
2008-2009 Federal Legal Employment Opportunities Guide



In cooperation with



The American Bar Association's Government and Public Sector Lawyers Division



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Foreword

The 2008-2009 *NALP Federal Legal Employment Opportunities Guide* is the product of a collaborative effort among NALP, The Partnership for Public Service, a nonpartisan, nonprofit organization dedicated to revitalizing the federal public service through public-private partnerships and educational efforts, and the American Bar Association's Government and Public Sector Lawyers Division, a division of the ABA that advocates for and enhances the professional growth of public lawyers. These organizations contributed a wealth of information that offers job seekers an in-depth look at the government's myriad functions and roles.

NALP extends its sincere thanks to the ABA and The Partnership for their contributions to this resource, and specifically recognizes Brooke Bohnet of The Partnership for her invaluable contributions. Please note that the materials contained herein represent the opinions of the authors and editors and should not be construed to be those of the ABA or its Government and Public Sector Lawyers Division unless adopted pursuant to the bylaws of the Association.

For information on the Government and Public Sector Lawyers Division of the ABA, please see <http://www.governmentlawyer.org>. To learn more about The Partnership for Public Service and opportunities with the federal government, visit The Partnership's website at <http://www.ourpublicservice.org> and job-seeker website at <http://makingthedifference.org>.

NALP's Public Service Law Network website, PSLawNet, provides free information on a wide variety of public service career paths, including government careers. Additionally, federal agency organization descriptions and job postings from across the country are available to students and alumni of PSLawNet subscriber schools. Visit <http://www.pslawnet.org> to view these resources.

We hope that you find the guide to be helpful, and wish you the best of luck in your pursuit of a career with the federal government.

- Steve Grumm
NALP Director of Public Service Initiatives
- Jarrod Shirk
2007-2008 PSLawNet Fellow

Introduction

In organizing the 2008-2009 *NALP Federal Legal Employment Opportunities Guide*, our goal has been to help clarify the federal hiring process for law students and attorneys pursuing careers in the public sector. At first glance, seeking and applying for federal jobs can seem incredibly overwhelming. It can be difficult to understand just where to begin. As you read through the Guide, you will find specific information about which federal agencies are expected to hire the most lawyers in the near future, application requirements, salary and benefit information, fellowship and honors programs, special federal hiring initiatives, as well as summaries of the responsibilities of selected federal agencies. Our hope is that this Guide, although not exhaustive, will serve as a helpful resource for navigating the federal hiring process.

The first section of the Guide offers some helpful tips to attorneys and law students as they apply for government jobs. Please note that there are additional resources listed that provide a wealth of information about federal government employment, including the Office of Personnel Management's (OPM) website and The U.S. Government Manual.

The nuts and bolts of application procedures, definitions and terms used in the application process (including links to many federal application forms), salary and benefit information, and loan repayment assistance program information can be found in subsequent sections of the Guide. There is also specific information for law students and new graduates seeking federal employment opportunities.

The Appendix provides brief descriptions of selected federal agencies and offices in the legislative and executive branches as well as information on independent government agencies. Again, the information in the Appendix is not exhaustive, but rather a starting point for further exploration of legal career opportunities within the federal government.

Tips for Landing a Federal Government Job

- 1) **Take Advantage of an Unprecedented Opportunity.** 550,000 federal employees are expected to leave the government in the next five years, the majority through retirement. That's one-third of the full-time permanent federal workforce – this spells opportunity for young professionals to move up quickly in leadership roles. The government will be aggressively recruiting talented and committed candidates to replace these public servants.
- 2) **Know Where to Look.** Many job seekers think of the federal government as a single employer, but when it comes to hiring, each agency has its own process. Most federal job opportunities are posted on USAJobs (<http://www.usajobs.opm.gov>), a website run by the Office of Personnel Management (OPM). Law students seeking federal internship or clerkship opportunities should visit <http://www.studentjobs.gov>; a comprehensive list of federal agencies with employment opportunities for students is located at <http://www.studentjobs.gov/agencies.asp>. The Government Honors & Internship Handbook (<http://www.law.arizona.edu/career/honorshandbook.cfm>) produced by the University of Arizona James E. Rogers College of Law is another good student resource (subscription required). In addition, job seekers can gather information about federal agencies within each branch of government at <http://www.usa.gov>. Click on “A-Z Agency Index” on the right side of the webpage for links to individual agency websites.
- 3) **Target Your Search.** Although there are many career opportunities in the legislative and judicial branches, the executive branch is by far the largest employer. Within the executive branch, there are over 70 individual departments and agencies, including numerous independent agencies such as the SEC, EPA, and USAID. These agencies range in size from fewer than 100 employees to over 300,000. The U.S. Government Manual (<http://www.gpoaccess.gov/gmanual/index.html>) can help you narrow your job search. The manual provides a brief description of every agency and its organization, mission, and locations. Another helpful tool is the USAJobs Resume Builder (<https://my.usajobs.opm.gov/login.asp?redirect=https%3A%2F%2Fmy%2Eusajobs%2Eopm%2Egov%2Fresume%2Easp>), which allows you to create and upload a uniform resume that provides all the information required by government agencies.
- 4) **Be Prepared.** Federal employment applications may seem daunting, but the more organized you are in advance, the easier they will be. Update your resume, locate your transcript, and verify contact information for your references. Incomplete applications may not be considered; therefore, read the application carefully and provide all requested information. Many applications require a statement about Knowledge, Skills, and Abilities (KSAs) relevant to the position. The Department of Labor provides detailed information about completing this portion of your application at http://www.doleta.gov/jobs/Federal_Application_Process/Knowledge_Skills_Abilities. OPM offers tips on KSAs at <http://www.usajobs.opm.gov/infocenter/resumetips.asp#tips>.

- 5) **Consider a Short-Term Service Opportunity.** Within the federal government, there are a number of ways to take advantage of short-term career opportunities.
- a. Legal Honors Programs – within the executive branch, several agencies administer competitive honors programs to hire recent law grads and groom them for government services. Some of these honors programs are: The Department of Justice's [Attorney General's Honors Program](#), the [Department of Labor's SOL Honors Program](#), the [Department of Homeland Security Office of the General Counsel's Honors Program](#) and the [Federal Deposit Insurance Corporation \(FDIC\) Legal Division's Honors Attorney Program](#).
 - b. Presidential Management Fellows Program – the [Presidential Management Fellows \(PMF\) Program](#) is a competitive program that recruits law grads and those from other disciplines to work in executive branch agencies.
 - c. Federal Career Intern Program – participants in the [Federal Career Intern Program](#) are usually appointed to a two year internship. Upon successful completion of the internship, the interns may be eligible for a permanent position within the agency. Those interested in the program are required to contact specific agencies directly, as OPM is not the main source for career intern opportunities.
 - d. Americorps/Peace Corps – Two other limited-duration programs available to graduates are [Americorps](#) and the [Peace Corps](#). The Americorps Fellowship program for lawyers is administered through [Equal Justice Works](#).
- 6) **Be Patient.** Applying for and obtaining a government job can take a long time. The federal hiring process does not move as quickly as hiring in the private sector, so don't be alarmed if you submit an application and don't get an immediate response.

Where the Government Jobs Are

The chart below represents federal departments and agencies with the most full-time, permanent general schedule legal positions as of March 2008. (“Legal positions” includes not only attorney positions, but also those for administrative law judges (ALJ’s), various types of administrative and managerial positions, as well as paralegals). The data was taken from Fedscope (online database at <http://www.fedscope.opm.gov>), courtesy of the Office of Personnel Management (OPM). For complete information on projected hiring for the legal field, see “Where the Jobs Are” at <http://ourpublicservice.org/OPS/publications/viewcontentdetails.php?id=118>.

Agencies with the Most Law-Related Jobs (Attorneys, Paralegals, Claims Examiners, Etc.):

Agency	Legal Positions	New Legal Hires through 2009
Social Security Administration	22,185	Dependent on appropriations
Department of Treasury	18,423	Attorneys 427 Contact Representative 3,725
Department of Justice	15,636	Attorneys 1,624 Legal Assistance 645 Paralegals 411
Department of Veterans Affairs	12,533	Claims Examination 850+
Department of Defense	5,391	Unknown
Department of Homeland Security	2,909	Attorneys 505
Department of Labor	2,193	Attorneys 60 Claims Examination 387
Department of State	1,923	Unknown
Securities and Exchange Commission	1,580	Attorneys 258
Department of Commerce	1,530	Attorneys 172
Department of Interior	1,243	Unknown
Environmental Protection Agency	1,130	Attorneys 60
Department of Transportation	733	Attorneys 180
Equal Employment Commission	576	Attorneys 39
Federal Communications Commission	540	Attorneys 75
Department of Housing and Urban Development	529	Attorneys 21 Paralegals 18
Small Business Administration	509	Unknown
TOTAL	89,928	9,524+

Average Salary and Average Length of Service (Years) for Attorneys at these Agencies:

Agency	Number of Attorneys	Average Salary	Average Length of Service (Years)
Department of Justice	9,632	\$130,469	14.2
Department of Defense	2,803	\$116,162	15.8
Department of Treasury	2,104	\$123,147	15.5
Department of Homeland Security	1,654	\$115,157	9.4
Social Security Administration	1,707	\$96,612	14.4
Securities and Exchange Commission	1,426	\$160,360	10.6
Environmental Protection Agency	1,052	\$125,944	16.6
Department of Commerce	846	\$113,425	13.0
Department of Veterans Affairs	805	\$107,449	12.7
Department of Energy	517	\$125,644	17.6
Federal Communications Commission	512	\$136,887	13.8
Department of Labor	507	\$122,192	16.4
Department of Transportation	503	\$126,452	17.8
Equal Employment Opportunity Commission	485	\$115,809	15.8
Department of Housing and Urban Development	404	\$118,695	19.8
Department of Interior	390	\$119,289	15.8
Small Business Administration	306	\$93,670	14.1
Department of State	199	\$132,449	15.3

FULL-TIME AND PERMANENT POSITIONS, FEDSCOPE, AS OF MARCH 2008 AND PARTNERSHIP FOR PUBLIC SERVICE, "WHERE THE JOBS ARE REPORT 2007"

How to Apply for a Federal Government Job

There are two main entry points for the federal civil service. The main avenue of entry is the traditional **competitive service** process. These jobs are filled according to a merit system, and can be filled by a current government employee or by someone from the outside. Most competitive positions are posted on the Office of Personnel Management (OPM) website at www.usajobs.gov.

The other avenue of entry is through the **excepted service** process. This special authority allows agencies to use a streamlined hiring process to help meet an unusual or special hiring need. Popular programs for hiring new attorneys—attorney honors programs and the Presidential Management Fellows Program—utilize the excepted service process. Often, these jobs are not posted on USAJobs.gov; rather, search individual agency websites for these postings.

Regardless of competitive service or excepted service, hundreds or even thousands of applicants may apply to any one position. Therefore, it is important that you carefully read all instructions when completing the application. To state your qualifications, you may submit an existing resume with the required information (see below), create a resume online at USAJobs.gov under ‘Create a Resume,’ or complete the Optional Application for Federal Employment OF 612 available at http://www.opm.gov/forms/pdf_fill/of612.pdf. Applicants should check individual job announcements for resume requirements and instructions regarding application procedures.

