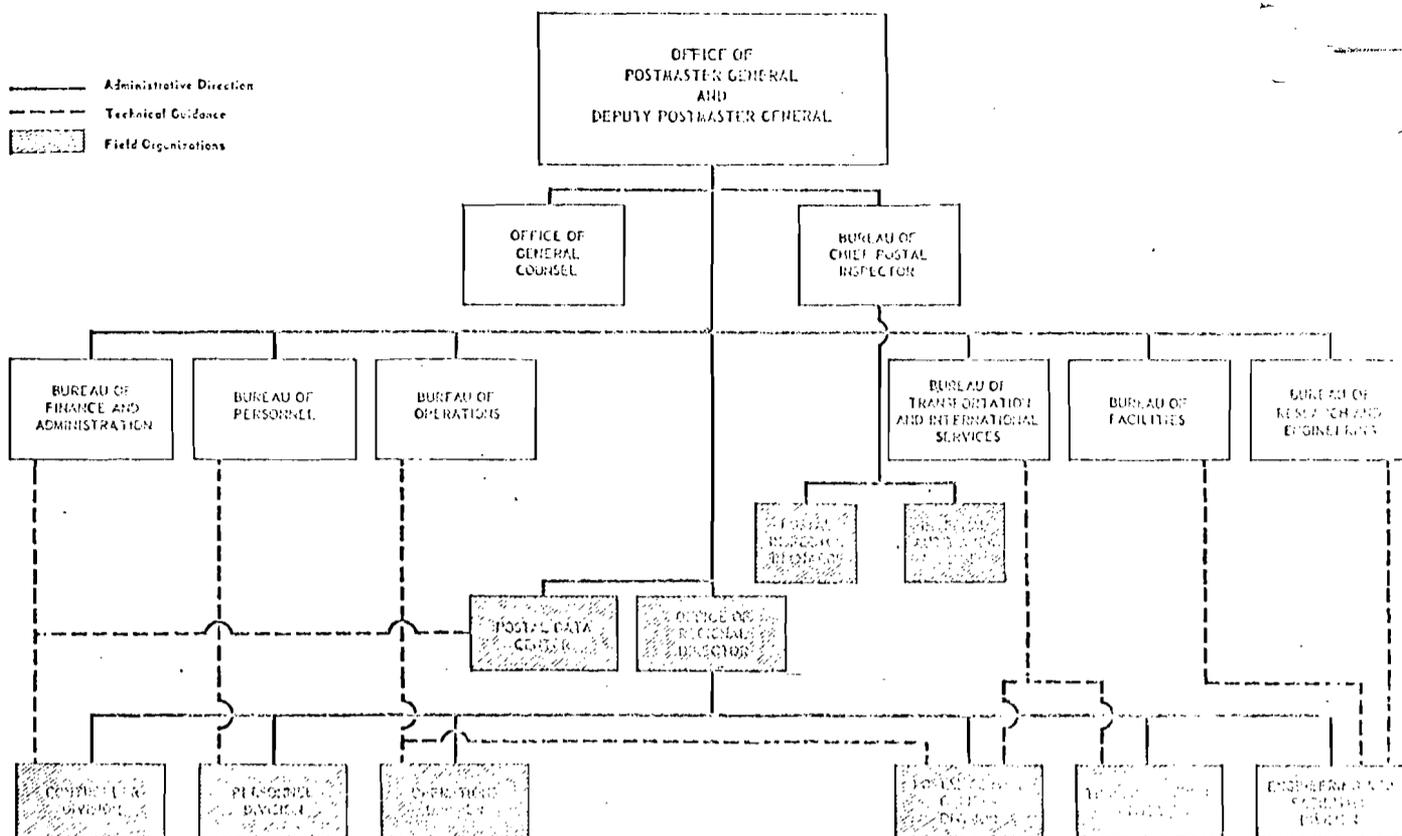


Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
43	5	n.d.	Report	Description of Governmental Units by Functional Area. Domestic section Part II. 28 pages

POST OFFICE DEPARTMENT



CREATION AND AUTHORITY.—The Postal Service was created when Benjamin Franklin became Postmaster General, July 26, 1775, under the Continental Congress. It was temporarily established by the U.S. Congress by the act of September 22, 1789 (1 Stat. 70). The Post Office Department became an executive department by the act of June 8, 1872 (17 Stat. 283; 39 U.S.C. 301, 302), although the Postmaster General had been a member of the President's Cabinet since 1829. Subsequent legislation enlarged the duties of the Department and established various positions responsible for specific functions. Reorganization Plan 3 of 1949, approved June 20, 1949, transferred to the Postmaster General all authority for administration of all functions of the Post Office Department, with authority to delegate such functions, as appropriate.

PURPOSE.—The original purpose of the Postal System, to provide "the best means of establishing posts for convey-

ing letters and intelligence through this continent," was confirmed by the Postal Policy Act of 1958 (39 U.S.C. 2301), which states that "the Postal Establishment was created to unite more closely the American people, to promote the general welfare, and to advance the national economy." It has been extended and expanded into a nationwide network of services and facilities for communicating intelligence, disseminating information, advancing education and culture, and distributing articles of commerce and industry.

ORGANIZATION.—The Post Office Department is composed of the Office of the Postmaster General, the bureaus and offices at Department headquarters, and the Postal Field Service which is divided into 15 regions and 8 postal data centers. Their functions are described below. The structure of the Department is shown in the organization chart which appears on page 639.

LEVEL I

Postmaster General

The Postmaster General, as the head of an executive department, reports directly to the President and is responsible for the direction and supervision

of all activities of the Department. He appoints postmasters at fourth-class offices and submits nominations on appointments to be made by the Presi-

dent for other classes of offices. He performs all special duties enjoined by law upon the Postmaster General.

