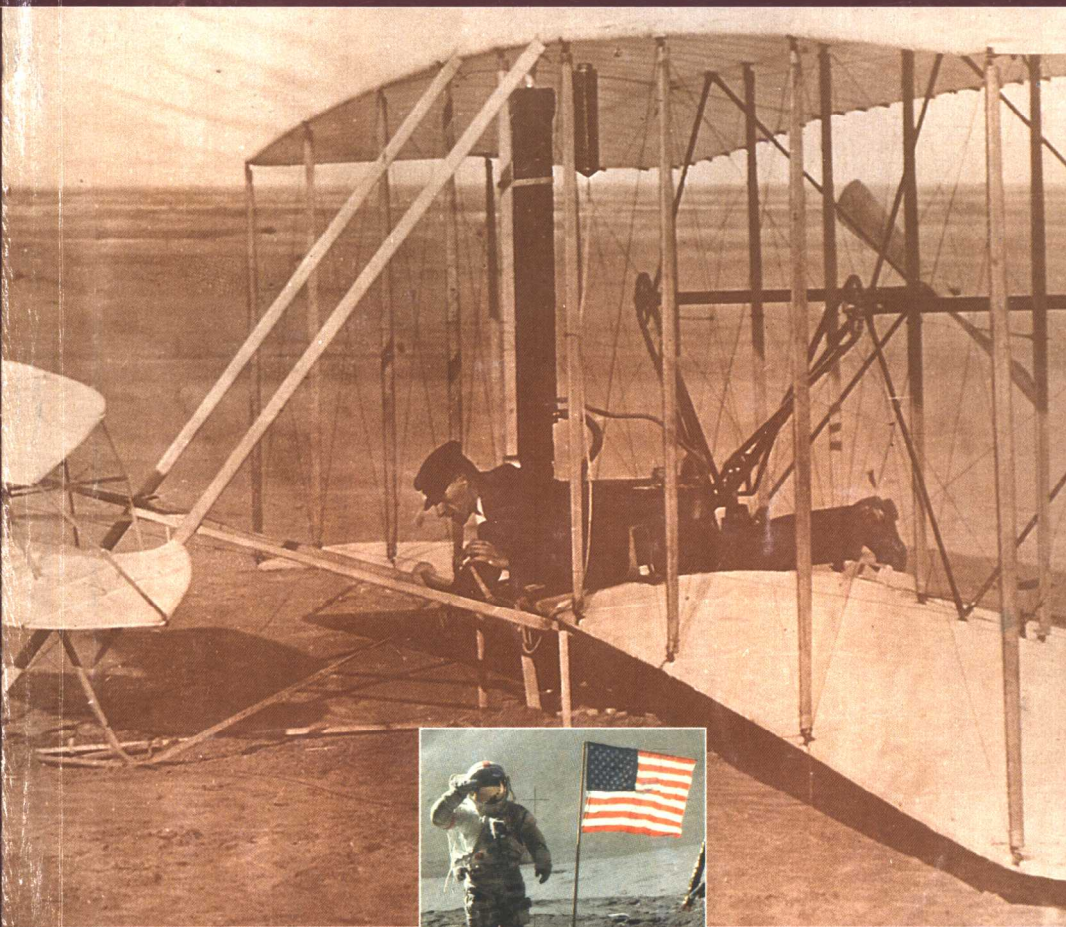


THE UNITED STATES GOVERNMENT MANUAL

2003 - 2004



The United States Government Manual 2003/2004

**Office of the Federal Register
National Archives and Records Administration**

Revised June 15, 2003

Raymond A. Mosley,
Director of the Federal Register.

John W. Carlin,
Archivist of the United States.

On the cover: Celebrating 100 years of American powered flight. Photographs courtesy of the National Archives and Records Administration (NARA) and the Smithsonian Institution's National Air and Space Museum (NASM).

The birth of powered flight was the most monumental accomplishment of the early 20th century. As humans began to soar through the sky toward an inevitable destiny, pilots and their flying machines were shepherding a new way of life for American society—one that was unparalleled and that would define the core of America's lifestyle, her approach to war, and international relations—while gradually carving a permanent path for man and machine to travel through the skies and to explore and develop space.

