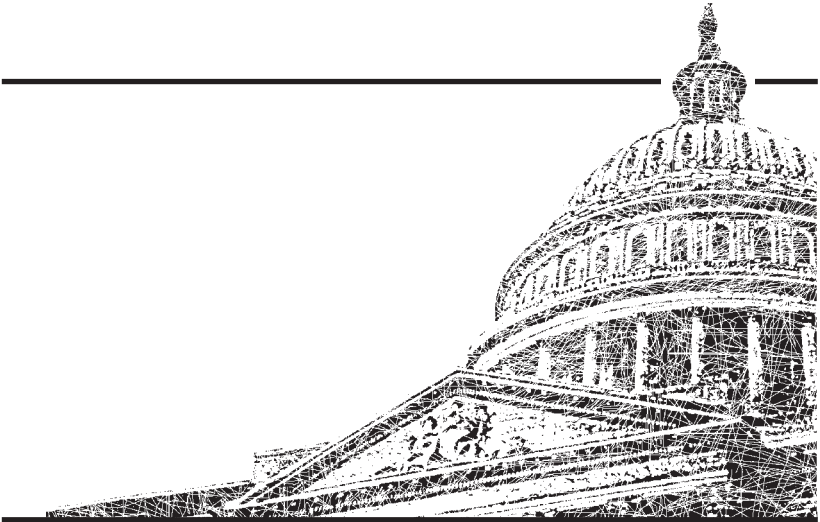




Your Federal Government



Provided for the constituents of:

Richard G. Lugar

*United States Senator
Indiana*

THE STRUCTURE OF GOVERNMENT

THE FEDERAL GOVERNMENT

Our system of government requires that federal power be divided, dispersed, and decentralized. Power is also limited, both directly and indirectly by the United States Constitution. Both the national government and state and local governments have their own authority and sphere of power, although at times they can overlap. Understanding that certain powers are delegated solely and specifically to the local, state, or federal tiers of government may assist you in contacting the appropriate officials. State and local governments are responsible for certain regulatory functions not controlled by the federal government. The division gives individuals a greater ability to enact change and responsiveness to issues affecting their daily lives.

THE UNITED STATES CONSTITUTION

The Constitution strengthened the national government and established a new regime of limited government with authorities divided among three branches: legislative, judicial, and executive.

The Constitution is often called the supreme law of the United States. No other laws may contradict any of its provisions, and neither an individual nor the government is exempt from following it. The Constitution guarantees the freedom and rights of all people living in the United States.

The Constitution contains two main sections: the document and the amendments. The document has never been changed. The two parts of the document are the preamble and the articles. The preamble describes the philosophy of the government, and the articles detail the stipulations of the federal government's structure. The Constitution also establishes checks and balances among the three branches of the federal government: the legislative, judiciary, and executive. Each branch has its own independent political base and its own expressed and implied authorities:

- Article I establishes the legislative branch, and lists its duties and powers;
- Article II establishes the executive branch, and lists its duties and powers;
- Article III establishes the judicial branch, and lists its duties and powers;
- Article IV establishes a uniform relationship between the states;
- Article V establishes the procedure for amending the Constitution;
- Article VI establishes the Constitution as the supreme law of the country;
- Article VII establishes how the Constitution would be ratified by the states.

Twenty-seven amendments have been added to the Constitution to guarantee specific rights and to solve problems that have arisen since the document was written. The first ten amendments, the Bill of Rights, were added to the Constitution in 1791. The ratification dates of the remaining 17 amendments are indicated.

Amendment I- Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

Amendment II- A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

Amendment III- No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

Amendment IV- The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Amendment V- No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

Amendment VI- In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

Amendment VII- In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any court of the United States, than according to the rules of the common law.

Amendment VIII- Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

Amendment IX- The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

Amendment X- The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.

Amendment XI-(1798)-The judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another state, or by citizens or subjects of any foreign state.

Amendment XII-(1804)- The electors shall meet in their respective states and vote by ballot for President and Vice-President, one of whom, at least, shall not be an inhabitant of the same state with themselves; they shall name in their ballots the person voted for as President, and in distinct ballots the person voted for as Vice-President, and they shall make distinct lists of all persons voted for as President, and of all persons voted for as Vice-President, and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate;—The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates and the votes shall then be counted;—the person having the greatest number of votes for President, shall be the President, if such number be a majority of the whole number of electors appointed; and if no person have such majority, then from the persons having the highest numbers not exceeding three on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by states, the representation from each state having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the states, and a majority of all the states shall be necessary to

a choice. And if the House of Representatives shall not choose a President whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice-President shall act as President, as in the case of the death or other constitutional disability of the President. The person having the greatest number of votes as Vice-President, shall be the Vice-President, if such number be a majority of the whole number of electors appointed, and if no person have a majority, then from the two highest numbers on the list, the Senate shall choose the Vice-President; a quorum for the purpose shall consist of two-thirds of the whole number of Senators, and a majority of the whole number shall be necessary to a choice. But no person constitutionally ineligible to the office of President shall be eligible to that of Vice-President of the United States.

Amendment XIII-(1865)- Section 1. Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

Section 2. Congress shall have power to enforce this article by appropriate legislation.

Amendment XIV-(1868)- Section 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the state wherein they reside. No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

Section 2. Representatives shall be apportioned among the several states according to their respective numbers, counting the whole number of persons in each state, excluding Indians not taxed. But when the right to vote at any election for the choice of electors for President and Vice President of the United States, Representatives in Congress, the executive and judicial officers of a state, or the members of the legislature thereof, is denied to any of the male inhabitants of such state, being twenty-one years of age, and citizens of the United States, or in any way abridged, except for participation in rebellion, or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such state.

