

U.S. DEPARTMENT OF JUSTICE
ORGANIZATION, MISSION AND FUNCTIONS MANUAL

123693

Management and Planning Staff
Justice Management Division

Revised November 9, 1988

U.S. DEPARTMENT OF JUSTICE
ORGANIZATION, MISSION AND FUNCTIONS MANUAL

OVERVIEW

This manual contains organization charts and functional statements for the Department's 32 component organizations. All Department organizations must have their organizational structure and functional statements officially approved by the Attorney General. The Management and Planning Staff (MPS) of the Justice Management Division has responsibility to review and evaluate proposed changes within organizations pursuant to Department of Justice (DOJ) Order 1000.2A. Department authorities and responsibilities are delineated by component in Title 28 of the Code of Federal Regulations, Part O, "Organization of the Department of Justice."

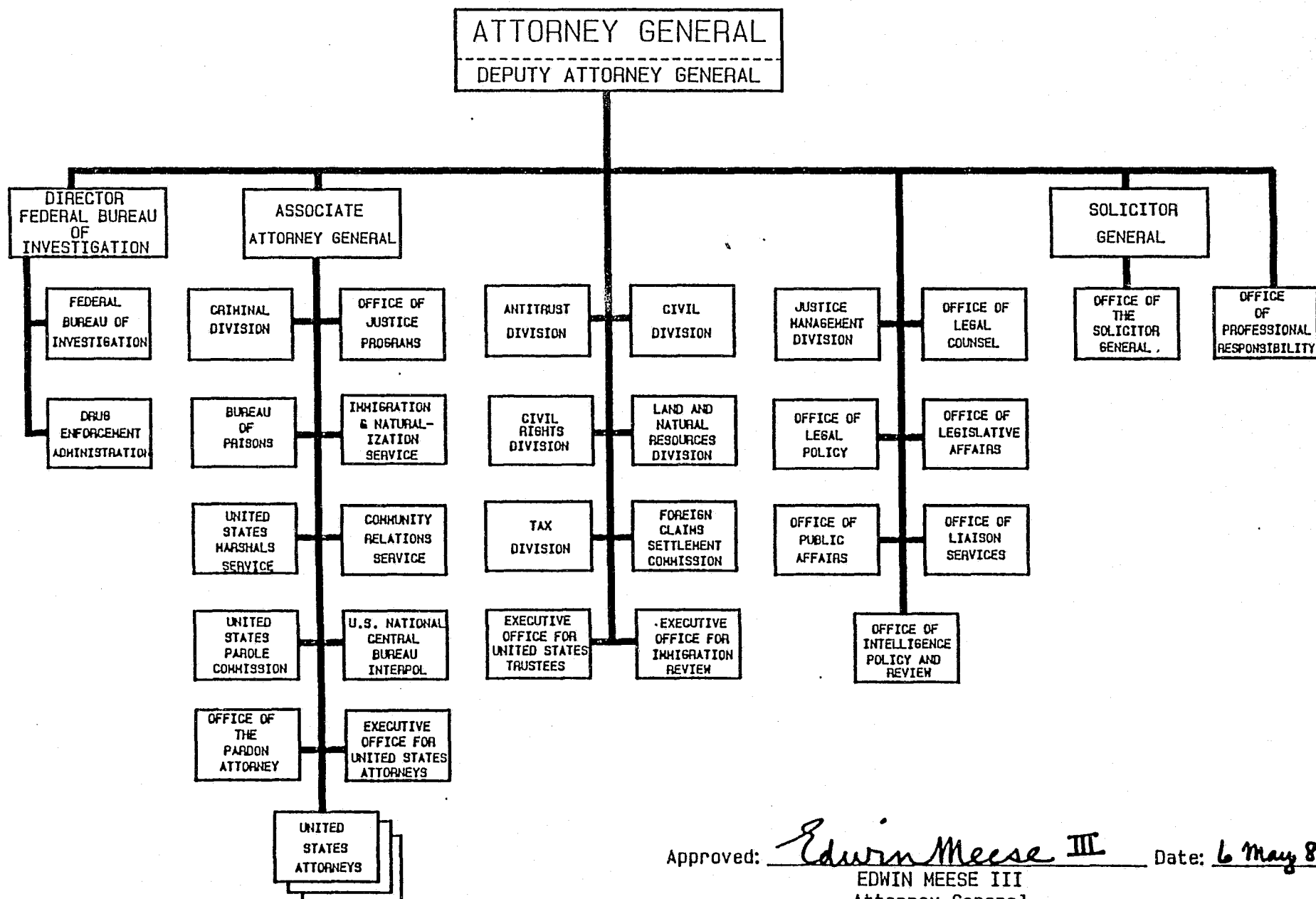
A number of reorganizations occur within the Department each year. In order to keep this manual as current and up-to-date as possible, it is requested that each DOJ component make the appropriate changes in their mission and functions statements and submit the information to the MPS in the format in which the manual is currently presented whenever there are changes. These changes should be submitted immediately after the Attorney General has signed and approved the proposed reorganization.

The information in this manual is presented according to the listing of components provided on the following page. For a more detailed description of duties and responsibilities of the Department's 32 component organizations, please contact the MPS.

DEPARTMENT OF JUSTICE

Office of the Attorney General
Office of the Deputy Attorney General
Office of the Associate Attorney General
Office of the Solicitor General
Office of Legal Counsel
Office of Legal Policy
Office of Intelligence Policy and Review
Office of Professional Responsibility
Office of Legislative Affairs
Office of Liaison Services
Office of Public Affairs
Justice Management Division
Executive Office for United States Attorneys
Antitrust Division
Civil Division
Civil Rights Division
Criminal Division
Land and Natural Resources Division
Tax Division
Bureau of Prisons
Drug Enforcement Administration
Federal Bureau of Investigation
Immigration and Naturalization Service
United States Marshals Service
United States National Central Bureau - INTERPOL
Executive Office for Immigration Review
Office of Pardon Attorney
United States Parole Commission
Executive Office for United States Trustees
Community Relations Service
Foreign Claims Settlement Commission
Office of Justice Programs

U.S. DEPARTMENT OF JUSTICE



Approved: Edwin Meese III Date: 6 May 88
 EDWIN MEESE III
 Attorney General

OFFICE OF THE ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL

BACKGROUND - The position of Attorney General was created by the Judiciary Act of 1789. In June 1870, Congress enacted a law entitled "An Act to Establish the Department of Justice." This Act established the Attorney General as head of the Department of Justice and gave the Attorney General direction and control of U.S. Attorneys and all other counsel employed on behalf of the United States. The Act also vested in the Attorney General supervisory power over the accounts of U.S. Attorneys, U.S. Marshals, clerks, and other officers of the federal courts.

MISSION - The mission of the Office of the Attorney General is to supervise and direct the administration and operation of the Department of Justice, including the Federal Bureau of Investigation, Drug Enforcement Administration, Immigration and Naturalization Service, Bureau of Prisons, Office of Justice Programs, and the Offices of U.S. Attorneys and U.S. Marshals, which are all within the Department of Justice.

FUNCTIONS - The major functions of the Office of the Attorney General are to:

- ° Represent the United States in legal matters.
- ° Supervise and direct the administration and operation of the offices, boards, divisions, and bureaus which comprise the Department.
- ° Furnish advice and opinions, formal and informal, on legal matters to the President and the Cabinet and to the heads of the executive departments and agencies of the Government, as provided by law.
- ° Make recommendations to the President concerning appointments to federal judicial positions and to positions within the Department, including U.S. Attorneys and U.S. Marshals.

- ° Represent or supervise the representation of the United States Government in the Supreme Court of the United States and all other courts, foreign and domestic, in which the United States is a party or has an interest as may be deemed appropriate.
- ° Perform or supervise the performance of other duties required by statute or Executive Order.

OFFICE OF THE DEPUTY ATTORNEY GENERAL

OFFICE OF THE DEPUTY ATTORNEY GENERAL

BACKGROUND - On May 24, 1950, Attorney General J. Howard McGrath created the Office of the Deputy Attorney General.

MISSION - The mission of the Office of the Deputy Attorney General is to advise and assist the Attorney General in formulating and implementing Department policies and programs and in providing overall supervision and direction to all organizational units of the Department.

FUNCTIONS - The major functions of the Deputy Attorney General are to:

- ° Exercise all the power and authority of the Attorney General unless any such power or authority is required by law to be exercised by the Attorney General personally or has been specifically delegated exclusively to another Department official.
- ° Except as assigned to the Associate Attorney General by § 0.19(a)(1), exercise the power and authority vested in the Attorney General to take final action in matters pertaining to:
 1. The employment, separation, and general administration of personnel in the Senior Executive Service and in General Schedule grades GS-16 through GS-18, or the equivalent, and of attorneys and law students regardless of grade or pay in the Department;
 2. The appointment of special attorneys and special assistants to the Attorney General (28 U.S.C. 515(b));
 3. The appointment of Assistant United States Trustees and fixing of their compensation; and
 4. The approval of the appointment by United States Trustees of standing trustees and the fixing of their maximum annual compensation and percentage fees as provided in 28 U.S.C. 586(e).

- ° Administer the Attorney General's recruitment program for honor law graduates and judicial law clerks.
- ° Coordinate departmental liaison with White House staff and the Executive Office of the President.
- ° Coordinate and control the Department's reaction to civil disturbances and terrorism.
- ° Perform such other activities and functions as may be assigned from time to time by the Attorney General.

OFFICE OF THE ASSOCIATE ATTORNEY GENERAL

OFFICE OF THE ASSOCIATE ATTORNEY GENERAL (AAG)

BACKGROUND - The Office of the Associate Attorney General (AAG) was created by Attorney General Order No. 699-77 on March 10, 1977.

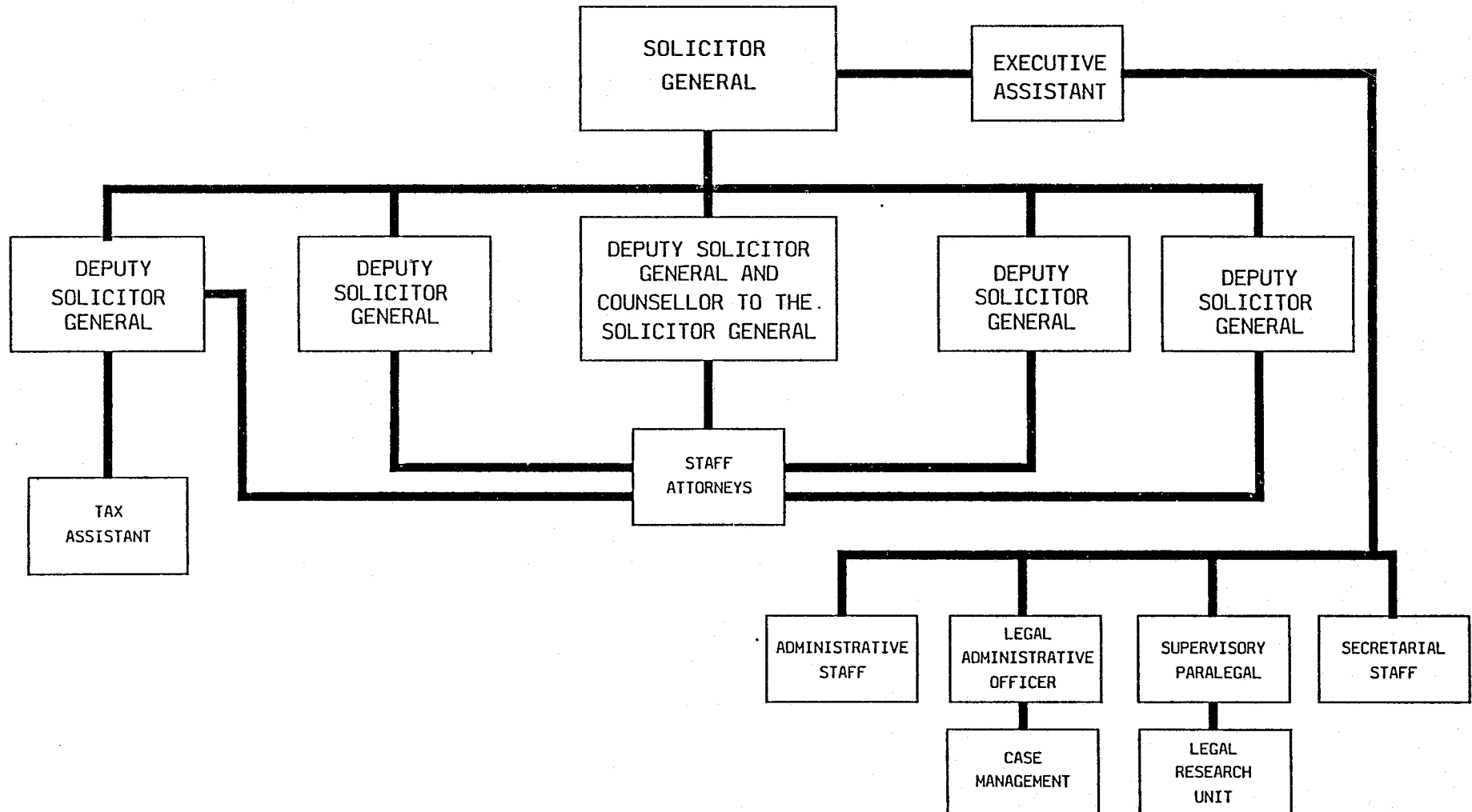
MISSION - The mission of the Associate Attorney General is to advise and assist the Attorney General and the Deputy Attorney General in formulating and implementing departmental policies and programs.

FUNCTIONS - The major functions of the AAG are to:

- ° Exercise the power and authority vested in the Attorney General to take final action in matters pertaining to the employment, separation, and general administration of attorneys and law students in pay grades GS-15 and below in organizational units subject to his direction and of Assistant United States Attorneys when the public interest so requires.
- ° Perform such other duties as may be especially assigned from time to time by the Attorney General.
- ° Exercise the power and authority vested in the Attorney General to authorize the Director of the United States Marshals Service to deputize persons to perform the functions of a Deputy United States Marshal.

OFFICE OF THE SOLICITOR GENERAL

OFFICE OF THE SOLICITOR GENERAL



Approved: Edwin Meese III Date: 16 Feb 88
EDWIN MEESE III
Attorney General

OFFICE OF THE SOLICITOR GENERAL

BACKGROUND - The Office of the Solicitor General was created by the Statutory Authorization Act of June 22, 1870. The Act states that there shall be an officer learned in the law, to be called the Solicitor General, to assist the Attorney General in the performance of his duties.

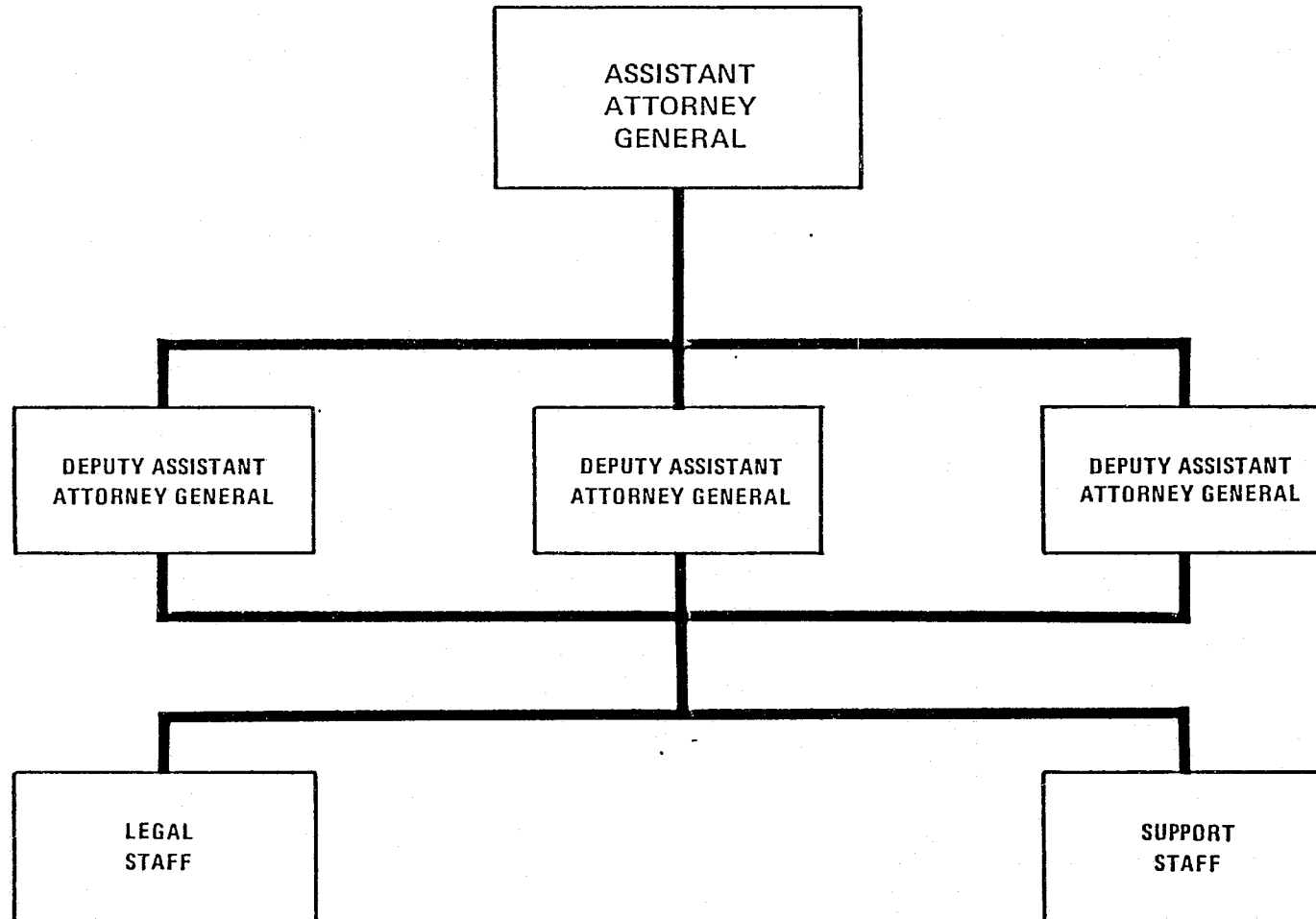
MISSION - The mission of the Office of the Solicitor General is to represent the interests of the United States before the Supreme Court.

FUNCTIONS - The major functions of the Office of the Solicitor General are to:

- ° Conduct, or assign and supervise all Supreme Court cases, including appeals, petitions for and in opposition to certiorari, briefs and arguments.
- ° Determine whether, and to what extent, appeals will be taken by the Government or whether the Government will intervene in any appellate court.
- ° Assist the Attorney General, the Deputy Attorney General, and the Associate Attorney General in the development of broad Department program policy.

OFFICE OF LEGAL COUNSEL

OFFICE OF LEGAL COUNSEL



Approved:

William French Smith

William French Smith
Attorney General

Date:

1/19/84

OFFICE OF LEGAL COUNSEL

BACKGROUND - The Office of Legal Counsel was created under 28 U.S.C. 511-513, which in part provides that the Attorney General shall give his advice and opinion on questions of law when required by the President or by heads of executive or military departments.

MISSION - The mission of the Office of Legal Counsel is to assist the Attorney General in carrying out his statutory responsibility of furnishing legal advice to the President and the heads of the executive and military departments; and to provide legal advice and assistance to other components of the Department of Justice upon request.

