### WITHDRAWAL SHEET

**Ronald Reagan Library**

**Collection Name**  PRESIDENTIAL PERSONNEL, OFFICE OF: RECORDS

**File Folder**  ALITO JR., SAMUEL A.

**Box Number**  18576

**Withdrawer**
- **SRJ**  10/31/2005
- **FOIA**  F05-175/01
- **ZAJAC**

<table>
<thead>
<tr>
<th>Doc No</th>
<th>Doc Type</th>
<th>Document Description</th>
<th>No of Pages</th>
<th>Doc Date</th>
<th>Restrictions</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>FORM</td>
<td>PPO NON-CAREER APPOINTMENT. PARTIAL.</td>
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<td>ND</td>
<td>B6</td>
</tr>
<tr>
<td>2</td>
<td>RESUME</td>
<td>FOR SAMUEL ALITO JR. PARTIAL.</td>
<td>1</td>
<td>ND</td>
<td>B6</td>
</tr>
<tr>
<td>3</td>
<td>FORM</td>
<td>SF 171. PARTIAL.</td>
<td>2</td>
<td>ND</td>
<td>B6</td>
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</tbody>
</table>

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**Freedom of Information Act - [5 U.S.C. 552(b)]**

B-1 National security classified information [(b)(1) of the FOIA]
B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
B-3 Release would violate a federal statute [(b)(3) of the FOIA]
B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.
THE WHITE HOUSE
WASHINGTON

December 12, 1985

MEMORANDUM FOR MARK LEVIN
ASSOCIATE DEPUTY ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

FROM: MARK SULLIVAN
ASSOCIATE DIRECTOR
PRESIDENTIAL PERSONNEL

SUBJECT: Samuel A. Alito, Jr.
Deputy Assistant Attorney General
SES I

In regard to the above personnel proposal, we concur and recommend that you proceed with this action.

cc: kb
APPOINTMENT CLEARANCE TICKET

PACCNR: 221360

BATCH#: ___ ___ ___

LEAD: ___ ___ ___

PRIOR PPO CL: Y N

DATE: ___/___/

****************************

CL START

PACCNR: 221361

ACNCR: 221363

YOB: ___ ___ '80 DOM: ___ ___

PARTY: R D I N

SSAN: ______________________

CL START DATE: ___/___/

****************************

****************************

CL END

DOM '84: ___ ___

POLRTG: 1 P

RIGVVL: 1 (PAS) 2 (PA)

3 (SES) 4 (SKC)

CL CODE: H C L E

CL COMMENTS: ______________________

________________________

________________________

________________________

CL END DATE: 12/10/85

CODER'S INITIALS: 
MEMORANDUM FOR MVS, ASSOCIATE DIRECTOR
FROM: SUSAN BORCHARD
SUBJECT: DISPOSITION OF APPOINTMENT REQUEST

Candidate: Samuel A. Attorneys, Jr.
Department: DOJ
Job Title: D/A Att'y Gen
Grade: SES I

ACTION REQUESTED:
New: √
Re-establishment:
Agency Transfer:
Upgrade:

PROPOSED ACTION TO BE TAKEN ON THE ABOVE-NAMED CANDIDATE:

Recommend Highly
Concur √ [AB]
Concur As Exception
Do Not Concur

COMMENTS:_________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
Freedom of Information Act - [5 U.S.C. 552(b)]

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E.O. 13233

C. Closed in accordance with restrictions contained in donor's deed of gift.
THE WHITE HOUSE
WASHINGTON

PPO Non-Career Appointment Form

IN HOUSE USE ONLY

TO: Mark Sullivan
ASSOCIATE DIRECTOR, PPO

FROM: Mark R. Levin
TELEPHONE 633-2707

DATE IN: __________
DATE SENT: 11/18/85

CANDIDATE: Samuel A. Alito, Jr.
DEPARTMENT: Department of Justice
JOB TITLE: Deputy Assistant Attorney General
SUPERVISOR: Charles J. Cooper
GRADE: ES-I