LEVEL III

Deputy Postmaster General

The Deputy Postmaster General executes and performs all powers, functions, and duties conferred by law upon the Postmaster General, including the modification, suspension, or rescission of orders, instructions, and regulations which have heretofore, or which may hereafter be, issued in the name of the Postmaster General.

LEVEL IV
ASSISTANT
POSTMASTER GEN.

Bureau of Facilities

The Assistant Postmaster General, Bureau of Facilities, formulates and administers policies, programs, and procedures governing the acquisition, management, maintenance, improvement, and disposal of postal space and of utilities, operating equipment, and supplies; procurement and primary distribution of accountable paper items; the production, repair, and storage of

mailbag equipment; production of postal locks and keys; and the procurement, maintenance, storage, and disposal of postal vehicles. He exercises procurement authority for the Department, except for items or services specifically delegated to other bureaus; maintains liaison outside the Department on matters relating to maintenance, space, equipment, and supplies.

LEVEL IV
ASST. POSTMASTER GEN.

Bureau of Personnel

The Assistant Postmaster General, Bureau of Personnel, takes final action on all personnel management matters relating to employee relations and equal employment opportunity, compensation administration, and em-

ployee training at professional and educational institutions.

He acts for the Postmaster General in dealings with employee organizations; maintains outside liaison on personnel matters; directs the formulation of policies, programs, regulations, and procedures for the development and maintenance of an effective personnel management program throughout the Postal Establishment. He ad-

ministers the departmental personnel activities and the incentive awards program. He provides technical direction to the Postal Service Institute.

LEVEL IV
ASST. POSTMASTER GEN.

Bureau of Transportation

The Assistant Postmaster General, Bureau of Transportation, initiates policies, programs, regulations, and procedures governing intercity and international transportation of mail, establishes policies governing distribu-

tion, routing, and dispatch of mail; implements policies for exchange of mail with other countries, U.S. territories and possessions, and military installations inside the United States; administers the transportation budget;

reviews and appraises operations and methods of the national transportation system; coordinates activities within that system; makes necessary improvements in service and controls transportation costs; determines establish-

ment, revision, and termination of transportation services and facilities; and issues organization and staffing standards for such services and facilities.

LEVEL IV
ASST. POSTMASTER GEN.

Bureau of Finance and Administration

The Assistant Postmaster General, Bureau of Finance and Administration, is responsible for the policies and overall development and administration of the Department's budget and financial management program, including control of accountable paper; cost ascertainment (determination of revenues, costs, and volumes by classes of mail and service); postal rates and fees development; money order system; and liaison with the Treasury Department, the Bureau of the Budget, and the General Accounting Office. He is responsible for the Department's programming system, including its 5-year program and financial plan, and review and analysis of the Department's programs. He is also responsible for programs designed to improve the administration and management of the Department. This includes development and design of automatic data processing application of the two Automatic Data Processing Centers at Paramus, N.J., and St. Louis, Mo., management analysis, paperwork, directives management, and analysis and review of organizational proposals.

**LEVEL IV
ASST. POSTMASTER GEN.
RESEARCH & ENGINEERING**

The Assistant Postmaster General, Bureau of Research and Engineering, provides leadership for and directs research, development, and engineering programs for the Postal Service. He is responsible for the development of new concepts, systems, and techniques for the processing, movement, and delivery of mail; preparation of basic equipment manning values; development, design, and testing of postal equipment and materials.

He provides architectural and engineering services for the planning and construction of all new or enlarged postal facilities. He administers the development of building design and standard construction criteria; design of mechanical and electrical utilities building equipment and space conditioning systems, and communications equipment; develops plans and specifications for mail processing equipment, including systems analysis and layout, economic analysis, design of equipment and controls, and preparation of drawings and specifications.

**LEVEL IV
ASST. POSTMASTER GEN.**

Bureau of Operations

The Assistant Postmaster General, Bureau of Operations, provides functional direction for the execution of policies, programs, regulations, and procedures governing the operational activities of the field postal service involving the admissibility, collection, processing, dispatch, and delivery of mail; administers the operations budget; selects, appoints, disciplines, and appraises the performance of postmasters; and selects and appoints rural carriers. He directs the establishment, consolidation, and discontinuance of post offices, and recommends site locations for new offices; directs city and

rural delivery services and the vehicle utilization program; and coordinates the space, equipment, and mechanization requirements of post offices.

He directs the work measurement program and the staffing of postal facilities; conducts a customer relations program; and formulates and implements policies on the entry, make-up, and classification of domestic mail and the application of postage rates and fees. He also adjudicates, as the first level of appeal, all adverse action cases involving post office employees in which the Regional Director renders the initial decision.

LEVEL IV

General Counsel

The General Counsel serves as legal adviser to the Postmaster General, the Deputy Postmaster General, and the entire Postal Establishment except to the Judicial Officer and the Hearing Examiners in matters relating to the performance of their duties. He acts as legislative officer for the Department and performs outside liaison on legal and legislative matters.

He collaborates with the Security Officer (Chief Postal Inspector) implementing laws, Executive orders, and instructions of the President relating to personnel security.

He makes rulings and offers advisory opinions as to mailability of matter under laws covering fraud, obscene matter, lotteries, subversive matter, extortions and threats, and firearms and initiates and prosecutes mailability proceedings under laws prohibiting the mailing of fraud, lottery, obscene, subversive, extortions of threatening matter, and firearms. He also initiates and prosecutes cases seeking the issuance of final agency "fraud," unlawful business and "fictitious name" orders.