While Wilbur and Orville Wright are the pioneers of powered flight, aviators such as Charles Lindbergh, Bessie Coleman, Amelia Earhart, the Tuskegee Airmen, Charles (Chuck) Yeager, John Glenn, Neil Armstrong, Sally Ride, Ronald E. McNair, and numerous others are heralded as heroes in this ongoing journey of discovery. And without innovators such as Curtiss, McDonnell, Boeing, Douglas, Goddard, Northrop, Grumman, and others—barnstormers, airmail, transatlantic flights, atomic bombs, rockets, and space shuttles might never have been possible.

From that historic day on December 17, 1903, at Kill Devil Hill in Kitty Hawk, North Carolina, was born 12 perpetual seconds in history that introduced the world to a timeless experience of powered flight and boundless space discovery. That journey took us from Orville Wright's maiden flight on the *Flyer 1* to NASA's Space Station in the abyss of space. This year we proudly celebrate 100 years of powered flight in all its glory and with anticipation of all the possibilities yet unfulfilled in mankind's wondrous imagination.

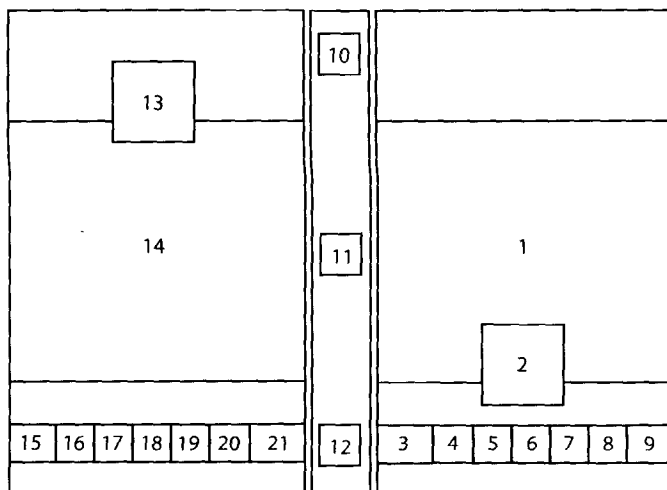
Special thanks is extended to NARA and NASM for photographs used in developing this year's cover. See the identification key on the opposite page for a description of each photograph.

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Back Cover

Front Cover and Spine



Photos:

1. Wilbur Wright and the 1903 *Flyer 1* (18-WP-6543, NARA).
2. *Apollo 15* astronaut David R. Scott, on the moon (306-AP-AS15-88-11863, NARA).
3. World War II Tuskegee Airmen fighter pilots (208-MO-18H-22051-FA, NARA).
4. Amelia Earhart, first woman to cross the Atlantic Ocean nonstop (237-G-141-15, NARA).
5. Dr. Ronald E. McNair, space shuttle *Challenger* astronaut (99-15502, NASM).
6. Charles A. Lindbergh and the *Spirit of St. Louis*, first nonstop Atlantic Ocean crossing (237-G-121-1, NARA).
7. President Harry S. Truman's DC-4 Presidential plane, *Independence* (237-G-143-8127, NARA).
8. Charles (Chuck) Yeager and the Bell X-1 *Glamorous Glennis*, first to break the sound barrier (A-2013, NASM).
9. North American F-86 Sabre, first swept-wing U.S. Air Force jet fighter (74-3342, NASM).
10. Rutan *Voyager*, first nonstop flight around the world (2001-7671, NASM).
11. Lockheed C-69 Constellation passenger airplane (94-10745, NASM).
12. Claude Grahame-White, taking off near the Executive offices, Washington, DC, 1910 (111-RB-5118, NARA).
13. Space shuttle *Discovery* launch (2002-19479, NASM).
14. Orville and Wilbur Wright and the 1904 *Flyer 2* (18-WP-22440, NARA).
15. Lawson Airliner, early passenger plane (18-WP-4496, NARA).
16. President John F. Kennedy and Astronaut John Glenn viewing the *Friendship 7* space capsule (ST-A13-60-62, NARA).
17. Robert H. Goddard, rocket pioneer (90-16506, NASM).
18. TWA Boeing 307 passenger plane (80-G-15540, NARA).
19. Bessie Coleman, first licensed African American pilot (80-12873, NASM).
20. B-2 Spirit stealth bomber (9A00642, NASM).
21. *Apollo 11* crew, moon landing mission (99-41160, NASM).