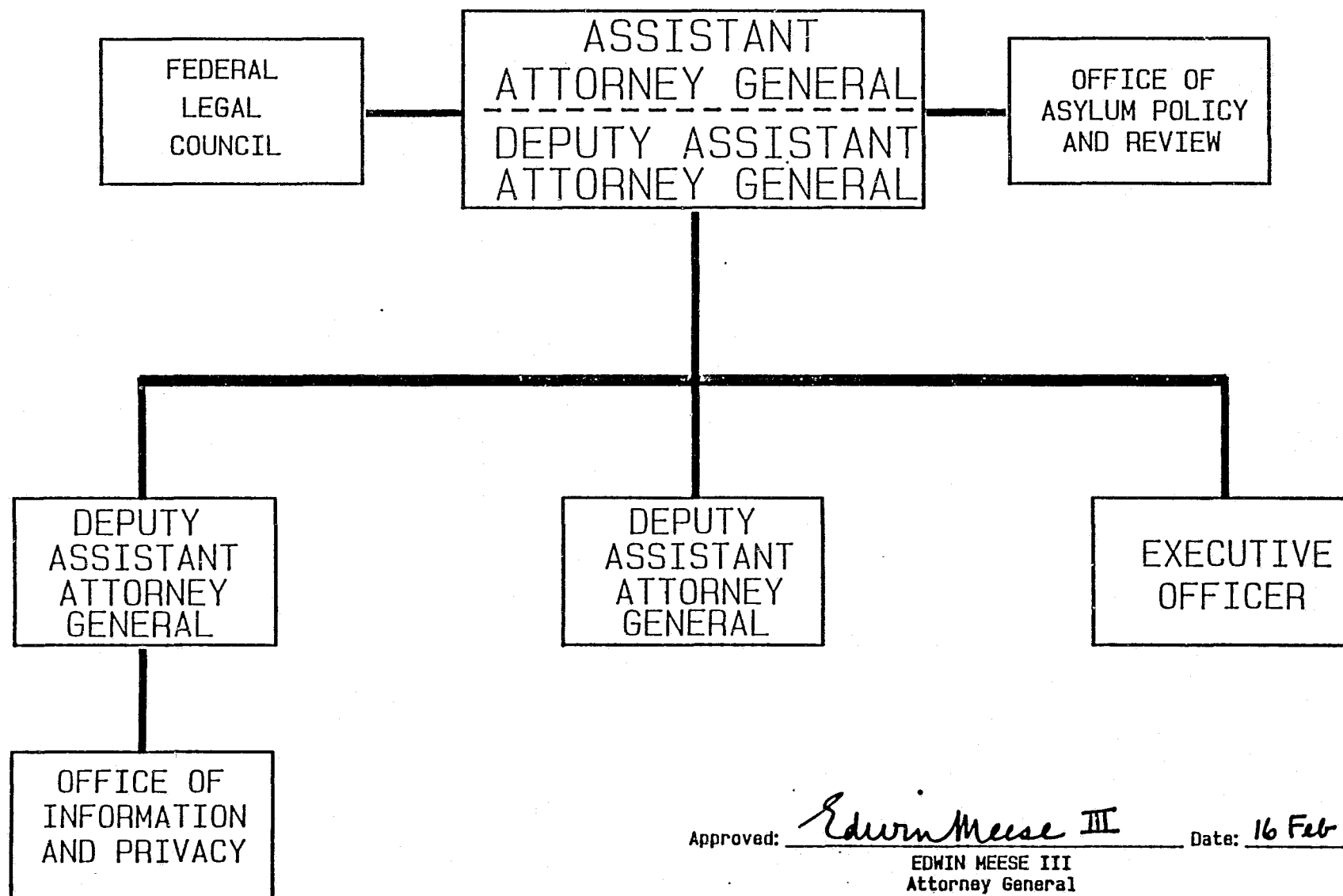
FUNCTIONS - The major functions of the Office of Legal Counsel are to:

- ° Draft the Attorney General's formal opinions and render its own opinions on a variety of legal questions involving the operations of the Executive Branch.
- ° Review all proposed Executive Orders, certain Presidential proclamations, and regulations requiring approval by the President or the Attorney General as to form and legality.
- ° Render opinions to the Attorney General and to the heads of the various organizational units of the Department on questions of law arising in the administration of the Department.
- ° Render opinions to the White House and to the heads of executive departments and agencies on questions of law.
- ° Advise the Attorney General in connection with the review of the Board of Immigration Appeals and other organizational units of the Department.

- ° Prepare drafts or opinions on legal issues or questions.
- ° Prepare reports on proposed legislation submitted to the Department for comment, and reports to the Office of Management and Budget on enrolled bills.

OFFICE OF LEGAL POLICY

OFFICE OF LEGAL POLICY



Approved: Edwin Meese III Date: 16 Feb 88
EDWIN MEESE III
Attorney General

OFFICE OF LEGAL POLICY

BACKGROUND - The Office of Legal Policy was established in 1981 by merging the Office for Improvements in the Administration of Justice, the Office of Information Law and Policy, and the Office of Privacy and Information Appeals.

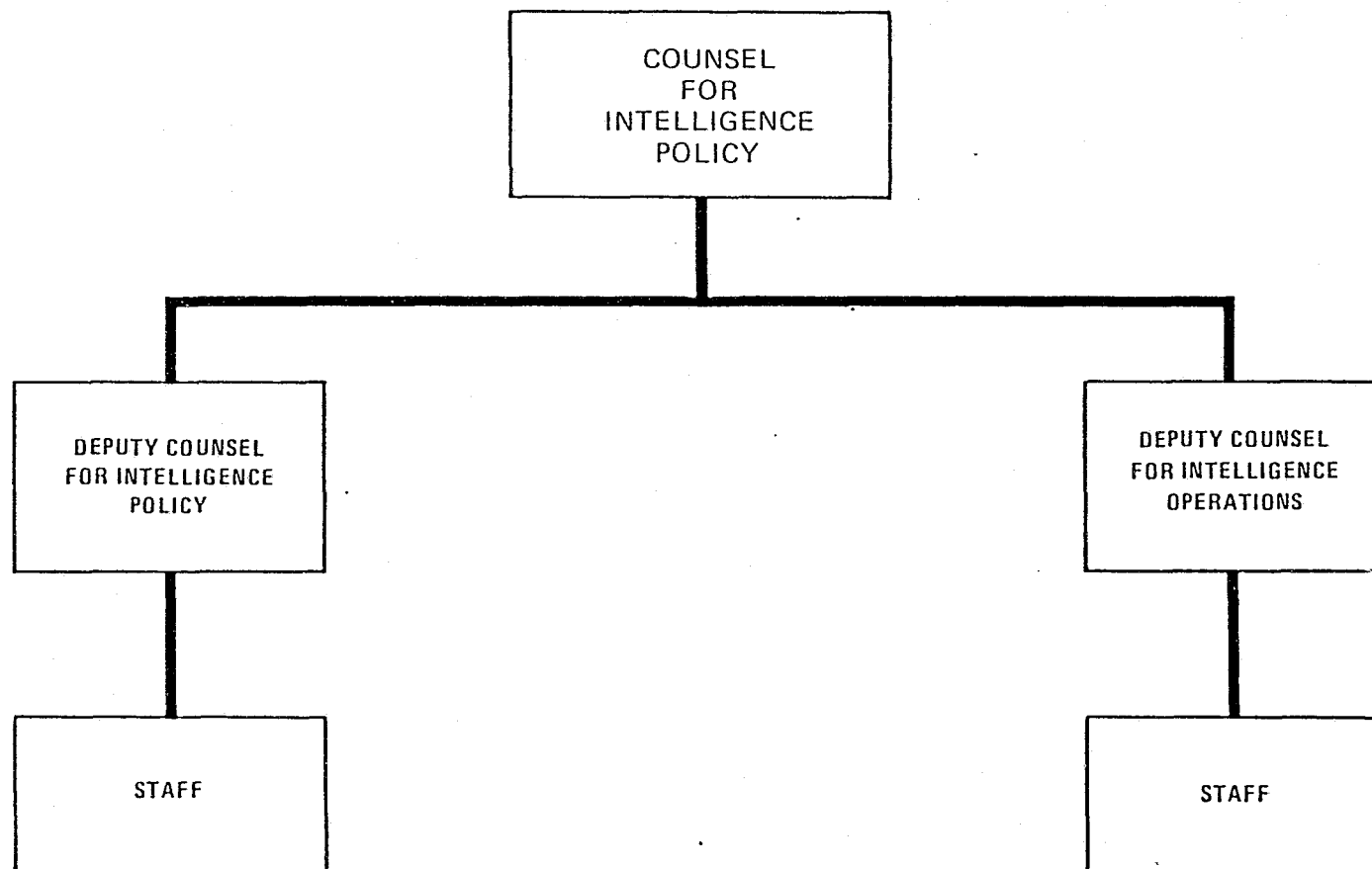
MISSION - The mission of the Office of Legal Policy is to plan, develop, and coordinate the implementation of major policy initiatives of high priority to the Department and to the Administration.

FUNCTIONS - The major functions of the Office of Legal Policy are to:

- ° Examine and study legislation and other policy proposals and coordinate departmental efforts to secure enactment of those of special interest to the Department and the Administration.
- ° Assist the Attorney General and the Deputy Attorney General in fulfilling responsibilities of the Federal Legal Council to promote coordination and communication among Federal legal offices with the goal of achieving effective, consistent, and efficient management of legal resources throughout the Federal Government.
- ° Manage and coordinate the discharge of departmental responsibilities related to the Freedom of Information Act and the Privacy Act.
- ° Supervise the Office of Information and Privacy which will, except as otherwise directed by the Attorney General, act on appeals taken from departmental denials of access to records under the Privacy Act and the Freedom of Information Act.
- ° Advise and assist the Attorney General and the Deputy Attorney General regarding the selection and appointment of Federal judges.
- ° Represent the Department on the Administrative Conference of the United States and, as appropriate, on regulatory reform matters.

OFFICE OF INTELLIGENCE POLICY AND REVIEW

OFFICE OF INTELLIGENCE POLICY AND REVIEW



Approved Edwin Meese III Date 28 Jan 86
EDWIN MEESE III
Attorney General

OFFICE OF INTELLIGENCE POLICY AND REVIEW

BACKGROUND - The Office of Intelligence Policy and Review was created by Attorney General Order No. 875-80, 28 C.F.R., Part O, subpart F-1, which was approved by Attorney General Civiletti in 1980.

MISSION - The mission of the Office of Intelligence Policy and Review is to assist the Attorney General and other senior Justice Department officials in fulfilling national security-related responsibilities; to provide legal advice and guidance to various elements of the United States Government that are engaged in national security-related activities; and to oversee the implementation of the Foreign Intelligence Surveillance Act and other statutory, Executive Order, or Attorney General-based operational authorities for national security-related activities.

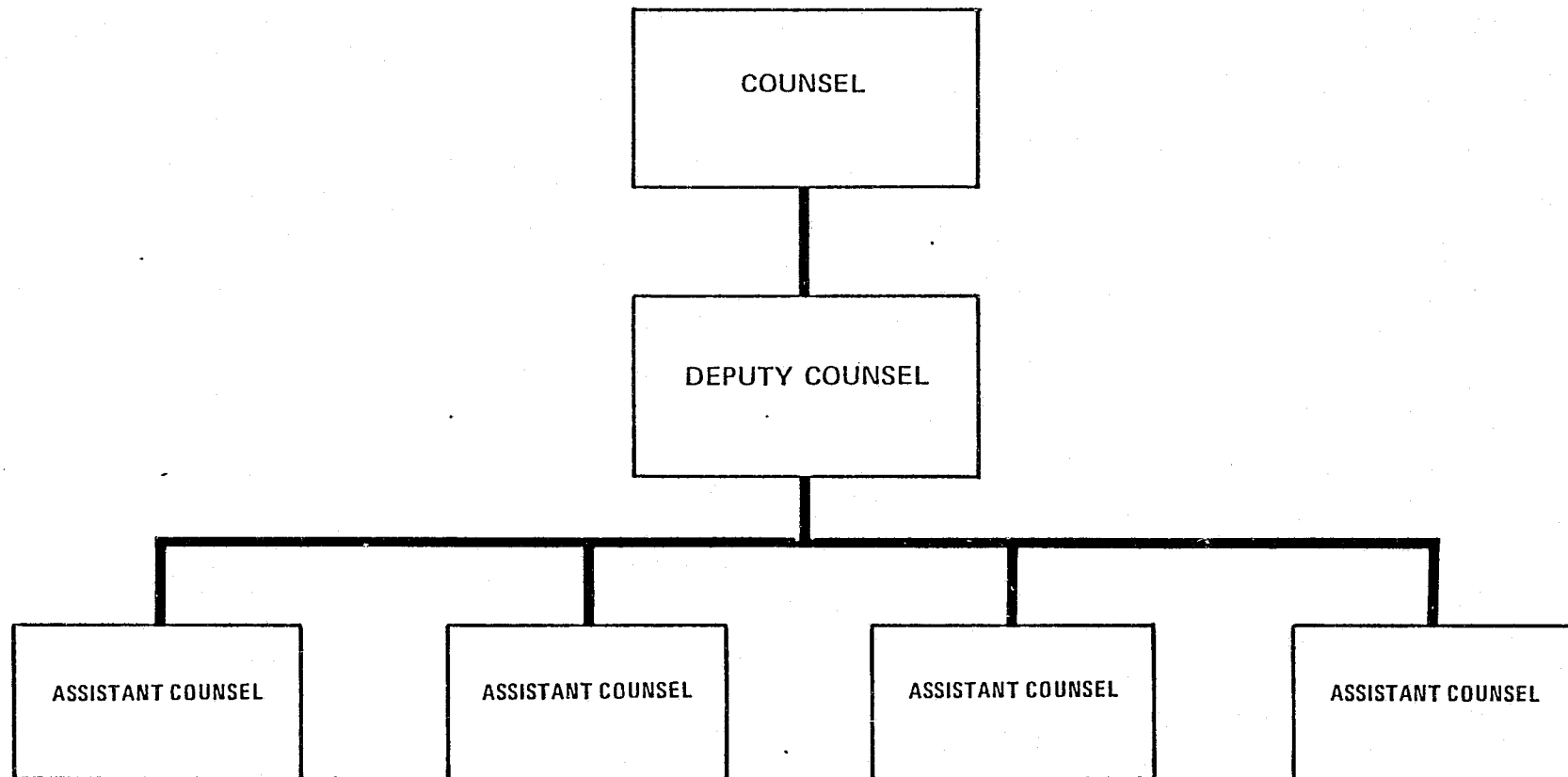
FUNCTIONS - The major functions of the Office of Intelligence Policy and Review are to:

- ° Serve as the Department representative on interdepartmental boards, committees and other groups dealing with national security-related matters.
- ° Participate in the development, implementation and review of United States intelligence policies, including procedures for the conduct of intelligence and counterintelligence activities.
- ° Evaluate existing and proposed national security-related activities to determine their consistency with relevant policies and law.
- ° Formulate policy alternatives and recommend action by the Department and other executive agencies in achieving lawful United States intelligence and counterintelligence objectives.
- ° Analyze and interpret current statutes, Executive Orders, guidelines, and other directives pertaining to national security-related activities.

- ° Review and comment upon proposed statutes, guidelines, and other directives with regard to intelligence activities; and, in conjunction with the Office of Legal Counsel, review and comment upon the form and legality of proposed Executive Orders that relate to the functions of this Office.
- ° Supervise the preparation of certifications and applications for orders under the Foreign Intelligence Surveillance Act and represent the United States before the United States Foreign Intelligence Surveillance Court.
- ° Recommend action by the Department of Justice with regard to applications for foreign intelligence and counterintelligence electronic surveillances, as well as for other investigative activities by Executive Branch agencies.
- ° Monitor intelligence and counterintelligence activities of other agencies to ensure conformity with Department objectives.
- ° Prepare reports evaluating intelligence and counterintelligence activities and assessing trends or changes in these activities.
- ° Provide legal and policy advice regarding classification of national security information and perform prepublication review of materials proposed to be published by present and former employees of the Department.

OFFICE OF PROFESSIONAL RESPONSIBILITY

OFFICE OF PROFESSIONAL RESPONSIBILITY



Approved: William French Smith Date: 1/19/84
William French Smith
Attorney General

OFFICE OF PROFESSIONAL RESPONSIBILITY

BACKGROUND - The Office of Professional Responsibility was established by Attorney General Edward H. Levi by Attorney General Order No. 635-74, December 8, 1975 (40 Federal Register 58643) to investigate allegations of misconduct by Department of Justice employees.

MISSION - The mission of the Office of Professional Responsibility is to oversee and coordinate all internal investigations of allegations concerning the conduct of a Department employee that may be in violation of law, Department regulations or orders, or applicable standards of conduct or may constitute mismanagement, gross waste of funds, abuse of authority or a substantial and specific danger to public health or safety.

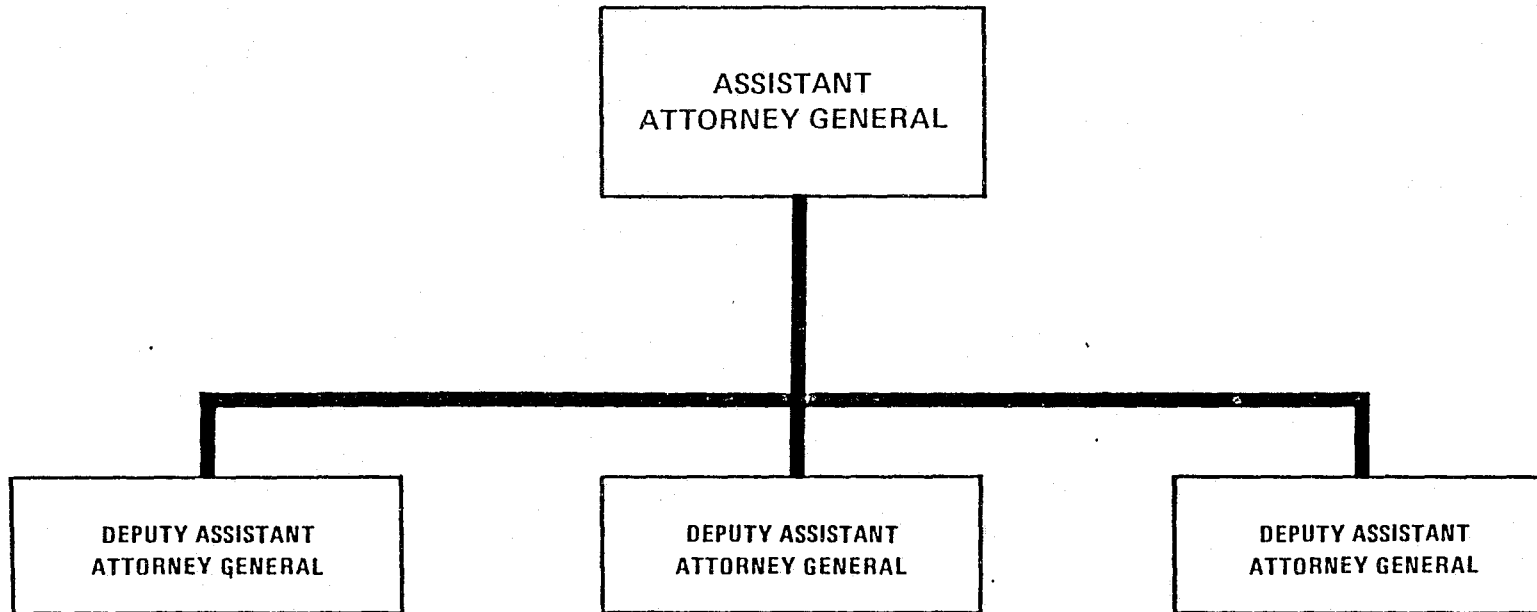
FUNCTIONS - The major functions of the Office of Professional Responsibility are to:

- ° Receive and review any allegations of reprisal against an employee or applicant who discloses information concerning misconduct, waste, fraud or abuse by a Department employee.
- ° Improve the present Department-wide reporting system in which misconduct and criminal allegations against Department employees are brought to the attention of this Office and the Attorney General.
- ° Establish a comprehensive, efficient and effective internal inspection system throughout the Department by periodically evaluating organizations and programs involved with employee integrity.
- ° Determine when preliminary inquiries into allegations will be conducted or when matters will be referred to the appropriate Office, Board, Division or Bureau.
- ° Determine when to undertake directly any investigation assigned to the Office by the Attorney General, or Deputy Attorney General or when referral to another official would be appropriate.

- ° Make recommendations to the Attorney General and Deputy Attorney General on what further specific action should be undertaken with regard to any matter involving a violation of law, regulation, order or standard.
- ° Report significant violations of policies or procedures of the Department that become evident in the course of an inquiry and submit recommendations which may have significant impact on organizational or personnel realignments to the Attorney General.
- ° Report upon the overall activities of internal inspection units within the Department and make recommendations concerning these activities.
- ° Coordinate investigations with the heads of the Department Components responsible for providing information and assistance relating to such investigations and keep the Attorney General and the Deputy Attorney General informed of major investigations in progress either orally or in writing.

OFFICE OF LEGISLATIVE AFFAIRS

OFFICE OF LEGISLATIVE AFFAIRS



Approved: Edwin Meese III Date: 4 Feb 86
EDWIN MEESE III
Attorney General

OFFICE OF LEGISLATIVE AFFAIRS

BACKGROUND - The Office of Legislative Affairs was established in the Department of Justice on February 2, 1973, by Attorney General Order 504-73 to be the coordinating center for all Department of Justice activities relating to legislation and the Congress. The Office was subsequently reorganized into the Office of Legislative and Intergovernmental Affairs on January 24, 1984 by Attorney General Order No. 1054-84. Attorney General Order 1097-85 reestablished the Office of Legislative Affairs as an independent office on February 4, 1986.

