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(2) FUNCTIONS OF
FEDERAL AGENCIES

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OFFICE OF WAR INFORMATION
DIVISION OF PUBLIC INQUIRIES



The United States Information Center is operated by the Division of Public Inquiries of the Office of War Information. Its services are available to the general public as well as to Government agencies.

The Center assists the public by furnishing, on request, factual information on the structure, functions, and operations of Federal departments and agencies. Questions on subjects not falling within the jurisdiction of a specific Government agency may be directed to the Division of Public Inquiries for reply or appropriate referral. Address inquiries to U.S. Information Center, 1400 Pennsylvania Avenue, Washington 25, D.C.

Information in this publication is a digest of that contained in the United States Government Manual.



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EXECUTIVE OFFICE OF THE PRESIDENT

Established in 1939, the Executive Office of the President comprises, in addition to the White House Office, the agencies whose functions are described below:

Bureau of the Budget

(Director. State Department Building)*

Prepares the Annual Budget, supervises and controls its administration, and promotes financial reporting necessary thereto. Formulates the fiscal program of the Government. Makes studies of departments and agencies with a view to improved administrative organization, and aids the President to bring about more efficient and economical conduct of Government service. Plans and promotes the improvement, development, and coordination of Federal and other statistical services. Coordinates departmental advice on proposed legislation, makes recommendations as to Presidential action on legislative enactments, and assists in the consideration and preparation of Executive orders and proclamations.

Liaison Office for Personnel Management

(Liaison Officer)

Assists the President in maintaining closer contact with all Federal departments and agencies in their relation to personnel-management policies.

War Refugee Board

(Executive Director. Treasury Building)

Is responsible for carrying out the policy of the Federal Government to take all measures possible to rescue the victims of enemy oppression who are in imminent danger of death, and otherwise to afford such victims all possible relief and assistance consistent with the successful prosecution of the war. The functions of the Board include the development of plans and programs and the inauguration of effective measures for (a) the rescue, transportation, maintenance, and relief of the victims of enemy oppression, and (b) the establishment of havens of temporary refuge for such victims.

*Italicized word denotes title of head of department or agency.

EMERGENCY WAR AGENCIES

Office for Emergency Management¹

Committee on Fair Employment Practice

(*Chairman.* Standard Oil Company Building)

Acts to eliminate discriminatory employment practices because of race, creed, color, or national origin in order to promote the fullest utilization of all available manpower.

Foreign Economic Administration

(*Administrator.* Temporary Building T, Fourteenth Street and Constitution Avenue)

Consolidates in a single agency United States Government foreign economic operations as developed within the framework of foreign policy established by the State Department. Exercises over-all supervision of and reports on the lend-lease program for the President; analyzes foreign requirements with reference both to area considerations and availability of supplies; presents claims to appropriate United States allocating agencies; arranges for procurement of lend-lease supplies in the United States; initiates and administers procurement and development of strategic materials in foreign countries; programs exports under lend-lease; regulates and expedites the flow of commercial exports; arranges for transportation, warehousing, and redistribution of strategic commodities and materials; is responsible for economic intelligence and analysis work, and for preclusive buying; and develops and directs FEA programs for liberated areas, including assigned activities related to participation in operations of the United Nations Relief and Rehabilitation Administration.

Export-Import Bank of Washington.—Aids in financing and facilitates exports and imports and the exchange of commodities between the United States and any of its Territories or insular possessions and any foreign country or its agencies or nationals. Makes loans to assist in the development of the resources, the stabilization of economies, and the orderly marketing of the productions of the countries of the Western Hemisphere.

Petroleum Reserves Corporation.—Acquires reserves of crude petroleum from sources outside the United States.

Rubber Development Corporation.—Conducts all activities related to exploration, development, and procurement of crude rubber, balata, cryptostegia, guayule, and other gums of similar utility in all areas outside the continental United States for which the United States

¹ In the Executive Office of the President.

has assumed responsibility. Also engages in the procurement of liquid latex, scrap rubber, and reclaimed rubber and rubber products in foreign countries.

U. S. Commercial Company.—Serves as the corporate agent of the FEA for the procurement and development of strategic materials and essential foodstuffs, outside the United States, the operation of certain special projects for the Army and Navy in war zones, the execution of certain kinds of economic warfare against the enemy, and the facilitating of American trade with areas with which direct commercial dealings have been cut off or restricted by reason of the war.

National War Labor Board

(Chairman. Department of Labor Building)

Empowered to act as final arbiter of wartime labor disputes and to control adjustments of wages and of salaries under \$5,000 a year, with certain exceptions. The Board retains appeal, review, and policy-making powers and takes original jurisdiction over major disputes while authorizing its Regional War Labor Boards and special commissions to decide other cases. Boards consist of eight public, four employee, and four employer representatives.

Office of Alien Property Custodian

(Alien Property Custodian. National Press Building)

Directs, manages, supervises, controls, vests, administers, sells, and otherwise deals with foreign-owned property in the interest of and for the benefit of the United States.

Office of Civilian Defense

(Director. 499 Pennsylvania Avenue)

Coordinates Federal, State, and local volunteer activities. Plans and promotes programs to protect civilian life and property against enemy attack and other war hazards. Promotes activities designed to stimulate widespread volunteer participation in civilian war services.

Office of Inter-American Affairs

(Director. Department of Commerce Building)

Serves as the center for formulating and executing programs designed to strengthen the bonds between the nations of the Western Hemisphere and to further the hemisphere war effort. The work of the Office is organized to integrate activities in all fields affecting the American republics, whether economic or informational. It covers such diverse programs as those relat-

ing to commerce and finance, industrial relations, agriculture, education, health and sanitation, food supply, press, radio, and motion pictures. Activities are carried on in cooperation with the Department of State and other governmental and private agencies.

Office of Defense Transportation

(Director. Interstate Commerce Commission Building)

Coordinates transportation policies and activities of Federal and private agencies so that transportation systems of the Nation may function as the war requires. Coordinates and directs domestic traffic movements to prevent congestion and to assure orderly and ready movement of men, materials, and supplies.

Office of Economic Stabilization

(Director. 1206 Federal Reserve Building)

Formulates and develops a comprehensive national economic policy relating to the control of civilian purchasing power, prices, rents, wages, salaries, profits, rationing, subsidies, and all related matters—all for the purpose of preventing avoidable increases in the cost of living. Cooperates in minimizing the unnecessary migration of labor from one business, industry, or region to another, and facilitates the prosecution of the war.

Office of Scientific Research and Development

(Director. 1530 P Street)

Acts to assure adequate provision for research on scientific and medical problems relating to the war effort by initiating and coordinating research, and by bringing together the scientific personnel and resources of the Nation.

Office of War Information

(Director. Social Security Building)

Is responsible for the war information policies and functions of the Government, both foreign and domestic. Is authorized to formulate and carry out, through use of press, radio, motion pictures, and other facilities, information programs designed to provide an intelligent understanding, at home and abroad, of the status and progress of the war effort and of the war policies, activities, and aims of the Government.

War Manpower Commission

(Chairman. Social Security Building)

Formulates over-all manpower policies and programs. Directs the national public employment office system, operates community-supported manpower allocation

programs to staff war plants and essential activities, and conducts programs to stimulate the effective training and utilization of manpower. Carries on labor market research and analysis, including classification of areas according to degree of labor stringency, determination of extent and nature of critical labor shortages, and forecasting of probable trends in labor demand and supply.

War Production Board

(Chairman. Social Security Building)

Acts to insure the maximum production of war munitions, and to this end directs the orderly mobilization and use of the economic resources of the Nation. Exercises general direction over procurement and production, and has full and final authority over all priority ratings and allocations.

War Shipping Administration

(Administrator. Department of Commerce Building)

Controls operation, purchase, charter, requisition, maintenance, insurance, and use of all ocean vessels under control of the United States except combat vessels, Army and Navy transports, and vessels engaged in coastwise, intercoastal, and inland transportation under control of the Office of Defense Transportation. Collaborates with the Federal departments and agencies concerned to insure the most effective use of United States shipping in the prosecution of the war.

Board of War Communications

(Chairman. Post Office Department Building)

Basically, a planning agency to coordinate communications services of the country for most efficient use in the War Program. Its functions relate to radio broadcasting and common carriers—telephone, telegraph, and cable facilities, as well as commercial radiotelephone and radiotelegraph.

National Housing Agency

(Administrator. 1600 Eye Street)

Charged with full responsibility for the national war housing program, in both its private and its public aspects. Estimates the war housing need, formulates plans for meeting that need, and sees that the program is executed. Has three major constituent units:

Federal Home Loan Bank Administration.—Supervises operation of (1) the Federal Home Loan Bank System, which provides a credit reserve for nearly 3,800 member home-financing institutions, chiefly savings

and loan associations, (2) the Federal Savings and Loan Insurance Corporation, which insures investors on amounts up to \$5,000 each in approximately 2,400 savings and loan and similar associations, and (3) the Home Owners' Loan Corporation, which refinanced the mortgages of more than a million distressed home owners during the depression. Since the close of its lending period in June 1936, HOLC has been engaged primarily in collecting its loans and disposing of the properties it was forced to acquire.

The Administration also supervises the U. S. Housing Corporation (in liquidation).

Federal Housing Administration.—Insures private lending institutions against losses on mortgage loans financing residential properties and on loans for property repair or remodeling. Field offices receive and process, for the War Production Board, applications for preference ratings on new privately-financed war housing projects.

Federal Public Housing Authority.—Is concerned with the construction and management of war housing financed with Federal funds. Also has jurisdiction over low-rent, slum clearance program inaugurated under the United States Housing Authority and non-farm housing formerly under jurisdiction of the Farm Security Administration. Administers the Defense Homes Corporation. Jurisdiction does not include housing on military and naval reservations, posts, or bases.

Office of Censorship

(Director. Federal Trade Commission Building)

Censors all communications by mail, cable, radio, or other means of transmission passing between the United States and any foreign country. Coordinates the voluntary censorship of the domestic press and broadcasting stations.

Office of Price Administration

(Administrator. Federal Office Building No. 1)

Acts (1) to avoid inflation by stabilizing prices and rents, and (2) to prevent speculation, profiteering, hoarding, and manipulation by regulating prices and pricing practices. Rations commodities to consumers as authorized and directed by Executive order and by other Federal agencies.

Office of War Mobilization and Reconversion

(Director. East Wing, The White House)

Develops unified programs and establishes policies for the maximum use of the Nation's natural and industrial resources for the military and civilian needs, for effective

use of the national manpower not in the armed forces, and for the adjustment of civilian economy to war needs and conditions. Unifies activities of Federal agencies engaged in production, procurement, distribution, or transportation of military or civilian supplies, materials, and products, and resolves and determines controversies between such agencies. Formulates or causes to be formulated reconversion plans and such other plans as are necessary to meet the problems arising out of the transition from war to peace; directs and coordinates the action of all executive agencies in conformity with such plans.

Retraining and Reemployment Administration (Federal Works Building)

Has general supervision and direction over the activities of all existing executive agencies (except the Veterans Administration and the Administrator of Veterans Affairs) authorized by law relating to retraining, reemployment, vocational education, and vocational rehabilitation for the purpose of coordinating such activities and eliminating overlapping functions. Confers with State and local officials in charge of such programs for the purpose of coordinating Federal activities with those of State and local agencies.

Surplus Property Board (Municipal Center Building)

Responsible for providing over-all direction and policy to the agencies it designates to dispose of surplus property.

Office of Contract Settlement (Federal Reserve Building)

Has responsibility for facilitating maximum war production during the war, expediting reconversion as war conditions permit, and insuring prime and sub-contractors of speedy and equitable final settlement of claims under terminated war contracts.

Petroleum Administration for War

(Administrator. Department of the Interior Building)

Formulates basic policies and programs to assure, for the prosecution of the war, the conservation and most effective development and use of petroleum in the United States, its Territories, and possessions. Issues directives to the petroleum industry in order to assure adequate supplies of petroleum for military or other essential uses and to distribute among persons engaged in the petroleum industry critical materials allotted for the use of the industry.

President's War Relief Control Board

(Chairman. Washington Building)

Controls all solicitations, collections, receipts, and distributions of funds and contributions for charities

for war-created needs in the United States or foreign countries, including charities for relief and welfare of the armed forces and their dependents—with exception of the American Red Cross, certain religious organizations, and local relief and welfare activities.

Selective Service System

(Director. Twenty-first and C Streets)

Administers the Selective Training and Service Act of 1940, as amended, which provides for the recruitment and mobilization of the Nation's manpower for war. Is charged with the responsibility of replacing veterans in former jobs or helping them find new jobs under section 8 of the act.

Smaller War Plants Corporation

(Chairman. 101 Indiana Avenue)

Insures that small business concerns are most efficiently and effectively utilized in the production of articles, equipment, supplies, and materials for both war and essential civilian purposes, and authorized, therefore, to assume prime contracts, let subcontracts among small firms, extend financial aid, and undertake other appropriate activities. New responsibilities have been placed on the Corporation under the Contract Settlement Act and the War Mobilization and Reconversion Act.

War Contracts Price Adjustment Board

(Chairman. Room 3D573, The Pentagon)

Has authority over all renegotiations for fiscal years ending after June 30, 1943, and establishes principles, policies, and procedures with respect to such renegotiations. Actual renegotiation proceedings are conducted by the departments named in the Renegotiation Act under delegated authority from the Board. The Board may review determinations of excessive profits made by such departments.

Joint Boards and Commissions

Joint War Production Committee— United States and Canada

(United States Section. Social Security Building)

Coordinates the capacities of the two countries for production of war matériel.

**Material Coordinating Committee—
United States and Canada**

(United States Section. Social Security Building)

Makes possible the free exchange of vital information relating to supplies of strategic raw materials for war production.

**Permanent Joint Board on Defense—
United States and Canada**

(United States Section. State Department Building)

Studies sea, land, and air problems, including personnel and matériel, and considers, in the broad sense, the defense of the northern half of the Western Hemisphere.

**Combined Chiefs of Staff—
United States and Great Britain**

(United States Secretary. Nineteenth Street and Constitution Avenue)

Works to insure complete coordination of the war efforts of Great Britain and the United States, including production and distribution of war supplies. Provides for full British and American collaboration with the United Nations in prosecution of the war.

