Or, Quebec
618 Mt. Vernon, IL	803 South Carolina (All Locations)	
619 San Diego, CA	804 Chesapeake, VA	901 Memphis, TN
	804 Hampton, VA	904 Jacksonville, FL
701 North Dakota (All Locations)	804 Newport News, VA	904 Tallahassee, FL
702 Nevada (All Locations)	804 Norfolk, VA	906 Escanaba, MI
703 Alexandria, VA	804 Portsmouth, VA	906 Sault Ste. Marie, MI
703 Roanoke, VA	804 Richmond, VA	907 Alaska (All Locations)
703 Winchester, VA	804 Virginia Beach, VA	912 Macon, GA
704 Charlotte, NC	805 Bakersfield, CA	912 Savannah, GA
705 North Bay, Ontario	806 Amarillo, TX	912 Waycross, GA
712 Council Bluffs, IA	806 Lubbock, TX	913 Ottawa, KS
712 Sioux City, IA	807 Thunder Bay, Ont.	913 Topeka, KS
713 Houston, TX	808 Hawaii (All Locations)	914 Monroe, NY
713 Pasadena, TX	809 Bahamas (All Locations)	914 Mt. Vernon, NY
714 Anaheim, CA	809 Bermuda (All Locations)	914 Poughkeepsie, NY
714 Huntington Beach, CA	809 Virgin Islands (All Locations)	914 White Plains, NY
714 Riverside, CA	809 Puerto Rico (All Locations)	914 Yonkers, NY
714 Santa Ana, CA	812 Evansville, IN	915 El Paso, TX
715 Bay City, WI	813 St. Petersburg, FL	916 Sacramento, CA
716 Niagara Falls, NY	813 Tampa, FL	918 Muskogee, OH
716 Rochester, NY	814 Erie, PA	918 Tulsa, OK
716 Buffalo, NY	814 Johnstown, PA	919 Durham, NC
717 Harrisburg, PA	814 Punxsutawney, PA	919 Greensboro, NC
717 Hershey, PA	815 La Salle, IL	919 Raleigh, NC
717 Scranton, PA	815 Rockford, IL	919 Winston-Salem, NC

AREA CODE INDEX
(Alphabetical)

place	area code
Alabama	
all locations	205
Alaska	
all locations	907
Arizona	
all locations	602
Arkansas	
all locations	501
Bahamas	
all locations	809
Bermuda	
all locations	809
California	
Anaheim	714
Bakersfield	805
Burbank	818
Huntington Beach	714
Long Beach	213
Los Angeles	213
Riverside	714
Sacramento	916
San Diego	619
San Fernando	818
San Francisco	415
San Jose	408
Santa Ana	714
Van Nuys	818
Canada	
London, Ont.	519
Montreal, Quebec	514
North Bay, Ont.	705
Ottawa, Ont.	613
Quebec, Quebec	418
Thunder Bay, Ont.	807
Toronto, Ont.	416
Trois Rivieres, Quebec	819
Val d' Or, Quebec	819
Colorado	
Aspen	303
Boulder	303
Colorado, Springs	719
Denver	303
Pueblo	719
Vail	303
Connecticut	
all locations	203
Delaware	
all locations	302
District of Columbia	
Washington	202

place	area code
Florida	
Ft. Lauderdale	305
Hialeah	305
Hollywood	305
Jacksonville	904
Key West	305
Miami	305
St. Petersburg	813
Orlando	305
Tampa	813
Tallahassee	904
West Palm Beach	407
Georgia	
Atlanta	404
Columbus	404
Macon	912
Rome	404
Savannah	912
Waycross	912
Hawaii	
all locations	808
Idaho	
all locations	208
Illinois	
Alton	618
Aurora	312
Caro	618
Casey	217
Chicago	312
Decatur	217
Elgin	312
Highland Park	312
La Grange	312
La Salle	815
Mt. Vernon	618
Peoria	309
Rockford	815
Springfield	217
Indiana	
Evansville	812
Fort Wayne	219
Gary	219
Hammond	219
Indianapolis	317
Kokomo	317
Michigan City	219
South Bend	219
Iowa	
Cedar Rapids	319
Council Bluffs	712
Davenport	319
Des Moines	515
Dubuque	319
Mason City	515
Sioux City	712
Kansas	
Dodge City	316
Kansas City	913
Ottawa	913
Topeka	913
Wichita	316
Kentucky	
Ashland	606

