

## DEPARTMENT OF JUSTICE

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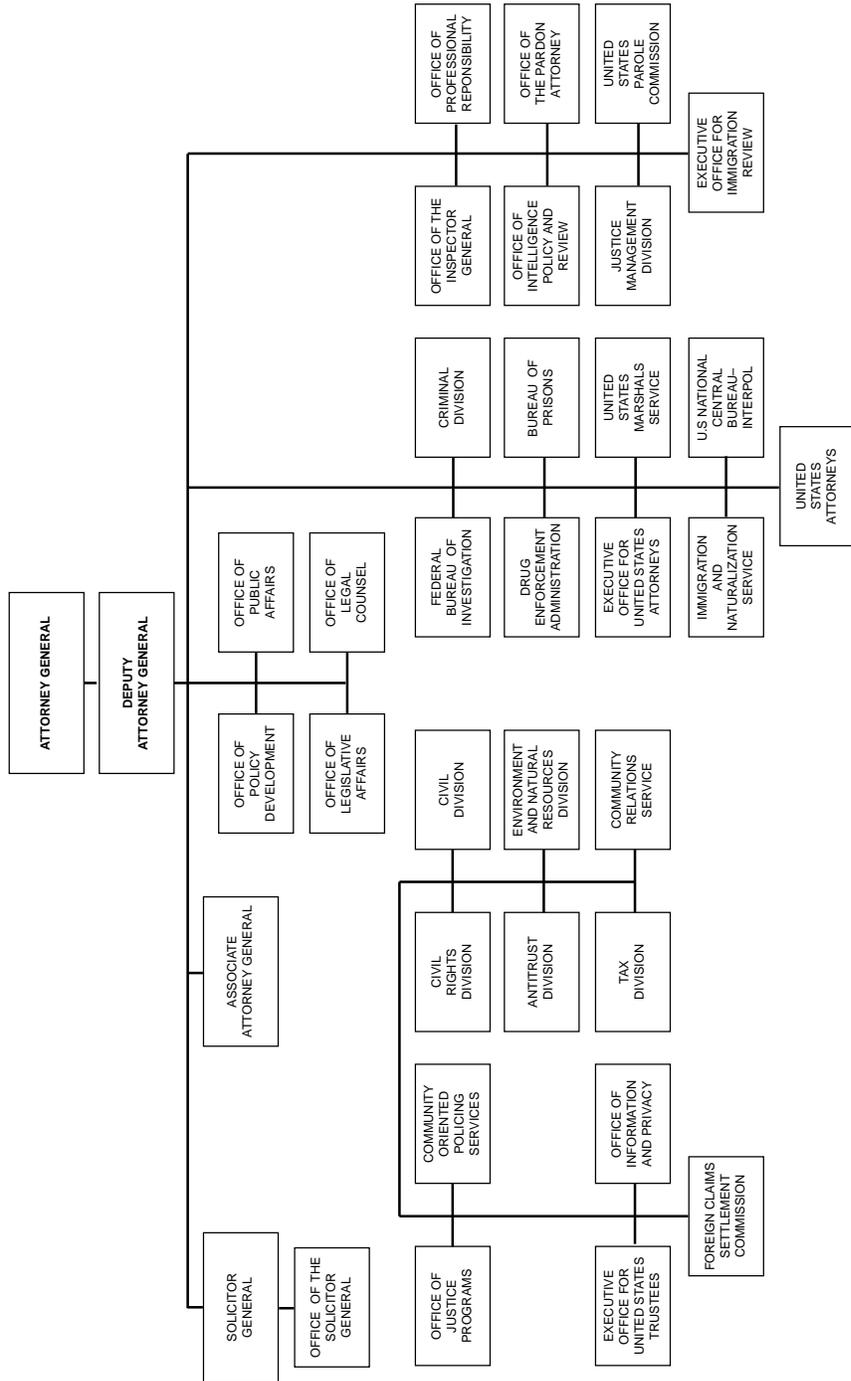
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Director, Community Orienting Policing Services	JOSEPH BRANN
Administrator, Drug Enforcement Administration	THOMAS A. CONSTANTINE
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Chairman, Foreign Claims Settlement Commission	DELISSA A. RIDGWAY
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Pardon Attorney	MARGARET C. LOVE

[For the Department of Justice statement of organization, see the *Code of Federal Regulations*, Title 28, Chapter I, Part 0]

*As the largest law firm in the Nation, the Department of Justice serves as counsel for its citizens. It represents them in enforcing the law in the public interest. Through its thousands of lawyers, investigators, and agents, the Department plays the key role in protection against criminals and subversion, in ensuring healthy competition of business in our free enterprise system, in safeguarding the consumer, and in enforcing drug, immigration, and naturalization laws. The Department also plays a significant role in protecting citizens through its efforts for effective law enforcement, crime prevention, crime detection, and prosecution and rehabilitation of offenders.*

*Moreover, the Department conducts all suits in the Supreme Court in which the United States is concerned. It represents the Government in legal matters generally, rendering legal advice and opinions, upon request, to the President and to the heads of the executive departments. The Attorney General supervises and directs these activities, as well as those of the U.S. attorneys and U.S. marshals in the various judicial districts around the country.*

DEPARTMENT OF JUSTICE



The Department of Justice was established by act of June 22, 1870, as amended (28 U.S.C. 501, 503, 509 note), with the Attorney General as its head. Prior to 1870 the Attorney General was a member of the President's Cabinet, but not the head of a department, the office having been

created under authority of act of September 24, 1789, as amended (28 U.S.C. 503).

The affairs and activities of the Department of Justice are generally directed by the Attorney General. The offices, divisions, bureaus, and boards of the Department follow.

## Offices

**Attorney General** The Attorney General, as head of the Department of Justice and chief law enforcement officer of the Federal Government, represents the United States in legal matters generally and gives advice and opinions to the President and to the heads of the executive departments of the Government when so requested. The Attorney General appears in person to represent the Government before the U.S. Supreme Court in cases of exceptional gravity or importance. The Office of the Attorney General oversees the Offices of Deputy Attorney General, Associate Attorneys General, Legal Counsel, and Inspector General, as well as the following offices whose public purposes are widely applied.

**Solicitor General** The Solicitor General represents the U.S. Government in cases before the Supreme Court. He decides what cases the Government should ask the Supreme Court to review and what position the Government should take in cases before the Court. Also, he supervises the preparation of the Government's Supreme Court briefs and other legal documents and the conduct of the oral arguments in the Court. He or his staff argue most of the Government's cases in the Supreme Court. The Solicitor General's duties also include deciding whether the United States should appeal in all cases it loses before the lower courts.

**Legal Counsel** The Assistant Attorney General in charge of the Office of Legal Counsel assists the Attorney General in fulfilling the Attorney General's function as legal adviser to the President and all the executive branch agencies. The

Office drafts legal opinions of the Attorney General rendered in response to requests from the President and heads of the executive departments. It also provides its own written opinions and informal advice in response to requests from the various agencies of the Government, as well as offices within the Department and from Presidential staff and advisers, typically dealing with legal issues involving agency disagreements or with pending legislation. The Office also is responsible for providing legal advice to the executive branch on all constitutional questions.

All Executive orders and proclamations proposed to be issued by the President are reviewed by the Office of Legal Counsel for form and legality, as are various other matters that require the President's formal approval. In addition, the Office of Legal Counsel functions as general counsel for the Department. It reviews all proposed orders of the Attorney General and all regulations requiring the Attorney General's approval.

The Office coordinates the work of the Department with respect to treaties, executive agreements, and international organizations. It performs a variety of special assignments referred by the Attorney General or the Deputy Attorney General. However, it is not authorized to give legal advice to private persons.

**Information and Privacy** The Office of Information and Privacy (OIP) operates under the supervision of a Director, who manages the Department's responsibilities related to the Freedom of Information Act (FOIA) and the Privacy

Act. These responsibilities include coordinating policy development and compliance Governmentwide for FOIA, and by the Department for the Privacy Act; and adjudicating all appeals from denials by any Department component of access to information under those acts. OIP also processes all initial requests under those acts for access to the records of the Offices of the Attorney General, Deputy Attorney General, Associate Attorney General, and other senior management offices of the Department.

**Pardon Attorney** The Office of the Pardon Attorney, in consultation with the Attorney General or his designee, assists the President in the exercise of executive clemency as authorized under Article II, section 2, of the Constitution. Generally, all requests for executive clemency are directed to the Pardon Attorney for investigation and review. Executive clemency may take several forms, including pardon, commutation, remission of fine, and reprieve.

**Community Relations Service** The Service was created by title X of the Civil Rights Act of 1964 (42 U.S.C. 2000g *et seq.*). Pursuant to Executive Order No. 12341 of January 21, 1982, the Attorney General expanded the Service's mandate to include responsibility for the Cuban/Haitian Entrant Program (CHEP), as authorized by subsection 501(c)(1)(A) of the Refugee Education Assistance Act of 1980 (8 U.S.C. 1522). The Community Relations Service is under the general authority of the Attorney General and is headed by a Director, appointed by the President with the advice and consent of the Senate.

The mission of the Service is to prevent and resolve community conflicts and reduce community tensions arising from actions, policies, and practices perceived to be discriminatory on the basis of race, color, or national origin. The Service offers assistance to communities in resolving disputes relating to race, color, or national origin and facilitates the development of viable agreements as alternatives to coercion, violence, or litigation. It also assists and

supports communities in developing local mechanisms as proactive measures to prevent or reduce racial/ethnic tensions.

The services provided include conciliation, mediation, technical assistance, and training, and involve specialized procedures for preventing and resolving racial and ethnic conflicts. The Service provides assistance directly to people and their communities. It shows no partiality among disputing parties and, in promoting the principles and ideals of nondiscrimination, applies skills that allow parties to mediate their own disputes. The Service's conciliators, who are located in 10 regional offices and 3 field offices around the country, assist people of diverse racial and cultural backgrounds.

The Service offers its assistance either on its own motion, when in its judgment peaceful relations among the citizens of a community are threatened, or upon request of State or local officials or other interested persons. The Service seeks the cooperation of appropriate State and local, and public and private agencies in carrying out the agency's mission.

Under the Refugee Education and Assistance Act, the Community Relations Service provides assistance for the processing, care, and placement within the United States of Cuban and Haitian entrants. Working with voluntary and governmental agencies, the Service's headquarters and Miami field offices provide humanitarian relief for the successful resettlement of Cuban and Haitian entrants. These services include shelter care, child welfare, and family reunification for these individuals following their release from Immigration and Naturalization Service custody.

The Community Relations Service's Primary Resettlement Program provides transitional community-based refugee resettlement services to recently apprehended Haitian nationals paroled from detention at Immigration and Naturalization Service Processing Centers—primarily the Krome Service Processing Center in South Florida and the U.S. Naval Base at Guantanamo, Cuba—and to recently encountered and paroled Cuban nationals from ports

throughout Florida, mostly the Key West coast guard station.

The Secondary Resettlement Program provides resettlement services, emphasizing employment placement and retention at specialized sites outside of Florida, to Cubans and Haitians whose initial resettlement in South Florida did not lead to self-sufficiency.

Under the Unaccompanied Minors Program, the Service has extensive experience in providing services to Cuban and Haitian minors apprehended by the Immigration and Naturalization Service (INS). Since 1986, under a memorandum of agreement with INS, the Community Relations Service has

provided similar services to other alien minors detained at the Krome Service Processing Center in Miami, FL, and other detention facilities in Houston and Harlingen, TX.

The Community Relations Service provides residential shelter care; health services; and counseling, educational, recreational, and family reunification services to unaccompanied alien minors through grants to voluntary agencies. These services are provided in compliance with existing State child welfare standards and regulations. The Service's involvement ensures that alien children apprehended by INS are placed in safe and suitable environments.

**Regional Offices—Community Relations Service**

(Areas included within each region are indicated on the map in Appendix A.)

Region/Address	Director	Phone/FTS
1. Boston, MA (99 Summer St., 02110) .....	Martin A. Walsh .....	617-424-5715
2. New York, NY (26 Federal Plz., 10278) .....	Patricia Glenn .....	212-264-0700
3. Philadelphia, PA (2d and Chestnut Sts., 19106) .....	Jonathan Chace .....	215-597-2344
4. Atlanta, GA (75 Piedmont Ave. NE., 30303) .....	Ozell Sutton .....	404-331-6883
5. Chicago, IL (55 W. Monroe St., 60603) .....	Jesse Taylor .....	312-353-4391
6. Dallas, TX (1420 W. Mockingbird Ln., 75247) .....	Gilbert J. Chavez .....	214-655-8175
7. Kansas City, MO (323 W. 8th St., 64105) .....	Atkins Warren .....	816-374-6522
8. Denver, CO (1244 Speer Blvd., 80204-3584) .....	Leo Cardenas .....	303-844-2973
9. San Francisco, CA (33 New Montgomery St., 94105-4511) .....	Julian Klugman .....	415-744-6565
10. Seattle, WA (915 2d Ave., 98101) .....	Robert Lamb, Jr. ....	206-220-6700

For further information, contact any regional office or the Director, Community Relations Service, Department of Justice, Suite 330, 5550 Friendship Boulevard, Chevy Chase, MD 20815. Phone, 301-492-5929.

Justice Management Division Under the direction of the Assistant Attorney General for Administration, the Division provides assistance to senior management officials relating to basic Department policy for evaluation, budget and financial management, personnel management and training, equal opportunity programs, automatic data processing and telecommunications, security, records management, procurement, real property and materiel management, and for all other matters pertaining to organization, management, and administration.