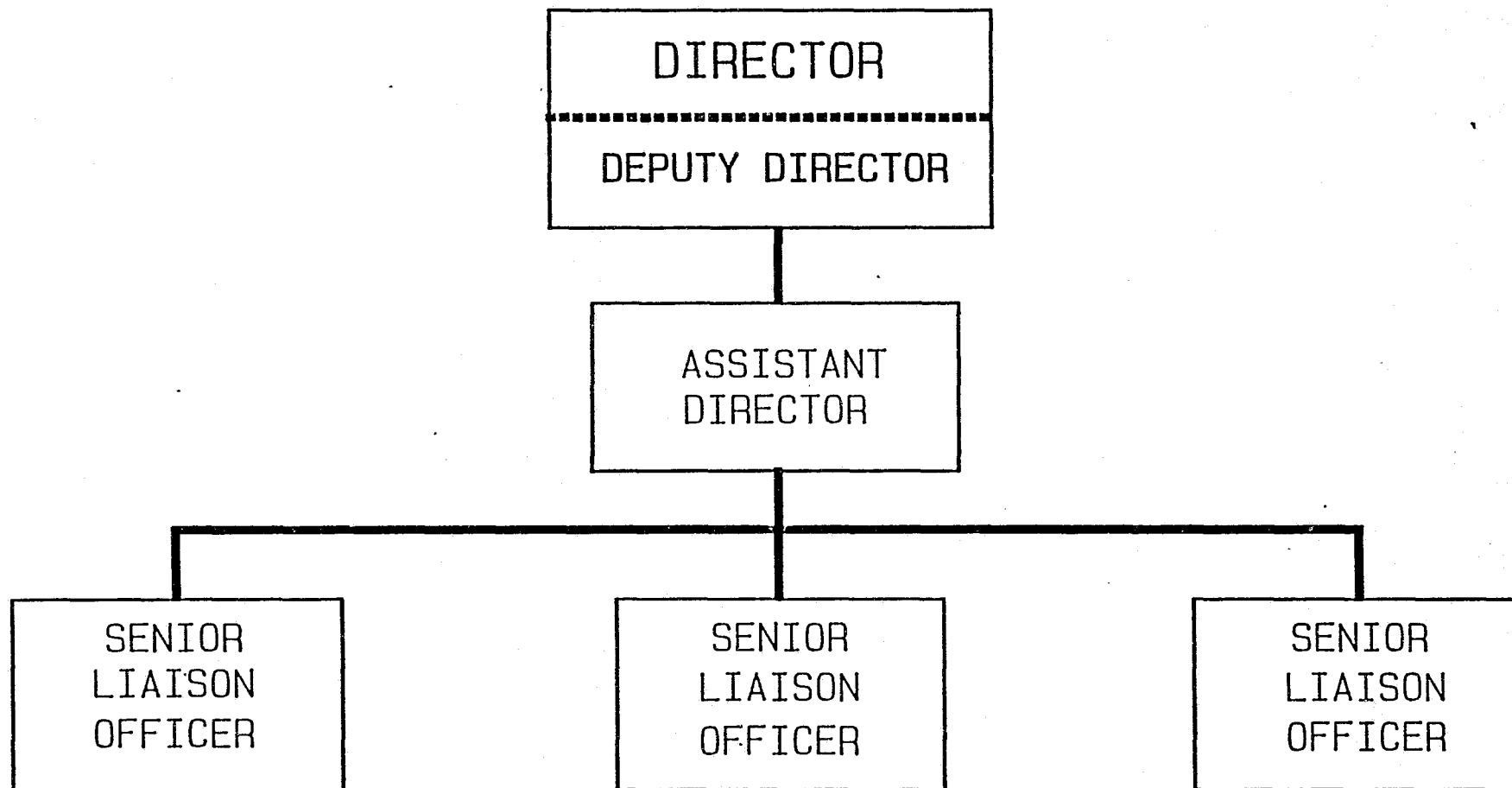
MISSION - The mission of the Office of Legislative Affairs is to develop and articulate, after consultation with involved components of the Department, the Department's official policies with respect to legislation initiated inside the Department, by other parts of the Executive Branch, or by Members of Congress and to explain and advocate those policies with maximum effectiveness within the Executive Branch and Congress.

FUNCTIONS - The major functions of the Office of Legislative Affairs are to:

- ° Maintain liaison between the Department and the Congress.
- ° Manage and direct all legislative functions for Congress and the Department.
- ° Consult with and advise the Attorney General and the Deputy Attorney General on controversial matters and policy considerations, important policy decisions, new legislative initiatives, and priority decisions.
- ° Supervise all Senate and House legislative matters proposed or reviewed by the Department.
- ° Issue new guidelines or instructions in order to assure a coordinated approach is being taken on legislative actions.
- ° Coordinate the preparation of proposed departmental legislation.
- ° Coordinate the preparation of departmental legislative reports.

OFFICE OF LIAISON SERVICES

OFFICE OF LIAISON SERVICES



Approved: Edwin Meese III Date: 16 Feb 88
EDWIN MEESE III
Attorney General

OFFICE OF LIAISON SERVICES

BACKGROUND - The Office of Liaison Services was established in the Department of Justice by Attorney General Edwin Meese III on February 4, 1986, to be the coordinating center for all Department of Justice activities relating to intergovernmental affairs and relations with or information dissemination to professional associations and private entities.

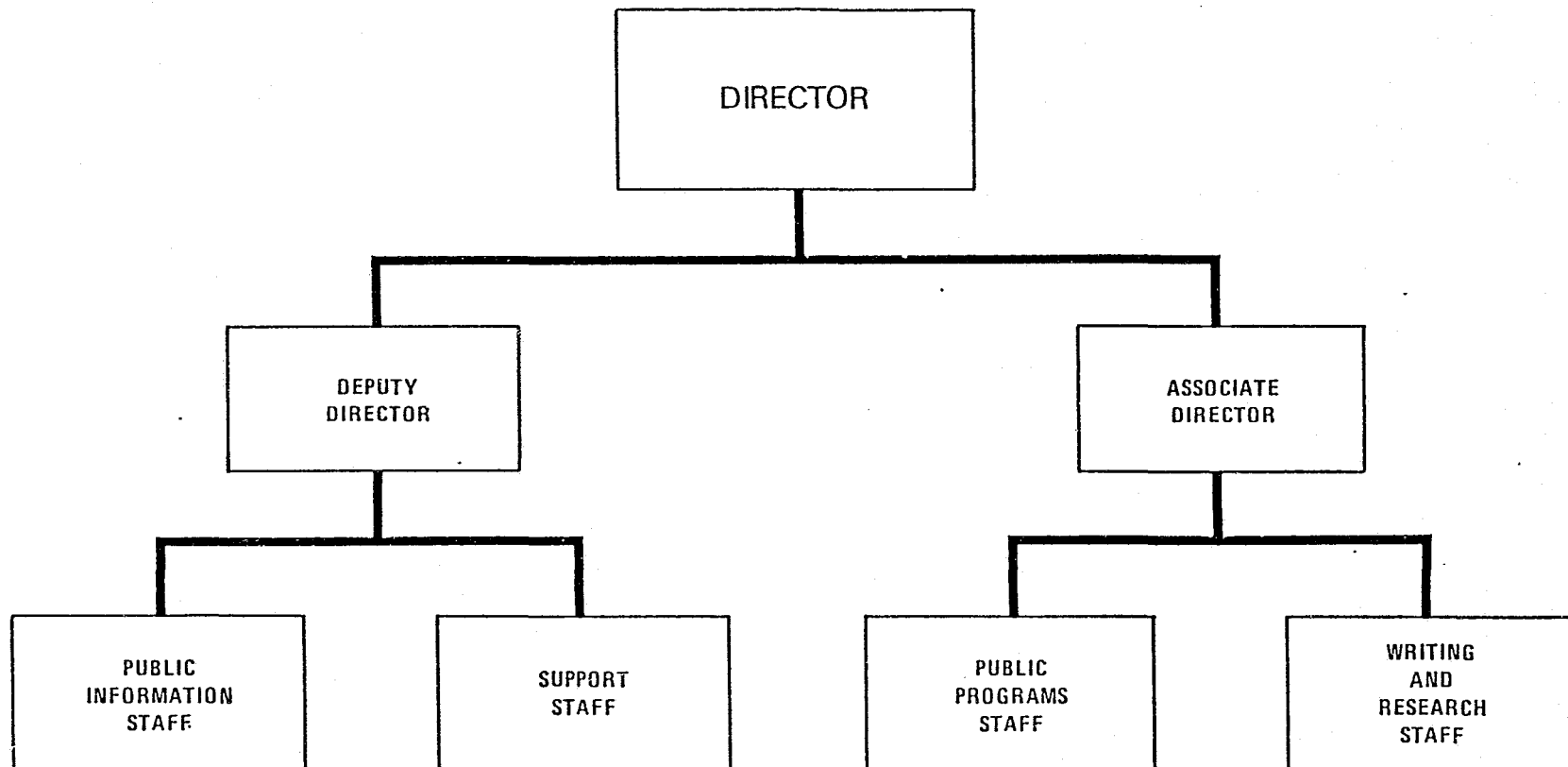
MISSION - The mission of the Office of Liaison Services is to maintain liaison with Federal, state and local government officials, professional associations and public interest groups; and to maintain liaison on intergovernmental issues with the White House Office of Intergovernmental Affairs.

FUNCTIONS - The major functions of the Office of Liaison Services are to:

- ° Identify and facilitate the solution to emerging intergovernmental issues and recommend and coordinate personal involvement by the Attorney General, the Deputy Attorney General, the Associate Attorney General, and other top departmental officials.
- ° Maintain liaison between the Department and various divisions and bureaus of the Department and the state, county and local governments, leaders of organizations that deal with state and local governments, professional organizations, special interest groups and private entities.
- ° Represent the Attorney General and the Department in frequent contacts with the highest level officials of these groups.
- ° Coordinate Department policies and priorities related to these groups.
- ° Ensure that the Department's policies and position on a variety of complicated matters are clearly communicated to these groups.

OFFICE OF PUBLIC AFFAIRS

OFFICE OF PUBLIC AFFAIRS



Approved

Edwin Meece III

EDWIN MEESE III
Attorney General

Date

28 Jan 86

OFFICE OF PUBLIC AFFAIRS

BACKGROUND - The Office of Public Affairs is responsible for performing those duties described in 28 Code of Federal Regulations, Subpart E-2 §0.28.

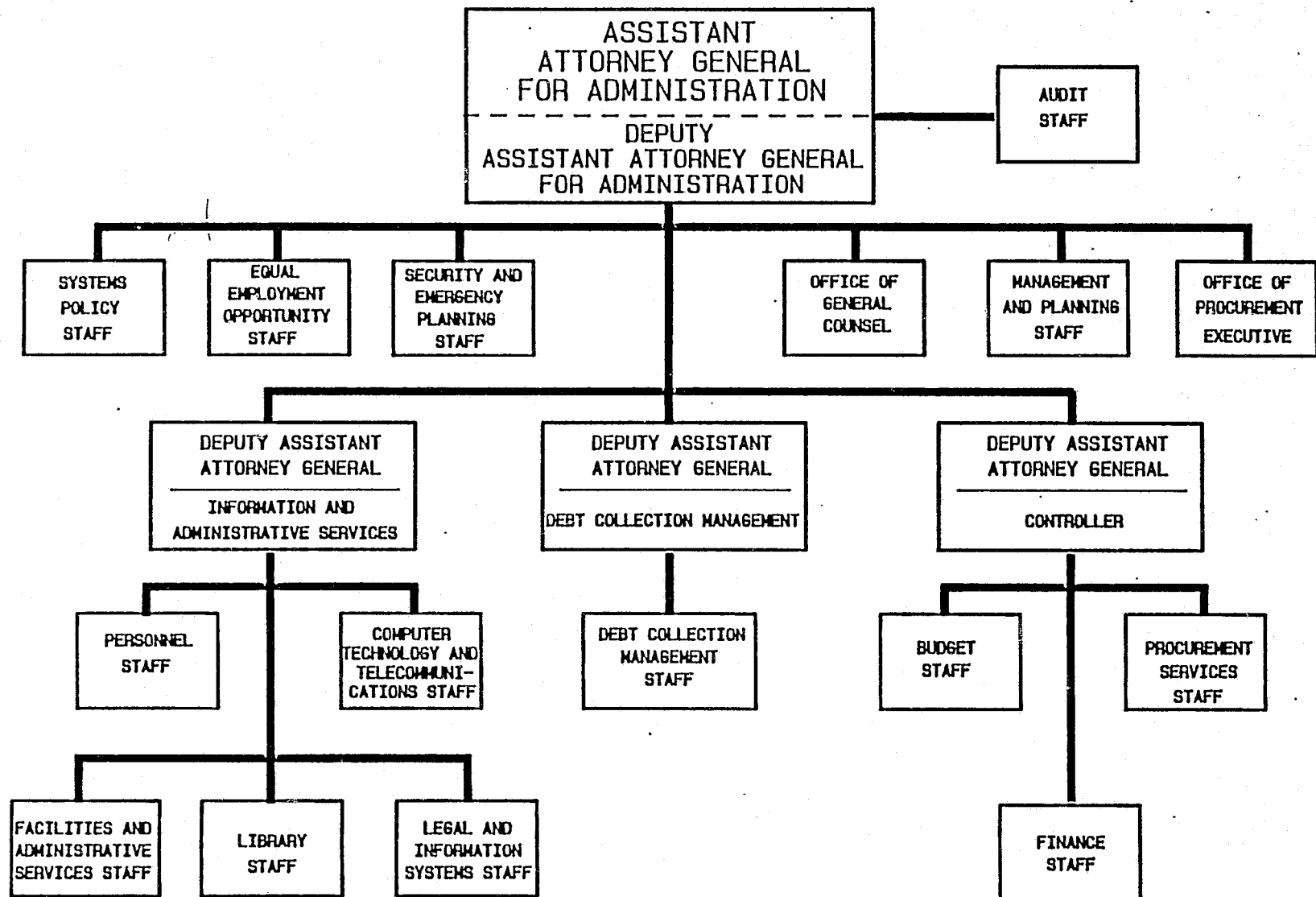
MISSION - The mission of the Office of Public Affairs is to coordinate the relations of the Department of Justice with the news media and serve as the center for information about all organizational units of the Department.

FUNCTIONS - The major functions of the Office of Public Affairs are to:

- ° Handle relations with the news media and the public generally, and coordinate the activities of the public affairs offices in the Department's bureaus.
- ° Disseminate information to the news media, government officials, civil organizations, the academic community, groups with a special interest in law enforcement matters, and the public at large.
- ° Draft public statements and news releases, and review departmental publications.
- ° Draft speeches, articles and other written material for the Attorney General, the Deputy Attorney General, and Associate Attorney General, and in connection with these responsibilities, perform research on issues of interest to the Attorney General for use in speeches and other public statements.

JUSTICE MANAGEMENT DIVISION

JUSTICE MANAGEMENT DIVISION



Approved:

Edwin Meese III

Date: 16 Feb 88

EDWIN MEESE III
Attorney General

JUSTICE MANAGEMENT DIVISION

BACKGROUND - In 1973, under Attorney General Elliot Richardson, it was proposed to strengthen the Department-wide staff capability in the areas of management and finance by establishing the Office of Management and Finance. In 1979, a reorganization under Attorney General Benjamin Civiletti eliminated the Office of Management and Finance and created the Justice Management Division (JMD).

MISSION - The mission of the JMD is to provide advice to senior management officials relating to basic Department policy for budget and financial management, auditing, personnel management and training, procurement, equal employment opportunity, information processing, telecommunications, security, and all matters pertaining to organization, management, and administration.

FUNCTIONS - The major functions of the JMD are to:

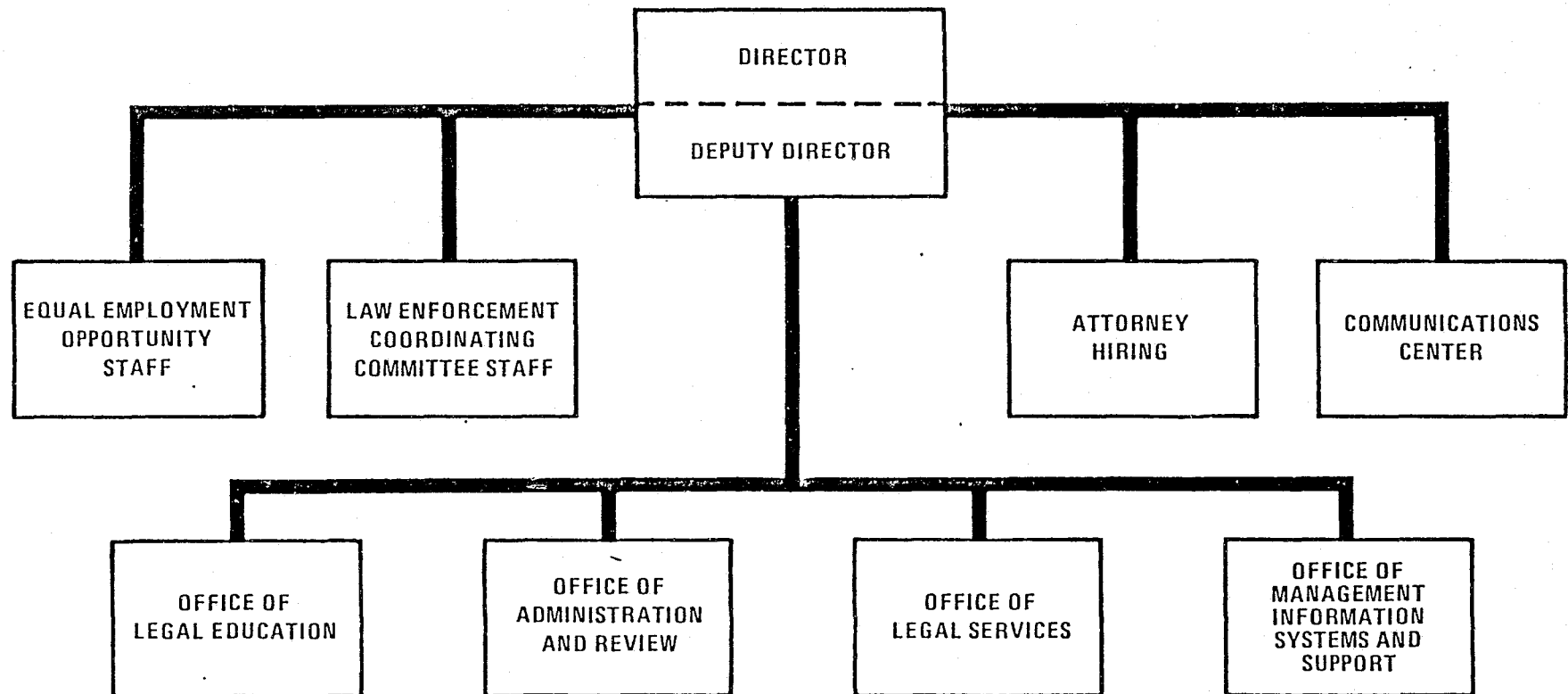
- ° Conduct, direct, review, and evaluate management studies and surveys of the Department's organizational structure, functions and programs, operating procedures and supporting systems, and management practices throughout the Department.
- ° Supervise, direct, and review the preparation, justification and execution of the Department budget, including the coordination and control of the programming and reprogramming of funds.
- ° Review, analyze, and coordinate the Department's programs and activities to ensure that the Department's use of resources and estimates of future requirements are consistent with the policies, plans, and mission priorities of the Attorney General.
- ° Plan, direct, and coordinate Department-wide personnel management programs, and develop and issue Department-wide policy in all personnel program areas.
- ° Develop and direct Department-wide financial management policies, programs, procedures, and systems including financial accounting, planning, analysis, and reporting.

- ° Supervise and direct the operation of the Department's central payroll system, automated information services, publication services, library services and any other Department-wide central services which are established by or assigned to the JMD.
- ° Formulate and administer the General Administration Appropriation of the Department's budget.
- ° Formulate Department-wide audit policies, standards and procedures.
- ° Develop, direct and supervise independent and comprehensive internal audits.
- ° Develop and direct a Department-wide directives management program and administer the directives management system.
- ° Plan, direct, administer and monitor compliance with Department-wide policies, procedures, and regulations concerning records, reports, procurement, printing, graphics, audiovisual activities (including the approval or disapproval of production and equipment requests), forms management, supply management, motor vehicles, real and personal property, space assignment and utilization, and all other administrative services functions.
- ° Formulate Department policies, standards, and procedures for information systems and the management and use of automatic data processing equipment.
- ° Formulate policies, standards, and procedures for Department telecommunications systems and equipment and review their implementation.
- ° Provide computer and digital telecommunications services on an equitable resource-sharing basis to all organizational units with the Department.

- ° Direct all Department security programs including personnel, physical, document, information processing and telecommunications, special intelligence, and employee health and safety programs and formulate and implement Department defense mobilization and contingency planning.
- ° Review legislation for potential impact on the Department's resources.
- ° Develop and implement a legal information coordination system for the use of the Department of Justice and, as appropriate, the Federal Government as a whole.
- ° Establish policy and procedures related to debt collection.

EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS (EOUSA)

EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS



Approved by: William French Smith Date: 8/17/84
Attorney General

EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS

BACKGROUND - The Executive Office for United States Attorneys (EOUSA) was created on April 6, 1953, by Attorney General Order No. 8-53, to meet a need for closer liaison between the Department of Justice in Washington and the United States Attorneys. The Executive Office was established in the Office of the Deputy Attorney General under the immediate supervision and control of the Deputy Attorney General.

MISSION - The mission of the EOUSA is to provide general executive assistance and supervision to the 94 Offices of the U.S. Attorneys; and to coordinate and direct the relationship of other organizational units of the Department and other Federal agencies with the U.S. Attorneys' Offices.