**Combined Raw Materials Board—
United States and United Kingdom**

(Chairman. Social Security Building)

Is responsible for the comprehensive planning of the raw materials effort of the United States and the United Kingdom, and for collaborating with the other United Nations toward that end.

**Combined Shipping Adjustment Board—
United States and Great Britain**

(United States Representative. Department of Commerce Building)

Adjusts the work of the British Ministry of War Transport and the War Shipping Administration with a view to developing one unified policy.

**Munitions Assignments Board—
United States and Great Britain**

(United States Chairman. Combined Chiefs of Staff Building, Nineteenth Street and Constitution Avenue)

Under such strategic policies, directives, and priorities as have been approved, and in accordance with

agreements with the corresponding London organization, the Board makes assignments of the stocks and production of finished war material to the United States, Great Britain, and other United Nations.

Combined Food Board—

United States, United Kingdom, and Canada

(Chairman. West Administration Building, Department of Agriculture)

Formulates plans on questions that concern the United States, the United Kingdom, Canada, and other nations relating to production, distribution, or transportation of food, agricultural materials from which food is derived, or equipment connected with production of food and food materials. Works in collaboration with other United Nations.

Combined Production and Resources Board—

United States, United Kingdom, and Canada

(United States Section. Social Security Building)

Coordinates the war effort of the member countries, and as appropriate, of the other United Nations, in the production, allocation, and supply of those products (other than raw materials and foodstuffs) which continue to require combined planning in order to meet military and essential civilian requirements.

Joint Brazil-United States Defense Commission

(United States Chairman. The Pentagon)

Composed of military delegates—Army, Navy, and Air Forces. Studies problems relating to the defense of the two countries and proposes measures which should be adopted.

Joint Mexican-United States Defense Commission

(United States Section. The Pentagon)

Studies problems relating to the defense of the two countries, and proposes measures which should be adopted.

Inter-American Defense Board

(Chairman. New War Department Building)

An autonomous international organization of the American republics under the auspices of the Pan American Union. It is composed of military, naval, and aviation technical delegates appointed by the governments of the 21 American republics to study and recommend measures necessary for the defense of the Western Hemisphere.

Pacific War Council

Considers matters of policy relating to the joint war effort.

Meetings are held at the White House. A diplomatic representative of each of the following nations attends meetings of the Council: United States, Great Britain, China, The Netherlands, Australia, Canada, New Zealand, and the Commonwealth of the Philippines.

Joint Chiefs of Staff—

United States

(Secretary. Combined Chiefs of Staff Building, Nineteenth Street and Constitution Avenue)

Under the direction of the President, the Joint Chiefs of Staff are responsible for coordination between the Army and the Navy, representing the United States in the Combined Chiefs of Staff. In operations for which the United States has sole or primary responsibility, they are charged with the strategic conduct of the war.

Office of Strategic Services

(Director. Twenty-fifth and E Streets)

Under the direction and supervision of the Joint Chiefs of Staff (United States), the Office of Strategic Services is assigned the duties of collecting and analyzing such strategic information as may be required by the Joint Chiefs of Staff and of planning and operating special services.

DEPARTMENT OF STATE

(Secretary of State. Seventeenth Street and Pennsylvania Avenue)

The Department of State, the first executive department to be established under the Constitution, has the principal responsibility for determining the policy of the Government in relation to international problems. It is at present charged with the conduct of diplomatic phases of the war effort and the planning of measures for post-war international order. These duties involve the maintenance of close relations with countries associated with the United States in the war, the strengthening of hemisphere solidarity, the consideration of foreign policy aspects of economic warfare against the enemy and economic aid to friendly nations, and participation in the planning of broad strategies of war and of manifold particular measures such as those of psychological warfare.

The Department conducts day-to-day negotiations with foreign countries on all matters affecting the

interests of the United States. It prepares instructions to the diplomatic and consular representatives of the United States abroad and corresponds and confers with the representatives of foreign powers accredited to this country. It also has custody of the Great Seal of the United States and publishes the Statutes at Large.

The Foreign Service of the United States, administered by the Department of State, includes ambassadors and ministers, Foreign Service officers, officers of the Foreign Service Auxiliary, and subordinate personnel. Diplomatic representatives of the United States are accredited to approximately 50 countries. Some of the American embassies and legations perform consular duties as well as diplomatic functions. In addition, about 250 American consular offices are maintained in various centers throughout the world.

The activities of the Department in Washington are under the direction of the Secretary of State, who is aided by an Under Secretary, 2 Executive Committees, 6 Assistant Secretaries, a Legal Adviser, a number of Special Assistants, and 12 Directors of Offices. The Offices of the Department are grouped under the Assistant Secretaries for European, Far Eastern, Near Eastern and African Affairs, for American Republic Affairs, for Economic Affairs, for Public and Cultural Relations, and for Administration, and under a Special Assistant for International Organization and Security Affairs. The sixth Assistant Secretary is in charge of congressional relations.

Office of European Affairs.—Matters concerning the relations of the United States with the countries indicated are handled by the following Divisions: Division of British Commonwealth Affairs; Division of Eastern European Affairs (Union of Soviet Socialist Republics, Poland, and other areas of Eastern Europe); Division of Central European Affairs (Germany, Austria, and Czechoslovakia); Division of Southern European Affairs (Albania, Bulgaria, Hungary, Italy, Rumania, San Marino, and Yugoslavia, and matters relating to the Vatican); Division of Northern European Affairs (Denmark, Finland, Iceland, Netherlands, Norway, Sweden); and Division of Western European Affairs (Andorra, Belgium, France, Liechtenstein, Luxembourg, Monaco, Portugal, Spain, and Switzerland).

Office of Far Eastern Affairs.—This Office includes the Division of Chinese Affairs; Division of Japanese Affairs; Division of Southwest Pacific Affairs (Thailand and, in cooperation with other interested Offices and Divisions, Burma, Indo-China, Malaya, and European territories and possessions in the Pacific Ocean); and Division of Philippine Affairs.

Office of Near Eastern and African Affairs.—This Office includes the Division of Near Eastern Affairs (Egypt, Greece, Iraq, Lebanon, Palestine and Trans-

Jordan, Saudi Arabia and other countries of the Arabian Peninsula, Syria, and Turkey); Division of Middle Eastern Affairs (Afghanistan, Iran, India, Ceylon, and Burma); and Division of African Affairs (Ethiopia, Liberia, and all other parts of Africa except Algeria, Egypt, and the Union of South Africa).

Office of American Republic Affairs.—Matters concerning the relations of the United States with the countries indicated are handled by the following Divisions: Division of Mexican Affairs, Division of Caribbean and Central American Affairs, Division of Brazilian Affairs, Division of River Plate Affairs (Argentina, Paraguay, and Uruguay), and Division of North and West Coast Affairs (Bolivia, Chile, Colombia, Ecuador, Peru, and Venezuela). This Office also includes a Division of American Republics Analysis and Liaison.

Office of Special Political Affairs.—This Office, comprising the Division of International Organization Affairs, the Division of International Security Affairs, and the Division of Dependent Area Affairs, is responsible for matters relating to international organization and security, with special emphasis on the maintenance of international peace and security through organized action.

Office of International Trade Policy.—This Office is responsible for matters concerning international economic, trade, and commercial affairs. The Office of the Director includes an Adviser on Refugees and Displaced Persons. The War Areas Economic Division is responsible for policy and action in wartime economic matters relating to certain areas, including supply and requirements programs and economic blockade of enemy and enemy-occupied territories. The War Supply and Resources Division is responsible for procurement and development abroad of materials for the prosecution of the war or relief of war areas, matters pertaining to war shipping, and the administration of certain statutes imposing export controls. The Commodities Division is concerned with production, control, and distribution in international commerce of major commodities, with international fisheries matters, and with cartels and related industrial arrangements. The Petroleum Division is concerned with foreign policy matters pertaining to petroleum. The Division of Commerical Policy negotiates trade agreements and determines action on the protection and promotion of American commercial and agricultural interests abroad. The Division of International Labor, Social, and Health Affairs is responsible for matters pertaining to the interest of labor in United States foreign policy, the effects of foreign working conditions on American foreign relations, international arrangements for the promotion of social welfare, and the international control of nar-

cotics and the suppression of the abuse of narcotic drugs.

Office of Financial and Development Policy.—The Division of Financial Affairs is responsible for matters pertaining to international financial and monetary policy, agreements, and institutions; financial aspects of terms of surrender and peace treaties; and financial problems of liberated countries. The Division of Foreign Economic Development is concerned with matters pertaining to investment, loan, and foreign economic development policy, for projects and programs for industrialization and development, for industrial and economic developmental aspects of terms of surrender, peace treaties, and general security, and, in liberated areas, for reconstruction and rehabilitation of industry and agriculture. The Division of Economic Security Controls is responsible for matters pertaining to controls over foreign funds or properties. The Division of Lend-Lease and Surplus War Property Affairs is concerned with lend-lease and the foreign-policy aspects involved in the disposal abroad of surplus war property.

Office of Transportation and Communications.—The Aviation Division coordinates matters of policy concerning international aviation. The Shipping Division deals with matters concerning international shipping, except shipping space requirements and allocations. The Telecommunications Division is responsible for certain matters pertaining to international aspects of radio, telegraph, cable, and postal communications, and of motion pictures.

Office of Public Affairs.—This Office is responsible for the informational and cultural aspects of foreign relations, and for furthering the interchange of scientific and cultural knowledge with other countries. The Division of Public Liaison maintains liaison with private groups and organizations interested in the formulation of foreign policy, collects and analyzes material, and interprets and handles correspondence relating to public attitudes on foreign policy. The Division of Cultural Cooperation initiates, coordinates, and puts into effect programs designed to encourage and strengthen cultural contact between the United States and other nations. The International Information Division is responsible for the Department's participation in the overseas dissemination of information through the media of films, radio, and publications. The Central Translating Division translates and interprets for the White House and the Department. The Division of Research and Publication prepares research studies; compiles, edits, and distributes the Statutes at Large and other publications; deals with treaty matters; and administers the library of the Department. The Division of Geography and Cartography assembles, analyzes, and visually presents geographic data.

Office of the Foreign Service.—The Planning Staff renders assistance on programming and planning. The Division of Foreign Service Personnel has charge of the recruitment and training of officer and clerical personnel of the Foreign Service and makes recommendations for transfers, promotions, etc. The Division of Foreign Service Administration prepares regulations governing the Foreign Service, controls expenditures, and makes arrangements for official foreign travel. The Division of Foreign Buildings Operations is responsible for housing and furnishing diplomatic and consular establishments abroad.

Office of Departmental Administration.—The Division of Budget and Finance deals with the acquisition and distribution of funds, purchasing, auditing, etc. The Division of Management Planning assists in the effective management of the Department through improved organizational structure, clear definition of functions and lines of authority, and effective work methods and procedures. The Division of Departmental Personnel administers laws, regulations, and policies respecting recruitment, classification, etc., of personnel. The Division of Central Services is responsible for all communications services of the Department, records, files, supplies, space, and administrative services. The Division of Cryptography is responsible for matters pertaining to codes. The Division of Coordination and Review coordinates outgoing correspondence, reviews such correspondence, and furnishes information on accepted styles of correspondence. The Division of Protocol deals with ceremonials, acceptability of foreign diplomats, customs courtesies, and related problems. The Division of International Conferences coordinates administrative aspects of United States participation in international conferences.

Office of Controls.—The Passport Division not only issues passports to citizens found eligible to receive them, but also administers laws controlling the entry of American citizens into the United States and the exit of such citizens from American territory. The Visa Division is responsible for alien visa control, issuance of exit and reentry permits to aliens, and recommendations to American Foreign Service officers on individual visa applicants. The Special War Problems Division takes action on the representation of United States interests in enemy countries by third powers, the representation of enemy interests in the United States by third powers, welfare of Americans abroad, coordination of private foreign relief operations with foreign policy and related problems. The Division of Foreign Activity Correlation is concerned with such foreign activities and operations as may be directed, including cooperation with various intelligence agencies of the Government and censorship matters.

DEPARTMENT OF THE TREASURY

(*Secretary of the Treasury. Fifteenth Street and Pennsylvania Avenue*)

The Department of the Treasury was created to superintend and manage the national finances. Prepares plans for the improvement and management of the revenue and the support of the public credit. Controls the coinage and printing of money and determines policies and methods of procurement of Federal supplies.

Principal bureaus, divisions, and offices:

Bureau of the Comptroller of the Currency.—Has general supervision over all national banks in operation, the organization of new national banks, consolidation of national banks, and the administration through receivers, of any banks which fail.

Bureau of Customs.—Charged with the collection of import duties and the prevention of smuggling, including the smuggling of contraband, such as narcotics. Inspects all export declarations to insure that strategic materials are not taken out of the United States except under proper export license. Enforces prohibition against trading with certain persons and firms working in the interest of enemies of the United States. Administers the navigation laws relating to registry, licensing, measurement of vessels, tonnage duties and collection of tolls, and entrance and clearance of vessels and aircraft.

Bureau of Engraving and Printing.—Designs, engraves, and prints for the Government of the United States, Federal Reserve notes, United States currency and securities, postage, revenue, and customs stamps, and many other types of engraved work.

Bureau of Internal Revenue.—Determines, assesses, and collects all internal revenue taxes, and enforces all internal revenue laws.

Bureau of the Mint.—Directs the coinage of money, and has general supervision over all the United States mints and assay offices and the bullion depositories at Fort Knox, Ky., and West Point, N. Y.

Bureau of Narcotics.—Administers the Federal narcotics laws, and issues narcotic import and export permits.

Division of Monetary Research.—Provides research analyses and recommendations to aid in establishing the monetary policies of the Department, and economic analyses relating to the customs activities of the Department and the Secretary's duties under the Tariff Act.

Division of Personnel.—Has primary responsibility for the personnel management activities of the Department as a whole.

Division of Research and Statistics.—Analyzes and reports fiscal operations, and estimates revenue receipts for use in Federal budget summaries and in connection with proposed revenue legislation.

Division of Tax Research.—Analyzes tax systems and tax structures, and makes recommendations concerning tax programs and fiscal policies.