The Division provides direct administrative support services, such as personnel, accounting, payroll, procurement, budget, and facilities and property management to the offices, boards, and divisions of the Department; and operates several central services,

such as automated data processing and payroll. The Division supplies automated litigation support as required to the Department of Justice and to other Federal agencies involved in litigation.

The Division develops and promulgates Departmentwide policies, standards, and procedures for the management of automated information processing resources and for the directive system and reviews their implementation. The Division collects, organizes, and disseminates recorded information that is necessary for the Department to carry out its statutory mandate and provides general research and reference assistance regarding information to Department staff, other Government attorneys, and members of the public.

Professional Responsibility The Office of Professional Responsibility, which

reports directly to the Attorney General, is responsible for investigating allegations of criminal or ethical misconduct by employees of the Justice Department. The Counsel on Professional Responsibility heads the Office, the role of which is to ensure that departmental employees continue to perform their duties in accordance with the high professional standards expected of the Nation's principal law enforcement agency.

All allegations against Department employees in attorney, criminal investigative, or law enforcement positions involving violations of law, departmental regulations, or departmental applicable standards of conduct, are reported to the Office of Professional Responsibility. At the Counsel's discretion, the Office frequently conducts its own investigations into those allegations.

The Office may also participate in or direct an investigation conducted by another component of the Department, or may simply monitor an investigation conducted by an appropriate agency having jurisdiction over the matter. In addition, the Office oversees the internal inspection operations of the Federal Bureau of Investigation and Drug Enforcement Administration.

The Counsel submits an annual report to the Attorney General that reviews and evaluates the Department's internal inspection units. The Counsel makes recommendations to the Attorney General on the need for changes in policies or procedures that become evident during the course of internal inquiries reviewed or initiated by the Office.

**Intelligence Policy and Review** The Office of Intelligence Policy and Review, under the direction of the Counsel to the Attorney General for Intelligence Policy, is responsible for advising the Attorney General on all matters relating to the national security activities of the United States. The Office also serves as adviser to the Attorney General and various client agencies, including the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, and the Defense and State

Departments, concerning questions of law, regulation, and guidelines as well as the legality of domestic and overseas intelligence operations.

The Office prepares and files all applications for surveillances and searches under the Foreign Intelligence Surveillance Act of 1978, assists Government agencies by providing legal advice on matters of national security law and policy and represents the Department of Justice on a variety of interagency committees. The Office also comments on and coordinates other agencies' views regarding proposed legislation affecting national security and intelligence matters.

The Office serves as adviser to the Attorney General and various client agencies, including the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, and the Defense and State Departments, concerning questions of law, regulation, and guidelines as well as the legality of domestic and overseas intelligence operations.

**Executive Office for United States Attorneys** Under the supervision of the Deputy Attorney General and the direction of a Director, the Executive Office for United States Attorneys provides general executive assistance and nonlitigative oversight to the 94 offices of United States attorneys, including evaluating the performance of the offices of United States attorneys, making appropriate reports and taking corrective action where indicated, and coordinating and directing the relationships of the offices of the United States attorneys with other organizational units of the Department of Justice.

The Office supervises the operation of the Office of Legal Education, including the Attorney General's Advocacy Institute and the Legal Education Institute, which develops, conducts, and authorizes the training of Federal executive branch legal personnel and support staff. Administrative and logistic services, including the allocation of personnel, financial resources, and office automation equipment, are furnished to the offices of the United States attorneys. The Office supervises the

implementation and administration of the Law Enforcement Coordination Program and of the Victim and Witness Protection Act. Direction and administrative support are provided to the Debt Collection Program and Debt Collection Criminal Fines.

The Office manages the appointment process of United States attorneys, assistant United States attorneys, and special assistant United States attorneys. The *United States Attorneys' Manual* and the *United States Attorneys' Bulletin* are published and maintained for the internal guidance of the United States attorneys' offices and those other organizational units of the Department concerned with litigation. The Office also provides legal opinions, interpretations, and advice to United States attorneys on topics such as budget, legislation, ethics, and Department guidelines.

**U.S. Trustee Program** The U.S. Trustee Program acts in the public interest to promote the efficiency and to protect and preserve the integrity of the bankruptcy system. It works to secure the just, speedy, and economical resolution of bankruptcy cases; monitors the conduct of parties, takes action to ensure compliance with applicable laws and procedures, and identifies and investigates bankruptcy fraud and abuse; and oversees administrative functions in bankruptcy cases. The Program is funded by the U.S. Trustee System Fund, which consists mainly of filing fees paid by debtors invoking the protections of the bankruptcy laws.

The U.S. Trustees supervise the administration of four of the five types of bankruptcy proceedings defined under the Bankruptcy Code. These are:

- proceedings under chapter 7 in which the assets of the debtor are liquidated;
- reorganization proceedings under chapter 11 for rehabilitation of the business debtor;

- adjustments of debts of a family farmer with regular income under chapter 12; and

- adjustment of debts of an individual with regular income under chapter 13, pursuant to which an individual can discharge debts by arranging for payments over a period of time. The U.S. Trustee does not have a significant role in proceedings under chapter 9, which relates to the adjustment of debts of a municipality.

Specific responsibilities of the U.S. Trustees include:

- appointing and supervising the performance of private trustees in individual cases;
- appointing and convening creditors' committees in chapter 11 corporate reorganization cases;
- reviewing applications for the retention of professionals and the payment of fees;
- reviewing disclosure statements and submitting statements to the court regarding their adequacy;
- appointing trustees or examiners in such cases as needed;
- ensuring that the assets involved in bankruptcy cases are protected during the administration of cases;
- serving as trustees in chapters 7, 12, and 13 cases where private trustees are unwilling to serve; and
- presenting matters relating to the Bankruptcy Code in court.

**Executive Office for U.S. Trustees** The Attorney General is charged with the appointment, supervision, and coordination of the U.S. Trustees and Assistant U.S. Trustees. Day-to-day policy and legal direction, coordination, and control are provided by the Director of the Executive Office for U.S. Trustees who is appointed by the Attorney General. The Executive Office also provides administrative and management support to individual U.S. Trustee Offices.

## Divisions

### Antitrust Division

The Assistant Attorney General in charge of the Antitrust Division is responsible for promoting and maintaining competitive markets by enforcing the Federal antitrust laws. Such enforcement, which is the principal function of the Division, involves investigating possible antitrust violations, conducting grand jury proceedings, preparing and trying antitrust cases, prosecuting appeals, and negotiating and enforcing final judgments. The antitrust laws affect virtually all industries and apply to every phase of business, including manufacturing, transportation, distribution, and marketing. They prohibit a variety of practices that restrain trade, such as price-fixing conspiracies, corporate mergers likely to reduce the competitive vigor of particular markets, and predatory acts designed to achieve or maintain monopoly power. The Division prosecutes serious and willful violations of the antitrust laws by filing criminal suits that can lead to large fines and jail sentences. Where criminal prosecution is not appropriate, the Division seeks a court order forbidding future violations of the law and requiring steps by the defendant to remedy the anticompetitive effects of past violations.

The Division also is responsible for acting as an advocate of competition within the Federal Government. This involves formal appearances in Federal administrative agency proceedings, development of legislative initiatives to promote deregulation and eliminate unjustifiable exemptions from the antitrust laws, participation on executive branch policy task forces, and publication of reports on regulated industry performance. The Division provides formal advice to other agencies on the competitive implications of proposed transactions requiring Federal approval, such as construction of nuclear powerplants and mergers of financial institutions. It also consults with Federal agencies on a variety of other matters, including the issuance of Federal coal

and oil drilling leases and the disposition of surplus Government property.

In addition, the Antitrust Division represents the United States in judicial proceedings to review certain orders of the Interstate Commerce Commission, Federal Maritime Commission, Federal Communications Commission, and Nuclear Regulatory Commission, and provides direct court representation for the Secretary of the Treasury in certain Bureau of Alcohol, Tobacco and Firearms cases. It also participates in Federal Trade Commission cases before the Supreme Court.

In the international law area, the Division represents the United States on the Committee on Competition Law and Policy of the Organization for Economic Cooperation and Development, participates in the United Nations Conference on Trade and Development, and, through the Department of State, maintains liaison with foreign governments on antimonopoly laws and policies.

For further information, contact the FOIA Unit, Antitrust Division, Department of Justice, Tenth Street and Pennsylvania Avenue NW., Washington, DC 20530. Phone, 202-514-2692.

### Civil Division

The Civil Division represents the United States, its departments and agencies, Members of Congress, Cabinet officers, and other Federal employees. Its litigation reflects the diversity of Government activities, involving, for example, the defense of challenges to Presidential actions; national security issues; benefit programs; energy policies; commercial issues such as contract disputes, banking, insurance, patents, fraud, and debt collection; all manner of accident and liability claims; and violations of the immigration and consumer protection laws. Each year, Division attorneys handle thousands of cases that collectively involve billions of dollars in claims and recoveries. The Division confronts significant policy issues, which often rise to constitutional

dimensions, in defending and enforcing various Federal programs and actions.

The Civil Division litigates cases in all Federal district courts, the U.S. Courts of Appeals, the U.S. Court of Federal Claims, other Federal and State courts, and the courts of foreign nations.

Division attorneys either conduct this litigation personally or they supervise or assist the U.S. attorneys and foreign counsel to whom the Division refers the cases. The Division is composed of seven major groups: the Torts Branch, the Commercial Litigation Branch, the Federal Programs Branch, the Appellate Staff, the Office of Consumer Litigation, the Office of Immigration Litigation, and an Office of Management Programs.

**Torts** The Torts Branch is responsible for suits under the Federal Tort Claims Act, including medical malpractice, aviation disasters, environmental and occupational disease, and radiation and toxic substance exposure. It also handles maritime litigation and suits that seek personal monetary judgments against individual officers or employees.

Tort litigation more specifically includes the defense of all Federal Tort Claims Act suits against the United States, and the prosecution of suits in tort on behalf of the United States. Suits and administrative claims for death, personal injury, and property damage brought under the Tort Claims Act allege negligence on the part of Government employees acting within the scope of their employment and involve matters such as the operation of Government vehicles, the maintenance of Government premises, and the performance of Federal services and regulatory functions such as medical treatment, hospital care, and the control of civilian, military, and commercial air traffic. In addition, the Torts Branch defends petitions filed pursuant to the Vaccine Injury Compensation Program and is responsible for administering the Radiation Exposure Compensation Act.

Tort litigation also includes all legal proceedings involving the United States related to ships, shipping, navigable waters, and workmen's compensation. The Division's admiralty litigation includes suits for personal injury and

property damage involving vessels, shore installations, and maritime personnel, equipment, and cargoes; suits arising out of contracts involving shipping, chartering of vessels, and the construction, repair, and salvaging of vessels; proceedings to enforce navigation and shipping laws; and litigation based on international maritime agreements.

**Commercial Litigation** The Commercial Litigation Branch is responsible for litigation associated with the Government's diverse financial involvements.

This litigation includes all monetary suits involving contracts, express or implied; actions to foreclose on Government mortgages and liens; bankruptcy and insolvency proceedings; and suits against guarantors and sureties.

Branch attorneys bring suit under the False Claims Act (31 U.S.C. 3729) for the recovery of treble damages and civil penalties, and alternative remedies, upon proof of loss to the Government sustained through fraud in the award or performance of Government contracts, false claims presented in connection with Federal programs, the submission of false statements and vouchers to Government agencies, and the use of other fraudulent devices in transactions with the Government. These suits include those filed pursuant to the *qui tam* provisions of the False Claims Act, in which private citizens with knowledge of fraud against the Government may file a lawsuit against the perpetrators on behalf of the United States and share in a percentage of any monetary recovery. Branch attorneys also bring suits to recover sums paid to bribe Government officials and kickbacks in Government procurement.

The Branch is responsible for all cases in the U.S. Court of International Trade, including suits brought by importers of merchandise to challenge the appraisal or classification of imported goods or other decisions of the U.S. Customs Service in its administration of the tariff laws and schedules.

The Branch has responsibility for all litigation in the U.S. Court of Federal

Claims except for those cases assigned to the Environment and Natural Resources Division and the Tax Division. Included are:

- patent cases and suits arising out of construction, procurement, service contracts, and claims associated with contract terminations;
- claims involving freight rate disputes arising out of the transportation of Government property;
- claims for just compensation under the fifth amendment;
- claims for salary or retirement by civilian and military personnel; and
- cases assigned by congressional reference or special legislation.

Likewise, Branch attorneys handle the majority of cases before the Court of Appeals for the Federal Circuit. This litigation involves appeals of decisions made by the U.S. Court of Federal Claims, the U.S. Court of Veterans Appeals, Boards of Contract Appeals, the Merit Systems Protection Board, and Federal district courts.

The Branch handles all litigation involving the rights, liabilities, and administrative functions of the Government with respect to patent, copyright, and trademark matters. This includes:

- defense of patent infringement suits based on the liability of the United States for infringements in connection with the performance of Government contracts;
- legal proceedings to establish Government priority of invention;
- suits for specific performance to require transfer of rights and title and payment of royalties;
- suits to cancel patents acquired by fraud upon the Patent Office;
- defense of administrative acts of the Register of Copyrights; and
- actions on behalf of the Government involving the use of trademarks.

The Branch is also responsible for the supervision of litigation in foreign courts involving the United States as a party and suits against U.S. employees stationed abroad who are being sued in the course of their Government service. Additionally, the Branch renders

international judicial assistance to foreign and international tribunals.