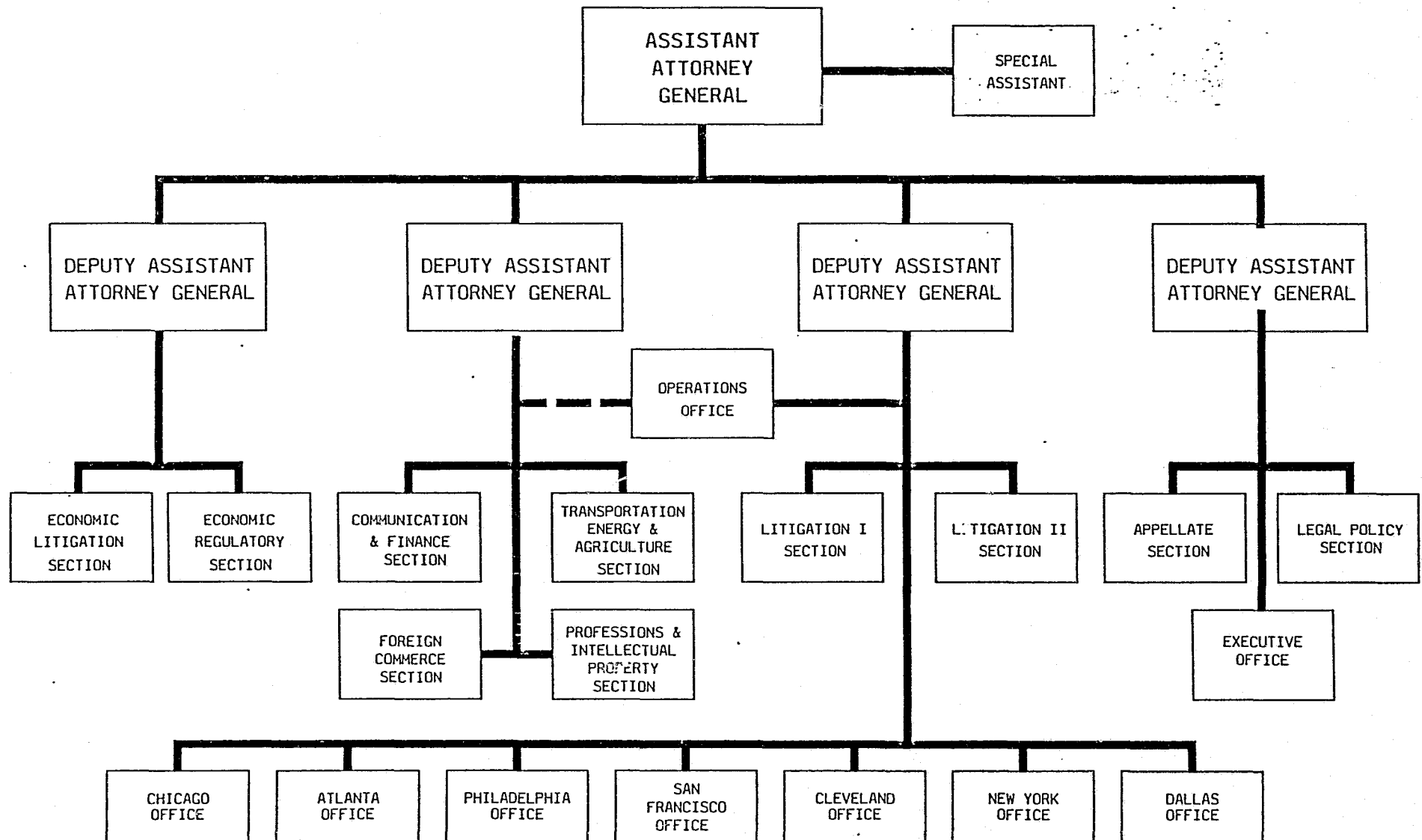
FUNCTIONS - The major functions of the EOUSA are to:

- ° Evaluate the performance of the offices of the United States Attorneys, making appropriate reports and inspections and taking corrective action where indicated.
- ° Facilitate coordination between the offices of the United States Attorneys and other organizational units of the Department of Justice.
- ° Publish and maintain a United States Attorneys' Manual and a United States Attorneys' Bulletin for the internal guidance of the United States Attorneys' Offices and those other organizational units of the Department concerned with litigation.
- ° Supervise the operation of the Office of Legal Education, the Attorney General's Advocacy Institute and the Legal Education Institute, which shall develop, conduct and authorize the training of all Federal legal personnel.
- ° Provide the Attorney General's Advisory Committee of United States Attorneys with such staff assistance and funds as are reasonably necessary to carry out the Committee's responsibilities.

- Prosecute all offenses against the United States.
- Plan an executive United States Attorneys' conference.
- Handle congressional contacts, applicant scheduling and general support to the Deputy Attorney General regarding United States Attorney appointments.
- Provide general direction and supervision to United States Attorneys in the areas of financial management, workforce management, facilities management, procurement and personnel matters.
- Provide general direction and supervision of information management activities for the United States Attorneys.
- Prepare the annual United States Attorneys' Statistical Report.
- Facilitate coordination between the United States Attorneys' Offices and government agencies in debt collection matters.
- Provide administrative support for the Organized Crime Drug Enforcement Task Forces and maintain the record and data collection systems.
- Serve as liaison with other components of the Department and outside agencies regarding cooperative law enforcement.
- Provide advice on matters of law enforcement coordination and handle special projects.
- Serve as liaison on Victim/Witness assistance activities within the United States Attorneys' Offices.
- Provide general legal interpretations, opinions and referrals of United States Attorneys in areas of recusals, cross-designations, outside activities, representation, allegations of misconduct, ethical and conflict of interest questions.

ANTITRUST DIVISION

ANTITRUST DIVISION



Approved: Edwin Meese III Date: 16 Feb-88
EDWIN MEESE III

ANTITRUST DIVISION

BACKGROUND - The Division's organizational roots can be traced to the creation of an Assistant to the Attorney General in March 1903, to take charge of all suits under the antitrust and interstate commerce laws, and to assist the Attorney General and the Solicitor General in the conduct of the general executive work of the Department. The post was created under President Theodore Roosevelt and Attorney General Philander Knox. With the growth of the economy and of corporate enterprise, it became evident that the Department of Justice must have its own corps of specialists in antitrust law to cope with an increasingly complex enforcement situation. Consequently, in 1933, under the administration of President Franklin D. Roosevelt and Attorney General Homer S. Cummings, the Antitrust Division was established.

MISSION - The mission of the Antitrust Division is to promote and maintain competition in the United States economy.

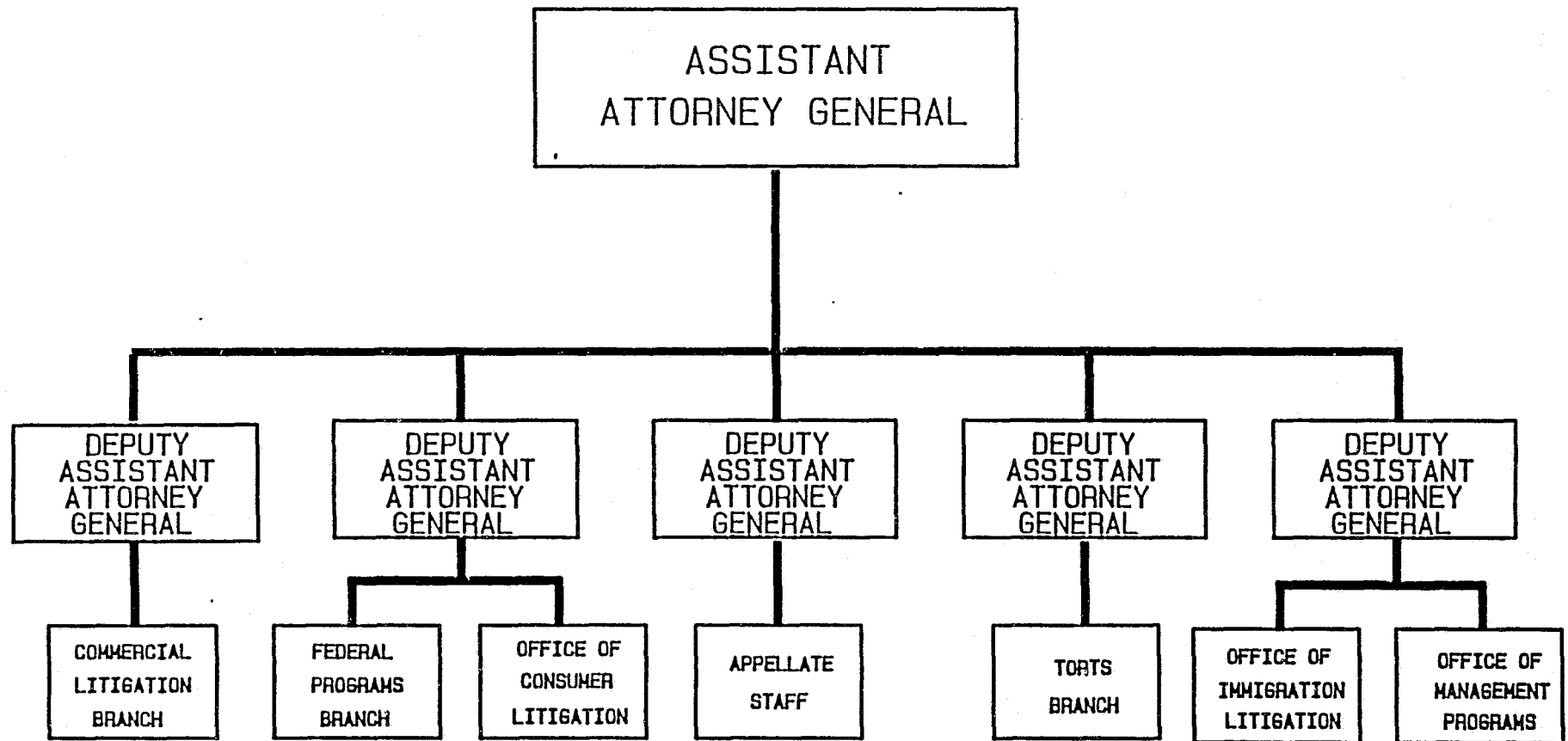
FUNCTIONS - The major functions of the Division are to:

- ° Seek to prevent or terminate private anticompetitive conduct which is subject to criminal and civil action under the Sherman and Clayton Acts and related statutes that prohibit conspiracies in restraint of trade, monopolization and anticompetitive mergers.
- ° Through participation in the Executive Branch, regulatory and legislative processes, the Division seeks to ensure that government action is procompetitive or not unnecessarily anticompetitive.
- ° Assemble information and prepare reports required or requested by the Congress or the Attorney General as to the effect upon the maintenance and preservation of competition under the free enterprise system of various Federal laws or programs.

- ° Develop and present legislative proposals of the Department relating to the antitrust laws and competition generally and responding to requests for advice and comments on such matters from Congress and from other agencies.
- ° Advise the President and the departments and agencies of the Executive Branch on the competitive implications of governmental action.

CIVIL DIVISION

CIVIL DIVISION



Approved: Edwin Meese III Date: 16 Feb 88
EDWIN MEESE III
Attorney General

CIVIL DIVISION

BACKGROUND - In 1868, Congress gave the Attorney General and his Assistant Attorneys General the responsibility for representing the United States in all cases brought before the Court of Claims for any contract, agreement, or transaction with the executive departments, bureaus, or offices of executive departments. When the Department reorganized into more specialized components at the turn of the century, the Attorney General created a separate Claims Division, giving it responsibility for patent and copyright litigation and all claims against the United States in the Court of Claims and the district courts. Finally in 1953, Attorney General Herbert Brownell, Jr., changed the name of the Claims Division to the Civil Division and broadened its responsibilities to include all civil matters.

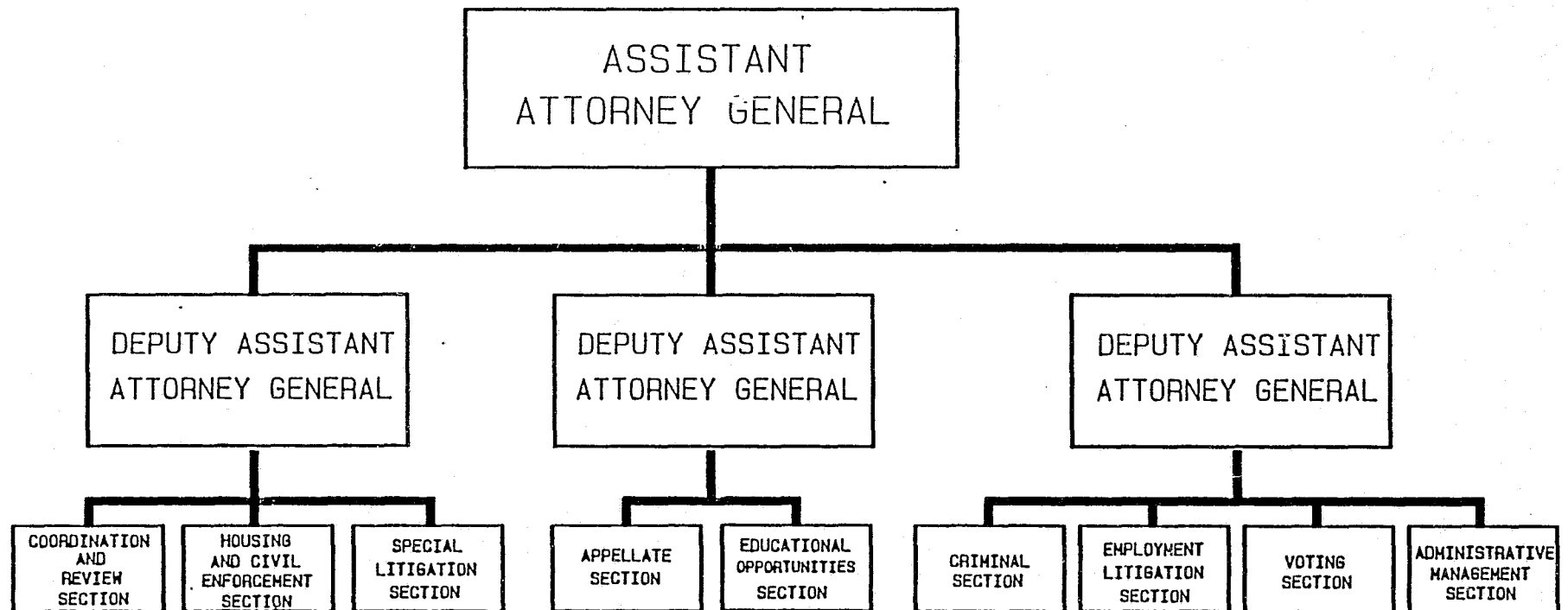
MISSION - The mission of the Civil Division is to represent the interests of the United States fairly, successfully, and consistently in civil litigation and selected criminal cases.

FUNCTIONS - The major functions of the Division are to:

- ° Defend or assert the programs and initiatives of the Federal Government, including the President's domestic and foreign policy initiatives and the statutory and regulatory integrity of many other Federal programs.
- ° Bring suit to collect money owed the United States by delinquent debtors and recover sums lost to the Government through waste, fraud, and corruption.
- ° Defend the Government and its officers and employees in lawsuits seeking damages from the United States Treasury or from its employees personally.
- ° Enforce Federal consumer protection laws, the nation's immigration laws and policies, and other program initiatives.

CIVIL RIGHTS DIVISION

CIVIL RIGHTS DIVISION



Approved: Edwin Meese III Date: 24 May 88
EDWIN MEESE III
Attorney General

CIVIL RIGHTS DIVISION

BACKGROUND - The Civil Rights Division was established in the Department of Justice by the passage of the Civil Rights Act of 1957. Prior to the creation of the Division, the Department's civil rights enforcement efforts were conducted by a section of the Department's Criminal Division.

MISSION - The mission of the Civil Rights Division is to enforce the Civil Rights Act of 1957, 1960, 1964 and 1968, as amended; the Voting Rights Act of 1965, as amended; the Equal Credit Opportunity Act, as amended; Executive Order 12250 (inter alia, Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, as amended); and the Civil Rights of Institutionalized Persons Act.

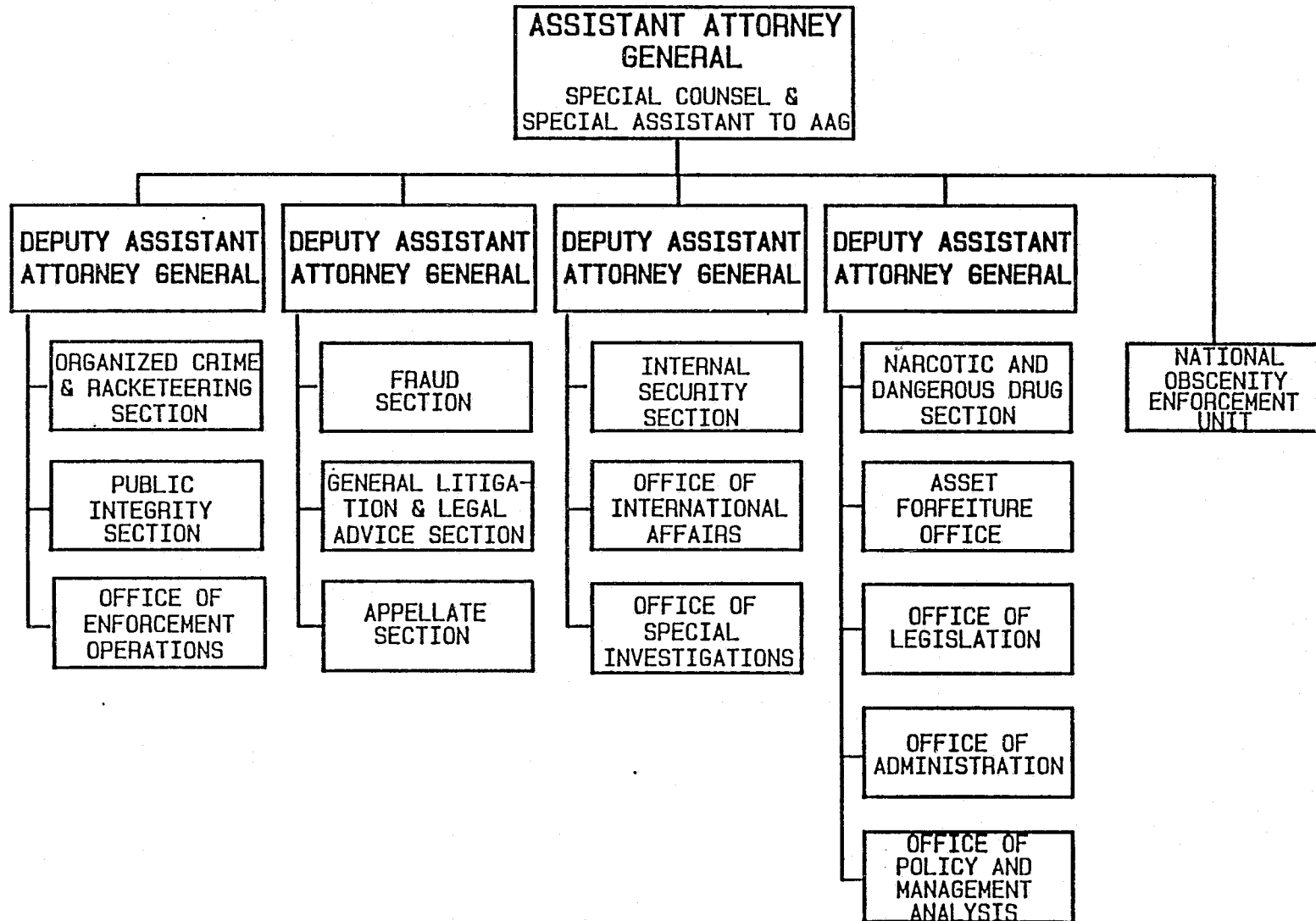
FUNCTIONS - The major functions of the Division are to:

- ° Investigate and, when warranted by the findings, initiate legal proceedings seeking injunctive and other appropriate relief in cases involving discrimination in areas of education, credit, employment, housing, public accommodations and facilities, federally funded programs, Indian rights, voting, and the rights of prisoners, mentally and physically handicapped persons and senior citizens.
- ° Prosecute violations of criminal statutes which prohibit specified acts of interference with federally protected rights and activities, such as conspiracies to interfere with or deny a certain individual or group of individuals the exercise of these rights.
- ° Rule on voting changes and recommend observer and examiner activities covered under the special provisions of the Voting Rights Act of 1965, as amended in 1970 and 1975.
- ° Implement Executive Orders 12250 and 12336 by studying, reviewing and approving regulatory changes proposed by all Federal Executive Branch agencies as they pertain to civil rights, including Titles VI and IX and Section 5 of the Rehabilitation Act of 1973, as amended.
- ° Review all Federal laws and regulations to identify those provisions which result in unequal treatment or benefits on the basis of sex and recommend revisions.

- ° Serve as the principal advisor to the Attorney General on all matters pertaining to civil rights.
- ° Administer the law enforcement coordination, legislative development efforts and regulatory reform program of the Division on all matters pertaining to civil rights.
- ° Provide Department representation to and maintain close liaison and cooperation with principal officials and representatives of other divisions, Federal agencies, state and municipal governments and private organizations on subjects relating to civil rights issues.

CRIMINAL DIVISION

CRIMINAL DIVISION



Approved: Edwin Meece III

EDWIN MEESE III
Attorney General

Date: 16 Feb 88

CRIMINAL DIVISION

BACKGROUND - The Criminal Division was created by Attorney General Palmer in his reorganization of the Department of Justice in 1919.

MISSION - The mission of the Criminal Division is to serve the public interest through the development and enforcement of criminal statutes in a vigorous, fair and effective manner; and to exercise general supervision over the enforcement of all Federal criminal laws, with the exception of those statutes specifically assigned to the Antitrust, Civil Rights, Land and Natural Resources, or Tax Divisions.