DATE OF BIRTH: Apr. 1, 1950
HOME STATE: New Jersey

SOCIAL SECURITY #: REDACTED-REDACTED-REDACTED

PREVIOUS GOVERNMENT SERVICE: YES  X  NO

If yes, give departments, dates, career or non-career positions held:
Assistant to the Solicitor General, Dept. of Justice, 1981 to present;
Law clerk to Judge Leonard I. Garth, U.S. Court of Appeals, Third Cir., 1976-197;

X NEW  AMENDMENT  RE-ESTABLISHMENT  AGENCY TRANSFER  UPGRADE

A completed Form 171, political and personal resumes, complete job description, and letters of support must be included for White House clearance to begin.
1980 Domicile (State): New Jersey

IF YOU DID NOT VOTE IN 1984, PLEASE EXPLAIN THE CIRCUMSTANCES.


PLEASE PROVIDE ANY INFORMATION THAT YOU REGARD AS PERTINENT TO YOUR PHILOSOPHICAL COMMITMENT TO THE POLICIES OF THIS ADMINISTRATION, OR WOULD SHOW THAT YOU ARE QUALIFIED TO EFFECTIVELY FILL A POSITION INVOLVED IN THE DEVELOPMENT, ADVOCACY AND VIGOROUS IMPLEMENTATION OF THOSE POLICIES.

Please see attached sheet


PLEASE INDICATE 1984 REAGAN/BUSH INVOLVEMENT OR ANY PREVIOUS REAGAN/BUSH CAMPAIGN INVOLVEMENT. INCLUDE THE FOLLOWING:

ROLE/POSITION:

SUPERVISION/CONTACT:

SUPERVISOR'S TELEPHONE NUMBER:

HAVE YOU EVER SERVED ON A POLITICAL COMMITTEE OR BEEN IDENTIFIED IN A PUBLIC WAY WITH A PARTICULAR POLITICAL ORGANIZATION, CANDIDATE OR ISSUE? (PLEASE BE SPECIFIC AND INCLUDE CONTACTS WITH TELEPHONE NUMBERS.)

Please see attached sheet


APPLICANT SIGNATURE: Samuel A. Clark

DATE: Nov. 15, 1985

ASSOCIATE DIRECTOR RECOMMENDATION: □ APPROVED

DISAPPROVED

ASSOCIATE DIRECTOR SIGNATURE


WITHDRAWAL SHEET
Ronald Reagan Library

Collection Name
PRESIDENTIAL PERSONNEL, OFFICE OF: RECORDS

Withdrawer
SRJ 10/31/2005

File Folder
ALITO JR., SAMUEL A.

Box Number
18576

DOC Document Type
NO Document Description

2 RESUME
FOR SAMUEL ALITO JR. PARTIAL.

No of pages Doc Date Restrictions
1 ND B6

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E.O. 13233

C. Closed in accordance with restrictions contained in donor's deed of gift.
EMPLOYMENT HISTORY

1981-present: Assistant to the Solicitor General, Department of Justice
10th & Constitution Ave., N.W.
Washington, D.C. 20530 - Tel. (202) 633-4277

Briefed and argued cases for the government in the United States Supreme Court. Recommended to the Solicitor General whether adverse lower court decisions should be appealed and issues to be raised.

1977-1981: Assistant United States Attorney in the District of New Jersey, 970 Broad St., Newark, New Jersey

Responsible for more than 70 appeals to the United States Court of Appeals for the Third Circuit. Provided legal advice to the U.S. Attorney and other assistants. One of the prosecutors in the 1978 espionage trial of Soviet U.N. employees.

1976-1977: Law clerk to Judge Leonard I. Garth, United States Court of Appeals for the Third Circuit, U.S. Courthouse, Newark, New Jersey

EDUCATION

J.D. Yale Law School 1975:

Editor, Yale Law Journal. Received prizes for best student contribution to the Yale Law Journal, best oral argument in moot court, and best paper by a first-year student. Served as a teaching assistant in constitutional law and as research assistant.

A.B. Princeton University 1972:

Majored in Woodrow Wilson School of Public and International Affairs. Phi Beta Kappa. President of the debate panel. Selected Woodrow Wilson School Scholar.