Foreign Funds Control.—Acts to prevent the use of the financial facilities of the United States in ways harmful to the War Program, by prohibiting certain transactions involving property, in the United States, of a foreign country or representative. Exercises related functions administered by the Treasury Department in liberated areas in foreign countries.

Office of the Tax Legislative Counsel.—Assists in planning and coordinating the Treasury Department's legislative program respecting the internal revenue.

Procurement Division.—Acts as the central Government purchasing agent and determines policies and methods of procurement, warehousing, and distribution of property, equipment, and supplies.

Secret Service.—Protects the President of the United States, his family, and the President-elect. Suppresses counterfeiting. Performs certain investigational services.

War Finance Division.—Promotes the Nation-wide sale of War Savings Bonds and Stamps and other Government securities.

Fiscal Service

Office of the Fiscal Assistant Secretary.—Performs all functions pertaining to the administration of financing operations. Supervises administration of the functions and activities of the units grouped under the Fiscal Service. Supervises administration of accounting activities in the Treasury Department, through the Commissioner of Accounts.

Bureau of Accounts.—Supervises accounting in the Treasury Department. Maintains the accounts relating to revenues, appropriations, and expenditures of all Government departments and establishments. Supervises preparation of the Daily Statement of the United States Treasury and the Monthly Statement of the Public Debt.

Bureau of the Public Debt.—Conducts transactions in public debt issues of the United States and transactions in interest-bearing obligations of the insular governments and the Government-owned corporations for which the Treasury acts as agent. Prepares the documents relating to new securities. Directs the handling of subscriptions and the preparation and issue of new securities.

Office of the Treasurer of the United States.—Receives and disburses public funds. Is fiscal agent for the issuance and redemption of paper currency, and for the payment of principal and interest of the public debt.

WAR DEPARTMENT

(Secretary of War. The Pentagon)

The War Department is responsible for organizing, training, and maintaining the Army and certain non-military activities (such as river and harbor development and flood control) at all times in accordance with conditions defined by Congress.

Principal bureaus and offices:

War Department General Staff

The Chief of Staff, as head of the General Staff, is the immediate adviser of the Secretary of War on all matters relating to the military establishment and is charged by the Secretary of War with the planning, development, and execution of the military program. The War Department General Staff under the direction of the Chief of Staff coordinates the development of the Army and, through its various divisions, insures the existence of a well-balanced and efficient military team. The Deputy Chief of Staff assists the Chief of Staff in supervision of General Staff activities. He acts for the Chief of Staff in the latter's absence. The Secretary of the General Staff heads the Secretariat, War Department General Staff, which is charged with the general administration of the office of the Chief of Staff and the Deputy Chief of Staff.

There are five divisions of the General Staff, each under the immediate control of an Assistant Chief of Staff. These five divisions are as follows:

Personnel Division (G-1).—Charged with those duties relating to the personnel of the Army as individuals. The Assistant Chief of Staff, G-1, supervises the activities of the Director, Women's Army Corps.

Military Intelligence Division (G-2).—Collects, evaluates, and disseminates military information.

Organization and Training Division (G-3).—Charged with duties relating to the mobilization, training, and organization of the military forces.

Supply Division (G-4).—Charged with duties of General Staff which relate to supplies for the Army.

Operations Division.—Charged with duties relating to the formulation of plans and the strategic direction of the military forces in the theaters of war.

Army Air Forces

The Commanding General of the Army Air Forces is charged with the functions, responsibilities, and author-

ities of command authorized by law, Army regulations, and custom over individuals and units assigned to the Army Air Forces. Procures and maintains equipment for the Army Air Forces, and provides air force units properly organized, trained, and equipped for combat operations.

Operates replacement training centers, including officer candidate schools, for the training of personnel in pilot functions and specialist nonpilot functions of combat and ground crews and in all duties involving the care, supply, and maintenance of aeronautical material.

Organizes and trains air force tactical units and task forces. Develops tactics and training methods, and tables of organization. Reviews military characteristics of aircraft weapons and equipment, and operational changes needed in equipment, aircraft, and weapons.

Supplies air force personnel and equipment to the Army Air Forces, Army Ground Forces, Army Service Forces, defense commands, theaters of operations, and task forces.

Submits to the Commanding General, Army Service Forces, recommendations on construction, supply, equipment, and similar matters.

Commands and controls Army Air Forces stations and bases not assigned to defense commands or theater commanders.

Army Ground Forces

Under policies prescribed by the Chief of Staff, the Commanding General of the Army Ground Forces is charged in general with the functions, responsibilities, and authorities of command authorized by law, Army regulations, and custom over individuals and units assigned to the Army Ground Forces. The mission of the Army Ground Forces is to provide ground force units properly organized, trained, and equipped for combat operations.

Organizes and trains tactical units of the Arms and Combat Services. Through its subordinate commands, the Antiaircraft Command, Airborne Command, Tank Destroyer Center, Armored Command, and Replacement and School Command, operates replacement training centers, schools, and training establishments. Through the Overseas Replacement Depots, furnishes necessary overseas replacements.

Develops tactics and training methods, and formulates tables of organization. Reviews military characteristics of weapons and equipment, and operational changes needed in equipment for its branches and special units.

Supplies Infantry, Field Artillery, Coast Artillery, Cavalry, Armored, Tank Destroyer, Antiaircraft, Air-

borne, and other personnel to the Army Air Forces, Army Service Forces, defense commands, theaters of operations, and overseas forces.

Submits to the Commanding General, Army Service Forces, recommendations on construction, training aids, supply, equipment, and similar matters.

Army Service Forces

The Commanding General, Army Service Forces, is charged with the functions, responsibilities, and authorities of command authorized by law, Army regulations, and custom over individuals and units assigned to the Army Service Forces. Consolidates the supply arms and services, certain administrative services, general depots, ports of embarkation, and service commands. The Commanding General, Army Service Forces, acts under direction of the Under Secretary of War on procurement and related matters; reports to the Chief of Staff on military matters.

Staff

Office of the Director of Personnel.—Exercises staff supervision over Army Service Forces military and civilian personnel matters, including manpower requirements, procurement, morale of military personnel, welfare, athletics, recreation, and post exchanges. Under the Director of Personnel the Chief of Chaplains directs matters pertaining to the religious and moral welfare of military personnel. Under the Director of Personnel the Executive for Reserve and R. O. T. C. Affairs is charged with promoting a better understanding and more effective cooperation between the War Department, the Officers' Reserve Corps, and the Reserve Officers' Training Corps.

Office of the Director of Military Training.—In addition to establishing policy and plans for the training of ASF military personnel, formulates plans and methods to accomplish the Army Specialized Training Program which is designed to assure adequate training of selected enlisted men in essential fields required by the Army.

Office of the Director of Matériel.—Prepares and maintains the Army Supply Program and other requirements of the Army including international aid, but not including requirements pertaining directly to aircraft. Directs the computation for Army requirements for raw materials and industrial products for presentation to the War Production Board.

Office of the Director of Supply.—Directs the utilization of storage space, materials handling, stock control, and inventory procedure, levels of supply, and maintenance activities throughout the Army Service Forces.

Office of the Fiscal Director.—Initiates, prescribes, and supervises all War Department practices and procedures

relating to accounting and auditing and the receipt and disbursement of appropriated funds. Promotes the sale of Government insurance to military personnel, arranges for the sale of War Savings Bonds, and handles the system of allowances for dependents of Army personnel. The Chief of Finance is the principal assistant of the Fiscal Director.

Office of The Adjutant General.—Records and communicates to Army troops and individuals all orders, instructions, and regulations. Directs the Army induction, classification, and assignment systems. Operates the Army Postal Service. Publishes and distributes War Department regulations, manuals, and directories.

Office of the Judge Advocate General.—Supervises the system of military justice, including disciplinary action and the rights of personnel of the Army, and advises the War Department on the legal aspects of financial, contractual, and other business affairs.

Office of the Provost Marshal General.—Is responsible for general policies and procedures and exercises staff supervision over the War Department Internal Security Program which involves the protection of war plants, the training of personnel for civil affairs duties in occupied countries, the Corps of Military Police, the determination of the loyalty of certain civilians engaged in war work, the internment of prisoners of war, and the use of troops in case of domestic disturbances.

National Guard Bureau.—As the War Department administrative agency for the State Guard, instructs State Guards in accordance with War Department policies. The mission of the State Guards is to provide an adequate trained force for meeting domestic emergencies and assisting the military police and other units of the Army.

Technical Services

Office of the Quartermaster General.—Feeds and clothes the personnel of the Army. Is charged with the procurement of supplies common to two or more branches, and the storage and issue of supplies. Directs the training of Quartermaster troops.

Office of the Chief of Ordnance.—Designs, produces, procures, stores, supplies, and maintains weapons and munitions for the Army, including all combat vehicles. Directs the training of Ordnance troops.

Office of the Chief of Engineers.—Is responsible for all Army construction. Reproduces and distributes military maps. Develops, procures, and stores certain types of military equipment. Supervises investigations and improvements for navigation, flood control, and power development on rivers and harbors. Directs the training of Engineer troops.

Office of the Chief of Chemical Warfare Service.—Investigates, develops, manufactures or procures,

and supplies to the Army all smoke and incendiary materials, toxic gases, and gas-defense appliances. Trains the Army in offensive and defensive chemical warfare.

Office of the Surgeon General.—Has administrative control of the Medical Department, which advises on all medical and sanitary affairs of the Army and includes the Medical Corps, the Dental Corps, the Veterinary Corps, the Medical Administrative Corps, the Sanitary Corps, and the Army Nurse Corps. Has direct control of the Army Medical Museum, the Army Medical Library, and the Army Medical Center. Directs the training of Medical troops.

Office of the Chief Signal Officer.—Develops, procures, stores, and repairs signal communication equipment and supplies. Coordinates training of personnel assigned to signal duty. Coordinates radio operations of the Army. Directs the training of Signal troops.

Office of the Chief of Transportation.—Is responsible for all War Department traffic; for all shipping overseas, and all inland movements and supplies moving by commercial means. Purchases transportation equipment. Directs the training of Transportation troops.

Service Commands

There are nine service commands within the United States, each under a commanding general, which perform administrative, training, and supply functions of the Army Service Forces on a geographical basis. They operate ground forces installations housing troops in training.

The Panama Canal

The Governor of the Panama Canal, under the supervision of the Secretary of War, is charged with the completion, maintenance, and operation of the Panama Canal, and with the administration, sanitation, and government of the Canal Zone.

Arlington Memorial Amphitheater Commission

Through the President of the United States, the Commission reports annually to Congress as to what inscriptions, tablets, busts, and other memorials shall be erected and the bodies of what deceased members of the Army, Navy, and Marine Corps shall be entombed during the next ensuing year in the Arlington Memorial Amphitheater in Arlington National Cemetery. The Commission consists of the Secretary of War and the Secretary of the Navy with the former designated as chairman. The Depot Quartermaster of the Army in Washington is executive and disbursing officer.

DEPARTMENT OF JUSTICE

(Attorney General. Constitution Avenue and Tenth Street)

The Department of Justice enforces Federal laws, furnishes legal counsel in Federal cases, and interprets laws under which other departments act. Conducts all suits in the Supreme Court in which the United States is concerned, supervises the Federal penal institutions, and investigates violations of Federal laws.

The Attorney General represents the United States in legal matters generally, and gives advice and opinions to the President and to the heads of the departments when so requested.

Office of the Solicitor General.—Conducts Government litigation in the Supreme Court of the United States. Determines whether adverse decisions in Government cases in the lower Federal and State courts shall be reviewed by the Supreme Court. Decides whether appeals should be taken by the Government to intermediate appellate courts, State and Federal. Determines whether the Government should intervene where private litigation in the Federal courts involves constitutionality of Federal legislation. In case of vacancy in the Office of the Attorney General or of his absence or disability, the Solicitor General has power to exercise all duties of the Attorney General.

Office of the Assistant to the Attorney General.—Has administrative supervision over all major units of the Department and of the United States Attorneys and Marshals. Is chief liaison officer of the Department with Congress and other Government agencies. Formulates personnel policies of the Department and supervises its budget program. Exercises administrative supervision of the Board of Immigration Appeals. Handles conscientious objector cases under the Selective Training and Service Act.

Office of the Assistant Solicitor General.—Prepares drafts of opinions of the Attorney General; examines proposed Executive orders and proclamations as to form and legality; handles all of the Department's legislative work, with special attention to war legislation.

Office of the Pardon Attorney.—Has charge of applications for pardon and other forms of executive clemency.

Antitrust Division.—Is charged with the enforcement of the antitrust and 30 kindred acts. Receives complaints and, in cooperation with the Federal Bureau of Investigation, conducts investigations which, where appropriate, lead to criminal prosecutions or suits in equity designed to break up monopolies, restraints of trade, cartels, agreements with foreign corporations, and restrictive patent arrangements. The Small

Business Section receives complaints and appeals for help from small business concerns throughout the country and, when justified, represents their interests before other Government agencies. If the investigation indicates a violation of the antitrust laws this Section recommends appropriate action by the Division.

Tax Division.—Prosecutes and defends civil suits arising out of the Internal Revenue laws. Prosecutes criminal violations of the Internal Revenue laws except those pertaining to liquor. Has charge of all matters relating to tax litigation in which the Federal Government is a party.

Claims Division.—Handles all civil suits and claims for and against the Federal Government, its officers and agencies, not otherwise specifically assigned, including such matters as contracts, admiralty and shipping, injunctions, patents and copyrights, bankruptcy, requisitions (other than land), civil penalties and forfeitures, and claims under the Litvinoff Assignment. During war such matters include forfeiture of foreign vessels for sabotage, civil suits based on war frauds, requisitioning of merchant vessels and strategic materials, war contract matters, war patent problems, preservation of military and naval secrets, War Savings Bonds litigation, civil enforcement of export control, war shipping litigation, and civil litigation involving Selective Service. Its War Risk Litigation Section handles war-risk insurance litigation and matters arising under World War Veterans' Act and kindred statutes.

Lands Division.—Supervises all suits and matters of a civil nature in the Federal district courts, in the State courts, and in the Court of Claims relating to all lands and real property of the United States. Is charged with representing the interests of the United States in all civil litigation pertaining to Indians and Indian affairs, including the defense of Indian claims against the United States. It defends officers of the United States, handles injunction and mandamus proceedings and litigation arising from war contracts where those matters affect the rights of the United States in the use or title of its real property. With certain exceptions specified by statute, passes upon the title to all lands acquired by the United States by direct purchase.