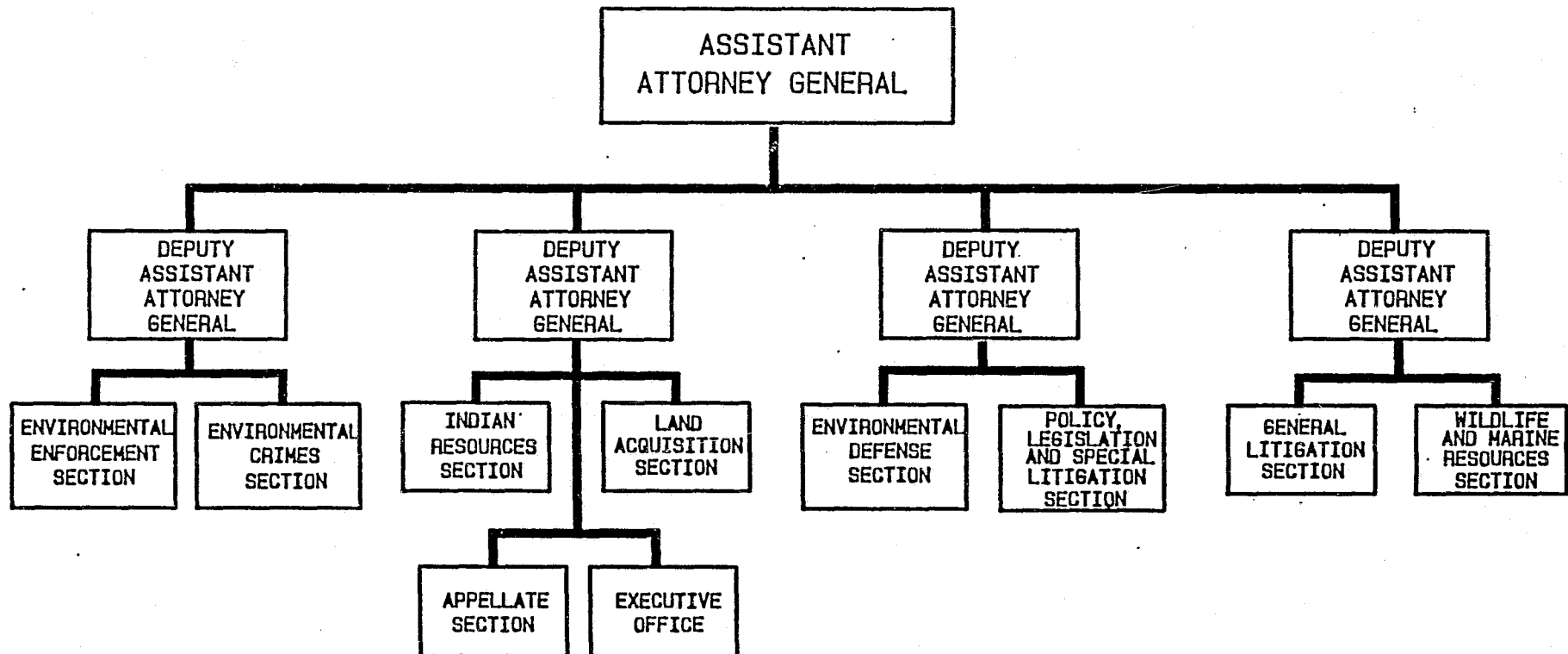
FUNCTIONS - The major functions of the Division are to:

- ° Formulate criminal law enforcement policies and guide their implementation throughout the Federal justice system.
- ° Conduct criminal investigations, including grand jury proceedings, and litigation in major cases arising from offenses against the statutes supervised by the Division.
- ° Mediate the interactions of the various Executive Branch agencies responsible for the enforcement of Federal criminal laws, especially the U.S. Attorneys and the Federal investigative agencies, in areas where their responsibilities intersect.
- ° Supervise the application of sensitive law enforcement techniques such as the use of electronic surveillance, the authorization of immunity from Federal prosecution, and the provision of witness protection measures.
- ° Negotiate with foreign governments for assistance in criminal law enforcement matters, coordinate the acquisition of such assistance in specific instances, and arrange for reciprocal assistance from the United States as appropriate.

- ° Decide petitions for remission or mitigation of judicial forfeitures, authorize the transfer of forfeited property to state and local law enforcement as provided under the equitable sharing program, and assist Federal prosecutors with civil and criminal forfeiture litigation.
- ° Investigate possible instances of wrongful entry into the United States and conduct civil law enforcement proceedings relative to the denaturalization and deportation of alleged Nazi war criminals residing in the United States.
- ° Supervise other civil litigation pertaining to law enforcement activities.

LAND AND NATURAL RESOURCES DIVISION

LAND AND NATURAL RESOURCES DIVISION



Approved: Edwin Meese III Date: 15 Apr 88
EDWIN MEESE III
Attorney General

LAND AND NATURAL RESOURCES DIVISION

BACKGROUND - The Public Lands Division of the Department of Justice was created on November 16, 1909, by Circular No. 114. It was given the name Lands Division in 1933, by Attorney General Order No. 2507, December 30, 1933, and was designated the Land and Natural Resources Division on October 18, 1965.

MISSION - The mission of the Land and Natural Resources Division is, through litigation in the Federal and state courts, to acquire and manage public lands and natural resources; protect and manage Indian rights and property; and to safeguard and enhance the American environment.

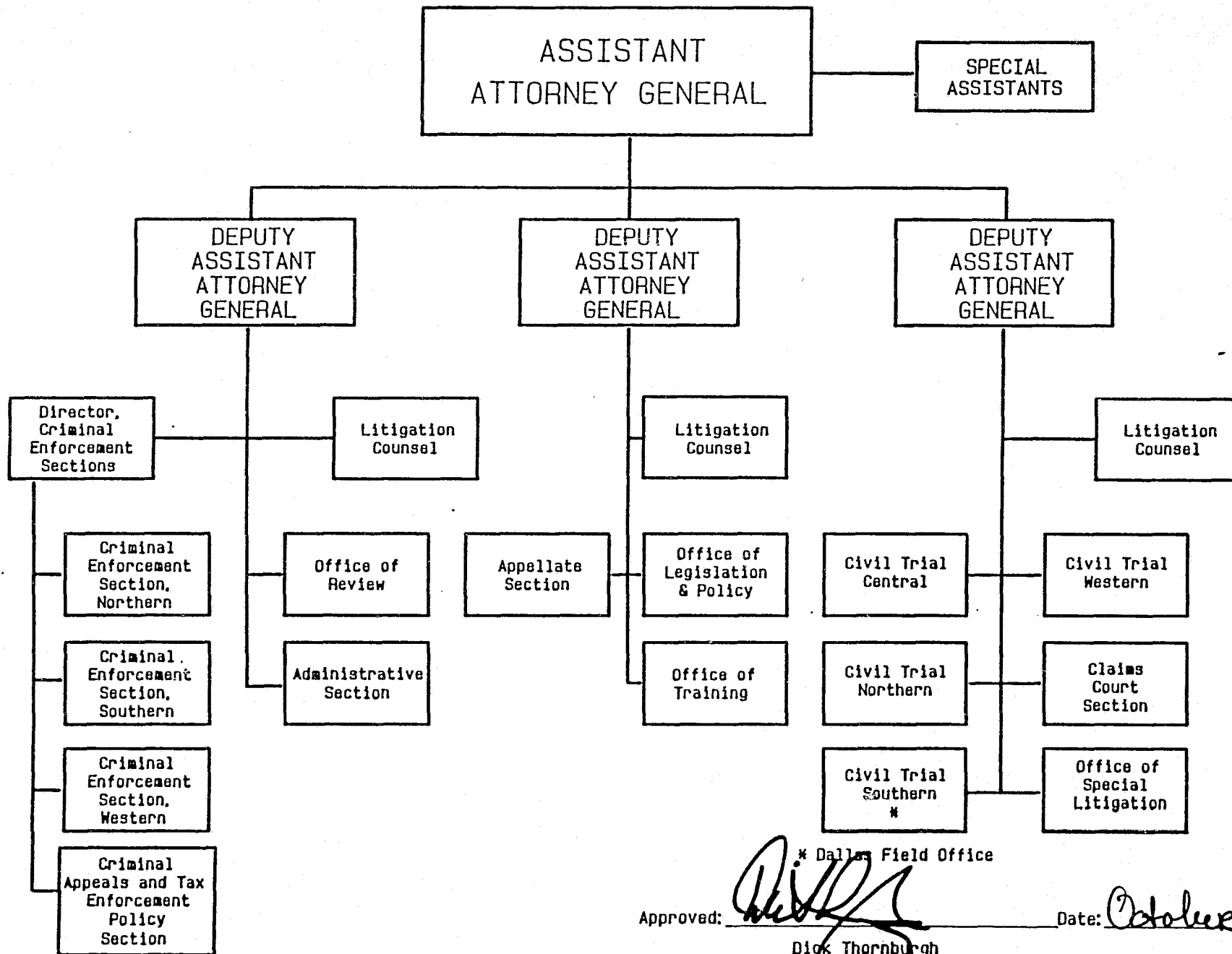
FUNCTIONS - The major functions of the Division are to:

- ° Conduct litigation under several Federal statutes enacted to protect the environment; require the cleanup of hazardous waste or recover the costs of cleanup; regulate air and water pollution; control dredging and filling in navigable waters; and control use of pesticides.
- ° Conduct litigation concerning the boundary between state and Federal lands in the Outer Continental Shelf which contain significant oil and gas reserves.
- ° Conduct litigation concerning the management of the fisheries and other living resources of the coastal and marine environments, and the management of the coastal zone.
- ° Conduct litigation under numerous Federal statutes and laws involving public land matters, in general, on behalf of the Departments of the Interior, Agriculture, Army and others.
- ° Conduct litigation under the National Environmental Policy Act, the Surface Mining and Reclamation Act, and the Tucker Act (principally inverse condemnation in the United States Claims Court).

- ° Prosecute eminent domain (condemnation) proceedings by which lands necessary for congressionally authorized public purposes are acquired on behalf of the United States, its agencies and departments.
- ° Conduct civil litigation affecting the rights of Indians under treaties, acts of Congress, and Executive Orders in which the United States is acting as trustee on behalf of the Indians.
- ° Defend the United States against monetary claims of tribes, bands, or other identifiable groups of American Indians primarily before the United States Claims Court.
- ° Conduct virtually all of the Division's appellate litigation in Federal circuit courts of appeals and state appellate tribunals.
- ° Provide policy direction and legislative guidance for all programs in the Division.
- ° Provide for public and congressional affairs, management, direction, budget formulation and execution, and ensure compliance with Freedom of Information and Privacy Acts.

TAX DIVISION

TAX DIVISION



TAX DIVISION

BACKGROUND - On June 10, 1933, Executive Order No. 6166 was issued, which transferred to the Department of Justice "functions of prosecuting in the courts of the United States claims and demands by, and offenses against, the Government of the United States and of defending claims and demands against the Government exercised by an agency or officer." On January 1, 1934, the Tax Division was formally organized to supervise and conduct the Government's tax litigation.

MISSION - The mission of the Tax Division is to represent the United States and its officers in civil and criminal litigation arising under the internal revenue laws, other than proceedings in the United States Tax Court.

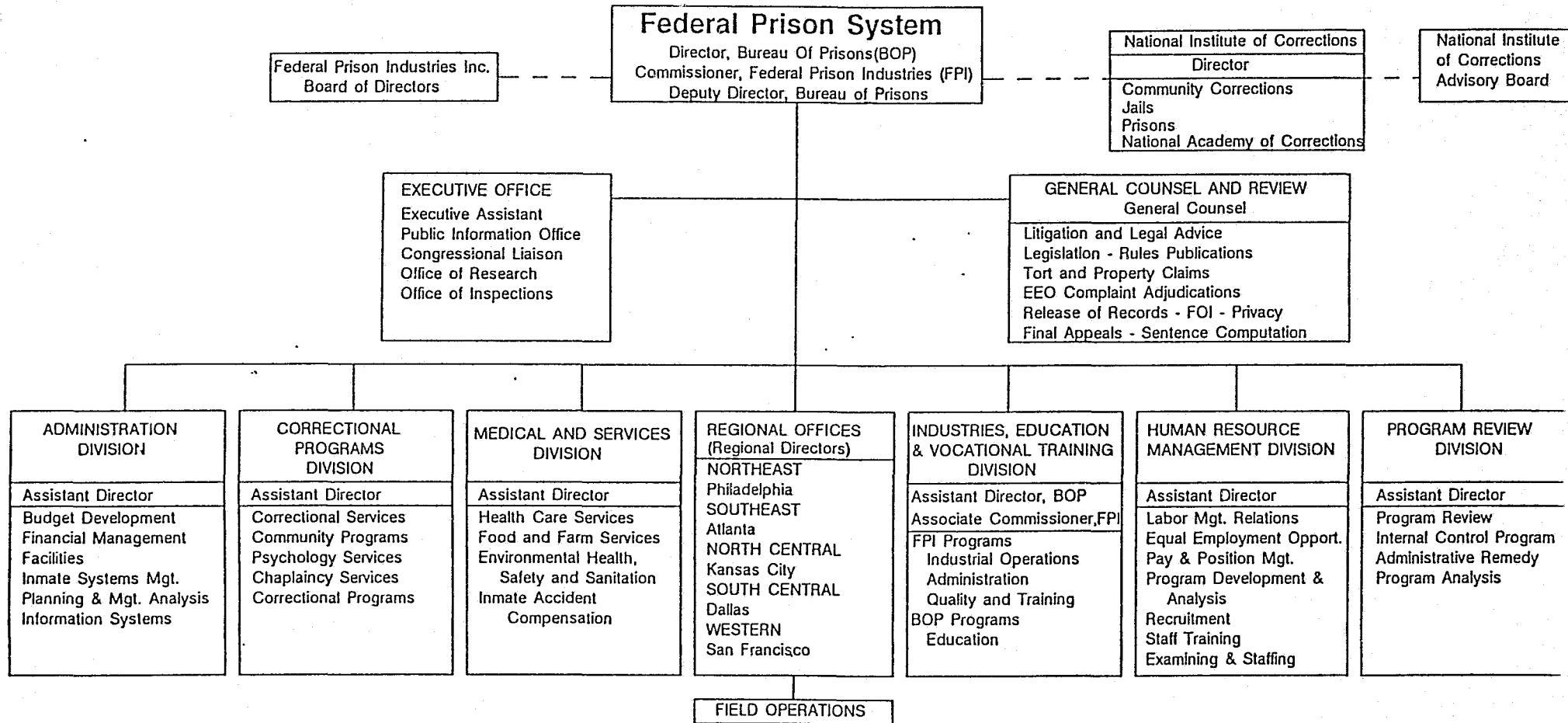
FUNCTIONS - The major functions of the Division are to:

- ° Prosecute and defend in all courts, other than the Tax Court, civil suits, and the handling of other matters, arising under the internal revenue laws, and litigation resulting from the taxing provisions of other Federal statutes (except civil forfeiture and civil penalty matters arising under laws relating to liquor, narcotics, gambling, and firearms assigned to the Criminal Division).
- ° Handle criminal proceedings arising under the internal revenue laws, except the following: Proceedings pertaining to misconduct of Internal Revenue Service personnel, to taxes on liquor, narcotics, firearms, coin-operated gambling and amusement machines, and to wagering, forcible rescue of seized property, corrupt or forcible interference with an officer or employee acting under the Internal Revenue laws, unauthorized disclosure of information, and counterfeiting, mutilation, removal, or reuse of stamps.
- ° Enforce tax liens, and mandamus, injunctions, and other special actions or general matters arising in connection with internal revenue matters.
- ° Handle appellate proceedings in connection with civil and criminal cases.

- ° Serve as consultant and advisor on questions of major policy and matters pertaining to the Division's handling of civil litigation in the trial courts and the United States Claims Court and, as such, is responsible for formulating policy, strategy and tactics and for coordinating the civil trial and personnel engaged therein in order to focus attention and resources upon the most important cases and legal issues.
- ° Serve as consultant and advisor on questions of major policy and matters pertaining to the Division's defense and prosecution of both civil and criminal appeals in the various appellate courts, and civil appeals in the United States Court of Appeals for the Federal Circuit.
- ° Supervise active legislative proposals and special projects aimed at developing legislative remedies for tax administration problems, as well as the assessment of the litigative impact of already enacted legislation and the formulation of litigative tax policies.

FEDERAL BUREAU OF PRISONS

FEDERAL BUREAU OF PRISONS



Approved:

Edwin Meese III

EDWIN MEESE III
Attorney General

Date: 2 Mar 88

FEDERAL BUREAU OF PRISONS

BACKGROUND - The Federal Bureau of Prisons (BOP) was created by the Act of May 14, 1930 (ch. 274, 46 Stat. 325) and signed into law by President Herbert Hoover.

MISSION - The mission of the Federal Bureau of Prisons is to maintain secure, safe, and humane correctional institutions for individuals placed in the custody of the U.S. Attorney General; to develop and operate correctional programs that seek a balanced application of the concepts of punishment, deterrence, incapacitation and rehabilitation; and provide, primarily through the National Institute of Corrections, assistance to state and local correctional agencies.

FUNCTIONS - The major functions of the BOP are to:

- ° Manage and regulate all Federal penal and correctional institutions (except military or naval institutions), and prison commissaries.
- ° Provide suitable quarters for, and safekeeping, care, and subsistence of, all persons charged with or convicted of offenses against the United States or held as witnesses or otherwise.
- ° Provide for the protection, instruction, and discipline of all persons charged with or convicted of offenses against the United States.
- ° Enter into contracts with state or territorial officials for the custody, care, subsistence, education, treatment, training of state or territorial prisoners, upon certification with respect to the availability of proper and adequate treatment facilities and personnel, pursuant to section 5003 of Title 18 of the United States Code.
- ° Conduct studies, prepare reports and recommendations to committing courts respecting disposition of cases in which defendants have been committed for such purposes.

- Conduct and prepare, or cause to be conducted and prepared, studies and submit reports to the court and the attorneys with respect to disposition of cases in which juveniles have been committed.
- Provide technical assistance to state and local governments in the improvement of their correctional systems.

FEDERAL PRISON INDUSTRIES

BACKGROUND - Federal Prison Industries, Inc., (FPI) a wholly-owned government corporation, was created by statute (P.L. 73-461) on June 23, 1934 and implemented by Executive Order No. 6917 signed by President Roosevelt on December 11, 1934.

MISSION - The mission of the Federal Prison Industries, Inc., is to provide training and employment of prisoners confined in Federal Correctional Institutions.

FUNCTIONS - The major functions of the FPI are to:

- Exercise jurisdiction over industrial enterprises of all Federal Correctional Institutions.
- Maintain a diversified program of industrial operations which ensures optimum inmate employment.
- Provide a wide range of products and services to other Federal agencies at fair market prices, structuring product lines to minimize competition with private sector industry and labor in any one product or service area.
- Finance Federal Prison System vocational training programs.

NATIONAL INSTITUTE OF CORRECTIONS

BACKGROUND - The National Institute of Corrections (NIC) is a national center of assistance to state and local correctional agencies, and works to advance the practice of corrections throughout the country. The NIC was created by statute (P.L. 93.415) on September 7, 1974.

MISSION - The mission of the NIC is to improve the management and operation of correctional systems and encourage and assist in the development of more effective, humane, safe, just, and constitutional correctional programs.

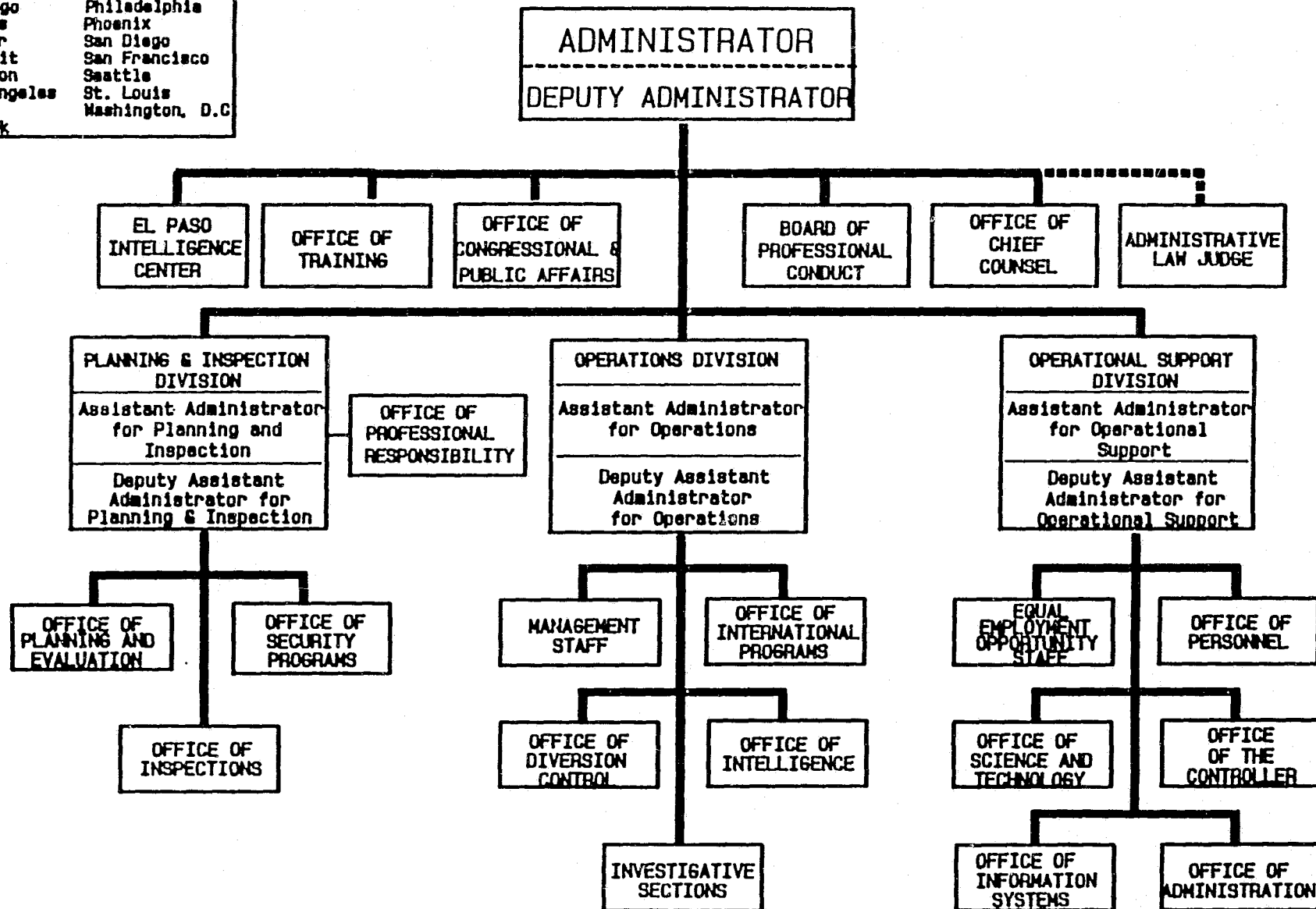
FUNCTIONS - The major functions of the National Institute of Corrections are to:

- ° Provide assistance to state and local correctional agencies, and work to advance the practice of corrections throughout the country.
- ° Provide training, technical assistance, and clearinghouse services, and undertake research, evaluation, and policy formulation activities to advance correctional practices in many different areas.