**Federal Programs** The Federal Programs Branch defends and asserts the programs, policies, and decisions of virtually all Federal departments and agencies, the President, Cabinet officers, Members of Congress, and other Government officials. It defends against constitutional challenges to statutes, suits to overturn Government policies and programs, and challenges to the legality of Government decisions. These suits typically seek injunctive and declaratory relief and range from objections to the way that the Government deals with its employees to allegations that the President has violated the Constitution or Federal law. The Branch also initiates suits to enforce regulatory statutes and to remedy or prevent statutory or regulatory violations.

The areas of litigation include:

- defense of suits against the heads of Federal departments and agencies and other government officials to enjoin official actions, as well as suits for judicial review of administrative decisions, orders, and regulations;
- defense and prosecution of suits involving national security, including suits to protect sensitive intelligence sources and materials;
- prosecution of suits to prevent interference with Government operations;
- litigation concerning the constitutionality of Federal legislation; and
- defense of suits involving specialized statutes, such as the Freedom of Information Act, the Federal Advisory Committee Act, and the Privacy Act.

**Appellate Staff** The Appellate Staff has primary responsibility for the litigation of Civil Division cases in the appellate courts. The Staff prepares Government briefs and presents oral argument for the cases. Additionally, the Appellate Staff participates in drafting all documents filed for these cases in the United States Supreme Court, including briefs on the merits, petitions for certiorari, and jurisdictional statements.

**Consumer Litigation** The Office of Consumer Litigation is responsible for

civil and criminal litigation and related matters arising under various consumer protection and public health statutes, including the Federal Food, Drug, and Cosmetic Act, the Federal Trade Commission Act, the Consumer Product Safety Act, the Hazardous Substances Act, and the Truth in Lending Act. The Office also serves as a liaison with other Federal agencies and with local enforcement agencies for the referral of consumer complaints outside the jurisdiction of the Department of Justice.

**Immigration Litigation** The Office of Immigration Litigation is responsible for conducting civil litigation under the Immigration and Nationality Act (8 U.S.C. 1101) and related laws and for representing the United States in civil litigation brought against employees of the Immigration and Naturalization Service. In addition, this Office handles

district court litigation, deportation review proceedings, habeas corpus review and general advice, and immigration-related appellate matters. The Office is also responsible for cases pertaining to the issuance of visas and passports, and for litigation arising under the amnesty and employer sanctions provisions of the Immigration Reform and Control Act of 1986 (8 U.S.C. 1255a, 1324a) and 1990 immigration reforms.

**Management Programs** The Office of Management Programs provides management and administrative services to the Division, including policy analysis and planning, administrative management, budget formulation and execution, management information systems, office automation, and automated litigation support.

For further information, contact the Office of the Assistant Attorney General, Civil Division, Department of Justice, Tenth Street and Pennsylvania Avenue NW., Washington, DC 20530. Phone, 202-514-3301.

### Civil Rights Division

The Civil Rights Division, headed by an Assistant Attorney General, was established in 1957 to secure effective Federal enforcement of civil rights. The Division is the primary institution within the Federal Government responsible for enforcing Federal statutes prohibiting discrimination on the basis of race, sex, disability, religion, and national origin. The Division is composed of the following Sections:

**Appellate Section** The Appellate Section handles civil rights cases in the courts of appeals and, in cooperation with the Solicitor General, in the Supreme Court. The Section frequently participates in *amicus curiae* cases that affect the Division, and provides counsel to the Department on civil rights and appellate litigation. It handles all appeals from both favorable and adverse judgments in which the Government participates.

**Coordination and Review Section** This Section coordinates the enforcement by Federal agencies of various civil rights statutes that prohibit discrimination on the basis of race, color, national origin,

sex, and religion in programs and activities that receive Federal financial assistance. The Section also conducts compliance reviews and investigates complaints of discrimination on the basis of race, color, national origin, sex, age, and religion in the services and activities of recipients of Federal financial assistance from the Department of Justice.

**Criminal Section** Under the Federal criminal civil rights statutes, the Criminal Section prosecutes conduct involving conspiracies to interfere with federally protected rights, deprivation of rights under color of law, the use of force or threat of force to injure or intimidate someone in their enjoyment of specific rights (such as voting, housing, employment, education, public facilities, and accommodations), interference with the free exercise of religious beliefs or damage to religious property, and the holding of a worker in a condition of slavery or involuntary servitude. More recently, the Section began enforcing the criminal aspects of the new Freedom of Access to Clinic Entrances Act (FACE). This statute prohibits conduct intended

to injure, intimidate, or interfere with persons seeking to obtain or provide reproductive services. Also, a task force staffed by attorneys from both the Criminal and Civil Rights Divisions was created by the Attorney General to determine if there is any organized criminal effort to commit violence upon abortion providers.

**Educational Opportunities Section** The Educational Opportunities Section enforces title IV of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974. In addition, it represents the Department of Education in certain suits filed against and on behalf of the Secretary of Education. The Section closely monitors approximately 400 school districts operating under desegregation court orders.

**Employment Litigation Section** The Employment Litigation Section enforces the provisions of title VII of the Civil Rights Act of 1964, as amended, and other Federal laws prohibiting employment practices that discriminate on the grounds of race, sex, religion, and national origin, as they apply to State and local government employers.

**Housing and Civil Enforcement Section** The Housing and Civil Enforcement Section has principal responsibility for enforcing the Fair Housing Act of 1968, as amended, which prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, disability, and familial status. The act allows the Section to bring cases on behalf of individuals where a complaint is filed with the Department of Housing and Urban Development (HUD).

Additionally, the Section enforces the Equal Credit Opportunity Act, which prohibits discrimination in credit transactions; and title II of the Civil Rights Act of 1964, which prohibits discrimination in places of public accommodations, such as hotels, restaurants, and places of entertainment.

**Office of Special Counsel for Immigration Related Unfair Employment Practices** The Office of Special Counsel for Immigration Related Unfair Employment Practices was established pursuant to section 102 of the

Immigration Reform and Control Act of 1986 (8 U.S.C. 1324b). The Special Counsel is responsible for investigating and prosecuting charges of national origin and citizenship status discrimination in hiring, firing, or recruitment. Jurisdiction over national origin charges is limited to those not covered by the Equal Employment Opportunity Commission. Jurisdiction over citizenship status is exclusive.

The Special Counsel files complaints before an administrative law judge based on charges filed with this Office or on its own independent investigations. Appeals of administrative decisions are to the U.S. Courts of Appeals.

In addition, the Special Counsel coordinates with the Immigration and Naturalization Service, the Equal Employment Opportunity Commission, and other Federal agencies in promoting public awareness of the antidiscrimination provisions of the act, through employer and public interest conferences, public service announcements, and nationwide distribution of enforcement information.

**Disability Rights Section** This Section (previously the Public Access Section) enforces Titles I, II, and III of the Americans with Disabilities Act of 1990 (ADA) and Department of Justice regulations implementing these provisions, provides technical assistance to entities covered by the ADA and to persons protected by the ADA, and coordinates the technical assistance efforts of all Federal agencies with technical assistance responsibilities under the ADA. The Section also certifies that State or local building codes meet or exceed the requirements of the ADA. The Section is also responsible for carrying out the Department's responsibilities under section 504 of the Rehabilitation Act of 1973.

**Special Litigation Section** The Special Litigation Section is responsible for protecting the constitutional and statutory rights of persons confined in certain institutions owned or operated by State or local governments, including facilities for individuals with mental and

developmental disabilities, nursing homes, prisons, jails, and juvenile detention facilities where a pattern or practice of violations exist. This authority is granted by the Civil Rights of Institutionalized Persons Act. The Section is also responsible for civil enforcement provisions of the Freedom of Access to Clinic Entrances Act (FACE) which prohibits force or the threat of force for the purpose of interfering with the provision of reproductive services; and the police misconduct provision of the Violent Crime Control and Law Enforcement Act of 1994, which gives the Attorney General authority to remedy patterns and practices of misconduct by certain law enforcement authorities.

**Voting Section** The Voting Section is responsible for the enforcement of the Voting Rights Act of 1965, the Voting Accessibility for the Elderly and Handicapped Act, the Uniformed and Overseas Citizens Absentee Voting Act, the National Voter Registration Act of 1993, and other statutory provisions designed to safeguard the right to vote of racial and language minorities, illiterate persons, individuals with disabilities, overseas citizens, persons who change their residence shortly before a Presidential election, and persons 18 to 20 years of age.

Under section 2 of the Voting Rights Act, the Section brings lawsuits to remedy discriminatory election practices. Under section 5 of the Voting Rights Act, the Section reviews voting changes submitted to the Attorney General and defends section 5 litigation in court to assure that redistricting plans and other changes in voting practices and procedures do not abridge the right to vote of racial or language minorities. Under section 8 of the Voting Rights Act, the Attorney General requests the assignment of Federal observers—who generally are employees of the Office of Personnel Management—to monitor polling place activities on election day to document and deter discriminatory practices.

**Administrative Management Section**  
This Section supports the Division by providing a diverse array of management

and technical services, including personnel administration, budget formulation and execution, facilities services, mail and file operations, and automated systems. This Section also contains the Freedom of Information/Privacy Act Branch, which ensures that the Division complies with all aspects of the Freedom of Information and Privacy Acts.

Another component of the Administrative Management Section is the Office of Redress Administration, which implements the responsibilities given to the Attorney General under section 105 of the Civil Liberties Act of 1988. The Act provides for redress to American citizens and permanent resident aliens of Japanese ancestry who were evacuated, relocated, and interned by the United States during World War II.

For further information, contact the Executive Officer, Civil Rights Division, Department of Justice, P.O. Box 65310, Washington, DC 20035-5310. Phone, 202-514-4224.

### Criminal Division

The Criminal Division develops, enforces, and supervises the application of all Federal criminal laws, except those specifically assigned to other divisions. The Division and the 93 U.S. attorneys are responsible for overseeing criminal matters under more than 900 statutes, as well as certain civil litigation. In addition to its direct litigation responsibilities, the Division formulates and implements criminal enforcement policy and provides advice and assistance. The Division approves or monitors sensitive areas of law enforcement such as participation in the Witness Security Program and the use of electronic surveillance; advises the Attorney General, Congress, the Office of Management and Budget, and the White House of matters of criminal law; provides legal advice and assistance to Federal prosecutors and investigative agencies; and provides leadership for coordinating international as well as Federal, State, and local law enforcement matters.

**Office of Administration** The Office of Administration performs a wide range of administrative and managerial functions for the components of the Criminal Division, including budget preparation and execution, personnel actions, computer support services, mail and records services, procurement, and security.

**Appellate Section** The Appellate Section prepares draft briefs and certiorari petitions for the Solicitor General to be filed in the U.S. Supreme Court; makes recommendations to the Solicitor General as to whether further review on adverse decisions in the district courts and courts of appeals is necessary; and prepares briefs and argues cases in the courts of appeals.

The Section assists U.S. attorneys and Division prosecutors in preparing briefs for the courts of appeals and provides advice on Speedy Trial Act [of 1974] problems and a variety of other legal issues.

**Asset Forfeiture** The Asset Forfeiture Office provides centralized management of the Department's Asset Forfeiture Program to ensure its integrity and to maximize its full law enforcement potential. The Office provides oversight, management, and direction to the various Federal participating components. It initiates, coordinates, and reviews legislative and policy proposals impacting on the program and serves as the Department's contact for Congress, other executive branch agencies, and State and local law enforcement agencies. The Office develops, promulgates, and oversees uniform forfeiture policies of the Department. It assists in the litigation of both civil and criminal asset forfeiture cases, either by conducting the litigation itself or providing legal and practical advice to the U.S. attorneys or their assistants. The Office oversees asset forfeiture training seminars for Federal prosecutors, investigating agents, and contract personnel. It also adjudicates all petitions for remission or mitigation of forfeited assets in judicial forfeiture cases. The Office administers the program for sharing federally forfeited

property with State and local enforcement agencies, as well as other nations, and oversees the approval of the placement of such property into official use by the Federal agencies.

**Child Exploitation and Obscenity** The Child Exploitation and Obscenity Section (CEOS) prosecutes violators of Federal criminal statutes relating to sexual exploitation of minors, child support, and obscenity. Under these statutes, the Section prosecutes those who possess, manufacture, or distribute child pornography, those who sell, buy, or transport children interstate or internationally to engage in sexually explicit conduct; those who travel interstate or internationally to sexually abuse children; those who sexually abuse children on Federal and Indian lands; those who do not pay certain court-ordered child support payments; and those who transport obscene material in interstate or foreign commerce either by the mails, common carrier, cable television lines, telephone lines, or satellite transmission. Section attorneys also assist U.S. attorneys in investigations, trials, and appeals related to these statutes. Finally, Section attorneys provide advice on victim-witness issues and develop and refine proposals for prosecution policies, legislation, governmental practices, and agency regulations in the areas of child sexual exploitation of minors, child support, and obscenity.

**Fraud** The Fraud Section, the largest component of the Criminal Division, directs and coordinates the Federal effort against fraud and white-collar crime, focusing primarily on complex frauds that involve: multidistrict and international activities; financial institutions; the insurance industry; Government programs and procurement procedures, including health care providers, defense procurement fraud, and Housing and Urban Development fraud; the securities and commodities exchanges; and multidistrict schemes that involve consumer victimization, such as telemarketing. The Section conducts investigations and prosecutes on its own about 100 fraud cases of

national significance or great complexity annually. It also assists U.S. attorneys with cases, where requested. The Section maintains a regional Bank Fraud Task Force field office in Dallas, TX, and Boston, MA, and provides staffing for the San Diego Bank Fraud Task Force. The Section also trains Federal agents and prosecutors through its conferences and participation in other Federal conferences.