Criminal Division.—Jurisdiction includes the supervision and direction of (a) prosecutions for all crimes against the United States except those assigned to the Antitrust and Tax Divisions; (b) all proceedings ancillary or related to such prosecutions, such as forfeitures, juvenile delinquency, habeas corpus, extradition, and removal proceedings, except those assigned to other Divisions of the Department, and matters involving criminal practice and procedure, such as questions concerning indictments, grand juries, and search warrants.

War Division.—Performs functions relating to war planning, alien enemy control, and alien property litigation. Consists of the following units:

Alien Enemy Control Unit handles all matters in respect to the apprehension and detention and all other types of control of alien enemies in the United States.

Foreign Agents Registration Section administers the Foreign Agents Registration Act of 1938, as amended.

Federal-State Relations Section handles all matters relating to Federal proposals for State legislation and State proposals for State legislation which are affected with a Federal interest.

Proclaimed List and Replacement Program Section prepares materials and legal opinions for the Attorney General in connection with the work of the Proclaimed List Committee.

Latin American Section acts as the technical staff of the United States member of the Emergency Advisory Committee for Political Defense.

Alien Property Unit represents the Alien Property Custodian in litigation.

Economic Warfare Section prepares reports on industries in foreign countries showing production details, ownership, management, and enemy control.

Customs Division.—Protects the interest of the Government in matters of reappraisal and classification of imported goods.

Administrative Division.—Has charge of administrative, budget, and fiscal matters, including the examination of offices of United States Attorneys and Marshals.

Federal Bureau of Investigation.—Investigates all violations of Federal laws not specifically assigned to some other Federal investigative body (such as counterfeiting, postal and customs violations, and internal revenue matters). Has jurisdiction over espionage, sabotage, and other violations of National Security Statutes. Conducts National Police Academy for training selected police officers and instructors.

Bureau of Prisons.—Has general supervision of Federal penal institutions and prisoners, prison contracts, and matters arising under the parole laws.

Immigration and Naturalization Service.—Has charge of all matters relating to the immigration and naturalization of aliens and of the Immigration Border Patrol, which guards the land borders of the United States. Directs the registration and fingerprinting of all aliens within the United States, its Territories, and possessions.

The Board of Immigration Appeals.—Reviews exclusion and deportation cases. Has jurisdiction over advance authorizations for admissions and over fines for violation of immigration laws by steamship companies and others.

The Parole Board.—Grants and revokes paroles of Federal prisoners.

POST OFFICE DEPARTMENT

(Postmaster General. Twelfth Street and Pennsylvania Avenue)

The Post Office Department was created to provide "the best means of establishing posts for conveying letters and intelligence through this continent." Important developments are postage stamps, registered, insured, and c. o. d. mail, railway mail service, city and village delivery service, domestic and foreign money orders, postal notes, special delivery, rural delivery, postal savings, parcel post, and air mail.

The Postmaster General superintends the business of the Department and executes all laws relating to the Postal Service. Negotiates postal treaties with foreign governments, subject to the approval of the President.

Principal offices and divisions:

Office of Budget and Administrative Planning

Is charged with the budget, administrative, and management planning activities of the Department. Collects, analyzes, and prepares the data for annual and special public reports. Recommends basic policies to the Postmaster General. Studies the suggestions for improvements submitted by the personnel of the Postal Service.

Bureau of the First Assistant Postmaster General

Special Administrative Aide.—Acts as technical adviser and budget officer to the First Assistant, and prepares the estimates for Bureau and field expenditures. Supervises the maintenance of requisite statistical data, the annual adjustment of salaries of postmasters at Presidential offices, and the preparation of nominating lists of postmasters. Directs the planning and research activities of the Bureau, including continuous studies and analyses of both departmental and field expenditures.

Post Office Service, Divisions 1, 2, 3, and 4.—Supervises post offices and collection and delivery services. Selects post office personnel, and considers charges and complaints against post office employees. Handles matters relating to establishment and discontinuance of post offices; selection and nomination of Presidential postmasters, and appointment of postmasters of the fourth class; bonding and commissioning of postmasters. Supervises the Rural Delivery Service, and directs disposition of all unmailable and undeliverable matter.

Bureau of the Second Assistant Postmaster General

Division of Air Mail Service.—Supervises all matters pertaining to the operation of domestic air mail service.

Authorizes new service and changes or additions to existing service.

Division of International Postal Service.—Handles questions involving postal (except money order) conventions and agreements. Supervises other matters connected with international mail service.

Division of Railway Adjustments.—Authorizes new, or changes in existing, service on railroads; steamboats; mail messenger routes; and star and air mail routes in Alaska. Performs such service and handles complaints concerning it.

Division of Railway Mail Service.—Is charged with all matters relative to the establishment of and changes in the Railway Mail Service. Handles mail matter in transit. Is responsible for the preparation for mailing and admission of matter to the mails which might injure the mails or postal employees. Handles matters relating to star-route and highway post office services.

Bureau of the Third Assistant Postmaster General

Division of Letter and Miscellaneous Mail.—Supervises the classification of domestic mail matter, other than that of the second class, rates of postage, limits of weight and size and the addressing, forwarding, and return of such mail; metered, non-metered, and other permit mailings; penalty envelopes, franking, and other free mailing privileges; V-mail and acceptance of other mail for armed forces; and verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undeliverable matter.

Division of Newspaper and Periodical Mail.—Supervises the administration of the various statutes governing mail matter of the second class, the entry of publications to that class of mail, their right to continued enjoyment of second-class privileges, the computation and collection of postage on mailings under a zone system, and the examination of quarterly newspaper and periodical accounts of postmasters.

Division of Finance and Disbursing Office.—Has charge of the financial operations of the Department, including the collection and deposit of postal revenues, the receipts and disposition of all moneys coming directly to the Department, and the keeping of accounts showing the operations of the postal services.

Division of Money Orders.—Supervises and manages money-order service, both domestic and international. Arranges for exchange of money orders with foreign countries.

Division of Parcel Post.—Has general direction of methods designed to improve the Parcel Post Service.

Division of Postal Savings.—Conducts and manages the Postal Savings System (which provides facilities for deposit of savings at interest, with the security of the United States Government for repayment on

demand). Designates post offices as postal-savings depository offices. Manages and invests postal-savings funds. Supervises the sale of United States Savings Bonds and War Savings Stamps through the Postal Service.

Division of Registered Mails.—Supervises the management of domestic registered, insurance, and collect-on-delivery services. Considers all claims for the loss and damage of such mail.

Division of Stamps.—Supervises the distribution and accounting for postage-stamp paper, documentary internal revenue stamps, migratory bird-hunting stamps, motor vehicle tax stamps, and international reply coupons; the distribution of War Savings Stamps and the redemption of obsolete and unsold supplies of same. Operates Philatelic Agency for sale of stamps to collectors and maintains Department's philatelic display.

Bureau of the Fourth Assistant Postmaster General

Division of Motor Vehicle Service.—Authorizes, operates, and maintains Government-owned motor-vehicle service and fixes allowances to postmasters for hire of vehicles. Supervises the transportation of mails in cities and authorizes and operates the underground pneumatic tube services. Fixes allowances to postmasters for rent, heat, light, power, water, and telephone for these services.

Division of Post Office Quarters.—Selects, equips, and leases quarters for post offices of the first, second, and third classes, and for stations and branches. Fixes allowances for rent, light, fuel, and water at these postal units. Conducts preliminary operations in the selection and leasing of quarters for railway mail terminals and post office garages.

Division of Topography.—Prepares and distributes post-route and rural-delivery maps.

Division of Engineering and Research.—Determines the space requirements and related Postal Service facilities in the planning of new and remodeled Federal buildings, including conveyors and other labor-saving equipment, artificial lighting, etc.; also plans screen line and other changes. Prepares drawings and specifications for all standard post office furniture and equipment. Handles all general engineering problems for Postal Service activities, and considers devices and inventions for use in the service.

Division of Traffic.—Routes the shipment of freight and express of equipment, material, and supplies for the Department and Postal Service; and makes settlement of accounts for transportation, crating, and drayage.

Division of Equipment and Supplies.—Prepares specifications for equipment and supplies for the Postal

Service, and supervises the custody, distribution, and transportation thereof, as well as the distribution of parcel-post zone keys; and maintains a record of expenditures for equipment and supplies by appropriations.

Division of Federal Building Operations.—Operates and maintains Federal buildings under the administration of the Department; procures and distributes supplies therefor; and appoints and supervises the personnel necessary for the maintenance of these buildings.

Mail Equipment Shops.—Manufactures and repairs mailbags, mail locks, keys, chains, tools, dies, etc.; issues letter-box locks, mail keys, key chains, etc., to postmasters and other officials, and maintains proper records thereof.

Bureau of the Chief Post Office Inspector

Advises the Department of the conditions and needs of the Postal Service. Makes special investigations and furnishes technical advice for the Postmaster General and his assistants. Conducts surveys and inspections of post offices and investigations of all postal features, mail frauds, mail losses, and criminal offenses. Coordinates plans for censorship of mail as well as plans and arrangements for handling Army and Navy mail, including that of internees, evacuees, and prisoners of war.

Office of the Solicitor

Renders opinions to administrative officers. Considers cases relating to lotteries and alleged use of the mails to defraud. Advises postmasters as to the mailability of alleged obscene, defamatory, extortionate, or subversive matter. Determines the legal acceptability of securities offered by banks to secure postal-savings deposits. Adjusts claims. Decides mail disputes. Examines and drafts Department contracts.

Bureau of Accounts

Receives and makes the administrative examination of postmasters' accounts. Keeps the control accounts of obligations, appropriations, receipts, and expenditures. Prepares the monthly statistical reports and operating statements. Maintains, with the exception of the accounts for certain of the larger offices, the individual retirement accounts of postal employees. Ascertains the revenues derived from and the cost of carrying and handling the several classes of mail matter and of performing the special services.

Office of the Purchasing Agent

The Purchasing Agent supervises the purchase of all materials, equipment, and supplies for the Department and the approximately 42,000 post offices in the American Postal Establishment.

DEPARTMENT OF THE NAVY

(Secretary of the Navy. Eighteenth Street and Constitution Avenue)

The Department of the Navy supervises and maintains a naval establishment in readiness for the performance of such duties as the President, who is Commander in Chief, may order. The fundamental naval policy of the United States is to maintain the Navy in sufficient strength to support national policies and commerce, and to guard the continental and overseas possessions of the United States.

Executive Office of the Secretary

The General Board.—Acting in an advisory capacity, considers and reports upon such subjects as the Secretary of the Navy may direct.

Division of Shore Establishments and Civilian Personnel.—Is responsible for the development and administration of the personnel program for civilian employees of the departmental and field service, including all matters relating to the employment, assignment, transfer, promotion, discharge, service rating, and training of employees, as well as those relating to wage administration, classification, labor relations, employee relations, and safety engineering.

Administrative Office.—Is responsible for coordination of departmental management services including space planning and control, mail and telephone facilities, equipment and supplies and their standardization, printing forms and control, records systems and archival matters, property and air raid security, local vehicle transportation, public transit liaison and rationing, cafeterias, and nursing service.

Office of the Management Engineer.—Assists in the development of adequate organizational structure of the bureaus and offices in the Navy Department. Coordinates management effort in the Navy Department, to eliminate nonessential work, simplify essential work, and to improve the utilization of personnel.

Industrial Survey Division.—Is responsible for informing the Secretary as to the efficiency of industrial operations, primarily of all shore establishments, including the effectiveness of their utilization of personnel.

Office of the Judge Advocate General.—Has cognizance of all matters of law which involve the service, and reports upon legal features of courts martial, courts of inquiry, and boards of investigation and inquest. Also drafts proposed legislation arising in the Department. Renders to the Secretary opinions on legality, including proceedings in the civil courts by or against the Government—action relating to insurance, contracts, patents, copyrights, and trade-marks. The Judge Advocate General prepares for submission to

the Attorney General such questions as the Secretary of the Navy may direct. This Office examines reports, bills, and resolutions introduced into Congress and referred to the Navy Department. Additional functions include the review and necessary action on international law, admiralty cases, and claims for damages involving vessels and aircraft.

Office of the Chief of Procurement and Material.—Is charged with coordination of all material and procurement activities of the Navy Department; supervision of programs for the procurement of ships and materials of every character as approved by the Secretary; and the performance of such other duties as the Secretary may direct.

Office of General Counsel.—Furnishes commercial legal services to Department. Is responsible for all legal matters relating to procurement, contract terminations, and property disposition.

Office of Public Relations.—Responsible for keeping the public informed of activities of the Navy Department as compatible with military security. Preparation and dissemination of material are effected through the press, photograph, magazine, and radio sections operating under the supervision of the Director of Public Relations.

Office of Budget and Reports.—Has charge of the preparation and execution of the Navy Department's budget. Analyzes the estimates of the individual bureaus and offices and correlates them into a well-balanced program. After funds have been appropriated by Congress, the Office revises the budgetary program to conform to specific funds and follows up the execution of that program.

Office of War Savings Bonds.—Promotes the sale of War Bonds by allotment, pay-roll deduction, and cash payment plans to the civilian, enlisted, and officer personnel of the U. S. Navy, Marine Corps, and Coast Guard, ashore and afloat, throughout the world.

Industrial Incentive Division.—Is responsible for operation of industrial incentive plans of the Navy Department for stimulating, in cooperation with other Government agencies, the production of war materials. Has cognizance of all Army-Navy "E" ceremonies.

Office of Petroleum and Oil-Shale Reserves.—Administers naval petroleum and naval oil-shale reserves, and advises the Secretary with respect to the petroleum situation generally and any special problems relating thereto. Confers with other Government departments and agencies concerned with petroleum matters so that the Navy's interests may be protected and its future fuel-oil supplies assured.

Division of Training Liaison and Coordination.—Represents the Navy Department in cooperation with other governmental agencies for civilian vocational training and nonmilitary education. Confers with all

bureaus and offices of the Department on matters of such training.

Lend-Lease Liaison Office.—Represents the Secretary in negotiation between lend-lease representatives of foreign governments and lend-lease representatives of various bureaus of the Navy Department.

