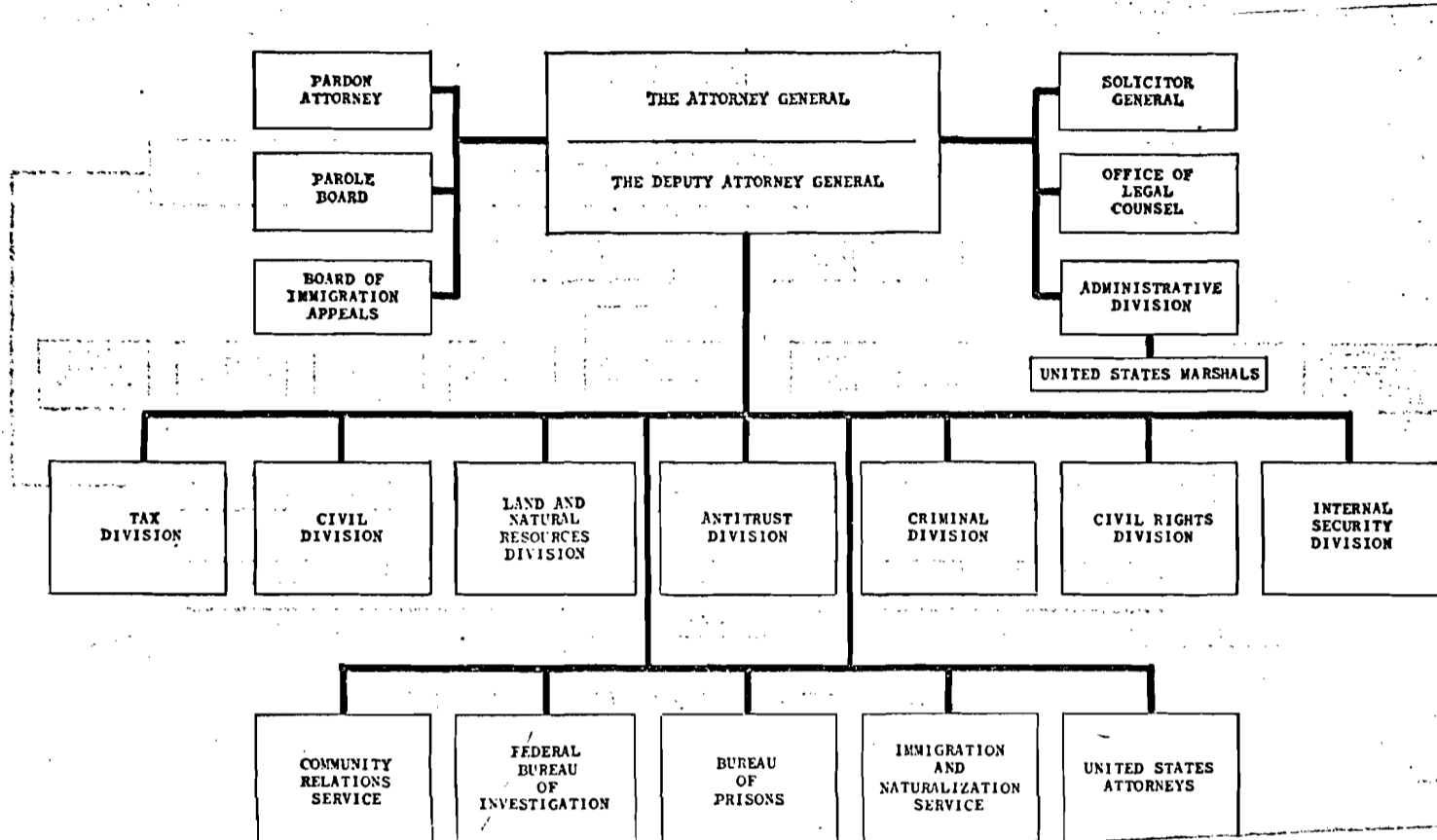


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DEPARTMENT OF JUSTICE



PURPOSE.—The chief purposes of the Department of Justice are to provide means for the enforcement of the Federal laws, to furnish legal counsel

in Federal cases, and to construe the laws under which other departments act. It conducts all suits in the Supreme Court in which the United States is concerned, supervises the Federal penal institutions, and investigates and detects violations against Federal laws. It represents the Government in legal matters generally, rendering legal advice and opinions, upon request, to the President and to the heads of the executive departments. The Attorney General supervises and directs the activities of the United

States Attorneys and Marshals in the various judicial districts.

ORGANIZATION.—The affairs and activities of the Department of Justice are generally directed by the Attorney General. In the office of the Attorney General are an Executive Assistant to the Attorney General and a Director of Public Information. The offices, divisions, bureaus, and boards of the Department are described below. The structure of the Department is shown in the organization chart which appears on page 638.

LEVEL I

Office of the Attorney General

The Attorney General, as head of the Department of Justice and chief law officer of the Federal Government, represents the United States in legal matters generally and gives advice and opinions to the President and to the heads of the executive departments of the Government when so requested. The Attorney General appears in person to represent the Government in the United States Supreme Court in cases of exceptional gravity or importance.

The Executive Assistant to the Attorney General and the Director of Public Information are attached to the Office of the Attorney General and report directly to the Attorney General.

The Director of the Office of Law Enforcement Assistance assists the Attorney General in the performance of his functions under the Law Enforcement Assistance Act of 1965. The Director performs a specialized service under the Attorney General which deals with the receipt, review, and disposition of proposals for financial assistance to State and local law enforcement, judicial, and correctional agencies. The Office of Law Enforcement Assistance administers grants and contracts awarded under the act and reviews and disseminates project reports and results thereunder.

LEVEL III

Office of the Deputy Attorney General

The Deputy Attorney General assists the Attorney General in the overall supervision and direction of the Department of Justice, and in the formulation of departmental policies and programs. He is chief liaison officer of the Department for the Congress and other governmental departments and agencies. The Executive Office for United States Attorneys is a part of the office, and is under the direction of the Deputy Attorney General. In the absence of the Attorney General, the Deputy Attorney General acts as Attorney General.

The Office of the Deputy Attorney General handles matters pertaining to judicial and Presidential appointments in the Department of Justice. The Office also prepares reports and recommendations with respect to pending legislation originating in the Department of Justice or elsewhere in the Government in response to requests of congressional committees and other agencies, prepares recommendations as to the approval of enrolled bills, and handles other legislative matters.

LEVEL III

Office of the Solicitor General

Under the direction of the Attorney General, the Solicitor General has special charge of the business of, and appears for and represents, the Government in the Supreme Court. When requested by the Attorney General, the Solicitor General may conduct and argue any case in which the United States is interested, in any court of the United States, or may attend to the interests of the Government in any State court or elsewhere, conferring with and directing the activities of the Federal law officers throughout the country when the occasion so requires. No appeal is taken by the United States to any appellate court without the authorization of the Solicitor General.

LEVEL III

Federal Bureau of Investigation

(Ninth Street and Pennsylvania Avenue NW., Washington, D.C., 20535. Phone, 393-7100)

The Director of the Federal Bureau of Investigation has charge of investi-

gating all violations of Federal laws with the exception of those which have been assigned by legislative enactment or otherwise to some other Federal agency. The FBI has jurisdiction over some 170 investigative matters. Among

the more important of these are espionage, sabotage, treason, and other subversive activities; kidnaping; extortion; bank robbery, burglary, and larceny; crimes on Government or Indian reservations; thefts of Government property; the Fugitive Felon Act; interstate transportation of stolen motor vehicles, aircraft, cattle, or property; interstate transmission or transportation of wagering information, gambling devices or paraphernalia; interstate travel in aid of racketeering; fraud against the Government; election law violations; civil rights matters; and assaulting or killing the President or a Federal officer.

LEVEL IV

Antitrust Division

The Assistant Attorney General in charge of the Antitrust Division is responsible for enforcement of the Federal antitrust laws. Such enforcement, which constitutes the principal function of the Division, involves investigating possible antitrust violations, conducting grand jury proceedings, preparing and trying antitrust cases, prosecuting appeals, and negotiating and enforcing final judgments. The antitrust laws are enforced by criminal actions designed to punish violators for restraints on and monopolization of trade and by civil suits for injunctive relief aimed at maintaining or restoring competitive conditions in the system of free enterprise, which the antitrust laws protect.

LEVEL IV

Civil Division

The Assistant Attorney General in charge of the Civil Division is responsible for representing the United States in all types of civil proceedings except those in specialized fields which are assigned to the other divisions of the Department. The Division is responsible for suits and claims on behalf of the Government, suits filed against the United States, and actions for injunctive relief and judicial review brought against Cabinet members, the heads of Federal agencies, and other Government officials. These cases comprise the general civil litigation which arises out of the commercial and governmental activities of every Federal department and agency (including tort litigation based on individual activities of civilian and military personnel in the course of their Government service and civil actions to enforce various Federal statutes). The cases are brought in all Federal district courts, the United States Courts of Appeals, United States Court of Claims, and other Federal courts, State courts, and the courts of foreign nations. This litigation is conducted by attorneys of the Division, or by United States Attorneys and by foreign counsel acting under the supervision of the Division and with its assistance.