**General Litigation and Legal Advice**  
The General Litigation and Legal Advice Section investigates and prosecutes cases involving violations of approximately two-thirds of all Federal criminal statutes. Its Computer Crime Unit enforces the Computer Fraud and Abuse Act. Other Section jurisdiction includes crimes against the public and crimes against government operations and offenses involving criminally enforceable regulations in the areas of health, safety, and welfare. Examples of areas handled by the Section include wiretapping violations, information technology crimes and customs fraud, theft, or destruction of Government property, obstruction of justice, perjury and offenses on Federal or Indian reservations or on the high seas. The Section also handles certain civil matters and provides extensive legal advice to officials of the Department, U.S. attorneys' offices, and investigative agencies relating to its broad spectrum of responsibilities.

**Internal Security**  
The Internal Security Section supervises the investigation and prosecution of cases affecting national security, foreign relations, and the export of military and strategic commodities and technology. The Section has exclusive responsibility for authorizing the prosecution of cases under criminal statutes relating to espionage, sabotage, neutrality, and atomic energy. It provides legal advice to U.S. attorneys' offices and investigative agencies on all matters within its area of responsibility, which includes 88 Federal statutes affecting national security. It also coordinates criminal cases involving the application of the Classified Information Procedures Act. The Section also administers and

enforces the Foreign Agents Registration Act of 1938 and related disclosure statutes.

**Money Laundering**  
The Money Laundering Section works with the entire spectrum of law enforcement and regulatory agencies using an interagency, interdisciplinary, and international approach. The Section is mandated to: coordinate multidistrict investigations and prosecutions; provide guidance, legal advice, and assistance with respect to money laundering investigations and prosecutions to U.S. attorneys' offices and investigative agencies; develop regulatory and legislative initiatives; ensure, through implementation of the money laundering prosecution guidelines, the uniform application of the money laundering statutes; litigate complex, sensitive, and multidistrict money laundering cases and provide litigation assistance to U.S. attorneys' offices and Criminal Division components; participate in international efforts to combat money laundering; develop, use, and teach cutting-edge investigative and prosecutive methodologies; identify new trends and typologies in money laundering; develop national strategy with respect to new and emerging trends, and coordinate responses among appropriate agencies; and provide training, materials, and conferences for attorneys and law enforcement personnel in conjunction with the Department's Office of Legal Education. The Money Laundering Section carries its own litigation caseload and, at the same time, works with other law enforcement agencies throughout the country to promote innovative, yet uniform development of the law in money laundering and money laundering-related forfeiture matters.

**Narcotic and Dangerous Drugs**  
The Narcotic and Dangerous Drug Section investigates and prosecutes complex, multidefendant narcotics and related money-laundering cases. The Section coordinates complex multidistrict cases and provides direct litigation support to the Organized Crime Drug Enforcement Task Forces, the High Intensity Drug Trafficking Areas programs, and other

multiagency initiatives. The Section litigates appeals from cases prosecuted by its attorneys and appeals of denials or revocations of licenses and registrations by the Administrator of the Drug Enforcement Administration.

Section attorneys actively participate in various working groups formed to assist the Department in fulfilling its responsibilities in the development and implementation of domestic and international narcotics law enforcement programs and policies.

The Section includes a Drug Intelligence Unit which serves as a point of contact when information gathering efforts of the intelligence community overlap with domestic investigations and prosecutions.

**Enforcement Operations** The Office of Enforcement Operations oversees the use of the most sophisticated investigative tools at the Department's disposal, including electronic surveillance and the Federal Witness Protection Program. The Office provides U.S. attorneys' offices and the various Criminal Division components with a wide range of prosecutorial support services in these and other areas. These areas include reviewing all Federal electronic surveillance requests; reviewing and authorizing requests to apply for court orders permitting the use of video surveillance; authorizing or denying the entry of all applicants into the Federal Witness Security Program, coordinating and administering all Program components and matters relating to all aspects of the Witness Security Program; approving or denying requests by Federal agencies to utilize Federal prisoners for investigative purposes; administering the International Prisoner Transfer Program; coordinating requests for U.S. prisoners to testify in foreign countries; and supervising the mechanism by which persons who are not Federal law enforcement officers or agents may become Special Deputy United States Marshals. The Office provides legal advice to Federal, State, and local law enforcement agencies on the use of Federal electronic surveillance statutes, and assists in developing

Department policy on emerging technologies and telecommunications issues. It also assists, upon request, in the drafting of reply briefs involving electronic surveillance issues.

The Office responds to requests for disclosure of information under the Freedom of Information Act and the Privacy Act.

**International Affairs** The Office of International Affairs supports the Department's legal divisions, the U.S. attorneys, and State and local prosecutors regarding questions of foreign and international law, including issues related to extradition and mutual legal assistance treaties. The Office also coordinates all international evidence gathering. In conjunction with the State Department, the Office engages in the negotiation of new extradition and mutual legal assistance treaties and executive agreements throughout the world. Office attorneys also participate on a number of committees established under the auspices of the United Nations and other international organizations that are directed at resolving a variety of international law enforcement problems, such as narcotics trafficking and money laundering. The Office maintains a permanent field office in Rome.

**Legislation** The Office of Legislation develops legislative proposals, legal memoranda, and congressional testimony. The Office also prepares comments on pending and proposed legislation affecting the Federal criminal justice system. It works closely with the U.S. Sentencing Commission and provides legal support to the Advisory Committee on Criminal Rules and the Federal Rules of Evidence of the Judicial Conference regarding the Federal Rules of Criminal Procedure.

**Professional Development and Training** The Office of Professional Development and Training furthers the goals of the Criminal Division relating to its initiatives in international training. In this regard, the Office coordinates the training of judges and prosecutors abroad through various Government agencies and U.S. embassies. The Office coordinates such training programs in

South and Central America and in Central and Eastern Europe.

The Office also serves as the Department's liaison between various private and public agencies that sponsor visits to the United States for foreign officials who are interested in the U.S. legal system. The Office makes presentations explaining the U.S. criminal system process to hundreds of international visitors each year.

Another responsibility of this Office is the revision and publication of Criminal Division manuals and monographs. The Office also has a small in-house video library to afford Criminal Division attorneys easy access to quick updates in important areas of the law, such as sentencing guidelines and the admissibility of DNA (deoxyribonucleic acid) identification evidence.

**Policy and Management Analysis** The Office of Policy and Management Analysis analyzes policy and management issues relating to criminal justice enforcement and makes recommendations to senior managers in the Criminal Division and the Department. The Office is involved in projects that may require contact with U.S. attorneys, Federal investigators, and other law enforcement officials.

**Special Investigations** The Office of Special Investigations detects and investigates individuals who took part in Nazi-sponsored acts of persecution abroad before and during World War II, and who subsequently entered, or seek to enter, the United States illegally and/or fraudulently. It then takes appropriate legal action seeking their exclusion, denaturalization, and/or deportation.

**Organized Crime and Racketeering** The Organized Crime and Racketeering Section coordinated the Department's program to combat organized crime. The principal enforcement efforts are currently directed against traditional groups—such as La Cosa Nostra families, and emerging groups from Asia and Europe—such as Chinese Triads, the Sicilian Mafia, and Russian organized crime. The Section supervises the investigation and prosecution of these cases by Strike Force Units within U.S.

attorneys' offices in 21 Federal districts having a significant organized crime presence. These cases involve a broad spectrum of criminal statutes, including extortion, murder, bribery, fraud, narcotics, and labor racketeering.

The Section is involved in setting national priorities for the organized crime program by coordinating with investigative agencies such as the Federal Bureau of Investigation, the Drug Enforcement Administration, and others; and by working with the Attorney General's Organized Crime Council, which is ultimately responsible for the Federal Government's policy in this area.

In addition to its close supervision of all Federal organized crime cases, the Section maintains close control over all Government uses of the RICO statute, and provides extensive advice to prosecutors about the use of this powerful tool for cases involving patterns of serious criminal conduct.

In a more specialized context, the Section provides support for criminal prosecutions, which may not include organized criminal groups. These cases involve labor-management disputes, the internal affairs of labor unions in the private sector, and the operation of employee pension and welfare benefit plans.

**Public Integrity** The Public Integrity Section oversees the Federal effort to combat corruption through the prosecution of elected and appointed public officials at all levels of Government. The Section has exclusive jurisdiction over allegations of criminal misconduct by Federal judges, and also monitors the investigation and prosecution of election and conflict of interest crimes. Section attorneys prosecute selected cases against Federal, State, and local officials, and are available as a source of advice and expertise to other prosecutors and to investigators. Since 1978, the Section has supervised the administration of the Independent Counsel provisions of the Ethics in Government Act.

**Terrorism and Violent Crime** The Terrorism and Violent Crime Section investigates and prosecutes Federal offenses relating to international

terrorism incidents which impact on U.S. interests. The Section also oversees the prosecution of domestic violent crime offenses over which Federal jurisdiction exists, as well as the prosecution of firearms and explosives violations. In appropriate instances, Section attorneys assume direct responsibility for the prosecution of violent crime cases. The Section assists in the implementation of an initiative designed to deter criminals from possessing firearms by using Federal firearms laws, which generally provide longer and often mandatory sentences for gun offenses. Additionally, the Section administers the national anti-violent crime strategy which is being carried out in every Federal judicial district. The strategy focuses particular attention on the investigation and prosecution of gang-related crimes. Section attorneys provide legal advice to Federal prosecutors concerning Federal statutes relating to murder, assault, kidnapping, threats, robbery, weapons and explosives control, malicious destruction of property, and aircraft and sea piracy. The Section also formulates legislative initiatives and Department policies relating to international terrorism and violent crime, and coordinates such initiatives and strategies with other Government agencies.

Executive Office for the Organized Crime Drug Enforcement Task Forces

Since 1982, the Organized Crime Drug Enforcement Task Forces (OCDETF) Program has been the principal coordinating mechanism for Federal, State, and local enforcement investigations and prosecutions aimed at high-level drug trafficking and related enterprises. The OCDETF goal is to dismantle and/or significantly disrupt the operations of those enterprises by investigating, prosecuting, and convicting the organizational leadership.

The Executive Office for OCDETF supports the work of over 4,000 Federal agents and prosecutors and an annual average of 6,000 State and local personnel in OCDETF activities through the coordination of legal and administrative services provided to the Task Forces; the collection, analyses,

and reporting on caseload and other statistical data for the Task Forces; the coordination of multiagency research reports for the Attorney General, the Under Secretary of the Treasury, the U.S. attorneys, the President, the Congress, and others; and the policy formulation and management of the fiscal aspects of the program.

For further information, contact the Office of the Assistant Attorney General, Criminal Division, Department of Justice, Tenth Street and Pennsylvania Avenue NW., Washington, DC 20530. Phone, 202-514-2601.

### Environment and Natural Resources Division

The Environment and Natural Resources Division, formerly known as the Land and Natural Resources Division, is the Nation's environmental lawyer. It is responsible for litigating significant cases—ranging from protection of endangered species, to global climate change, to cleaning up the Nation's hazardous waste sites. A key Division responsibility is enforcing civil and criminal environmental laws in order to protect its citizens' health and environment. The Division also defends environmental challenges to Government programs and activities. It represents the United States in all matters concerning the protection, use, and development of the Nation's natural resources and public lands, wildlife protection, Indian rights and claims, and the acquisition of Federal property.

**Environmental Crimes** The Environmental Crimes Section is responsible for prosecuting individuals and industries which have violated laws designed to protect the environment. The Section works closely with the Federal Bureau of Investigation and criminal investigators for the Environmental Protection Agency (EPA) in dealing with violations of such statutes as the Clean Air Act; the Comprehensive Environmental Response, Compensation and Liability Act (Superfund); and the Resource Conservation and Recovery Act (RCRA), among others.

**Environmental Enforcement** The Environmental Enforcement Section is

responsible for handling most of the affirmative civil litigation brought on behalf of the United States Environmental Protection Agency; claims for damages to our natural resources on behalf of the Departments of Interior, Commerce, and Agriculture; claims for contribution against private parties for contamination of public land; and recoupment of money spent to clean up certain oil spills on behalf of the United States Coast Guard. The Section supports the regulatory programs of its client agencies through litigation to obtain compliance with environmental statutes, establishes a credible deterrent against violation of those statutes, recoups Federal funds spent to abate environmental contamination, and obtains money to restore or replace natural resources damaged through oil spills or the release of hazardous substances into the environment. The primary statutes within the Section's responsibility are: the Comprehensive Environmental Response, Compensation and Liability Act (Superfund); the Clean Air Act; the Clean Water Act; the Resource Conservation and Recovery Act; the Safe Drinking Water Act; and the Oil Pollution Act of 1990.

**Environmental Defense** The Environmental Defense Section represents the United States, principally EPA, in suits challenging the Government's administration of Federal environmental laws. The goal of the Section's litigation is to assure that environmental laws are implemented in a fair and consistent manner nationwide. The lawsuits arise in Federal district and appellate courts, and include challenges by industries, environmental groups, and citizens that Federal agencies are not meeting environmental standards. The Section also protects the Nation's wetlands from unauthorized development and destruction, through both enforcement actions against illegal activities and actions defending Corps of Engineer decisions on permit applications.

