

TITLE 1

ORGANIZATION

U. S. ATTORNEY'S MANUAL 1970

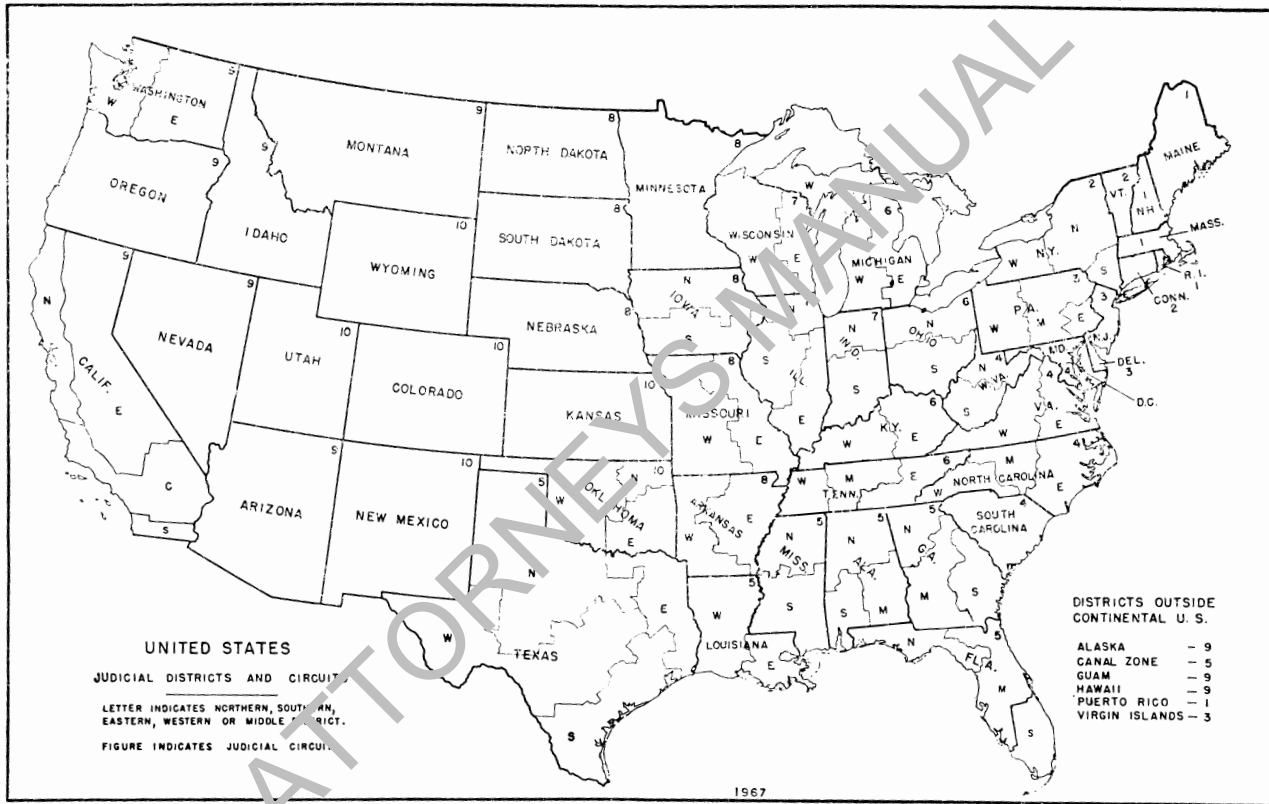
TITLE 1

ORGANIZATION

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UNITED STATES JUDICIAL DISTRICTS AND CIRCUITS



TITLE 1 : ORGANIZATION

Directory of Key Personnel of the Department of Justice

Department of Justice, REpublic 7-8200

<i>Office</i>	<i>Incumbent</i>	<i>Room</i>	<i>Code</i>	<i>Telephone extension</i>
<i>Attorney General</i>	John N. Mitchell.....	5115....	187	2001
Executive Assistant	Sol Lindenbaum.....	5117....	187	2011
Personal Secretary	Sue Morrison.....	5115....	187	2001
<i>Deputy Attorney General</i> ..	Richard G. Kleindienst.....	4111....	187	2001
Associate Deputy				
Attorney General	George H. Revercomb.....	4208....	187	2105
Associate Deputy				
Attorney General	John Dean, III	4115....	187	2141
Associate Deputy				
Attorney General	Donald E. Santarelli.....	4208....	187	2146
Special Assistant	R. Richards Rolapp.....	4111....	187	2148
Executive Assistant.....	John T. Duffner.....	4202....	187	2108
Associate Deputy				
Attorney General	Harlington Wood, Jr.	4307....	187	2121
Assistant to the Deputy				
Attorney General	Philip H. Mod'ra.....	4307....	187	2121
Director, U.S. Marshals				
Service	Wayne Courn.....	FTB ...	187	2129
Chief, Legislative and				
Legal Section.	Herbert E. Hoffman.....	4119....	187	2113
Administrative Assistant.	Florence P. Moss.....	4216....	187	2119
<i>Solicitor General</i>	Erwin N. Griswold.....	5151....	187	2210
Deputy Solicitor General.	Daniel M. Friedman.....	5609....	187	2209
Deputy Solicitor General.	Louis F. Claiborne.....	5611....	187	2206
Deputy Solicitor General.	James Springer.....	5613....	187	2202
<i>Administrative Division:</i>				
Assistant Attorney				
General.	Leo M. Pellerzi.....	1111....	187	3101
Special Assistant	Glen Pommerening.....	1111....	187	3103
Deputy Assistant	John W. Adler.....	1111....	187	3104
Director of Personnel				
and Training	Kenneth J. Stallo.....	1230....	187	3221
Director, Budget and				
Accounts	John J. Kaminski.....	1110....	187	3206
Director, Office of Man-				
agement Support.	Mark D. Biallas.....	615 Pa.		
Chief, Management				
Analysis.	Herman Levy.....	615 Pa.		
		Ave...	187	3267
Chief, Administrative				
Services Office.	Wm. H. O'Donoghue.....	1313....	187	2971
Chief, Records Adminis-				
tration Office.	Harry Kulick.....	6345....	187	3128

June 1, 1970

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<i>Office</i>	<i>Incumbent</i>	<i>Room</i>	<i>Code</i>	<i>Telephone extension</i>
Chief, Legal Information				
Retrieval	Geo. Kondos.....	1103.....	187	3106
Office of Internal Audit..	Harry Shepherd, Jr.	1121.....	187	3996
Office of Judicial				
Examinations	Vincent T. McCarthy	1115.....	187	3111
Librarian.	Marvin P. Hogan.....	5324.....	187	3148
<i>Antitrust Division:</i> ¹				
Assistant Attorney				
General.	Richard W. McLaren.....	3109.....	187	2401
Deputy Assistant.....	Walter B. Comegys.....	3208.....	187	2404
Director of Operations..	Baddia J. Rashid.....	3214.....	187	3543
Deputy Director	Robt. B. Hummel.....	3214.....	187	3544
Director, Policy Planning.	Roland W. Donnem.....	3115.....	187	2410
Executive Assistant	John M. O'Donnell.....	3112.....	187	2421
Special Assistants to				
Assistant Attorney	Bruce B. Wilson.....	3109.....	187	2563
General.	Arthur I. Cantor.....	3109.....	187	2562
<i>Section Chiefs</i>				
Appellate	Howard E. Shapiro.....	3118.....	187	2413
Economic	Lewis Marku.....	STAR		
		10315..	187	2467
Evaluation	Donald Baker.....	3115.....	187	2411
Foreign Commerce	Wilbur L. Fugate.....	3244.....	187	2464
General Litigation	Gerald A. Connell.....	STAR		
		3309..	187	2441
Judgments and Judgment Enforcement ..	Wm. D. Kilgore, Jr.	3311.....	187	2494
Public Counsel and Legislative.	Joseph J. Saunders	STAR		
		3117..	187	2515
Special Litigation	Lewis Bernstein.....	3222.....	187	2425
Special Trial.....	Chas. L. Wittinghill	STAR		
		9120..	187	2471
Trial	Charles D. Mahaffie	3230.....	187	2475
<i>Bureau of Narcotics and Dangerous Drugs*</i>				
	John E. Ingersoll.....	615 N.W. Fed. Bldg.	128	7337
<i>Civil Division:</i>				
Assistant Attorney				
General.	Wm. D. Ruckelshaus.....	3143.....	187	3301
Deputy Assistant	Carl Eardley.....	3607.....	187	3309
Deputy Assistant	Irving Jaffe.....	3607.....	187	3310
Executive Assistant.....	Grey Lewis.....	3607.....	187	3303
<i>Section Chiefs</i>				
Administrative	Virginia D. Corum.....	3614.....	187	3434
Admiralty and Shipping	Lawrence F. Ledebur.....	3131.....	187	3376

¹ The directory of the Antitrust Division field offices is set out in Title 7.

² 1405 I Street, N.W.