Federal Government Employment – Required Information:

Incomplete applications may not be considered.

Job Information

- Announcement number and position title and grade(s) for which you are applying

Personal Information

- Full name, mailing address, day and evening phone numbers
- Social Security Number
- Country of citizenship (must be U.S. citizen to be eligible)
- Veterans Preference, if applicable (failure to submit timely proof may adversely affect your preference). Attach latest report of Separation from Active Duty (DD 214) to establish honorable discharge from military service. Attach SF15 – http://www.opm.gov/forms/pdf_fill/SF15.pdf – and required proof (i.e., DVA letter dated in last year) if you are claiming a 10-point veterans preference.
- Special appointment eligibility (e.g., 30% compensable disability, handicap, Peace Corps, etc.). Attach supporting documentation.
- If you are or were a federal government employee, please attach your latest SF50 (Notice of Personnel Action), indicate highest federal civilian grade held and dates, and attach a copy of your latest performance appraisal.

Education

- Last High School attended: name, city, state, zip code, and year diploma or GED received
- Colleges and Universities: name, city, state, major(s), type of degree, and year received (or total semester/quarter hours earned). Do not attach transcript unless specifically requested.
- Other educational programs, if relevant. Show dates and total hours of program.

Job-Related Work Experience – Paid and Unpaid

- Job title (include series and grade if federal job)
- Name of employer, supervisor's name, and supervisor's telephone number (please indicate if your current supervisor should not be contacted)
- Starting and ending dates (month and year)
- Hours worked per week
- Annual salary
- Duties and accomplishments

Other Job-Related Qualifications

- Relevant skills (e.g., foreign languages, computer software/hardware)
- Relevant training courses
- Relevant current certificates and licenses
- Relevant honors, awards, special accomplishment, etc. (e.g., memberships in professional and honor societies, publications, leadership activities, public speaking, performance awards). Give dates, but do not send documents.
- Narrative Statement describing possession of advertised evaluation criteria (Knowledge, Skills and Abilities or KSAs). See job announcement for topics to cover in narrative statement.

Definitions and Terms in the Federal Application Process

Exploring employment opportunities and applying for jobs in the federal government requires a basic familiarity with the unique definitions, terms, and forms that are important to the process.

Career-Conditional Employee – A career-conditional employee must complete three years service before becoming a full career or “status” employee. This three-year period is more or less probationary. After those three years, if you pass, you become an official “career” employee – which means you have a better shot of staying on board if there’s downsizing. This status is supposed to confer upon the employee the stamp of approval for advancement and growth and gives you an edge when applying for other federal jobs down the road.

Competitive Service – Most civil service jobs fall under this category. Competitive jobs are those that must be filled through a fair, open and merit-based process.

Declaration for Federal Employment - Form OF 306 – Used to determine your acceptability for federal and federal contract employment. The hiring agency may ask you to complete OF 306 at any time during the hiring process: http://www.opm.gov/forms/pdf_fill/of0306.pdf.

Delegated Examining Authority – An authority OPM grants agencies to fill competitive civil service jobs with applicants from outside the federal workforce, federal employees who do not have competitive service status, or federal employees with competitive service status.

Dual Employment – Federal employees, civilian and military, are generally prohibited from receiving pay from more than one federal government source. The laws on dual employment apply to agencies in the executive, legislative, and judicial branches; corporations owned or controlled by the government; and non-appropriated fund organizations under the jurisdiction of the armed forces.

Excepted Service Agencies – Some agencies are excluded from the competitive civil service procedures. This means that they have their own hiring system and establish the evaluation criteria they use in filling their internal vacancies. These agencies are called excepted service agencies.

Federal Resume – There actually is no prescribed form, though some vacancy postings will refer to it. In reality, the term simply refers to a resume that contains all the information required to apply for a federal job. (See page 12 – Applying for a Federal Government Job.)

Form C (OPM form 1203) – See Occupational Questionnaire.

General Schedule (GS) Pay – The general pay scale system for white collar jobs in the federal government. Positions are identified by GS level from GS-1 to GS-15. GS pay is adjusted geographically and the majority of jobs pay more than the base salary for each GS level (listed in the chart below). Certain hard-to-fill jobs, usually in the scientific, technical, and medical fields, may have higher starting salaries. **See page 34 for the 2007 GS basic pay schedule.**

Knowledge, Skills, and Abilities (KSAs) – The necessary characteristics belonging to an applicant qualified for a particular job. Most job postings ask applicants to write a supplemental statement about specific KSAs listed on the announcement. There is no set format for this supplemental information. For suggestions in drafting KSA statements, see http://www.doleta.gov/jobs/Federal_Application_Process/Knowledge_Skills_Abilities

Occupational Questionnaire – A form designed to collect applicant information and qualifications. OPM uses this form during open competitive examining for admission to the competitive service (formerly known as Form C, OPM 1203, OPM 1203AW or Qualifications and Availability form). Renamed in 2002, the form is now called Occupational Questionnaire - OPM 1203FX. See <http://www.opm.gov/Forms/pdfimage/opm1203fx.pdf>. *The vacancy announcement will specify if you must use this form.*

OF 510 – An OPM booklet, also known as “Applying for a Federal Job,” that lists all of the information that must be on a federal resume. <http://www.opm.gov/forms/pdfimage/of510.pdf>.

Optional Application for Federal Employment (OF 612) – The closest thing that actually exists to the federal resume form. This can be used as the resume portion of your application for virtually all federal jobs. See http://www.opm.gov/forms/pdf_fill/of612.pdf.

OPM 1203EZ – A three-page version of the Occupational Questionnaire – OPM1203FX. *The vacancy announcement will specify if you must use this form.*

Outstanding Scholar Program – Established by the Luevano Consent Decree (see <http://www.opm.gov/employ/luevano.htm>), the Outstanding Scholar Program is a special hiring authority used as a supplement to the competitive service hiring process for some entry-level positions. The Outstanding Scholar Program can only be used for the specific series and job titles listed at <http://www.opm.gov/employ/luevano-archive.asp#Fields>. Positions in some occupational fields are not covered by the Outstanding Scholar Program: accounting and auditing; engineering; physical sciences; biological sciences; and mathematics.

Applicants must be college graduates and have maintained a grade point average (GPA) of 3.5 or better on a 4.0 scale for all undergraduate coursework, or have graduated in the upper 10% of their graduating class or major university subdivision.

Public Trust Designation – Positions that require applicants to undergo a background check.

Qualifications and Availability Form – See Occupational Questionnaire.

Qualifications Standards Operating Manual – The Office of Personnel Management’s guide to qualifications required for a particular job at a particular grade level. This is primarily for the use of the people who are doing the hiring but some job postings may refer applicants to it for more information about qualifications.

SF 86 – Questionnaire required for national security positions. The form asks questions regarding education, past and current employers, police records, financial situation, drug and alcohol use, etc., and is used to initiate required background investigations (SF86A is a continuation sheet for Questionnaire SF86 for continuing answers to residence, education and employment questions). http://www.opm.gov/forms/pdf_fill/SF86.pdf.

Status Candidates – Job applicants currently working for the federal government or certain former federal employees.

Superior Academic Achievement – A provision of the Office of Personnel Management’s qualification standards allows students who have completed all the requirements for a bachelor’s degree, but have no specialized experience or graduate-level education, to qualify at the GS-7 level based on superior academic achievement. (Normally, someone with a four-year degree and no additional education or experience can only qualify at the GS-5 level.) It can be achieved three different ways:

- 1) Class standing – Applicants must be in the upper third of the graduating class in the college, university, or major subdivision
- 2) Grade-point average (GPA) – Applicants must have a grade point average of 3.0 or higher based on four years of education and recorded on applicants transcript, or 3.5 or higher based on the average required courses completed in the major field during the final two years of the curriculum
- 3) Honor society membership – membership in one of the national scholastic honor societies

Temporary Appointment – A temporary appointment is an appointment lasting one year or less, with a specific expiration date. It is appropriate when an agency expects there will be no permanent need for the employee. A temporary employee does not serve a probationary period and is not eligible for promotion, reassignment, or transfer to other jobs. There are several reasons an agency may make a temporary appointment:

- Fill a short-term position that is not expected to last more than one year
- Meet an employment need that is scheduled to be terminated within one or two years for reasons such as reorganization, abolishment, or the completion of a specific project or peak workload
- Fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules

Term Position – Under term employment, the employing agency hires the term appointee for work on a project of a non-permanent nature and for a limited period of time, lasting for more than one year but not to exceed four years. A term appointment may be made for several reasons:

- Project work
- Extraordinary workload
- Scheduled abolishment of a position
- Reorganization
- Uncertainty of future funding
- Contracting out of the function

Upward Mobility Program – A program agencies can use to groom talent by creating or restructuring positions so they can be filled by promising entry-level applicants who will then be offered structured training and other career-development opportunities.

Veterans' Preference – By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference in hiring over other eligible applicants, and in retention during reductions in force. The preference is meant to provide a uniform method by which special consideration is given to qualified veterans seeking federal employment and applies to permanent and temporary positions in the competitive and excepted services of the executive branch. *See **Special Hiring Initiatives within the Federal Government**, page 31.*

Additional Agency-Specific Application Forms

Office of Personnel Management's (OPM) Comprehensive Database of Forms

<http://www.usajobs.gov/forms.asp>

The OPM, through its USAJobs – <http://www.usajobs.opm.gov> – website, provides electronic versions of forms often requested by agencies when applying for certain job vacancies.

Department of Homeland Security I-9 Employment Eligibility Verification Form

<http://www.uscis.gov/files/form/i-9.pdf>

The Immigration Reform and Control Act made all U.S. employers responsible for verifying the employment eligibility and identity of all employees hired to work in the U.S. after November 6, 1986. To implement the law, employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including U.S. citizens.

Defense Logistics Agency and the Defense Contract Management Agency's Automated Staffing Program (ASP)

<https://sec.hr.dla.mil/apply>

An automated process for filling vacant positions. ASP interfaces with a commercial off-the-shelf package called Resumix that is deployed throughout the Department of Defense (DOD).

Human Resources Service Center – Civilian Job Kit

<http://www.whs.mil/HRD/Apply/HowToGuide/JobKitRevision.cfm>

Servicing OSD, Defense Agencies, and DOD Field Activities, this job kit contains all the information needed to successfully complete a resume and apply for employment with the DOD.

Citizen and Immigration Services – Applicant Survey – G-942

<http://uscis.gov/graphics/formsfee/forms/files/G-942.pdf>

This special form (G-942) is required when applying for jobs at the Department of Homeland Security, USCIS.

Department of the Interior – Applicant Background Survey Form – DI-1935 B

<http://www.nps.gov/safr/parkmgmt/upload/DI-1935.pdf>

This form is required when applying for jobs at DOI, including National Park Service, Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, etc.

Resumix

<http://cpolrhp.belvoir.army.mil/west>

The Department of the Army, West Civilian Personnel Operations Center (WCPOC) uses Resumix, an automated referral system to fill vacancies. Applicants must submit a three-page resume and a one-page supplemental data sheet to apply for positions.