LEVEL IV

Civil Rights Division

The Assistant Attorney General in charge of the Civil Rights Division, established on December 9, 1957, is responsible for enforcing all Federal statutes affecting civil rights. He supervises and directs both criminal prosecutions and suits to obtain civil remedies.

Under the supervision and direction of the Assistant Attorney General, the Division exercises the authority conferred upon the Attorney General by the Voting Rights Act of 1965, which supplements the previous authority granted by the Civil Rights Acts of 1957, 1960, and 1964: to prevent and redress racial discrimination in voting. Under the 1965 act, the Division is responsible for reviewing the actions of public officials to eliminate the effects of past discrimination within the political subdivisions covered by the acts and, wherever justified, recommending to the Attorney General the appointment of Federal examiners, or observers in areas where Federal examiners are already serving.

LEVEL IV

Criminal Division

The Assistant Attorney General in charge of the Criminal Division has responsibility for and supervision of the enforcement of all Federal criminal laws except those specifically assigned to the Antitrust, Civil Rights, Internal Security, and Tax Divisions of the Department. Included in the statutes over which the Division exercises supervision are those relating to criminal practice and procedure; counterfeiting and forgery; bribery; customs; firearms; extortion; hijacking of airplanes; kidnapping; larceny and theft; liquor; national banking and bankruptcy; narcotics; passports and visas, except those involving subversives; perjury; postal matters; political and election activities; antiracketeering; white slave traffic; securities; slot machines and wagering taxes; fair labor standards; labor-management relations; crimes on the high seas and Government reservations; and criminal frauds against the Government, together with a number of statutes and regulations thereunder which are administered by other Federal agencies, such as the Interstate Commerce Act, and the Federal Communications Act.

LEVEL IV

Land and Natural Resources Division

The Assistant Attorney General in charge of the Land and Natural Resources Division supervises all suits and matters of a civil nature in the Federal district courts, in the State courts, and in the Court of Claims relating to real property, including not only lands but water and other related natural resources as well. This encompasses condemnation proceedings for the acquisition of property, actions to remove clouds and to quiet title, to recover possession, to recover damages, to determine boundaries, to cancel patents, to set aside *ad valorem* taxes and tax sales, to establish rights in minerals, including mineral leases, in oil reserves, and in other natural resources, to establish water rights and protect water resources, to abate water and air pollution, to defend actions for compensation for the claimed taking by the United States of real property or any interest therein, and to defend actions seeking to establish an interest in real property adverse to the United States.

LEVEL IV

Tax Division

The Assistant Attorney General in charge of the Tax Division has responsibility for representing the United States and its officers in litigation, both civil and criminal, arising under the internal revenue laws, except proceedings in the Tax Court. The Division's chief activity is to act as counsel for the Internal Revenue Service; how-

ever, it also represents other agencies with Federal or State tax problems, such as the Departments of Defense, Army, Navy, and Air Force, and the Atomic Energy Commission.

The duties of the Tax Division in civil tax litigation include (1) the preparation and trial of cases in the United States District Courts, the United States Court of Claims, and State courts; (2) the preparation of briefs and conduct of oral arguments in the United States Courts of Appeals and in State courts of appeals; (3) the preparation of petitions for certiorari and briefs and conduct of oral arguments in the Supreme Court of the United States on assignment by, and under the supervision of, the Solicitor General.

LEVEL IV

Internal Security Division

The Assistant Attorney General in charge of the Internal Security Division has responsibility for and generally supervises enforcement of all laws relating to subversive activities and kindred activities directed against the internal security.

The Division was formed on July 9, 1954, at which time the personnel and functions of the Internal Security Section of the Criminal Division were transferred to it. On February 14, 1957, its functions were enlarged to include all new civil cases relating to internal security which were formerly assigned to the Civil Division.

LEVEL IV

Office of Legal Counsel

The Assistant Attorney General in charge of the Office of Legal Counsel has the responsibility of preparing the formal opinions of the Attorney General, of rendering informal opinions and legal advice to the various agencies of the Government, and of assisting the Attorney General in the performance of his functions as legal adviser to the President and as a member of, and legal adviser to, the Cabinet. The Office of Legal Counsel also reviews as to form and legality, and makes necessary revisions of, all proposed Executive orders and proclamations prior to their transmittal to the President, and performs like functions with respect to regulations and various other matters which require the approval of the President. In addition, this office reviews as to form and legality, and makes necessary revisions of, all proposed orders of the Attorney General and all orders requiring the approval of the Attorney General.

This office also represents Federal agencies in the coordination of Federal-State relations in the field of law to the end that matters more appropriately the subject of State action may be handled by the States rather than by the Federal Government.

LEVEL V

Administrative Division

Under the direction of the Assistant Attorney General for Administration, the Administrative Division provides program leadership and administrative services in matters pertaining to the Department's business management operations, and supervises the Executive Office for United States Marshals. It is divided into the following components:

ADMINISTRATIVE SERVICES OFFICE.—

BUDGET AND ACCOUNTS OFFICE.—

MANAGEMENT OFFICE.—

MANAGEMENT INFORMATION OFFICE.—

OFFICE OF MANAGEMENT INSPECTION AND AUDIT.—

PERSONNEL OFFICE.—

RECORDS ADMINISTRATION OFFICE.—

LIBRARY.

THE EXECUTIVE OFFICE FOR UNITED STATES MARSHALS.—

Assoc. Dir. of FBI

cannot find in Manual
or Congressional
Div.

LEVEL IV

Director

Community Relations Service

The Community Relations Service was established by title X of the Civil Rights Act of 1964 (78 Stat. 241; 42 U.S.C. 2000a note) and provides assistance to communities and persons in resolving disputes, disagreements, or difficulties relating to discriminatory practices based on race, color, or national origin which impair the rights of persons in such communities under the Constitution or laws of the United States or which affect or may affect interstate commerce. The Service may offer its services whenever peaceful relations among the citizens of the community involved are threatened and upon the request of officials or other interested persons, or upon its own motion. Further, the Service in performing its functions is directed to seek and utilize the cooperation of appropriate State or local, public or private agencies.

The program of the Service is conducted by the following offices: Office of the Director, Conciliation and Field Services, Community Action, and Media Relations.

LEVEL IV

**U. S. Attorney for the
Southern District of N. Y.**

LEVEL V

Director
Bureau of Prisons

(101 Indiana Avenue NW.,
Washington, D.C., 20537)

[For regulations codified under the Federal
Prison Industries, see Code of Federal Reg-
ulations, Title 28, Chapter III; see also
Chapter I]

The Director of the Bureau of Pris-
ons has general supervision over op-
eration of Federal correctional insti-
tutions and community treatment fa-
cilities, commitment and management
of Federal inmates, and contracting
with local institutions for confinement
and support of Federal prisoners.

The Bureau is composed of five di-
visions, plus an Office of Planning and
Evaluation and an Office of Legal
Counsel, within the Director's office.

LEVEL V

assistants to the Dir.
of the FBI (2)

not listed in Manual

LEVEL V

U.S. ATTORNEY FOR THE
NORTHERN DISTRICT OF
ILLINOIS

LEVEL V
U.S. ATTORNEY FOR THE
SOUTHERN DISTRICT OF
CAL.

LEVEL V

Commissioner

Immigration and Naturalization
Service

The Immigration and Naturalization Service, created by the act of

March 3, 1891 (26 Stat. 1085), administers the immigration and naturalization laws relating to the admission, exclusion, and deportation of aliens, and the naturalization of aliens lawfully resident in the United States. It investigates alleged violations of those laws and makes recommendations for prosecutions when deemed advisable. It patrols the borders of the United States to prevent the surreptitious entry of aliens into the United States in violation of law.

It supervises naturalization work in the specific courts designated by section 310 of the Immigration and Nationality Act (66 Stat. 239; 8 U. S. C. 1421) to have jurisdiction in such matters.

Commission on Civil Rights

801 Nineteenth Street NW., Washington, D.C., 20425. Phone, 382-8821.

Staff Director.—William L. Taylor.

The Commission was established by act of September 9, 1957 (71 Stat. 634, as amended; 42 U.S.C. 1975), amended by act of December 14, 1967 (81 Stat. 582), to investigate sworn allegations that citizens are being deprived of their right to vote and have that vote counted by reason of their color, race, religion, or national origin; study and collect information concerning legal developments which constitute a denial of equal protection of the laws under the Constitution because of race, color, religion, or national origin or in the administration of justice; appraise the laws and policies of the Federal Government with respect to equal protection of the laws under the Constitution because of race, color, religion, or national origin or in the administration of justice; serve as a national clearinghouse for civil rights information; in-

vestigate sworn allegations that citizens are being denied the right to vote or have their vote properly counted in national elections as a result of any patterns or practice of fraud or discrimination; submit interim reports to the President and to the Congress at such times as the Commission, the Congress, or the President shall deem desirable; and submit to the President and to the Congress a final report of its activities, findings, and recommendations not later than January 31, 1973.