DRUG ENFORCEMENT ADMINISTRATION (DEA)

DRUG ENFORCEMENT ADMINISTRATION

DIVISIONAL FIELD OFFICES	
Atlanta	New Orleans
Boston	New York
Chicago	Philadelphia
Dallas	Phoenix
Denver	San Diego
Detroit	San Francisco
Houston	Seattle
Los Angeles	St. Louis
Miami	Washington, D.C.
Newark	



Approved

Edwin Meese III

Date 20 Jun 88

EDWIN MEESE III
Attorney General

DRUG ENFORCEMENT ADMINISTRATION

BACKGROUND - In 1968, the Justice Department's Bureau of Narcotics and Dangerous Drugs was formed. The organization then was composed of personnel from the Federal Bureau of Narcotics (Treasury Department) and the Bureau of Drug Abuse Control (Food and Drug Administration) of the Department of Health, Education and Welfare. In 1973, the Drug Enforcement Administration (DEA) was created by merging the Bureau of Narcotics and Dangerous Drugs, the Office for Drug Abuse Law Enforcement, the Office of National Narcotics Intelligence, U.S. Customs Service elements that worked in drug trafficking intelligence and investigations, and the Narcotics Advance Research Management Team.

MISSION - The mission of the DEA is to enforce the controlled substances laws and regulations of the United States of America and to bring to the criminal and civil justice system of the United States or any other competent jurisdiction those organizations, and principal members of organizations, involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the United States; and to recommend and support nonenforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets.

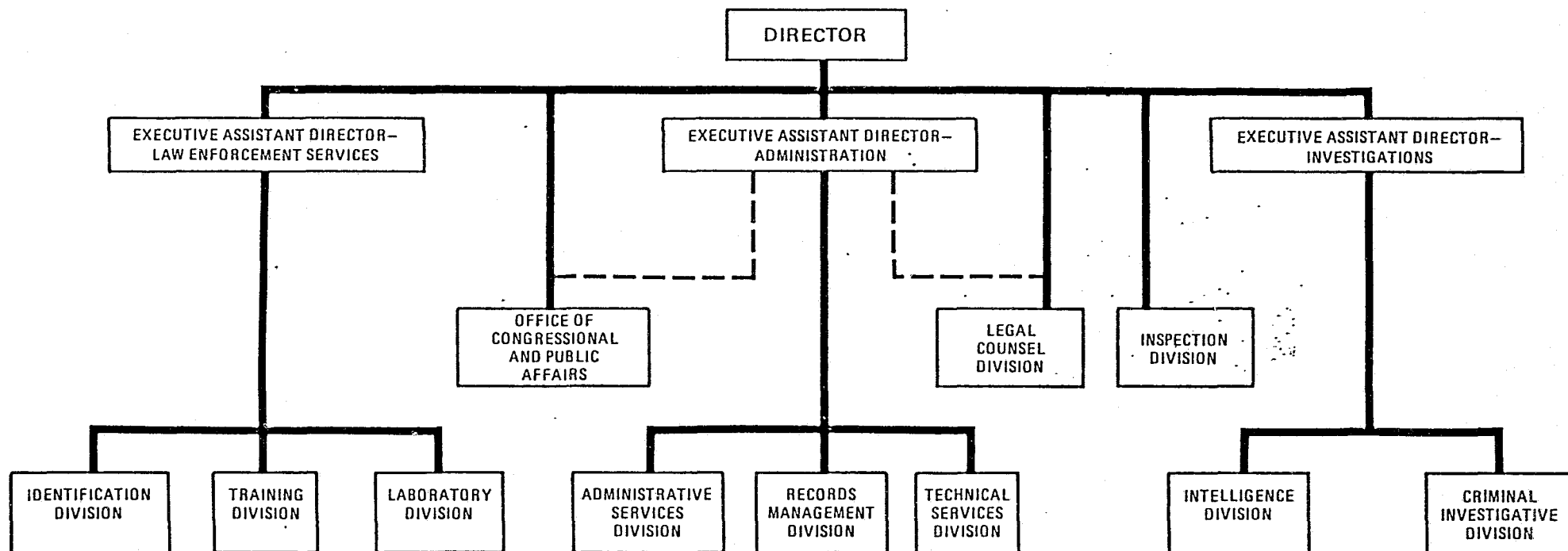
FUNCTIONS - The major functions of the DEA are to:

- ° Act as lead agency responsible for the development of overall Federal drug enforcement strategy, programs, planning, and evaluation.
- ° Investigate and prepare for the prosecution of major violators of controlled substances laws operating at interstate and international levels in keeping with established drug priority goals.
- ° Manage a national narcotics intelligence system in cooperation with Federal, state and foreign officials to collect, analyze and disseminate strategic and operational intelligence information.
- ° Seize for forfeit assets derived from, traceable to, or intended to be used for illicit drug trafficking.

- ° Enforce the provisions of the Controlled Substances Act as they pertain to the manufacture, distribution and dispensing of legally produced controlled substances.
- ° Maintain liaison with the United Nations, INTERPOL and other organizations on matters relating to international narcotics control programs.
- ° Responsible for programs associated with drug law enforcement counterparts in foreign countries under the policy guidance of the Secretary of State and U.S. Ambassadors.
- ° Coordinate and cooperate with Federal, state and local law enforcement officials on mutual drug enforcement efforts and enhancement of such efforts through exploitation of potential interstate and international investigations beyond local or limited Federal jurisdictions and resources.
- ° Coordinate and cooperate with other Federal, state and local agencies, and with foreign governments, in programs designed to reduce the availability of illicit abuse-type drugs on the United States market through nonenforcement methods such as crop eradication, crop substitution, and training of foreign officials.

FEDERAL BUREAU OF INVESTIGATION (FBI)

FEDERAL BUREAU OF INVESTIGATION



Approved

Edwin Meese III

EDWIN MEESE III
Attorney General

Date

28 Jan 86

FEDERAL BUREAU OF INVESTIGATION

BACKGROUND - In 1908, Attorney General Charles J. Bonaparte issued an order creating an investigative agency within the Department of Justice. The Order was confirmed in 1909 by Attorney General George W. Wickersham who ordered the establishment of the Bureau of Investigation. The present name, Federal Bureau of Investigation (FBI), was designated by Congress in 1935.

MISSION - The mission of the FBI is to uphold the law -- to investigate violations of Federal criminal law, to protect the United States from hostile intelligence efforts, to provide assistance to other Federal, state and local law enforcement agencies and to perform these responsibilities in a manner that is faithful to the Constitution and laws of the United States.

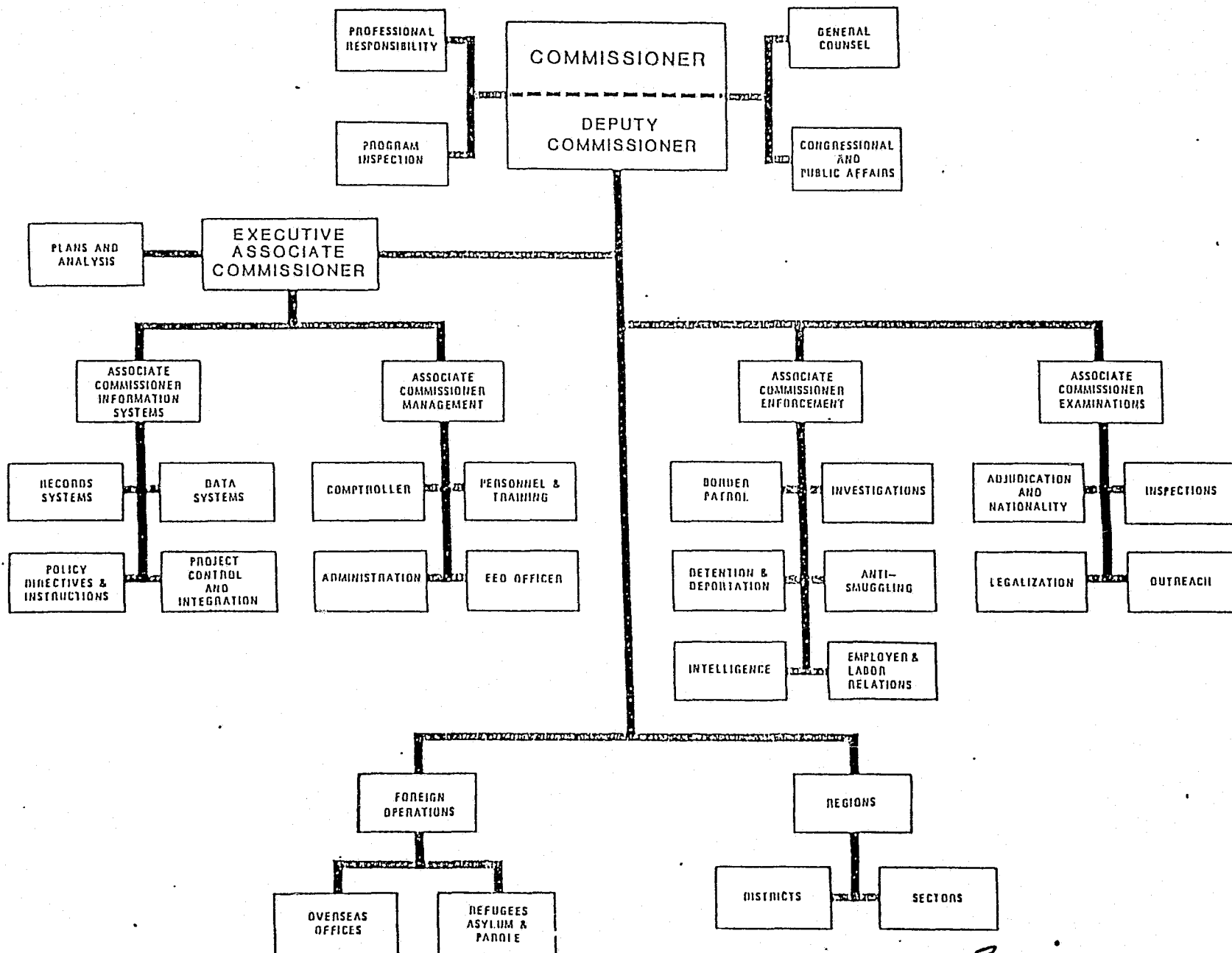
FUNCTIONS - The major functions of the FBI are to:

- ° Investigate violations of the laws of the United States and collect evidence in cases in which the United States is or may be a party in interest, except in cases in which such responsibility is by statute or otherwise specifically assigned to another investigative agency.
- ° Locate and apprehend fugitives for violations of specified Federal laws and, when so requested, state and local fugitives pursuant to Federal statutory authority as the sole Federal agency so mandated.
- ° Acquire, collect, exchange, classify and preserve fingerprint cards and identification records from criminal justice and other governmental agencies, including fingerprint cards voluntarily submitted by individuals for personal identification purposes.
- ° Provide expert testimony in Federal, State and local courts as to fingerprint examinations, provide fingerprint training, and provide identification assistance in disasters and for other humanitarian purposes.

- Conduct personnel investigations requisite to the work of the Department of Justice and whenever required by statute or otherwise.
- Conduct counterintelligence activities and coordinate counterintelligence activities of other agencies in the intelligence community within the United States. (Executive Order 12333 includes international terrorist activities in its definition of counterintelligence.)
- Establish and conduct law enforcement training programs and conduct research to provide assistance to state and local law enforcement personnel.
- Operate the Federal Bureau of Investigation National Academy.
- Develop new approaches, techniques, systems, equipment, and devices to improve and strengthen law enforcement and assist in conducting state and local training programs.
- Operate a central clearinghouse for police statistics under the Uniform Crime Reporting Program, and a computerized nationwide index of law enforcement information under the National Crime Information Center.
- Operate the Federal Bureau of Investigation Laboratory to serve not only the FBI, but also to provide, without cost, technical and scientific assistance, including expert testimony in Federal or local courts, for all duly constituted law enforcement agencies, other organizational units of the Department of Justice, and other Federal agencies.
- Establish and conduct domestic and international liaison to fulfill and advance the interests and responsibilities of the Department of Justice and the FBI; in coordination with the Department of Justice, Department of State, and the host nation, conduct extraterritorial investigations as mandated by law and Executive Order.
- Review and assess operations and work performance to ensure compliance with laws, rules and regulations and to ensure efficiency, effectiveness, and economy of operations.

IMMIGRATION AND NATURALIZATION SERVICE (INS)

IMMIGRATION AND NATURALIZATION SERVICE



APPROVED: *Edwin Meese III* DATE: 11 Jun 87
ATTORNEY GENERAL

IMMIGRATION AND NATURALIZATION SERVICE

BACKGROUND - A Bureau of Immigration was first established in the Treasury Department in 1891. In 1903, it was transferred to the Department of Commerce and Labor. Two years later, under the terms of the Act of June 29, 1906, providing for the Federal supervision of naturalization, the Bureau of Immigration became the Bureau of Immigration and Naturalization. Under Reorganization Plan No. V on June 14, 1940, the Immigration and Naturalization Service (INS) was transferred to the Department of Justice.

MISSION - The mission of the INS is to facilitate entry of those legally admissible as visitors or immigrants and to grant them benefits to which they are entitled; prevent improper entry and the granting of benefits to those not legally entitled to them; apprehend and remove those aliens who enter illegally and/or whose stay is not in the public interest; and to enforce sanctions against those who act or conspire to subvert the requirements for selective and controlled entry, including sanctions against employers who knowingly hire aliens not authorized to work in the United States.

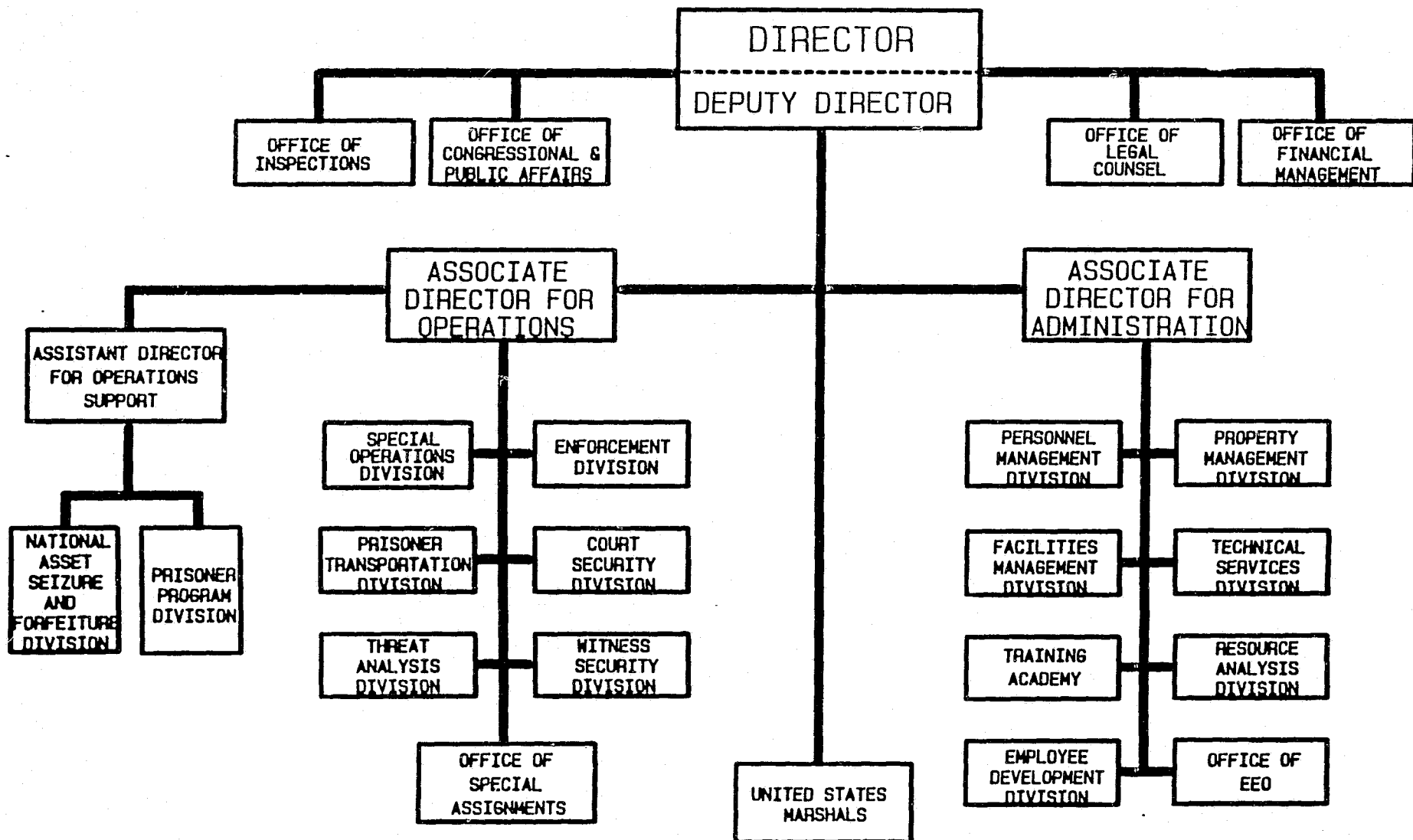
FUNCTIONS - The major functions of the INS are to:

- ° Determine the admissibility of persons seeking entry into the country, ensure appropriate documentation at entry, and control the status of aliens in the country during their stay.
- ° Provide service to the public including adjudication of applications and petitions submitted for benefits under the Immigration and Nationality Act and the Immigration Reform and Control Act of 1986; processing naturalization and citizenship petitions and applications; and providing information and forms to clients at INS offices.

- ° Patrol the borders of the United States to prevent entry of aliens into the country in violation of the law.
- ° Deter future illegal entry and stay, including enforcement of criminal provisions against those who act or conspire to promote illegal entry and stay.
- ° Locate, apprehend and remove those aliens whose entry was illegal, whether undocumented or fraudulent, and those found to have violated the conditions of their stay within the nation.
- ° Enforce the provisions of the Immigration Reform and Control Act of 1986 relative to sanctions against employers who knowingly hire aliens not authorized to work in the United States.

UNITED STATES MARSHALS SERVICE (USMS)

UNITED STATES MARSHALS SERVICE



Approved: Edwin Meese III

EDWIN MEESE III
Attorney General

Date: 8 June 88

UNITED STATES MARSHALS SERVICE

BACKGROUND - The Office of the United States Marshal was created on September 24, 1789, with the passage of the Judiciary Act in Congress. The U.S. Marshals Service (USMS) was established in 1969 to provide guidance and assistance to U.S. Marshals and to standardize procedures for the mission assigned to it. The Marshals Service is a bureau within the Department of Justice and receives direction from the Attorney General through the Director, U.S. Marshals Service.

MISSION - The mission of the USMS is to enforce Federal laws and provide support to virtually all elements of the Federal justice system by apprehending criminals; exercising custody of Federal prisoners and providing for their security and transportation to correctional facilities; executing Federal court orders; providing for the security of Federal court facilities and the safety of judges and other court personnel; seizing assets gained by illegal means and providing for the custody, management and disposal of forfeited assets; assuring the safety of endangered government witnesses and their families; and collecting and disbursing funds.