LEVEL V

Bureau of the Chief Postal Inspector

The Chief Postal Inspector advises the Postmaster General, the Deputy Postmaster General, and other principal assistants on the condition and needs of the Service; directs the execution of policies, regulations, and procedures governing all investigations, including presentation of evidence to the Department of Justice and U.S. Attorneys in those of a criminal nature; directs operating inspections and audits, including comprehensive internal and contract auditing, for the Postal Service; and acts as Security Officer, Military Liaison Officer, and Defense Coordinator for the Postal Establishment.

He directs the selection, training, and supervision of inspection service personnel.

maintains liaison with other investigative and law enforcement agencies, and administers payment of rewards for information and services.

LEVEL V
DIRECTOR, RESEARCH and
DEVELOPMENT

LEVEL V
DIRECTOR
CONSTRUCTION ENGINEER-
ING

CIVIL AERONAUTICS BOARD ¹

1825 Connecticut Avenue, Washington, D.C., 20428. Phone, EXecutive 3-3111.

The Board exercises its powers independently. Its decisions are not subject to review by any executive department or agency, except for the approval of the President required in Board decisions granting or affecting certificates for overseas and foreign air transportation, and foreign air carrier permits.

ORGANIZATION.—The Civil Aeronautics Board is an independent Federal agency composed of five members appointed for 6-year terms by the President with the consent of the Senate, with no more than three members appointed from the same political party. Each year the President designates one member as chairman and another as vice chairman. Reorganization Plan 13 of 1950 provided that executive and

administrative functions of the Board be vested in the chairman, subject to certain limitations. The Board is assisted by a staff of administrative personnel and experts in the fields of economics, law, and accounting.

FUNCTIONS

AUTHORIZATIONS.—The Board is responsible for granting authorizations to carriers to engage in interstate and foreign air transportation. It issues permits to foreign air carriers authorizing them to engage in air transportation between the United States and foreign countries, and also authorizes the navigation of foreign civil aircraft in the United States for other purposes.

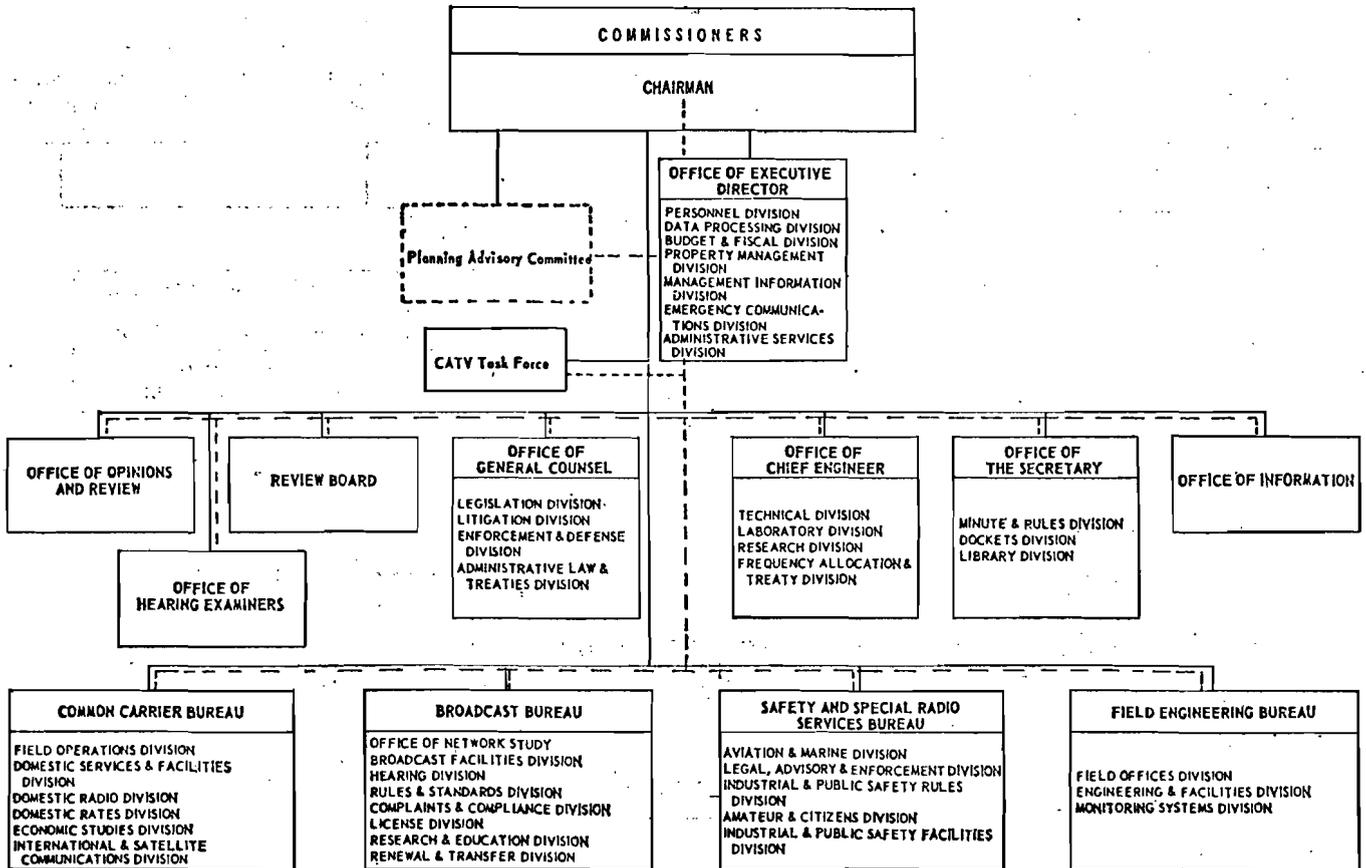
LEVEL III CHAIRMAN	
LEVEL IV MEMBERS OF C.A.B. (5)	

There should be
3 Democrats and
2 Republicans as
Members now.

