

# 20-Executive Offices and Departments

## Administration

-The people who work closely with the President

-General term applied to those people who work the closest to the President

-The Administration is in charge of the very large Federal Bureaucracy that works for the Office of the President

## White House Staff

-Those people who work directly with the President in the White House Complex

### Chief of Staff

-Person who works closest to the President and serves as the main advisor to the President

### Press Secretary

-Person who works closely with the media on behalf of the President

## Office of Management and Budget or OMB

-Separate Office whose job is to prepare the Federal Budget

-Budget prepared according to the goals set forth by the President

-Budget must then be approved and/or changed by Congress

## National Security Council

-Small Group whose job is to discuss and advise the President on issues of National Security

*Members usually include:*

- 1) *President*
- 2) *Vice-President*
- 3) *Secretary of State*
- 4) *Secretary of Defense*
- 5) *Chief of Staff*
- 6) *And others...*

## Other Offices

-Economic Advisors

-Science and Technology

-Administration

-U.S. Trade Representatives

-Policy Development

## Executive Departments - (15 total: 5 on this page; 10 on next page)

*All departments are responsible for different areas of the government's work*

*Each department (except Justice) is led by a secretaries (the 14 secretaries plus the Attorney General and Vice President make up the President's **Cabinet**-responsible for implementing President's policy through their departments*

## State Department

*Est. 1789*

Plans the nation's **foreign policy**-goals of the U.S. towards foreign nations  
 -Sets up Embassies in foreign nations  
**Embassies** are our government's headquarters in foreign nations  
 -Sets up **Consulates**-gov't offices that are set up to help Americans in foreign nations  
 -Issues **Visas** to foreigners-foreigner's permission to visit the U.S.  
 -Issues Passports to citizens  
 -identification for U.S. citizens in foreign nations

## Treasury Department

*Est. 1789*

-**IRS**-collects U.S. taxes

-Bureau of Mint, Printing and Engraving

-Bureau of Public Debt

borrow the money used by the government to operate deficits

-Alcohol and Tobacco Tax Agency

## Defense Department

*(formerly War and Navy Department renamed in 1947)*

*Est. 1789*

-Three Branches  
 Army  
 Navy / Marines  
 Air Force

-Each branch is led by a civilian

-**Joint Chiefs of Staff**-Group made up of the highest ranking officers in each of the military branches who advise the President on military matters

## Justice Department

*Est. 1870*

-Represents the United States Government in the Legal System

-Led by the Attorney General (same level as a department secretary)

-**Federal Bureau of Investigation/FBI**  
 -investigated violations of Federal laws

-Bureau of Prisons

-**Alcohol, Tobacco, and Firearms/ATF**

-**Drug Enforcement Agency/DEA**

## Interior Department

*Est. 1849*

Manages our nation's lands and resources

-**National Park Service**-manages millions of acres of national parks (over 500 sites)

-Fish and Wildlife Services

-Bureau of Indian Affairs