[For regulations codified under this heading, see Code of Federal Regulations, Title 45, Chapter VII]

LEVEL V
STAFF DIRECTOR

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

1800 G Street NW., Washington, D.C. 20506. Phone, 343-9231

CREATION AND AUTHORITY.—The Equal Employment Opportunity Commission was created by title VII of the Civil Rights Act of 1964 (78 Stat. 241; 42 U.S.C. 2000a), and became operational July 2, 1965. It is the only Federal agency with statutory authority for dealing with discriminatory employment practices outside the Federal Government.

PURPOSE.—The Commission has a twofold purpose: (1) to end discrimination based on race, color, religion, sex, or national origin in all conditions of employment, including hiring or firing, wages, terms, benefits, testing procedures, classification, facilities, promotion, training, retraining, and apprenticeship; and (2) to initiate and promote affirmative action programs to open up new job opportunities for minority group members and women at every level of employment.

PROCEDURE.—~~The Commission in-~~vestigates written charges of discrimination against employers, labor orga-

nizations, joint labor-management apprenticeship programs, and public and private employment agencies. If it finds reasonable cause to believe that a charge is true, the Commission seeks a full remedy through the process of conciliation. If the Commission is unable to obtain a conciliation agreement, an aggrieved complainant may file suit in a Federal district court. Individual Commissioners may initiate charges based on information which indicates that the law has been violated. In situations where the Commission feels that a pattern or practice of discrimination exists, it may request the Attorney General to institute action in the U.S. District Court.

Commission-initiated programs of affirmative action can assist employers, unions, and employment agencies in promoting voluntary equal opportunity programs. Aggressive recruiting, new testing procedures, expanded training programs are all part of the Commission's program calling for a re-evalua-

tion of employment policies to increase job opportunities for minority group members.

In this connection the Commission publishes interpretations of the law, guidelines on specific areas, and brochures and pamphlets outlining constructive steps and programs to further equal opportunity.

It has direct liaison with State and local governments, employer and union organizations, trade associations, civil rights organizations, and other agencies and organizations concerned with employment of minority group members and women.

Title VII requires that the Commission defer investigation of a complaint arising in a State with an enforceable fair employment practice law for a period of 60 days, and in States with newly established State fair employment practice organizations for 120 days.

LEVEL IV
CHAIRMAN

LEVEL V
MEMBERS

**FOREIGN CLAIMS SETTLEMENT COMMISSION
OF THE UNITED STATES**

1111 Twentieth Street NW., Washington, D.C., 20579. Phone, DUdley 2-7700

CREATION AND AUTHORITY.—The Foreign Claims Settlement Commission of the United States is an independent agency created by Reorganization Plan 1 of 1954 (68 Stat. 1279), effective July 1, 1954. Its duties and authority are defined in the International Claims Settlement Act of 1949, as amended (64 Stat. 12; 22 U.S.C. 1621-1642) and the War Claims Act of 1948 (62 Stat. 1240; 50 U.S.C. 2001-2016).

PURPOSE.—The Commission has jurisdiction to determine claims of United States nationals against foreign governments for compensation for losses and injuries sustained by them, pursuant to programs which may be authorized under either of said acts. Available funds have their sources in international settlements, or liquidation of foreign assets in this country by the Departments of Justice or Treasury, and from public funds when provided by the Congress.

ORGANIZATION.—The three members of the Commission are appointed by the President with the advice and consent of the Senate to serve for 3-year terms of office as provided by the act of October 22, 1962 (76 Stat. 1107; 50 U.S.C. 2001). The President designates the Chairman.

ACTIVITIES.—The current major programs of development, investigation, and determination of claims of

United States nationals involve: (1) losses which have arisen out of the nationalization or other taking of property owned by such nationals by the Government of Yugoslavia pursuant to the terms of the Yugoslav Claims Agreement of November 5, 1964; (2) losses which have arisen since January 1, 1959, out of nationalization, expropriation, intervention, or other takings of, or special measures against, American-owned property, and claims for disability or death due to violations of international law by the Government of Cuba; and (3) losses which have arisen since October 1, 1949, against the Chinese Communist regime for the nationalization, expropriation, intervention, or other takings of, or special measures directed against, property owned by United States nationals, and claims for disability or death of such nationals caused by actions taken by the Chinese Communist regime. In addition, the Commission is performing liquidation functions pertaining to other completed claims programs, and furnishes cooperation and assistance to other agencies in necessary preliminary activities for programs yet to be inaugurated for compensating United States nationals for losses attributable to foreign governments.

Approved,

LEONARD V. B. SUTTON,

Chairman.

LEVEL V

CHAIRMAN (DESIGNATED BY THE PRESIDENT)

LEVEL V
MEMBERS (2)

INDIAN CLAIMS COMMISSION

726 Jackson Place NW., Washington, D.C. 20506. Phone, 382-6526

CREATION AND PURPOSE.—The Indian Claims Commission was created by act of August 13, 1946 (60 Stat. 959; 25 U. S. C. 70), to hear and determine claims against the United States on behalf of any Indian tribe, band, or other identifiable group of American Indians residing within the United States. The Commission consists of a Chairman and four Associate Commissioners, appointed by the President by and with the advice and consent of the Senate.

LEVEL V CHAIRMAN

ACTIVITIES.—The claims which the Commission is to hear and determine are as follows: (1) claims in law or equity arising under the Constitution, laws, treaties of the United States, and Executive orders; (2) all other claims in law or equity, with respect to which the claimant would have been entitled to sue in a court of the United States if the United States was subject to suit; (3) claims which would result if the treaties, contracts, and agreements between the claimant and the United States were revised on the ground of fraud, duress, unconscionable consideration, mutual or unilateral mistake, or any other ground cognizable by a court of equity; (4) claims arising from the taking by the United States, whether as the result of a treaty of cession or otherwise, of lands owned or occupied by the claimant without the payment of compensation agreed to by the claimant; and (5) claims based upon fair and honorable dealings that are not recognized by any existing rule of law or equity. No claim accruing after August 13, 1946, shall be considered by the Commission.

RENEGOTIATION BOARD

1910 K Street NW., Washington, D.C., 20446. Phone, 382-7037

CREATION AND AUTHORITY.—The Renegotiation Board was created by the Renegotiation Act of 1951 (65 Stat. 7; 50 U. S. C. App. 1211) as an independent establishment in the executive branch of the Government and was organized on October 3, 1951, to administer such act. The Renegotiation Act of 1951 transferred to the Renegotiation Board certain powers, functions, and duties conferred upon the War Contracts Price Adjustment Board by the Renegotiation Act of February 25, 1944 (58 Stat. 78, as amended; 50 U. S. C. App. 1191). In addition, the Secretary of Defense delegated to the Renegotiation Board, effective January 20, 1952, all powers, functions, and duties conferred upon the Secretary of Defense by the Renegotiation Act of 1948 (62 Stat. 259, as amended and extended; 50 U. S. C. App. 1193).

PURPOSE.—The objective of the Renegotiation Act of 1951 and the previous renegotiation statutes is to eliminate excessive profits derived by contractors and subcontractors in connection with the national defense program.

ORGANIZATION.—The Renegotiation Board is composed of five members appointed by the President by and with the advice and consent of the Senate. The Secretaries of the Army, the Navy, and the Air Force, subject to the approval of the Secretary of Defense, and the Administrator of General Services each recommend to the President for his consideration one person from civilian life to serve as a member of the Board. The President designates one member to serve as chairman.

The Board has created regional boards with authority to conduct renegotiation proceedings within prescribed limits. Each of the regional boards is composed of a chairman and a minimum of four members.

LEVEL V CHAIRMAN

ACTIVITIES.—The Renegotiation Act of 1951 is applicable to contracts with the military departments and certain other agencies of the Government named in the act, and to related subcontracts. As originally enacted, the act applied also to contracts with such other agencies of the Government exercising functions having a direct and immediate connection with the national defense as the President might designate. Various additional agencies were designated by the President in Executive Orders 10260, June 27, 1951, 10294, September 28, 1951, 10299, October 31, 1951, 10369, June 30, 1952, and 10567, September 29, 1954.

SUBVERSIVE ACTIVITIES CONTROL BOARD

Lafayette Building, 811 Vermont Avenue NW., Washington, D.C., 20445.
Phone, EXecutive 3-3111

CREATION AND AUTHORITY.—The Subversive Activities Control Board was established by the Subversive Activities Control Act of 1950 (64 Stat. 987, 50 U.S.C. 781 et seq.). The act was amended by the Communist Control Act of 1954 (68 Stat. 775) and by the act of January 2, 1968 (81 Stat. 765).