Office of Coordinator of Research and Development.—The principal function of this office is to bring about the fullest possible cooperation in and coordination of research efforts affecting the Navy among the research establishments of the Army and Navy, other Government and industrial research establishments, the activities mobilized under the Office of Scientific Research and Development, and the using services themselves. The Office of Inventions handles all suggestions and proposals made by individuals in civil life for new or improved weapons and devices for use by the Navy.

Transportation Branch.—Administers the policies of the Navy Department on matters relating to domestic transportation (not including the transportation by common carriers of freight or personnel traveling under orders) and represents the Navy before the Office of Defense Transportation in such respects. Is responsible for the control and coordination of the procurement, assignment, operation, and maintenance of all transportation facilities, equipment, materials, parts, and supplies required for domestic transportation of personnel or materials.

Office of Naval History.—Coordinates work of Department in preparation of histories and narratives of the present war.

Office of Navy Photographic Services.—Represents Secretary of the Navy in all motion-picture activities of the Navy, Marine Corps, and Coast Guard. Conducts and coordinates Navy liaison relating to motion pictures with Government agencies and commercial producers.

Office of Patents and Inventions.—Supervises and administers all activities relating to patents and patent matters and correlates such activities with the research development activities of the Navy.

Naval Examining and Retiring Boards and Board of Medical Examiners.—Conduct professional and physical examinations of officers of the Navy and Naval Reserve.

Naval Clemency and Prison Inspection Board.—Considers applications of naval prisoners for clemency and for restoration to duty and makes recommendations to the Secretary on such applications. Inspects naval prisons, detention barracks, and brigs, and submits recommendations upon the organization and conduct of such activities.

Board for Production Awards.—Stimulates the competitive spirit among producers of war materials and makes awards for outstanding accomplishments.

Board of Decorations and Medals.—Makes recommendations to the Secretary on the bestowal of honors

of all types within the naval services; on the legislation, Executive orders, and general orders pertaining to decorations, awards, and campaign medals; and on retirement benefits to personnel with previous commendations. The design of medals and the definition of policies come within the Board's purview.

Board of Review, Discharges and Dismissals.—Reviews discharges and dismissals of former members of the naval service for purpose of determining whether the type, nature of discharge, or dismissal should be changed, corrected, or modified.

Commander in Chief, United States Fleet, and Chief of Naval Operations

The Commander in Chief, United States Fleet, has supreme command of the operating forces comprising the several fleets, seagoing forces, and sea frontier forces of the United States Navy, and is directly responsible, under the general direction of the Secretary of the Navy, to the President therefor. Under the Commander in Chief and his Chief of Staff, the staff of the Commander in Chief prepares and executes plans for current war operations, conducts operational duties, and directs the training essential to carrying out operations.

Naval Inspector General.—Is charged with inquiry into and report on all matters which affect the efficiency and economy of the naval service.

Vice Chief of Naval Operations.—Executes the plans and policies of the Commander in Chief, United States Fleet, and Chief of Naval Operations, with respect to the preparation, readiness, and logistic support of the operating forces comprising the several fleets, seagoing forces, and sea frontier forces of the Navy.

Sub Chief of Naval Operations.—Relieves Vice Chief of Naval Operations of administrative details and acts for the latter during his absence or incapacity.

Deputy Chief of Naval Operations (Air).—Performs the function of correlating and coordinating all military aspects, including policy, plans, and logistics, of naval aviation. Is charged with the preparation, readiness, and logistic support of the naval aeronautic operating forces included within the several fleets, seagoing forces, and sea-frontier forces of the Navy, and with the coordination and direction of the effort to this end of the bureaus and offices of the Navy Department.

Hydrographic Office.—Prepares and issues navigational charts, maps, light lists, manuals, and periodicals and conducts surveys and radio broadcasts for the use of all vessels of the United States and for navigators generally; maintains relations with the hydrographic offices of all foreign countries; and cooperates with the National Academy of Sciences by conducting research work in oceanography.

Naval Observatory.—Provides astronomical, aerological, and navigational data, instruments, and services. Determines standard time for the United States, and disseminates time signals for world-wide use.

Bureaus and Other Offices

Bureau of Naval Personnel.—Procures, trains, disciplines, and distributes officers and enlisted personnel. Administers and provides for the mobilization of the Naval Reserve, including the Women's Reserve. Prepares and enforces regulations governing uniforms. Enforces regulations regarding naval ceremonies and etiquette. Supervises welfare and recreational activities except those under the Marine Corps. Supervises the Naval Academy, Post-graduate School, Naval War College, schools for the training of personnel, training stations, and the Naval Home.

Bureau of Ordnance.—Is responsible for the design, manufacture, procurement, maintenance, and efficiency of offensive and defensive arms and armament. Directs the upkeep and operation of naval gun factories, ordnance plants, torpedo stations, proving grounds, powder factories, ammunition depots, magazines on shore, mine depots, net depots, ordnance laboratories, mine warfare test stations, and degaussing and deperming stations.

Bureau of Ships.—Is responsible for ship design, stability, and seaworthiness of all naval vessels. Is responsible for electrical equipment and appliances on board ship and for radio and sound equipment for use ashore and afloat. Arranges for salvaging, and supervises the drydocking of vessels. Charged with the design of diving and similar equipment. Inspects fuel for the fleet. Prepares specifications and tests for equipment and machinery.

Bureau of Aeronautics.—Responsible for design, construction, fitting out, and repair of naval and Marine Corps aircraft. Provides aircraft in accordance with approved operating plans. Is charged with the upkeep and operation of all aeronautical shore establishments of the Navy and Marine Corps. Responsible for all photographic activities of the Navy, with certain specialized exceptions. Makes recommendations to each bureau on the nature and priority of the experimental development and production of aeronautical material under that bureau's cognizance.

Bureau of Yards and Docks.—Designs and constructs naval public works, such as drydocks, harbor works, piers, wharves, and other buildings needed by the Navy, the Marine Corps, and the Coast Guard. Has charge of all means of land transportation. Is charged with all functions respecting the acquisition and disposition of real estate for the Navy Department. Has organized and placed in service Construction Battalions

(Seabees), naval personnel qualified in engineering and construction. Members are trained in military tactics and have participated and have experienced combat in every theater of war.

Bureau of Supplies and Accounts.—Procures, stores, and issues all supplies for the Navy, except those for the Marine Corps and certain special items of ordnance material. Has charge of the procurement and disbursement of funds for the payment of naval and civilian pay rolls and for all articles and services procured for the Navy. Is charged with the keeping of the money and property accounts of the Naval Establishment.

Bureau of Medicine and Surgery.—Is responsible for the maintenance of the health of the Navy, for the care of the sick and injured, and for the professional education and training of officers, nurses, and men of the Medical Department. Manages all naval hospitals, medical supply depots, medical laboratories, the Naval Medical Center, and all technical schools established for the education or training of members of the Medical Corps, Dental Corps, Nurse Corps, and Hospital Corps. Arranges for care, transportation, and burial of the dead.

Marine Corps Headquarters.—Is responsible for the procurement, discharge, education, training, discipline, and distribution of officers and enlisted personnel of the Marine Corps, including the Marine Corps Reserve. The United States Marine Corps Women's Reserve is organized to release trained Marines for combat duty.

United States Coast Guard.—Functions include maritime law enforcement, saving and protecting life and property, safeguarding navigation on the high seas and navigable waters of the United States, and national defense. It operates under the Treasury Department in times of peace, and constitutes a part of the military forces of the United States at all times, operating as a part of the Navy in times of war, or when so directed by the President. Wartime activities in which service facilities are being employed are convoy, anti-submarine and patrol duty with the fleet, naval sea frontiers, and task forces; manning of transports, invasion barges, and other naval craft; security of ports, harbors, vessels, and waterfront facilities; beach patrol; training of landing crews; and in combat landing operations in all theaters of war. The Women's Reserve of the Coast Guard is organized to release male officers and enlisted men of the Coast Guard for duty at sea.

DEPARTMENT OF THE INTERIOR

(Secretary of the Interior. Nineteenth and C Streets)

The Department of the Interior is concerned with promoting domestic welfare and administering the conservation of natural resources.

Principal bureaus, divisions, and offices:

Bonneville Power Administration.—Encourages the widest possible use of all electric energy generated at the Bonneville and Grand Coulee Dams and other Columbia River projects authorized for future construction. Provides reasonable market outlets by constructing, operating, maintaining, and improving necessary electric transmission lines and substations. Negotiates and enters into contracts with public bodies and private agencies for sale of power.

Bureau of Mines.—Explores for domestic deposits of war minerals. Develops and tests methods for treating ores to produce metals and nonmetals. Conducts economic studies of production, distribution, stocks, consumption and use of minerals. Operates plants on behalf of United States for production of helium. Operates pilot and demonstration plants for the production of synthetic liquid fuels. Tests all American coals for coke-making and byproduct values. Conducts fuel economy service. Aids in developing petroleum and natural gas resources. Acts to make secure production of war minerals. Promotes health and safety of miners. Issues licenses for the manufacture, distribution, storage, and use of explosives during wartime.

Bureau of Reclamation.—Develops water and land resources of western States. Constructs and operates irrigation and hydroelectric power projects, including Boulder and Grand Coulee Dams. Has 52 operating projects, irrigating more than four million acres of land.

Division of Power.—Supervises all functions of the Department connected with electric power matters. Treats problems with particular reference to meeting power needs in wartime and acts to unify and correlate the power program of the Department for over-all maximum output and efficiency.

Division of Territories and Island Possessions.—Supervises Alaska, Hawaii, Puerto Rico, and the Virgin Islands through their Governors, and the Philippine Islands through the Secretary of the Interior. Responsible for emergency civilian food reserves in Puerto Rico and the Virgin Islands.

Fish and Wildlife Service.—Conducts wildlife and fishery investigations in the interest of conserving and restoring our natural resources. Administers Federal conservation laws. Conducts studies for improving fishery methods, conducts a fishery market news service, and operates fish-cultural stations. Regulates and protects the salmon and other fisheries and game resources in Alaska. Establishes and maintains game and bird refuges. Administers the fur seal and fox herds and cares for the native inhabitants of the Pribilof Islands. Cooperates in control of predatory animals and injurious rodents.

General Land Office.—Maintains general supervision, through survey, management, and disposition, of the public lands of the United States and their natural resources, in accordance with national conservation laws and policies.

Geological Survey.—Determines location, quantity and grade of war and other minerals, and water supplies in the United States and dependencies. Makes general topographic and military maps. Classifies public lands. Supervises mineral leasing operations on public lands.

Grazing Service.—Under the Taylor Grazing Act administers grazing on 142,000,000 acres of Federal range in 10 States. Coordinates grazing on several million acres of interspersed State and privately owned lands. Issues grazing permits and conducts a range improvement program affecting 22,000 permittees and involving approximately 11,000,000 head of livestock.

National Park Service.—Administers the national park system, which includes 169 scenic, scientific, and historic areas or units located in the United States proper, Alaska, and Hawaii; also formulates policies and directs work in connection with the preservation and development of these areas or units. Boulder Dam National Recreational Area, located in Arizona and Nevada, as well as 18 recreational demonstration areas located in various States, also are administered by the National Park Service, but are not part of the National Park System.

Office of Indian Affairs.—Protects the interest and promotes the welfare of the Indians of the United States, including Alaska, under Federal guardianship; provides education and medical services for them; conserves and administers 56,000,000 acres of Indian farm, forest, and grazing lands; provides agricultural and industrial guidance; administers Indian credit funds totaling \$10,000,000; aims to make Indians completely self-supporting through the use of their resources, including development of Indian arts and crafts; endeavors to preserve and adapt indigenous Indian institutions and culture to modern conditions.

Office of Land Utilization.—Coordinates land-use and land-management activities of the several bureaus and agencies of the Department of the Interior. Develops and supervises the application of sound forestry practices. Administers the soil and moisture conservation work. Cooperates with other Federal, State, and private agencies concerned with protection and conservation of natural resources.

Office of Fishery Coordination.—Develops and assures sustained production of aquatic food supplies essential to the conduct of the war. Coordinates war policies and programs that affect the fishery industries

and the aquatic food supplies of the United States and its dependencies. Handles liaison relationships with other Federal agencies concerned with matters affecting the fishery industries.

Solid Fuels Administration for War.—Formulates and executes programs to assure for the effective prosecution of the war, conservation, distribution, and utilization of solid fuels. Regulates distribution and receipts of solid fuels and makes recommendations to other governmental agencies concerning prices, transportation, equipment, and manpower for the solid fuels industries so that they can satisfy military and essential industrial and civilian requirements. Supervises operation of coal mines taken over by the Government under the War Labor Disputes Act and various Executive orders.

Petroleum Conservation Division.—Recommends action on cases relative to oil and gas conservation. Cooperates with the oil-producing States in the study of waste and the enactment of oil and gas conservation laws. Administers the Connally Act, which prohibits shipment in interstate and foreign commerce of petroleum or its products produced in excess of the amount permitted by State law.

Southwestern Power Administration.—Operates the Pensacola Dam and is responsible for the sale and distribution of all electrical energy generated at that dam and at the Denison and Norfork Dams in the States of Oklahoma, Texas, and Arkansas.

United States Board on Geographical Names.—Determines, changes, and fixes geographical names in territory under the jurisdiction of the United States; provides official forms and spellings of foreign geographical names for use by this Government; approves all new geographical names proposed by any officer or employee of the Government; furnishes information on geographical names.

War Relocation Authority

Maintains and administers nine specially constructed barrack cities, known as relocation centers, where the people of Japanese ancestry evacuated from the West Coast in 1942 are temporarily quartered. Carries forward a program to relocate in normal communities and in private employment the residents of these centers who are eligible for relocation. Segregates and maintains in one center (Tule Lake in California) those who are ineligible for relocation because of records indicating that they might endanger the national security. Provides service, upon request, to evacuees in handling property problems in the evacuated West Coast area. Administers one Emergency Refugee Shelter for a group of civilian refugees evacuated from the European theater of war for the duration.