Alternative Points of Entry

Law Student and Attorney Opportunities

DOJ Attorney General's Honors Program

<http://www.usdoj.gov/oarm/arm/hp/hp.htm>

Full-time, entry-level attorney positions and 1-2 year clerkships and fellowships for graduating law students, judicial clerks, and full-time graduate law students with well-rounded backgrounds, illustrating academic achievement and intellectual and analytical thinking.

DOJ Summer Law Intern Program (SLIP)

<http://www.usdoj.gov/oarm/arm/sp/sp.htm>

Compensated summer positions primarily for second year law students and graduating law students entering judicial clerkships or full-time graduate law programs after graduation.

DOJ Legal Intern Program

<http://www.usdoj.gov/oarm/arm/int/legalinternjq.htm>

Volunteer, work-study and part-time positions for law students for summer and/or during the academic year.

DOJ Experienced Attorneys

<http://www.usdoj.gov/oarm/arm/eap.htm>

Opportunities for attorneys who are active members of the bar (any jurisdiction) and have at least one-year post-J.D. experience.

Central Intelligence Agency (CIA) Legal Honors Programs

<https://www.cia.gov/offices-of-cia/general-counsel/careers/index.html>

National security law positions for entry-level attorneys that last three-years. Attorneys are usually assigned to two divisions within the Office of the General Counsel.

Department of Housing and Urban Development (HUD)

The Legal Honors Intern program is the only recruitment method HUD uses for hiring graduating law students. Successful candidates are given a one-year legal internship. Following the completion of the internship, the attorney may be granted an offer of permanent employment. Additional information regarding the program can be found at www.hud.gov/jobs/index.cfm

Department of the Interior

The Solicitor's Honors Program is primary manner by which the Department of the Interior hires entry-level lawyers. Similar to HUD's program, new attorneys are hired for a one-year internship program, after which they may be offered permanent employment based on their performance.

To find more information on the program, check out this link:

<http://www.doi.gov/doijobs/doijobs.html>

Department of Labor

The Department of Labor's Office of the Solicitor, an employer of 500 attorneys, enforces occupational safety and health laws, various civil rights laws, minimum wage and overtime laws as well as a number of other labor laws. Attorneys hired for the honors program spend two years in the Special Appellate and Supreme Court Litigation Division, and are then assigned to another division in Washington, DC. Information on the program is available at <http://www.dol.gov/sol/honorsprogram.htm>

Federal Trade Commission (FTC)

E-mail at HRMOEmployment@ftc.gov

Seeks entry-level attorneys for open positions on an annual basis. This type of attorney is hired at the GS-11 or GS-12 level. Recent graduates are placed in fourteen-month rotations as law clerks, pending admission to a bar.

Presidential Management Fellows Program

(formerly known as the Presidential Management Intern (PMI) Program)

<http://www.usajobs.opm.gov/EI18.asp>

Open to masters, law and doctoral-level graduate students from a wide variety of academic disciplines interested and dedicated to public policy. Schools nominate applicants with achievements of breadth and quality, capacity for leadership and demonstrated commitment to a career in the analysis and management of public policies programs. Accepted Presidential Management Fellows receive initial two-year excepted service appointments, and are later eligible for various promotions.

General Student Opportunities in the Federal Government

Outstanding Scholar Program

<http://www.opm.gov/employ/luevano-archive.asp#Outstanding>

A special hiring authority that supplements the competitive service hiring process for some entry-level positions. Students with GPAs of 3.5+ may apply for specific jobs (restricted to grade levels GS-5 and GS-7) in 100+ career fields. Opportunities are advertised on USAJobs.

Federal Student Educational Employment Program

<http://www.usajobs.opm.gov/STUDENTS.asp>

Open to students at all levels: high school, undergraduate, graduate and vocational/technical students. This program offers students at all levels the opportunity to combine academic study with on-the-job experience. Flexible schedule of work assignments.

*Note that this program has two components: **Student Temporary Employment** and **Student Career Experience**. The Student Temporary Employment component offers all students temporary job opportunities. Employment ranges from summer jobs to positions that may last until a student graduates. These employment opportunities need not necessarily be related to your academic field of study. The Student Career Experience component offers valuable work experience directly related to a student's academic field of study. Students may be eligible for permanent employment under this component after successfully completing their education and meeting work requirements.*

Summer Employment

<http://www.usajobs.opm.gov/EI19.asp>

Most agencies offer summer job opportunities. Job seekers can find vacancies online at <http://www.usajobs.opm.gov> or by phone at 703-724-1850 or TDD 978-461-8404. Deadlines vary by agency.

e-Scholar

<http://www.studentjobs.gov/e-scholar.asp>

A website for locating educational opportunities available to students (high school to doctorate) and career professionals (teaching faculty to lead scientist). There are many e-Scholar programs from which to choose: Apprenticeships, Cooperatives, Fellowships, Grants, Internships and Scholarships. They are open to students at all levels.

Scholarship For Service (SFS)

<http://www.sfs.opm.gov>

Scholarship for Service (SFS) is a unique program designed to increase and strengthen the cadre of federal information assurance professionals that protect the government's critical information infrastructure. Scholarships fully fund the typical costs that students pay for books, tuition, and room and board while attending an approved institution of higher learning. Participants also receive stipends of up to \$8,000 for undergraduates and \$12,000 for graduate students. Students agree to work for the federal government for a period equivalent to the length of the scholarship.

Special Hiring Initiatives in the Federal Government

Diversity and Minority Recruiting

The Office of Personnel Management (OPM), an independent agency of the government that manages the civil service of the federal government, is committed to diversity in the federal government. In addition to providing training to managers about practical ways to make a diverse workforce a strength for the entire organization, the OPM also submits annual reports of statistical data to Congress on employment in the federal workforce, including representation of women and minorities under the Federal Equal Opportunity Recruitment Program (FEORP). The FEORP report also highlights practices and initiatives federal agencies are using to recruit and develop a diverse workforce. The most recent report (2006) can be accessed via the FEORP website at <http://www.opm.gov/feorpreports>.

Each agency has its own diversity plan to suit its particular hiring needs. For instance, the Department of Labor holds an annual Opportunity Conference that provides job and networking opportunities targeted at the Asian Pacific, Hispanic, and African American communities. The fifth annual conference will take place in the fall of 2007. More information is available at <http://www.opportunityconference.gov>.

The *Asian Pacific American (APA) Federal Career Guide*, a joint publication by the OPM and the Department of Labor, provides guidance for Asian Pacific Americans in obtaining employment with the federal government. The APA Guide is available at <http://www.apasummit.gov/files/APAFedCarGuide2006.pdf>.

Information on a particular agency's diversity hiring program may be obtained by contacting the Equal Employment Opportunity office or its equivalent at that agency.

The Federal Bureau of Investigation within the Department of Justice has implemented several initiatives to address diversity and equal employment opportunities within the agency's workplace. Information regarding these initiatives can be found at <http://www.fbijobs.gov/42.asp>

Internal Revenue Service Criminal Investigation's Office of Equal Employment Opportunity and Diversity (EEOD) is committed to efforts in identifying and recruiting qualified, diverse candidates. During 2003, EEOD partnered with a group of human resource officials to develop a CI Recruitment, Hiring, and Retention strategy. EEOD was also involved in the process, which identified the more than thirty highly qualified college students who were selected to participate in the CI Student Career Experience Program (Special Agent Training Program). More than 75% of the students selected were minorities. <http://www.irs.gov/pub/irs-pdf/p3847.pdf>

Information discussing the Environmental Protection Agency participation in several diversity initiatives, including the National Hispanic Outreach Strategy and Student Environmental Associate Program and Diversity Initiative, can be found at <http://www.epa.gov/careers/diversity.html> and <http://www.epa.gov/careers/stuopp.html>

In addressing racial under-representation in the workforce and implementing a strategy to maintain diversity, the **International Trade Administration of the Department of Commerce** participated in several initiatives, including but not limited to attending and representing the Department and ITA at the 2006 HACU (Hispanic Association of Colleges and Universities); attending the Fall 2006 Career & Internship Fair at Florida International University, a 56% Hispanic student population university; contacting Historically Black Colleges and Universities (HBCUs) and Hispanic institutions to communicate open vacancies using the QuickHire diversity feature; and communicating monthly diversity data to ITA management via the ITA diversity website. (http://www.ita.doc.gov/hrm/documents/hc_quarter1.pdf).

People with Disabilities

The federal government has special appointing authorities for persons with disabilities. To be eligible for these noncompetitive, Schedule A appointments, a person must meet the definition for being disabled. The person must have a severe physical, cognitive, or emotional disability; have a history of having such disability; or be perceived as having such disability.

People who are disabled and have a certification letter from a State Vocational Rehabilitation Office or the Department of Veterans Affairs may apply for noncompetitive appointment through the special authorities. Applicants with certification letters may apply directly to agencies' Selective Placement Coordinators or equivalent to be considered for jobs. Applicants should send an application plus the certification to the Selective Placement Coordinator or equivalent. Disabled veterans may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs of 30% or more.

OPM administers the Federal Employment of People with Disabilities program (<http://www.opm.gov/disability>), which provides information for individuals with disabilities who are interested in obtaining or changing Federal employment positions. Details on the process for finding a federal job, obtaining a certification of disability, working with the selective placement coordinators, and interviewing are also provided on the website.

Most federal agencies have a Selective Placement Program Coordinator, Special Emphasis Manager (SEP) for Employment of Adults with Disabilities, or equivalent, who helps agency management recruit, hire, and accommodate people with disabilities at that agency. SEP Managers also develop, manage, and evaluate the agency's Affirmative Employment Program for Individuals with Disabilities. The Selective Placement Program Coordinator directory is available at http://apps.opm.gov/sppc_directory.

Veterans

The Office of Personnel Management (OPM) administers entitlement to veterans' preference in employment under Title 5, United States Code, and oversees other statutory employment requirements in Titles 5 and 38.

The OPM also publishes the VetGuide, which provides information on the federal government's hiring procedure for veterans claiming preference in applying for federal employment positions. The VetGuide is available at <http://www.opm.gov/veterans/html/vetguide.asp>.

To receive veterans preference, a veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge). When applying for federal jobs, eligible veterans should claim preference on their application or resume. Veterans who received an honorable or general discharge from active duty in the Armed Forces, and who may claim one of the preference categories listed on Standard Form SF 15 – Application for 10-Point Veteran Preference (http://www.opm.gov/forms/pdf_fill/SF15.pdf), may have 10 points added to their civil service examination scores. Veterans who are not eligible for the 10-point preference may be eligible for a 5-point preference.

Federal Government Salary Information

Serving as a lawyer or manager in the federal government may not provide as large a salary as a major metropolitan law firm, but it offers a salary that is competitive with many public service opportunities. Moreover, government employment provides a variety of unique challenges and rewards that can make the job worth the sacrifice of a private sector salary.

To get an idea of how much federal jobs pay, a good place to start is the Office of Personnel Management's website (<http://www.opm.gov/oca/payrates>). Most white-collar federal jobs fall under the General Schedule (or GS) pay scale (see below). In this scale, jobs are ranked according to level of responsibility and difficulty and are assigned corresponding grades. Grades start at GS-1 and go up to GS-15, then into the Senior Executive Service (SES). As your grade goes up, your salary rises with it. Within each grade level there are several steps, often as many as 10. Length of tenure in a position and job performance can bump employees up by steps within their grade. For information on salaries, promotions and benefits in the Department of Justice, see <http://www.usdoj.gov/oarm/arm/hp/hpsalary.htm>. College graduates with a four-year degree typically enter the system at GS-5 or GS-7. Master's level graduates usually enter at a GS-9 or higher, depending upon number of years of work experience.