**Wildlife and Marine Resources** The Wildlife and Marine Resources Section tries both civil and criminal cases under

Federal wildlife laws and laws concerning the protection of marine fish and mammals. Prosecutions focus on illegal hunting, smuggling, and black-market dealers of protected fish and wildlife. Civil litigation, particularly under the Endangered Species Act, often focuses on conflicts between the needs of protected species versus pressures for development by both the Federal Government and private enterprise.

**General Litigation** The General Litigation Section is responsible for ensuring compliance with over 80 different statutes dealing with land management issues of federally owned properties and natural resources. This includes litigation under the National Environmental Policy Act, the Federal Land Policy Management Act, and the National Historic Preservation Act. Important sources of Federal revenue such as offshore oil leasing and coal slurry pipeline cases are examples of the varied matters handled by the Section. In addition, the Section represents the United States in all legal and equitable claims asserted by Indian tribes on the grounds that the United States has failed to honor its obligations to the tribes.

**Indian Resources** The Indian Resources Section represents the United States in its trust capacity for individual Indians or Indian tribes. These suits include establishing water rights, establishing and protecting hunting and fishing rights, collecting damages for trespass on Indian lands, and establishing reservation boundaries and rights to land. The litigation is often complex but of vital interest to the Indians.

**Land Acquisition** The Land Acquisition Section is responsible for acquiring land, through condemnation proceedings, for use by the Federal Government for purposes ranging from establishing public parks to creating missile sites, and for approving title to lands being acquired by the United States by direct purchase. The Section seeks to implement the just compensation clause of the Fifth Amendment in a way that is fair both to property owners and taxpayers. The legal and factual issues involved can include the power of the

United States to condemn under specific acts of Congress; ascertainment of the fair market value of property; applicability of zoning regulations and problems related to subdivisions; capitalization of income; and the admissibility of evidence.

**Policy, Legislation and Special Litigation**  
The Policy, Legislation and Special Litigation Section advises and assists the Assistant Attorney General on specific policy matters and particular litigation. It coordinates and directs the Division's legislative program, including appearances of Division witnesses before congressional committees. Other duties include responding to citizens' requests and serving as the Division's ethics officer. Attorneys in the Section also litigate *amicus curiae* cases and undertake other special litigation projects.

**Appeals** The Appellate Section is responsible for conducting all appeals in cases initially tried in lower courts by any of the sections within the Division. In addition, the Section drafts briefs for all Division cases which reach the level of the U.S. Supreme Court, and formulates recommendations to the Solicitor General that seek authority to appeal unfavorable decisions. The Section deals with the full range and complexity of the new and challenging issues presented by environmental law.

**Executive Office** The Executive Office serves as administrator to the Division on financial management, personnel, automated systems, procurement, and automated litigation support issues.

For further information, contact the Office of the Assistant Attorney General, Environment and Natural Resources Division, Department of Justice, Tenth Street and Pennsylvania Avenue NW., Washington, DC 20530. Phone, 202-514-2701.

### Tax Division

The Tax Division represents the United States and its officers in all civil and criminal litigation arising under the internal revenue laws, other than proceedings in the United States Tax Court. While the Division's primary client is the Internal Revenue Service, it also represents Federal officials and

employees in actions arising out of the performance of their official duties, as well as representing other Federal departments and agencies in their dealings with State and local tax authorities. In civil tax litigation the Division's responsibility involves cases in the United States District Courts, the United States Court of Federal Claims, the United States Courts of Appeals, and the U. S. Supreme Court, as well as cases in the State courts.

The Division represents the United States in many different types of disputes, both civil and criminal, dealing with the interpretation of Federal tax laws. For example, when the Internal Revenue Service challenges a tax return and determines a deficiency, the taxpayer may pay the full amount of tax assessed and then bring a suit against the Government for refund. The Division defends the Government in these refund actions.

Other areas of civil litigation in which the Tax Division is involved on behalf of the Federal Government include:

- suits brought by individuals to foreclose mortgages or to quiet title to property in which the United States is named as a party defendant because of the existence of a Federal tax lien on the property;

- suits brought by the United States to collect unpaid assessments, to foreclose Federal tax liens or determine the priority of such liens, to obtain judgments against delinquent taxpayers, to enforce summonses, and to establish tax claims in bankruptcy, receivership, or probate proceedings;

- proceedings involving mandamus, injunctions, and other specific writs arising in connection with internal revenue matters;

- suits against Internal Revenue Service employees for damages claimed because of alleged injuries caused in the performance of their official duties;

- suits against the Secretary of the Treasury, the Commissioner of Internal Revenue, or similar officials to test the validity of regulations or rulings not in the context of a specific refund action;

- suits brought by the United States to enjoin the promotion of abusive tax

shelters and to enjoin activities relating to aiding and abetting the understatement of tax liabilities of others;

—suits brought by taxpayers for a judicial determination of the reasonableness of a jeopardy or termination assessment and the appropriateness of the amount;

—proceedings brought against the Tax Division and the Internal Revenue Service for disclosure of information under the Freedom of Information Act; and

—intergovernmental immunity suits in which the United States resists attempts to apply a State or local tax to some activity or property of the United States.

The Division also collects judgments in tax cases. To this end, the Division directs collection efforts and coordinates with, monitors the efforts of, and provides assistance to the various United States attorneys' offices in collecting outstanding judgments in tax cases.

With respect to criminal tax litigation, the Division prosecutes or supervises the prosecution of all criminal offenses committed under the internal revenue laws, including attempts to evade and defeat taxes, willful failures to file returns and to pay taxes, filing false returns and other deceptive documents, making false statements to revenue officials, and other miscellaneous offenses involving internal revenue matters. These duties include the institution of criminal proceedings and collaboration with U.S. attorneys in the conduct of litigation in the trial and appellate courts. Further, Tax Division attorneys frequently conduct grand jury investigations and actual trials of criminal tax cases, often as a result of

requests for assistance by the appropriate U.S. attorney. In its efforts to deter willful deception through prosecution of criminal offenders, the Tax Division also plays a significant role in curbing organized crime, public corruption, narcotics trafficking, and financial institution fraud.

The primary functions of the Division are to aid the Internal Revenue Service in collecting the Federal revenue and to establish principles of law that will serve as guidelines to taxpayers and their representatives, as well as to the Internal Revenue Service, in the administration of the Internal Revenue Code. As a result, coordination with the Internal Revenue Service's administrative policies and the Treasury Department's legislative tax concerns in developing litigating postures is essential.

The Division also provides input into the preparation of reports to the Congress, the Office of Management and Budget, and the Office of Legislative Affairs on pending or proposed legislation and monitors congressional activities with respect to matters of interest to the Division.

In accordance with the Attorney General's program to enhance the litigating skills of Department attorneys, the Division conducts training programs for its attorneys, with special emphasis on matters unique to tax litigation and the development of advocacy skills.

For further information, contact the Office of the Assistant Attorney General, Tax Division, Department of Justice, Tenth Street and Pennsylvania Avenue NW., Washington, DC 20530. Phone, 202-514-2901.

## Bureaus

### Federal Bureau of Investigation

*Ninth Street and Pennsylvania Avenue NW., Washington, DC 20535. Phone, 202-324-3000*

The Federal Bureau of Investigation (FBI) is the principal investigative arm of the United States Department of Justice. It is

charged with gathering and reporting facts, locating witnesses, and compiling evidence in cases involving Federal jurisdiction.

The Federal Bureau of Investigation was established in 1908 by the Attorney General, who directed that Department of Justice investigations be handled by its own staff. The Bureau is charged with

investigating all violations of Federal law except those that have been assigned by legislative enactment or otherwise to another Federal agency. Its jurisdiction includes a wide range of responsibilities in the criminal, civil, and security fields. Priority has been assigned to the five areas that affect society the most: organized crime/drugs, counterterrorism, white-collar crime, foreign counterintelligence, and violent crime.

On January 28, 1982, the Attorney General assigned concurrent jurisdiction for the enforcement of the Controlled Substances Act (21 U.S.C. 801) to the Bureau and the Drug Enforcement Administration (DEA). The DEA Administrator reports to the Attorney General through the FBI Director.

The Bureau also offers cooperative services such as fingerprint identification, laboratory examination, police training, and the National Crime Information Center to duly authorized law enforcement agencies.

The Bureau headquarters in Washington, DC, consists of nine separate divisions, a Deputy Director, an Office of Public and Congressional Affairs, an Office of Equal Employment Opportunity Affairs, and a Director's staff.

The Bureau's investigations are conducted through 56 field offices. Most of its investigative personnel are trained at the FBI Academy in Quantico, VA.

For further information, contact the Office of Public and Congressional Affairs, Federal Bureau of Investigation, J. Edgar Hoover F.B.I. Building, Ninth Street and Pennsylvania Avenue NW., Washington, DC 20535. Phone, 202-324-2727.

### Bureau of Prisons

*320 First Street NW., Washington, DC 20534.  
Phone, 202-307-3198*

The mission of the Bureau of Prisons is to protect society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, and appropriately secure, and which provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

The Executive Office of the Director provides overall direction for agency operations. In addition to typical administrative functions performed by an agency head, the Offices of General Counsel and Internal Affairs are within the Office and report to the Director.

The Administration Division develops plans, programs, and policies concerning the acquisition, construction, and staffing of new facilities, as well as budget development, financial management, procurement, and contracting.

The Correctional Programs Division is responsible for managing the correctional services (security) operations in Bureau institutions and case and unit management, as well as religious and psychological services, drug treatment programs, and inmate systems.

Federal Prison Industries (trade name UNICOR) is a wholly owned Government corporation whose mission is to provide employment and training opportunities for inmates confined in Federal correctional facilities. UNICOR manufactures a wide range of items—from executive and systems furniture to electronics, textiles, and graphics/signage. Services performed by UNICOR's inmates include data entry, printing, and furniture refinishing. The corporation funds selected preindustrial, vocational, and experimental training programs.

The Health Services Division has oversight responsibility for all medical and psychiatric programs; environmental and occupational health services; food and nutrition services; and farm operations.

The Human Resource Management Division provides personnel, training, and labor management within the agency. Its functions also include pay and position management and recruitment.

The National Institute of Corrections provides technical assistance and training for State and local correctional agencies throughout the country. It also provides grants for research, evaluation, and program development. The Institute's administrative offices, Prison Division, and Community Corrections Division are located in Washington, DC;

and the Jails Division, Training Academy, and Information Center are located in Longmont, CO. The Institute receives logistical support from the Bureau of Prisons but is a separate budget entity.

The Program Review Division oversees agency review functions, ensures internal controls, and coordinates the year-end assurance statement to the Attorney General. This division also conducts in-depth analyses of review outcomes, and tracks and monitors management changes made in accord with those findings.

The Information, Policy and Public Affairs Division encompasses the Bureau's Information Systems; Policy Review; Information Resources Management; Research and Evaluation; Security Technology; Documents Control; External Liaison; Archives; and Office of Public Affairs.

The Community Corrections and Detention Division is responsible for the Bureau's Community Corrections and Detention Programs, Contract Services, Administration, and Program Development.

The Bureau is subdivided into six geographic regions, each staffed with field-qualified personnel who are responsible for policy development and oversight, providing operational guidance to field locations, and providing support functions in areas such as auditing, technical assistance, budget, and personnel. Each regional office is headed by an experienced career Bureau manager who is a full member of the Bureau's executive staff.

For further information, contact the Public Information Officer, Bureau of Prisons, Department of Justice, Washington, DC 20534. Phone, 202-307-3198.

### United States Marshals Service

600 Army Navy Drive, Arlington, VA 22202-4210. Phone, 202-307-9065

The United States Marshals Service is the Nation's oldest Federal law enforcement agency, having served as a vital link between the executive and judicial branches of the Government since 1789. Today, the Presidentially appointed

marshals and their support staff of approximately 3,500 deputy marshals and administrative personnel operate from 427 office locations in all 94 Federal judicial districts nationwide, from Guam to Puerto Rico, and from Alaska to Florida.

The Marshals Service performs tasks that are essential to the operation of virtually every aspect of the Federal justice system. The Service is responsible for:

- providing support and protection for the Federal courts, including security for over 700 judicial facilities and nearly 2,000 judges and magistrates, as well as countless other trial participants such as jurors and attorneys;

- apprehending most Federal fugitives;

- operating the Federal Witness Security program, ensuring the safety of endangered government witnesses;

- maintaining custody of and transporting thousands of Federal prisoners annually;

- executing court orders and arrest warrants;

- seizing, managing, and selling property forfeited to the Government by drug traffickers and other criminals, and assisting the Justice Department's Seizure and Forfeiture Program; and

- responding to emergency circumstances, including civil disturbances, terrorist incidents, and other crisis situations, through its Special Operations Group, and restoring order in riot and mob-violence situations.

The Director of the U.S. Marshals Service, who is appointed by the President, supervises the operations of the Service throughout the United States and its territories. The Deputy Director for Operations oversees the Service's enforcement, court security, witness protection, prisoner transportation, and asset seizure and forfeiture activities. The Deputy Director for Administration is responsible for personnel management; procurement and property management; space, transportation, and communications; information systems;

and the U.S. Marshals Service Training Academy.

For further information, contact the Office of Congressional and Public Affairs, U.S. Marshals Service, Department of Justice, Suite 1260, 600 Army Navy Drive, Arlington, VA 22202. Phone, 202-307-9065.