DEPARTMENT OF AGRICULTURE

(*Secretary of Agriculture. The Mall between Twelfth and Fourteenth Streets SW.*)

The Department of Agriculture collects and distributes useful information on subjects connected with agriculture. Performs functions relating to agricultural education, conservation, marketing, regulatory work, and agricultural adjustment. Conducts research in agricultural and industrial chemistry, the industrial uses of farm products, entomology, soils, agricultural engineering, agricultural economics, marketing, crop and livestock production, production and manufacture of dairy products, human nutrition, home economics, conservation, and forestry. Makes research results available for practical farm application through extension and experiment station work in cooperation with the States.

The Department provides crop reports, commodity standards, Federal meat inspection service, and other marketing services. Seeks to eradicate and control plant and animal diseases and pests. Provides rural rehabilitation, and guarantees farmers a fair price and a stable market through commodity loans and marketing quotas. Also provides agricultural credit, assists tenants to become farm owners, and facilitates the introduction of electric service to persons in rural areas.

Principal bureaus and offices:

Agricultural Research Administration

Plans, supervises, and coordinates the scientific research activities and programs of all the agencies of the Department and its four regional research laboratories.

Bureau of Animal Industry.—Deals with the eradication and control of animal diseases and parasites, conducts research on the production of livestock and their products, and otherwise seeks to protect and develop the livestock, meat, poultry, and related industries.

Bureau of Dairy Industry.—Conducts research in breeding, feeding, and managing dairy cattle; nutritional value of feeds, milk, and milk products; sanitary and economical production and handling of milk; and utilization of milk in milk products and byproducts. Assists dairymen and manufacturers in increasing milk production and in improving the quality of milk and milk products.

Bureau of Human Nutrition and Home Economics.—Conducts scientific research in foods and nutrition, family economic problems, textiles and clothing, housing and equipment, and household management generally, and makes the results available to homemakers and consumers.

Bureau of Plant Industry, Soils, and Agricultural Engineering.—Investigates soils, fertilizers, and plants for the purpose of reducing hazards of production and improving the quality of all crops. Maps and classifies soils of the United States. Breeds new and improved crop plants. Studies important crops now imported but which might be grown in the Americas. Studies and develops methods, machines, and equipment for crop production, harvesting, storage, processing, and packaging; and improvements in farmhouses, barns, and other farm structures.

Bureau of Agricultural and Industrial Chemistry.—Conducts research to develop new and wider industrial uses of agricultural products. Emergency activities deal with food storage and preservation and full utilization of domestic agricultural materials to supplant scarce imported products.

Bureau of Entomology and Plant Quarantine.—Studies insects for the purpose of developing practical methods of destroying those harmful to livestock, man, and plants, and promoting the increase and use of the beneficial ones. Administers quarantines to prevent introduction and spread of plant pests. Develops new insecticides and fungicides and improves methods of their manufacture. Carries on investigations on bee-keeping and apiary management. Cooperates with States and other agencies in insect-pests and plant-diseases control programs. Works with Public Health Service and appropriate authorities in investigations and control of disease-carrying insects.

Office of Experiment Stations.—Administers Federal grants to States and Territories for agricultural research. Coordinates the research of State and territorial experiment stations with the research of the Department. Emphasizes, at present, the need for research on quantity and quality of foods, feeds, fiber, and other strategic materials, as well as on problems of post-war agriculture.

Farm Credit Administration

Gives farmers a public source of credit at reasonable rates and on a sound appraisal basis. Supplies credit for farmers cooperative-marketing and supply-purchasing associations. Endeavors to provide financing for wartime production without risking inflation. Urges borrowers to pay off existing indebtedness, to build reserves for the future, and to avoid speculative increases in production.

Forest Service

Administers the national forests, carries on research, and conducts a forest survey of the United States. Guards the public forest lands against destruction, manages their output of lumber and their grazing ca-

capacity, and assists private forest owners to get the production required without destruction of timber, soil, or water resources. Its wartime job is to aid in meeting the greatly increased need for timber production without increased devastation of our forest resources. Works on numerous war problems of wood utilization. Supplies aid to the Army Interceptor Command. Conducts a large-scale emergency project on guayule rubber in cooperation with agencies of the Agricultural Research Administration.

Rural Electrification Administration

Administers the public program of enabling farms, farm homes, and other rural enterprises to achieve new efficiency and convenience by using electric current. Lends the entire cost of building rural electric distribution systems, including, where necessary, generation and transmission equipment. (Loans must be self-liquidating within the period of the loan, reasonably secured, and amortized over a 25-year period. No loans are made directly to the consumer.) Furnishes electric energy to supplement farm-labor supply and aids in conservation of food by electrical means. Supplies power to military and naval installations in numerous isolated areas.

War Food Administration

(Administrator. Department of Agriculture Building)

The War Food Administration, established in March 1943, determines the direct and indirect military, other governmental, civilian, and foreign requirements for human and animal food, and for food used industrially; formulates and implements a program that will supply food adequate to meet the requirements; allocates the Nation's farm production resources as needed; assigns priorities and makes allocations of food for all uses; insures the efficient and proper distribution of the available food supply; and makes recommendations to the War Production Board covering the quantities and types of nonfood materials, supplies, and equipment required to carry out the program of the War Food Administration.

The Administration determines the need and amount of food available for civilian rationing, exercising priorities and allocation power in this connection through the Office of Price Administration.

The War Food Administration also has responsibility for farm labor supply and farm wage and salary stabilization.

Principal bureaus and offices:

Agricultural Adjustment Agency

Primarily guides and aids farmers to meet national crop production goals while encouraging practices which will increase yields and conserve soil resources.

Commodity Credit Corporation

Maintains the system of loans on basic farm commodities which implement the mechanism for adjusting acreages of basic crops. By its commodity buying and selling activities it plays a major role in the maintenance of price supports and the stabilization of food prices. Makes loans to farmers on stored products; finances the purchase of commodities for lend-lease; finances the domestic production of agricultural commodities and of others formerly imported; and acquires strategic agricultural commodities for war use.

Extension Service

Through grants-in-aid and other means, makes available, in cooperation with State agricultural colleges, the results of Department research and service for practical farm application. County programs are designed by county extension agents to blend science, local experience, and Government aids for maximum benefits to individual localities. Advisory assistance will be offered to all World War II veterans who desire to farm.

In cooperation with State Agricultural Extension Services, operates farm labor recruitment and placement centers in every agricultural county to help local farm people meet major labor problems.

Farm Security Administration

Makes long-term loans to tenants and World War II veterans for the purchase of farms; conducts a program of rural rehabilitation to help family-type farmers make a better living and increase war food production, including loans to those who are unable to get reasonable credit elsewhere; provides guidance in farming methods, assistance in making satisfactory tenure arrangements, help in developing group medical care plans; provides loans to farmers to participate in informal group purchase and use of services and equipment, such as livestock and machinery, which they cannot afford to own individually. Also has charge of liquidating rural resettlement projects and assisting farmers suffering from drought or flood.

Federal Crop Insurance Corporation

Provides insurance protection for 1945 wheat, cotton, and flax crops against all natural hazards; also provides trial insurance on 1945 corn and tobacco and on other crops in subsequent years in not more than 20 representative counties.

Office of Labor

Develops and directs all labor, manpower, and wage stabilization programs of the War Food Administra-

tion which are designed to provide the workers essential to meeting the food and fiber needs of the War Program, including negotiations with foreign countries relative to importation of farm workers to this country, arrangements for use of war prisoners in farm work, and the investigation and presentation to appropriate Government agencies of labor problems of the food processing and distributing industries.

Office of Marketing Services

Initiates and administers certain food orders designed to assure equitable distribution of available supplies and to effect economies and conserve facilities in marketing and distribution; develops and promulgates standards; conducts inspection, grading, and classification of farm and food products; administers regulatory acts governing trading and market operations and marketing-agreement programs; conducts marketing studies and research; collects and disseminates market news; provides the inspection and grading services required in procurement programs under the War Program; administers programs aimed at improving the nutrition of civilians; and works with industry on wartime food problems.

Office of Materials and Facilities

Responsible for programs relating to supplies, machinery, materials, and facilities used in producing and processing food. Organizes and supervises work in connection with obtaining allocations of strategic and critical materials for use in food production and food processing.

Office of Price

Supervises over-all functions of the War Food Administration relating to approval of maximum prices to be fixed for agricultural commodities or products, and relating to price support programs in connection with particular commodities.

Soil Conservation Service

Gives technical assistance to farmers using soil conservation measures to attain war-production goals while protecting the land; develops and applies research and survey information in setting up conservation systems; cooperates with the War Department in protecting and improving land for military purposes and assists in using trees, shrubs, and grasses for camouflage; helps solve water-supply problems in vital defense areas; provides aerial maps for war agencies; and cooperates closely with the Weather Bureau.

Office of Surplus Property and Reconversion

Supervises all functions of agencies of the Department relating to surplus property, war mobilization and reconversion, and contract settlement activities.

Office of Transportation

Directs War Food Administration activities in connection with the movement of food and farming and food processing materials or facilities within, into, and out of the country.

Office of Water Utilization

Coordinates the functions and responsibilities of agencies in War Food Administration with respect to all phases of water development, use, and disposal.

Staff Offices—Department of Agriculture and War Food Administration

Bureau of Agricultural Economics

Collects, analyzes, and publishes a wide variety of facts about agriculture, including data on production, demand and supply, consumption, prices, costs and income, marketing, transportation, labor, agricultural finance, farm management, credit, taxation, land and water utilization, and other aspects of agricultural production and distribution. Conducts studies of rural population problems, standards of living, and rural attitudes.

Office of Foreign Agricultural Relations

Conducts research, analyzes and disseminates information on foreign competition and demand for agricultural products. Studies the factors influencing the food supply and needs of foreign countries, competition, trade barriers, production and marketing, and other developments affecting American agriculture. Handles foreign relations of the Department with other Government agencies, foreign governments, and private agencies.

Office of Information

Responsible for the direction, integration, and coordination of all Department and War Food Administration information activities. Disseminates all information arising from war food, action, research, regulatory, and service programs via publications, press, radio, motion pictures, and exhibits.

Other Staff Offices

Office of Budget and Finance; Office of Personnel Office of Plant and Operations; the Library; and Office of the Solicitor.

DEPARTMENT OF COMMERCE

(Secretary of Commerce. Fourteenth Street and Constitution Avenue)

The Department of Commerce, normally concerned with promoting the Nation's industry and trade during peacetime, is leading these powerful influences and facilities for maximum war effort. Energy once devoted to developing both foreign and domestic trade is now expended in collecting and disseminating information necessary to the production of materials of war. The Department's many programs and activities are designed to advance the welfare of producers and exporters, encourage inventors, establish commodity standards for manufacturers, foster air transportation, protect varied enterprisers by issuing weather and flood forecasts, and supply interested individuals and institutions with population and industrial statistics. Much of the Nation's strength in war and in peace is concentrated in these citizens and their vocations.

Effective May 1, 1945, the Department is designated the disposal agency within the continental United States, its Territories, and possessions, for certain categories of surplus property for which the Department of the Treasury has heretofore been the disposal agency.

Principal bureaus and offices:

Bureau of the Census.—Takes the decennial census of the United States, which covers population, agriculture (every 5 years), manufactures (every 2 years), distribution (business), mines, unemployment, and related subjects. Collects and compiles social statistics, vital statistics, current industrial and business data, and reports on financial conditions of State and local governments. Presently supplying the armed services and other war agencies with basic facts on which to advance their programs.

Bureau of Foreign and Domestic Commerce.—Promotes the foreign and domestic commerce of the United States. Compiles reports upon problems related to production, distribution, and marketing as affecting the important industries and trades. Counsels with other Government agencies and with business in furthering the war effort.

Civil Aeronautics Administration.—Encourages and fosters civil aeronautics and air commerce. Develops and improves airports for civil and military uses. Establishes and maintains air navigation facilities along civil airways and at landing areas. Constructs, maintains, and operates the entire airways system of the United States and Alaska extending into the islands of the Pacific and the Caribbean Sea. Provides for the control and protection of air traffic. Supervises technical development in aeronautics. Inspects, certif-

icates, and tests civil aircraft, the majority of which is now used for military purposes. Certificates airmen and air agencies. Maintains liaison with other nations in aeronautics. Promotes education in aviation subjects in secondary schools and colleges.

Coast and Geodetic Survey.—Surveys and charts coasts to insure safe navigation, with particular regard under present operation to military requirements. Studies tides and currents. Compiles aeronautical charts as an aid to military and civil aircraft pilots. Observes the magnetism of the earth for the benefit of mariners, aviators, surveyors, and engineers. Performs seismological work, the results of which greatly influence the locations of structures including navy yards, arsenals, and other types of military construction. Provides basic information for geodetic surveys and scientific investigations of the crust of the earth.

Inland Waterways Corporation.—Charged with duties incident to development of national inland waterway transportation. Investigates tariff and interchange arrangements between rail and water carriers. Transports cargo, a substantial percentage of which is war material, over barge lines on Mississippi and Warrior Rivers.

National Bureau of Standards.—Has the custody of the national standards of measurement, and on the basis of these develops and constructs working standards used in science, engineering, industry, and commerce. Conducts necessary tests and investigations in this connection, currently emphasizing phases affecting vital war materials.

National Inventors Council.—Receives, evaluates, and passes on to appropriate branches of the armed services all inventions and new products and processes submitted by the public as a contribution to the war effort.

Patent Office.—Administers the patent laws and in certain applications for patents deemed beneficial to the prosecution of the war, issues orders of secrecy. Responsible for all matters pertaining to the granting of patents for inventions and the registration of trademarks.

Weather Bureau.—Takes, collects, and distributes basic meteorological observations; issues daily weather reports, forecasts, advices, and emergency warnings for land, sea, and air commerce, industry, agriculture, business, and the general public; conducts special horticultural protection, fire-weather and hurricane warning services; collects, summarizes, and publishes climatological information; records river stages and issues river and flood forecasts; exchanges meteorological information with foreign countries; conducts meteorological and hydrological research.

Civil Aeronautics Board

Prescribes safety standards, rules, and regulations for air traffic, and has the power to suspend and revoke safety certificates. Is charged with economic regulation of air transportation and accident investigation. Performs its functions independently of the Secretary of Commerce.

DEPARTMENT OF LABOR

(Secretary of Labor. Fourteenth Street and Constitution Avenue)

The Department of Labor fosters, promotes, and develops the welfare of American wage earners, improves their working conditions, and advances their opportunities for profitable employment. Directs investigation of matters pertaining to child welfare.