BAR ADMISSIONS

New Jersey, New York, U.S. Supreme Court, U.S. Courts of Appeals for the Second and Third Circuits, U.S. District Court for N.J.
Supreme Court Cases Argued


2) Atkins v. Parker, Nos. 83-1660, 83-6381 (whether the Due Process Clause requires that food stamp recipients receive advance, individualized notice before implementation of statutory changes in benefit levels).


4) FCC v. League of Women Voters of California, No. 82-912 (whether 47 U.S.C. 399, which prohibits "editorializing" by public broadcasting stations that receive federal funds, violates the First Amendment).

5) United States v. Weber Aircraft Corp., No. 82-1616 (March 20, 1984) (whether statements made in confidence to military aircraft safety investigators must be disclosed under the Freedom of Information Act).


7) Russello v. United States, 104 S.Ct. 296 (1983) (whether proceeds from racketeering are subject to forfeiture under the RICO statute).

8) United States v. Villamonte-Marquez, 103 S.Ct. 2573 (1983) (whether the Fourth Amendment prohibits Customs officers from boarding vessels in inland waters and inspecting their documents without a reasonable suspicion of a violation of law).

9) Beiknap, Inc. v. Hale, 103 S.Ct. 3172 (1983) (whether the National Labor Relations Act preempts a state court suit for damages brought against an employer by strike replacements who were later terminated pursuant to a strike settlement agreement approved by the NLRB).

11) Oregon v. Kennedy, 456 U.S. 667 (1982) (whether the Double Jeopardy Clause bars retrial of a defendant who successfully moves for a mistrial on the basis of prosecutorial error or misconduct that was not intended to provoke the mistrial request).

<table>
<thead>
<tr>
<th>DOC Document Type</th>
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**Withdrawal**

SRJ 10/31/2005

**FOIA**

F05-175/01

ZAJAC

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EO. 13233

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Personal Qualifications Statement

Read instructions before completing form

1. Kind of position (job) you are filing for (or title and number of announcement)
   Deputy Assistant Attorney General

2. Options for which you wish to be considered (if listed in the announcement)

3. Home phone ____________________________ 4. Work phone ____________________________
   Area Code _______ Number _______ Extension _______
   5. Sex (for statistics only) Male _____ Female _____

6. Other last names ever used ____________________________

7. Name (Last, First, Middle) ____________________________
   Street address or RFD no. (include apartment no. if any) ____________________________
   City ____________________________ State _______ ZIP Code _______

8. Birthplace (City & State, or foreign country) ____________
   Trenton, N.J.

9. Birth date (Month, day, year) ____________________________

10. Social Security Number ____________________________

11. If you have ever been employed by the Federal Government as a civilian, give your
    highest grade, classification series, and job title.
    GS15 Assistant to the Solicitor General
    Dates of service in highest grade (Month, day, and year)
    From Aug. 22, 1982 to present

12. If you currently have an application on file with the Office of Personnel Management
    for appointment to a Federal position, list (a) the name of the area office maintaining
    your application, (b) the position for which you filed, and (c) the date of your notice of rating.
    (d) your identification number, and (e) your rating.

13. Lowest pay or grade you will accept:

   PAY
   PER OR

   GRADE

14. When will you be available for work? (Month, and year) ____________________________
    Nov. 1985

15. Are you available for temporary employment lasting:
   (Acceptance or refusal of temporary employment will not affect your consideration for
   other appointments.)

   A. Less than 1 month? ____________________________
   B. 1 to 4 months? ____________________________
   C. 5 to 12 months? ____________________________

16. Are you interested in being considered for employment by:
   A. State and local government agencies? ____________________________
   B. Congressional and other public offices? ____________________________
   C. Public international organizations? ____________________________

17. Where will you accept a job?

   A. In the Washington, D.C. Metropolitan area? ____________________________
   B. Outside the 50 United States? ____________________________
   C. Anyplace in the United States? ____________________________
   D. Only in (specify locality) ____________________________

18. Indicate your availability for overnight travel:

   A. Not available for overnight travel? ____________________________
   B. 1 to 5 nights per month? ____________________________
   C. 6 to 10 nights per month? ____________________________
   D. 11 or more nights per month? ____________________________