FEDERAL COMMUNICATIONS COMMISSION¹

1919 M Street NW., Washington, D.C., 20554. Phone, 632-6300

FEDERAL COMMUNICATIONS COMMISSION



PURPOSE.—The Commission was created “for the purpose of regulating interstate and foreign commerce in communication by wire and radio so as to make available, so far as possible, to all people of the United States a rapid, efficient, nationwide, and worldwide wire and radio communication service with adequate facilities at reasonable charges, for the purpose of the national defense, for the purpose of promoting safety of life and property through the use of wire and radio communication, and for the purpose of securing a more effective execution of this policy by centralizing authority heretofore granted by law to several agencies and by granting additional authority with respect to interstate and foreign commerce in wire and radio communication.”

LEVEL III
CHAIRMAN OF FCC

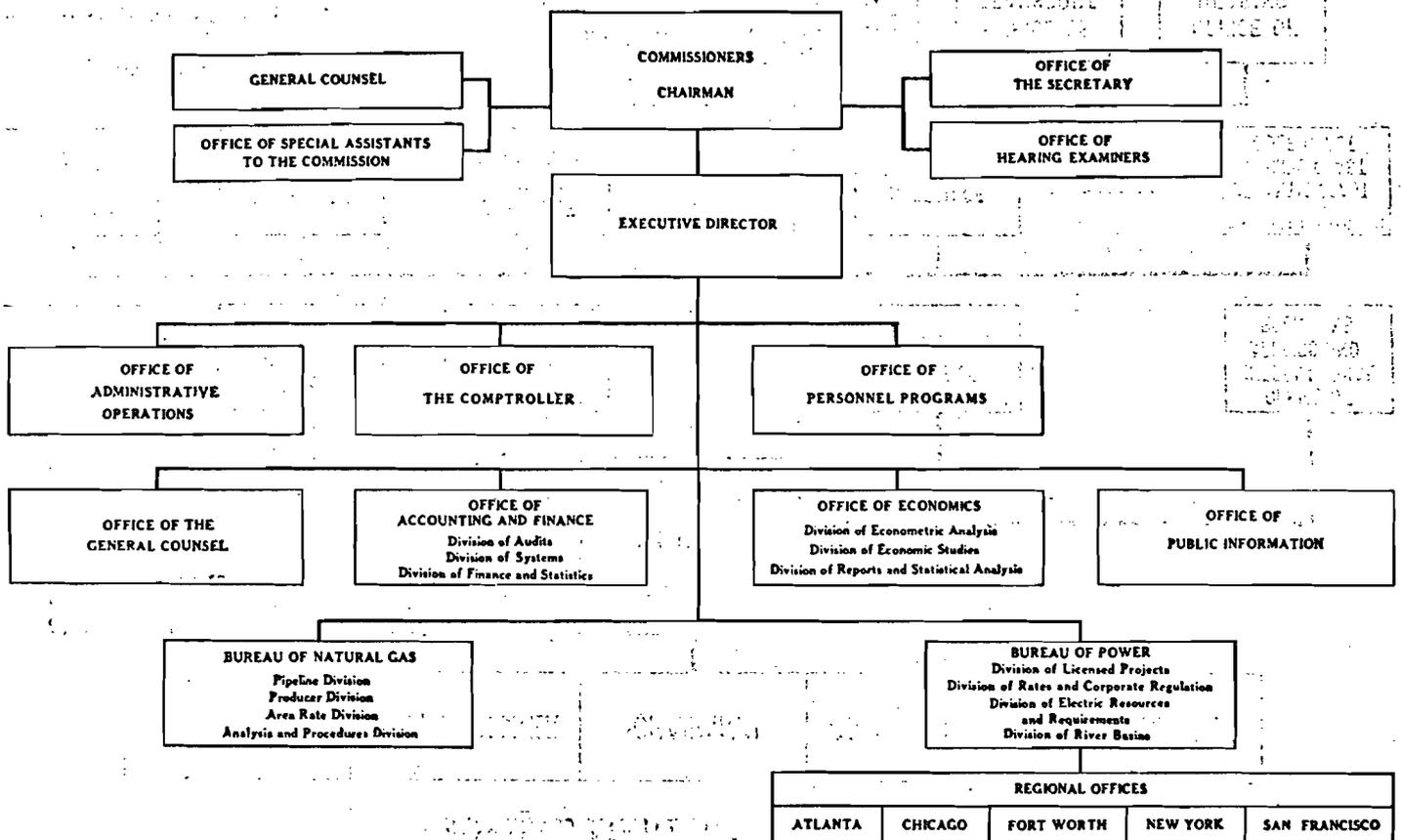
The Chairman, designated by the President, serves as the chief executive officer of the Commission, responsible for its executive and administrative functions except those which, because of their program importance, are performed by the 7-man Commission. The substantive functions of the Commission are executed by the Commission, and, by delegations of authority, through a panel of commissioners, individual commissioners, a task force and four integrated operating bureaus (see Functions and Activities), and the following additional staff organizations:

Office of Executive Director (executive director), which is directly responsible to the Commission under the supervision of the Chairman, provides administrative leadership and coordination of staff activities in carrying out the policies, programs, and procedures of the Commission through overall supervision and coordination; assists the Chairman in carrying out the administrative and executive responsibilities of the Chairman:

LEVEL IV
MEMBERS

ORGANIZATION.—The Federal Communications Commission is an independent Federal agency composed of 7 members appointed for 7-year terms by the President with the consent of the Senate, not more than 4 of whom may be members of the same political party.