Special rules allow agencies to pay attorneys more, so law school graduates usually start at a GS-11 or GS-12, depending on whether the applicant is entering an honors program or has experience from a clerkship. This will generally mean a starting salary somewhere between \$50,000 and \$75,000. Why the wide range? The federal government has base pay tables and locality pay tables. In metropolitan areas such as San Francisco or New York, federal employees earn a higher salary to compensate for the higher cost of living. Areas that do not have a locality pay formula are covered by the rest of the United States formula.

For 2008, basic pay under the General Schedule or GS pay plan is as follows:

Grade	Base Pay
GS – 11	\$48,148
GS – 12	\$57,709
GS – 13	\$68,625
GS – 14	\$81,093
GS – 15	\$95,390

To view the 2008 Locality Pay Charts visit <http://www.opm.gov/oca/08tables/indexGS.asp>. Finally, while these pay tables are a good reference, keep in mind that there are always exceptions. For instance, for certain hard-to-fill positions, departments and agencies may be able to offer a "special pay rate" that allows them to increase salaries for potential recruits. Examples of such departments and agencies include the Securities and Exchange Commission, Department of Justice, Internal Revenue Service (Office of Chief Counsel), General Accounting Office, Department of Commerce, Department of Defense, the Army and Air Force JAG, Housing and Urban Development, and Health and Human Services.

Federal Government Benefits Information

Health Insurance

Federal employees can enroll in health insurance coverage for themselves and their families at reasonable rates. They enjoy one of the widest selections of plans in the country. About 245 plans participate in the health insurance program. Employees can choose among fee-for-service plans, health maintenance organizations, and point-of-service plans. There is an annual open season during which employees can change their enrollment. Unlike a growing number of private sector health benefits programs, federal employees can continue their health insurance coverage into retirement with a full government contribution. Most enrollees pay about one-fourth of the health benefits premium. See also: <http://www.opm.gov/insure>.

Holidays

Full-time federal employees are entitled to 10 paid holidays each year. These holidays are listed by year at <http://www.opm.gov/fedhol/index.htm>.

Annual Leave

Accrual of annual leave is based on the number of years served. The rate of accumulation of leave for full-time employees is:

1-3 years	4 hours every two weeks-13 days per year
3-15 years	6 hours every two weeks- 20 days per year
Over 15 years	8 hours every two weeks- 26 days per year

Life Insurance

Most full-time and part-time employees are automatically enrolled in basic life insurance equal to their salary, rounded to the next \$1,000, plus \$2,000. The government pays one-third of the cost of this group term insurance. Employees do not have to prove insurability—no physical is required. Basic coverage includes double benefits for accidental death and benefits for dismemberment. Employees can also purchase optional insurance at their own expense. Optional coverage includes additional insurance on the employee's life as well as coverage for the employee's spouse and eligible children, if any. Accelerated death benefits are available to terminally ill enrollees so that they can receive life insurance proceeds while they are living.

Many large organizations are cutting life insurance benefits to retirees. This is untrue in the federal government, which allows life insurance to be continued into retirement. It can also be converted to private coverage upon termination, without proof of insurability. See <http://www.opm.gov/insure>.

Loan Repayment Assistance (LRAP)

Federal employees can receive up to \$10,000 per year in student loan repayments, and up to \$60,000 total. In return, they must commit to at least three years of agency service. The federal loan repayment program is still relatively new, but several agencies have started to use it as a recruitment and retention incentive. See more information on LRAP in the next section.

Federal Loan Repayment Assistance Program (LRAP)

The federal loan repayment program (LRAP) is still relatively new, having been launched in 2002, but more and more agencies are beginning to use it as a recruitment and retention incentive. In fiscal year (FY) 2007, 33 federal agencies provided 6,619 employees with almost \$42 million in student loan repayments benefits, with an average loan repayment benefit of \$6,377. To learn more about the specific agencies that offer loan repayments, visit <http://www.opm.gov/oca/pay/studentloan/index.asp>.

Federal employees can receive up to \$10,000 per year in student loan repayments, and up to \$60,000 total. In return, they must commit to at least three years of agency service. The federal loan repayment program is still relatively new, but several agencies have started to use it as a recruitment and retention incentive. If an employee quits or is fired for just cause or poor performance, he/she must reimburse the paying agency for all benefits received. In addition, an employee has to perform at an acceptable level in order to continue to receive repayment benefits.

In 2007, as in the four years prior, the five agencies using student loan repayment programs most extensively were the Departments of Defense, Justice and State, the Securities and Exchange Commission, and the Government Accountability Office.

Department of Defense

<http://www.todaysmilitary.com/benefits/tuition-support#loan-repayment-programs>

The Department of Defense (DoD) provided more than \$6.3 million in student loan repayment benefits to 1,860 employees in 2007.

Department of State

<http://www.careers.state.gov/officer/compensation.html>

The State Department is one of the top federal agencies offering the LRAP. Since LRAP was implemented in 2002, more than 1650 Civil Service and Foreign Service officers have made use of this benefit. Foreign Service Officers are eligible to apply when assigned to and encumbering positions at designated criteria hardship and/or danger pay posts around the world. Civil Service employees may qualify if encumbering designated pre-qualifying positions and are in career-type appointments. In 2007, DOS provided more than \$3.7 million in student loan repayment benefits to 626 employees. Questions about the LRAP may be directed to the Department at SLRP@state.gov.

Department of Justice

<http://www.usdoj.gov/jmd/ps/guistudentloans.htm>

In 2007, the Department of Justice provided benefits to 2,463 employees, adding up to more than \$20.5 million. The Federal Bureau of Investigation (FBI) provided a total of nearly \$19.2 million in student loan repayment benefits to 2,246 employees.

Securities and Exchange Commission

http://www.sec.gov/jobs/jobs_worklife.shtml

During FY 2007, the Securities and Exchange Commission (SEC) gave 369 employees almost \$3.3 million in student loan repayment benefits. SEC paid half of its repayment benefits to its attorneys. The average benefit per employee was \$9,187 and approximately 81 percent of program participants received the maximum benefit amount of \$10,000.

Government Accountability Office

<http://www.gao.gov/jobs/salary.pdf>

The Government Accountability Office (GAO) gave student loan repayment benefits adding up to almost \$1.6 million to 316 employees during 2007. GAO used its student loan repayment program mainly to recruit and retain analysts, giving loan repayment benefits to 246 of them in 2007.

In addition to these five agencies, 28 other Federal agencies gave out student loan repayments during FY 2007. These agencies provided student loan repayment benefits of almost \$6.6 million to 985 employees. 11 of the 28 agencies provided more than \$100,000 in benefits. These agencies were: the Departments of Agriculture, Energy, Health and Human Services, Interior, Labor, Transportation, and Treasury, and the Federal Energy Regulatory Commission, National Aeronautics and Space Administration, National Archives and Records Administration, and the Nuclear Regulatory Commission.

For a more complete report and a list of all participating agencies and their relevant statistics, see <http://www.opm.gov/oca/pay/studentloan/html/FY2007StudentLoanRepaymentReport.pdf>.

To see if your loan qualifies and for more details, see the official site for the Federal Student Loan Repayment Assistance Program at <http://www.opm.gov/oca/pay/studentloan/index.asp>.

Additional Resources for Obtaining Federal Legal Employment

Office of Personnel Management (OPM)

<http://www.opm.gov>

OPM maintains links to a number of federal employment databases and resources at https://www.opm.gov/job_seekers.

The 2008-2009 Government Honors and Internship Handbook

University of Arizona James E. Rogers College of Law, Career and Professional Development Office

<http://www.law.arizona.edu/career/honorshandbook.cfm>

The Handbook, which is updated continually, includes application information and deadlines for federal and state honors programs and internships. Annual online subscriptions (\$175 for 2008-2009) are available to law schools for distribution to their students and graduates. Law students and graduates are advised to contact their career services offices for information on accessing this resource.

Attorney Jobs: The National and Federal Legal Employment Report **Federal Reports, Inc.**

<http://www.attorneyjobsonline.com>

This online publication has numerous legal job vacancies, locally and nationally. Online subscription costs for individuals start at: \$19.95 for 1 month; \$49.95 for 3 months; \$88.50 for 6 months; and \$168.00 for 1 year. Online registration is available at <http://www.attorneyjobs.com/wps/portal/attorneyjobs/registration>.

Federal Yellow Book

Monitor Leadership Directories, Inc.

<http://www.leadershipdirectories.com/products/fyb.htm>

This is a comprehensive listing of all major components of all federal agencies, updated and published quarterly. It does not have employment or vacancy information. It focuses on positions in the greater Metro DC area. Annual subscription is \$475.00. Contact Leadership Directories, Inc. at info@leadershipdirectories.com or (212) 627-4140.

The United States Government Manual, 2008-2009

Office of the Federal Register

<http://www.gpoaccess.gov/gmanual/index.html>

The Manual provides information on the agencies of the executive, judicial, and legislative branches of the federal government. Also includes details about boards, commissions, committees, and quasi-official agencies and organizations in which the U.S. participates. The USGM is republished every summer and may be accessed online. You may also purchase a printed copy of the 2008-2009 edition by going to <http://bookstore.gpo.gov/actions/GeneralSearch.do>.

Appendix

Federal Departments & Agencies: What They Do

Legislative Branch

Agency	Website	Description
Congressional Budget Office (CBO)	http://www.cbo.gov	The CBO reports on the U.S. budget; drafts briefs related to long-term fiscal, revenue, and tax policy; analyzes budget and economic issues at the request of Congress; and provides cost estimates for bills reported by Congressional committees.
General Accounting Office (GAO)	http://www.gao.gov	At the request of members of Congress, the GAO investigates, audits, and evaluates government programs to determine if they are meeting their goals, spending money efficiently, and operating lawfully. The GAO issues public reports on their findings that help guide policy decisions.
Library of Congress (LOC)	http://www.loc.gov	The LOC serves as the primary source for congressional research. The LOC includes several internal divisions, including the U.S. Copyright Office and the Congressional Research Service.

Executive Branch

Agency	Website	Description
Council on Environmental Quality (CEQ)	http://www.whitehouse.gov/ceq	The CEQ regulates federal environmental efforts and monitors federal agency compliance with the environmental impact assessment process. CEQ also collaborates with other federal agencies to create environmental policy.
Domestic Policy Council (DPC)	http://www.whitehouse.gov/dpc	The DPC is the President's primary advisor on domestic policy. DPC develops policy consistent with the President's goals and monitors compliance and consistency throughout the federal agencies.
National Security Council (NSC)	http://www.whitehouse.gov/nsc	The NSC is the President's primary advisor on matters of foreign policy and national security. Members of the NSC include the Vice-President, Secretary of State, Secretary of the Treasury, and Secretary of Defense.
Office of the United States Trade Representative (USTR)	http://www.ustr.gov	The USTR advises the President on trade policy; coordinates policies related to international trade, commodity, and direct investment; and oversees trade negotiations with foreign countries.