19. Are you available for part-time positions (lower than 40 hours per week) offering:

   A. 20 or fewer hours per week? ____________________________
   B. 21 to 30 hours per week? ____________________________
   C. 31 to 39 hours per week? ____________________________

20. Veteran Preference. Answer all parts. If a part does not apply to you, answer "NO".

   A. Have you ever served on active duty in the United States military service? (Exclude tours of active duty for training in Reserves or National Guard)? ____________________________
   B. Have you ever been discharged from the armed services under other than honorable conditions? You may omit any such discharge changed to honorable or general by a Discharge Review Board or similar authority. ____________________________
     If "YES", give details in item 34.
   C. Do you claim 5-point preference based on active duty in the armed forces? ____________________________
     If "YES", you will be required to furnish records to support your claim at the time you are appointed.
   D. Do you claim 10-point preference? ____________________________
     If "YES", check the type of preference claimed and complete and attach Standard Form 15, "Claim for 10-Point Veteran Preference," together with the proof requested in that form.

   Type of Preference: ____________________________

   Compensation Disability 30% or More ____________________________
   Compensation Disability Below 30% ____________________________
   Non-compensable Disability ____________________________
   Purple Heart Recipient ____________________________
   Spouse ____________________________
   Widow(er) ____________________________
   Mother ____________________________

21. List dates, branch, and serial number of all active service (enter "N/A" if not applicable)

   From ____________________________ To ____________________________
   Branch of Service ____________________________
   Serial or Service Number ____________________________

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Page 1 PREVIOUS EDITION USABLE 7540-995-7150 171-107

Standard Form 171 (Rev. 1-79)
Office of Personnel Management
PSM Chapter 295
I am and always have been a conservative and an adherent to the same philosophical views that I believe are central to this Administration. It is obviously very difficult to summarize a set of political views in a sentence but, in capsule form, I believe very strongly in limited government, federalism, free enterprise, the supremacy of the elected branches of government, the need for a strong defense and effective law enforcement, and the legitimacy of a government role in protecting traditional values. In the field of law, I disagree strenuously with the usurpation by the judiciary of decisionmaking authority that should be exercised by the branches of government responsible to the electorate. The Administration has already made major strides toward reversing this trend through its judicial appointments, litigation, and public debate, and it is my hope that even greater advances can be achieved during the second term, especially with Attorney General Meese's leadership at the Department of Justice.

When I first became interested in government and politics during the 1960s, the greatest influences on my views were the writings of William F. Buckley, Jr., The National Review, and Barry Goldwater's 1964 campaign. In college, I developed a deep interest in constitutional law, motivated in large part by disagreement with Warren Court decisions, particularly in the areas of criminal procedure, the Establishment Clause, and reapportionment. I discovered the writings of Alexander Bickel advocating judicial restraint, and it was largely for this reason that I decided to go to Yale Law School.

After graduation from law school, completion of my ROTC military commitment, and a judicial clerkship, I joined the U.S. Attorney's office in New Jersey, principally because of my strong views regarding law enforcement.

Most recently, it has been an honor and source of personal satisfaction for me to serve in the office of the Solicitor General during President Reagan's administration and to help advance legal positions in which I personally believe very strongly. I am particularly proud of my contributions in recent cases in which the government has argued in the Supreme Court that racial and ethnic quotas should not be allowed and that the Constitution does not protect a right to an abortion.

As a federal employee subject to the Hatch Act for nearly a decade, I have been unable to take a role in partisan politics. However, I am a life-long registered Republican and have made the sort of modest political contributions that a federal employee can afford to Republican candidates and conservative causes, including the National Republican Congressional Committee, the National Conservative Political Action Committee, Rep.
Christopher Smith (4th Dist. N.J.), Rep. James Courter (12th Dist. N.J.), Governor Thomas Kean of N.J., and Jeff Bell's 1982 Senate primary campaign in N.J. I am a member of the Federalist Society for Law and Public Policy and a regular participant at its luncheon meetings and a member of the Concerned Alumni of Princeton University, a conservative alumni group. During the past year, I have submitted articles for publication in the National Review and the American Spectator.
## Key Details from the Document