FEDERAL POWER COMMISSION



FEDERAL POWER COMMISSION¹

General Accounting Office Building, 441 G Street NW., Washington, D.C., 20426.
Phone, EXecutive 3-0100

PURPOSE.—The Federal Power Commission regulates the interstate aspects of the electric power and natural gas industries, including the issuance of licenses for the construction and operation on non-Federal hydroelectric power projects on Government lands or on navigable waters of the United States, the regulation of rate and other aspects of interstate wholesale transactions in electric power and natural gas, and the issuance of certificates for gas sales to and from interstate pipelines and construction and operation of pipeline facilities.

ORGANIZATION.—The Commission consists of five commissioners, appointed by the President with the advice and consent of the Senate, serving 5-year terms. The Chairman is designated by the President from among the members and is the principal executive officer of the Commission. He is responsible for its executive and administrative functions except those which, because of their program importance, are performed by the entire Commission.

For the organization of the Commission's staff, see the chart on page 654.

FUNCTIONS AND ACTIVITIES.—The Federal Power Commission has jurisdiction over the transmission and sale at wholesale of electric energy in interstate commerce and over public utilities engaged in such commerce; regulates the transportation and sale of natural gas in interstate commerce for resale and the natural gas companies, including independent producers, engaged in such commerce; and prescribes and enforces a uniform system of accounts for the electric utilities and natural gas companies, except independent producers, subject to its jurisdiction.

The Commission's major functions under the Federal Power Act include the issuance and administration of permits and licenses for the planning, construction, and operation of non-Federal hydroelectric power projects on waters or lands subject to Federal jurisdiction. To assure an abundant supply of electric energy throughout the United States with the greatest possible economy and with regard to the proper utilization and conservation of natural

resources, the FPC has the power and directive to divide the Nation into regional districts for the voluntary interconnection and coordination of facilities for the generation, transmission, and sale of electric energy. It has the duty to promote and encourage interconnection within each district and between districts.

The Commission regulates interstate wholesale rates of electric utilities, and their securities, mergers and consolidations, acquisitions, and accounts. It gathers, analyzes, maintains, and publishes information concerning the entire electric power industry.

The Commission studies plans for proposed dams to be constructed by the Department of the Army, the Department of the Interior, or other Federal agencies, and makes recommendations concerning the installation of penstocks and similar facilities for the development of hydroelectric power.

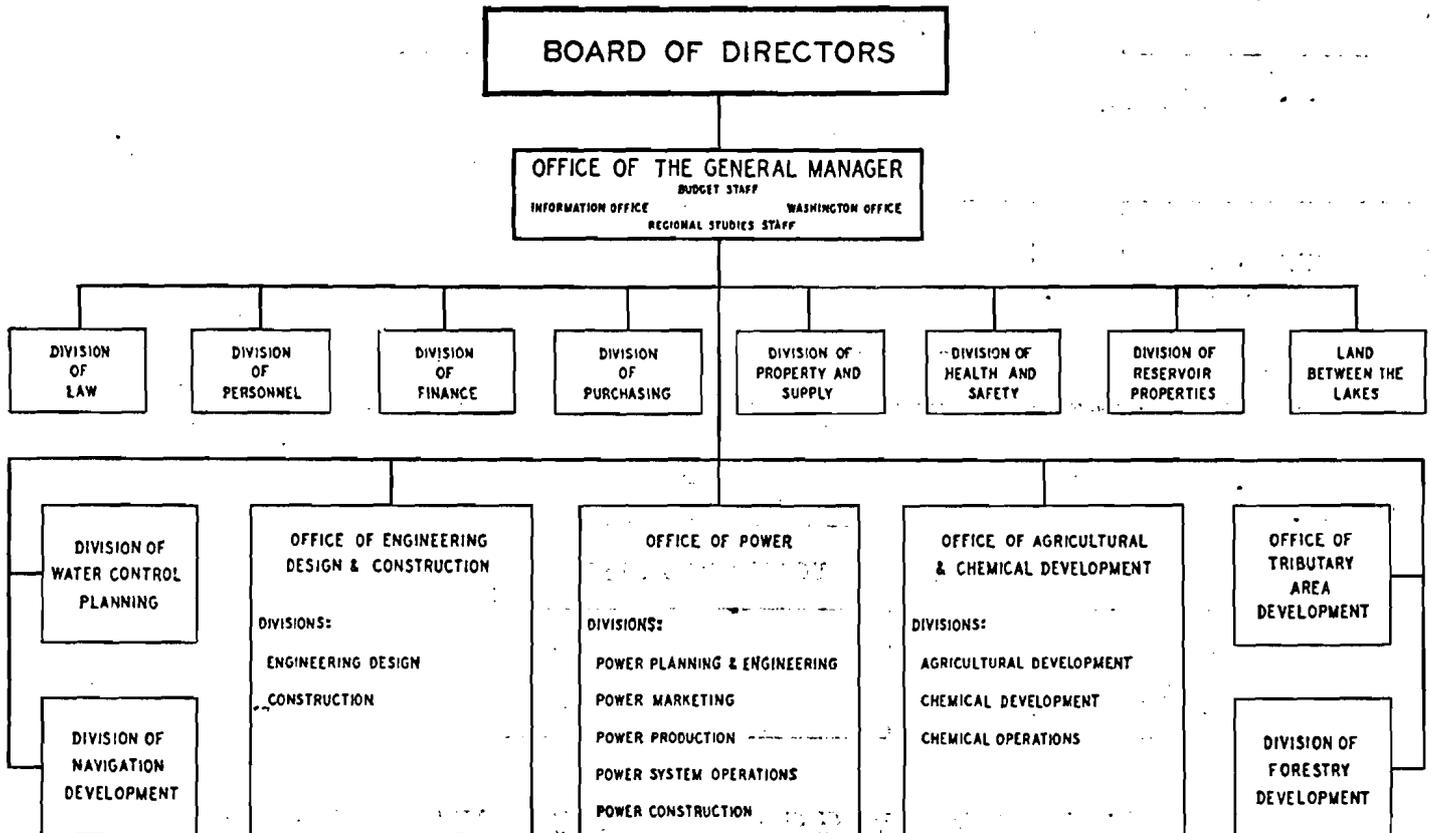
It determines and assesses headwater benefit charges against the owner of any non-Federal water power project directly benefited by upstream improvements constructed by the United States, its licensees or permittees. It also is responsible for allocating the costs of certain Federal projects, and participates in the allocation of costs of others.