ACTIVITIES.—The Board conducts hearings and determines: (1) upon petition of the Attorney General under

the 1950 act, as amended, whether any organization is a "Communist-action" organization or a "Communist-front" organization within the meaning of the act, and whether any individual is a member of a Communist-action organization; (2) upon petition of the Attorney General under the 1954 amendments whether any organization is a "Communist-infiltrated" organization; and (3) upon petition of any organization or individual finally determined to be such type whether it or he has ceased to be such type.

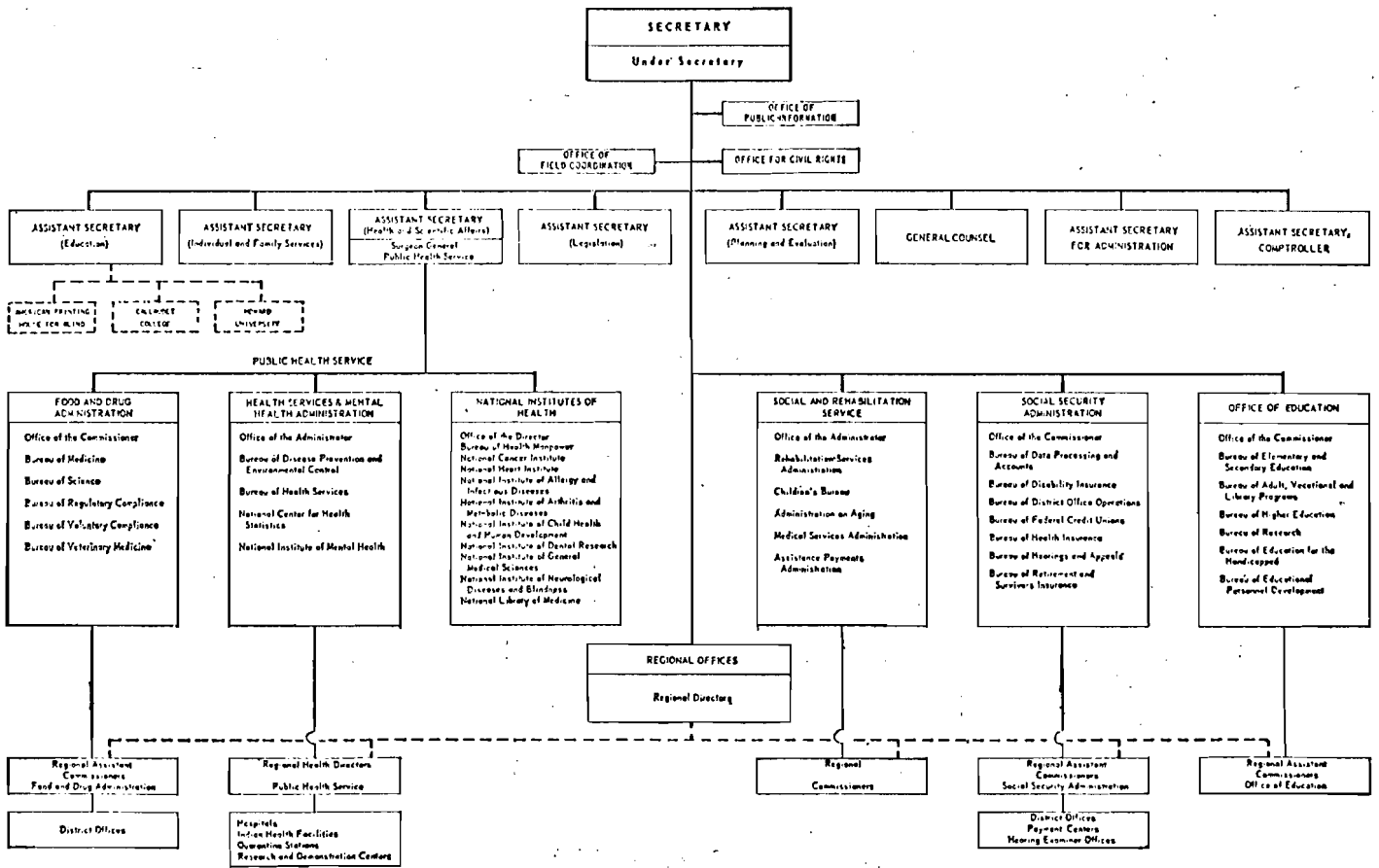
Following hearings, the Board issues findings as to the facts, and accompanies its findings with appropriate orders. Decisions and orders of the Board may be taken by the party aggrieved to the United States Court of Appeals for the District of Columbia for judicial review and, upon grant of a petition for certiorari, to the Supreme Court of the United States. When an appeal is taken, orders of the Board do not become final unless affirmed on appeal or the appeal is dismissed by the courts.

**LEVEL V
CHAIRMAN**

ORGANIZATION.—The Board is an independent executive agency consisting of five members appointed by the President by and with the advice and consent of the Senate to terms of 5 years. Upon the expiration of his term of office a member shall continue to serve until his successor shall have been appointed and shall have qualified. One of the members is designated Chairman by the President. Not more than three members of the Board shall be members of the same political party. Subject to the civil-service laws and Classification Act of 1949, as amended, the Board appoints such hearing examiners, attorneys, and other personnel as may be necessary to assist it in the performance of its duties.

MEMBERS (4 PLUS
ONE DESIGNATED
! THE PRES. AS
CHAIRMAN)

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE



CREATION AND AUTHORITY.—The Department of Health, Education, and Welfare was created by Reorganization Plan 1 of 1953. Under provisions of the act approved April 1, 1953 (67 Stat. 18; 5 U. S. C. 623), the Plan became effective on April 11, 1953. The Plan abolished the Federal Security Agency, created by Reorganization Plan I of 1939, and transferred all functions of the Federal Security Administrator to the Secretary of Health, Education, and Welfare and all components of the Agency to the Department.

PURPOSE.—The Department was established for the purpose of improving the administration of those agencies of the Government the major responsibilities of which are to promote the general welfare in the fields of health, education, and social security.

ORGANIZATION.—The Department is administered under the supervision and direction of the Secretary. The structure of the Department is shown in the organization chart which appears on page 644.

LEVEL I
Secretary of Health, Education
and Welfare

SECRETARY.—The Secretary of Health, Education, and Welfare, as the head of an executive department, reports directly to the President, supervises and directs the Department, and carries out Federal responsibilities in relation to three federally aided corporations: American Printing House for the Blind, Gallaudet College, and Howard University.

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LEVEL III

UNDER SECRETARY.—The Under Secretary serves as Acting Secretary in the absence of the Secretary and performs on behalf of the Secretary such functions and duties as the Secretary may designate; serves as general manager of the Department; coordinates regional and field activities; and coordinates Federal-State relations.

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LEVEL IV

ASSISTANT SECRETARY (LEGISLATION).—The Assistant Secretary (Legislation) serves as principal adviser to the Secretary in the development of the Department's legislative program; coordinates Department legislative planning activities; and maintains congressional liaison.

LEVEL IV

ASSISTANT SECRETARY (EDUCATION).—The Assistant Secretary (Education) assists and advises the Secretary in facilitating the coordination of Federal education programs under Executive Orders 11185 and 11260; in coordinating Department programs and activities in education, educational television, manpower development and training, education of the deaf, international affairs, and outdoor recreation; and performs statutory functions of the Secretary in the Department's relationships with certain federally-aided corporations: American Printing House for the Blind, Gallaudet College, Howard University. He represents the Secretary in the development of Federal education policy.

LEVEL IV

ASSISTANT SECRETARY (HEALTH AND SCIENTIFIC AFFAIRS).—The Assistant Secretary (Health and Scientific Affairs) assists and advises the Secretary in the development of policies and legislation and in the coordination of the Department programs and activities in health, medical affairs, and the life sciences generally; population dynamics; scientific affairs; science communications; and consumer protection. He administers Department activities involving determination of patent rights and copyrights; and maintains liaison with the Office of Science and Technology.

LEVEL IV

GENERAL COUNSEL.—The General Counsel provides legal advice and opinions; coordinates the preparation and clearance of reports on pending and proposed legislation; and provides advice and assistance in the drafting of proposed regulations.

LEVEL V

ASSISTANT SECRETARY FOR ADMINISTRATION.—The Assistant Secretary for Administration assists and advises the Secretary on the administrative management of the Department; coordinates administrative management activities, including personnel management, management planning, and general services; directs activities of the Office of Administration, including internal security, defense coordination, State merit systems, and surplus property utilization.