Section 3. No person shall be a Senator or Representative in Congress, or

elector of President and Vice President, or hold any office, civil or military, under the United States, or under any state, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any state legislature, or as an executive or judicial officer of any state, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may by a vote of two-thirds of each House, remove such disability.

Section 4. The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States nor any state shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations and claims shall be held illegal and void.

Section 5. The Congress shall have power to enforce, by appropriate legislation, the provisions of this article.

Amendment XV-(1870)-Section 1. *The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any state on account of race, color, or previous condition of servitude.*

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment XVI-(1913)-*The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment among the several states, and without regard to any census of enumeration.*

Amendment XVII-(1913)-*The Senate of the United States shall be composed of two Senators from each state, elected by the people thereof, for six years; and each Senator shall have one vote. The electors in each state shall have the qualifications requisite for electors of the most numerous branch of the state legislatures. When vacancies happen in the representation of any state in the Senate, the executive authority of such state shall issue writs of election to fill such vacancies: Provided, that the legislature of any state may empower the executive thereof to make temporary appointments until the people fill the vacancies by election as the legislature may direct. This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.*

Amendment XVIII-(1919)-Section 1. After one year from the ratification of this article the manufacture, sale, or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof for beverage purposes is hereby prohibited.

Section 2. The Congress and the several states shall have concurrent power to enforce this article by appropriate legislation.

Section 3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of the several states, as provided in the Constitution, within seven years from the date of the submission hereof to the states by the Congress.

Amendment XIX-(1920)-The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any state on account of sex. Congress shall have power to enforce this article by appropriate legislation.

Amendment XX-(1933)-Section 1. The terms of the President and Vice President shall end at noon on the 20th day of January, and the terms of Senators and Representatives at noon on the 3d day of January, of the years in which such terms would have ended if this article had not been ratified; and the terms of their successors shall then begin.

Section 2. The Congress shall assemble at least once in every year, and such meeting shall begin at noon on the 3d day of January, unless they shall by law appoint a different day.

Section 3. If, at the time fixed for the beginning of the term of the President, the President elect shall have died, the Vice President elect shall become President. If a President shall not have been chosen before the time fixed for the beginning of his term, or if the President elect shall have failed to qualify, then the Vice President elect shall act as President until a President shall have qualified; and the Congress may by law provide for the case wherein neither a President elect nor a Vice President elect shall have qualified, declaring who shall then act as President, or the manner in which one who is to act shall be selected, and such person shall act accordingly until a President or Vice President shall have qualified.

Section 4. The Congress may by law provide for the case of the death of any of the persons from whom the House of Representatives may choose a President whenever the right of choice shall have devolved upon them, and for the case of the death of any of the persons from whom the Senate may

choose a Vice President whenever the right of choice shall have devolved upon them.

Section 5. Sections 1 and 2 shall take effect on the 15th day of October following the ratification of this article.

Section 6. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several states within seven years from the date of its submission.

Amendment XXI-(1933)-Section 1. The eighteenth article of amendment to the Constitution of the United States is hereby repealed.

Section 2. The transportation or importation into any state, territory, or possession of the United States for delivery or use therein of intoxicating liquors, in violation of the laws thereof, is hereby prohibited.

Section 3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by conventions in the several states, as provided in the Constitution, within seven years from the date of the submission hereof to the states by the Congress.

Amendment XXII-(1951)- Section 1. No person shall be elected to the office of the President more than twice, and no person who has held the office of President, or acted as President, for more than two years of a term to which some other person was elected President shall be elected to the office of the President more than once. But this article shall not apply to any person holding the office of President when this article was proposed by the Congress, and shall not prevent any person who may be holding the office of President, or acting as President, during the term within which this article becomes operative from holding the office of President or acting as President during the remainder of such term.

Section 2. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several states within seven years from the date of its submission to the states by the Congress.

Amendment XXIII-(1961)-Section 1. The District constituting the seat of government of the United States shall appoint in such manner as the Congress may direct: A number of electors of President and Vice President equal to the whole number of Senators and representatives in Congress to which the District would be entitled if it were a state, but in no event more than the least populous state; they shall be in addition to those appointed by

the states, but they shall be considered, for the purposes of the election of President and Vice President, to be electors appointed by a state; and they shall meet in the District and perform such duties as provided by the twelfth article of amendment.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment XXIV-(1964)-Section 1. *The right of citizens of the United States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any state by reason of failure to pay any poll tax or other tax.*

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment XXV-(1967)-Section 1. *In case of the removal of the President from office or of his death or resignation, the Vice President shall become President.*

Section 2. Whenever there is a vacancy in the office of the Vice President, the President shall nominate a Vice President who shall take office upon confirmation by a majority vote of both Houses of Congress.

Section 3. Whenever the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written declaration to the contrary, such powers and duties shall be discharged by the Vice President as Acting President.

Section 4. Whenever the Vice President and a majority of either the principal officers of the executive departments or of such other body as Congress may by law provide, transmit to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office, the Vice President shall immediately assume the powers and duties of the office as Acting President. Thereafter, when the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that no inability exists, he shall resume the powers and duties of his office unless the Vice President and a majority of either the principal officers of the executive department or of such other body as Congress may by law provide, transmit within four days

to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office. Thereupon Congress shall decide the issue, assembling within forty-eight hours for that purpose if not in session. If the Congress, within twenty-one days after receipt of the latter written declaration, or, if Congress is not in session, within twenty-one days after Congress is required to assemble, determines by two-thirds vote of both Houses that the President is unable to discharge the powers and duties of his office, the Vice President shall continue to discharge the same as Acting President; otherwise, the President shall resume the powers and duties of his office.