Principal bureaus and divisions:

Bureau of Labor Statistics.—Collects and publishes statistics on all matters pertaining to labor, including hours of labor, earnings of workers, conditions of employment, and means of promoting financial, social, intellectual, and moral welfare of wage earners.

Children's Bureau.—Promotes the health, educational opportunity, and welfare of children throughout the country through studies and reports; consultation service; administration of grants-in-aid to the States for maternal and child-health, crippled-children's, and child-welfare services; and administration of the child-labor provisions of the Fair Labor Standards Act.

Division of Labor Standards.—Develops desirable labor standards in industrial practice, labor law administration, and labor legislation. Makes specific recommendations concerning measures designed to improve the working conditions and economic position of wage earners.

United States Conciliation Service.—Deals with industrial controversies to bring about peaceful settlements of disputes arising in various sections of the country between employers and employees.

Wage and Hour and Public Contracts Divisions.—Enforce the wage-and-hour provisions of the Fair Labor Standards Act. See that employers engaged in interstate commerce or producing goods for interstate commerce conform to the wage-and-hour standards. Administer the law which requires Government supply contracts to contain certain maximum-hour, minimum-wage, child-labor safety, and health stipulations.

Women's Bureau.—Formulates standards and policies to promote the welfare of wage-earning women, increase their efficiency, improve their working conditions, and advance their opportunities for profitable employment.

FEDERAL LOAN AGENCY

(Administrator. 811 Vermont Avenue)

The Federal Loan Administrator supervises the administration and is responsible for the coordination of the functions and activities of the following agencies:

Reconstruction Finance Corporation

Financing various war activities is a principal function of the Reconstruction Finance Corporation. Such financing is provided for private business and for the Corporation's own subsidiaries: Defense Plant Corporation, Defense Supplies Corporation, Metals Reserve Company, Rubber Reserve Company, and War Damage Corporation. The Corporation also purchases the capital stock of banks, insurance companies, national mortgage associations, and various governmental agencies; makes loans to various classes of borrowers, including railroads or receivers of railroads (upon approval of the Interstate Commerce Commission), business enterprises, mining interests, agricultural improvement districts, and public school authorities; assists in financing construction of public works and self-liquidating projects. Designated by the Surplus Property Board, the Reconstruction Finance Corporation is the disposal agency for Government-owned surplus capital and producers' goods, including aircraft.

Defense Plant Corporation.—Created primarily to provide war production facilities—such as plants, machinery, tools—for the manufacture of arms, ammunition, implements of war, and various supplies and materials necessary to the war effort. Undertakes to provide such facilities, materials, and supplies for which no other provision is made when requested to do so by the appropriate war agency with the approval of the Federal Loan Administrator.

Defense Supplies Corporation.—Created to produce, acquire, carry, sell, or otherwise deal in strategic and critical materials and supplies; to purchase and lease land; to engage in the manufacture of arms, ammunition, and implements of war; to produce, lease, purchase, or otherwise acquire railroad equipment and commercial aircraft and to lease, sell, or otherwise dispose thereof; to acquire facilities for the training of aviators and to take such other action as the President and the Federal Loan Administrator may deem necessary in order to expedite the War Program.

Rubber Reserve Company.—Purchases, warehouses, and distributes all crude rubber, guayule, cryptostegia, and balata imported into the United States. Purchases, warehouses, and distributes the national supply of scrap rubber. Develops and supervises the operation of facilities for production of synthetic rubber.

Metals Reserve Company.—Acquires, carries, and sells strategic and critical materials (primarily metals

and minerals) necessary in connection with the War Program.

War Damage Corporation.—Provides through insurance, reinsurance, or otherwise reasonable protection against loss of or damage to property, real or personal, which may result from enemy attack.

The RFC Mortgage Company.—Makes loans on urban income-producing business property when credit is not otherwise available at reasonable rates and terms and when the net income is sufficient to service the loans.

Federal National Mortgage Association.—Provides a market for first mortgages insured under Title II of the National Housing Act. Facilitates the construction and financing of economically sound rental housing projects by making loans secured by first mortgages insured under Section 207 of the National Housing Act and makes available to individual and institutional investors notes, bonds, or other such obligations issued by the Association pursuant to the provisions under Section 302 of Title III of the National Housing Act.

Disaster Loan Corporation.—Provides loans made necessary because of floods or other catastrophes occurring during the period between January 1, 1936, and January 22, 1947.

FEDERAL SECURITY AGENCY

(Administrator. Social Security Building)

The Federal Security Agency is concerned with promoting social and economic security, advancing educational opportunities, and protecting the public health. It coordinates the agencies whose functions are described below:

Food and Drug Administration

(Commissioner. South Building, Department of Agriculture)

Enforces statutes designed to insure the honesty and purity of certain foods, drugs, devices, and cosmetics. Inspects and analyzes various products.

Office of Community War Services

(Director. Social Security Building)

Assists communities in meeting wartime problems by bringing into common action the services of the Federal Security Agency and the resources of various national, State, and local public and private organizations in the fields of health, welfare, and education. Operates field services in recreation and social protection.

Office of Education

(Commissioner of Education. Twenty-sixth and Water Streets)

Directs educational surveys, and collects and distributes information on education in the United States and foreign countries. Administers the acts for vocational education and for the promotion of education. Distributes funds for land-grant colleges. Cooperates in organizing, equipping, and operating training courses in connection with the War Program.

Office of Vocational Rehabilitation

(Director. 815 Connecticut Avenue)

Establishes standards and certifies funds to States to provide services necessary to render the disabled capable of engaging in remunerative employment.

Public Health Service

(Surgeon General. Bethesda, Md.)

Is charged with matters relating to the protection and improvement of the public health. Operates 24 Marine hospitals and the National Leprosarium. Conducts research on the cause and prevention of disease and administers laws regulating the manufacture and sale of biological products.

St. Elizabeths Hospital

(Superintendent. Congress Heights, D. C.)

Provides treatment for the mentally ill among members of the armed forces, residents of the District of Columbia, Indians under the Bureau of Indian Affairs, Department of the Interior, and certain other civilian groups.

Social Security Board

(Chairman. 1825 H Street)

Administers a system of old-age and survivors insurance benefits and provides for grants by the Federal Government to States for old-age assistance, aid to dependent children, and aid to the needy blind. Supervises State administration of unemployment compensation.

FEDERAL WORKS AGENCY

(Administrator. Federal Works Building)

The Federal Works Agency was created in 1939 under the President's Reorganization Plan I, which brought together under the Federal Works Administrator a

group of Government agencies concerned with the provision and financing of public works and services through Federal grants, or loans, or direct Federal construction.

Public Buildings Administration

(Commissioner of Public Buildings. Federal Works Building)

Designs, constructs, operates, and repairs Federal buildings. Collects preplanning data for determining building projects and assigns space in buildings throughout the country. Administers leasing and sale of surplus real estate and maintains an inventory of Government-owned real estate. Operates and manages residence halls projects for Government workers in and near the District of Columbia.

Public Roads Administration

(Commissioner of Public Roads. Federal Works Building)

Normally administers Federal funds to aid the States in highway construction and for improvement of roads in Federal areas. During the war it has supervised the construction of access roads to war industries and naval and military establishments. Is cooperating with State highway departments in projecting a large post-war highway program.

Bureau of Community Facilities

(Commissioner. Federal Works Building)

Wartime programs which provide for the construction and equipment of war public works and the financing of war public services, including care for children of war working mothers, subject to a finding by the President that such public works and services are necessary to the health, safety, and welfare of servicemen and essential war workers and cannot otherwise be provided.

INDEPENDENT AGENCIES

American Battle Monuments Commission

(Chairman. 707 Albee Building)

Established to commemorate the services of American forces in Europe during World War I by the erection of suitable memorials, the preparation and publication of historical information, and in other ways. Administers and maintains the American national cemeteries and memorials of World War I in Europe.

Commission of Fine Arts

(Chairman. Department of the Interior Building)

The Commission, whose members are appointed by the President, is the official advisory body of the Government on matters of art. Makes recommendations concerning the artistic aspects of the design and location of Federal projects in the District of Columbia. Is charged with the artistic consideration and approval of the plans for public buildings and parks in the District of Columbia. Advises committees and Members of Congress as to legislation introduced for works of art outside the District of Columbia. Questions of art are also referred to the Commission by the President.

District of Columbia

(President, Board of Commissioners. District Building, Fourteenth and E Streets)

The Government of the District is administered by a three-man board of commissioners, having authority over the usual activities of a municipal government. The Board annually prepares estimates of expenditures of the District, which are submitted to Congress through the Bureau of the Budget. Under the Constitution of the United States, Congress must pass all legislation affecting the District.

Federal Board of Hospitalization

(Chairman. Federal Works Building, Eighteenth and F Streets)

Makes recommendations to the President, through the Bureau of the Budget, on questions concerning the hospital and convalescent activities and programs of the Federal Government, designed to prevent duplication of services and overbuilding of facilities and to insure the most efficient utilization of all facilities by all agencies.

Makes studies and analyses of the hospital programs of the Federal agencies, including an over-all program for the hospitalization of veterans, for purposes of determining volume, type, and location of services required.

Federal Communications Commission

(Chairman. Post Office Department Building)

Regulates interstate and foreign communication by wire or radio (broadcast, telephone, telegraph, and cable service), centralizing these duties and responsibilities with a view to more effective communication service. Wartime activities include: operation of 43

monitoring stations to insure an effective watch on all forms of radio transmission; recording, translating, analyzing, and reporting to the Government on broadcasts of foreign origin; close cooperation with, and assistance to, numerous wartime agencies with problems in the field of communication.

Federal Deposit Insurance Corporation

(Chairman. National Press Building)

Insures deposits, up to a maximum of \$5,000 for any one depositor in each bank, of all banks entitled to the benefits of insurance under the law. Pays depositors of insured banks closed without adequate provision having been made to pay claims of their depositors. Acts as receiver for all suspended national banks and, when appointed by State authorities, for suspended State banks. Makes loans to, or purchases assets from, insured banks when such loans or purchases will facilitate consolidation and reduce a probable loss to the Corporation. Acts to prevent the continuance or development of unsafe and unsound banking practices. Examines insured banks not subject to examination by any other Federal bank supervisory agency. Supervises Federal credit unions but does not insure their shares.

Federal Power Commission

(Chairman. Hurley-Wright Building)

Provides for the licensing of hydroelectric developments on streams subject to Federal jurisdiction, upon lands of the United States, and at Government dams by private and public agencies to promote the interests of interstate and foreign commerce and to conserve water-power resources. Regulates electric utilities engaged in interstate commerce. Performs certain duties in relation to rates and supply of power for the war effort pursuant to various Executive orders and directives. Has authority over the transportation and sale at wholesale, in interstate commerce, of natural gas and regulates natural gas companies subject to its jurisdiction.

Federal Reserve System

(Chairman, Board of Governors of the Federal Reserve System. Twentieth Street and Constitution Avenue)

The Federal Reserve System comprises:

The Board of Governors of the Federal Reserve System, which exercises regulatory and supervisory functions;

The 12 Federal Reserve Banks and their 24 branches located in different sections of the United States;

The member banks, which include all national banks in the United States and such State banks and trust companies as have applied for and have been admitted to membership in the System;

The Federal Open Market Committee, which directs the open market operations of the Federal Reserve Banks; and

The Federal Advisory Council, which acts in an advisory capacity to the Board of Governors.

The principal functions of the Federal Reserve Banks include the holding of the reserves and the rediscounting of paper for member banks, the purchase and sale of Government securities as directed by the Federal Open Market Committee, the issuance and retirement of Federal Reserve notes, the maintenance of facilities for the collection of checks for member banks, and those nonmember banks which maintain clearing accounts with the Reserve Banks, acting as depositories and fiscal agents of the United States, the examination of member State banks and administrative actions under regulations issued by the Board of Governors.

Federal Trade Commission

(Chairman. Pennsylvania Avenue and Sixth Street)

Promotes free and fair competition in interstate trade in the interest of the public through prevention of unfair methods of competition and further protects the consumer through prevention of deceptive acts and practices therein. Proceeds against unlawful price discriminations, exclusive dealing arrangements, corporate acquisitions of stock, and interlocking directorates. Safeguards life and health by preventing false advertisements of food, drugs, cosmetics, and devices injurious to health. Surveys wartime advertising for interested war agencies. Investigates, on direction of the President, the Congress, or its own motion, trade practices and conditions in various industries, recommending remedial legislation or action. Empowered in anti-trust matters to make recommendations for readjustment of corporation business in harmony with law, at request of the Attorney General; and, in any Government antitrust suit, at the instance of the court, to report an appropriate decree. Furnishes war agencies with data on costs, prices, and profits to be used in connection with the fixation of ceilings of prices, purchases of war materials, etc. Administers the Export Trade Act which permits the formation of export trade associations, and the Wool Products Labeling Act which is designed to protect the public against the undisclosed substitution of various com-

modities for wool. As an aid to the War Production Board, makes legal investigations of alleged violations of priority orders issued by that Board.

General Accounting Office

(Comptroller General. Fifth and F Streets)

Settles and adjusts, independently of the executive departments and other spending and collecting agencies, all claims and accounts in which the United States is concerned either as debtor or creditor. Renders authoritative decisions on fiscal questions at the request of the heads of executive departments and other agencies and of disbursing and certifying officers of the Government. Makes regular and special reports to Congress as required by law.

Government Printing Office

(Public Printer. North Capitol and H Streets)

The Government Printing Office executes orders for printing and binding placed by Congress and the departments and agencies of the Government. Furnishes, on order, blank paper, inks, and similar supplies to all Government establishments. The office of the Superintendent of Documents supervises the sale, distribution, cataloging, and indexing of Government publications. (For information regarding the availability and price of Federal publications, write the Superintendent of Documents, Government Printing Office, Washington, D. C.)

Interstate Commerce Commission

(Chairman. Twelfth Street and Constitution Avenue)

Regulates, in the public interest, carriers, brokers, and freight forwarders engaged in transportation in interstate commerce, and in foreign commerce to the extent that it takes place within the United States. Acts to develop, coordinate, and preserve a national transportation system by water, highway, rail, and other means, to meet the needs of the commerce of the United States, of the Postal Service, and of the war effort.