Executive Agencies

Department of Agriculture (USDA)

The USDA has a broad range of responsibilities. The agency works on agricultural issues, including efforts to improve and maintain farm income and develop and expand markets for agricultural products. The USDA oversees food stamps and other hunger and poverty programs, as well as conservation and natural resource protection programs. Agriculture Department inspectors are responsible for the safety of the nation's food supply, and USDA employees coordinate a range of rural development programs that provide housing, business loans, and other assistance to rural communities.

Selected Agencies/Offices	Website	Description
Animal and Plant Health Inspection Service (APHIS)	http://www.aphis.usda.gov	APHIS creates rules, regulations, and programs to protect the health of plants and animals. In addition, APHIS monitors other countries' import requirements and negotiates science-based standards to prevent unfair trade restriction.
Forest Service	http://www.fs.fed.us	The Forest Service works to promote the health and beauty of the nation's forests through land management policy.
Natural Resources Conservation Service (NRCS)	http://www.nrcs.usda.gov	NRCS assists the natural resource conservation efforts of private farmers, ranchers, and other private landowners.
Office of Community Development (OCD)	http://ocdweb.sc.egov.usda.gov	OCD administers rural community development programs to promote self-sustaining, long-term economic and community development in rural areas.
Office of the General Counsel (OGC)	http://www.usda.gov	The OGC gives legal advice and counsel to both the Secretary and individual departments within the USDA on aspects of USDA programs and activities.

Department of Commerce

Officials within the Commerce Department monitor, and to some degree regulate, everything from foreign trade, to fishing, to the granting of patents. Commerce officials provide statistics and analyses for business and government planners, research and support for engineering and technological development, and support for minority businesses.

Selected Agencies/Offices	Website	Description
Bureau of Economic Analysis (BEA)	http://www.bea.gov	BEA is the nation's economic accountant: it integrates and interprets a variety of source data to draw a complete and consistent picture of the U.S. economy. Its analyses provide information on issues such as economic growth, regional development, and the nation's position in the world economy.
Bureau of the Census	http://www.census.gov	The Bureau of the Census gathers statistical data on the nation's population, housing, and economy. The data found in the census is used to establish each state's representation in the House of Representatives.
Bureau of Industry and Security (BIS)	http://www.bis.doc.gov	BIS advances U.S. national security, foreign policy, and economic interests.
Economic and Statistics Administration	https://www.esa.doc.gov	The Economic and Statistics Administration provides authoritative information to the American business, economic, and trade community.
International Trade Administration	http://www.trade.gov	The International Trade Administration oversees the nonagricultural trade operations of the U.S. It also governs and supports the trade policy negotiation efforts of the U.S. Trade Representative.
Minority Business Development Agency (MBDA)	http://www.mbda.gov	The MBDA develops national policies in forming and strengthening a partnership of business, industry, and government with the nation's minority businesses.
National Environmental Satellite, Data, and Information Service (NESDIS)	http://www.nesdis.noaa.gov	NESDIS operates the nation's civilian geostationary and polar-orbiting environmental satellites. It also manages the largest collection of atmospheric, geophysical, and oceanographic data in the world. From these sources, NESDIS develops and provides environmental data for forecasts, national security, and weather warnings.

National Institute of Standards and Technology (NIST)	http://www.nist.gov	NIST assists industries in developing technology to improve product quality, modernize manufacturing processes, ensure product reliability, and facilitate rapid commercialization of products based on new scientific discoveries.
National Oceanic and Atmospheric Administration (NOAA)	http://www.noaa.gov	NOAA monitors and assesses the state of the environment to promote the economic well-being of the United States and to enhance its environmental security. NOAA is responsible for protecting America's ocean, coastal, and living marine resources while promoting sustainable economic development.
National Technical Information Service (NTIS)	http://www.ntis.gov	NTIS is the nation's largest central clearinghouse and government-wide resource for scientific, technical, engineering, and other industry-related information.
National Telecommunications and Information Administration (NTIA)	http://www.ntia.doc.gov	NTIA serves as the principal adviser to the President on telecommunications and information policy.
Office of the General Counsel (OGC)	http://www.ogc.doc.gov	The OGC monitors the DOC's legislative and regulatory activities, defends the DOC in litigation, and provides legal counsel to the Secretary and DOC departments and agencies.
U.S. Patent and Trademark Office	http://www.uspto.gov	The Patent and Trademark Office reviews and grants applications for patents.

Department of Defense (DOD)

Nearly 700,000 civilians are employed by the DOD in various capacities working on the business side of defending the nation. They also provide information to the public and members of the military, manage military education programs, and attempt to locate missing personnel or prisoners of war.

Selected Agencies/Offices	Website	Description
Defense Contract Audit Agency (DCAA)	http://www.dcaa.mil	DCAA evaluates costs claimed or proposed by contractors, and reviews the efficiency and economy of contractor operations.
Defense Contract Management Agency (DCMA)	http://www.dcma.mil	The DCMA oversees DOD contract management in support of military departments, other DOD components, and NASA.
Defense Finance and Accounting Service (DFAS)	http://www.dod.mil/dfas	DFAS is the financial administrator for DOD, including payroll and contracts. It maintains all financial and accounting records for DOD.
Defense Intelligence Agency (DIA)	http://www.dia.mil	DIA provides military intelligence to servicemen and women, as well as the decision makers and policymakers of the DOD and the federal government.
Defense Legal Services Agency – Office of General Counsel	http://www.dod.mil/dodgc	This is the legal branch of the DOD. The Legal Services Agency provides legal advice and assistance to DOD components and helps develop the department's legislative strategy.
Defense Prisoner of War/Missing Personnel Office	http://www.dtic.mil/dpmo	This Office provides management and oversight to account for POWs and those missing in action. The department also conducts investigations of POW/MIAs from all wars, in order to recover personnel still unaccounted for.
Defense Security Cooperation Agency	http://www.dsca.osd.mil	The Security Cooperation Agency provides security and military assistance, international military education and training, humanitarian assistance, and land mine removal. It also participates in foreign military sales.

<p>Defense Security Service (DSS)</p>	<p>http://www.dss.mil</p>	<p>DSS conducts background checks for federal military and security personnel, ensures the safety of classified materials at government contracting facilities, and provides security education and training.</p>
<p>Defense Threat Reduction Agency (DTRA)</p>	<p>http://www.dtra.mil</p>	<p>DTRA monitors compliance with arms control treaties, supports nuclear stockpile stewardship, provides technical support for nuclear weapons in DOD custody, and reviews licenses for the export of U.S. technologies that could be used in the production of weapons of mass destruction to ensure that the transfers are consistent with U.S. national security interests. The agency also implements the Cooperative Threat Reduction Program, which assists former countries of the Soviet Union in reducing their weapons capabilities.</p>
<p>Marine Corps Judge Advocate Division</p>	<p>http://sja.hqmc.usmc.mil</p>	<p>The Judge Advocate Division supports the Staff Judge Advocate to the Commandant of the Marine Corps (CMC) by performing duties as a special assistant and legal advisor to the CMC, the occupational field manager for the 44XX Military Occupational Specialty (MOS), and the provider of legal services to headquarters staff agencies on all legal matters except of business and commercial activities, environmental, and civilian personnel law, which fall under the jurisdiction of the Counsel for the CMC.</p>
<p>National Geospatial-Intelligence Agency (NGA)</p>	<p>http://www.nga.mil/portal/site/nga01</p>	<p>NGA provides imagery, imagery intelligence, and geospatial information in support of national security objectives relating to diplomatic and regional security policy, arms control and treaty monitoring activities, counter-terrorism, nonproliferation, chemical and biological warfare, and information operations activities.</p>

<p>National Security Agency (NSA)</p>	<p>http://www.nsa.gov</p>	<p>The National Security Agency is the nation's main cryptology agency. It employs code-makers and breakers, and provides information from foreign intelligence sources to policy makers.</p>
<p>Office of the Joint Chiefs of Staff</p>	<p>http://www.jcs.mil</p>	<p>The Joint Chiefs consists of top officials from each branch of the military, who act collectively in order to create military strategy. Officials from the Army, Navy, Marine Corps, and Air Force work together to utilize the resources of each branch during military conflict. The Chairman of the Joint Chiefs is the primary military advisor to the President, National Security Council, and the Secretary of Defense.</p>
<p>Office of the Secretary of Defense</p>	<p>http://www.defenselink.mil/osd</p>	<p>The Secretary of Defense is the President's primary advisor for defense policy. Under the direction of the President, the Secretary is responsible for ensuring that this policy is properly executed. The Secretary is also responsible for overseeing the Department of Defense.</p>

Department of Education

The Department of Education works to provide quality education in America’s public schools. It ensures that public school systems provide proper school supplies, facilities, and qualified teachers. The Department also promotes the involvement of parents in their children’s education, creates financial aid policies, and encourages the use of modern technology in the classroom.

Selected Agencies/Offices	Website	Description
Institute of Education Sciences (IES)	http://www.ed.gov/about/offices/list/ies	IES works to advance the field of education research by supporting evidence-based education.
National Center for Education Statistics (NCES)	http://nces.ed.gov	NCES collects and analyzes education-related data.
Office for Civil Rights (OCR)	http://www.ed.gov/about/offices/list/ocr	OCR promotes equal access to education and academic achievement, resolves discrimination complaints, and enforces federal education-related anti-discrimination laws.
Office of Elementary and Secondary Education (OESE)	http://www.ed.gov/about/offices/list/oese	OESE is the principal adviser to the Secretary of Education on all matters pertaining to elementary and secondary school students. The Office directs, coordinates, and recommends policy for programs designed to improve academic achievement in public schools and promote equal access to education.
Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students (OELA)	http://www.ed.gov/about/offices/list/oela	OELA oversees educational programs for students who do not speak English as a first language. It monitors programs that assist students with limited English proficiency.

<p>Office of Postsecondary Education (OPE)</p>	<p>http://www.ed.gov/about/offices/list/ope</p>	<p>OPE formulates policy and directs and coordinates programs to assist colleges, universities, and their students. Programs include grants to improve instruction in crucial academic subjects and programs that help disadvantaged students attend college. The office is also responsible for the White House Initiative on Historically Black Colleges and Universities, which works to ensure that these institutions remain viable.</p>
<p>Office of Special Education and Rehabilitative Services (OSERS)</p>	<p>http://www.ed.gov/about/offices/list/osers</p>	<p>OSERS works to ensure that people with disabilities have services, resources, and equal opportunities to learn, work, and live as fully integrated, contributing members of society.</p>
<p>Office of Vocational and Adult Education (OVAE)</p>	<p>http://www.ed.gov/about/offices/list/ovae</p>	<p>OVAE administers grant, contract, research, and technical assistance programs for vocational-technical education and for adult education and literacy. The Office also promotes workforce and economic development.</p>
<p>Office of the General Counsel (OGC)</p>	<p>http://www.ed.gov/about/offices/list/ogc</p>	<p>The OGC is the principal legal advisor to the Secretary on all legal matters related to the Department's programs and activities.</p>

Department of Energy (DOE)

The Department of Energy works to ensure the nation has a steady, consistent, and safe supply of energy. DOE scientists are involved in a wide array of projects: weapons research; the creation of alternative energy systems; research into the fundamental building blocks of our universe; and environmental compliance. The DOE also serves as a significant funding source for researchers at colleges and universities as well as in the private sector.