### United States National Central Bureau—International Criminal Police Organization

*Washington, DC 20530. Phone, 202-272-8383*

The U.S. National Central Bureau (USNCB) represents the United States in INTERPOL, the International Criminal Police Organization. Also known as INTERPOL—Washington, USNCB provides an essential communications link between the U.S. police community and their counterparts in the foreign member countries.

INTERPOL is an association of 169 countries dedicated to promoting mutual assistance among law enforcement authorities in the prevention and suppression of international crime. With no police force of its own, INTERPOL has no powers of arrest or search and seizure. Instead, INTERPOL serves as a channel of communication among the police of the member countries, and provides a forum for discussions, working group meetings, and symposia to enable police to focus on specific areas of criminal activity affecting their countries.

United States participation in INTERPOL began in 1938 by congressional authorization, designating the Attorney General as the official representative to the organization. INTERPOL operations were interrupted during World War II, but resumed in 1947.

The Attorney General officially designated the Secretary of the Treasury as the U.S. representative to INTERPOL in 1958, and the U.S. National Central Bureau was established within the Treasury Department in 1969. In 1977, an arrangement was effected between Justice and Treasury officials establishing dual authority in administering USNCB. This Memorandum of Understanding

designates the Attorney General as the permanent representative to INTERPOL and the Secretary of the Treasury as the alternate representative.

The Bureau operates through cooperative efforts with Federal, State, and local law enforcement agencies. Programs and initiatives, such as the State Liaison Program and the Canadian Interface Project, broaden the scope of U.S. investigative resources to include the international community, thus forming an integral part of the United States efforts to confront the problem of international crime.

Federal and State law enforcement agencies represented at the USNCB include the Federal Bureau of Investigation; U.S. Marshals Service; Drug Enforcement Administration; Immigration and Naturalization Service; Criminal Division, U.S. Customs Service; U.S. Secret Service; Internal Revenue Service; Bureau of Alcohol, Tobacco and Firearms; Office of the Comptroller of the Currency; Office of the Inspector General, Department of Agriculture; U.S. Postal Inspection Service; Bureau of Diplomatic Security, Department of State; Naval Investigative Service; Federal Law Enforcement Training Center; Financial Crimes Enforcement Network; and the Massachusetts State Police.

Under the State Liaison Program, States establish an office within their own law enforcement community to serve as liaison to USNCB. International leads developed in criminal investigations being conducted by a State or local police entity can be pursued through their Liaison Office, and criminal investigative requests from abroad are funneled through the relevant State liaison office for action by the appropriate State or local agency. All 50 States now participate in the liaison program, which is currently coordinated by a representative from the Massachusetts State Police.

USNCB has two sub-bureaus which serve to more effectively address the law enforcement needs of U.S. territories. The sub-bureaus are located in San Juan,

Puerto Rico; and Pago Pago, American Samoa.

For further information, contact the U.S. National Central Bureau—INTERPOL, Washington, DC 20530. Phone, 202–272–8383.

### Immigration and Naturalization Service

425 I Street NW., Washington, DC 20536.  
Phone, 202–514–4316, 4330, or 4354

[For the Immigration and Naturalization Service statement of organization, see the *Code of Federal Regulations*, Title 8, Aliens and Nationality]

The Immigration and Naturalization Service (INS) was created by act of March 3, 1891 (8 U.S.C. 1551 note), and its purpose and responsibilities were further specified by the Immigration and Nationality Act, as amended (8 U.S.C. 1101 note), which charges the Attorney General with the administration and enforcement of its provisions. The Attorney General has delegated authority to the Commissioner of the Immigration and Naturalization Service to carry out these provisions of immigration law.

Overall policy and executive direction flow from the Washington, DC, headquarters office through 3 regional offices to 33 district offices and 21

border patrol sectors throughout the United States. INS also maintains three district offices in Bangkok, Thailand; Mexico City, Mexico; and Rome, Italy.

INS carries out its mission through operational programs in adjudications and naturalization, inspections, investigations, and detention and deportation, as well as the U.S. Border Patrol. These programs are divided into the following mission responsibilities:

- facilitating the entry of persons legally admissible as immigrants or as visitors to the United States;
- granting benefits under the Immigration and Nationality Act, as amended, including providing assistance to those seeking asylum, temporary or permanent resident status, or naturalization;
- preventing unlawful entry, employment, or receipt of benefits by those who are not entitled to them; and
- apprehending or removing those aliens who enter or remain illegally in the United States and/or whose stay is not in the public interest.

The Service also has a firm commitment to strengthen criminal investigations and seek the most effective deterrents to illegal immigration.

For further information, contact the Office of Information, Immigration and Naturalization Service, Department of Justice, 425 I Street NW., Washington, DC 20536. Phone, 202–514–4316, 4330, or 4354.

### Drug Enforcement Administration

600–700 Army Navy Drive, Arlington, VA 22202. Phone, 202–307–1000; FTS, 367–1000

The Drug Enforcement Administration (DEA) is the lead Federal agency in enforcing narcotics and controlled substances laws and regulations. It was created in July 1973, by Reorganization Plan No. 2 of 1973 (5 U.S.C. app.), which merged four separate drug law enforcement agencies.

DEA enforces the provisions of the controlled substances and chemical diversion and trafficking laws and regulations of the United States, and operates on a worldwide basis. It presents cases to the criminal and civil justice systems of the United States—or

any other competent jurisdiction—on those significant organizations and their members involved in cultivation, production, smuggling, distribution, or diversion of controlled substances appearing in or destined for illegal traffic in the United States. DEA immobilizes these organizations by arresting their members, confiscating their drugs, and seizing their assets; and creates, manages, and supports enforcement-related programs—domestically and internationally—aimed at reducing the availability of and demand for controlled substances.

DEA's responsibilities include:

- investigation of major narcotic violators who operate at interstate and international levels;

- seizure and forfeiture of assets derived from, traceable to, or intended to be used for illicit drug trafficking;
- enforcement of regulations governing the legal manufacture, distribution, and dispensing of controlled substances;
- management of a national narcotics intelligence system;
- coordination with Federal, State, and local law enforcement authorities and cooperation with counterpart agencies abroad; and
- training, scientific research, and information exchange in support of drug traffic prevention and control.

DEA manages the El Paso Intelligence Center (EPIC), a 24-hour tactical drug intelligence center, which utilizes DEA and Federal personnel from 13 other agencies.

The Administration concentrates its efforts on high-level narcotics smuggling and distribution organizations in the United States and abroad, working closely with such agencies as the Customs Service, the Internal Revenue Service, and the Coast Guard. It also chairs the 11-agency National Narcotics Intelligence Consumers Committee, which develops an annual report on drug production, trafficking, and abuse trends.

Approximately 400 Administration compliance investigators enforce regulation of the legal manufacture and distribution of prescription drugs. The agency also maintains an active training program for narcotics officers in other Federal, State, and local agencies—as well as foreign police.

The Administration maintains liaison with the United Nations, INTERPOL, and other organizations on matters relating to international narcotics control programs. It has offices throughout the United States and in 50 foreign countries.

For further information, contact the Public Affairs Section, Drug Enforcement Administration, Department of Justice, Washington, DC 20537. Phone, 202-307-7977.

### Office of Justice Programs

633 Indiana Avenue NW., Washington, DC 20531. Phone, 202-307-0781

The Office of Justice Programs (OJP) was established by the Justice Assistance Act of 1984 and reauthorized in 1994 to provide Federal leadership, coordination, and assistance needed to make the Nation's justice system more efficient and effective in preventing and controlling crime. OJP and its five program bureaus are responsible for collecting statistical data and conducting analyses; identifying emerging criminal justice issues; developing and testing promising approaches to address these issues; evaluating program results, and disseminating these findings and other information to State and local governments.

The Office is headed by an Assistant Attorney General who, by statute and delegation of authority from the Attorney General, establishes, guides, promotes, and coordinates policy; focuses efforts on the priorities established by the President and the Attorney General; and promotes coordination among the five major bureaus or offices within OJP. These are: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and Office for Victims of Crime.

Through the programs developed and financed by its bureaus and offices, OJP works to form partnerships among Federal, State, and local government officials to control drug abuse and trafficking, rehabilitate crime-ridden neighborhoods, improve the administration of justice in America, meet the needs of crime victims, and find innovative ways to address problems such as gang violence, prison crowding, juvenile crime, and white-collar crime. The functions of each bureau or office are interrelated. For example, the statistics generated by the Bureau of Justice Statistics may drive the research that is conducted through the National Institute of Justice and the Office of Juvenile Justice and Delinquency Prevention. Research results may generate new programs that receive support from the Bureau of Justice Assistance and the Office of Juvenile Justice and Delinquency Prevention.

Although some research and technical assistance is provided directly by OJP's bureaus and offices, most of the work is accomplished through Federal financial assistance to scholars, practitioners, and State and local governments.

Program bureaus and offices award formula grants to State agencies, which, in turn, subgrant funds to units of State and local government. Formula grant programs—drug control and system improvement, juvenile justice, victims compensation, and victims assistance—are administered by State agencies designated by each State's Governor. Discretionary grant programs usually are announced in the *Federal Register*, and applications are made directly to the sponsoring Office of Justice Programs bureau or office.

**Bureau of Justice Assistance** The Bureau provides financial and technical assistance to State and local units of government to control drug abuse, drug trafficking, and violent crime and to improve the criminal justice system.

The Anti-Drug Abuse Act of 1988 (42 U.S.C. 3750), which established the Edward Byrne Memorial State and Local Law Enforcement Assistance Programs, authorizes the Bureau to make grants for the purpose of enforcing State and local laws that establish offenses similar to those designated in the Controlled Substances Act and to improve the functioning of the criminal justice system, with emphasis on violent crime and serious offenders. The States are required to prepare a statewide anti-drug and violent crime strategy as part of their applications for Formula Grant funds. Federal funds may be used for up to 75 percent of the total project costs.

The Bureau uses the Discretionary Grant Program to provide State and local criminal justice agencies with state-of-the-art information on innovative and effective programs, practices, and techniques through demonstration projects, training, and technical assistance. For example, the Bureau is developing and implementing comprehensive crime control and crime prevention strategies for communities faced with high rates of violence and drug-related crime through the

Comprehensive Communities Program. BJA also supports violence reduction initiatives, such as homicide investigations and firearms control programs. Criminal justice agencies are provided assistance in addressing new issues and problems, such as the spread of drug-trafficking gangs; intermediate punishment, such as bootcamps; and drug testing of criminal offenders. The Bureau also supports programs that are national or multistate in scope, such as Operation Weed and Seed, the Regional Information Sharing Systems, the National White Collar Crime Center, and the National Crime Prevention (McGruff) Campaign. Discretionary Grant funds are awarded directly by the Bureau and do not require matching funds.

Direct assistance is also provided by the Bureau through the Emergency Federal Law Enforcement Assistance, Federal Surplus Property Transfer, Prison Industry Certification, Public Safety Officers' Death and Disability Benefits, and the State Criminal Alien Assistance Programs.

**Bureau of Justice Statistics** The Bureau is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, its perpetrators and victims, and the operation of justice systems at all levels of government and internationally.

The Bureau also assists State governments in developing capabilities in criminal justice statistics and improving their criminal justice records and information systems.

The Bureau provides the President, the Congress, other officials, and the public with timely and accurate data about crime and the administration of justice. The Bureau publishes concise *Special Reports* and periodic *Bulletins* that provide up-to-date statistical information on various aspects of criminal justice. In addition, lengthier volumes present detailed analyses of specific topics.

The National Crime Victimization Survey is the largest ongoing statistical series currently conducted by the Bureau. Using interviews from a large sample of U.S. households, the Survey measures the rates at which the Nation's

population is victimized by crimes of violence and theft.

Other statistical series cover civil justice, prison and jail inmates, probation and parole, adjudication, processing offenders as they move through the criminal justice system, criminal justice expenditure and employment, law enforcement management and administration, and the Federal justice system.

The Bureau supports a statistical component in the National Criminal Justice Reference Service. The Bureau of Justice Statistics Clearinghouse provides reference services for people requesting information, maintains a mailing list, and distributes Bureau publications. The Bureau may be contacted on 800-732-3277 (toll-free).

The Bureau also manages the Drugs and Crime Data Center and Clearinghouse, funded by the Office of National Drug Control Policy, which gathers and evaluates existing data on drugs and the justice system; identifies drug enforcement data gaps; operates a clearinghouse/reference center that serves as a single source for those in need of drug statistics; and prepares special reports and tabulations of existing drug data. The Drugs and Crime Data Center and Clearinghouse may be contacted on 800-666-3332 (toll-free). National Institute of Justice The National Institute of Justice (NIJ) sponsors special projects and research and development programs designed to improve and strengthen the criminal justice system and reduce or prevent crime. It also conducts national demonstration projects that employ innovative or promising approaches for improving criminal justice, and develops new technologies to fight crime and improve criminal justice.

NIJ conducts evaluations to determine the effectiveness of criminal justice programs, particularly programs funded by the Bureau of Justice Assistance, and identifies programs that promise to be successful if continued or replicated in other jurisdictions. For example, it has evaluated the effectiveness of innovative drug control programs, including neighborhood-oriented policing,

community anti-drug initiatives, multijurisdictional task forces, and drug testing programs.

NIJ's evaluations of new approaches for holding offenders accountable for their crimes has provided invaluable information regarding such programs as bootcamps, youth challenge camps, intensive community supervision, specialized probation, and prison work-release programs. The corrections information sharing system at NIJ assists State and local officials in exchanging information on innovative and cost-effective concepts and techniques for planning, financing, and constructing new prisons and jails.