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<i>Office</i>	<i>Incumbent</i>	<i>Room</i>	<i>Telephone Code</i>	<i>extension</i>
<i>Civil Division—Con.</i>				
Appellate	Morton Hollander.....	3706....	187	3355
Court of Claims	Thomas J. Lydon.....	3646....	187	3351
Customs	Andrew P. Vance.....	201 Varick St., New York		
Frauds	Louis S. Paige.....	FTB 314....	187	3101
General Claims	Russell Chapin.....	3627....	187	3344
General Litigation	Harland Leathers.....	3617....	187	3312
Patent	T. Hayward Brown.....	FTB 224....	187	3327
Torts	John G. Laughlin, Jr.	3742....	87	3313
Judgment and Collection				
Unit	Enoch E. Ellison.....	FTB 636....	187	3587*
Foreign Litigation				
Unit	Bruno Ristau.....	3613....	187	3308
<i>Civil Rights Division:</i>				
		<i>Room</i>	<i>Branch</i>	
Assistant Attorney				
General	Jerris Leonard.....	1145	2151	
Deputy Assistant				
Attorney General.....	David L. Norman.....	1145	3855	
Deputy Assistant				
Attorney General.....	Frank M. Dunbaugh.....	1141	3845	
Deputy Assistant				
Attorney General.....	James P. Turner.....	1137	3828	
Executive Assistant	Gerald P. Choppin.....	1131	2161	
<i>Section Chiefs and</i>				
<i>Assistant Section Chiefs</i>				
Legislation &				
Special Projects.....	David B. Marblestone.....	1612	3892	
Planning &				
Special Appeals.....	David D. Gregory.....	1142	2195	
Title VI.....	Thomas R. Ewald.....	1138	2197	
Criminal Section.....				
	K. William O'Connor.....	*702-A	129-3166	
	Robert A. Murphy.....	*702-A	129-3087	
Education Section.....				
	Brian K. Landsberg.....	*1305	2191	
	Hugh W. Fleischer.....	*1305	2191	
	Edward S. Christenbury....	*1314	2178	
Employment Section....				
	David L. Rose.....	1340	3831	
	Robert T. Moore.....	1344	3834	
Housing Section.....				
	Frank E. Schwelb.....	*710	129-3401	
	Alexander C. Ross.....	*708-A	129-3456	
Voting & Public				
Accommodations	Gerald W. Jones.....	1621	2167	
	Walter Gorman.....	1617	3835	

* INDIANA BUILDING

TITLE 1: ORGANIZATION

<i>Office</i>	<i>Incumbent</i>	<i>Room</i>	<i>Telephone Code</i>	<i>extension</i>
<i>Criminal Division:</i>				
Assistant Attorney				
General	Will R. Wilson.....	2107....	187	2601
Deputy Assistant	Henry Petersen.....	2107....	187	2621
Deputy Assistant	Harold P. Shapiro.....	2113....	187	2636
Executive Assistant	James W. Muskett.....	2213....	187	2641
<i>Section and Deputy</i>				
<i>Chiefs</i>				
Administrative				
Regulations	John L. Murphy	STAR		
		2113....	187	2676
Appellate	Beatrice Rosenberg.....	2214....	187	2661
Deputy Chief.....	Theodore G. Gillinsky.....	2218....	187	2657
Fraud	John Keeney	IB 1221	187	2648
Deputy Chief.....	Thomas J. McTierman	IB 1221	187	2626
Legislation and Special				
Projects	Harold D. Koffsky.....	2229....	187	2613
Deputy Chief.....	Ronald L. Gainer.....	2229....	187	2613
General Crimes	Carl W. Belcher.....	2115....	187	2624
Deputy Chief.....	Alfred Hantman.....	2123....	187	2606
Narcotics and Danger-				
ous Drugs.....	Wm. E. Ryan.....	IB 330	187	3971
Deputy Chief.....	Philip Williams.....	IB 330	187	3975
Government Operations	Wm. Sessions	6400....	187	2313
Chief	Robert Fosthal.....	6400....	187	2313
Organized Crime and				
Racketeering.....	William Lynch.....	2521....	187	3515
Deputy Chief.....	Thomas A. Kennelly.....	2521....	187	3516
Deputy Chief.....	Edward T. Joyce.....	2513....	187	3514
Management Labor				
Acting Chief.....	Charles Ruff.....	2724....	187	3761
<i>Federal Bureau of</i>				
<i>Investigation:</i>				
Director	J. Edgar Hoover.....	5633....	175	444
Associate Director	Clyde A. Tolson.....	5744....	175	666
<i>Immigration and Natural-</i>				
<i>ization Service:</i>				
Commissioner	Raymond F. Farrell.....	755 ³	155	201
Executive Assistant	James L. Hennessy.....	757 ³	155	407
<i>Immigration Appeals,</i>				
<i>Board of:</i>				
Chairman	Maurice A. Roberts...	HO 320	187	3063
<i>Internal Security Division:</i>				
Assistant Attorney				
General	J. Walter Yeagley	FTB 530	187	2301
Deputy Assistant	John F. Doherty	FTB 542	187	2337
Executive Assistant	Kevin T. Maroney	FTB 546	187	2333

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<i>Office</i>	<i>Incumbent</i>	<i>Room</i>	<i>Telephone Code extension</i>
Staff Assistants	John H. Davitt	FTB 542 187	2307
	Oran H. Waterman	FTB 518 187	2305
<i>Section Chiefs</i>			
Administrative	Robt. J. Stubbs	FTB 302 187	2383
Appeals and Research	Robt. L. Keuch	FTB 546 187	2381
Registration	James L. Weldon	FTB 414 187	2328
Criminal	John H. Davitt	FTB 518 187	2307
Civil	F. X. Worthington	FTB 420 187	2361
Security Officer	Clifford J. Nelson	FTB 600 187	2341
<i>Land and Natural Resources Division:</i>			
<i>Assistant Attorney</i>			
General	Shiro Kashiwa	2143	2701
Deputy Assistant	Walter Kiechel, Jr.	2143	2718
<i>Section Chiefs</i>			
Administrative	Henry D. Rogers	2610	2721
Appellate	S. Billingsley Hill	2339	2748
<i>Land and Natural Resources Division—Con.</i>			
Appraisal	Robt. H. Alsover	2350	2716
General Litigation	David R. Warner	2133	2705
Indian Claims	Ralph A. Barney	ST 8118	2782
Land Acquisition	Harold S. Harrison	2623	2793
Marine Resources	Geo. S. Swarth	2345	2750
<i>Office of Legal Counsel:</i>			
<i>Assistant Attorney</i>			
General	Wm. H. Rehnquist	5131	2041
Deputy Assistant	Thomas E. Kauper	5131	2051
Deputy Assistant	Leon Ulman	5134	2045
<i>Pardon Attorney</i>	Lawrence Traylor (Acting) ..	HO329	2894
<i>Parole, Board of:</i>			
Chairman	George Reed	HO354-A	2871
<i>Prisons, Bureau of:</i>			
Director	Norman A. Carlson	HO 554	2226
Deputy Director	Herman G. Moeller	HO 558	2268
Executive Assistant	Gary Mote	HO 554	2228
<i>Public Information, Office of:</i>			
Director	John W. Hushen	5116	2007
<i>Assistants to the</i>			
Director	William King	5116	2008
	John Wilson	5116	2007
<i>Tax Division:</i>			
<i>Assistant Attorney</i>			
General	Johnnie Walters	4143	2901

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<i>Office</i>	<i>Incumbent</i>	<i>Room</i>	<i>Telephone Code extension</i>
<i>Tax Division—Con.</i>			
Deputy Assistant	Richard M. Roberts	4143...187	2915
Attorneys General	Fred B. Ugast	4143...187	2967
Executive Assistant	C. Guy Tadlock	4140...187	2922
Deputy for Refund Litigation	Abbott M. Sellers	STAR 5128..187	2906
Special Assistant for Civil Trials	Arthur L. Biggins	STAR 5121..187	2909
<i>Section Chiefs</i>			
Appellate	Lee A. Jackson	4326...187	2950
Associate Chief	Meyer Rothwacks	4326...187	2951
Assistant Chief	Joseph M. Howard	4417...187	2913
Court of Claims	Philip R. Miller	STAR 5309..187	3041
Assistant Chief	Joseph Kovner	STAR 5309..187	3043
Assistant Chief	Theodore D. Peyser	STAR 5317..187	3526
Criminal	Fred G. Folsom	4609...187	2973
Assistant Chief	Lawrence K. Bailey	4615...187	2983
Assistant Chief	Donald A. Hansen	4615...187	2986
General Litigation	John J. McCarthy	3525...187	3021
Assistant Chief	John Pean	3521...187	2979
Assistant Chief	George F. Lynch	3531...187	3647
Refund Trial No. 1	David A. Wilson, Jr.	STAR 4309..187	3561
Assistant Chief	John Murray	STAR 4309..187	3563
Refund Trial No. 2	Myron C. Baum	STAR 5011..187	2942
Assistant Chief	Stanley F. Krysa	STAR 5011..187	2941
Refund Trial No. 3	Jerome Fink	STAR 4122..187	2961
Assistant Chief	Harold S. Larsen	STAR 4122..187	2963
Review	Harold C. Wilkenfeld	STAR 6313..187	3661
Assistant Chief	James D. O'Brien	STAR 6311..187	2982
Assistant Chief	Mildred Seidman	STAR 6319..187	2873
Litigation Control Unit	Philip I. Brennan	4125...187	2996
Administrative Assistant	Ruth S. Chanda	4140...187	2922