Preface

As the official handbook of the Federal Government, *The United States Government Manual* provides comprehensive information on the agencies of the legislative, judicial, and executive branches. The *Manual* also includes information on quasi-official agencies; international organizations in which the United States participates; and boards, commissions, and committees.

A typical agency description includes a list of principal officials, a summary statement of the agency's purpose and role in the Federal Government, a brief history of the agency, including its legislative or executive authority, a description of its programs and activities, and a "Sources of Information" section. This last section provides information on consumer activities, contracts and grants, employment, publications, and many other areas of public interest.

The 2003/2004 *Manual* was prepared by the Presidential and Legislative Publications Unit, Office of the Federal Register, under the supervision of Gwendolyn J. Henderson. Alfred W. Jones was Managing Editor; Stephen J. Frattini was Chief Editor, assisted by Stacey A. Mulligan and Maxine L. Hill.

THE FEDERAL REGISTER AND ITS SPECIAL EDITIONS

The *Manual* is published as a special edition of the *Federal Register* (see 1 CFR 9.1). Its focus is on programs and activities. Persons interested in detailed organizational structure, the regulatory documents of an agency, or Presidential documents should refer to the *Federal Register* or one of its other special editions, described below.

Issued each Federal working day, the *Federal Register* provides a uniform system for publishing Presidential documents, regulatory documents with general applicability and legal effect, proposed rules, notices, and documents required to be published by statute.

The *Code of Federal Regulations* is an annual codification of the general and permanent rules published in the *Federal Register*. The *Code* is divided into 50 titles that represent broad areas subject to Federal regulation. The *Code* is kept up to date by the individual issues of the *Federal Register*.

The *Weekly Compilation of Presidential Documents* serves as a timely, up-to-date reference source for the public policies and activities of the President. It contains remarks, news conferences, messages, statements, and other Presidential material of a public nature issued by the White House during the week reported.

A companion publication to the *Weekly Compilation* is the *Public Papers of the Presidents*, which contains public Presidential documents and speeches in convenient book form. Volumes of the *Public Papers* have been published for every President since Herbert Hoover, with the exception of Franklin D. Roosevelt, whose papers were published privately.

OTHER OFFICE OF THE FEDERAL REGISTER PUBLICATIONS

The Office of the Federal Register publishes slip laws, which are pamphlet prints of each public and private law enacted by Congress. Slip laws are compiled annually as the *United States Statutes at Large*. The *Statutes* volumes contain all public and private laws and concurrent resolutions enacted during a session of Congress;

v

recommendations for executive, legislative, and judicial salaries; reorganization plans; proposed and ratified amendments to the Constitution; and Presidential proclamations. Included with many of these documents are sidenotes, U.S. Code and statutes citations, and a summary of their legislative histories.

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Contents

DECLARATION OF INDEPENDENCE	1
CONSTITUTION OF THE UNITED STATES	5
Chart: The Government of the United States	22
LEGISLATIVE BRANCH	
Congress	25
Architect of the Capitol	43
United States Botanic Garden	45
General Accounting Office	46
Government Printing Office	50
Library of Congress	55
Congressional Budget Office	62
JUDICIAL BRANCH	
The Supreme Court of the United States	67
Lower Courts	68
Special Courts	74
Administrative Office of the United States Courts	77
Federal Judicial Center	81
United States Sentencing Commission	82
EXECUTIVE BRANCH	
The President of the United States	87
The Vice President of the United States	87
Executive Office of the President	88
The White House Office	88
Office of the Vice President of the United States	91
Council of Economic Advisers	91
Council on Environmental Quality	92
National Security Council	93
Office of Administration	94
Office of Management and Budget	94
Office of National Drug Control Policy	97
Office of Policy Development	98
Office of Science and Technology Policy	99
Office of the United States Trade Representative	100
Executive Agencies	
Departments	
Department of Agriculture	103
Department of Commerce	127
Department of Defense	151
<i>Department of the Air Force</i>	162
<i>Department of the Army</i>	170
<i>Department of the Navy</i>	179