Selected Agencies/Offices	Website	Description
Bonneville Power Administration (BPA)	http://www.bpa.gov/corporate	BPA operates an extensive electricity transmission system and markets energy sources produced by the Columbia River Power System.
Federal Energy Regulatory Commission (FERC)	http://www.ferc.gov	FERC is an independent commission within the DOE that regulates the sale, rates, and transmission of energy.
National Nuclear Security Administration (NNSA)	http://nnsa.energy.gov	NNSA directs the nation's nuclear weapons research and development, as well as activities related to arms control, nonproliferation, export controls, and international nuclear safety.
Office of Civilian Radioactive Waste Management (OCRWM)	http://www.ocrwm.doe.gov	OCRWM operates the nuclear waste fund and other federal programs that recommend, construct, and operate repositories for disposal of high-level radioactive materials.
Office of Environmental Management (EM)	http://www.em.doe.gov	EM directs the assessment and cleanup of inactive nuclear facilities and waste sites.
Office of General Counsel (OGC)	http://www.gc.doe.gov	With the exception of FERC and NNSA, the OGC provides legal advice and counsel, represents the DOE in litigation, and ensures that DOE programs comply with all relevant laws and regulations.
Office of Intelligence	http://www.doe.gov/nationalsecurity/	The Office of Intelligence gathers information on global nuclear weapons development and nonproliferation, and provides foreign intelligence analyses to the DOE, other government agencies, and the intelligence community.

Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board (DEPREP)	http://www.hss.energy.gov/depdep	DEPREP works in collaboration with the DNFSB to protect worker health and safety and the environment at nuclear defense facilities.
Southeastern Power Administration (SEPA)	http://www.sepa.doe.gov	SEPA directs the transmission and disposition of surplus electric power generated at reservoir projects in West Virginia, Virginia, North Carolina, South Carolina, Georgia, Florida, and Alabama.
Southwestern Power Administration (SWPA)	http://www.swpa.gov	SWPA regulates the disposition of electric power and energy in Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas.
Western Area Power Administration (WAPA)	http://www.wapa.gov	WAPA directs the federal electric power-marketing and transmission functions in 15 central and western states.

Department of Health and Human Services (HHS)

The Department of Health and Human Services (HHS) oversees the health and well-being of all Americans. The Department operates more than 300 health programs, ranging from food safety, to medical research, to drug abuse prevention. HHS provides grants to local authorities, and works with state, county, and tribal governments to enact programs and provide essential services.

Selected Agencies/Offices	Website	Description
Administration on Aging (AOA)	http://www.aoa.gov	AOA supports the elderly through a variety of programs. It also advises on health and welfare policy with regard the elderly.
Administration for Children and Families (AFC)	http://www.acf.hhs.gov	ACF oversees federal programs which provide services to children and families, such as Head Start and the state/federal welfare program collaboration.
Agency for Toxic Substances and Disease Registry (ATSDR)	http://www.atsdr.cdc.gov	ATSDR directs health and safety policy related to exposure to hazardous substances from waste sites. It conducts a variety of studies and assessments at sites that have been identified as hazardous by the EPA.
Centers for Disease Control and Prevention (CDC)	http://www.cdc.gov	The CDC researches disease, monitors for disease outbreaks, and tracks statistics regarding diseases and disease prevention.
Centers for Medicare and Medicaid Services (CMS)	http://www.cms.hhs.gov	CMS oversees and regulates Medicare, Medicaid, and State Children's Health Insurance programs.
Food and Drug Administration (FDA)	http://www.fda.gov	The FDA monitors and regulates the safety of consumer products, including foods, cosmetics, pharmaceuticals, biological products, and medical devices.
Health Resources and Services Administration (HRSA)	http://www.hrsa.gov	HRSA works to expand quality healthcare services to underserved groups, overseeing more than 600 community and migrant health centers and approximately 140 primary care programs for the homeless and for residents of public housing.
Indian Health Service (IHS)	http://www.ihs.gov	IHS supports a network of hospitals, rural and urban health centers, residential treatment centers, and health stations serving Native American communities.

National Institutes of Health (NIH)	http://www.nih.gov	The NIH includes 27 separate institutes and centers and is the world's premier medical research institution. The Institutes collectively support approximately 35,000 research projects and studies.
Office of the General Counsel (OGC)	http://www.hhs.gov/ogc	The OGC provides legal counsel to agencies and offices within HHS, drafts legislation, and reviews proposed regulations affecting significant issues in health and human services.

Department of Homeland Security (DHS)

The Department of Homeland Security (DHS) was created in response to the terrorist attacks of September 11, 2001. In what has been the largest reorganization of the government since the 1940s, 22 separate domestic law enforcement agencies were combined into one department in 2002. The department's five major divisions are responsible for ensuring border and transportation security, preparing for emergencies, protecting the nation's infrastructure, and developing new technology to deal with threats. DHS also encompasses the U.S. Coast Guard, the Secret Service, and the Bureau of Citizenship and Immigration Services.

Selected Agencies/Offices	Website	Description
U.S. Citizenship and Immigration Services (BCIS)	http://www.uscis.gov	USCIS regulates the immigration status of individuals, the granting of work authorizations, adjustments of status, requests for asylum, and naturalization.
Federal Emergency Management Agency (FEMA)	http://www.fema.gov	FEMA's mission is to reduce the loss of life and property by protecting our nation's infrastructure from all types of hazards. This is accomplished through a comprehensive, risk-based program involving mitigation, preparedness, response, and recovery.
Office of Grants and Training (G&T)	http://www.ojp.usdoj.gov/odp	G&T is the principal component of DHS responsible for preparing the United States for acts of terrorism. It provides training, funding for equipment, support for the planning and execution of exercises, and technical assistance to help states and local jurisdictions prevent, plan for, and respond to acts of terrorism.
Office of the Inspector General (OIG)	http://www.dhs.gov/xoig	OIG is an investigatory body that works to ensure efficiency and integrity and prevent fraud and mismanagement within DHS.
Secret Service	http://www.secretservice.gov	The Secret Service protects foreign missions, the President and Vice President and their families, heads of state, and other designated individuals, buildings, and events. It also investigates threats and violations of laws including counterfeiting, financial crimes, and computer-based attacks.

Transportation Security Administration (TSA)	http://www.tsa.gov	TSA protects the nation's transportation systems to ensure freedom of movement for people and commerce.
U.S. Coast Guard Legal Program	http://www.uscg.mil/legal	The Legal Program provides advice and counsel within 10 general practice areas: Criminal Law/Military Justice, Operations, International Activities, Civil Advocacy, Environmental Law, Procurement Law, Internal Organizational Law, Regulations & Administrative Law, Legislative Support and Legal Assistance.
U.S. Customs and Border Protection (CBP)	http://www.customs.gov	CBP is responsible for apprehending illegal immigrants, protecting our agricultural and economic interests from harmful pests and diseases, safeguarding American businesses from intellectual property theft, regulating and facilitating international trade, collecting import duties, and enforcing U.S. trade laws.

Department of Housing and Urban Development (HUD)

The Department of Housing and Urban Development (HUD) is responsible for meeting the housing needs of the nation's cities and ensuring America's families have access to decent, safe, and affordable housing. HUD's biggest programs include: insuring mortgages for single and multi-family homes, extending loans for home improvement and purchasing mobile homes, channeling funds from investors into the mortgage industry, making direct loans for construction or rehabilitation of housing projects for the elderly and the handicapped, providing federal housing subsidies for low- and moderate-income families, providing grants to states and communities for community development activities, and promoting and enforcing fair housing and equal housing access laws.

Selected Agencies/Offices	Website	Description
Community Planning and Development (CPD)	http://www.hud.gov/offices/cpd	CPD administers grant programs, including community development block grants, grants to house the homeless and rehabilitate affordable housing, as well as grants to historically black colleges and universities.
Fair Housing and Equal Opportunity (FHEO)	http://www.hud.gov/offices/fheo	FHEO administers rules and regulations that bar discrimination in public and private housing.
Government National Mortgage Association (Ginnie Mae)	http://www.ginniemae.gov	Ginnie Mae guarantees mortgage-backed securities composed of FHA-insured or VA-guaranteed mortgage loans. Private lenders issue these loans in order to increase the supply of credit available for housing.
Office of Affordable Housing Preservation (OAHP)	http://www.hud.gov/offices/omhar	OAHP works with landlords and tenants to provide affordable housing solutions for low-income individuals. OAHP subsidizes buildings that may be put on the market and sold, thereby preventing increased rent and the potential displacement of low-income residents.
Office of Federal Housing Enterprise Oversight (OFHEO)	http://www.ofheo.gov	OFHEO is an independent entity within HUD and ensures that both Freddie Mae and Freddie Mac operate efficiently and with sufficient capital.

<p>Office of General Counsel (OGC)</p>	<p>http://www.hud.gov/offices/ogc</p>	<p>Attorneys within OGC provide legal advice and representation for all HUD programs and departments. The Enforcement Center ensures that HUD programs comply with appropriate legal and ethical standards.</p>
<p>Office of Housing</p>	<p>http://www.hud.gov/offices/hsg</p>	<p>The Office of Housing oversees the Federal Housing Administration (FHA), the world's largest mortgage insurer, and regulates the housing industry.</p>
<p>Office of Public and Indian Housing (PIH)</p>	<p>http://www.hud.gov/offices/pih</p>	<p>PIH funds and manages public housing programs and operates community development programs associated with public and Indian housing.</p>

Department of the Interior (DOI)

The Department of the Interior (DOI) monitors the nation's natural resources, such as land, water, coal, and natural gas. By regulating the extraction of natural resources, it works to both efficiently use and protect the environment. The Department also oversees the welfare of Native Americans through its Bureau of Indian Affairs.

Selected Agencies/Offices	Website	Description
Bureau of Indian Affairs (BIA)	http://www.doi.gov/bureau-indian-affairs.html	BIA manages over 55 million acres of tribal land. It operates community development and social services programs and provides education services for Native Americans.
Bureau of Land Management (BLM)	http://www.blm.gov	BLM regulates and oversees more than 260 million acres of public land and the resources it contains, including timber, solid minerals, oil and gas, geothermal energy, endangered plant and animal species, open lands, wild and scenic rivers, and designated conservation areas.
Bureau of Reclamation	http://www.usbr.gov	The Bureau of Reclamation is the nation's largest wholesaler of water and the second largest producer of hydroelectric power. It works to balance the competing water demands in the western United States.
Minerals Management Service (MMS)	http://www.mms.gov	MMS manages the nation's natural gas, oil, and other resources on the outer continental shelf, as well as more than \$8 billion in revenue from federal mineral leases.
National Park Service	http://www.nps.gov	The National Park Service oversees 375 units in the National Park System, which include national parks and monuments, scenic parkways, recreation areas, and historic sites.
Office of the Solicitor	http://www.doi.gov/solicitor	The Office of the Solicitor represents the DOI in litigation and in negotiation with federal agencies, states, and tribes. In addition, the Office drafts legislation and reviews proposed regulatory enactments.