It reviews and, if satisfactory, confirms and approves proposed rates for the sale of electric power from certain Federal and international projects. In addition, through its representation on the Water Resources Council and by direct participation with other Federal agencies, the Commission assists in coordinating the development and utilization of water and related land resources. It issues permits for facilities on the international borders for the exportation or importation of electric energy.

TENNESSEE VALLEY AUTHORITY ¹

New Sprinkle Building, Knoxville, Tenn., 37902; Woodward Building, Fifteenth and H Streets NW., Washington, D.C., 20444.²
Washington Phone, 343-4537

TENNESSEE VALLEY AUTHORITY



PURPOSE.—To conduct a unified program of resource conservation, development, and use to speed the economic development of the Tennessee Valley region, and to advance its national defense capabilities.

ACTIVITIES.—A system of dams built by TVA on the Tennessee River and its larger tributaries provides flood regulation on the Tennessee and contributes to regulation of the lower Ohio and Mississippi Rivers. The system maintains a continuous 9-foot-draft channel for navigation for the length of the 650-mile Tennessee River main stream, from Paducah, Ky., to Knoxville, Tenn. The dams harness the power of the rivers to produce electricity. They also provide other benefits, including a major asset for outdoor recreation.

TVA operates the river control system, and investigates the need for and feasibility of additional river control projects. It gives assistance to State and local governments in reducing local flood problems. It also works with cooperating agencies to encourage full and effective use of the navigable waterway by industry and commerce.

LEVEL III

CHAIRMAN

ORGANIZATION.—All functions of the Authority are vested in its three-member Board of Directors, appointed by the President with the consent of the Senate. The Board reports directly to the President. The General Manager is TVA's principal administrative officer, and reports to the Board of Directors. Offices of the Board and General Manager are in Knoxville, Tenn. For details of organization see list of officials above, and TVA organization chart which appears on page 669.

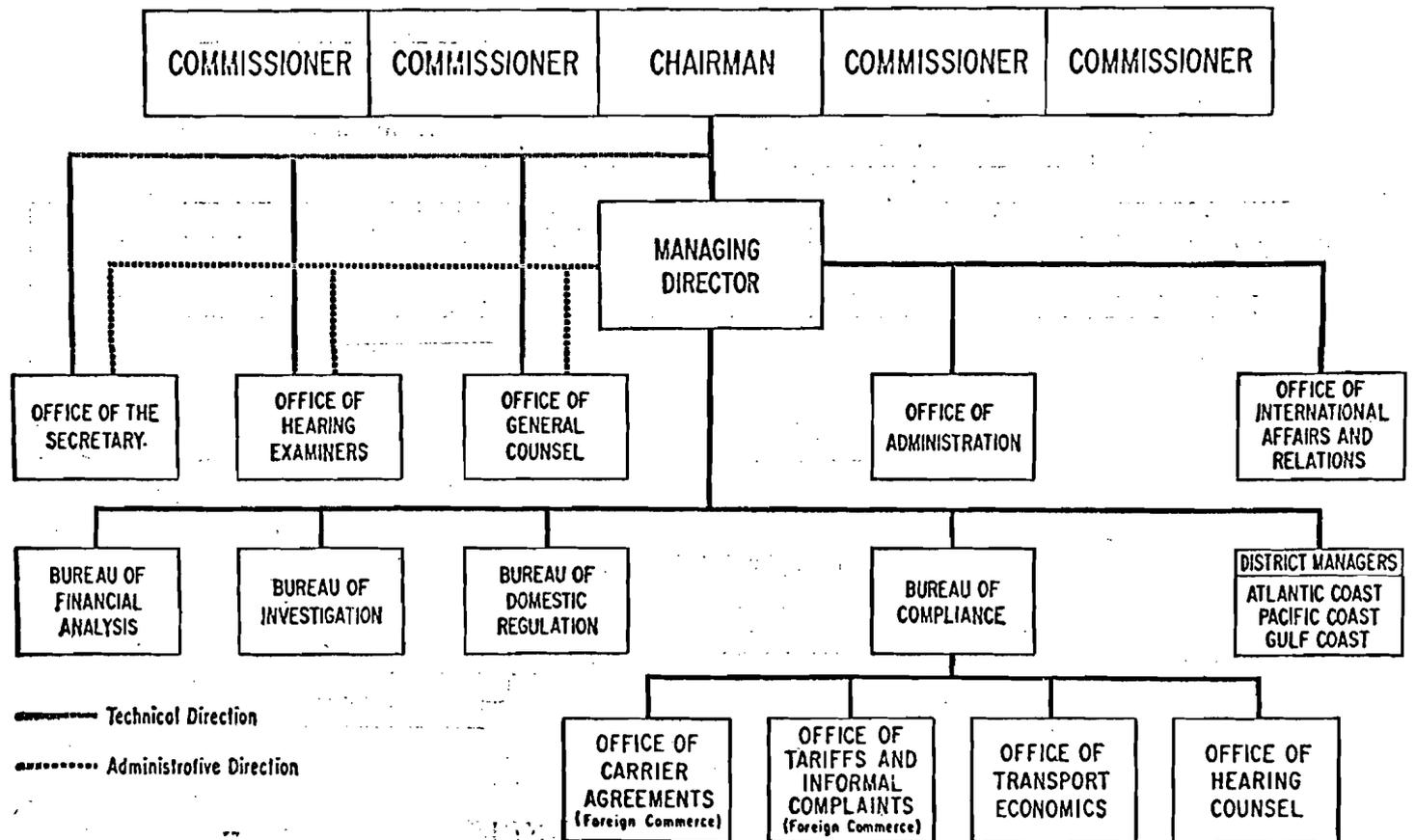
LEVEL IV

MEMBERS (2 PLUS
CHAIRMAN)