LEVEL IV

ASSISTANT SECRETARY (INDIVIDUAL AND FAMILY SERVICES).—The Assistant Secretary (Individual and Family Services) assists and advises the Secretary in the coordination of Department programs and activities in: aging, social security, vocational rehabilitation, welfare, juvenile delinquency control, the Federal poverty programs, mental retardation, migratory labor, care of refugees and immigrants, rural development and urban assistance, and regional economic development. He directs the activities of the Center for Community Planning, including development, research, and coordination of DHEW programs under the City Demonstration Act, and serves as primary liaison with other departments regarding model cities program.

LEVEL IV

ASSISTANT SECRETARY (PLANNING AND EVALUATION).—The Assistant Secretary (Planning and Evaluation) coordinates Department activities in economic and social analysis, program analysis, and long-range program planning; and develops and participates in the administration of Department Planning-Programming-Budgeting System by: developing long-range objectives, evaluating alternative means of achieving the objectives, conducting cost-benefit studies, providing staff leadership in the conduct of economic and systems analyses on a Department-wide basis.

**LEVEL V
COMMISSIONER OF
EDUCATION**

PURPOSE.—The statutory functions of the Office of Education are to collect such statistics and facts as shall show the condition and progress of education, to diffuse such information as shall aid the people of the United States in the establishment and maintenance of efficient school systems, and otherwise to promote the cause of education. Subsequent acts and Executive orders have added related functions, including responsibilities for Federal financial assistance to education and for special studies and programs.

ORGANIZATION.—The Office of Education consists of the Office of the Commissioner, the staff office and service elements, and five program bureaus.

**LEVEL V COMMISSIONER OF
FOOD AND DRUGS**

OFFICE OF THE COMMISSIONER.—Provides overall planning, coordination, and evaluation of agency operations as well as leadership and service for business management activities. The following offices provide staff support as indicated by their titles: Offices of International Affairs, Legislative and Governmental Services, and Policy Management.

**LEVEL V
COMMISSIONER OF SOCIAL
SECURITY**

The position of Commissioner for Social Security was reestablished as Commissioner of Social Security in the Department of Health, Education, and Welfare by Reorganization Plan 1, effective April 11, 1953. The Secretary of Health, Education, and Welfare on January 28, 1963, reorganized the Social Security Administration, establishing the retirement, survivors, and disability insurance and Federal credit union programs as the primary missions of the Administration. The Bureau of Old-Age and Survivors Insurance was abolished as a bureau and the Bureau of Family Services and the Children's Bureau were transferred to a new Welfare Administration.

On July 26, 1965, the Social Security Administration was reorganized to accommodate the new health insurance programs.

**LEVEL V COMMISSIONER
OF VOCATIONAL
REHABILITATION**

**Rehabilitation Services
Administration**

[For regulations codified under Social and Rehabilitation Service (Rehabilitation Programs), see Code of Federal Regulations, Title 45, Chapter IV]

The Rehabilitation Services Administration provides leadership in the planning, development, and coordination of those SRS programs which provide rehabilitation and social services to the physically, the mentally, and the culturally disabled, and handicapped in accordance with the provisions of the Vocational Rehabilitation Act, as amended, and titles I, II, X, XIV, and XVI of the Social Security Act.

LEVEL V

COMMISSIONER
OF
WELFARE

COMMISSION OF FINE ARTS

Department of the Interior Building, Washington, D.C., 20240. Phone, 343-5324

COMMISSIONERS

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| Chairman GORDON BUNSHAFT (architect). THEODORE ROSZAK (sculptor). ALINE B. SAARINEN (art critic). | WILLIAM WALTON. HIDEO SASAKI (landscape architect). CHLOETHIEL WOODARD SMITH (architect). JOHN WALKER (museum director). |
| Secretary and Administrative Officer | CHARLES H. ATHERTON. |

BOARD OF ARCHITECTURAL CONSULTANTS FOR GEORGETOWN

| | |
|--------|-----------------------|
| Member | WILLIAM M. HAUSSMANN. |
| Member | FRANK W. COLE. |
| Member | MARIO E. CAMPIOLI. |

CREATION AND ACTIVITIES.—The Commission of Fine Arts was established by the act of Congress approved May 17, 1910 (36 Stat. 371; 40 U.S.C. 104, 106). Enactment of this legislation provided the Government with a permanent commission whose members were qualified to give expert advice on matters relating to art; and directed officers charged by law to determine such questions in each case to call for the Commission's advice. The duties of the Commission, and the responsibilities of contracting officers in all departments and agencies of the Federal and District Governments to consult the Commission for advice were further specified in Executive Orders 1259 of October 25, 1910, 1862 of November 28, 1913, and 3524 of July 28, 1921. Bureau of the Budget Circular Letter A-11, revised, calls the attention of the heads of executive departments and agencies to the requirements for consultation with the Commission of Fine Arts on public works in the National Capital area.

National Capital Park Commission (now the National Capital Planning Commission) provides that the Park Commission shall seek the advice of the Commission of Fine Arts upon land sought to be acquired for park purposes in the District of Columbia, Maryland, and Virginia.

ORGANIZATION.—The Commission is composed of seven well-qualified judges of the fine arts who are appointed by the President for 4-year terms, or until their successors are appointed and qualified. The Board of Architectural Consultants for Georgetown consists of three local architects

The Shipstead-Luce Act of May 16, 1930 (46 Stat. 366; 40 U.S.C. 121), and the Old Georgetown Act of September 22, 1950 (64 Stat. 903), require the District Commissioners, through the Department of Licenses and Inspections, to submit building applications in these respective areas to the Commission for review before building permits are issued, and directs the Commission to give such advice within 30 and 45 days respectively. The act of Congress creating the American Battle Monuments Commission (42 Stat. 1509; 36 U.S.C. 121) provides that before any design or material for memorials is accepted by the Commission, the same shall be approved by the National Commission of Fine Arts. Also, the Congress has stipulated in numerous enactments that the plans for certain designated buildings, monuments, etc., must be approved by the Commission of Fine Arts before they can be accepted by the Government.

Section 2 of the act of June 6, 1924 (43 Stat. 463), which established the

appointed by the Commission. The members of the Board serve 3-year terms.

Members of the Commission and the consultants on the Board serve without pay.

The Secretary and the office staff are civil service employees selected for the special abilities which the work of the Commission requires. The Secretary arranges for meetings and conferences.

Approved.

WILLIAM WALTON,
Chairman.

FEDERAL COAL MINE SAFETY BOARD OF REVIEW

1875 Connecticut Avenue NW., Washington, D.C., 20452. Phone, EXecutive 3-3187

CREATION AND AUTHORITY.—The Federal Coal Mine Safety Board of Review was established by the Federal Coal Mine Safety Act approved on July 16, 1952 (66 Stat. 697; 30 U. S. C. 475), and was reconstituted by the Federal Coal Mine Safety Act Amendments of 1965, approved March 26, 1966 (80 Stat. 84).

ORGANIZATION.—The Board consists of five members appointed by the President, by and with the advice and consent of the Senate. One member is designated as the small mine operators representative; one, as the small mine workers representative; one as the large mine operators representative; and one as the large mine workers representative. The Chairman, who is required to be a graduate mining engi-

neer with experience in coal mining or to have had at least 5 years' experience as a practical coal mining engineer, is in effect the public representative. The Board members serve for terms of 5 years, one term expiring each year.

ACTIVITIES.—The Board is a quasi-judicial agency established to hear and determine applications by coal mine operators for annulment or revision of, and temporary relief from, orders of Federal coal mine inspectors or the Director of the United States Bureau of Mines issued under the authority granted by the Federal Coal Mine Safety Act, as amended.

CHAIRMAN

A large empty rectangular box with a grid-like border, likely a placeholder for a signature or official stamp.