place	area code
Kentucky (Cont'd)	
Dade Park	812
Frankfort	502
Lexington- Fayette	606
Louisville	502
Sheibyville	502
Winchester	606
Louisiana	
Baton Rouge	504
Lake Charles	318
New Orleans	504
Shreveport	318
Maine	
all locations	207
Maryland	
all locations	301
Massachusetts	
Boston	617
Framingham	508
New Bedford	617
Plymouth	508
Springfield	413
Worcester	617
Michigan	
Adrian	517
Ann Arbor	313
Battle Creek	616
Detroit	313
Escanaba	906
Flint	313
Grand Rapids	616
Jackson	517
Kalamazoo	616
Lansing	517
Livonia	313
Monroe	313
Saginaw	517
Sault Ste. Marie	906
Sterling Heights	313
Warren	313
Minnesota	
Albert Lea	507
Claremont	507
Duluth	218
Minneapolis	612
Rochester	507
St. Paul	612
Mississippi	
all locations	601
Missouri	
Independence	816
Jefferson City	314
Joplin	417
Kansas City	816
St. Joseph	816
St. Louis	314
Springfield	417
Montana	
all locations	406
Nebraska	
Abbott	308
Lincoln	402
North Platte	308

place	area code
Nebraska (Cont'd)	
Omaha	402
Nevada	
all locations	702
New Hampshire	
all locations	603
New Jersey	
Atlantic City	609
Camden	609
Elizabeth	201
Hackensack	201
Jersey City	201
Newark	201
Paterson	201
Trenton	609
New Mexico	
all locations	505
New York	
Albany	518
Babylon	516
Binghamton	607
Buffalo	716
Elmira	607
Greenwich	518
Hempstead	516
Monroe	914
Mt. Vernon	914
New York City	
Bronx	212
Brooklyn	718
Kennedy Int'l Airport	718
La Guardia Airport	718
Manhattan	212
Queens	718
Staten Island	718
Niagara Falls	716
Peekskill	914
Poughkeepsie	914
Rochester	716
Schenectady	518
Stamford	607
Syracuse	315
Troy	518
Utica	315
White Plains	914
Yonkers	914
North Carolina	
Charlotte	704
Durham	919
Greensboro	919
Raleigh	919
Winston-Salem	919
North Dakota	
all locations	701
Ohio	
Akron	216
Alliance	216
Canton	216
Cincinnati	513
Cleveland	216
Columbus	614
Dayton	513

AREA CODE INDEX (Alphabetical)