FEDERAL MARITIME COMMISSION¹

1321 H Street NW., Washington, D.C., 20573. Phone, STerling 3-5200

FEDERAL MARITIME COMMISSION



FUNCTIONS

The statutory authorities and functions of the Commission embrace the following principal areas: (1) regulation of services, practices, and agreements of common carriers by water and other persons engaged in the foreign commerce of the United States; (2) acceptance, rejection, or disapproval of tariff filings of common carriers engaged in the foreign commerce; (3) regulation of rates, fares, charges, classifications, tariffs, regulations, and practices of common carriers by water in the domestic offshore trade of the United States; (4) investigation of discriminatory rates, charges, classifications, and practices in the waterborne foreign and domestic offshore com-

merce; and (5) rendering decisions, issuing orders, and making rules and regulations governing and affecting common carriers by water, terminal operators, freight forwarders, and other persons subject to the shipping statutes. The broad areas of responsibility are more specifically defined under the following headings:

AGREEMENTS.—The Commission approves or disapproves agreements filed by common carriers, including conference agreements, interconference agreements, and cooperative working agreements between common carriers, terminal operators, freight forwarders, and other persons subject to the shipping laws, and reviews activities under approved agreements for compliance with the provisions of law and the rules, orders, and regulations of the Commission.

LEVEL III

CHAIRMAN OF FEDERAL MARITIME COMM.

ORGANIZATION.—The Commission is composed of five members, appointed by the President, by and with the consent of the Senate. The Commissioners are appointed for 5-year terms with the exception that any person appointed to fill a vacancy is appointed only for the unexpired term of the Commissioner he succeeds. Not more than three members are appointed from the same political party. One member is designated by the President to be the Chairman, and he is the chief executive and administrative officer of the Commission.

LEVEL IV MEMBERS

AMERICAN BATTLE MONUMENTS COMMISSION

2018 Munitions Building, Washington, D.C., 20360. Phone, OXford 6-3683

CREATION AND AUTHORITY.—The American Battle Monuments Commission was created by act of Congress approved March 4, 1923 (42 Stat. 1509; 36 U. S. C. 121). It derives its authority from this and subsequent acts and Executive orders (36 U. S. C. ch. 8; Executive Orders 6614 of February 26, 1934, 6690 of April 25, 1934, 9704 of March 14, 1946, and 10057 of May 14, 1949; and act approved June 26, 1946, as amended, 60 Stat. 317, 70 Stat. 642; 36 U. S. C. 121).

PURPOSE.—The principal functions of the American Battle Monuments

Commission are: (1) to erect and maintain memorials at suitable sites (except in National Cemeteries) commemorating the services of the American Armed Forces since April 6, 1917; (2) to design, construct, and maintain American military cemeteries and memorials therein to World War I and subsequent wars located outside the United States and its possessions, and to maintain the National Cemetery in Mexico City; (3) to maintain rosters of burials and recorded missing at the overseas cemeteries; (4) to provide regulations for the erection of American war memorials by other sponsors in such countries as may so authorize the Commission; (5) to furnish next of kin of those buried or memorialized at the overseas cemeteries with photographs of the headstones or engraved names; and (6) to erect a memorial in Washington, D.C. to General of the Armies John J. Pershing.

Members of the Commission serve without pay.

CHAIRMAN, VICE CHAIRMAN, 9 COMMISSIONERS, SEC.

(ALL SERVE WITHOUT PAY)

APPALACHIAN REGIONAL COMMISSION

1666 Connecticut Avenue NW., Washington, D.C., 20235.
Phone, WOrth 7-4103

CREATION AND PURPOSE.—The Commission was established by the Appalachian Regional Development Act of 1965 (79 Stat. 5; 40 U.S.C. App. 1) to develop plans for and coordinate the comprehensive programs for regional economic development authorized by the act.