(MEMBERS)

SMALL MINE OPERATORS
REPRESENTATIVE

SMALL MINE WORKERS
REPRESENTATIVE

LARGE MINE OPERATORS
REPRESENTATIVE

LARGE MINE WORKERS
REPRESENTATIVE

Federal Radiation Council

1800 G Street NW., Washington, D.C.,
20449. Phone, 382-2505.

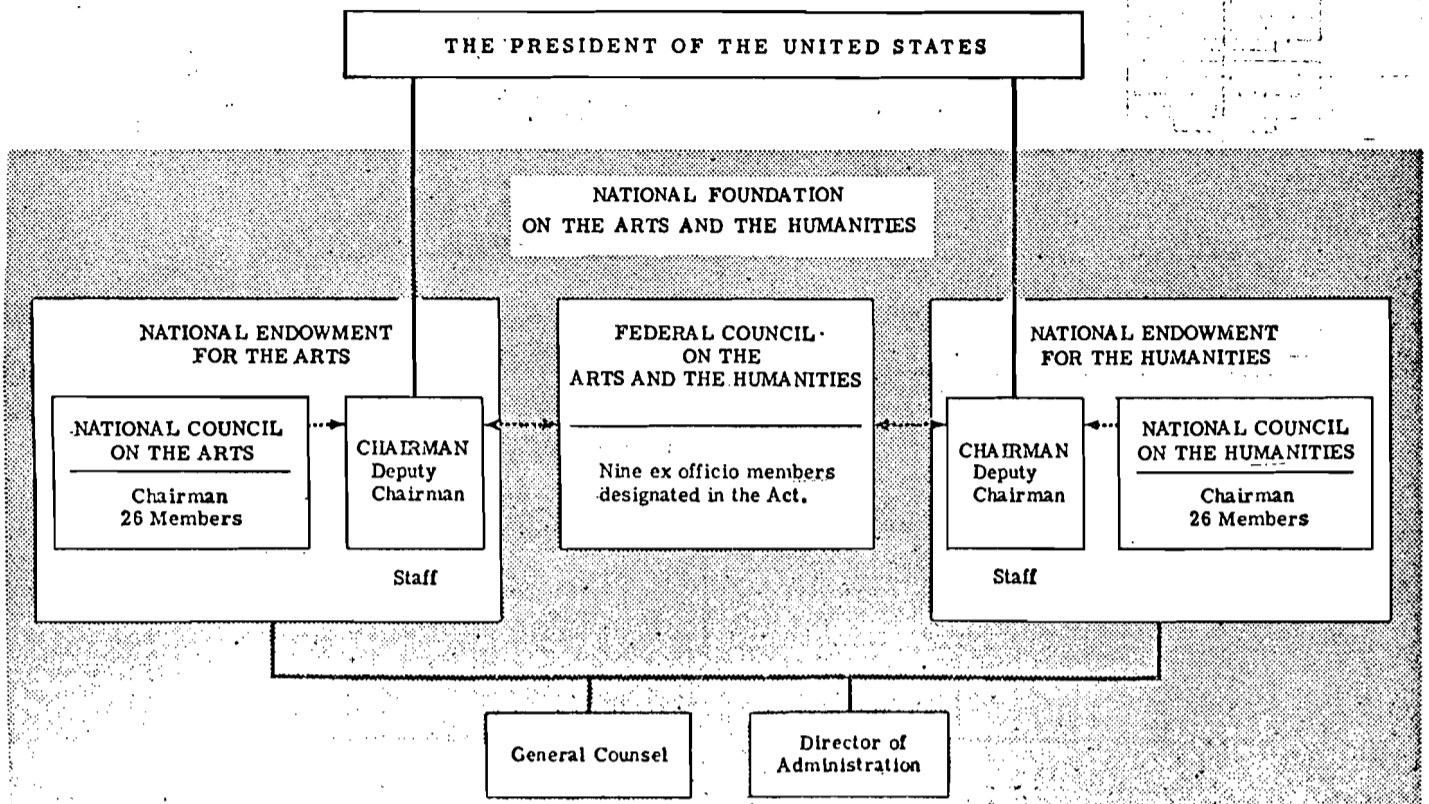
Executive Director.—Paul C. Tompkins.

The Council was established by Executive Order 10831 of August 14, 1959, and by section 274 of the act of September 23, 1959 (73 Stat. 690), and consists of the Secretaries of Health, Education, and Welfare; Defense; Commerce; and Labor; and the Chairman of the Atomic Energy Commission. The Secretaries of Agriculture and of the Interior were added to the Council by Presidential letters of August 16, 1962, and January 16, 1968. The function is to advise the President with respect to radiation matters directly or indirectly affecting health, including guidance to Federal agencies in the formulation of radiation standards and in the establishment and execution of programs of cooperation with States.

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES¹

1800 G Street NW., Washington, D.C., 20506. Phone, 382-7504

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES



The Foundation consists of a National Endowment for the Arts, a National Endowment for the Humanities, and a Federal Council on the Arts and the Humanities. Each Endowment has its own Council, composed of the Endowment Chairman and 26 other members, which advises the Chairman with respect to policies and procedures and reviews applications for financial support and makes recommendations thereon.

The Federal Council on the Arts and the Humanities consists of nine members including the two Endowment Chairmen and is designed to coordinate the activities of the two Endowments and related programs of other Federal agencies.

PURPOSE.—The general purpose of the National Foundation on the Arts and the Humanities is to encourage and support national progress in the humanities and the arts.

The term “humanities” includes, but is not limited to, the study of the following: language, both modern and classic; linguistics; literature; history; jurisprudence; philosophy; archeology; the history, criticism, theory, and practice of the arts; and those aspects of the social sciences which have humanistic content and employ humanistic methods.

The term “the arts” includes, but is not limited to, music (instrumental and vocal), dance, drama, folk art, creative writing, architecture and allied fields, painting, sculpture, photography, graphic and craft arts, industrial design, costume and fashion design, motion pictures, television, radio, tape and sound recording, and the arts related to the presentation, performance, execution, and exhibition of such major art forms.

Chairman of the Nat.
Endowment for the
Arts

Among the activities of the National
Endowment for the Arts are:

1. Award of grants to groups or, in appropriate cases, individuals engaged or concerned with the arts to enable them to provide or support in the United States productions having substantial artistic and cultural significance; projects that will assist artists and enable them to achieve standards of professional excellence; workshops that will encourage and develop the appreciation and enjoyment of the arts; and other relevant projects, including surveys, research, and planning in the arts.

2. A program of grants-in-aid to assist State arts agencies in the development of projects and productions meeting standards of excellence.

3. The conduct of studies and the making of recommendations with a view to formulating methods and ways by which creative activity, high standards and increased opportunities in the arts may be encouraged, and a greater appreciation and enjoyment of the arts may be developed.

LEVEL III
Chairman of the Nat.
Endowment for the
Humanities

The National Endowment for the Humanities is authorized to develop and encourage the pursuit of a national policy for the promotion of progress and scholarship in the humanities.

Among the activities of the Endowment are:

1. Fellowships and stipends to support individual scholarships and training by providing individuals with time interrupted by other responsibilities.

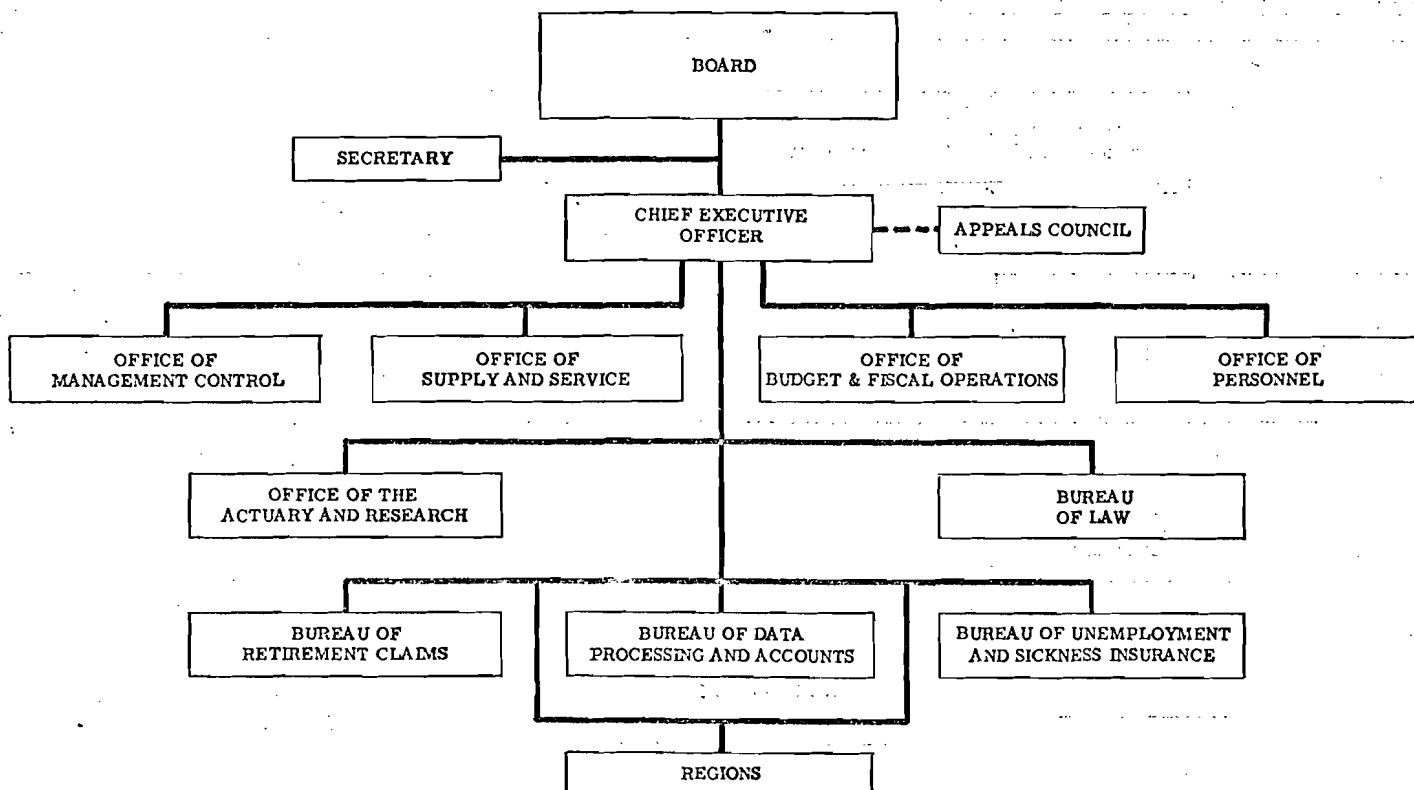
2. Grants to support research and programs to strengthen the research potential of the United States, as well to encourage the preparation of scholarly works in the humanities.