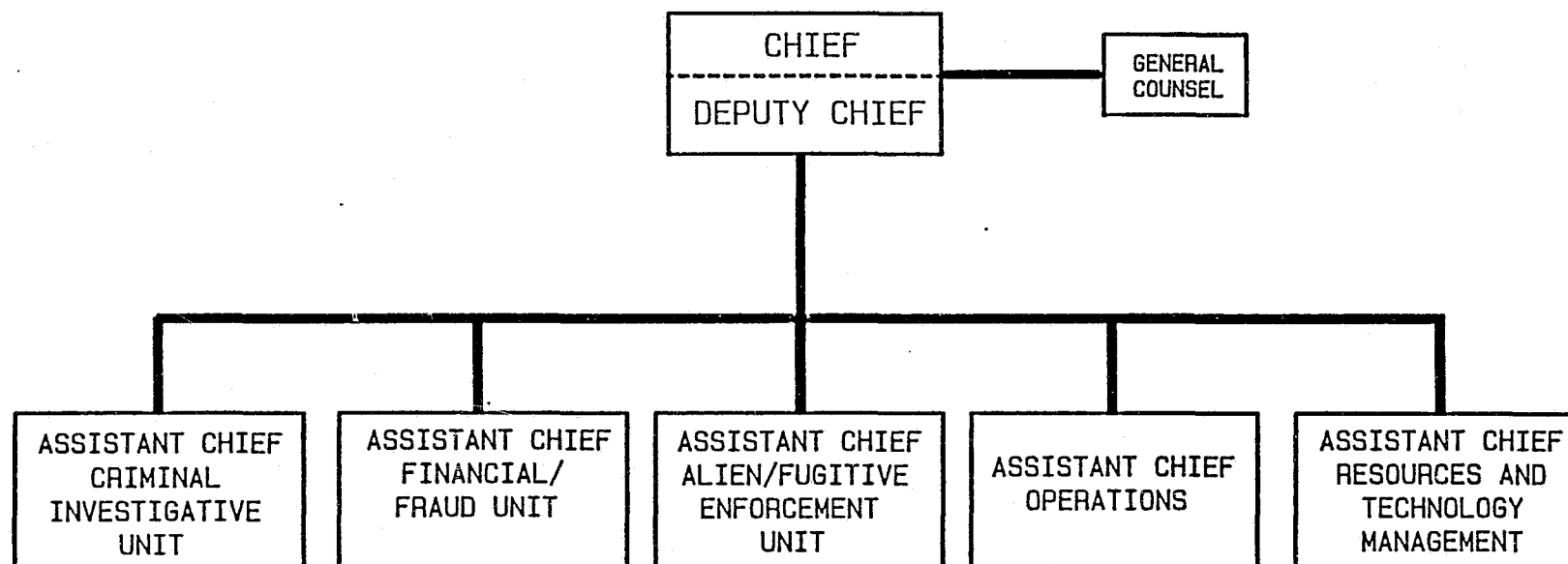
FUNCTIONS - The major functions of the USMS are to:

- ° Execute Federal arrest warrants, Federal parole violator warrants, and Federal custodial and extradition warrants.
- ° Maintain custody of Federal prisoners from the time of their arrest by a marshal or their remand to a marshal by the court, until the prisoner is committed by order of the court to the custody of the Attorney General for the service of sentence, otherwise released from custody by the court, or returned to the custody of the United States Parole Commission or the Bureau of Prisons.
- ° Service all civil and criminal process emanating from the Federal judicial system including the execution of lawful writs and court orders.
- ° Administer and implement courtroom security requirements for the Federal judiciary.

- ° Protect Federal jurists, court officers, and other threatened persons in the interests of justice where criminal intimidation impedes the functioning of the Federal judicial process.
- ° Provide for the health, safety, and welfare of Government witnesses and their families.
- ° Maintain custody, management control, and disposal of property and money seized or forfeited pursuant to any law enforced or administered by the Department of Justice, when the property is seized by the USMS or delivered to the USMS in accordance with regulations.
- ° Administer the Department of Justice Asset Forfeiture Fund.
- ° Provide for the secure detention of Federal prisoners in custody from time of arrest until post-sentencing delivery to a BOP facility.
- ° Transport prisoners from secure detention to court and maintain security throughout judicial proceedings.

INTERPÔL - UNITED STATES NATIONAL CENTRAL BUREAU

INTERPOL - U.S. NATIONAL CENTRAL BUREAU



APPROVED: Edwin Meese III DATE: 19 Jan 88
EDWIN MEESE III
Attorney General

INTERPOL - UNITED STATES NATIONAL CENTRAL BUREAU

BACKGROUND - The U.S. National Central Bureau (USNCB) was authorized by statute (22 U.S.C. 263a) and operates within the guidelines prescribed by the Department of Justice, in conjunction with the Department of Treasury.

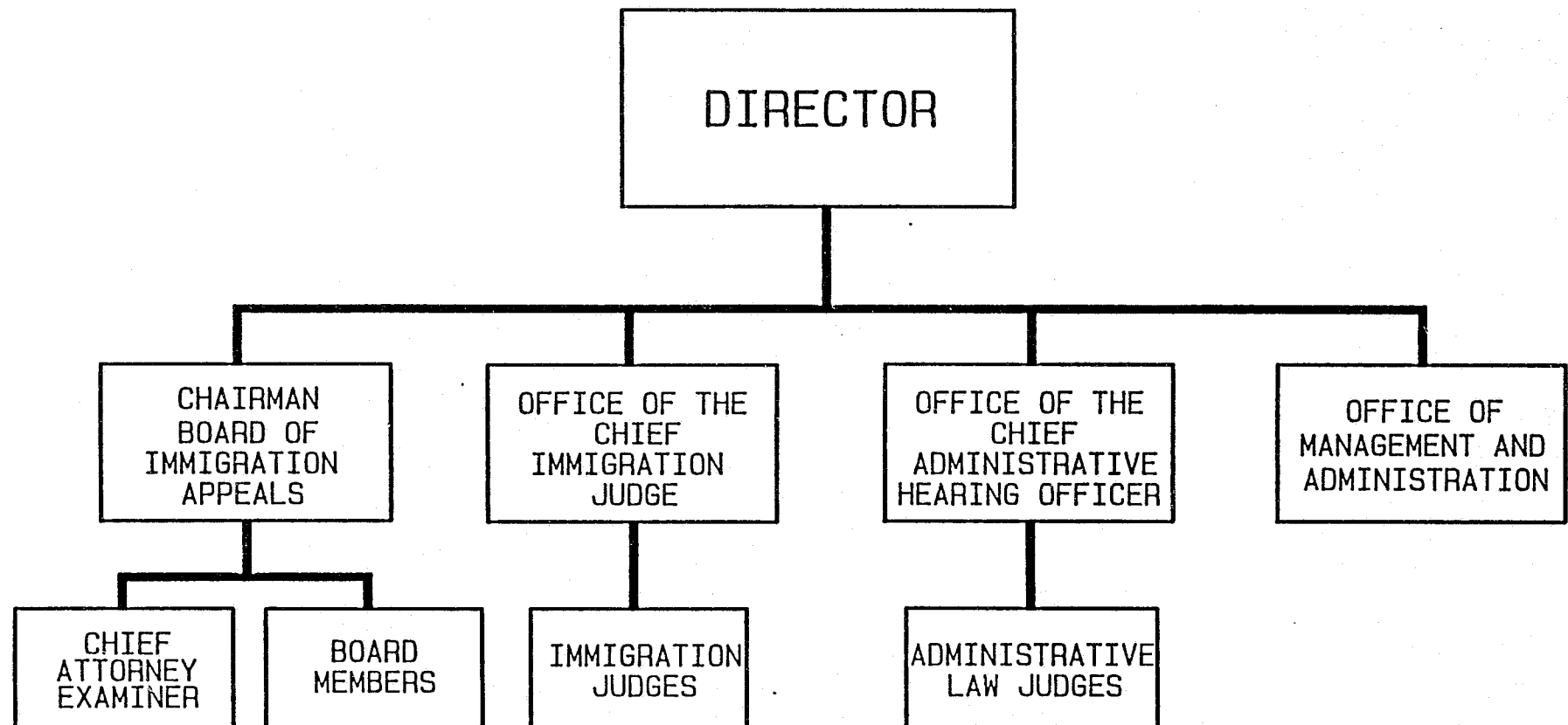
MISSION - The mission of the U.S. National Central Bureau is to facilitate international law enforcement cooperation as the United States representative with the International Criminal Police Organization (INTERPOL), on behalf of the Attorney General.

FUNCTIONS - The major functions of the USNCB are to:

- ° Represent the USNCB at criminal law enforcement and international law enforcement conferences and symposia.
- ° Transmit information of a criminal justice, humanitarian, or other law enforcement related nature between National Central Bureaus of INTERPOL member countries, and law enforcement agencies within the United States and abroad.
- ° Respond to requests by law enforcement agencies, and other legitimate requests by appropriate organizations, institutions and individuals, when in agreement with the INTERPOL constitution.
- ° Coordinate and integrate information for investigations of an international nature and identify those involving patterns and trends of criminal activities.
- ° Conduct analyses of patterns of international criminal activities when specific patterns are observed.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW



NOTE: The Office of the Chief Administrative Hearing Officer Reports to the Director, EOIR for Administrative Purposes

Approved: Edwin Meese III Date: 27 Jan 88
EDWIN MEESE III
Attorney General

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW

BACKGROUND - The Executive Office for Immigration Review (EOIR) was created on January 1, 1983, through an internal Department of Justice reorganization which combined the immigration judge function, previously performed by employees of the Immigration and Naturalization Service (INS), with the Board of Immigration Appeals (BIA). With the passage of the Immigration Reform and Control Act of 1986 (IRCA), the Attorney General placed responsibility for the implementation of the administrative law judge function within EOIR. As a result, EOIR is comprised of five major components: the Office of the Director, the Board of Immigration Appeals, the Office of the Chief Immigration Judge, the Office of the Chief Administrative Hearing Officer, and the Office of Management and Administration. EOIR is headed by the Director, who is responsible for the general supervision of the major components in the execution of their duties.

MISSION - The mission of EOIR is to exercise general supervision and direction over the BIA, the immigration judge function and the administrative law judge function; to service the public interest through the uniform interpretation and application of immigration law; to expedite all administrative adjudications for which EOIR is responsible while insuring fair treatment for all parties involved; to evaluate and manage caseload, increasing productivity and efficiency through streamlining procedures and implementing management improvements; and to expand the body of immigration-related case law.

BOARD OF IMMIGRATION APPEALS

BACKGROUND - The Board of Immigration Appeals (BIA) was established on August 30, 1940, under Section 90.2, Title 8, Code of Federal Regulations.

FUNCTIONS - The major functions of the BIA are to:

- ° Hear appeals of decisions of Immigration Judges and certain decisions of INS officers in a wide variety of proceedings in which the Government of the United States is one party and the other party is either an alien, a citizen or a business firm.

- ° Exercise independent judgement in hearing appeals for the Attorney General and provide a nationally uniform application of the immigration laws, both in terms of the interpretation of the law and the exercise of the significant discretion vested in the Attorney General.
- ° Render decisions on applications by organizations that have requested permission to practice before the Board, the Immigration Judges, and the Service, and render decisions on individual applications by employees of such organizations.

OFFICE OF THE CHIEF IMMIGRATION JUDGE

BACKGROUND - The Office of the Chief Immigration Judge was established under the new EOIR in February 1983, under 8 C.F.R. Part 3 (also see 28 C.F.R. Part O, Subpart U).

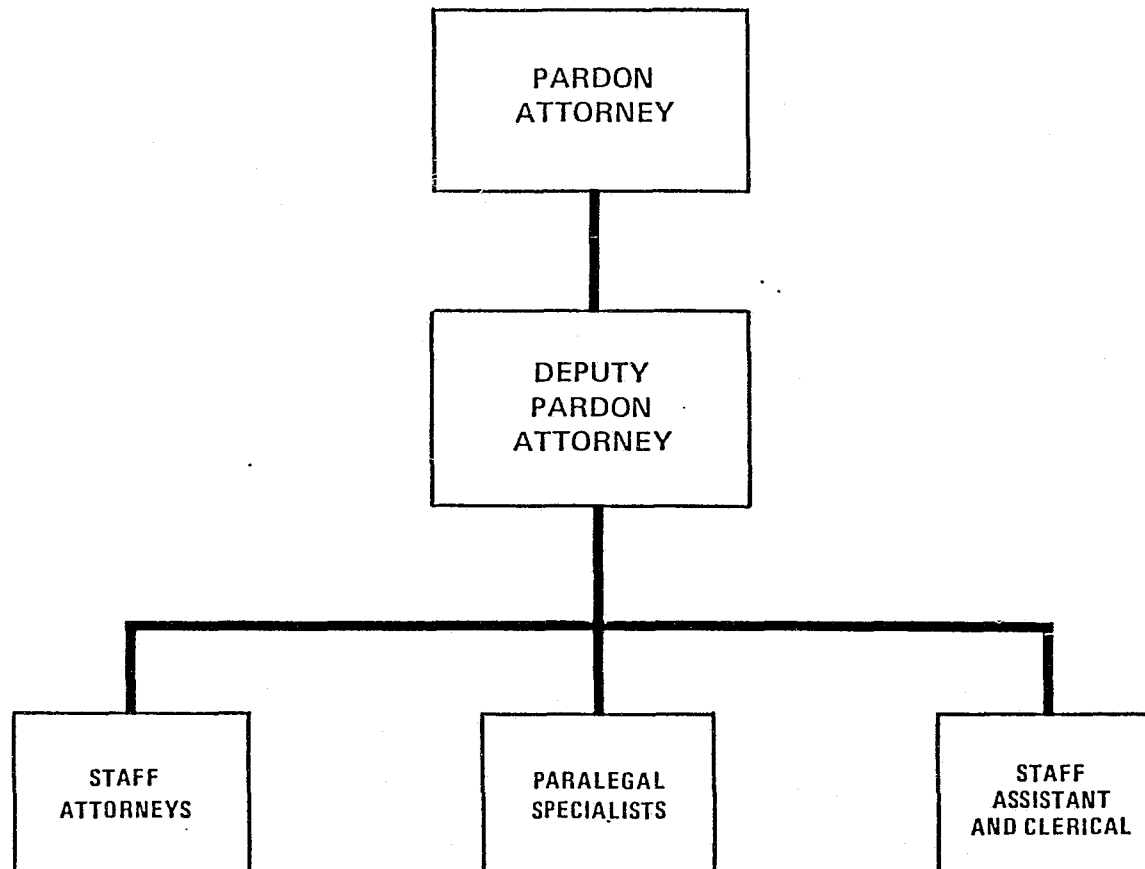
FUNCTION - The major function of the Chief Immigration Judge is to provide overall program direction and establish priorities for the Immigration Judges located in 20 field offices throughout the United States. Generally, Immigration Judges hold hearings to determine the status of an alien. Exclusion hearings are held when aliens are believed by the examining inspector at the port of entry to be inadmissible to the United States. The Immigration Judge orders may admit or exclude the alien, or permit withdrawal of the application for admission. Deportation hearings are held in cases where an alien's status is challenged after entry into the United States. The Immigration Judge may order the alien deported; grant relief from deportation such as voluntary departure, suspension of deportation, registry, adjustment of status, political asylum or waiver of deportability; or, if the Immigration Judge decides that deportability has not been established, terminate the proceedings.

OFFICE OF THE CHIEF ADMINISTRATIVE HEARING OFFICER

FUNCTION - The major function of the Chief Administrative Hearing Officer is to provide overall program direction and establish priorities for the Administrative Law Judges appointed pursuant to 5 U.S.C. 3105 to adjudicate cases arising under Sections 101 and 102 of IRCA.

OFFICE OF THE PARDON ATTORNEY

OFFICE OF THE PARDON ATTORNEY



Approved Edwin Meese III
EDWIN MEESE III
Attorney General

Date 28 JAN 1986

OFFICE OF THE PARDON ATTORNEY

BACKGROUND - The Office of the Pardon Attorney dates from the Act of March 3, 1865, which created the Office of the Pardon Clerk in the Office of the Attorney General. By the Act of March 3, 1891, the Office of the Attorney in Charge of Pardons, now known as the Office of the Pardon Attorney, was substituted for the Pardon Clerk.

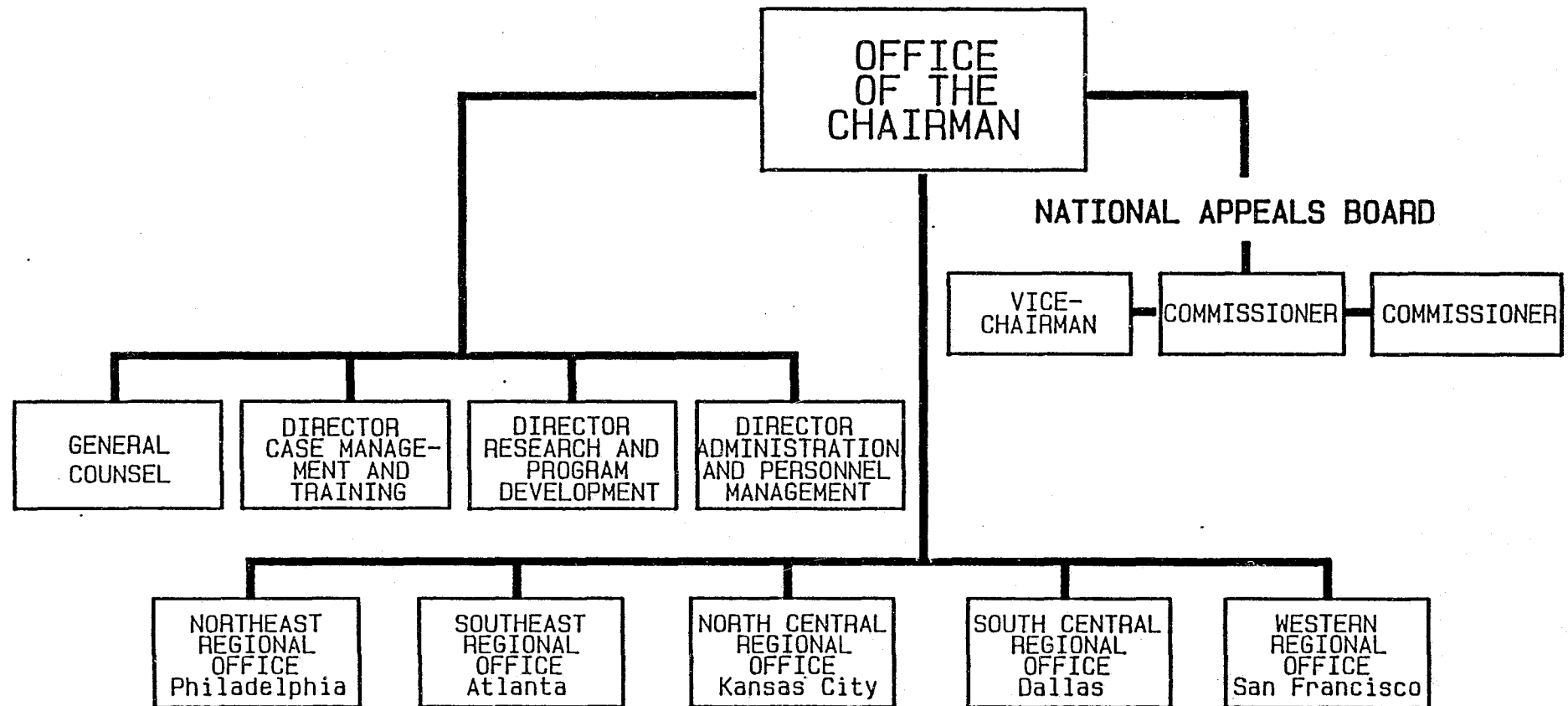
MISSION - The mission of the Pardon Attorney is to receive and review all petitions for clemency and to initiate the necessary investigations and prepare the recommendations of the Attorney General or his designee to the President.

FUNCTIONS - The major functions of the Pardon Attorney are to:

- ° Provide the President with the best information available on which to base a fair and just decision.
- ° Direct the activities of the Office of the Pardon Attorney and provide policy guidance in the conduct of clemency proceedings.
- ° Confer with individual clemency applicants, their representatives, public groups, Members of Congress, various Federal, state and local officials and others in connection with the disposition of clemency petitions.
- ° Participate in training and other conferences relating to the field of criminal corrections, and maintain the contacts required of his office with the Attorney General, Deputy Attorney General, Associate Attorney General, the Counsel to the President, and other Government officials.

UNITED STATES PAROLE COMMISSION

UNITED STATES PAROLE COMMISSION



Approved: B. F. Baer Date: 4/5/88
BENJAMIN F. BAER
Chairman

UNITED STATES PAROLE COMMISSION

BACKGROUND - The United States Parole Commission (USPC) was established in May 1976 by the Parole Commission and Reorganization Act. Prior to that time, the agency was known as the United States Board of Parole, which was created by Congress in 1930.