place	area code	place	area code	place	area code	place	area code
Ohio (Cont'd)		Pennsylvania (Cont'd)		Tennessee (Cont'd)		Virginia (Cont'd)	
East Liverpool	216	Harrisburg	717	Memphis	901	Chesapeake	804
East Palestine	216	Hershey	717	Nashville	615	Hampton	804
Girard	216	Johnstown	814			Newport News	804
Lodi	216	Paoli	215	Texas		Norfolk	804
Lorain	216	Philadelphia	215	Amarillo	806	Portsmouth	804
Marietta	614	Pittsburgh	412	Arlington	817	Richmond	804
Massillon	216	Punxsutawney	814	Austin	512	Roanoke	703
Newark	614	Reading	215	Beaumont	409	Virginia Beach	804
Niles	216	Scranton	717	Corpus Christi	512	Winchester	703
Ravenna	216	Swarthmore	215	Dallas	214		
Salem	216	Upper Darby	215	El Paso	915	Washington	
Steubenville	614	Valley Forge	215	Fort Worth	817	Olympia	206
Toledo	419	West Chester	215	Garland	214	Pullman	509
Youngstown	216	Wilkes-Barre	717	Houston	713	Seattle	206
Zanesville	614			Irving	214	Spokane	509
		Puerto Rico		Lubbock	806	Tacoma	206
Oklahoma		all locations	809	Pasadena	713	Vancouver	206
Muskogee	918			San Antonio	512	Walla Walla	509
Oklahoma City	405	Rhode Island		Waco	817		
Tulsa	918	all locations	401			West Virginia	
				Utah		all locations	304
Oregon		South Carolina		all locations	801		
all locations	503	all locations	803			Wisconsin	
				Vermont		Bay City	715
Pennsylvania		South Dakota		all locations	802	Beloit	608
Allentown	215	all locations	605	Virgin Islands		Madison	608
Altoona	814			all locations	809	Milwaukee	414
Chester	215	Tennessee					
Erie	814	Chattanooga	615	Virginia		Wyoming	
		Knoxville	615	Alexandria	703	all locations	307

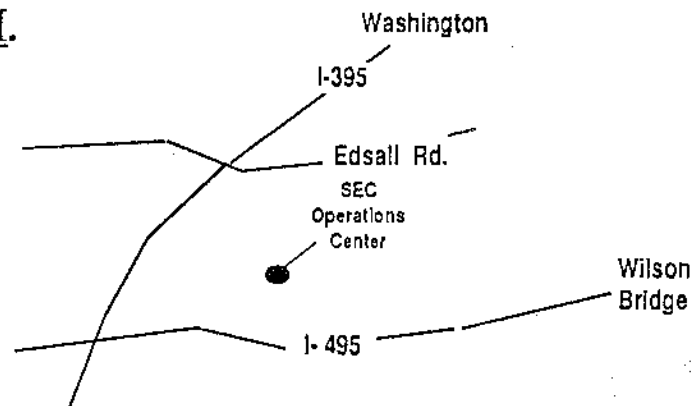
For area codes not listed dial "0" (Operator)

SEC Operations Center

6432 General Green Way, Alexandria, VA. 22312

From Washington take I-395 (Shirley Highway) South to Edsall Road EAST.
Take the 1st right off Edsall Road.
Bear left on Bren Mar Drive.
Right on General Washington Drive.
First left on General Green Way to Operations Center.
Approximately 11 miles (20 minutes) from HQ.

From I-495 (beltway) take I-395 NORTH.
1st exit is Edsall Road EAST.
Same directions as above.



Effective 8/9/93

SEC SHUTTLE SCHEDULE

-----METRO SHUTTLE-----

<u>LEAVING</u> <u>VAN DORN SUBWAY TO OPC</u>		<u>LEAVING</u> <u>OPC TO VAN DORN SUBWAY</u>	
AM	6:40	AM	7:00
	7:15		7:35
	7:50		8:10
	8:25		8:35
	8:45		9:00
	9:10		9:25
	9:35		9:50
PM	4:20	PM	4:10
	4:50		4:35
	5:20		5:05
	5:50		5:35
	6:15		6:05

-----JUDICIARY PLAZA SHUTTLE-----

<u>LEAVING</u> <u>JUDICIARY PLAZA</u> (6th St. entrance)		<u>LEAVING</u> <u>OP CENTER</u> (front entrance)	
AM	9:00	AM	8:15
	10:00		9:30
	11:00		10:30
PM	12:00		11:30
	1:00	PM	12:30
	2:00		1:30
	3:00		2:30
	4:00		3:30
	5:00		4:30
			5:30 (Drop off passengers)

1994

January							May							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	1	2	3	4	5	6	7						1	2	3
2	3	4	5	6	7	8	8	9	10	11	12	13	14	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	15	16	17	18	19	20	21	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	22	23	24	25	26	27	28	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	29	30	31	25	26	27	28	29	30						
30	31																				