Amendment XXVI-(1971)-Section 1. *The right of citizens of the United States, who are 18 years of age or older, to vote, shall not be denied or abridged by the United States or any state on account of age.*

Section 2. The Congress shall have the power to enforce this article by appropriate legislation.

Amendment XXVII-(1992)-*No law varying the compensation for the services of the Senators and Representatives shall take effect until an election of Representatives shall have intervened.*

The Legislative Branch

The legislative branch of the United States government, or Congress, is charged with lawmaking responsibilities and oversight (policy review) of the federal government. Congress consists of two houses: the Senate and the House of Representatives. The Senate and House have separate and shared responsibilities.

The shared duties and responsibilities as written in the Constitution are:

- regulating money and trade, printing money, borrowing by the government, levying and collecting taxes, and regulating commerce between states and with foreign countries.
- providing for the national defense, maintaining the armed forces, and declaring war.
- legislating the naturalization of persons seeking citizenship.
- establishing post offices.

- regulating weights and measures.
- passing laws governing the District of Columbia.

The separate responsibilities as written in the Constitution are:

Senate:

- confirmation of Presidential appointments.
- ratifying treaties between the US and other government.
- determining if impeached officials are innocent or guilty.

House of Representatives:

- introducing bills dealing with the budget or taxes.
- impeaching officials.

The United States Senate

The Senate contains 100 members, elected for six-year terms. Each state elects two Senators, who serve all the constituents from their state. A United States Senator must be at least 30 years of age, a citizen at least nine years, and a resident of the state he or she represents.

The United States House of Representatives

The House of Representatives contains 435 members, elected for two-year terms. While the number of Representatives from each state varies based upon the population, each state has at least one Representative and the District of Columbia has one non-voting member. Most states are divided into districts, and in each, a Representative is chosen. A member of the House of Representatives must be at least 25 years old, a citizen at least seven years, and a resident of the state he or she represents.

Congress begins at noon, January 3rd, of each odd-numbered year following a general election, unless by law a different day is designated. A Congress lasts for two years, with each year designated as a separate session.

The Legislative Process

In an effort to ensure that many different members of Congress have the opportunity to discuss and amend any given proposed legislation, the bill undergoes several stages of scrutiny:

- Either a Senator or a Representative may introduce a bill.
- A committee of the house where the bill was introduced studies the bill and recommends that it be amended, rewritten, passed without changes, tabled (ignored) or reported without recommendation.
- Unless tabled, the bill goes to the full house in which it was introduced for debate and possible amendment. The house either passes or defeats the bill.
- If the bill passes the first house, it is sent to the other house for consideration, debate and possible amendment. If the bill is amended, it must be sent back to the first house for another consideration.
- Many times, similar (although not exact) bills to address a single issue are proposed simultaneously in each house of Congress. If the bills pass their respective houses, a Conference Committee, comprised of members from both houses, is assigned to resolve any discrepancies between the bills. Once a compromise bill is produced, the proposal is debated and voted upon by both houses.
- If the bill passes both houses in the same form, it is sent to the President, who may sign it into law, take no action (after 10 days, if Congress remains in session, it becomes law), or veto it.
- Congress may overturn a Presidential veto if two-thirds of both houses vote to do so.

The Judiciary

The judicial branch, made up of the various federal courts, is responsible for interpreting and ruling on the application of laws enacted by Congress and the President.

Supreme Court

The Supreme Court is the highest court in the country, and its rulings are the final decisions on a case. Nine justices, nominated by the President and confirmed by the Senate, sit on the Supreme Court. Once

confirmed, a Supreme Court Justice may retain the post for the rest of his or her life, and may be removed from the bench only if impeached by Congress. One of the justices is chosen as the Chief Justice and serves as the leader of the court.

The two principal functions of the Supreme Court are determining the constitutionality of federal and state laws and reviewing decisions made by state and lower federal courts. The Supreme Court is not compelled to hear all cases for which it receives a request. Usually, the docket of the Supreme Court is reserved for cases that involve unique questions about the protection of rights or the establishment of new legal precedents. Frequently, the Supreme Court elects to hear cases in which a conflict of opinion exists on an issue in two or more lower courts.

The term of the Supreme Court begins the first Monday in October of each year and continues as long as the business before the Court requires, usually until the end of June. Annually, the Supreme Court receives approximately 5,000 requests for hearings, of which about 100 are selected for review.

Circuit Court of Appeals

The Circuit Court of Appeals, the second highest court system in the country, hear appeals from lower courts. There are 11 Circuit Courts in the United States and one Court of Appeals for the Federal Circuit, which has nationwide jurisdiction. The 11 Circuit Courts each have a geographic jurisdiction, and the 7th Circuit Court of Appeals has jurisdiction over Indiana, Illinois, and Wisconsin.

Currently, each Circuit Court has between 6 and 28 permanent judges, depending on the amount of judicial work in the circuit. Circuit judges are appointed for life-time terms. Each Circuit Court normally hears cases in panels consisting of three judges, but may sit with all judges present.

District Courts

The District Courts conduct trials of both civil and criminal law cases. Currently, there are 94 District Courts in the United States. Each state has at least one district court, while some larger states have as many

as four. Each district court has between 2 and 27 judges, depending upon the amount of judicial work. Most cases at the district court level are tried before a jury and presided over by one judge. Some courts with high volumes of cases also have federal magistrate judges who assist with aspects of the case. District court judges also serve for life-time terms, while federal magistrates serve for eight year terms.

Special Courts

Congress has established courts to decide matters of special jurisdiction, especially in disputes regarding trade and issues of liability. The special courts include: U.S. Bankruptcy Court, Court of International Trade, Court of Federal Claims, Customs Court, Tax Court, Court of Customs and Patents Appeals, Court of Veterans Appeals and the Military Courts.