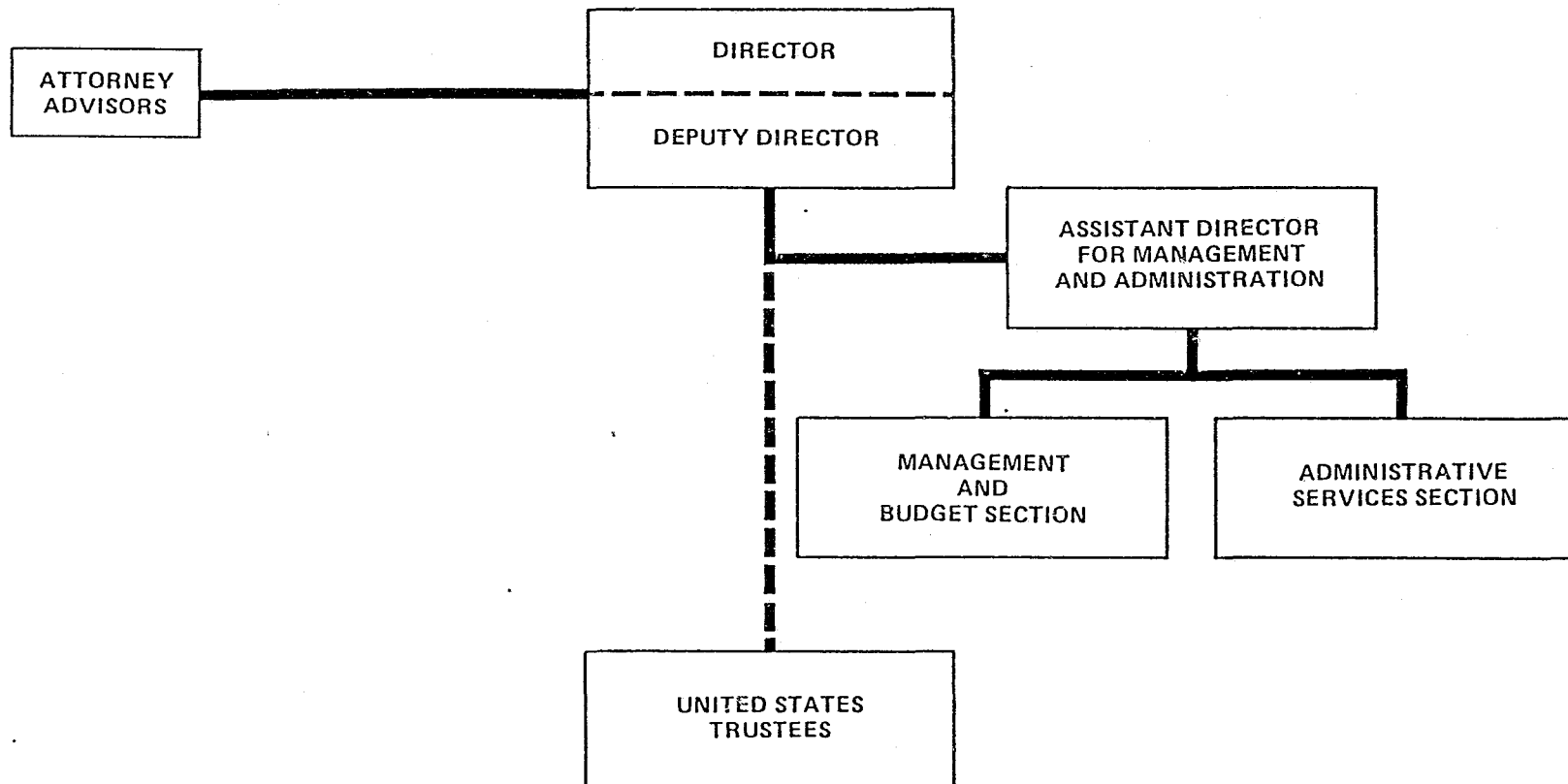
MISSION - The mission of the United States Parole Commission is to grant, modify, or revoke paroles of all U.S. prisoners, determine the conditions of supervision, and issue summons or warrants for violation of parole or mandatory release.

FUNCTIONS - The major functions of the USPC are to:

- ° Supervise, through Federal probation officers, Federal parolees and Federal mandatory releases, and prescribe and modify the terms and conditions governing persons on parole or mandatory release.
- ° Discharge offenders from supervision and terminate sentences, where warranted, prior to the expiration of the supervision period.
- ° Promulgate rules, regulations, and guidelines for the exercise of its authority and for the implementation of a national parole policy.
- ° Determine if certain prohibitions on holding office in a labor union or an employee group may be withdrawn for offenders who apply for exemption as authorized under the Labor Management Reporting and Disclosure Act and the Employees Retirement Income Security Act of 1974.

EXECUTIVE OFFICE FOR UNITED STATES TRUSTEES

UNITED STATES TRUSTEES



- ALEXANDRIA
- BIRMINGHAM
- BOSTON
- CHICAGO
- DALLAS
- DENVER
- LOS ANGELES
- MINNEAPOLIS
- NEWARK
- NEW YORK

Approved: _____

Edward C. Schmults
Deputy Attorney General

Date: _____

JUN. 2 1981

EXECUTIVE OFFICE FOR UNITED STATES TRUSTEES

BACKGROUND - The Executive Office for United States Trustees (EOUST) is responsible for performing those duties described in 28 U.S.C. 586, and 587, and in Chapter 15 of the Bankruptcy Code (11 U.S.C.).

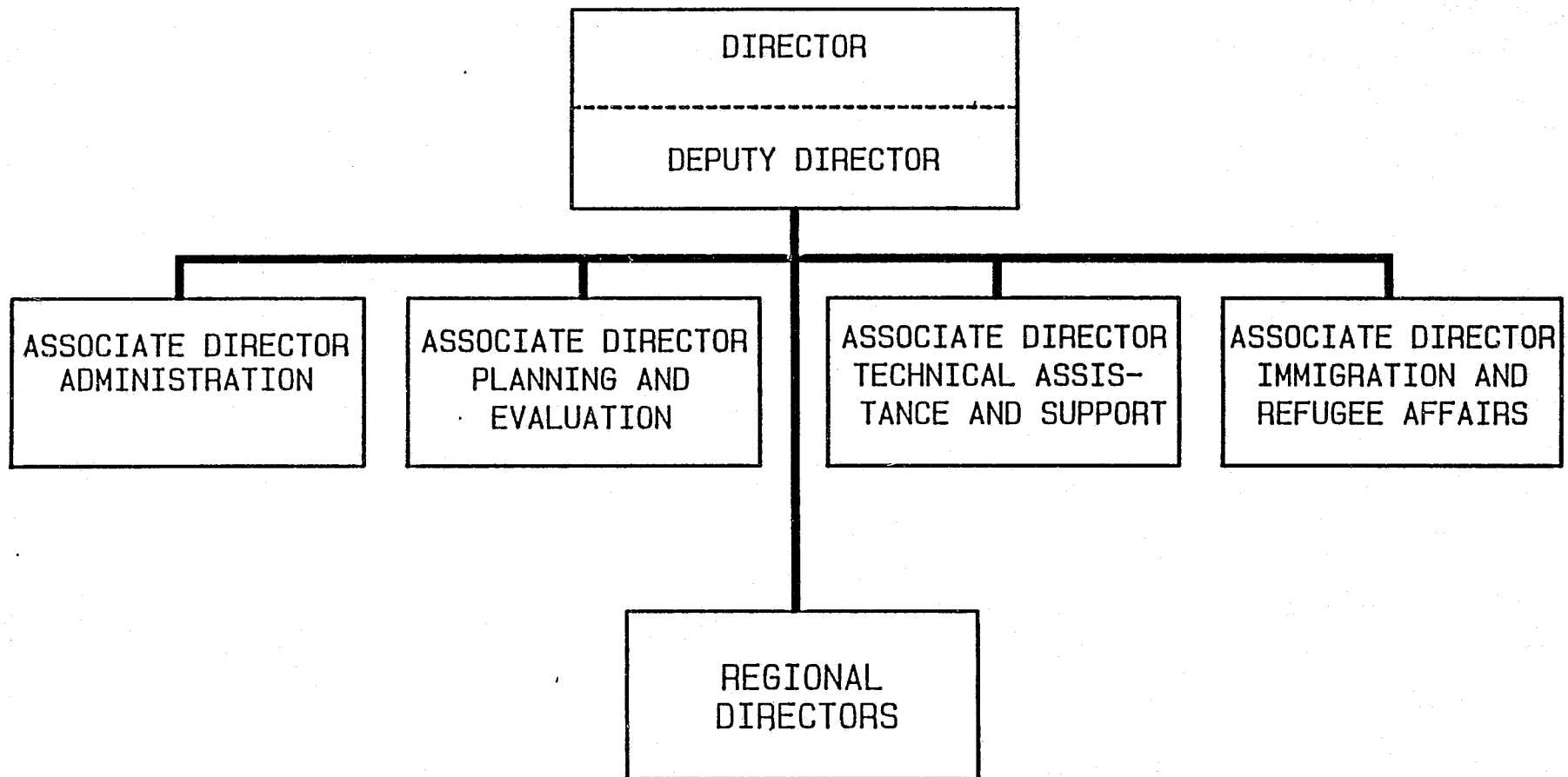
MISSION - The mission of the EOUST is to perform such duties relating to such functions and others under the Bankruptcy Reform Act of 1978 as may be assigned by the Attorney General or, whenever appropriate, the Deputy Attorney General.

FUNCTIONS - The major functions of the EOUST are to:

- ° Assist the Attorney General in providing policy guidance, direction and coordination of U.S. Trustees.
- ° Assist the Attorney General in evaluating the effectiveness of the U.S. Trustee system.
- ° Provide legal advice and opinions relating to interpretations of the Bankruptcy Reform Act.
- ° Coordinate the development and litigation of cases of first impression.
- ° Develop case law policies.
- ° Serve as liaison with the Justice Management Division Budget Staff and the Office of Legislative Affairs in connection with budgetary proposals or related legislative proposals.

COMMUNITY RELATIONS SERVICE

COMMUNITY RELATIONS SERVICE



Approved: _____

Edwin Meese III

EDWIN MEESE III
Attorney General

Date: 16 Feb 88

COMMUNITY RELATIONS SERVICE

BACKGROUND - The Community Relations Service (CRS) was established by Title X of the Civil Rights Act of 1964. It was subsequently modified by 5 U.S.C. 903; Reorganization Plan No. 1 of 1966, transferring it to the Department of Justice; and in 1983, was assigned responsibility under the provisions of Section 501(c) of the Refugee Education Assistance Act of 1980 (Public Law 96-422; 94 Stat. 1809) and by Executive Order 12341 of January 21, 1982, transferring these functions to the Department of Justice.

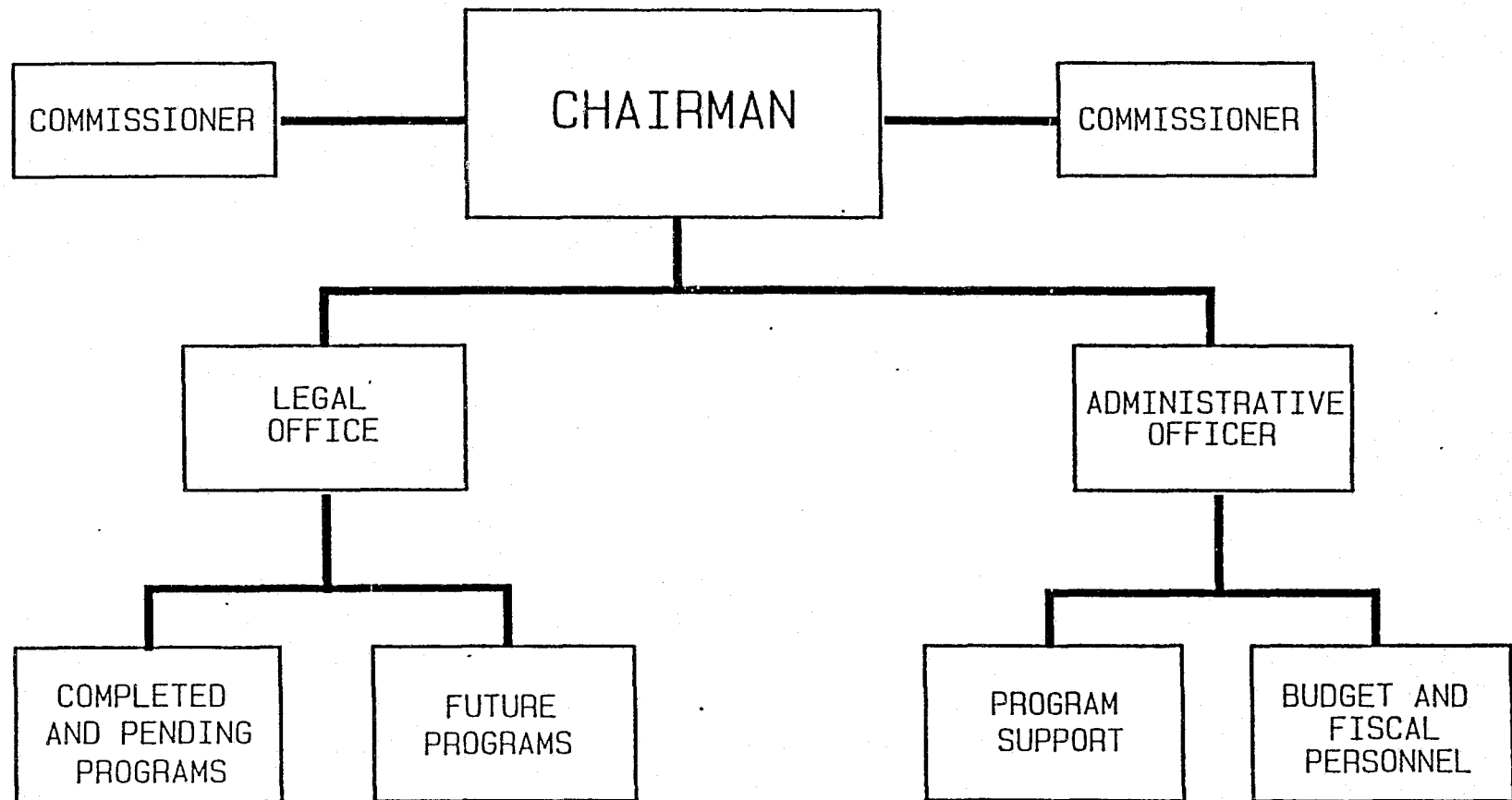
MISSION - The mission of the Community Relations Service is to provide conciliation and mediation services to communities and persons in resolving disputes, disagreements, or difficulties relating to discriminatory practices, based on race, color, or national origin, that impair the rights of citizens under the Constitution or United States laws.

FUNCTIONS - The major functions of the CRS are to:

- ° Provide assistance to communities in preventing and resolving community conflicts involving racial and ethnic minorities.
- ° Provide for the processing, care, maintenance, security, transportation and reception and placement in the United States of Cuban and Haitian entrants.
- ° Represent the Department in community relations matters within the scope of CRS legal and delegated authority and responsibilities with Congress, Executive Branch, private and public agencies.
- ° Coordinate Department efforts in community relations.

FOREIGN CLAIMS SETTLEMENT COMMISSION

FOREIGN CLAIMS SETTLEMENT COMMISSION



Approved: Robert M. Mottley Date: 12/21/87

FOREIGN CLAIMS SETTLEMENT COMMISSION

BACKGROUND - The Foreign Claims Settlement Commission of the United States was established under Reorganization Plan No. 1 of 1954. Pursuant to Public Law 96-209, the Commission was transferred to the Department of Justice as a separate agency within that Department.

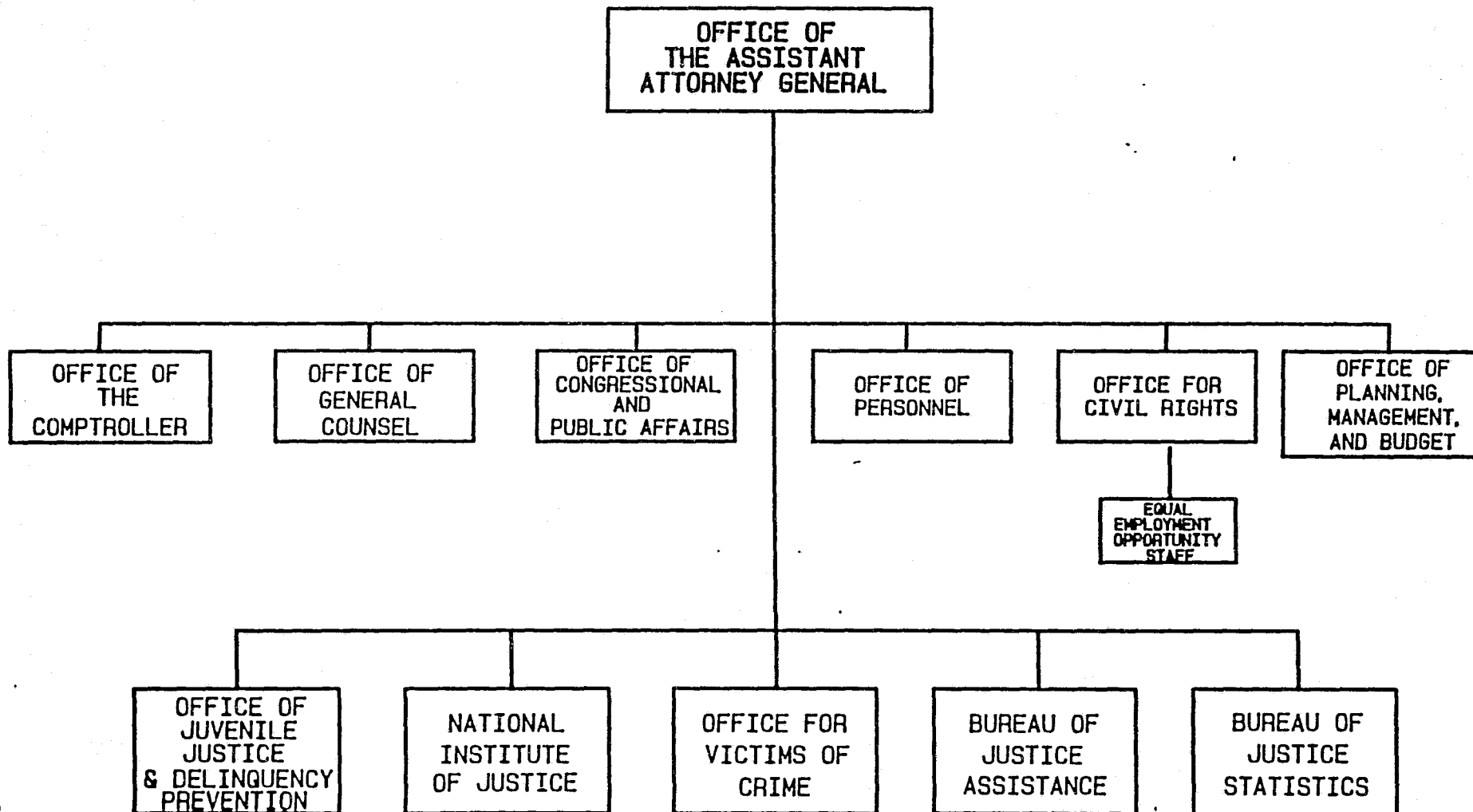
MISSION - The mission of the Foreign Claims Settlement Commission is to adjudicate claims against foreign governments for losses and injuries sustained by United States nationals, pursuant to programs authorized by statute or under international agreements.

FUNCTIONS - The major functions of the Foreign Claims Settlement Commission are to:

- ° Determine claims of United States nationals for loss of property in specific foreign countries as the result of nationalization or other taking by the government of those countries, as authorized by the International Claims Settlement Act of 1949, as amended (22 U.S.C. 1621-1645o), and other legislation.
- ° Determine claims of United States nationals and organizations in territories of the United States for damage and loss of property as a result of military operations during World War II and claims of United States military personnel and civilian American citizens for having been held in captured status in specified areas during World War II, the Korean conflict and the Vietnam conflict, as authorized by the War Claims Act of 1948, as amended (50 U.S.C. app. 2001-2017p).
- ° Review evidence submitted in each claim and seek additional information from a wide variety of sources and research legal issues under international law.
- ° Service requests relating to the 39 completed international and war claims related programs involving claims which have been previously adjudicated by the Commission, and advise Congress and Executive Departments on potential programs.

OFFICE OF JUSTICE PROGRAMS

OFFICE OF JUSTICE PROGRAMS



Edwin Meese III

EDWIN MEESE III
Attorney General

15 Jul 88

DATE

OFFICE OF JUSTICE PROGRAMS

BACKGROUND - The Justice Assistance Act of 1984, as amended, established, within the Department of Justice, the Office of Justice Programs (OJP) and extended the authorizations of the National Institute of Justice and the Bureau of Justice Statistics. It also established a Bureau of Justice Assistance and authorized a program of financial and technical assistance to state and local criminal justice agencies. The Anti-Drug Abuse Act of 1986 authorized the Bureau of Justice Assistance to make formula and discretionary grants to states for the purpose of enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substance Act. The Juvenile Justice, Runaway Youth, and Missing Children Act Amendments of 1984 reauthorized the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and established additional program authority within OJJDP relating to missing children.

MISSION - The mission of the Office of Justice Programs is to provide national direction, assistance, and leadership to state and local units of government; to carry out specific programs of proven effectiveness or which offer a high probability of improving the criminal justice system; and to provide staff support and coordinate the activities of the National Institute of Justice, the Bureau of Justice Statistics, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Assistance, and the Office for Victims of Crime.

FUNCTIONS - The major functions of the OJP are to:

- ° Provide staff support and policy coordination and exercise general authority over the Bureaus and Offices within OJP.
- ° Provide funds and technical assistance to state and local units of government to control crime and drug abuse, to improve the criminal justice system, and to administer the provisions of the Justice Assistance Act of 1984, as amended, and the Anti-Drug Abuse Act of 1986.

- ° Provide national direction, coordination, and leadership to encourage the development and implementation of effective methods and programs for the prevention and treatment of juvenile delinquency and improvement of the juvenile justice system and assistance in the problem of missing and exploited children.
- ° Sponsor research, evaluate policies and practices, demonstrate promising new approaches, provide training and technical assistance, assess new technology for criminal justice, and disseminate findings to state and local practitioners and policymakers.
- ° Collect, analyze, and disseminate statistical information about crime, its perpetrators and victims, and the operation of the criminal justice system at the Federal, state, and local levels of government.
- ° Provide national leadership in implementing the recommendations of both the President's Task Force on Victims of Crime and the Attorney General's Task Force on Family Violence; assist states in improving programs for crime victims under the Victims of Crime Act of 1984, as amended; and administer the Victim and Witness Protection Act of 1982.