In addition, NIJ works to fulfill the information needs of the criminal justice system by publishing and disseminating reports and other materials from its research, demonstration, evaluation, and other programs; provides training and technical assistance to justice officials on innovations developed through its programs; and serves as the national and international clearinghouse of justice information for Federal, State, and local governments.

For further information, contact the National Criminal Justice Reference Service. Phone, 1-800-851-3420.

Office of Juvenile Justice and Delinquency Prevention The Office was created by the Juvenile Justice and Delinquency Prevention Act of 1974 (42 U.S.C. 5601) in response to national concern about juvenile crime. It is the primary Federal agency for addressing juvenile crime and delinquency and the problem of missing and exploited children. The Office is comprised of five divisions.

The State Relations and Assistance Division oversees the Formula Grants Program. States can receive formula grants to help implement delinquency prevention, control, and system improvement programs, including the core requirements of the Juvenile Justice and Delinquency Prevention Act. These core requirements include deinstitutionalizing status offenders, separating juveniles from adult offenders in institutions, removing juveniles from

adult jails and lockups, and addressing the disproportionate confinement of minority youth. Technical assistance is provided to States and communities to enhance their programs. The Division also administers the Title V Prevention Incentive Grants Program.

The Special Emphasis Division provides funds directly to public and private nonprofit agencies and individuals to foster new approaches to delinquency prevention and control and the improvement of the juvenile justice system. The Division focuses on such areas as serious, violent, and chronic juvenile offenders; gangs; at-risk female juvenile offenders; and school dropouts.

The Research and Program Development Division sponsors research and studies about national trends in juvenile delinquency and drug use, serious juvenile crime, the causes of delinquency, prevention strategies, program evaluation, and improvement of the juvenile justice system. It is also responsible for program evaluation, statistics, and demonstration programs.

The Training and Technical Assistance Division sponsors training for juvenile justice practitioners, policymakers, and organizations and provides technical assistance in planning, funding, establishing, operating, and evaluating juvenile delinquency programs. In addition, the Division administers juvenile court and prosecutor training, court-appointed special advocates, and children's advocacy center programs under the Victims of Child Abuse Act of 1990 (42 U.S.C. 13001).

The Information Dissemination Unit conducts a wide variety of information dissemination activities for the Office in support of its statutory mandate to serve as a clearinghouse and information center for the preparation, publication, and dissemination of information on juvenile delinquency and missing children. The Unit also monitors the operations of the juvenile justice clearinghouse, which collects, stores, and disseminates the Office's and other juvenile justice-related publications. The toll-free telephone number is 1-800-638-8736.

**Programs** The Concentration of Federal Efforts Program and the Missing Children's Program are also under the Office's direction. The Concentration of Federal Efforts Program coordinates Federal programs dealing with juvenile delinquency and assists Federal agencies that have responsibility for delinquency prevention and treatment. It also promotes interagency cooperation in eliminating duplicate efforts and provides direction for the use of Federal resources in facilitating a comprehensive, unified Federal juvenile justice policy.

The Missing Children's Program was created in 1984 by the Missing Children's Assistance Act to provide Federal leadership in ensuring that every practical step is taken in recovering missing children, reuniting them with their families, and prosecuting abductors. The Program serves as a central focus for research, data collection, policy development, training professionals in the field, and providing information about missing and exploited children. It also funds the National Center for Missing and Exploited Children, which operates a national toll-free telephone line and serves as a national information clearinghouse.

**Office for Victims of Crime** The Office for Victims of Crime (OVC) serves as the Federal focal point for addressing the needs and improving the treatment of crime victims. This includes carrying out the activities mandated by the Victims of Crime Act of 1984 (VOCA), as amended (42 U.S.C. 10601 note); monitoring compliance with the provisions regarding assistance for Federal crime victims of the Victim and Witness Protection Act of 1982; and implementing the recommendations of the President's Task Force on Victims of Crime, the Attorney General's Task Force on Family Violence, and the President's Child Safety Partnership.

VOCA created a Crime Victims Fund in the U.S. Treasury to provide Federal financial assistance to State governments to compensate and assist victims of crime. Monies in the fund come from fines and penalties assessed on convicted Federal defendants. The Office

awards grants to States to compensate crime victims for expenses, such as medical costs, resulting from their victimization. Grants also are awarded to State governments to support State and local programs that provide direct assistance to crime victims and their families. Priority for victim assistance funds is given to programs providing direct services to victims of sexual assault, spouse abuse, and child abuse. States also must use grant funds to assist previously underserved victim populations, such as victims of drunk drivers or the families of homicide victims.

A small portion of the Crime Victims Fund is available to support services for victims of Federal crimes. Programs under this initiative have focused on developing victim assistance services for Federal crime victims in Indian country, creating an emergency fund for use by U.S. attorneys offices to pay for emergency services for Federal crime victims, and assisting Native American child abuse victims.

In collaboration with other agencies and groups, OVC administers numerous projects serving the victims of drug-related crimes. The Office also supports national programs to improve and coordinate services to crime victims and sponsors conferences and training for criminal justice practitioners, medical and mental health personnel, the clergy, and others who work with crime victims and their families. In addition, each year OVC sponsors National Crime Victims' Rights Week to increase public awareness of crime victims' special needs and to honor those who work on behalf of victims. The OVC Resource Center, which provides information concerning victims issues to victims advocates, criminal justice practitioners, and the public, is funded by OVC. The Center may be reached toll-free on 1-800-627-6872.

**Violence Against Women Program Office** The Violence Against Women Program Office coordinates the activities of the Bureaus within OJP relating to violence against women. It also establishes the policy for and administers the Department's formula and

discretionary grant programs authorized by the Violence Against Women Act of 1994.

The program assists the Nation's criminal justice system to respond to the needs and concerns of women who have been, or potentially could be, victimized by violence. The program emphasizes enhanced delivery of services to women victimized by violence, and will work to strengthen outreach efforts to minorities and disabled women. The Office provides technical assistance to State and tribal government officials in planning innovative and effective criminal justice responses to violent crimes committed against women. The Office provides Indian tribal governments with funds to develop and strengthen the tribal justice system's response to violent crimes committed against Native American women through a discretionary grant program.

States that receive Violence Against Women Program formula grant funds are required to engage in a multidisciplinary planning process involving law enforcement; prosecution; nonprofit, nongovernmental victim service providers including domestic violence and sexual assault coalitions; key criminal justice practitioners; and community leaders to develop a coordinated and integrated strategy to address violence against women. Funds may be used to support seven broad purpose areas including training for law enforcement officers and prosecutors to identify and respond more effectively to violent crimes against women; developing, training, or expanding special units of law enforcement officers and prosecutors to respond to violent crimes against women; developing, training, or expanding special units of law enforcement officers and prosecutors to respond to violent crimes against women; developing and improving data collection and communications systems linking police, prosecutors, and courts, or to identify and track arrests, protection orders, violations of protection orders; creating or enhancing victim services programs and programs addressing stalking; and developing and

enhancing programs which focus on the special needs of Indian tribes in addressing violent crimes.

**Drug Court Program Office** The Drug Court Program Office was established to support the development and implementation of effective Drug Court programming at the State, local, and tribal level. The Office coordinates the Drug Court activities of OJP's five component bureaus and administers the Drug Court Grant Program as authorized by Title V of the Violent Crime Control and Law Enforcement Act of 1994.

This discretionary grant program assists local units of government in the planning, implementation, and improvement of Drug Courts which target non-violent, drug-involved offenders. The Office strives to strengthen existing Drug Courts and develop new Drug Courts, encouraging them to provide continuing judicial supervision, mandatory periodic testing for substance abuse among clients, substance abuse treatment, offender supervision, management and aftercare, combined with appropriate sanctions for failure to comply with program requirements. The Office will work closely with agencies and organizations involved in the areas of justice and recovery. The Office also will develop and deliver appropriate technical assistance, training, and research findings in order to enhance the effectiveness and operation of both existing and new Drug Courts.

**Corrections Program Office** The Corrections Program Office provides policy direction, coordination, and

administration for the corrections programs authorized by the Violent Crime Control and Law Enforcement Act of 1994. In particular, the Office is responsible for the following grant programs: Violent Offender Incarceration; Truth in Sentencing; Punishment of Young Offenders Formula Grants; Family Unity Demonstration Projects; and Residential Substance Abuse Treatment for State Prisoners.

The largest grant programs--the Violent Offender and Truth in Sentencing Incentive Grants--provide assistance through formula grants to States, and States organized as multi-State compacts, for adult and juvenile correctional systems. The program recognizes that States and local jurisdictions have experienced substantial increases in jail, prison, and juvenile confinement populations in recent years, resulting in escalating costs and serious difficulties in managing overcapacity correctional populations. This program provides funds for States to construct, expand, modify, operate, and improve correctional facilities, including boot camp facilities and other alternative correctional programs that will free secure prison space for the confinement of violent offenders.

The Corrections Program Office emphasizes comprehensive correctional planning and State/local coordination in the provision of correctional services to offenders. States participating in the grant program will receive technical assistance and training and be expected to participate in a comprehensive national evaluation.

For further information, contact the Office of Congressional and Public Affairs, Office of Justice Programs, Department of Justice, 633 Indiana Avenue NW., Washington, DC 20531. Phone, 202-307-0781.

## Boards

### Executive Office for Immigration Review

*Falls Church, VA 22041*

The Attorney General is responsible for the administration and enforcement of

the Immigration and Nationality Act of 1952 (8 U.S.C. 1101) and all other laws relating to the immigration and naturalization of aliens. Certain powers and authorities of the Attorney General for the administration and interpretation

of the immigration laws are delegated to the Executive Office for Immigration Review. The Executive Office for Immigration Review is completely independent of the Immigration and Naturalization Service, the body charged with the enforcement of the immigration laws. It includes the Board of Immigration Appeals, the Office of the Chief Immigration Judge, and the Office of the Chief Administrative Hearing Officer. It operates under the supervision of the Deputy Attorney General and is headed by a Director, who is responsible for the immediate supervision of the Board of Immigration Appeals, the Office of the Chief Immigration Judge, and the Office of the Chief Administrative Hearing Officer.

**Board of Immigration Appeals** The Board of Immigration Appeals is a quasi-judicial body composed of a Chairman, Vice Chairman, and seven members, and a Chief Attorney-Examiner, who is also an alternate Board member.

Located in Falls Church, VA, the Board hears oral argument in that location. The Board is authorized a staff of attorney-advisers who assist the Board in the preparation of decisions.

The Board has been given nationwide jurisdiction to hear appeals from decisions entered by district and center directors of the Immigration and Naturalization Service and by immigration judges. In addition, the Board is responsible for hearing appeals involving the suspension or barring from practice of attorneys and representatives before the Service and the Board.

Decisions of the Board are binding on all Service officers and immigration judges unless modified or overruled by the Attorney General, and are subject to judicial review in the Federal courts. The majority of appeals reaching the Board involves orders of deportation and applications for relief from deportation. Other cases before the Board include the exclusion of aliens applying for admission to the United States, petitions to classify the status of alien relatives for the issuance of preference immigrant visas, fines imposed upon carriers for the violation of the immigration laws, and motions for reopening and

reconsideration of decisions previously rendered.

Following a review of the record and research into questions of law raised by the parties, the attorney-adviser drafts a proposed order for consideration of the Board members. He or she frequently confers with individual Board members concerning the proposed order.

Attorney-advisers also assist in various administrative and support functions. In addition to developing expertise in the field of immigration law, the attorney-adviser is often called upon to analyze questions of constitutional law, State, Federal, and foreign civil and criminal law.

**Office of the Chief Immigration Judge** The Office of the Chief Immigration Judge is responsible for the general supervision and direction of the immigration judges in the performance of their duties. It establishes operational policies for the offices of the immigration judges and evaluates the performance of those offices.

Located in Falls Church, VA, the Office of the Chief Immigration Judge includes a headquarters staff of management and legal personnel. **Office of the Immigration Judge** The offices of the immigration judges are responsible for presiding at formal, quasi-judicial deportation and exclusion proceedings. The immigration judges act independently in their decisionmaking capacity, and their decisions are administratively final unless appealed or certified to the Board of Immigration Appeals.

In exclusion proceedings, an immigration judge determines whether an individual arriving from a foreign country should be allowed to enter the United States or should be excluded and deported. Located throughout the United States, each judge has jurisdiction to consider various forms of relief available in exclusion proceedings, including applications for asylum and relief under section 243(h) of the Immigration and Nationality Act of 1952 (8 U.S.C. 1158, 1253).

In deportation proceedings, the immigration judge determines whether an individual who has already entered

the United States is deportable from this country. In such proceedings the judge also adjudicates applications for the various forms of relief available under this country's immigration laws. These include applications for adjustment of status, suspension of deportation, voluntary departure, relief under section 212(c) of the act (8 U.S.C. 1182), and applications for asylum and withholding of deportation.

**Office of the Chief Administrative Hearing Officer** The Office of the Chief Administrative Hearing Officer is responsible for the general supervision of administrative law judges in the performance of their duties under 8 U.S.C. 1324a-1324c. Administrative law judge proceedings are mandated by the Immigration and Nationality Act and concern allegations of unlawful employment of aliens, unfair immigration-related employment discrimination, and immigration document fraud.

For further information, contact the Counsel to the Director, Executive Office for Immigration Review, Department of Justice, Falls Church, VA 22041. Phone, 703-305-0470.