<p>Office of Surface Mining Reclamation and Enforcement (OSMRE)</p>	<p>http://www.osmre.gov</p>	<p>In collaboration with state governments, OSMRE directs programs that protect the environment from the adverse effects of coal mining and ensures that mining operations are conducted without permanent damage to land and water resources.</p>
<p>U.S. Fish and Wildlife Service (FWS)</p>	<p>http://www.fws.gov</p>	<p>FWS manages more than 93 million acres of land and water, containing over 500 national wildlife refuges, thousands of small wetlands, and other special management areas.</p>

Department of Justice (DOJ)

The Department of Justice (DOJ) is the major law enforcement branch of the federal government. It ensures that federal laws aimed at protecting the public, including immigration and naturalization statutes, consumer safeguards, criminal prosecutions, and laws promoting competitive business practices, are implemented.

Selected Agencies/Offices	Website	Description
Antitrust Division	http://www.usdoj.gov/atr	The Antitrust Division enforces federal antitrust laws to promote and maintain open and competitive markets.
Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)	http://www.atf.gov	ATF investigates criminal activity in close collaboration with federal prosecutors. ATF is also charged with industry regulation, investigation of these industries, and revenue collection.
Bureau of Prisons (BOP)	http://www.bop.gov	BOP oversees the federal prison system and provides administrative support and training for institutions, community corrections centers, and home confinement programs.
Civil Division	http://www.usdoj.gov/civil/home.html	The Civil Division defends federal government actions and programs, responds to appeals from administrative agencies to the federal courts, and litigates fraud, toxic torts, immigration, and consumer protection cases.
Civil Rights Division	http://www.usdoj.gov/crt	The Civil Rights Division enforces federal statutes prohibiting discrimination on the basis of race, sex, disability, religion, and national origin. The Division also investigates and prosecutes cases of human trafficking.
Criminal Division	http://www.usdoj.gov/criminal	The Criminal Division, one of the largest within the DOJ, is responsible for enforcing more than 900 criminal statutes and regulations, including those related to fraud, child exploitation, and computer crimes.

Drug Enforcement Administration (DEA)	http://www.usdoj.gov/dea	DEA is charged with enforcing U.S. drug policies. DEA investigates and assists in criminal prosecutions, manages a national drug intelligence program in collaboration with state and local governments, and works with various international agencies to combat drug trafficking.
Environmental and Natural Resources Division (ENRD)	http://www.usdoj.gov/enrd	ENRD enforces civil and criminal environmental laws, defends challenges to government activities, and engages in litigation to protect endangered species and clean up hazardous waste sites.
Executive Office for Immigration Review (EOIR)	http://www.usdoj.gov/eoir	EOIR is a separate agency within DOJ charged with enforcing federal immigration laws through immigration court proceedings, appellate reviews, and administrative hearings.
Federal Bureau of Investigation (FBI)	http://www.fbi.gov	As the principal investigative agency within the DOJ, the FBI works closely with federal prosecutors to present evidence of criminal violations. The FBI specifically targets organized crime, terrorist activities, narcotics trafficking, and white-collar crime.
Foreign Claims Settlement Commission (FCSC)	http://www.usdoj.gov/fcsc	The FCSC is a quasi-judicial, independent agency within the DOJ. It is responsible for adjudicating claims of U.S. nationals against foreign governments.
Office of Justice Programs (OJP)	http://www.ojp.usdoj.gov	OJP collects statistical data, studies, and analyses on emerging criminal justice issues and evaluates policies designed to improve the criminal justice system.
Tax Division	http://www.usdoj.gov/tax	The Tax Division prosecutes criminal cases involving tax fraud and defends the government in tax-related disputes.

<p>U.S. Marshals Service</p>	<p>http://www.usdoj.gov/marshals</p>	<p>U.S. Marshals provide security for federal courts and judges, apprehend federal fugitives, transport federal prisoners, and execute court orders and arrest warrants.</p>
<p>U.S. National Central Bureau of INTERPOL (USNCB)</p>	<p>http://www.usdoj.gov/usncb</p>	<p>As the U.S. representative of INTERPOL, USNCB facilitates cooperation among international law enforcement authorities to identify and prevent international criminal activity.</p>
<p>United States Parole Commission (USPC)</p>	<p>http://www.usdoj.gov/uspc</p>	<p>The Parole Commission has sole authority to grant, modify, or revoke parole of U.S. prisoners serving sentences of more than one year. The USPC is also responsible for supervising federal parolees.</p>

Department of Labor (DOL)

The Department of Labor (DOL) administers and enforces laws and regulations that ensure safe working conditions, minimum hourly pay, and overtime. Through its varied programs, the DOL also works to meet the needs of certain groups in the labor market, including the disabled, the elderly, and minorities. The DOL also provides information on employment, unemployment benefits, and health and safety regulations governing the workplace.

Selected Agencies/Offices	Website	Description
Bureau of International Labor Affairs (ILAB)	http://www.dol.gov/ilab	In collaboration with other government agencies, ILAB creates international trade, economic, and immigration policies that promote economic stability and safe working environments.
Bureau of Labor Statistics (BLS)	http://www.bls.gov	BLS collects and analyzes data on U.S. labor economics in order to measure the growth and determine the health of the economy.
Employee Benefits Security Administration (EBSA)	http://www.dol.gov/ebsa	EBSA protects employee pension and benefit programs by educating both employers and employees about their statutory rights and responsibilities.
Employment Standards Administration (ESA)	http://www.dol.gov/esa	ESA monitors and enforces minimum wage and overtime standards in the workplace.
Employment and Training Administration (ETA)	http://www.doleta.gov	ETA oversees federal job training programs and provides funding for state public employee service programs and unemployment insurance benefits.
Mine Safety and Health Administration (MSHA)	http://www.msha.gov	MSHA monitors health and safety standards in the mining industry and enforces these standards under the federal Mine Safety and Health Act.
Occupational Safety and Health Administration (OSHA)	http://www.osha.gov	OSHA monitors the health and safety of workers by establishing appropriate safety standards and providing education and training in the workplace.
Office of Disability Employment Policy (ODEP)	http://www.dol.gov/odep	ODEP develops and influences disability-related employment policy to provide disabled individuals with greater opportunities in the workforce.

Office of the Solicitor (SOL)	http://www.dol.gov/sol	The Office of the Solicitor represents the DOL in enforcement and defensive litigation, provides legal counsel to DOL agencies and departments, and develops labor regulations and policies.
Veterans Employment and Training Service (VETS)	http://www.dol.gov/vets	VETS helps integrate veterans, reservists, and members of the National Guard into the workforce and assists veterans in obtaining workplace benefits.
Women’s Bureau	http://www.dol.gov/wb	The Women’s Bureau advocates for workplace standards that protect women’s welfare, salary, and advancement opportunities.

Department of State

The State Department coordinates, develops, and implements U.S. foreign policy. Other activities include representing U.S. interests abroad, negotiating agreements and treaties on such issues as trade and nuclear weapons, and coordinating international activities of other federal agencies.

Selected Agencies/Offices	Website	Description
Bureau for International Narcotics and Law Enforcement Affairs (INL)	http://www.state.gov/p/inl	INL advises the State Department, the President, and other federal agencies on policies to eliminate international drug trafficking and crime.
Bureau of Consular Affairs (CA)	http://travel.state.gov	CA advises American embassies and consulates, processes visa and passport applications, and provides services to U.S. citizens living or traveling abroad.
Bureau of Democracy, Human Rights, and Labor (DRL)	http://www.state.gov/g/drl	DRL monitors human rights conditions in foreign nations and publishes reports that summarize advances in human rights and document abuses. Through partnerships with other countries, the DRL works to promote democracy and raise awareness of human rights issues.
Bureau of Diplomatic Security (BDS)	http://www.state.gov/m/ds	BDS protects U.S. diplomats and their employees, investigates visa and passport fraud, and trains foreign civilian law enforcement officials to reduce the threat of terrorism.
Bureau of Economic, Energy and Business Affairs (EB)	http://www.state.gov/e/eeb	The EB formulates and carries out U.S. foreign economic policy, negotiates agreements with foreign countries, and advances U.S. interests in the IMF and World Bank.
Bureau of Intelligence and Research (INR)	http://www.state.gov/s/inr	The INR is the chief provider of foreign intelligence to the State Department. The Bureau also reviews policies related to counterintelligence and law enforcement activities.

Bureau of International Organization Affairs (IO)	http://www.state.gov/p/io	The IO creates and implements U.S. policy within the United Nations and promotes the nation's interests through multilateral diplomacy.
Bureau of International Security and Nonproliferation (ISN)	http://www.state.gov/t/isn	The ISN coordinates U.S. nonproliferation and arms control policy to prevent the spread of weapons of mass destruction.
Bureau of Oceans and International Environmental and Scientific Affairs (OES)	http://www.state.gov/g/oes	OES' Environmental Directorate develops policies to promote environmental protection and conservation. The Oceans and Fisheries Directorate oversees international ocean law and policy.
Bureau of Political-Military Affairs (PM)	http://www.state.gov/t/pm	In close collaboration with the DOD, the PM develops policy related to international security, military operations, defense strategy, and defense trade.
Bureau of Population, Refugees, and Migration (PRM)	http://www.state.gov/g/prm	PRM funds protection and relief efforts for refugees worldwide, grants permanent residency status for refugees, and develops U.S. international population policy.
Bureau of Verification, Compliance, and Implementation (VCI)	http://www.state.gov/t/vci	VCI ensures that countries comply with international arms treaties and works closely with other intelligence agencies to monitor cooperation.
Office of Inspector General (OIG)	http://oig.state.gov	The OIG inspects embassies, diplomatic posts, and international broadcasting stations to ensure that U.S. foreign policy is communicated with consistency and that policy goals are being achieved.
Office of International Women's Issues	http://www.state.gov/g/wi	The Office advocates for political involvement and economic opportunities for women in their own countries and monitors the status of women's rights abroad.
Office of War Crimes Issues	http://www.state.gov/s/wci	In addition to having primary responsibility for policy on Iraqi war crimes, the Office engages in diplomatic, legal, economic, and military activity to promote stability and build the rule of law.

Office of the Coordinator for Counterterrorism (S/CT)	http://www.state.gov/s/ct	S/CT develops domestic counterterrorism policy and builds relationships with international organizations and foreign governments to combat international terrorism.
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Department of Transportation (DOT)

The Department of Transportation (DOT) regulates all transportation and travel issues. Cars, trucks, trains, boats, and airplanes all fall under the Department of Transportation's authority. The department is responsible for ensuring the safety of these vehicles, as well as the safety of the nation's thoroughfares.

Selected Agencies/Offices	Website	Description
Bureau of Transportation Statistics (BTS)	http://www.bts.gov	BTS serves Congress, the DOT, and other federal agencies with comprehensive statistics and analysis to establish appropriate, relevant, and effective transportation policy.
Federal Aviation Administration (FAA)	http://www.faa.gov	The FAA regulates all aspects of civil aviation, encourages the development of new flight technology, and operates a uniform system of air traffic control for both civil and military aircraft.
Federal Highway Administration (FHWA)	http://www.fhwa.dot.gov	The FHWA implements federal highway programs in close collaboration with state and local officials to make highway travel safe and efficient.
Federal Motor Carrier Safety Administration (FMCSA)	http://www.fmcsa.dot.gov	The FMCSA develops and enforces federal regulations that promote safety, establishes safe operating requirements for commercial vehicles, and oversees the safe transportation of hazardous materials.
Federal Railroad Administration (FRA)	http://www.fra.dot.gov	In addition to regulating the safety of U.S. railroads, the FRA creates policy related to economic regulations, mergers and acquisitions, labor management, and environmental impact.
Federal Transit Administration (FTA)	http://www.fta.dot.gov	The FTA provides grants to state and local governments to improve public transportation systems and monitors compliance with federal statutory and administrative rules.
National Highway Traffic Administration (NHTSA)	http://www.nhtsa.dot.gov	NHTSA establishes safety performance standards for motor vehicles, provides grants to state and local governments, sets and enforces fuel economy standards, and conducts research to develop effective safety policy.