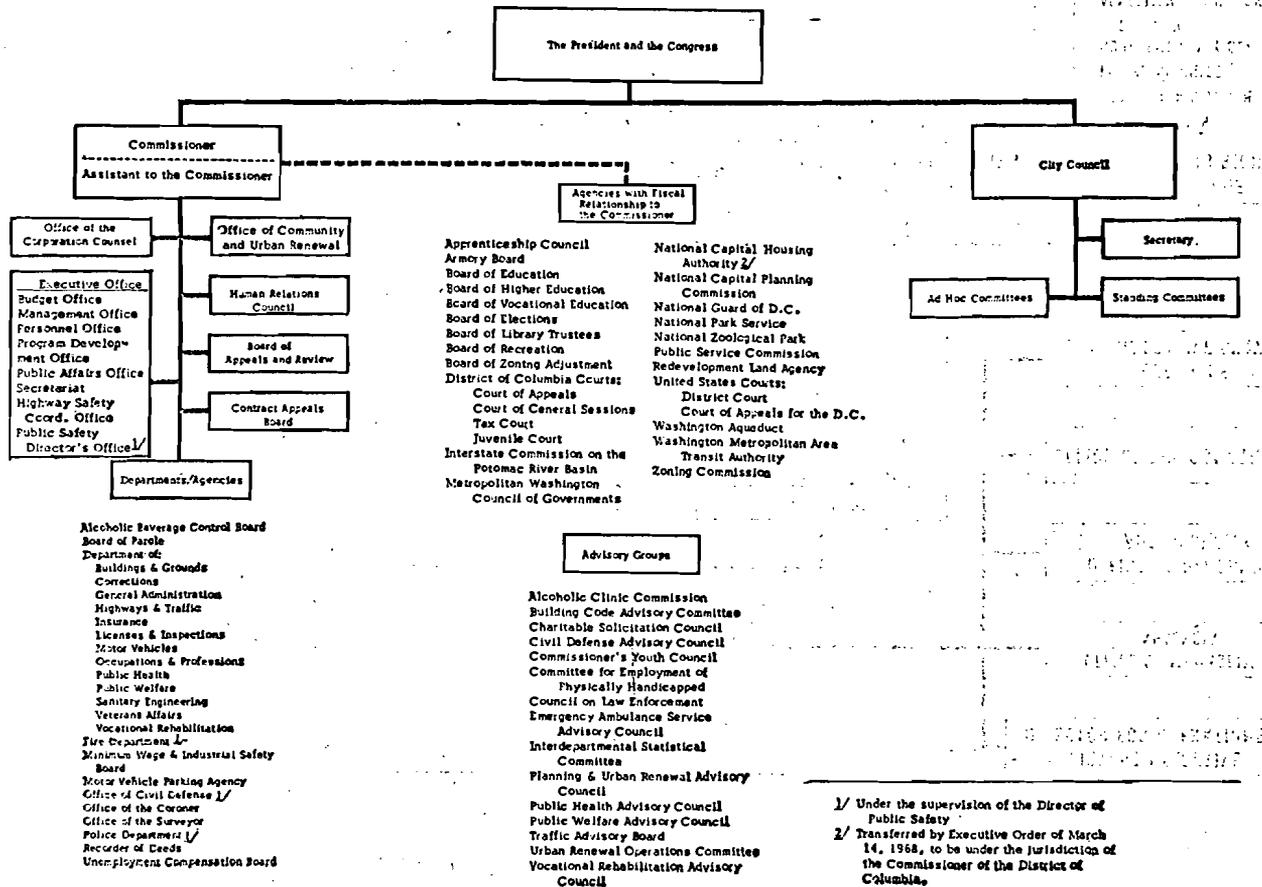
FEDERAL CO-CHAIRMAN

ORGANIZATION.—The Commission consists of the Governors or their representatives from each of the 13 Appalachian States, and a Federal Cochairman appointed by the President by and with the advice and consent of the Senate. The State members of the Commission elect a Cochairman from among their number. At the first Commission meeting, held April 19, 1965, the Appalachian Governors agreed to rotate the position of Cochairman every 6 months beginning July 1, 1965.

DISTRICT OF COLUMBIA¹

District Building, Pennsylvania Avenue and Fourteenth Street NW., Washington, D.C., 20004. Phone, 628-6000

DISTRICT OF COLUMBIA GOVERNMENT



After June 20, 1874, a change was made, and the District was governed by three commissioners appointed by the President. This temporary form of government lasted until July 1, 1878, when the permanent commission government was established. The act of Congress of June 11, 1878 (20 Stat. 102), created the District government as a municipal corporation, but made no provision for franchise. This form of government was administered by a board of three Commissioners, two of whom must have been residents of the District and the third being detailed from the Corps of Engineers of the United States Army.

While the District has a municipal form of government, Congress by various statutory enactments has treated it as a branch of the United States Government by including it in legislation applying to the executive departments, such as the Budget and Accounting Act, the act classifying the salaries of Federal employees, and the act providing for retirement of Federal employees.

By constitutional Amendment 23, dated March 29, 1961, the District was given back the right of franchise.

By Reorganization Plan 3 of 1967, dated August 11, 1967, the government of the District was reorganized and became operative on November 3, 1967.

ORGANIZATION.—The government of the District is administered by a Commissioner (Mayor), an Assistant to the Commissioner, and a nine-member council all of whom are appointed by the President by and with the consent of the Senate.

The Commissioner prepares annually estimates of the expenditures of the District, which estimates are submitted to Congress through the Bureau of the Budget. Under the Constitution of the United States, Congress must pass all legislation affecting the District.

LEVEL IV

U.S. ATTORNEY

National Capital Housing Authority

1729 New York Avenue NW., Washington,
D.C., 20430. Phone, EXecutive 3-3111,
Ext. 22423.

Executive Director.—Edward Aronov.

The Authority was established by act approved June 12, 1934 (48 Stat. 930; D.C.C. 5-103-5-116). Executive Order 11401 of March 13, 1968, modifying Executive Order 6868 of October 9, 1934, as amended, designated the Commissioner of the District of Columbia as the "National Capital Housing Authority." These functions have been delegated to the Assistant to the Commissioner of the District of Columbia. As the public housing agency for the District of Columbia, the purpose of the Authority is to assure an adequate supply of proper dwellings for low-income families. It manages approximately 10,000 dwellings housing 50,000 persons and currently has approximately 3,000 additional units under development. The Authority provides some housing to low-income families through leasing privately-owned accommodations.

[For regulations codified under this heading, see Code of Federal Regulations, Title 5, Chapter X]

**National Capital Planning
Commission**

726 Jackson Place NW., Washington, D.C.,
20576. Phone, 382-1161.

Executive Director.—Charles H. Conrad.

The Commission was established by act of July 19, 1952 (66 Stat. 781), as successor to the National Capital Park Commission, established by act of June 6, 1924 (43 Stat. 463; 40 U.S.C. 71), and the National Capital Park and Planning Commission, established by act of April 30, 1926 (44 Stat. 374; 40 U.S.C. 71). As the central planning agency for the Federal and District of Columbia Governments, it plans the appropriate and orderly development and redevelopment of the National Capital and the conservation of the important natural and historical features thereof.