The Executive Branch

The executive branch of the federal government enforces the laws of the United States. Headed by the President, the executive branch includes the Vice President, the executive departments, and the independent agencies. The latter two consist of various entities and organizations that are largely administrative, regulatory, or policy-implementing in character.

The President of the United States

The President acts as chief executive of the country, and Commander in Chief of the military. He or she administers the federal government and enforces federal laws.

The President of the United States must be a natural born citizen, at least 35 years old, and a resident of the United States for at least 14 years. The President may serve only two four-year terms, and is sworn into office on January 20th following a presidential election year.

Presidential elections occur every four years. Presidential candidates for the major political parties are chosen through a primary election, convention or caucus process in each state. Once the state primary elections are concluded, a national convention is held by each party with the purpose

of nominating a single candidate for the presidency. During the national convention, the party's candidate for Vice President is also selected.

The general election is held on the first Tuesday after the first Monday in November. All citizens of the United States aged 18 or older are entitled to vote in the general election. While each vote is counted within the state of the citizen's residence, the President is actually elected by the Electoral College.

The principal duties and responsibilities of the President, as described in the Constitution are:

- to enforce the laws and treaties of the United States.
- to conduct foreign policy (subject to certain limits).
- to serve as Commander in Chief of the armed forces.
- to approve or veto the bills approved by Congress.
- to pardon people found guilty of federal crimes.
- to appoint individuals to certain posts, including heads of the executive departments, heads of the independent executive agencies, Supreme Court justices, judges of the federal courts.
- to advise Congress on his or her perceptions of the nation's needs.
- to report to Congress annually on the state of the nation.

The Vice President of the United States

The Vice-Presidency is the second highest office in the country. If the President dies, leaves office, or cannot perform his or her duties, the Vice President becomes the President. For this reason, the Vice President must meet the same requirements as the President (i.e., must be a natural-born citizen of the United States, must be at least 35 years of age, and must have lived in the United States for at least 14 years).

The Vice President has special duties and responsibilities as described in the Constitution:

- to serve as Acting President if the President is incapacitated.
- to preside over the Senate, and vote in case of a tie.
- to act as a liaison between the President and the Senate.
- to participate in Cabinet meetings.
- to serve as a member of the National Security Council.

Although the Vice President is the immediate successor to the President, Congress also has passed laws to establish a succession to the Presidency in the event that both the President and the Vice President are unable to serve. The next in line, after the Vice President, is the Speaker of the House of Representatives, then the President pro tempore of the Senate, then the Secretary of State. The line of succession continues with the other Cabinet members in a set order: the Secretary of Treasury, Defense, Justice, Interior, Agriculture, Commerce, Labor, Health and Human Services, Housing and Urban Development, Transportation, Education, Energy, and Veterans Affairs.

The Cabinet

The Constitution does not establish specific departments or agencies; therefore, they must be created and sustained by legislation. Executive Departments are entities endowed with the authority to oversee the implementation of laws in defined areas of concern. The First Congress created the departments of State, Treasury, and War, and also established the Office of Attorney General. Once these agencies had been established, President Washington made appropriate appointments and subsequently found it useful to meet with the chiefs of the several executive departments.

Traditionally, the membership of the Cabinet has consisted of the heads of the executive departments. In recent years, the Ambassador to the United Nations, the Director of the Office of Management and Budget, and the U.S. Trade Representatives, among others, have been accorded Cabinet rank.

The 14 Executive Departments, or Cabinet level departments are listed below and their functions are described briefly:

Department of Agriculture

14th Street & Independence Ave., SW

Washington, D.C. 20250

(202) 720-3631

<http://www.usda.gov>

The Department of Agriculture oversees our nation's food supply, conducts nutrition research, and addresses the needs of the farm economy.

Offices within the Department of Agriculture include:

Food Safety- <http://www.fsis.usda.gov>
Farm Service Agency- <http://www.fsa.usda.gov>
Small Community and Rural Development- <http://www.rurdev.usda.gov>
Research, Education and Economics- <http://www.rec.usda.gov/rec/>
Food, Nutrition and Consumer Services- <http://www.fns.usda.gov>
Marketing and Regulatory Services- <http://mrp.aphis.usda.gov>
Natural Resources and Environment- <http://www.usda.gov/nre/>

Frequently Requested Telephone Numbers:

Whistleblower-Fraud & Waste Reports	(800) 424-9121
Animal & Plant Health Inspection Service	(301) 734-7799
Center for Nutrition Policy and Promotion	(202) 418-2312
Food and Consumer Service	(703) 305-2286
Office of Consumer Affairs	(703) 305-2281
News features and highlights	(202) 488-8358
Botanic Garden activities	(202) 225-7099

Department of Commerce

14th Street & Independence Ave., NW
Washington, D.C. 20230
(202) 482-2000
<http://www.doc.gov>

The Department of Commerce is involved with our nation's international trade policies. The agency is responsible for tracking unfair foreign trade competition; monitoring social and economic statistics; granting patents and trademarks; and creating more markets for our domestic goods.