<p>Maritime Administration (MARAD)</p>	<p>http://www.marad.dot.gov</p>	<p>MARAD oversees the development of an effective U.S. merchant marine capable of carrying out both foreign and domestic waterborne commerce. MARAD is also charged with maintaining efficient ports and shipbuilding services.</p>
<p>Office of the General Counsel (OGC)</p>	<p>http://www.dot.gov/ost/ogc</p>	<p>The OGC provides legal advice to both the Secretary and departments within the DOT. The OGC is also responsible for coordinating and monitoring the activities and programs of DOT departments.</p>
<p>Surface Transportation Board (STB)</p>	<p>http://www.stb.dot.gov</p>	<p>The STB serves in both a regulatory and adjudicatory capacity. The STB resolves railroad rate and service disputes and reviews proposed railroad mergers.</p>

Department of the Treasury

The Treasury Department is responsible for creating both domestic and international financial, economic, and tax policy. The department also prints currency, manages the public debt, collects taxes, and, through the Secretary, serves as the government's chief financial officer.

Selected Agencies/Offices	Website	Description
Bureau of Engraving and Printing (BEP)	http://www.moneyfactory.com	The BEP is the largest producer of security documents in the U.S., including Federal Reserve notes, Treasury securities, and naturalization certificates.
Financial Management Service (FMS)	http://www.fms.treas.gov	The FMS acts as the money manager for the U.S. Government and provides centralized collection, payment, and accounting services.
Internal Revenue Service (IRS)	http://www.irs.gov	The IRS is charged with collecting taxes and enforcing federal tax regulations.
Office of Foreign Assets Control (OFAC)	http://www.treas.gov/offices/enforcement/ofac/	OFAC administers and enforces economic and trade sanctions against targeted foreign countries, terrorists, and narcotics traffickers.
Office of the General Counsel (OGC)	http://www.treas.gov/offices/general-counsel	OGC provides legal advice and counsel to agencies and departments within the Treasury Department. The General Counsel is also the head of the Treasury's Legal Department.
Office of Thrift Supervision (OTS)	http://www.ots.treas.gov/	OTS regulates all federal and many state-chartered thrift institutions, including savings banks and savings and loan associations.
Office of the Comptroller of the Currency, Administrator of National Banks (OCC)	http://www.occ.treas.gov	The OCC charters, supervises, and regulates the nation's banks. It also issues rules, legal interpretations, and corporate decisions regarding banking, investments, and other aspects of bank operations.

Department of Veterans Affairs (VA)

The Department of Veterans Affairs (VA) provides health care, social support services, and administers pensions and other veteran's benefits, including education programs for U.S. military service personnel.

Selected Agencies/Offices	Website	Description
Board of Veterans' Appeals (BVA)	http://www.va.gov/vbs/bva	BVA enters final administrative decisions in claims of entitlement to veterans' benefits.
Center for Minority Veterans	http://www1.va.gov/centerforminorityveterans/	The Center assists eligible veterans in their efforts to receive VA benefits, programs, and services, and works to make benefits and services more accessible.
Center for Women Veterans	http://www1.va.gov/womenvet	The Center advises the Secretary on issues specific to women veterans and evaluates VA programs, policies, and practices to ensure that they respond and are accessible to eligible women veterans.
Compensation and Pension Service	http://www.vba.va.gov/bln/21	The Compensation and Pension Service responds to claims for disability compensation, specially adapted housing, accrued benefits, survivors' claims, forfeiture determinations, and benefits protection for minors.
Office of the General Counsel (OGC)	http://www1.va.gov/OGC	The OGC provides legal advice and counsel to the Department and its agencies. Legal opinions issued by the OGC have precedential effect in administrative hearings involving veterans' benefits.
Veterans Benefits Administration (VBA)	http://www.vba.va.gov	The VBA provides information, advice, and assistance to veterans and their dependents. It also works with other agencies in developing employment and housing opportunities for veterans.
Veterans Healthcare System (VHA)	http://www1.va.gov/Health_Benefits/page.cfm?pg=1	The VHA oversees the provision of hospital, nursing home, outpatient medical care, and dental care to eligible veterans.

Selected Independent Government Establishments and Corporations

Agency	Website	Description
Defense Nuclear Facilities Safety Board (DNFSB)	http://www.dnfsb.gov	The DNFSB is an independent federal agency charged with advising and overseeing the DOE's defense nuclear facilities, including all activities affecting nuclear safety and public welfare.
Central Intelligence Agency (CIA)	http://www.cia.gov	The CIA collects, corroborates, and evaluates intelligence gathered in the U.S. and abroad. Although the CIA functions as an independent agency, it works with other agencies to ensure the accuracy and reliability of intelligence information.
Consumer Product Safety Commission (CPSC)	http://www.cpsc.gov	The CPSC has jurisdiction over more than 15,000 types of consumer products. Through regulation and oversight, the CPSC protects consumers and their families from dangerous products that pose an unreasonable risk of injury.
Environmental Protection Agency (EPA)	http://www.epa.gov	Created in 1970, the EPA monitors compliance with and enforces federal environmental statutes, reviews proposed legislation, and leads the nation's environmental science, research, and assessment efforts.
Equal Employment Opportunity Commission (EEOC)	http://www.eeoc.gov	The EEOC enforces federal laws barring workplace discrimination based on race, color, sex, religion, national origin, age, or disability.
Farm Credit Administration (FCA)	http://www.fca.gov	The FCA regulates financial institutions within the Farm Credit System (FCS) that provide credit to farmers, ranchers, and agricultural and rural utility cooperatives. The FCA is funded through assessments paid by FCS institutions.
Federal Communications Commission (FCC)	http://www.fcc.gov	The FCC regulates all interstate and international communications, including wireless service, cable television, and radio and satellite services.

Federal Deposit Insurance Corporation (FDIC)	http://www.fdic.gov	In addition to having independent litigating authority, attorneys within the FDIC draft opinions on legislation, provide transactional, regulatory, and administrative services, and advise foreign countries that are developing deposit insurance programs.
Federal Election Commission (FEC)	http://www.fec.gov	The FEC was established in 1975 to enforce the Federal Election Campaign Act (FECA). The FEC publishes campaign finance information, oversees the public funding of Presidential elections, and enforces statutory limits and prohibitions on contributions.
Federal Labor Relations Authority (FLRA)	http://www.flra.gov	Created in 1978, the FLRA has statutory authority to resolve complaints of unfair labor practices, mediate stalled labor negotiations, and adjudicate exceptions to arbitrator's awards.
Federal Mediation and Conciliation Service (FMCS)	http://www.fmcs.gov	The FMCS works to improve labor/management relations by providing mediation and arbitration services in both the public and private sector.
Federal Trade Commission (FTC)	http://www.ftc.gov	The FTC protects the rights of consumers by investigating individual companies and industry-wide practices, enforcing truth-in-advertising laws, and monitoring consumer privacy, identity theft, and information privacy issues.
General Services Administration (GSA)	http://www.gsa.gov	The GSA is the government's property manager, landlord, and acquisitions specialist. The GSA sets policy to ensure government money is being spent wisely, government workplaces are up-to-date, and internal management policies work efficiently.
National Credit Union Administration (NCUA)	http://www.ncua.gov	The NCUA is charged with chartering and regulating federal credit unions as well as many state-chartered institutions.
National Endowment for the Arts (NEA)	http://www.nea.gov	The NEA was created by Congress in 1965 and is the largest national funder of the arts. The NEA supports excellence in the arts, both new and established, and provides leadership in arts education.

<p>National Labor Relations Board (NLRB)</p>	<p>http://www.nlr.gov</p>	<p>The NLRB enforces the National Labor Relations Act (NLRA), a federal statute that governs private-sector labor/management relations. The NLRA guarantees the rights of employees to organize and bargain collectively with their employers.</p>
<p>Nuclear Regulatory Commission (NRC)</p>	<p>http://www.nrc.gov</p>	<p>The NRC is charged with creating nuclear policy, regulating nuclear reactor and nuclear material safety, and adjudicating legal disputes. The NRC collaborates with state and tribal governments and monitors the development of nuclear weapons abroad.</p>
<p>National Transportation Safety Board (NTSB)</p>	<p>http://www.nts.gov</p>	<p>The NTSB investigates all civil aviation accidents as well as significant rail, highway, and marine accidents. In addition, the NTSB advocates for more effective safety policy.</p>
<p>Occupational Safety and Health Review Commission (OSHRC)</p>	<p>http://www.oshrc.gov</p>	<p>The OSHRC adjudicates workplace health and safety disputes between the Department of Labor and employers. The OSHRC functions as an administrative court and decides cases arising out of OSHA violations.</p>
<p>Office of Government Ethics (OGE)</p>	<p>http://www.usoge.gov</p>	<p>The primary responsibility of the OGE is to ensure that the U.S. Government operates with impartiality and integrity. The OGE works to prevent conflicts of interest on the part of government employees and to resolve those conflicts when they occur.</p>
<p>Office of Special Counsel (OSC)</p>	<p>http://www.osc.gov</p>	<p>OSC protects the rights of federal employees primarily through enforcement of the Whistleblower Protection Act. The OSC also regulates compliance with the Hatch Act, which places legal restrictions on certain political activities.</p>
<p>Pension Benefit Guaranty Corporation (PBGC)</p>	<p>http://www.pbgc.gov</p>	<p>The PBGC oversees and protects pension benefits for millions of American workers. The PBGC is funded through insurance premiums paid by employers that sponsor defined-benefit pension programs. It does not receive any taxpayer funds.</p>

<p>Securities and Exchange Commission (SEC)</p>	<p>http://www.sec.gov</p>	<p>The SEC protects investors by ensuring fair and open competition, by requiring corporations to disclose relevant information to investors, and through civil enforcement actions for violations of securities laws.</p>
<p>Social Security Administration (SSA)</p>	<p>http://www.ssa.gov</p>	<p>The SSA pays disability, retirement, and survivor benefits and administers the Supplemental Security Income program (SSI).</p>
<p>United States Agency for International Development (USAID)</p>	<p>http://www.usaid.gov</p>	<p>USAID is an independent government agency that receives foreign policy guidance from the State Department. USAID promotes long-term economic growth by supporting agriculture and trade, global health initiatives, conflict prevention, and humanitarian assistance.</p>
<p>United States Commission on Civil Rights (USCCR)</p>	<p>http://www.usccr.gov</p>	<p>The USCCR investigates and gathers facts related to claims of discrimination or denial of equal protection, coordinates antidiscrimination efforts with federal, state, and local government, reviews federal antidiscrimination laws and policies, and submits reports to Congress and the President.</p>