<i>Defense Agencies</i>	190
<i>Joint Service Schools</i>	200
Department of Education	204
Department of Energy	212
Department of Health and Human Services	220
Department of Homeland Security	233
Department of Housing and Urban Development	243
Department of the Interior	249
Department of Justice	265
Department of Labor	283
Department of State	296
Department of Transportation	309
Department of the Treasury	334
Department of Veterans Affairs	350

Independent Establishments and Government Corporations

African Development Foundation	365
Central Intelligence Agency	366
Commodity Futures Trading Commission	367
Consumer Product Safety Commission	368
Corporation for National and Community Service	371
Defense Nuclear Facilities Safety Board	375
Environmental Protection Agency	377
Equal Employment Opportunity Commission	382
Export-Import Bank of the United States	387
Farm Credit Administration	389
Federal Communications Commission	392
Federal Deposit Insurance Corporation	398
Federal Election Commission	402
Federal Housing Finance Board	403
Federal Labor Relations Authority	407
Federal Maritime Commission	410
Federal Mediation and Conciliation Service	413
Federal Mine Safety and Health Review Commission	414
Federal Reserve System	416
Federal Retirement Thrift Investment Board	422
Federal Trade Commission	423
General Services Administration	427
Inter-American Foundation	436
Merit Systems Protection Board	437
National Aeronautics and Space Administration	439
National Archives and Records Administration	446
National Capital Planning Commission	453
National Credit Union Administration	456
National Foundation on the Arts and the Humanities	458
National Labor Relations Board	464
National Mediation Board	467
National Railroad Passenger Corporation (Amtrak)	471
National Science Foundation	472
National Transportation Safety Board	477
Nuclear Regulatory Commission	481
Occupational Safety and Health Review Commission	485
Office of Government Ethics	487
Office of Personnel Management	489
Office of Special Counsel	493
Overseas Private Investment Corporation	495

Peace Corps	497
Pension Benefit Guaranty Corporation	500
Postal Rate Commission	503
Railroad Retirement Board	504
Securities and Exchange Commission	507
Selective Service System	512
Small Business Administration	514
Social Security Administration	524
Tennessee Valley Authority	528
Trade and Development Agency	530
United States Agency for International Development	533
United States Commission on Civil Rights	537
United States International Trade Commission	540
United States Postal Service	545
Guide to Boards, Commissions, and Committees	551
Quasi-Official Agencies	
Legal Services Corporation	556
Smithsonian Institution	557
State Justice Institute	571
United States Institute of Peace	572
Selected Multilateral Organizations	575
Selected Bilateral Organizations	585
Appendix A: Commonly Used Abbreviations and Acronyms	587
Appendix B: Terminated and Transferred Agencies	593
Appendix C: Agencies Appearing in the Code of Federal Regulations	649
NAME INDEX	659
AGENCY/SUBJECT INDEX	679
RECENT CHANGES	685

The Declaration of Independence

IN CONGRESS, JULY 4, 1776.

THE UNANIMOUS DECLARATION of the thirteen united STATES OF AMERICA,

WHEN in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.—We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.—That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed,—That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience hath shown, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security.—Such has been the patient sufferance of these Colonies; and such is now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.—He has refused his Assent to Laws, the most wholesome and necessary for the public good.—He has forbidden his Governors to pass Laws of immediate and pressing importance, unless suspended in their operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.—He has refused to pass other Laws for the accommodation of large districts of people, unless those people would relinquish the right of Representation in the Legislature, a right inestimable to them and formidable to tyrants only.—He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public Records, for the sole purpose of fatiguing them into compliance with his measures.—He has dissolved Representative Houses repeatedly, for opposing with manly firmness his invasions on the rights of the people.—He has refused for a long time, after such dissolutions, to cause others to be elected; whereby the Legislative powers, incapable of Annihilation, have returned to the People at large for their exercise; the State

remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.—He has endeavored to prevent the population of these States; for that purpose obstructing the Laws for Naturalization of Foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new Appropriations of Lands.—He has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary powers.—He has made Judges dependent on his Will alone, for the tenure of their offices, and the amount and payment of their salaries.—He has erected a multitude of New Offices, and sent hither swarms of Officers to harrass our people, and eat out their substance.—He has kept among us, in times of peace, Standing Armies, without the Consent of our legislatures.—He has affected to render the Military independent of and superior to the Civil power.—He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his Assent to their Acts of pretended Legislation:—For quartering large bodies of armed troops among us:—For protecting them, by a mock Trial, from punishment for any Murders which they should commit on the Inhabitants of these States:—For cutting off our Trade with all parts of the world:—For imposing Taxes on us without our Consent:—For depriving us in many cases, of the benefits of Trial by Jury:—For transporting us beyond Seas to be tried for pretended offences:—For abolishing the free System of English Laws in a neighbouring Province, establishing therein an Arbitrary government, and enlarging its Boundaries so as to render it at once an example and fit instrument for introducing the same absolute rule into these Colonies:—For taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments:—For suspending our own Legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.—He has abdicated Government here, by declaring us out of his Protection and waging War against us.—He has plundered our seas, ravaged our Coasts, burnt our towns, and destroyed the lives of our people.—He is at this time transporting large Armies of foreign Mercenaries to compleat the works of death, desolation and tyranny, already begun with circumstances of Cruelty & perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the Head of a civilized nation.—He has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the executioners of their friends and Brethren, or to fall themselves by their Hands.—He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian Savages, whose known rule of warfare, is an undistinguished destruction of all ages, sexes and conditions. In every stage of these Oppressions We have Petitioned for Redress in the most humble terms: Our repeated Petitions have been answered only by repeated injury. A Prince, whose character is thus marked by every act which may define a Tyrant, is unfit to be the ruler of a free people. Nor have We been wanting in attentions to our British brethren. We have warned them from time to time of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which, would inevitably interrupt our connections and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity, which denounces our Separation, and hold them, as we hold the rest of mankind, Enemies in War, in Peace Friends.—

WE, THEREFORE, the Representatives of the UNITED STATES OF AMERICA, in General Congress, Assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly publish and declare, That these United Colonies are, and of Right ought to be **FREE AND INDEPENDENT STATES**; that they are Absolved from all Allegiance to the British Crown, and that all political connection between them and the State of Great Britain, is and ought to be totally dissolved; and that as Free and

Independent States, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which Independent States may of right do.—And for the support of this Declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our Lives, our Fortunes and our sacred Honor.

John Hancock
Button Gwinnett
Lyman Hall
Geo. Walton
Wm. Hooper
Joseph Hewes
John Penn
Edward Rutledge
Thos. Heyward, Jr.
Thomas Lynch, Jr.
Arthur Middleton
Samuel Chase
Wm. Paca
Thos. Stone
Charles Carroll of
Carrollton
George Wythe
Richard Henry Lee
Th. Jefferson

Benj. Harrison
Thos. Nelson, Jr.
Francis Lightfoot Lee
Carter Braxton
Robt. Morris
Benjamin Rush
Benj. Franklin
John Morton
Geo. Clymer
Jas. Smith
Geo. Taylor
James Wilson
Geo. Ross
Caesar Rodney
Geo. Read
Tho. M: Kean
Wm. Floyd
Phil. Livingston
Frans. Lewis

Lewis Morris
Richd. Stockton
Jno. Witherspoon
Fras. Hopkinson
John Hart
Abra. Clark
Josiah Bartlett
Wm. Whipple
Saml. Adams
John Adams
Robt. Treat Paine
Elbridge Gerry
Step. Hopkins
William Ellery
Roger Sherman
Sam. Huntington
Wm. Williams
Oliver Wolcott
Matthew Thornton

The Constitution of the United States

WE THE PEOPLE of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article I

Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons. The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative; and until such enumerations shall be made, the State of New Hampshire shall be entitled to chuse three, Massachusetts eight, Rhode-Island and Providence Plantations one, Connecticut five, New-York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.