### Section A
- **Position**: Assistant to the Solicitor General
- **Employer's Organization**: Office of Solicitor General
- **Address**: 10th & Constitution Ave., N.W., Washington, D.C. 20007
- **Dates Employed**: Aug. 1981 to present
- **Salary or Earnings**: Beginning $42,900 per yr., Ending $57,488 per yr.
- **Reason for Leaving**: Accept new position

### Section B
- **Position**: Assistant U.S. Attorney
- **Employer's Organization**: U.S. Attorney's Office
- **Address**: District of New Jersey, Newark, N.J. 07102
- **Dates Employed**: Nov. 1977 to Aug. 1981
- **Salary or Earnings**: Beginning $22,700 per yr., Ending $40,900 per yr.
- **Reason for Leaving**: Accept new position

### Section C
- **Position**: Law Clerk
- **Employer's Organization**: Judge Leonard I. Garth, U.S. Courthouse
- **Address**: Newark, N.J. 07102
- **Dates Employed**: July 1976 to Aug. 1977
- **Salary or Earnings**: Beginning $17,056 per yr., Ending $20,442 per yr.
- **Reason for Leaving**: Completion of 1-yr. clerkship.

### Description of Work
- **A**: Briefed and argued cases for government in Supreme Court. Recommended to Solicitor General whether adverse lower court decisions should be appealed and, if so, arguments to be made.
- **B**: Handled federal criminal cases, principally at appellate level.
- **C**: Assisted Judge as required...

### Additional Details
- **Average Number of Hours per Week**:
  - A: 40 +
  - B: 40 +
  - C: 40 +

---

If you need additional experience blocks, use Standard Form 171-A or blank sheets of paper.
22. A. Special qualifications and skills (skills with machines, patents or inventions; your most important publications (do not submit copies unless requested), your public speaking and publications experience, membership in professional or scientific societies, etc.)

<table>
<thead>
<tr>
<th>B. Kind of license or certificate (pilot, registered nurse, lawyer, radio operator, CPA, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>lawyer</strong></td>
</tr>
</tbody>
</table>

23. A. Did you graduate from high school or will you graduate within the next nine months, or do you have a GED high school equivalency certificate?

<table>
<thead>
<tr>
<th>Yes</th>
<th>June 1968</th>
<th>No</th>
<th>Highest grade completed</th>
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<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. B. Name and location (city and State) of latest high school attended

| Hamilton HS East | Hamilton Township, N.J. |

23. C. Dates Attended, Years Completed, No of Credits Completed, Type of Degree, and Year of Degree

<table>
<thead>
<tr>
<th>Princeton University</th>
<th>From 1968 To 1972</th>
<th>Day 4</th>
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<td>Yale Law School</td>
<td>From 1972 To 1975</td>
<td>Day 3</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Political Science</th>
<th>Semester Hours</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. D. Chief undergraduate college subjects

<table>
<thead>
<tr>
<th>Political Science</th>
<th>No of Credits Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td></td>
</tr>
</tbody>
</table>

23. E. Chief graduate college subjects

<table>
<thead>
<tr>
<th>Law</th>
<th>Semester Hours</th>
<th>Quarter Hours</th>
</tr>
</thead>
</table>

23. F. Major field of study at highest level of college work

| Law |

23. G. Other schools or training (example: trade, vocational, Armed Forces or business). Give for each the name and location (city, State, and ZIP Code, if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificate, and any other pertinent data.

24. Honors, awards, and fellowships received

| Phi Beta Kappa |

25. Languages other than English. List the languages (other than English) in which you are proficient and indicate your level of proficiency by putting a check mark (✓) in the appropriate columns. Candidates for positions requiring conversational ability in a language other than English may be given an interview conducted solely in that language. Describe in item 34 how you gained your language skills and the amount of experience you have had (e.g., completed 50 hours of classroom training, spoke language at home for 10 years, self-taught, etc.).