February							June							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	4							1
6	7	8	9	10	11	12	5	6	7	8	9	10	11	2	3	4	5	6	7	8
13	14	15	16	17	18	19	12	13	14	15	16	17	18	9	10	11	12	13	14	15
20	21	22	23	24	25	26	19	20	21	22	23	24	25	16	17	18	19	20	21	22
27	28	26	27	28	29	30	26	27	28	29	30	23	24	25	26	27	28	29		
														30	31					

March							July							November								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5					1	2						1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	20	21	22	23	24	25	26		
27	28	29	30	31	24	25	26	27	28	29	30	27	28	29	30							
							31															

April							August							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1	2			1	2	3	4	5	6						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	31						

- BEGINNING OF TWO-WEEK PAY PERIOD
- PAY DAY - pay checks are received 10 days after completion of each two-week pay period.
- HOLIDAY - As designated by Federal Statute or Executive Order

HOLIDAYS 1994

New Year's Day	January 1
Martin L. King, Jr.'s Birthday	January 17
Washington's Birthday	February 21
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Columbus Day	October 10
Veteran's Day	November 11
Thanksgiving Day	November 24
Christmas Day	December 26

WASHINGTON D.C.
LOCALITY PAY TABLE
4.23% LOA

EFFECTIVE 1/9/94

ANNUAL RATES BY GRADE AND STEP										
	52 WEEKS			104 WEEKS			156 WEEKS			
	1	2	3	4	5	6	7	8	9	10
GS-1	\$12,406	\$12,820	\$13,232	\$13,644	\$14,058	\$14,300	\$14,706	\$15,116	\$15,135	\$15,521
GS-2	13,948	14,281	14,743	15,135	15,304	15,754	16,205	16,655	17,105	17,555
GS-3	15,221	15,728	16,236	16,744	17,251	17,759	18,266	18,774	19,282	19,789
GS-4	17,086	17,656	18,225	18,794	19,363	19,932	20,501	21,070	21,639	22,208
GS-5	19,116	19,753	20,389	21,026	21,663	22,300	22,937	23,574	24,211	24,847
GS-6	21,308	22,018	22,727	23,437	24,147	24,857	25,567	26,276	26,986	27,696
GS-7	23,678	24,467	25,256	26,045	26,834	27,623	28,412	29,201	29,990	30,779
GS-8	26,223	27,098	27,972	28,847	29,721	30,596	31,470	32,345	33,219	34,094
GS-9	28,964	29,930	30,895	31,860	32,825	33,790	34,755	35,721	36,686	37,651
GS-10	31,898	32,961	34,024	35,087	36,150	37,213	38,276	39,340	40,403	41,466
GS-11	35,045	36,214	37,382	38,551	39,719	40,887	42,056	43,224	44,393	45,561
GS-12	42,003	43,402	44,802	46,202	47,602	49,002	50,401	51,801	53,201	54,601
GS-13	49,947	51,612	53,276	54,941	56,605	58,270	59,934	61,599	63,263	64,928
GS-14	59,022	60,990	62,958	64,926	66,894	68,862	70,829	72,797	74,765	76,733
GS-15	69,427	71,740	74,054	76,368	78,682	80,996	83,310	85,624	87,938	90,252