The House of Representatives shall chuse their speaker and other Officers; and shall have the sole Power of Impeachment.

Section 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six Years; and each Senator shall have one Vote.

Immediately after they shall be assembled in Consequence of the first Election, they shall be divided as equally as may be into three Classes. The Seats of the

Senators of the first Class shall be vacated at the Expiration of the second Year, of the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year, so that one third may be chosen every second Year; and if Vacancies happen by Resignation, or otherwise, during the Recess of the Legislature of any State, the Executive thereof may make temporary Appointments until the next Meeting of the Legislature, which shall then fill such Vacancies.

No Person shall be a Senator who shall not have attained to the Age of thirty Years, and been nine Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State for which he shall be chosen.

The Vice President of the United States shall be President of the Senate, but shall have no Vote, unless they be equally divided.

The Senate shall chuse their other Officers, and also a President pro tempore, in the Absence of the Vice President, or when he shall exercise the Office of President of the United States.

The Senate shall have the sole Power to try all Impeachments. When sitting for that Purpose, they shall be on Oath or Affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no Person shall be convicted without the concurrence of two thirds of the Members present. Judgment in Cases of Impeachment shall not extend further than to removal from Office, and disqualification to hold and enjoy any Office of honor, Trust or Profit under the United States: but the Party convicted shall nevertheless be liable and subject to Indictment, Trial, Judgment and Punishment, according to law.

Section 4. The Times, Places and Manner of holding Elections for Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law make or alter such Regulations, except as to the Places of chusing Senators.

The Congress shall assemble at least once in every Year, and such Meeting shall be on the first Monday in December, unless they shall by Law appoint a different Day.

Section 5. Each House shall be the Judge of the Elections, Returns and Qualifications of its own Members, and a Majority of each shall constitute a Quorum to do business; but a smaller Number may adjourn from day to day, and may be authorized to compel the Attendance of absent Members, in such Manner, and under such Penalties as each House may provide.

Each House may determine the Rules of its Proceedings, punish its Members for disorderly Behaviour, and, with the Concurrence of two thirds, expel a Member.

Each House shall keep a Journal of its Proceedings, and from time to time publish the same, excepting such Parts as may in their Judgment require Secrecy; and the yeas and Nays of the Members of either House on any question shall, at the Desire of one fifth of those Present, be entered on the Journal.

Neither House, during the Session of Congress, shall, without the Consent of the other, adjourn for more than three days, nor to any other place than that in which the two Houses shall be sitting.

Section 6. The Senators and Representatives shall receive a Compensation for their Services, to be ascertained by Law, and paid out of the Treasury of the United States. They shall in all Cases, except Treason, Felony and Breach of the Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place.

No Senator or Representative shall, during the Time for which he was elected, be appointed to any civil Office under the Authority of the United States, which shall have been created, or the Emoluments whereof shall have been encreased during

such time; and no Person holding any Office under the United States, shall be a Member of either House during his Continuance in Office.

Section 7. All Bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as on other Bills.

Every Bill which shall have passed the House of Representatives and the Senate, shall, before it become a Law, be presented to the President of the United States; If he approve he shall sign it, but if not he shall return it, with his Objections to that House in which it shall have originated, who shall enter the Objections at large on their Journal, and proceed to reconsider it. If after such Reconsideration two thirds of that House shall agree to pass the Bill, it shall be sent, together with the Objections, to the other House, by which it shall likewise be reconsidered, and if approved by two thirds of that House, it shall become a Law. But in all such Cases the Votes of both Houses shall be determined by yeas and Nays, and the Names of the Persons voting for and against the Bill shall be entered on the Journal of each House respectively. If any Bill shall not be returned by the President within ten Days (Sundays excepted) after it shall have been presented to him, the Same shall be a Law, in like Manner as if he had signed it, unless the Congress by their Adjournment prevent its Return, in which Case it shall not be a Law.