3. Grants to groups or institutions—schools, colleges, universities, museums, public agencies, and private nonprofit groups—to increase understanding and appreciation of the humanities.

RAILROAD RETIREMENT BOARD¹

844 Rush Street, Chicago, Ill., 60611. Phone, Whitehall 4-5500
 (Washington Liaison Office: Room 444, 425 Thirteenth Street NW., 20004.
 Phone, REpublic 7-1780)

RAILROAD RETIREMENT BOARD



PURPOSE.—The Board administers a retirement system for the payment of retirement and disability annuities to railroad employees, annuities to their spouses, and benefits to their survivors; and a correlated unemployment insurance-employment service system for paying unemployment and sickness benefits to and securing the reemployment of unemployed railroad employees. The systems cover employees of carriers by railroad and express and sleeping-car operations subject to the provisions of part I of the Interstate Commerce Act; affiliated companies and joint associations directly connected with the industry; and employees of national railway labor orga-

nizations and employee representatives. The Board also determines the rights of qualified railroad retirement beneficiaries for hospital insurance benefits under the Health Insurance for the Aged Act and administers the hospital insurance program for qualified railroad retirement beneficiaries in Canada.

LEVEL III

CHAIRMAN OF THE
RAILROAD RETIREMENT
BD.

ORGANIZATION.—The Board is composed of three members appointed by the President by and with the advice and consent of the Senate—one upon recommendations of representatives of employees, one upon recommendations of representatives of carriers, and one, the Chairman, without designated recommendation.

The Secretary of the Board maintains the official records of the Board, and acts as the Board's examiner on appeals by applicants from decisions of intermediate appellate units.

Except for the Secretary, who reports directly to the Board, the heads of all bureaus, offices, and regions are responsible to the Chief Executive Officer, but the Chief Actuary and the Chairman of the Appeals Council are responsible to him in only an administrative sense.

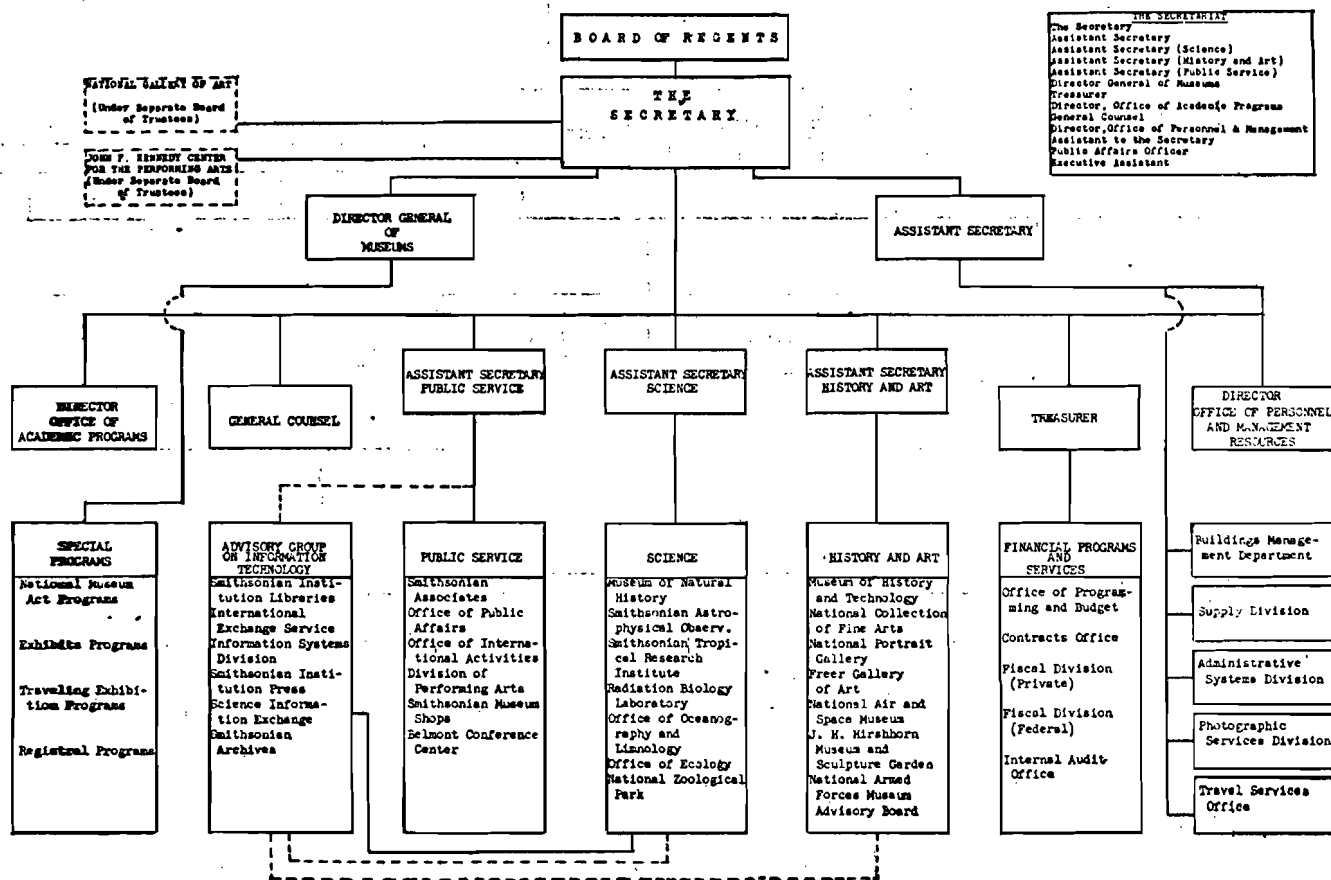
LEVEL IV

MEMBERS OF THE
RAILROAD RETIREMENT
BD.

SMITHSONIAN INSTITUTION¹

Smithsonian Institution Building, 1000 Jefferson Drive SW., Washington, D.C., 20560.
Phone, 628-1810

SMITHSONIAN INSTITUTION



ORGANIZATION.—The Smithsonian Institution is legally an establishment having as its members the President of the United States, the Vice President, the Chief Justice, and the members of the President's Cabinet. It is governed by a Board of Regents, consisting of the Vice President, the Chief Justice, three Members each of the United States Senate and the House of Representatives, and six citizens of the United States appointed by joint resolution of Congress. The Secretary of the Institution is its executive officer and the director of its activities.

The Smithsonian Institution admin-

isters a number of Government programs placed under its control by the Congress and funded by Federal appropriations. The Institution itself is a private, nonprofit corporation. It receives and administers contracts and grants and accepts gifts and bequests from both private and public sources. These activities are administered in its capacity as a private organization. The Smithsonian's functions are dual, being both private and governmental.

FUNCTIONS AND ACTIVITIES.—To carry out Smithson's mandate, the Institution performs fundamental research; publishes the results of studies, explorations, and investigations; preserves for study and reference about 60 million items of scientific, cultural, and historical interest; maintains exhibits representative of the arts, American history, aeronautics and space exploration, technology, and natural history; participates in the international exchange of learned publications; and engages in programs of education and national and international cooperative research and training.

LEVEL IV

ASSISTANT SECRETARY
FOR SCIENCE

LEVEL IV

ASSISTANT SECRETARY
FOR HISTORY AND
ART

LEVEL V.

DIRECTOR, U.S.
NATIONAL MUSEUM

LEVEL V

DIRECTOR

ASTROPHYSICAL OBSERVATORY. —

The Observatory, located in Cambridge, Mass., conducts research in eight principal areas: (1) radio astronomy; (2) gamma-ray astronomy; (3) meteorites and cosmic dust; (4) theoretical astrophysics; (5) optical observatory and observation; (6) flight experiments; (7) planetary and lunar science; and (8) meteors and comets.

To collect data for its research, the Observatory operates field stations in the United States and 10 other countries. It also sponsors the volunteer Moonwatch program, with observing teams in 23 countries.