Offices within the Department of Commerce include:

National Oceanic and Atmospheric Administration- <http://www.noaa.gov>
International Trade Administration- <http://www.ita.doc.gov>
Bureau of Export Administration- <http://www.bxa.doc.gov>
Economic and Statistics Administration- <http://www.esa.doc.gov>
Technology Administration- <http://www.ta.doc.gov>
Patent and Trademark Office- <http://www.uspto.gov>
Minority Business Development Agency- <http://www.mbdba.gov>

Economic Development Administration- <http://www.doc.gov/eda/>
National Telecommunications and
Information Administration- <http://www.ntia.doc.gov>
Bureau of the Census- <http://www.census.gov>

Frequently Requested Telephone Numbers:

Bureau of the Census	(301) 457-4100
Office of Consumer Affairs	(202) 482-5001
National Weather Service	(301) 713-0622
Copyright Office	(202) 707-9100
Export Information	(202) 482-4811
Export counseling	(202) 482-4811 ext. 0
Leading economic indicators	(212) 339-0330
Gross National Product	(202) 606-5306
Personal Income and Outlays	(202) 606-5303
Plant & equipment expenditures, merchandise trade, US international transactions	(202) 606-5362

Department of Defense

1000 Defense, The Pentagon
Washington, D.C. 20301-1000
(703) 695-3362
<http://www.defenselink.mil>

The Department of Defense manages the military forces needed to deter war and protect the country's security. The major elements of these forces are the Army, Navy, Marine Corps, and Air Force (active and reserve duty), as well as civilian employees.

Offices within the Department of Defense include:

United States Army- <http://www.army.mil>
Air Force- <http://www.af.mil>
Office of the Secretary of Defense- <http://www.defenselink.mil>
Joint Chiefs of Staff- <http://www.dtic.mil/jcs>
National Security Agency- <http://www.nsa.gov>
United States Navy- <http://www.navy.mil>
Marine Corps- <http://www.usmc.mil>
Defense Threat Reduction Agency- <http://www.dtra.mil>

Recruiting Information:

Army	(800) 872-2769
Navy	(800) 327-6289
Air Force	(800) 423-USAF
Marines	(800) 878-0241

Department of Education
 1000 Independence Ave., SW
 Washington, D.C. 20202
 (202) 401-3000
<http://www.ed.gov>

The Department of Education establishes policy for, administers, and coordinates most federal assistance to education.

Offices within the Department of Education include:

- Student Financial Aid Information- <http://www.ed.gov/finaid.html>
- Grant Information- <http://www.ed.gov/funding.html>
- Research and Statistics- <http://www.ed.gov/stats.html>
- General Programs and Services- <http://www.ed.gov/programs.html>
 (Elementary, Postsecondary, Special and Adult Education Services)

Frequently Requested Telephone Numbers:

Education Department	(800) USA-LEARN
Clearinghouse on Disability Information	(202)205-8241 [voice/TDD]
Education News	(800) 424-0214
Information Resources Center	(800) 872-5327
Student Loans	ext. 4

Department of Energy
 1000 Independence Ave., SW
 Washington, D.C. 20585
 (800) DOE- EREC
<http://www.doe.gov>

The Department of Energy is responsible for long-term, high-risk research and development of energy technology; energy conservation; the nation’s nuclear weapons program; energy regulatory programs; and a central data collection and analysis program.

Offices within the Department of Energy include:

Environmental Quality- <http://www.em.doe.gov>
Nonproliferation Security- <http://www.nn.doe.gov>
Nuclear Energy, Science and Technology- <http://www.NE.doe.gov>
Fissile Materials Disposition- <http://twilight.saic.com/md>
Energy Research- <http://www.er.doe.gov>
Defense Programs- <http://www.dp.doe.gov>
Fossil Energy- <http://www.fe.doe.gov>

Frequently Requested Telephone Numbers:

Alternative Fuels Hotline (800) 423-1363
Office of Consumer Affairs (202) 586-5373

Department of Health and Human Services

200 Independence Ave., SW
Washington, D.C. 20585
(202) 690-7000
<http://www.dhhs.gov>

The Department of Health and Human Services assists with issues related to health and welfare of Americans.

Offices within the Department of Health and Human Services include:

Administration for Children and Families- <http://www.acf.dhhs.gov>
Program Support Center- <http://www.psc.gov>
Agency for Health Care and Policy Research- <http://www.ahrp.gov>
Substance Abuse & Mental Health Services Administration- <http://www.samhsa.gov>
Centers for Disease Control- <http://www.cdc.gov>
Agency for Toxic Substances and Disease Registry- <http://www.atsdr.cdc.gov>
Food and Drug Administration- <http://www.fda.gov>
Health Resources and Services Administration- <http://www.hrsa.dhhs.gov>
Indian Health Service- <http://www.ihs.gov>
National Institute of Health- <http://www.nih.gov>
Health Care Financing Administration- <http://www.hcfa.gov>
Medicare- <http://www.hcfa.gov/mediinfo.htm>
Medicaid- <http://www.hcfa.gov/medicaid.htm>
Children's Health Insurance- <http://www.hcfa.gov/init/children.htm>
Administration on Aging- <http://www.aoa.dhhs.gov>

Frequently Requested Telephone Numbers:

Health & Human Services:	(877) 696-6775
Medicare information	(800) 638-6833
Sexually transmitted diseases	(800) 227-8922
Denial of treatment because you are a Medicaid/Medicare recipient	(800) 638-0742
Food and Drug Administration Consumer Affairs	(301) 443-3170
National Center on Child Abuse and Neglect	(202) 205-8586
National Health Information Center	(800) 336-4797
National Runaway Switchboard	(800) 621-4000
Office of Child Support Enforcement	(202) 401-9373
Hill-Burton Free Hospital Care Hotline	(800) 638-0742
Food and Drug Administration	(888) 463-6332
Product complaints and emergencies	(301) 443-1240
Weekends and Holidays	(202) 857-8400
Food and Safety tips on meat and poultry products	(800) 535-4555
Health Information Line	(800) 336-4797

Department of Housing and Urban Development

451 7th Street, SW
Washington, D.C. 20410
(202) 708-1112
<http://www.hud.gov>

The Department of Housing and Urban Development is the principal federal agency responsible for programs concerned with the Nation's housing needs, fair housing opportunities, and improvement and development of the Nation's communities.