June 1, 1970

TITLE 1: ORGANIZATION

U.S. Attorneys

<i>District</i>	<i>Name</i>	<i>Headquarters¹</i>
Alabama, northern.....	Wayman G. Sherrer.....	Birmingham 35202.
Alabama, middle.....	Ira De Ment.....	Montgomery 36101.
Alabama, southern.....	Charles White-Spunner.....	Mobile 36602.
Alaska	Douglas Baily.....	Anchorage 99501.
Arizona	Richard K. Burke.....	Phoenix 85025.
Arkansas, eastern.....	W. H. Dillahunty.....	Little Rock 72203.
Arkansas, western.....	Bethel Larey.....	Fort Smith 72201.
California, northern.....	James L. Browning, Jr.	San Francisco 94109.
California, eastern.....	D. Dwayne Keyes.....	Sacramento 95814.
California, central.....	Robt. L. Meyer.....	Los Angeles 90012.
California, southern.....	Harry D. Steward.....	San Diego 92101.
Canal Zone.....	Rowland K. Hazard.....	P.O. Box 716, Panama.
Colorado	James L. Treece.....	Denver 80201.
Connecticut	Stewart H. Jones.....	New Haven 06508.
Delaware	F. L. Peter Stone.....	Wilmington 19801.
District of Columbia.....	Thomas A. Fennery	Washington, D.C. 20001.
Florida, northern.....	William H. Stanford, Jr.	Pensacola 32502.
Florida, middle.....	John L. Briggs	Jacksonville 32201.
Florida, southern.....	Robt. W. Rust	Miami 33132.
Georgia, northern.....	John V. Stokes, Jr.	Atlanta 30301.
Georgia, middle.....	Wm. J. Schloth	Macon 31202.
Georgia, southern.....	R. Jackson B. Smith, Jr.	Box 1703, Augusta 30903.
Guam	Quare K. Craske.....	Box Z, Agana 96910.
Hawaii	Robert K. Fukuda.....	Honolulu 96809.
Idaho	Sherman F. Furey, Jr.	Boise 83702.
Illinois, northern.....	James R. Thompson ²	Chicago 60604.
Illinois, eastern.....	Henry A. Schwarz.....	East St. Louis 62202.
Illinois, southern.....	Frank J. Violanti ²	Springfield 62705.
Indiana, northern.....	Wm. C. Lee.....	Fort Wayne 46801.
Indiana, southern.....	Stanley B. Miller.....	Indianapolis 46204.
Iowa, northern.....	Evan L. Hultman.....	Sioux City 51102.
Iowa, southern.....	Allen Donielson.....	Des Moines 50300.
Kansas	Robert J. Roth.....	Wichita 67202.
Kentucky, eastern.....	Eugene E. Siler, Sr.	Lexington 40501.
Kentucky, western.....	John L. Smith ²	Louisville 40202.
Louisiana, eastern.....	Gerald J. Gallinghouse.....	New Orleans 70130.
Louisiana, western.....	Donald E. Walter.....	Shreveport 71102.
Maine	Peter Mills.....	Portland 04112.
Maryland	George Beall.....	Baltimore 21202.
Massachusetts	Herbert F. Travers, Jr.	Boston 02109.
Michigan, eastern.....	James H. Brickley.....	Detroit 48226.
Michigan, western.....	John P. Milanowski.....	Grand Rapids 49502.
Minnesota	Robert G. Renner.....	Minneapolis 55401.

¹ Note.—U.S. Attorneys are located in U.S. Post Office Buildings unless otherwise indicated.

² Court appointment.

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<i>District</i>	<i>Name</i>	<i>Headquarters¹</i>
Mississippi, northern.....	H. M. Ray.....	Oxford 38655.
Mississippi, southern.....	Robt. E. Hauberg.....	Jackson 39205.
Missouri, eastern.....	Daniel Bartlett, Jr.	St. Louis 63101.
Missouri, western.....	Bert C. Hurn.....	Kansas City 64106.
Montana.....	Otis L. Packwood.....	Billings 59101.
Nebraska.....	Richard A. Dier.....	Omaha 68101.
Nevada.....	Bart M. Schouweiler....	Las Vegas 89101.
New Hampshire.....	David A. Brock.....	Concord 03301.
New Jersey.....	Fred B. Lacey.....	Newark 07102.
New Mexico.....	Victor R. Ortega.....	Albuquerque 87103.
New York, northern.....	James M. Sullivan, Jr. .	Syracuse 13201.
New York, southern.....	Whitney N. Seymour, Jr.	New York 10007.
New York, eastern.....	Edward R. Neaher.....	Brooklyn 11201.
New York, western.....	Kenneth Schroeder, Jr. .	Buffalo 14202.
North Carolina, eastern...	Warren H. Coolidge....	Raleigh 27602.
North Carolina, middle...	William L. Osteen.....	Greensboro 27401.
North Carolina, western...	Keith S. Snyder.....	Asheville 28802.
North Dakota.....	Harold O. Bullis.....	Fargo 58102.
Ohio, northern.....	Robt. B. Krupansky....	Cleveland 44114.
Ohio, southern.....	Wm. Milligan.....	Columbus 43216.
Oklahoma, northern.....	Nathan G. Graham.....	Tulsa 74103.
Oklahoma, eastern.....	Richard A. Pyle.....	Muskogee 74402.
Oklahoma, western.....	Wm. R. Burket.....	Oklahoma City 73102.
Oregon.....	Sidney I. Lesak.....	Portland 97207.
Pennsylvania, eastern.....	Louis C. Beattie.....	Philadelphia 19107.
Pennsylvania, middle.....	S. John Cottone.....	Scranton 18501.
Pennsylvania, western....	Richard L. Thornburgh.	Pittsburgh 15219.
Puerto Rico.....	Blas C. Ferrero.....	San Juan 00904.
Rhode Island.....	Lucretia C. Almond....	Providence 02901.
South Carolina.....	Joseph O. Rogers.....	Columbia 29201.
South Dakota.....	Wm. F. Clayton.....	Sioux Falls 57102.
Tennessee, eastern.....	John L. Bowers, Jr.	Knoxville 37901.
Tennessee, middle.....	Charles H. Anderson...	Nashville 37203.
Tennessee, western.....	Thomas F. Turley, Jr. .	Memphis 38101.
Texas, northern.....	Eldon B. Mahon.....	Fort Worth 76102.
Texas, southern.....	Anthony J. P. Farris...	Houston 77061.
Texas, eastern.....	Roby Hadden.....	Tyler 75701.
Texas, western.....	Seagal V. Wheatley....	San Antonio 78206.
Utah.....	C. Nelson Day.....	Salt Lake City 84101.
Vermont.....	George W. F. Cook....	Rutland 05701.
Virgin Islands.....	Robert M. Carney.....	St. Thomas 00801.
Virginia, eastern.....	Brian P. Gettings.....	Alexandria 22314.
Virginia, western.....	Leigh B. Hanes, Jr.	Roanoke 24008.
Washington, eastern.....	Dean C. Smith.....	Spokane 99210.
Washington, western.....	Stan Pitkin.....	Seattle 98104.
West Virginia, northern...	Paul C. Camilletti....	Wheeling 26003.
West Virginia, southern...	W. Warren Upton ²	Charleston 25301.
Wisconsin, eastern.....	David J. Cannon.....	Milwaukee 53202.
Wisconsin, western.....	John O. Olson.....	Madison 53701.
Wyoming.....	Richard V. Thomas.....	Cheyenne 82001.

¹ Ct. appt.