#### United States Parole Commission

*5550 Friendship Boulevard, Chevy Chase, MD 20815. Phone, 301-492-5990*

The granting, denying, or revocation of parole for eligible Federal offenders rests in the discretion of the U.S. Parole Commission. The Commission will be abolished on November 1, 1997, 10 years after the implementation of the U.S. Sentencing Guidelines. (The Comprehensive Crime Control Act of 1984 abolished the U.S. Parole Commission and instituted mandatory sentencing for all offenders whose crimes were committed after November 1, 1987.) The Commission is also responsible for the supervision of paroled or otherwise released offenders until expiration of their terms and may discharge parolees early from supervision. Under the Labor Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401 note), the Commission determines whether or not persons convicted of certain crimes may

serve as officials in the field of organized labor or in labor-oriented management positions; likewise, under the Employment Retirement Income and Security Act of 1974, the Commission determines whether or not such persons may provide services to or be employed by employment benefit plans.

The Parole Commission presently consists of six members, appointed by the President with the advice and consent of the Senate. It has sole authority to grant, modify, or revoke paroles of eligible U.S. prisoners serving sentences of more than 1 year and D.C. Code prisoners housed in Federal institutions. It is responsible for the supervision of parolees and prisoners released upon the expiration of their sentences with allowances for statutory good time, and the determination of supervisory conditions and terms. U.S. probation officers supervise parolees and mandatory releasees under the direction of the Commission.

The Anti-Drug Abuse Act of 1988 gave the Commission jurisdiction over all foreign transfer treaty cases beginning January 1, 1989. For offenses committed after November 1, 1987, the Commission is to apply the guidelines of the U.S. Sentencing Commission.

For further information, contact the Office of the Chairman, United States Parole Commission, Department of Justice, 5550 Friendship Boulevard, Chevy Chase, MD 20815. Phone, 301-492-5990.

#### Office of Community Oriented Policing Services

The Office of Community Oriented Policing Services (COPS) was created with the passage of the Violent Crime Control and Law Enforcement Act of 1994 to achieve several goals: to advance the philosophy of community policing as a national law enforcement strategy; to deploy 100,000 new police officers in community policing roles; to reinforce partnerships that will sustain community policing; and to evaluate and demonstrate the effectiveness of community policing to improve the quality of life by reducing the levels of disorder, violence, and crime in our communities.

The primary activity of the COPS Office is the awarding of competitive, discretionary grants directly to law enforcement agencies across the United States and its territories. Over the life of the COPS Office, approximately \$8 billion in grant funding will be made available to achieve these goals.

The COPS Office is headed by a Director, appointed by the Attorney General, and is organized into several divisions. The Grants Administration Division is responsible for developing and designing new programs to provide resources for the hiring of new officers and to further the adoption and implementation of community policing, reviewing grant applications, maintaining liaison with the Office of Justice Programs for financial review of applications, monitoring grant awards, developing and maintaining databases to support policymaking, participating in the evaluation of the grant programs, and coordination of the Office's research agenda. Within the Grants Administration Division are the Police Hiring section and the Program Planning, Research and Evaluation section.

The Training and Technical Assistance Division is responsible for coordinating the provision of training and technical assistance to advance the adoption, implementation and sustaining of community policing in the thousands of communities served by the COPS Office.

The Legal Division is responsible for providing legal advice to the Director and other functional areas of the COPS Office, and for ensuring compliance with the legal requirements applicable to the activities of the COPS Office.

The Congressional Relations Division assists Members of Congress in serving their constituents, thereby facilitating greater dissemination of information about COPS programs and activities, and provides input in program design and development and policy formulation so that programs and policies reflect legislative intent and address congressional needs.

The Communications Division provides ongoing information about community policing and COPS programs

through every available channel of communication, including timely and accurate responses to media inquiries, interviews, public events, publications and related materials produced by and for any telecommunication format.

The Intergovernmental and Public Liaison Division maintains channels for communication and feedback regarding COPS programs with representatives of interested local, State, and national organizations and with local elected officials.

Finally, the Administrative Division provides support services to the COPS Office, including resource management to recruit, train, and maintain a professional workforce; fiscal resource management to perform the accounting and budget formulation and execution functions necessary to administer the COPS appropriation; facilities management to acquire and maintain space, provide security, and procure supplies, equipment, telephones, and other services; and information resource management.

#### Foreign Claims Settlement Commission of the United States

The Foreign Claims Settlement Commission of the United States is a quasi-judicial, independent agency within the Department of Justice which adjudicates claims of U.S. nationals against foreign governments, either under specific jurisdiction conferred by Congress or pursuant to international claims settlement agreements. Funds for payment of the Commission's awards are derived from congressional appropriations, international claims settlements, or the liquidation of foreign assets in the United States by the Departments of Justice and the Treasury.

The Commission recently started an Albanian Claims Program, to adjudicate claims and make awards compensating U.S. nationals for losses resulting from nationalization, expropriation, intervention and other property-taking by the Albanian regime which took power at the end of World War II.

The Commission recently completed the adjudication of more than 3,100

claims against the Government of Iran, which arose out of the 1979 Islamic Revolution. The Iran Claims Program resulted in total awards in excess of \$86 million between 1991 and February 1995, pursuant to the June 1990 Iran-U.S. Settlement Agreement and the Iran Claims Settlement Act (50 U.S.C. 1701 note).

The Commission also has authority under the War Claims Act of 1948, as amended (50 U.S.C. app. 2001 *et seq.*), to receive, determine the validity and amount, and provide for the payment of claims by U.S. servicemen and civilians held as prisoners of war or interned by a hostile force in Southeast Asia during the Vietnam conflict, or by the survivors of such servicemen and civilians.

In addition, the Commission furnishes technical assistance and advice to other Federal agencies and offices in planning new claims adjudication programs, and negotiating international claims settlement agreements. In addition, the Commission is responsible for

maintaining records and responding to inquiries related to the various claims programs it has conducted under the International Claims Settlement Act of 1949, as amended, involving the Governments of Yugoslavia, Panama, Poland, Bulgaria, Hungary, Romania, Italy, the Soviet Union, Czechoslovakia, Cuba, the German Democratic Republic, the People's Republic of China, Vietnam, Ethiopia, and Egypt, as well as those authorized under the War Claims Act of 1948, and other statutes.

The Commission's organization and functions are defined in the International Claims Settlement Act of 1949, as amended (22 U.S.C. 1621 *et seq.*), the War Claims Act of 1948, as amended (50 U.S.C. app. 2001 *et seq.*), and the Iran Claims Settlement Act (50 U.S.C. 1701 note).

For further information, contact the Office of the Chair, Foreign Claims Settlement Commission of the United States, Department of Justice, Suite 6002, 600 E Street NW., Washington, DC 20579. Phone, 202-616-6975; or fax, 202-616-6993.

## Sources of Information

**Controlled Substances Act Registration** Information about registration under the Controlled Substances Act may be obtained from the Registration Section of the Drug Enforcement Administration, P.O. Box 28083, Central Station, Washington, DC 20038. Phone, 202-307-7255.

**Employment** The Department maintains an agencywide job line. Phone, 202-514-3397.

**Attorneys' applications:** Director, Office of Attorney Personnel Management, Department of Justice, Room 6150, Tenth Street and Constitution Avenue NW., Washington, DC 20530. Phone, 202-514-1432. Assistant U.S. attorney applicants should apply to individual U.S. attorneys.

**United States Marshals Service:** Field Staffing Branch, United States Marshals Service, Department of Justice, 600 Army Navy Drive, Arlington, VA 22202-4210.

**Federal Bureau of Investigation:** Director, Washington, DC 20535, or any of the field offices or resident agencies whose addresses are listed in the front of most local telephone directories.

**Immigration and Naturalization Service:** Central Office, 425 I Street NW., Washington, DC 20536 (phone, 202-514-2530); or any regional or district office.

**Drug Enforcement Administration:** regional offices, laboratories, or Washington Headquarters Office of Personnel.

**Bureau of Prisons:** Central Office, 320 First Street NW., Washington, DC 20534 (phone, 202-307-3082); or any regional or field office.

**Office of Justice Programs,** 633 Indiana Avenue NW., Washington, DC 20531. Phone, 202-307-0730.

**United States Trustee Program,** Room 770, 901 E Street NW., Washington, DC 20530. Phone, 202-616-1000.

Foreign Claims Settlement Commission: Attorneys: Office of the Chief Counsel, Suite 6002, 600 E Street NW., Washington, DC 20579 (phone, 202-616-6975); Other: Administrative Officer, same address and phone.

Reading Rooms Located in Washington, DC, at: U.S. Department of Justice, Room 6505, Tenth Street and Constitution Avenue NW., Washington, DC 20530 (phone, 202-514-3775). Bureau of Prisons, 320 First Street NW., 20534 (phone, 202-307-3029); Immigration and Naturalization Service, 425 I Street NW., 20536 (phone, 202-514-2837); Foreign Claims Settlement Commission, 600 E Street NW., 20579 (phone, 202-616-6975). Also at the U.S. Parole Commission, 5550 Friendship Boulevard, Chevy Chase, MD 20815 (phone, 301-492-5959); Board of Immigration Appeals, Suite 2400, 5107 Leesburg Pike, Falls Church, VA 22041 (phone, 703-305-0168); some of the Immigration and Naturalization Service district offices; and the National Institute of Justice, 9th Floor, 633 Indiana Avenue NW., Washington, DC 20531 (phone, 202-307-5883).

Publications and Films The *FBI Law Enforcement Bulletin* and *Uniform Crime Reports—Crime in the United States* are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

*The Annual Report of the Attorney General of the United States* is published each year by the Department of Justice, Washington, DC 20530.

Approximately nine textbooks on citizenship, consisting of teachers manuals and student textbooks at various reading levels, are distributed free to public schools for applicants for citizenship and are on sale to all others from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Public schools or organizations under the supervision of public schools which are entitled to free textbooks should make their requests to the appropriate Immigration and Naturalization Service Regional Office (See appropriate section of this manual for mailing addresses.). For general information, call 202-514-3946.

*The Freedom of Information Act Guide and Privacy Act Overview* and the *Freedom of Information Case List*, both published annually, are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20530; and in electronic format through INTERNET—Library of Congress. ISBN 0-16-042921-8.

*FOIA Update* (Stock No. 727-002-00000-6), published quarterly, is available free of charge to FOIA offices and other interested offices Governmentwide. This publication is also available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402; and in electronic format through INTERNET—Library of Congress.

*Guidelines for Effective Human Relations Commissions, Annual Report of the Community Relations Service, Community Relations Service Brochure, CRS Hotline Brochure, Police Use of Deadly Force: A Conciliation Handbook for Citizens and Police, Principles of Good Policing: Avoiding Violence Between Police and Citizens, Resolving Racial Conflict: A Guide for Municipalities, and Viewpoints and Guidelines on Court-Appointed Citizens Monitoring Commissions in School Desegregation* are available upon request from the Public Information Office, Community Relations Service, Department of Justice, Washington, DC 20530.

A limited number of drug educational films are available, free of charge, to civic, educational, private, and religious groups.

A limited selection of pamphlets and brochures is available. The most widely requested publication is *Drugs of Abuse*, an identification manual intended for professional use. Single copies are free.

Copies of the Foreign Claims Settlement Commission's semiannual (through December 1966) and annual (from January 1967) reports to the Congress concerning its activities are available at the Commission in limited quantities.

Reference Service In 1972, the National Institute of Justice established

the National Criminal Justice Reference Service (NCJRS). All five OJP bureaus now support NCJRS, a clearinghouse of information and publications concerning OJP programs and other information of interest to the criminal justice community. The Office's National Institute of Justice, which has supported the clearinghouse for almost 20 years, provides most of the funding for the National Criminal Justice Reference Service. Police, corrections agencies, courts, criminal justice planners, juvenile justice practitioners, community crime prevention groups, and others needing information for planning and problem solving in criminal justice can refer to this international information service specially designed to assist the justice community.

The National Criminal Justice Reference Service provides information from its computerized data base system free or at a minimal cost to users through a variety of products and services including the bimonthly *NJJ Catalog*, which contains abstracts of significant additions to the data base and pertinent information and a Calendar of Events announcing upcoming training courses and conferences; selected hardcopy documents upon request; three types of data base search packages; various microfiche products; and

referrals to other information sources. Under contracts with OJP bureaus, the National Criminal Justice Reference Service also operates the Drugs and Crime Data Center and Clearinghouse, the Bureau of Justice Assistance Clearinghouse, the Justice Statistics Clearinghouse, the Juvenile Justice Clearinghouse, the National Victims Resource Center, and the Construction Information Exchange. All the Service's clearinghouses may be contacted on 800-851-3420 (toll-free); or in the Washington, DC, metropolitan area on 301-251-5500.

The NCJRS Electronic Bulletin Board, with 3,000 registered users, makes NCJRS' services available online. The Bulletin Board may be accessed by modem on 301-738-8895.

Organizations and individuals may register to receive information from the National Criminal Justice Reference Service by writing NCJRS, Box 6000, 1600 Research Boulevard, Rockville, MD 20850.

**Small Business Activities** Contract information for small businesses can be obtained from the Office of Small and Disadvantaged Business Utilization, Department of Justice, Tenth Street and Pennsylvania Avenue NW., Washington, DC 20530. Phone, 202-616-0521.

For further information concerning the Department of Justice, contact the Office of Public Affairs, Department of Justice, Tenth Street and Constitution Avenue NW., Washington, DC 20530. Phone, 202-514-2007 (voice); 202-786-5731 (TDD).