Every Order, Resolution, or Vote to which the Concurrence of the Senate and House of Representatives may be necessary (except on a question of Adjournment) shall be presented to the President of the United States; and before the Same shall take Effect, shall be approved by him, or being disapproved by him, shall be repassed by two thirds of the Senate and House of Representatives, according to the Rules and Limitations prescribed in the Case of a Bill.

Section 8. The Congress shall have Power To lay and collect Taxes, Duties, Imposts and Excises, to pay the Debts and provide for the common Defence and general Welfare of the United States; but all duties, Imposts and Excises shall be uniform throughout the United States;

To borrow Money on the Credit of the United States;

To regulate Commerce with foreign Nations, and among the several States, and with the Indian Tribes;

To establish a uniform Rule of Naturalization, and uniform Laws on the subject of Bankruptcies throughout the United States;

To coin Money, regulate the Value thereof, and of foreign Coin, and fix the Standard of Weights and Measures;

To provide for the Punishment of counterfeiting the Securities and current Coin of the United States;

To establish Post Offices and post Roads;

To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors exclusive Right to their respective Writings and Discoveries;

To constitute Tribunals inferior to the supreme Court;

To define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations;

To declare War, grant Letters of Marque and Reprisal, and make rules concerning Captures on Land and Water;

To raise and support Armies, but no Appropriation of Money to that Use shall be for a longer Term than two Years;

To provide and maintain a Navy;

To make rules for the Government and Regulation of the land and naval Forces;

To provide for calling forth the Militia to execute the Laws of the Union, suppress Insurrections and repel Invasions;

To provide for organizing, arming, and disciplining, the Militia, and for governing such Part of them as may be employed in the Service of the United States, reserving to the States respectively, the Appointment of the Officers, and the Authority of training the Militia according to the discipline prescribed by Congress;

To exercise exclusive Legislation in all Cases whatsoever, over such District (not exceeding ten Miles square), as may, by Cession of particular States, and the Acceptance of Congress, become the Seat of the Government of the United States, and to exercise like Authority over all Places purchased by the Consent of the Legislature of the State in which the Same shall be for the Erection of Forts, Magazines, Arsenals, dock-Yards, and other needful Buildings;—And

To make all Laws which shall be necessary and proper for carrying into Execution the foregoing Powers, and all other Powers vested by this Constitution in the Government of the United States, or in any Department or Officer thereof.

Section 9. The Migration or Importation of such Persons as any of the States now existing shall think proper to admit, shall not be prohibited by the Congress prior to the Year one thousand eight hundred and eight, but a Tax or duty may be imposed on such Importation, not exceeding ten dollars for each Person.

The Privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion the public Safety may require it.

No Bill of Attainder or ex post facto Law shall be passed.

No Capitation, or other direct, Tax shall be laid, unless in Proportion to the Census or Enumeration herein before directed to be taken.

No Tax or Duty shall be laid on Articles exported from any State.

No Preference shall be given by any Regulation of Commerce or Revenue to the Ports of one State over those of another: nor shall Vessels bound to, or from, one State, be obliged to enter, clear, or pay Duties in another.

No money shall be drawn from the Treasury, but in Consequence of Appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time.

No Title of Nobility shall be granted by the United States: And no Person holding any Office of Profit or Trust under them, shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatever, from any King, Prince, or foreign State.

Section 10. No State shall enter into any Treaty, Alliance, or Confederation; grant Letters of Marque and Reprisal; coin Money; emit Bills of Credit; make any Thing but gold and silver Coin a Tender in Payment of Debts; pass any Bill of Attainder, ex post facto Law, or Law impairing the Obligation of Contracts, or grant any Title of Nobility.

No State shall, without the Consent of the Congress, lay any Imposts or Duties on Imports or Exports, except what may be absolutely necessary for executing it's inspection Laws: and the net Produce of all Duties and Imposts, laid by any State on Imports or Exports, shall be for the Use of the Treasury of the United States; and all such Laws shall be subject to the Revision and Controul of the Congress.

No State shall, without the Consent of Congress, lay any Duty of Tonnage, keep Troops, or Ships of War in time of Peace, enter into any Agreement or Compact with another State, or with a foreign Power, or engage in War, unless actually invaded, or in such imminent Danger as will not admit of delay.