TITLE 1: ORGANIZATION

DEPARTMENTAL ORGANIZATION

The Department of Justice consists of the following offices, divisions, bureaus, and boards:

Offices

The Office of the Attorney
General
The Office of the Deputy
Attorney General

The Office of the Solicitor
General
The Office of Legal Counsel
The Office of the Pardon
Attorney

Divisions

Administrative
Antitrust
Civil
Civil Rights
Criminal

Internal Security
Land and Natural
Resources
Tax

Bureaus

Federal Bureau of
Investigation
Bureau of Prisons
Immigration and
Naturalization Service

Bureau of Narcotics and
Dangerous Drugs
Law Enforcement Assist-
ance Administration

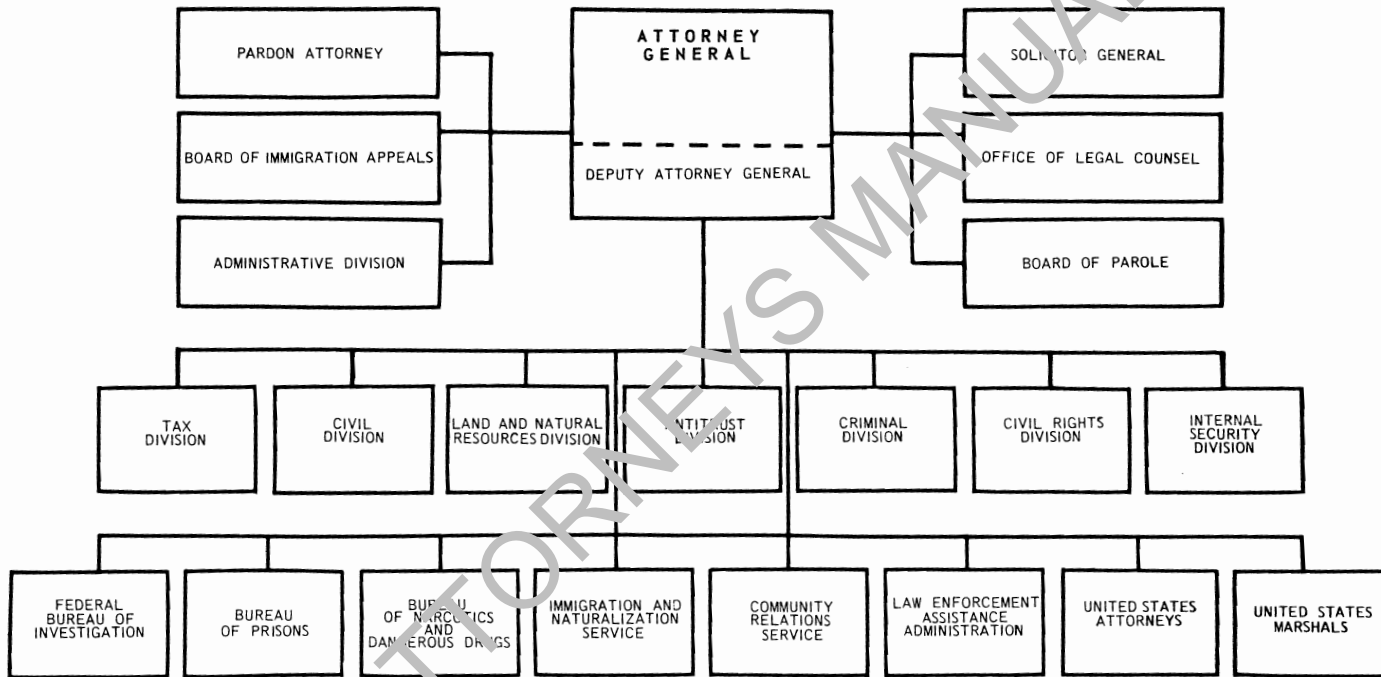
Boards

Board of Immigration
Appeals

Parole Board

DEPARTMENT OF JUSTICE

ORGANIZATION



TITLE 1: ORGANIZATION
DEPARTMENTAL FUNCTIONS

The Office of the Attorney General

The Attorney General supervises all matters relating to:

- (1) Direction and control of the Department of Justice.
- (2) Opinions to the President and heads of departments.
- (3) Other duties required by statute.

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

The Office of the Deputy Attorney General

The Deputy Attorney General is charged with:

(1) Assisting the Attorney General in the overall supervision and administrative management of the Department.

(2) Assisting the Attorney General in the formulation of departmental policies and programs and in the development of improved ways and means of effectuating such departmental policies and programs. The Deputy Attorney General keeps currently informed concerning the operations of the Department and brings to the consideration of the Attorney General those problems and situations requiring his personal direction and action.

(3) Supervising under the direction of the Attorney General, the formulation and execution of personnel policies, and the performance of appointment, promotion, and other personnel management activities.

(4) Exercising, through the Executive Office for U.S. Attorneys and the U.S. Marshals Service, general executive assistance to and supervision of U.S. Attorneys' and Marshals' offices; coordinating and directing their relationships with other departmental units, including other U.S. Attorneys' and Marshals' offices.

(5) Preparing recommendations for Presidential appointments affecting the administration of justice, including those for judges of the Federal courts, U.S. Attorneys, and U.S. Marshals.

(6) Maintaining liaison between the Department and the Congress. The Deputy Attorney General supervises and directs the Department's activities relating to legislation, including the preparation and review of new legislation to be recommended by the Attorney General, preparation of the Department's comments on pending legislation at the request of committees of Congress, the Bureau of the Budget and other executive agencies, furnishing

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advice to the Executive Office of the President on the matter of approval of enrolled bills, and the review of the proposed testimony of Department witnesses at congressional hearings.

(7) Exercising administrative supervision over the Board of Immigration Appeals.

The Office of the Solicitor General

The Solicitor General has supervision of:

(1) Supreme Court cases, including their appeals, petitions for and oppositions to certiorari, briefs, and assignment of arguments on the merits.

(2) Authorization of appeals to appellate courts, including Court of Customs and Patent Appeals.

(3) Authorization of intervention in cases involving constitutionality of acts of Congress.

The Office of Legal Counsel

The Assistant Attorney General in charge of the Office of Legal Counsel is responsible for:

(1) Preparing the formal opinions of the Attorney General, rendering informal opinions and legal advice to the various governmental agencies, and 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.

(2) Preparing or making necessary revisions of Executive orders and proclamations and advising the President with respect to their form and legality.

(3) Handling special assignments from the Attorney General.

(4) Coordinating the work of the Department in connection with U.S. participation in the United Nations and related international organizations.

(5) Approving proposed orders of the Attorney General, and orders which require the approval of the Attorney General, as to form and legality and as to consistency and conformity with existing orders and memorandums.

(6) Rendering opinions to the Attorney General and to the heads of the various organizational units of the Department on questions of law arising in the administration of the Department.

(7) Providing guidance and assistance to personnel of the Department of Justice in matters relating to ethical conduct, particularly matters subject to the provisions of the conflict of interest laws.

TITLE 1: ORGANIZATION

Office of the Pardon Attorney

The Pardon Attorney, under the direction of the Attorney General, has charge of applications for pardon and other forms of executive clemency.

Receipt of pardon applications should be acknowledged, and correspondence of the Department concerning it should be answered promptly.

Reports must be submitted with all promptness consistent with other official duties. In case of necessary unusual delay, the Department should be advised of the reasons therefor and as to when the report may be expected.

A report must be made upon the facts, stating specifically:

(a) What the applicant did that constituted the offense of which he was convicted, the extent of his wrongdoing, and the circumstances connected therewith—so far as known.

(b) A reply to such statements of the petitioner as need reply, particularly to claims of innocence or of injustice or of unfairness of trial.

(c) In cases of violation of the national banking law, bankruptcy, embezzlement of postal funds, use of mails to defraud, or dishonesty of any kind, as accurate a statement as possible of the amount of money involved or the loss sustained, should be given.

(d) The names, sentences, time, and place of confinement of all codefendants and confederates convicted should be stated. If there were none, a statement to this effect should be made.

The applicant's prior criminal record and general reputation, so far as known, should be stated.

A definite recommendation for or against clemency should be submitted, the facts of the case being borne in mind, so far as known, including those subsequently developed, and the extenuating circumstances, if any. In submitting recommendations U.S. Attorneys are expected to express their individual views, irrespective of the view of any other official of the Government. When commutation is recommended, a definite statement should be made as to the extent to which the sentence should be commuted, whether fines, costs, or penalties have been imposed and paid, and, if not, whether the recommendation includes remission or reduction thereof.

If a U.S. Attorney did not himself try the case, he should submit such a statement of the facts as he is able to make and his own recommendation, and also obtain the statement and recom-

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mentation of his predecessor, if the latter tried the case, or of any Assistant U.S. Attorney or special attorney for the Government who had charge of or took part in the trial.

If remission of fines, costs, or penalties is asked, a report on applicant's ability to pay should be made, a report by the appropriate agency being requested, if need be. If remission is recommended, the extent should be stated. In all cases it must be stated whether the applicant was ordered to stand committed for non-payment.

No allowance for time spent in jail before sentence should be recommended, except in extraordinary circumstances.

The President has nothing to do with the granting of paroles. He can, however, grant commutations upon conditions somewhat similar to parole. The two are, however, materially different in essential respects. Conditional commutation is a form of clemency used sparingly and is extended to prisoners who are not entitled to complete discharge, but whose release under restraint appears to be warranted. In a proper case it is competent to recommend a commutation either to expire at once, or to a specified term, upon conditions similar to parole.

U.S. Attorneys are expected, in every instance, to transmit with their reports the statement and recommendation of the trial judge, if obtainable, and if not obtainable, to state so, setting forth the reasons therefor. If a judge is temporarily out of his district and cannot be reached, his address should be stated and the probable date of his return.