Offices within the Department of Housing and Urban Development include:

Housing- <http://www.hud.gov/fha/fhahome.html>
Ginnie Mae- <http://www.ginniemae.gov>
Labor Relations- <http://www.hud.gov/olr/olr.htm>
Community and Planning Development- <http://www.hud.gov/cpd/cpdhome.html>
Fair Housing and Equal Opportunity- <http://www.hud.gov/fheo/fheo.html>
Public and Indian Housing- <http://www.hud.gov/pih/pih.html>

Frequently Requested Telephone Numbers:

Manufactured Housing and Construction Standards	(202) 755-7430
HUD Fraud Hotline	(800) 347-3735
Housing Discrimination Information	(800) 669-9777
Publications	ext. 1
Discrimination complaints	ext. 2
HUD programs	ext. 3

Department of the Interior

1849 C Street, NW
Washington, D.C. 20240
(202) 208-7351
<http://www.doi.gov>

As the Nation’s principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources.

Offices within the Department of the Interior include:

- Surface Mining and Reclamation Enforcement- <http://www.osmre.gov>
- National Park Service- <http://www.nps.gov>
- Fish and Wildlife and Parks- <http://www.fws.gov>
- Bureau of Indian Affairs- <http://www.doi.gov/bureau-indian-affairs.html>
- Land Management- <http://www.blm.gov>
- U.S. Geological Survey- <http://www.usgs.gov>
- Minerals Management- <http://www.mms.gov>
- Reclamation- <http://www.usbr.gov>

Frequently Requested Telephone Numbers:

Report Fraud, Waste or Abuse	(800) 424-5081
Park Reservations	(800) 365-CAMP

Department of Justice

Constitution Ave. & 10th St., NW
Washington, D.C. 20530
(202) 514-2001
<http://www.usdoj.gov>

The Department of Justice serves as counsel for the nation's citizens and enforces the law.

Offices within the Department of Justice include:

Federal Bureau of Investigation- <http://www.fbi.gov>
Bureau of Prisons- <http://www.bop.gov>
United States Marshal Service- <http://www.usdoj.gov/marshals/>
United States Parole Commission- <http://www.usdoj.gov/uspc/>
Office of the Pardon Attorney- <http://www.usdoj.gov/opa/>
Drug Enforcement Administration- <http://www.usdoj.gov/dea/>
Immigration and Naturalization Service- <http://www.ins.usdoj.gov/>
U.S. National Central Bureau Interpol- <http://www.usdoj.gov/usncb/>
Antitrust Division- <http://www.usdoj.gov/atr/index.htm>
Tax Division- <http://www.usdoj.gov/tax/>
Environmental and Natural Resources Division- <http://www.usdoj.gov/enrd/>
Foreign Claims Settlement Division- <http://www.usdoj.gov/fcsc/>
Civil Rights Division- <http://www.usdoj.gov/crt/>

Frequently Requested Telephone Numbers:

Justice statistics	(800) 732-3277
Juvenile justice information	(800) 638-8736
National Crime Justice Reference Service	(800) 851-3240
National Victims Resource Center	(800) 627-6872
Justice Assistance Clearinghouse	(800) 688-4252

Department of Labor
200 Constitution Ave., NW
Washington, D.C. 20210
(202) 219-8271
<http://www.dol.gov>

The Department of Labor administers a variety of federal labor laws, and keeps track of changes in employment, prices, and other national economic measurements.

Offices within the Department of Labor include:

Bureau of International Labor Affairs- <http://www.dol.gov/dol/ilab/>
Benefits Review Board- <http://www.dol.gov/dol/brb/>

Employees Compensation Appeals Board- <http://www.dol.gov/dol/ecab/>
Small Business Programs- <http://www.dol.gov/dol/osbp/>
Occupational Safety and Health Administration- <http://www.osha.gov>
Employment and Training Administration- <http://www.doleta.gov>
Mine Safety and Health Administration- <http://www.msha.gov>
Pension and Welfare Benefits Administration- <http://www.dol.gov/dol/pwba>
Veterans' Employment and Training Services- <http://www.dol.gov/dol/vets>
Employment Standards Administration- <http://www.dol.gov/dol/esa/>
Bureau of Labor Statistics- <http://www.bls.gov>
Women's Bureau- <http://www.dol.gov/dol/wb/>

Frequently Requested Telephone Numbers:

Equal Employment Opportunity Commission	(800) 669-4000
Report Fraud, Waste or Abuse	(800) 347-3756
Office of Consumer Affairs	(202) 219-6060
Labor Statistics	(202) 606-7828
Federal job information center	(202) 606-2700
General Job Information	ext. 1
Application Procedures	ext. 2
Publications	ext. 3

Department of State

2201 C Street, NW
Washington, D.C. 20520
(202) 647- 4000
<http://www.state.gov>

Department of State Services- <http://www.state.gov/www/services.html>
United States Foreign Policy- <http://www.state.gov/www/policy.html>

The Department of State advises the President in the formulation and execution of foreign policy. Offices within the Department of State include:

Economic and Agricultural Affairs
International Security Affairs
Global Affairs
Democracy, Human Rights and Labor
Economic and Business Affairs

Consular Affairs
Foreign Service Institute
Intelligence and Research

Frequently Requested Telephone Numbers:

Citizen's Emergency Center

Emergencies (202) 647-5226

Non-Emergencies (202) 647-3666

Department of Transportation

400 7th Street, SW

Washington, D.C. 20590

(202) 366-1111

<http://www.dot.gov>

The U.S. Department of Transportation administers the overall transportation policy. Under its umbrella there are nine administrations whose jurisdictions include highway planning, development and construction; urban mass transit; railroads; aviation; and the safety of waterways, ports, highways, and oil and gas pipelines.