TABLE # 94-DCB

4-15

August, 1994

1994 GENERAL SCHEDULE PAY RATES

EFFECTIVE 1/10/93

GRADE	RATES WITHIN GRADE AND WAITING PERIOD FOR NEXT INCREASE										WITHIN GRADE INCREASE
	52 WEEKS			104 WEEKS			158 WEEKS				
	1	2	3	4	5	6	7	8	9	10	
GS-1	\$11,903	\$12,300	\$12,695	\$13,090	\$13,487	\$13,720	\$14,109	\$14,503	\$14,521	\$14,891	VARIES
GS-2	13,382	13,701	14,145	14,521	14,683	15,115	15,547	15,979	16,411	16,843	VARIES
GS-3	14,603	15,090	15,577	16,064	16,551	17,038	17,525	18,012	18,499	18,986	\$487
GS-4	16,393	16,939	17,485	18,031	18,577	19,123	19,669	20,215	20,761	21,307	546
GS-5	18,340	18,951	19,582	20,173	20,784	21,395	22,006	22,617	23,228	23,839	611
GS-6	20,443	21,124	21,805	22,486	23,167	23,848	24,529	25,210	25,891	26,572	681
GS-7	22,717	23,474	24,231	24,988	25,745	26,502	27,259	28,016	28,773	29,530	757
GS-8	25,159	25,998	26,837	27,676	28,515	29,354	30,193	31,032	31,871	32,710	839
GS-9	27,789	28,715	29,641	30,567	31,493	32,419	33,345	34,271	35,197	36,123	926
GS-10	30,603	31,623	32,643	33,663	34,683	35,703	36,723	37,743	38,763	39,783	1,020
GS-11	33,623	34,744	35,865	36,986	38,107	39,228	40,349	41,470	42,591	43,712	1,121
GS-12	40,298	41,641	42,984	44,327	45,670	47,013	48,356	49,699	51,042	52,385	1,343
GS-13	47,920	49,517	51,114	52,711	54,308	55,905	57,502	59,099	60,696	62,293	1,597
GS-14	56,627	58,515	60,403	62,291	64,179	66,067	67,955	69,843	71,731	73,619	1,888
GS-15	66,609	68,829	71,049	73,269	75,489	77,709	79,929	82,149	84,369	86,589	2,220
SENIOR EXECUTIVE SERVICE (SES) (3.2%)			EXECUTIVE SCHEDULE (EX) (3.2%)				ADMINISTRATIVE LAW JUDGES (3.2%)				
ES-1	92,900			LEVEL I	148,400		AL-3/A	75,205	AL-3/E	98,345	
ES-2	97,400			LEVEL II	133,600		AL-3/B	80,990	AL-3/F	104,130	
ES-3	101,800			LEVEL III	123,100		AL-3/C	86,775	AL-2	109,915	
ES-4	107,300			LEVEL IV	115,700		AL-3/D	92,560	AL-1	115,700	
ES-5	111,800			LEVEL V	108,200						
ES-6	115,700										

* ALL RATES ADJUSTED BY EXECUTIVE ORDER 12828 (EFFECTIVE 1/10/93)

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August, 1994

WASHINGTON D.C. SPECIAL SALARY RATE

EFFECTIVE 1/10/93

GS-318 SECRETARY, GS-312 STENOGRAPHER, GS-322 CLERK-TYPIST, GS-326 OFFICE AUTOMATION CLERK, GS-356 DATA TRANSCRIBER; POSITIONS WITH (DATA TRANSCRIBER), (STENOGRAPHY), (OFFICE AUTOMATION) OR (TYPING)											
RATES WITHIN GRADE AND WAITING PERIOD FOR NEXT INCREASE											
GRADE	52 WEEKS			104 WEEKS			156 WEEKS				Within Grade Increases
	1	2	3	4	5	6	7	8	9	10	
GS-2	\$16,411	\$16,843	\$17,275	\$17,707	\$18,139	\$18,571	\$19,003	\$19,435	\$19,867	\$20,299	\$432
GS-3	17,525	18,012	18,499	18,986	19,473	19,960	20,447	20,934	21,421	21,908	487
GS-4	18,577	19,123	19,669	20,215	20,761	21,307	21,853	22,399	22,945	23,491	546
GS-5	20,173	20,784	21,395	22,006	22,617	23,228	23,839	24,450	25,061	25,672	611
GS-6	21,805	22,486	23,167	23,848	24,529	25,210	25,891	26,572	27,253	27,934	681
GS-7	23,474	24,231	24,988	25,745	26,502	27,259	28,016	28,773	29,530	30,287	757

4-17

August, 1994

TABLE # 029