The docket entries form which accompanies every application for executive clemency must be filled out. This should be done with absolute accuracy, the offense of which the applicant was convicted being stated specifically and clearly, and the statute under which conviction was had, stated. It is not sufficient merely to cite the statute violated or to describe the offense generally, as "Conspiracy," "Violation of the National Prohibition Act," etc. The offense must in every instance be stated in plain language and in sufficient detail to indicate clearly the nature and character of the crime committed.

It is permissible, if the exigencies of a case require it, for a U.S. Attorney to submit his report and recommendation, together with the other reports he is required to secure, in advance of and without a definite request from the Attorney General; but in every such instance the docket entries referred to in the preceding paragraph must be enclosed, and there must be a full report upon the

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facts as required above. Clemency for a prisoner on parole should not be recommended without specific instructions.

The petition and accompanying papers, including the docket entries form, should be returned without fail and in every instance the judge's recommendation should be transmitted or its absence explained.

In cases involving pardon after completion of sentence, the Pardon Attorney will request the Director of the FBI to institute a thorough investigation of the record and the conduct of the applicant. When the closing report of the investigation has been received by the Pardon Attorney he will subject it to preliminary review and if and when appropriate will refer the petition, related papers and a copy of the FBI report to the U.S. Attorney for his consideration, recommendation, a brief statement of the petitioner's offense, and such other data as may be pertinent. The requirements as to procuring the recommendation of the trial judge, and other officials, should be observed as in other cases. The U.S. Attorney should submit docket entries for all Federal offenses committed by the applicant in his district.

Administrative Division

The following described matters are under the supervision of the Assistant Attorney General for Administration:

(1) Budget, fiscal, and accounting programs including formulation, presentation, and execution of the Department's budget; the allotment of available Department funds; establishment of minimum accounting standards for appropriated funds; control of obligations and expenditures; and auditing Department appropriation accounts and accounting methods and procedures.

(2) Collection and compilation of statistics including the analysis of financial and workload data reflecting the Department's operations.

(3) Personnel administration including position classification and pay administration with authority to classify positions regardless of grade, series, or pay plan; employment, assignment, and separation of employees with authority to take final action except actions pertaining to grade GS-14 and above, and attorney positions; performance evaluation; grievances; incentive awards; personnel records and procedures; training and employee development; and employee management relations. Authority is reserved in the Administrative Assistant Attorney General to post-audit personnel actions or programs and to inspect Department

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personnel operations including the Immigration and Naturalization Service, Federal Bureau of Investigation, Bureau of Prisons, and Federal Prison Industries, Incorporated.

(4) Real and personal property management as prescribed in P.L. 81-152, including procurement, storage, and issuance of supplies and equipment; property accountability; inventory control; utilization, sale, and disposal of excess real and personal property; and utilization of space and general office furnishing and arrangement.

(5) Development and direction of the management improvement program at the seat of Government and field offices including analysis of management problems involving organization, methods, procedures, and communications; administration of Department forms, reports, and directives programs; and advising and assisting in the achievement of efficient use of manpower.

(6) Administration of the records program including records management surveys, retirement and disposition of records, routing and controlling correspondence and custody of legal, administrative, and national defense files.

(7) Legal and legislative matters pertaining to Department administrative operations including examination of contracts and submission to the Comptroller General of matters requiring his decision.

(8) Examination of the official acts, records, and accounts of U.S. Attorneys and Marshals and U.S. court offices.

(9) Administration of Department libraries.

(10) Settlement of administrative claims under the Federal Tort Claims Act including considering, adjusting, determining, and settling claims involving the Department under Part 2 of that Act; and certifying such claims and payment from appropriations to be made available.

(11) Determination of the amount of bonds required of U.S. Marshals under 28 U.S.C. 544.

(12) Designation of certifying officers except for the Federal Bureau of Investigation, Bureau of Prisons, Federal Prison Industries, Incorporated, and the Immigration and Naturalization Service.

(13) Authorization of publication of advertisements, notices, or proposals under Revised Statutes, Section 3828 (44 U.S.C. 324).

A more detailed description of matters under the supervision of the Administrative Assistant Attorney General is given in Attorney General's Order 175-59, as amended.

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Civil Division

(a) *General functions.*—Subject to the general supervision and direction of the Attorney General, the following-described matters are assigned to, and shall be conducted, handled, or supervised by, the Assistant Attorney General in charge of the Civil Division who is also the Director of the Office of Alien Property (which is part of the Civil Division):

(1) Admiralty and shipping cases—civil and admiralty litigation in any court by or against the United States, its officers, and agents, which involves ships or shipping (except suits to enjoin final orders of the Federal Maritime Board under the Shipping Act of 1916 and under the Intercoastal Shipping Act assigned to the Antitrust Division), defense of regulatory orders of the Maritime Administration affecting navigable waters or shipping thereon (except cases specifically assigned to the Lands Division), workmen's compensation, and litigation and waiver of claims under reciprocal-aid maritime agreements with foreign governments.

(2) Court of Claims cases—defense of all suits against the United States in the Court of Claims, except cases specifically assigned to the Lands Division and to the Tax Division.

(3) Customs cases—all litigation incident to the reappraisal and classification of imported goods, including the defense of all suits in the Customs Courts and presentation of customs appeals in the Court of Customs and Patent Appeals.

(4) Fraud cases—civil claims arising from fraud on the Government (other than land and tax frauds), including alleged claims under the False Claims Act, the Surplus Property Act, the Anti-Kickback Act, the Contract Settlement Act, and common law fraud.

(5) Litigation and administrative actions relative to the renunciation of United States nationality by persons of Japanese ancestry.

(6) Patent and allied cases—patent, copyright, and trademark litigation before U.S. courts and the Patent Office, including patent infringement suits in the Court of Claims, interference proceedings, defense of the Register of Copyrights in his administrative acts, and civil patent-fraud cases; and participation in the administration of the Patent Interchange Agreement.

(7) Tort Cases—Defense of torts suits against the United States arising under the Federal Tort Claims Act and special acts of Congress, and similar litigation against cost-plus Government

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contractors and Federal employees whose official conduct is involved (except actions against Government contractors and Federal employees who are assigned to the Lands Division); and prosecution of tort claims in favor of the United States.

(8) Veterans' affairs cases—all civil litigation involving the rights and liabilities of veterans and their dependents and beneficiaries not otherwise assigned, including suits relating to war risk, U.S. Government life, and national service life insurance, reemployment rights in private industry, the education and loan guaranty programs of the Veterans Administration, the escheat and vesting of funds under special statutes and the recovery of sums improperly paid to servicemen and veterans and their allottees, dependents, and beneficiaries.

(9) General civil matters—litigation by and against the United States, its agencies, and officers in all courts and administrative tribunals to enforce Government rights, functions, and monetary claims (except fines and bail-bond forfeitures assigned to the Criminal Division), and to defend challenged actions of Government agencies and officers, not otherwise assigned, including, but not limited to, civil penalties and forfeitures, actions in the Tax Court under the Renegotiation Act, claims against private persons or organizations for which the Government is, or may ultimately be, liable, actions affecting property on which the United States has liens under Section 2410 of Title 28 of the United States Code, reparations suits brought by the United States as a shipper under the Interstate Commerce Act; civil actions by the United States for penalties for violations of car service orders (49 U.S.C. 1(15) and 1(17)(a)); actions restraining violations of part II of the Interstate Commerce Act (49 U.S.C. 322(h)); civil actions under part I of the Interstate Commerce Act (49 U.S.C. 6(10) and 16(9)); injunctions against violations of Interstate Commerce Commission orders (49 U.S.C. 16(12)); mandamus to compel the furnishing of information to the Interstate Commerce Commission (49 U.S.C. 19a(1) and 20(9)); recovery of rebates under the Elkins Act (49 U.S.C. 41(3)); compelling the appearance of witnesses before the Interstate Commerce Commission and enforcement of subpoenas and punishment for contempt (49 U.S.C. 12(3)); suits to enjoin final orders of the Secretary of Agriculture under the Perishable Agricultural Commodities Act (7 U.S.C. 499g), and the Packers and Stockyards Act (7 U.S.C. 217); suits to set aside orders of State regulatory agencies (49 U.S.C. 13(4)) and civil matters under the Labor Management

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Reporting and Disclosure Act of 1959 (29 U.S.C. 1958 Ed. Supp. I, 401, *et seq.*) except those required to be handled by the Board of Parole under Section 504(a) (29 U.S.C. 1959, Supp. I, 504).

(10) Alien property cases—all civil litigation with respect to the Trading with the Enemy Act, title II of the International Claims Settlement Act, the foreign funds control program and the foreign assets control program.

(b) *Certain civil litigation.*—The Assistant Attorney General in charge of the Civil Division shall, in addition to litigation coming within the scope of subsection (a) of this section, direct all other civil litigation including claims by or against the United States, its agencies or officers, in domestic or foreign courts, special proceedings, and similar civil matters not otherwise assigned.