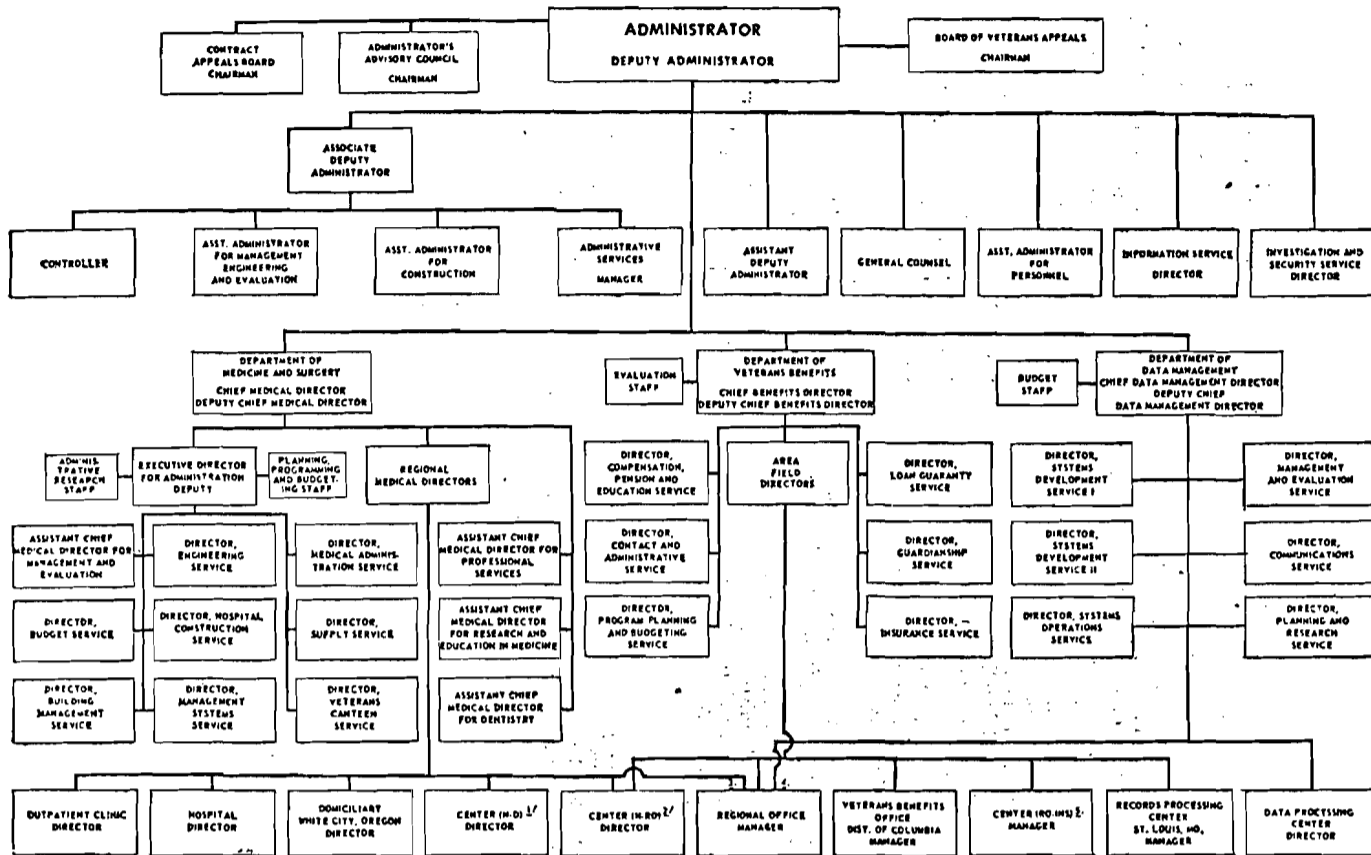
Two international bureaus are located at the Observatory. A Central Bureau for Satellite Geodesy acts as an information exchange in satellite geodesy. The Central Bureau for Astronomical Telegrams is charged with the rapid international dissemination of news of the discovery of comets, novae, and other astronomical phenomena.

Although organizationally separate, the Observatory maintains a close affiliation with the Harvard College Observatory.

VETERANS ADMINISTRATION¹

Vermont Avenue between H and I Streets NW., Washington, D.C., 20420.
Phone, EXecutive 3-4120

VETERANS ADMINISTRATION



^{1/} Comb and Regional and Qualifying.
^{2/} Comb and Hospital and Regional Dir. -
^{3/} Department Clinic where authorized.
^{4/} Data Processing Center when authorized.
^{5/} Combined Regional Office and Insurance Center.

PURPOSE.—The Veterans Administration administers laws authorizing benefits principally for former members and dependents of deceased former members of the Armed Forces. The VA also administers certain limited benefits authorized by law to individuals currently on active duty and to dependent children of seriously disabled veterans. VA benefits include: compensation for service-connected disability or death; pension for non-service-connected disability or death; dependency and indemnity compensation; vocational rehabilitation for service-connected disability; educational assistance for those who serve after January 31, 1955; war orphans' edu-

cational assistance; guaranty or insurance of home, farm, and business loans, and, under certain conditions, direct home loans; six life insurance programs for veterans and servicemen; hospitalization; restorative care; domiciliary and nursing home care; outpatient medical and dental care; prosthetic and other appliances; special housing for certain seriously disabled veterans; automobiles or other conveyances for certain disabled veterans; World War I adjusted service certificates; a guardianship program for the protection of estates derived from VA benefits paid to incompetent or minor beneficiaries; burial allowances; and burial flags. In addition the VA administers the insurance section of the Soldiers' and Sailors' Civil Relief Act for persons in the active military service.

LEVEL II

ADMINISTRATOR

ORGANIZATION.—The Veterans Administration is under the charge of the Administrator of Veterans Affairs, who is responsible for the administration of all laws governing the Veterans Administration.

The Administrator is responsible to the President for the administration of veterans affairs and the laws which govern them. He is directly responsible for the establishment of the basic policies governing agency operation; the development and maintenance of its basic organization structure; the interpretation of laws pertaining to veterans affairs, and the establishment of supplementary regulations; the stimulation and approval of long-range plans; and the development and maintenance of favorable relations with important organizations, groups, and individuals interested in veterans affairs. The Administrator serves as the adviser to the President on veterans affairs.

LEVEL III

The Deputy Administrator

The Deputy Administrator is the principal assistant to the Administrator in the overall administration of the Veterans Administration. He takes independent action for the Administrator on all problems affecting the VA which do not require the Administrator's personal attention and acts for the Administrator in the latter's absence.

LEVEL III

CHIEF MEDICAL
DIRECTOR IN DEPT.
OF MEDICINE &
SURGERY

The Chief Medical Director is responsible for the proper conduct of the activities of the Department of Medicine and Surgery and insures complete medical and hospital service for the medical care and treatment of veterans, as prescribed by the Administrator of Veterans Affairs pursuant to 38 U.S.C. 4101-4115 and other statutory authority and regulations.

LEVEL IV

DEPUTY CHIEF MEDICAL
DIRECTOR IN DEPT. OF
MEDICINE & SURGERY

The Deputy Chief Medical Director serves as principal assistant to the Chief Medical Director in the discharge of his responsibilities, and acts for the Chief Medical Director in the latter's absence.

LEVEL V

Associate Deputy Administrator

The Associate Deputy Administrator assists the Administrator and the Deputy Administrator in the overall administration of the VA. He takes independent action for the Administrator on all problems affecting the VA in the areas of management engineering, appraisals, audits, office methods and administration, budget, finance, reports and statistics, safety and fire protection, and construction, which do not require the personal attention of the Administrator or the Deputy Administrator. He is responsible for coordination of the entire VA construction function and for all relations external to the agency dealing with construction. Under the VA's Planning-Programming-Budgeting System he is responsible for reviewing and presenting to the Administrator the recommended agency program and financial plans with primary concern for (1) the fiscal and budgetary aspects of the total plan, and (2) programming and budgeting for VA's support functions. He acts for the Deputy Administrator in the latter's absence and for the Administrator in the absence of both the Administrator and the Deputy Administrator.

LEVEL V

**CHIEF BENEFITS
DIRECTOR**

The Chief Benefits Director conducts the activities of the Department of Veterans Benefits. He insures the effective execution of an integrated program of veterans benefits consisting of compensation and pension, vocational rehabilitation and education, loan guaranty, insurance, guardianship, and contact activities of the Veterans Administration.

Office of the General Counsel

1 General Counsel serves as chief officer of the Veterans Administration in all matters of law and legislation. He is responsible to the Administrator for the interpretation of all laws affecting veterans or their dependents and for establishing precedent decisions of the Administrator based upon such laws.

This office renders legal advice and other legal services to all department heads and top staff officers and assists in the formulation of governing regulations and amendments thereto, reviewing for legal correctness all such regulations or directives; it collaborates with the Department of Justice in the handling of all litigation arising from Veterans Administration programs or operations or involving the Veterans Administration or any official thereof and, in conjunction with or by agreement with the Department of Justice, may handle certain types of litigation in State or Federal courts.