Offices within the Department of Transportation include:

Transportation Administrative Service Center- <http://www.tasc.dot.gov>

U.S. Coast Guard- <http://www.uscg.mil>

Federal Aviation Administration- <http://www.faa.gov>

Federal Highway Administration- <http://www.fhwa.dot.gov>

Federal Railroad Administration- <http://www.fra.gov>

National Highway Traffic Safety Administration- <http://www.nhtsa.dot.gov>

Federal Transit Administration- <http://www.fta.dot.gov>

Saint Lawrence Seaway Development Corporation- <http://www.dot.gov/slsdc/>

Maritime Administration- <http://www.marad.dot.gov>

Bureau of Transport Statistics- <http://www.bts.gov>

Federal Motor Carrier Safety Administration- <http://www.fmcsa.dot.gov>

Surface Transport Board- <http://www.stb.dot.gov>

Frequently Requested Telephone Numbers:

Airline Service Complaints (202) 366-2220

Auto Safety Hotline (800) 424-9393

Boat Safety Hotline	(800) 368-5647
Report oil/hazardous materials spills	(800) 424-8802
Aviation safety reports	(800) 255-1111
Federal Aviation Administration-Regional Office	(317) 487-2400
United States Coast Guard	(317) 596-0833

Department of the Treasury

15th St. & Pennsylvania Ave., NW
 Washington, D.C. 20220
 (202) 622-2000
<http://www.ustreas.gov>

The Department of Treasury performs four basic functions: formulating and recommending economic, financial, tax, and fiscal policies; serving as financial agent for the U.S. Government; enforcing the law; and manufacturing coins and currency.

Offices within the Department of Treasury include:

- Community Development Financial Institutions- <http://www.ustreas.gov/cdfil/>
- U.S. Savings Bond Division- <http://www.savingsbonds.gov>
- United States Mint- <http://www.usmint.gov>
- Bureau of Engraving and Printing- <http://www.bep.treas.gov>
- Financial Management Service- <http://www.fms.treas.gov>
- Bureau of the Public Debt- <http://www.publicdebt.treas.gov>
- Bureau of Alcohol, Tobacco, and Firearms- <http://www.atf.treas.gov>
- U.S. Customs Service- <http://www.customs.treas.gov>
- U.S. Secret Service- <http://www.ustreas.gov/uss/>
- Federal Law Enforcement Training Center- <http://www.ustreas.gov/fletc/>
- Office of the Comptroller of the Currency- <http://www.occ.treas.gov>
- Internal Revenue Service- <http://www.irs.treas.gov>
- Thrift Supervision- <http://www.ots.treas.gov>
- Financial Crimes Enforcement Network- <http://www.ustreas.gov/fincen/>

Frequently Requested Telephone Numbers:

Bureau of Public Debt	(202) 874-4000
IRS-Taxpayer Assistance	(800) 829-1040

Department of Veterans Affairs

810 Vermont Ave., NW
Washington, D.C. 20420
(202) 273-4800
<http://www.va.gov>

The Department of Veterans Affairs operates programs for our nation's veterans and their families. Benefits include compensation payments for disabilities or death related to military service; pensions; education and rehabilitation; home loan guaranty; burial; and a medical care program incorporating nursing homes, clinics, and medical centers.

Offices within the Department of Veterans Affairs include:

Veterans Health Administration- <http://www.va.gov/vbs/health/index.htm>

Veterans Benefits Administration- <http://www.vba.va.gov>

National Cemetery System- <http://www.cem.va.gov>

Board of Veterans Appeals- <http://www.va.gov/vbs/bva/index.htm>

Education- G.I. Bill- <http://www.gibill.va.gov/>

Frequently Requested Telephone Numbers:

Benefits Information

(800) 827-1000

INDEPENDENT AGENCIES

In addition to the Cabinet level or Executive Departments, the executive branch of the federal government contains independent regulatory commissions, public and quasi-public corporations, and various foundations, boards, institutes, and government-sponsored enterprises. Like the executive departments, the independent agencies oversee the implementation of existing federal laws.

Some of the independent agencies with which Hoosiers frequently come into contact are listed and described below.

Environmental Protection Agency

401 M Street, SW
Washington, D.C. 20460
(202) 260-4700
<http://www.epa.gov>

The Environmental Protection Agency's mission is to control and abate pollution in the areas of air, water, solid waste, pesticides, radiation, and toxic substances.

Offices within the Environmental Protection Agency include:

Policy Office- <http://www.epa.gov/oppe/oppe.html>
Air and Radiation- <http://www.epa.gov/oar/oarhome.html>
Prevention, Pesticides and Toxic Substances- <http://www.epa.gov/internet/oppts/>
Water- <http://www.epa.gov/OW/>
Solid Waste and Emergency Response- <http://www.epa.gov/swerrims/>
Science Advisory Board- <http://www.epa.gov/science1/>
American Indian Environmental Office- <http://www.epa.gov/indian/>
International Activities- <http://www.epa.gov/oia/>

Frequently Requested Telephone Numbers:

Toxic Substances Control	(202) 554-1404
Hazardous waste & Superfund	(800) 424-9346
Pesticide	(800) 858-7378
Safe Drinking Water Hotline	(800) 426-4791

Federal Communications Commission

1919 M Street, NW
Washington, D.C. 20554
(800) Call-FCC
<http://www.fcc.gov>

The Federal Communications Commission regulates the interstate and foreign communications by radio, television, wire, satellite, and cable. It is responsible for the orderly development and operation of broadcast services and the provision of rapid, efficient nationwide and worldwide telephone and telegraph services at reasonable rates.