(c) *Alien property matters.*—In addition to the litigation functions referred to above, the Assistant Attorney General for the Civil Division is authorized to exercise or perform all the authority, rights, privileges, powers, duties, and functions delegated to or vested in the Attorney General under the Trading with the Enemy Act, as amended, title II of the International Claims Settlement Act of 1949, as amended, the Act of September 28, 1950, 64 Stat. 1079 (50 U.S.C. App. 40), the Philippine Property Act of 1946, as amended, and the Executive orders relating to such acts, including, but not limited to, vesting, supervising, controlling, administering, liquidating, selling, paying debt claims out of, returning, and settling or intercustodial disputes relating to, property subject to one or more of such acts.

Civil Rights Division

The Civil Rights Division is headed by an Assistant Attorney General authorized by special act of Congress "To provide means of further securing and protecting the civil rights of persons within the jurisdiction of the United States." (Act of September 9, 1957, P.L. 85-315, 85th Cong., H.R. 6127; 71 Stat. 634.)

The Division has responsibility for the enforcement of the laws in the general field of civil rights including all laws relating to civil rights and voting, such as the Federal election laws, Federal Corrupt Practices Act; Hatch Political Activities Act; illegal deprivation of rights of citizens; obstruction of justice, peonage, and slavery; illegal use of search warrants; and the protection of merchant seamen. The enforcement of these laws involves the supervision and direction of criminal prosecutions and the use of certain civil remedies where necessary and appropriate to pro-

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protect the rights of citizens to vote for Federal office. In addition, the Division directs and reviews investigations arising from complaints of public officials or private individuals with respect to matters affecting civil rights.

It confers with individuals and groups who call upon the Department in connection with civil rights matters, advising such individuals and initiating appropriate action where necessary. The Division coordinates within the Department of Justice all matters affecting civil rights and consults and assists other Federal agencies as well as State and local agencies in matters pertaining to civil rights. It conducts research in civil rights matters and makes recommendations to the Attorney General concerning proposed policies and legislation in this field.

Criminal Division

(a) *General functions.*—Subject to the general supervision and direction of the Attorney General, the following described matters are assigned to, and shall be conducted, handled, or supervised by, the Assistant Attorney General in charge of the Criminal Division:

(1) Prosecutions for Federal crimes not otherwise specifically assigned.

(2) Cases involving criminal frauds against the United States (except tax fraud cases assigned to the Tax Division and false-statement and perjury cases involving subversives assigned to the Internal Security Division).

(3) All criminal and civil litigation under the Federal Food, Drug, and Cosmetic Act.

(4) Libels or civil penalty actions (including petitions for remission or mitigation of civil penalties and forfeitures, offers in compromise and related proceedings) under the Contraband Transportation Act, customs laws, Export Control Act, Federal Alcohol Administration Act, Federal Aviation Act, Federal Caustic Poisons Act, Federal Insecticide, Fungicide, and Rodenticide Act, Federal Seed Act, Federal Trade Commission Act (in case food, drugs, or cosmetics are involved), Gold Reserve Act, Hours of Service Act, laws relating to liquor, narcotics, gambling, and firearms, Locomotive Inspection Act, Prison-Made Goods Act, Safety Appliance Act, Standard Container Act, Sugar Act of 1948, and Twenty-Eight Hour Law.

(5) All matters involving sentencing, including recovery of fines and bail-bond forfeitures, in cases within the jurisdiction of the Criminal Division.

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(6) All proceedings under the Federal Juvenile Delinquency Act and the Youth Corrections Act.

(7) Legal questions involving operation of the Federal parole and probation systems.

(8) Proceedings under the statutes relating to incompetency of persons in Federal custody or charged with Federal crimes.

(9) Consideration, acceptance, or rejection of offers in compromise of criminal and tax liability under the laws relating to liquor, narcotics, gambling, and firearms, in cases in which the criminal liability remains unresolved.

(10) All litigation arising under the immigration and nationality laws (except Japanese renunciation proceedings, which are assigned to the Civil Division, and suits under the Tucker Act for the recovery of money covered into the Treasury on forfeited immigration bonds), and the passport and visa laws (except litigation involving subversives, which is assigned to the Internal Security Division).

(11) Coordination of enforcement activities directed against organized crime and racketeering.

(12) Enforcement of registration requirements of the Slot Machine Act and maintenance of registrations thereunder.

(13) Habeas corpus proceedings, including those relating to the Universal Military Training and Service Act.

(14) International extradition proceedings.

(15) Relation of military to civil authority with respect to criminal matters affecting both.

(b) *Exclusive or concurrent jurisdiction.*—The Assistant Attorney General in charge of the Criminal Division is authorized to determine administratively whether the Federal Government has exclusive or concurrent jurisdiction over offenses committed upon lands acquired by the United States, and to consider problems arising therefrom.

Internal Security Division

♦ The Internal Security Division is responsible for all functions of the Department relating to internal security other than those assigned to the Federal Bureau of Investigation and the Immigration and Naturalization Service. This Division is charged with the prosecution of all cases involving subversives and with the enforcement of all statutes relating to subversive activities, such as treason, espionage, sedition, and sabotage. It is also charged with the administration of the Subversive Activities Control Act of

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1950, as amended; the Foreign Agents Registration Act of 1938, as amended; and the Act of August 1, 1956, which requires the registration of certain persons who have knowledge of or who have received instructions or assignments in the espionage, or sabotage service or tactics of a foreign government or foreign political party. On February 14, 1957, the Division was assigned the responsibility of all new civil cases relating to internal security matters. The Division also directs all departmental liaison activities in the field of internal security, and all departmental defense mobilization planning, including relocation for the seat of Government and the field. In addition, it assists department and agency heads in the operation and coordination of their personnel security programs.

The major activities of the Internal Security Division are performed by four Sections: The Criminal Section, which is charged with the enforcement of the basic criminal statutes relating to internal security matters; the Civil Section, which is charged with the presentation of matters before the Subversive Activities Control Board and the enforcement of the criminal provisions (except those relating to employment) of the Internal Security Act of 1950, as amended, the conduct of civil cases relating to internal security matters and the administration of the program for the designation of organizations under the Federal employee security program; the Foreign Agents Registration Section; and the Appeals and Research Section.

In addition to litigation functions and advisory duties attendant thereto, the Department's responsibilities in the security policy planning field have been formalized under the direction of the Assistant Attorney General in charge of the Internal Security Division. He serves as the Department's representative on the Interagency Emergency Planning Committee and personnel of the Division represent the Department on the Interdepartmental Committee on Internal Security and on the Interagency Committee on East West Exchanges. Also the Internal Security Division is responsible for maintaining liaison with the executive branch departments and agencies and coordinating matters involving internal security; and renders advice to heads of departments and agencies concerning the Federal employee security program under Executive Order 10450, dated April 27, 1953, as amended, and concerning safeguarding official information with industry under Executive Order 10501, dated November 5, 1953, and Executive Order 10865, dated February 20, 1960. The Internal Security Division also continues to have the responsibility for

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accomplishing informally the objectives of the Personnel Security Advisory Committee, although that Committee as such was abolished February 15, 1961. In addition the Internal Security Division is responsible for Department planning in event of war-related emergency, relocation of personnel and related civil defense agencies, and maintains liaison with other departments and department groups engaged in emergency planning activities to insure coordination.

The Security Office of the Department is also attached to the Internal Security Division. That Office is charged with responsibility for the administration of Executive Orders Nos. 10450 (Security Requirements for Government Employment) and 10501 (Safeguarding Official Information in the Interests of the Defense of the United States) in the Department.

The Division receives annually many thousands of investigative reports concerning the activities of subversive individuals and organizations. These reports are reviewed by attorneys in the respective sections of the Division to determine whether criminal or other action is warranted. Where possible, criminal matters are referred to U.S. Attorneys for prosecution. The division of responsibility between U.S. Attorneys and this Division for the conduct of civil actions is determined on a case-by-case basis. Proceedings instituted before the Subversive Activities Control Board and designation proceedings, however, are handled exclusively by attorneys from this Division. The Division also exercises supervisory authority in such areas as the neutrality laws, Trading With the Enemy Act, and the Mutual Security Act of 1954, and over libels of forfeiture arising out of these matters.

Final determinations in all matters relating to internal security, both civil and criminal, are made by the Internal Security Division.

Lands Division

The Assistant Attorney General in charge of the Lands Division has supervision of all matters relating to:

- ♦ (1) The public domain and all other lands and real property of the United States, including actions for compensation for the claimed taking by the United States of land or any interest therein by eminent domain or otherwise.

- (2) Condemnation.

- (3) Titles (the Assistant Attorney General, or such members of his staff as he may specifically designate in writing, are authorized to sign the name of the Attorney General to opinions on the

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validity of titles to property acquired by or on behalf of the United States).