<table>
<thead>
<tr>
<th>PROFICIENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Language(s)</td>
</tr>
<tr>
<td>Fluent</td>
</tr>
</tbody>
</table>

26. References. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 21. Experience

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Present Business or Home Address</th>
<th>Telephone Number (Include Area Code)</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Pieler</td>
<td>Office of Majority Leader, U.S. Senate, Washington, D.C. 20510</td>
<td></td>
<td>lawyer</td>
</tr>
<tr>
<td>Judith L. Hammerschmidt</td>
<td>Special Asst. to the Atty Gen., Dept. of Justice, Washington, D.C. 20530</td>
<td></td>
<td>lawyer</td>
</tr>
</tbody>
</table>

Page 3
Answer Items 27 through 33 by placing an 'X' in the proper column.

27. Are you a citizen of the United States?
   (YES) No. Give country of which you are a citizen.

28. Within the last five years have you been fired from any job for any reason?

29. Within the last five years have you quit a job after being notified that you would be fired?
   If your answer is YES, give details in Item 34. Show the name and address of employer, approximate date, and reasons in each case.

30. Have you ever been convicted of theft or larceny or any offense involving fraud?
    If yes, give details in Item 34.

31. During the past seven years have you been convicted of any federal or state offense for which you were sentenced to prison for a term of one year or more?
    If yes, give details in Item 34.

32. Have you ever been convicted of being in港澳 or any offense involving criminal conduct?
    If yes, give details in Item 34.

33. Have you ever been convicted of any other federal or state offense?
    If yes, give details in Item 34.

34. Item No. Space for detailed answers. Indicate item numbers to which the answers apply.

35. Your Statement cannot be processed until you have answered all questions, including Items 27 through 33 above. Be sure you have placed an 'X' to the left of every question (of the 'YES' or 'NO' column.

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, birth date, and address or post office title. Attach all sheets to this Statement at the top of page 3.

ATTENTION—THIS STATEMENT MUST BE SIGNED

Read the following paragraphs carefully before signing this Statemem.

A false answer to any question in this Statement may be grounds for not employing you or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code: Title 18, Section 1001). All the information you give will be considered in reviewing your Statement.

AUTHORITY FOR RELEASE OF INFORMATION

I have completed this Statement with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law or Presidential directive. I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies, to duly accredited investigators, Personnel Staffing Specialists, and other authorized employees of the Federal Government for that purpose.

CERTIFICATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (in ink)

DATE

Nov. 15, 1985

Page 4

☆ U.S. GOVERNMENT PRINTING OFFICE: 1983 O - 421-526 (9186)
Deputy Assistant Attorney General  
Office of Legal Counsel

Introduction

With the Assistant Attorney General and under his general direction shares responsibility for carrying out the duties imposed on that officer as Chief Adviser to the Attorney General on matters of law, assisting the Attorney General in his duties as legal adviser to the President, the Cabinet, and the whole executive branch of the government, preparing formal opinions of the Attorney General, and rendering informal opinions and legal advice on the wide variety of subjects and legal questions which arise in the determination of the national and international policies of the United States and in the carrying out of those policies through all the departments and agencies of the Executive branch.

Duties and Responsibilities

Is personally familiar with all matters being considered by the Assistant Attorney General. Under the general supervision of the Assistant Attorney General is in direct charge of the staff of the division and relieves the Assistant Attorney General by making assignments to the legal staff on the basis of subject matter, difficulty of assignment, legal ability and experience of staff members. Reviews and makes revisions of proposed executive orders, proclamations, and regulations, prior to final approval of the Assistant Attorney General.

Supervises the preparation of opinions, briefs, and correspondence in connection with pending legislation and gifts and bequests to the United States Government.

Personally investigates and formulates opinions of a highly confidential and complex nature for the President, requiring consultation with executives of other departments and agencies.

Assists the Assistant Attorney General in preparing reports on pending legislation, particularly with regard to constitutionality and effect on governmental structure, and assists in drafting important legislation sponsored by the President or the Attorney General. Represents the Attorney General on various interdepartmental committees and conferences.
The scope of both formal and informal opinions and advice covers broad legal problems arising in the administration of the Executive branch of the government and relates to matters of special importance and difficulty, of national and international significance. In any time of stress, as during the present national emergency, the problems of law required to be resolved by or under the direction of this official are particularly numerous and important, since many situations arise for which there is no legal precedent and since the legal advisers of new government agencies tend particularly to rely on advice from the Attorney General on important matters.