Library of Congress

(Librarian of Congress. First and East Capitol Streets SE.)

Established to serve Congress, the Library of Congress has expanded its activities to include the entire Government and the public at large, so that it has become, in effect, the national library.

Collections include books, pamphlets, newspapers, manuscripts, maps, music, sound recordings, prints,

photographs, and motion pictures. Conducts an inter-library loan service, a photoduplication service, a Legislative Reference Service for the exclusive use of Members of Congress, a Union Catalog recording the location of books of research value in other libraries, a catalog card distribution service and a cooperative cataloging service in behalf of other libraries, a division for the purchase and distribution of embossed and talking books for the blind, and a general reference service. Particularly notable are its holdings in the fields of law, American civil, social, political, and military history, and Chinese, Japanese, Slavic, and Hispanic literatures. The Copyright Office is a department of the Library of Congress. As a result of the deposit requirements of the copyright law, the Library's collections of American books are extensive, and for the period since 1870 almost complete.

National Advisory Committee for Aeronautics

(Chairman. 1500 New Hampshire Avenue)

Supervises and directs scientific study of problems of flight with a view to practical solution. Determines problems which should be experimentally attacked, their investigation and application to practical questions of aeronautics, civil and military. Maintains scientific research laboratories at Langley Field, Virginia, Moffett Field, California, and at Cleveland, Ohio, for basic research on fundamental problems of flight. Under a mobilization plan approved by the President in 1939, operates in time of war as a research and engineering facility of the Aeronautical Board of the Army and Navy, and is at present engaged wholly on work to improve aircraft performance for the Army and Navy.

National Archives

(Archivist of the United States. Eighth Street and Pennsylvania Avenue)

Assembles, preserves, arranges, and describes non-current Government records of enduring value and makes them available for use by the Government and the people in planning and conducting their activities. Acquires and makes available for use motion pictures and sound recordings illustrative of historical activities of the United States. Appraises and reports to Congress as to the value of records listed or scheduled by Government agencies for disposal. Receives and publishes in the *Federal Register* Presidential proclamations, Executive orders, and rules and regulations having general applicability and legal effect.

Advises Government agencies on records problems in order to facilitate the disposal or transfer to the National Archives of records as they become non-current. Administers the Franklin D. Roosevelt Library at Hyde Park, N. Y.

National Capital Park and Planning Commission

(Chairman. 7013 Department of the Interior Building)

Prepares and maintains a coordinated plan for the National Capital and its environs, including recommendations to the proper authorities as to traffic and transportation, highways, parks, zoning regulations, and other elements of city and regional planning. Administers, in conjunction with the Commissioners of the District of Columbia, laws concerning the permanent system of highways plan. Acquires the land needed for an adequate park, parkway, and playground system and plans for its development.

National Labor Relations Board

(Chairman. 815 Connecticut Avenue)

Protects rights of employees in interstate commerce industries to full freedom in self-organization and in the designation of representatives of their own choosing for the purpose of collective bargaining with employers concerning wages, hours, and working conditions. Conducts secret ballot elections for the determination of employee representatives. Declares unlawful, with court review, those unfair labor practices which deny or interfere with the right of collective bargaining. In addition, under provisions of the War Labor Disputes Act, conducts strike votes, after 30 days' notice, and certifies the results to the President.

National Mediation Board

(Chairman. Federal Works Building)

Facilitates, chiefly through the process of mediation, the making and maintenance of agreements between carriers by railroad and by air—express and sleeping car companies, or any other company owned and controlled by railroads and operating facilities other than trucking service in connection with transportation of property—and their employees, establishing the rates of pay, rules, and working conditions of these employees. Authorized to investigate disputes and to certify, after election or other appropriate method of determination, proper employee representatives.

Railroad Retirement Board

(Chairman. 844 Rush Street, Chicago 11, Ill.)

Administers a retirement system for the payment of annuities and pensions to aged and disabled railroad employees, and a system for paying benefits to, and securing the reemployment of, railroad employees who become unemployed.

Securities and Exchange Commission

(Chairman. Eighteenth and Locust Streets, Philadelphia 3, Pa.)

The functions of the Commission are divided into the following groups: supervision of registration of security issues and suppression of fraudulent practices in the sale of securities; supervision and regulation of transactions and trading in outstanding securities, both on the stock exchanges and in the over-the-counter markets, and of the activities of registered brokers and dealers; regulation of public-utility holding companies; supervision of indentures used in the public offering of new security issues; registration and regulation of investment companies and investment advisers; and the preparation of advisory reports on plans, and participation as a party, in corporate reorganization proceedings in the Federal courts.

Smithsonian Institution

(Secretary. The Mall near Tenth Street and Independence Avenue SW.)

Created in 1846 under the terms of the will of James Smithson of London, England, who in 1829 bequeathed his fortune to the United States to found, at Washington, an establishment for the "increase and diffusion of knowledge among men." This is effected by scientific research, exploration, publication, correspondence, and the exhibition of collections. Administers the United States National Museum, the National Collection of Fine Arts, the Bureau of American Ethnology, the International Exchange Service, the National Zoological Park, and the Astrophysical Observatory. The National Gallery of Art is a bureau of the Institution, but is administered by its own board of trustees.

Tax Court of the United States, The

(Presiding Judge. Internal Revenue Building)

Adjudicates certain controversies between taxpayers and the Commissioner of Internal Revenue, controversies relating to excess profits on Navy contracts and Army aircraft contracts, suits for refunds of proc-

essing taxes and the amount of excessive profits on war contracts in cases brought by contractors aggrieved by determinations made under the Renegotiation Act. Hearings are held at Washington and, for the convenience of taxpayers, at other places within the United States. Practice is limited to practitioners enrolled under the rules.

Decisions are generally subject to review by the United States Circuit Court of Appeals for the prescribed circuit, or, by agreement, by the United States Court of Appeals for the District of Columbia, or by any Circuit Court of Appeals, and thereafter by the Supreme Court of the United States, upon certiorari.

Tennessee Valley Authority

(Chairman of the Board of Directors. Knoxville, Tenn.)

A Government corporation which provides for the complete development of the Tennessee River system as to navigation (including terminals), flood control (affecting the Tennessee, lower Ohio, and Mississippi Valleys), and electrical energy by the construction of a series of dams upon the main stream and its tributaries. Supplies about three-fourths of its large output of power to war industries. Administers a program of water control and conservation in the Tennessee Valley. Has built, and operates, munitions plants in the interest of the War Program. Has developed, and produces, a highly concentrated phosphatic plant food which is being distributed in a Nation-wide soil conservation and demonstration program, and which is being sent to England under lend-lease.

United States Civil Service Commission

(President. Eighth and F Streets)

Provides for examinations to test the fitness of applicants for Federal positions subject to the Civil Service Act. Provides the best qualified available personnel to fill vacancies in Federal agencies. Initiates and develops programs for making the most effective utilization of the skills of Federal employees. Administers the Veterans Preference Act of 1944. Administers regulations restricting political activity by Federal employees in positions subject to the Civil Service Act and certain State and local employees participating in federally financed activities. Maintains service records of Federal employees. Administers the Classification Act of 1923, as amended. Investigates the suitability of applicants for certain types of positions. Administers the Civil Service Retirement Act, the Canal Zone Retirement Act, and the Alaska Railroad Retirement Act.

United States Employees' Compensation Commission

(Chairman. 285 Madison Avenue, New York 17, N. Y.)

Administers the Federal laws providing workmen's compensation benefits for civil employees of the United States who suffer personal injuries while performing official duties. Benefits extend to certain private employments within the jurisdiction of the Federal Government, including longshoremen, ship repairmen, and other harbor workers employed upon navigable waters, employees of Government contractors working at defense bases and any public works outside the continental United States, temporary members of the Coast Guard, internes in War Relocation Centers, and, in time of peace, to officers and members of the Reserve Corps of the Army, Navy, and Coast Guard. Benefits are also extended to employees of Government contractors and their dependents when such workmen are reported missing or captured as a result of enemy action.

United States Maritime Commission

(Chairman. Department of Commerce Building)

Under the provisions of the Merchant Marine Act, 1936, carries out a long-range merchant shipbuilding program which was accelerated in order to meet war requirements. Under that act and emergency and wartime authorizations, is conducting the greatest merchant shipbuilding program in history—cargo vessels of the Liberty, Victory, and standard "C" types, tankers, and various types of military and naval auxiliaries.

United States Tariff Commission

(Chairman. E Street between Seventh and Eighth Streets)

Ascertains and collects economic and trade data relating to industry, commodities, and foreign trade for Congressional use in formulating United States tariff policy. Advises Congress on technical aspects of tariff problems and on means of carrying out tariff policies. Investigates and reports to the President in matters involving Presidential action in the administration of certain laws. In time of war, concentrates on industrial, commodity, cost, transportation, and foreign trade investigations and surveys required for carrying out economic war measures.

Currently, the Commission is preparing, at the request of the Congress, a series of reports on United States industries affected by the war, and a report on the post-war foreign trade of the United States.

Veterans Administration

(Administrator of Veterans Affairs. Vermont Avenue between H and I Streets)

Administers laws providing benefits for persons who served in the armed forces during peace or war, including monetary benefits for veterans and their dependents, and medical treatment and examination, hospitalization, and domiciliary care for veterans, vocational rehabilitation of disabled veterans, education of other veterans, guarantee of loans for purchase or construction of homes, farms, and business property, and readjustment allowance for veterans who are unemployed. Administers laws providing insurance for persons who are now serving or who have served subsequent to October 6, 1917, in the armed forces of the United States.

QUASI-OFFICIAL AGENCIES

National Academy of Sciences and National Research Council

(President, National Academy of Sciences. 2101 Constitution Avenue)

When called upon by any department of the Government, the National Academy of Sciences investigates, examines, and reports on any subject of science or art. The National Research Council was organized by the National Academy of Sciences as a measure of national preparedness.

Pan American Union

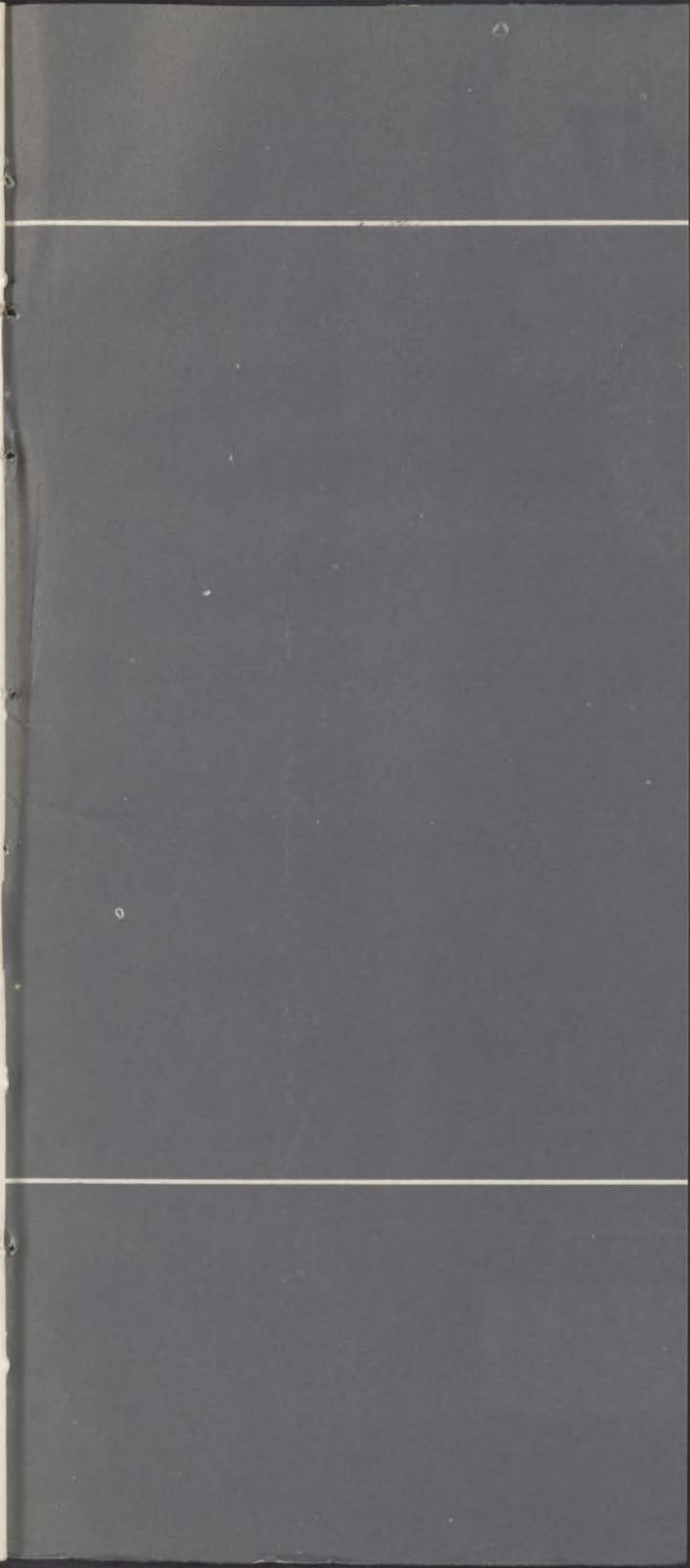
(Director General. Seventeenth Street between Constitution Avenue and C Street)

The official international organization of the republics of the Western Hemisphere, of which the United States is a member. Develops closer economic and cultural cooperation between nations of North America, Central America, South America, and the Caribbean district.

The American National Red Cross

(Chairman. Seventeenth Street between D and E Streets)

Furnishes volunteer aid to the sick and wounded of armies in time of war. Acts, in accord with the military and naval authorities, as a medium of communication between the people of the United States and their armed forces. Provides national and international relief for those suffering from national calamities, and devises and carries out measures for preventing such suffering.



The United States Government Manual, published by the Office of War Information, describes in greater detail the departments and agencies listed in this Digest. In addition, it contains sections on the legislative and judicial branches of the Government and the names and titles of administrative officials.

The Manual is revised periodically in order to incorporate changes in organization, functions, and personnel. Approximately 700 pages, printed, and bound in heavy paper, \$1 a copy. For sale at the United States Information Center and by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.