- (4) Defense of Indian tribal claims against the United States.
- (5) Reclamation, irrigation, and water rights.

Tax Division

The Tax Division under the charge of an Assistant Attorney General prosecutes and defends in all courts civil suits arising out of the internal revenue laws, including appeals to the U.S. Courts of Appeals and State appellate courts in connection therewith. It also briefs and argues in the U.S. Courts of Appeals petitions for review of decisions of the Tax Court of the United States, and handles tax cases in the Supreme Court of the United States on assignment by, and under the supervision of, the Solicitor General of the United States.

The Division exercises compromise and settlement functions with respect to tax litigation. In addition, it has charge of litigation involving tax liens, the conduct of proceedings involving mandamus, injunctions, and other specific writs, and general matters under the cognizance of the Department relating to Federal taxes. It has jurisdiction over all questions of intergovernmental tax immunity, whether arising by reason of an attempt by a State to impose a tax upon the exercise of a Federal power or by reason of resistance on the part of a State to the imposition of a Federal tax.

The Division also controls and supervises criminal prosecutions arising under the internal revenue laws (except those involving liquor, narcotics, firearms, and wagering taxes) and collaborates with U.S. Attorneys in the conduct of such litigation in trial and appellate courts.

The Federal Bureau of Investigation**Organization of Federal Bureau of Investigation**

The Federal Bureau of Investigation was first established in 1908. The Director of the FBI is appointed by the Attorney General and he reports directly to the Attorney General. Director John Edgar Hoover has held this position since 1924.

Organization at the Seat of Government

In addition to the Director there are Associate Director Assistants to the Director, Assistant Directors, and Inspectors. Also,

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special agents are assigned to temporary duty at the seat of Government offices of the FBI to aid in the supervision of specific types of work as assigned.

In order to facilitate the handling of work at the seat of Government the FBI is organized into 10 divisions as follows:

Administrative Division	General Investigative Division
Crime Records Division	Identification Division
Domestic Intelligence Division	Inspection Division
FBI Laboratory	Special Investigative Division
Files and Communications	Training Division

Reports of investigations are supervised at the seat of Government in Washington, D.C., for the specific purpose of effecting coordination on a nationwide basis, disseminating reports to the Government agencies having an appropriate official interest, and aiding in giving direction to the investigative activities in the field service.

Organization in the Field

There are 59 field divisions of the FBI located throughout the United States and including field offices at San Juan, P.R.; Anchorage, Alaska, and Honolulu, Hawaii. These offices are established at locations depending upon the volume of work and the requirements for supervision.

In charge of each of the field offices is an experienced special agent with the title of "Special Agent in Charge." He is responsible for all FBI operations in the field division in which his office is located. There is also an Assistant Special Agent in Charge of each field office, and when the volume of work justifies, there are one or more field supervisors to assist in the handling of the administrative duties within each field division.

Investigative Jurisdiction of the FBI

The FBI is charged with investigating violations of the laws of the United States and collecting evidence in cases in which the United States is or may be a party in interest. Although this gives broad jurisdiction in matters of Federal interest by administrative order of the Attorney General, the FBI does not investigate those matters which are specifically assigned by Congress to other Federal investigating agencies. Thus, the FBI does not investigate

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internal revenue matters, narcotics violations, counterfeiting and forgery of Government obligations, alcohol tax and other revenue violations, immigration and naturalization matters, or other matters not within the jurisdiction of the Department. Such matters are the specific obligation of other Federal investigating and enforcement agencies.

In case of doubt as to whether the FBI has investigative jurisdiction over a pending matter, the U.S. Attorneys are invited to confer with the Special Agent in Charge of the local office of the FBI.

Partial List of Matters Investigated by the FBI

Among the Federal statutes investigated by the FBI are the following:

General Crimes

Antiracketeering	Espionage
Antitrust	Extortion
Assaulting or killing Federal officer	Falsely obtaining citizenship
Bank robbery	False entries in records of Interstate carriers
Bills of Lading Act	Federal Aviation Act
Bond default	Federal Housing Administration matters
Bondmen and sureties	Federal Regulation of Lobbying Act
Bribery	Federal Tort Claims Act
Civil rights	Federal train wreck statute
Conspiracy (in matters under FBI jurisdiction)	Fraud against the Government
Contempt of court	Fraudulent practices concerning certain military and naval documents and seals of departments or agencies of the United States
Copyright matters	Government property — Theft, robbery, embezzlement, illegal possession, and destruction
Crimes on Government reservation other than Indian	Harboring
Crimes on Indian Reservation	Illegal manufacture, use, possession, or sale of emblems and insignia
Crimes within the maritime jurisdiction	Illegal use of Government transportation requests
Dependents Assistance Act of 1950	
Destruction of aircraft or motor vehicles used in interstate or foreign commerce	
Eight hour day law	
Election laws	
Escaped Federal prisoners, escape and rescue	

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Illegal wearing of the uniform and related statutes	Migratory Bird Act
Impersonation	National Bankruptcy Act
Internal security investigations	Obstruction of justice
Interstate transportation of gambling devices	Patent matters
Interstate transportation of lottery tickets	Perjury
Interstate transportation of obscene matter	Railway Labor Act
Interstate transportation of prison-made goods	Red Cross Act
Interstate transportation of stolen cattle	Sabotage
Interstate transportation of stolen motor vehicle or aircraft	Security matters
Interstate transportation of stolen property	Selective Service Act, 1948
Interstate transportation of strikebreakers	Servicemen's Dependents Allowance Act of 1942
Involuntary servitude and slavery	Soldiers and Sailors Civil Relief Act of 1940
Irregularities in Federal penal institutions	Subversive activities
Kickback Racket Act	Tariff Act of 1930
Kidnaping	Theft from interstate shipment
Labor Management Relations Act, 1947	Unreported interstate shipment of cigarettes
	Unlawful flight to avoid prosecution, custody, confinement and giving testimony
	Veterans Administration matters
	Veterans Readjustment Assistance Act of 1952
	War risk insurance—National service life insurance
	White Slave Traffic Act

Accounting Matters and Civil Cases

Admiralty matters	Federal Reserve Act
Alien property custodian matter	Federal Tort Claims Act
Ascertaining financial ability to pay claims, fines, and judgments	Mail frauds (accounting phases)
Contract Settlement Act	National Bankruptcy Act
Court of Claims	National Bank Act
Evacuation claims—P.L. 886, 50 U.S.C. App. 1981	Renegotiation Act
False claims (civil)	Servicemen's Readjustment Act of 1944
	Veterans Readjustment Assistance Act of 1952

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Applicant Investigations

Application for executive clemency (Only those cases where originally convicted of an offense within jurisdiction of FBI)	Application for pardon after completion of sentence Coast Guard Screening Appeals Board Departmental applicants FBI applicants
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The FBI conducts investigations under Executive Order 10450, effective May 28, 1953, which prescribes procedures for the administration of the Federal employees security program covering all civilian employees and applicants in the executive branch of the Government. The FBI also conducts applicant-type investigations for certain Government agencies as authorized under Presidential Executive orders and statutes enacted by Congress.

Some Basic FBI Policies

The FBI is a career service. Its employees are selected without regard to political affiliation and political considerations.

The FBI is a fact-finding and reporting agency. Special agents of the FBI do not make recommendations nor do they draw conclusions. A decision as to whether there is to be prosecution is the responsibility of the U.S. Attorney's office and special agents are not authorized to express an opinion as to such matters. Just as the responsibility of the U.S. Attorney's office to authorize or decline prosecution. Even in investigations of applicants for Government positions, the FBI expresses no opinion, conclusion, or recommendation.

Special agents of the FBI are not authorized to participate in any case which is not within the jurisdiction of the FBI. No investigations are to be conducted by special agents of strictly local, county, or State violations. If some other agency of the Federal Government has partially completed an investigation, the FBI will not enter into such investigation which has already been partially made.

The cooperative services of the FBI, such as fingerprint identification and technical laboratory examinations are available to local, county, State, and Federal enforcement and investigative agencies.

TITLE 1: ORGANIZATION**Cooperative Services of the FBI****Fingerprint Identification**

The FBI maintains an Identification Division which is a national clearinghouse of information based on fingerprints of arrested persons. The fingerprint cards on file in this division represent not only the fingerprints of arrested persons, but fingerprints submitted by the Civil Service Commission, military services, et al.

When the fingerprints of an arrested person are received from a law enforcement agency they are searched through the criminal files and the contributing agency is advised of any previous arrest record in these fingerprint files. If there is no previous record, the contributing agency likewise is advised of this fact. Whenever arrests are made in cases investigated by the FBI the arrest record is included in the reports of special agents. The Identification Division of the Bureau also makes identifications of latent fingerprints, receives and records wanted notices, and renders many other services wherein fingerprint identification is pertinent.