Offices within the Federal Communications Commission include:

- Engineering and Technology- <http://www.fcc.gov/oet/>
- Cable Services Bureau- <http://www.fcc.gov/csb/>
- Common Carrier Bureau- <http://www.fcc.gov/ccb/>
- Mass Media Bureau- <http://www.fcc.gov/mmb/>
- Wireless Telecommunications- <http://www.fcc.gov/wtb/>
- International Bureau- <http://www.fcc.gov/ib/>
- Consumer Information Bureau- <http://www.fcc.gov/cib/>
- Communications Business Opportunities- <http://www.fcc.gov/ocbo>

Frequently Requested Telephone Numbers:

General Consumer Information	(202) 418-0500
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Federal Emergency Management Agency

500 C Street, SW
Washington, D.C. 20472
(202) 646-4086
<http://www.fema.gov>

The Federal Emergency Management Agency is responsible for emergency planning, preparedness, mitigation, response, and recovery. The Agency works closely with State and local governments by funding emergency programs and providing technical guidance and training.

Offices within the Federal Emergency Management Agency include:

Region V- Chicago- <http://www.fema.gov/Reg-V/index.htm>
Federal Insurance Administration- <http://www.fema.gov/nfip/>
U.S. Fire Administration- <http://www.usfa.fema.gov>

Frequently Requested Telephone Numbers:

Flood Insurance Information (800) 638-6620
Regional Chicago Office (312) 408-5500

Federal Trade Commission

Pennsylvania Ave. & 6th St., NW

Washington, D.C. 20580

(202) 326- 2195

<http://www.ftc.gov>

Midwest Services- <http://www.ftc.gov/ro/midwest.htm>

The objective of the Federal Trade Commission is to maintain competitive enterprise as the keystone of the American economic system. Although the duties of the Commission are many and varied, the foundation of public policy underlying all these duties is essentially the same: to prevent the free enterprise system from being fettered by monopoly or restraints on trade or corrupted by unfair or deceptive trade practices.

Offices within the Federal Trade Commission include:

Bureau of Consumer Protection

Bureau of Competition

Bureau of Economics

Frequently Requested Telephone Numbers:

Consumer Response Center (877) FTC- HELP

Social Security Administration

6401 Security Boulevard
Baltimore, MD 21235
(800) 772-1213
<http://www.ssa.gov>

The Social Security Administration manages the Nation's social insurance and Supplemental Security program .

General Benefits Information- <http://www.ssa.gov/service.html>
Disability- <http://www.ssa.gov/odhome>

Frequently Requested Telephone Numbers:

Social Security Information (800) 772-1213

United States Postal Service

475 L'Enfant Plaza W., SW
Washington, D.C. 20260
(202) 268-2000
<http://www.usps.gov>

Consumer Information- <http://www.usps.gov/fyi/>

National Postal Consumer Council- <http://www.national.pcc.usps.com>

The United States Postal Service provides mail and processing and delivery services to individuals and businesses within the United States.

State And Local Government

In addition to the federal government, the state and local levels of government represent and serve the citizens and residents of Indiana. Since each tier of the government serves a distinct role in the legislative process and offers a variety of services to the public, it is important to understand the distinctions inherent in each level of government in our system. For example, one might look to the federal government for assistance in obtaining Social Security benefits because it is a federal program. However, one would contact the appropriate branch of state government (the Governor or state legislature) to request information on drivers licenses. To improve the quality of a town park, one would turn to the local government (i.e. city or town council).

Indiana's government is structured similar to the federal government. The executive branch is headed by the Governor, rather than the President. The legislative branch, called the Indiana General Assembly, consists of two Houses: the Senate and House of Representatives. The Indiana Supreme Court and the lower courts comprise the judicial branch of state government.

The General Assembly consists of a Senate with 50 members and a House of Representatives with 100 members. Members of the Senate are elected every four years, and the term for a House member is two years. Each state Senator and Representative has a district which he or she represents. These senatorial and representative districts are based upon population according to the decennial federal census.

The Governor is the chief executive of the state. The Governor is elected for a four-year term and the gubernatorial election occurs the same year as the Presidential election. He or she may serve two consecutive terms, but may not serve more than eight years in a period of twelve years.

The major local government units in Indiana are counties, townships, cities and towns. Functions of this level of government include police and fire protection, maintenance of schools, street construction, and many other services affecting the daily lives of residents in a particular town, city or county.

Reference Materials

The following documents contain useful information, phone numbers and addresses of federal agencies and departments, and are available to the public for purchase. To order any of the documents, you may write or call:

Superintendent of Public Documents
Government Printing Office
North Capitol and H Streets
Washington, D.C. 20401
(202) 512-0571
www.gpo.gov

Congressional Directory - <http://www.access.gpo.gov/congress/cong016.html>
Contains over 1,100 pages of addresses and phone numbers of federal agencies, departments, and legislators.

The United States Government Manual - <http://www.access.gpo.gov/nara/nara001.html>
Provides comprehensive information on the agencies of the legislative, judicial, and executive branches, as well as international organizations.

Catalogue of Federal Domestic Assistance - <http://www.cfda.gov/>
Describes Federal Government's domestic programs to assist Americans in furthering their social and economic progress. Identifies the types of assistance available, the eligibility requirements, and provides guidance on developing and writing grant proposals.

Federal Register - http://www.access.gpo.gov/su_docs/aces/aces140.html
Provides a uniform system for making available to the public regulations and legal notices issued by Federal Agencies. These include Presidential proclamations and Executive orders.

You may also be able to find government documents in your local public library.