Services of FBI Laboratory

Examples of the types of examinations the FBI Laboratory is equipped to make are as follows: Chemistry, serology, toxicology; physics, spectrography; documents, handwriting, typewriting; cryptanalysis; microscopy; firearms identification, hairs and fibers, soils, toolmarks

Evidence will not be examined by the FBI Laboratory if any evidence in the same case has been or will be examined by any other experts in the same scientific field on behalf of the Government. This policy is desirable not only to eliminate duplication of effort but also to insure the examination of evidence in the condition at time of recovery, enabling the proper interpretation to be placed on the examiner's findings and the subsequent proper court presentation and testimony.

♦ Evidence should be sent directly to the FBI Laboratory in Washington, D.C., for examination. Ask the local office of the FBI for assistance in the proper method of packing and transmitting evidence, and obtain the services of FBI Laboratory experts when expert testimony is needed in connection with the prosecution of a case in which the United States is a party in interest. A requisition to the Department for authority to obtain the services of such experts from other sources should not be submitted.

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TITLE 1: ORGANIZATION**Training**

In addition to operating training schools for its own personnel, the FBI also operates the FBI National Academy which was inaugurated by Director Hoover in 1935, for the purpose of training carefully selected police executives and instructors. Requests of local, county, and State law enforcement officials for police training schools are acted upon favorably and thousands of local schools are operated annually by the FBI in keeping with such requests.

Uniform Crime Reporting

The vast majority of law enforcement agencies in larger towns and cities throughout the United States voluntarily submit reports concerning offenses known to the police. This permits the compilation and publication of an annual bulletin entitled "Uniform Crime Reports," which reflects the information submitted by the police as to the extent, trend, and fluctuation of crimes throughout the Nation. A copy of this annual bulletin is furnished regularly by mail to the U.S. Attorneys by the FBI.

FBI Reports

In cases where decisions of the U.S. Attorney as to prosecution are involved, the reports of investigations are submitted directly to the U.S. Attorney's office by the local field office of the FBI. These reports are strictly confidential. Files containing FBI reports or any information obtained from the FBI shall not be furnished to any person outside the Department of Justice except as provided in Order No. 324-64, dated October 8, 1964, and in Supplement No. 4, revised, of Order No. 3464, dated January 13, 1953, and accompanying memorandum bearing the same date entitled "Authorization Under Order No. 3464, Supplement No. 4, Revised." (For further information on the production of documents in criminal cases, see Criminal Division memorandum on this subject, dated March 15, 1954.)

When copies of reports are disseminated for the U.S. Attorney copies of the same reports are generally sent to the appropriate division of the Department in Washington, such as the Criminal Division or Civil Division of the Department.

Under departmental instructions there is to be set forth in the reports submitted by FBI agents the specific reason of the U.S. Attorney or the Assistant U.S. Attorney as to why prosecution is declined. These reasons are set forth for the Department's informa-

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tion and copies of the reports containing such decisions and opinions of the U.S. Attorney and his staff are furnished to the office of the U.S. Attorney, as well as to the Department.

The following abbreviations are used in FBI reports:

AGO—Adjutant General's Office
 AKA—Also Known As
 CID—Criminal Investigation Detachment (Army)
 DOB—Date of birth
 FNU—First name unknown
 FUG—Fugitive
 INS—Immigration and Naturalization Service
 ITSMV—Interstate transportation of stolen motor vehicle
 LDB—Local draft board
 LNU—Last name unknown
 MSN—Marine serial number
 NATB—National Automobile Theft Bureau
 NMI—No middle initial
 NMN—No middle name
 NSN—Navy serial number
 ONI—Office of Naval Intelligence
 OSI—Office of Special Investigation (Air Force)
 RUC—Referred upon completion to office of origin
 SE—Special employee (FBI)
 SA—Special agent (FBI)
 SAA—Special agent accountant (FBI)
 SAC—Special Agent in Charge (FBI)
 ASAC—Assistant Special Agent in Charge (FBI)
 SS—Selective Service
 UNSUBS—Unknown subjects
 USA—U.S. Attorney
 AUSA—Assistant U.S. Attorney
 VIN—Vehicle identification number (will be followed by number)
 WSTA—White Slave Traffic Act

Miscellaneous

If there is any investigative problem about which the U.S. Attorney is concerned, he should have no hesitancy at any time in discussing such matters with the special agent in charge of the local FBI office. We of the FBI are pleased to be associated with U.S. Attorneys within the framework of the Department of Justice.

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Bureau of Prisons

The Director of the Bureau of Prisons reports directly to the Attorney General and has general supervision and direction of Federal penal institutions and prisoners, including prison industries and control of Federal prisoners in nonfederal institutions.

The powers and authorities delegated to the Director of the Bureau of Prisons for that Bureau are extended to the Commissioner of the Federal Prisons Industries, Inc., for that corporation.

Under the provisions of 18 U.S.C. 4002, the Director of the Federal Bureau of Prisons may contract with the proper authorities of any State, territory, or political subdivision thereof, for the imprisonment, subsistence, care, and proper employment of all persons held under authority of any enactment of Congress.

Persons who will be placed in non-Federal institutions under authority of Federal statutes include prisoners to be held prior to a hearing or conviction, to await trial, for temporary detention while being transported to another institution, to serve short sentences, as parole and conditional release violators, and as witnesses; and persons to be detained for the Immigration and Naturalization Service.

Contracts for this purpose are in effect with about 630 local jails and other detention institutions. In order to maintain uniform standards of control and treatment of Federal prisoners, a statement of rules and regulations governing custody and treatment of Federal prisoners in non-Federal institutions is included in each contract and payments under the contract are subject to the provisions of the rules and regulations.

Several provisions of those rules and regulations are of direct interest to U.S. Attorneys:

4. *Photographing and publicity.*—Institution officials have no authority to give out publicity concerning Federal prisoners. They shall not give out personal histories or photographs of the prisoners or information as to the arrival or departure of prisoners or permit reporters to interview them. They shall not permit the photographing of Federal prisoners by reporters, news photographers, or other persons not connected with the institution. The institution officials may photograph Federal prisoners as a means of identification for official use only.

5. *Visits.*—Visits to Federal prisoners shall be in accordance with the institution's prescribed rules. The rule should permit visits from identified members of the prisoner's family, his attorney, and

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in the case of prisoners awaiting trial, persons with whom he may need to confer to prepare the defense of his case. Institution officials have the right to deny a visit to any prisoner when in their opinion such a visit would not be in the best interest of society or might endanger the security of the institution.

If the U.S. Attorney considers that visits or communications to a Federal prisoner awaiting trial or hearing are against the public interest and so advises the officials, visits will not be permitted without the written approval of the U.S. Marshal on each occasion.

6. *Attorneys.*—Every Federal prisoner must be granted the right to counsel of his own choosing. However, in the case of certain prisoners awaiting trial, the Bureau of Prisons may consider it necessary to require that the sheriff, jailer, U.S. Marshal, his deputy, or other officer, be present at an interview between a prisoner and his counsel, and in such a case will issue special instructions accordingly. If a prisoner is serving a sentence, the official in charge of the institution may postpone an interview by an attorney, if in his opinion it would not be proper to permit it, pending advice from the U.S. Marshal or the Director of the Bureau of Prisons, which he should request promptly. Except where the safe custody of the inmate is involved, a prisoner awaiting trial should be permitted to correspond with his accredited attorney without having his mail examined.

7. *Mail.*—Federal prisoners will be permitted to correspond, within reasonable limits and subject to inspection by institution officials, with their families and friends, their attorneys, and, in the case of prisoners awaiting trial with persons whom they need to contact in preparing for trial. They must be permitted to write to the Attorney General, the Director of the Bureau of Prisoners, the Pardon Attorney, the U.S. Marshal, and the U.S. district judge, and with their attorneys as provided in paragraph 6, without their letters being opened or read by institution officials.

Copies of the full contract and regulations are available from U.S. Marshals or the Bureau of Prisons.

Immigration and Naturalization Service

Under the general direction of the Attorney General, the Commissioner of Immigration and Naturalization supervises and directs the administration of the Immigration and Naturalization Service, and, subject to the limitations contained in section 103 of the Immigration and Nationality Act and 8 CFR 6, the Commissioner is

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charged with the administration and enforcement of the Immigration and Nationality Act and all other laws relating to immigration and naturalization. He has the authority to exercise and perform concurrently with the Attorney General any of the powers, privileges, or duties conferred upon the Attorney General (Sec. 103, Immigration and Nationality Act, 66 Stat, 173, 8 U.S.C. 1103; 8 CFR 9.1 (a)).

Board of Immigration Appeals

The Board of Immigration Appeals is a quasi-judicial body vested with power to exercise the authority and the discretion of the Attorney General under the immigration and nationality laws with appellate jurisdiction to review orders in deportation and exclusion of aliens, and orders imposing administrative fines for violation of immigration laws by steamship companies and others.

Parole Board

The Parole Board reports directly to the Attorney General and, from an administrative standpoint, is under the supervision of the Assistant Attorney General for Administration. Its function is to grant and revoke paroles of federal prisoners.