

For further information, contact the National Security Council, Old Executive Office Building, Washington, DC 20504. Phone, 202-456-1414.

## Office of Administration

*Eisenhower Executive Office Building  
1650 Pennsylvania Avenue, NW., Washington, DC 20503  
Phone, 202-456-2861. Internet, www.whitehouse.gov/oa.*

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Chief Operations Officer	SANDRA EVANS, <i>Acting</i>
Chief Procurement and Contract Management Officer	ALTHEA KIREILIS
Director for Equal Employment Opportunity	CLARA PATTERSON
Director for Office of Security and Emergency Preparedness	JOHN GILL
General Counsel	ELIZABETH MEDAGLIA

The Office of Administration was formally established within the Executive Office of the President by Executive Order 12028 of December 12, 1977. The Office provides administrative support services to all units within the Executive Office of the President. The services provided include information,

personnel, technology, and financial management; data processing; library and research services; security; legislative liaisons; and general office operations such as mail, messenger, printing, procurement, and supply services.

For further information, contact the Office of the Director, Office of Administration, Washington, DC 20503. Phone, 202-456-2861.

## Office of Management and Budget

*Executive Office Building, Washington, DC 20503  
Phone, 202-395-3080. Internet, www.whitehouse.gov/omb.*

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Assistant Director for Budget	ELIZABETH M. ROBINSON
Assistant Director for Legislative Reference	JAMES J. JUKES

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Controller, Office of Federal Financial Management	DANIEL I. WERFEL, <i>Acting</i>
General Counsel	JEFFREY A. ROSEN

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*The Office of Management and Budget evaluates, formulates, and coordinates management procedures and program objectives within and among Federal departments and agencies. It also controls the administration of the Federal budget, while routinely providing the President with recommendations regarding budget proposals and relevant legislative enactments.*

The Office of Management and Budget (OMB), formerly the Bureau of the Budget, was established in the Executive Office of the President pursuant to Reorganization Plan No. 1 of 1939 (5 U.S.C. app.).

The Office's primary functions are:

- to assist the President in developing and maintaining effective government by reviewing the organizational structure and management procedures of the executive branch to ensure that the intended results are achieved;
- to assist in developing efficient coordinating mechanisms to implement Government activities and to expand interagency cooperation;
- to assist the President in preparing the budget and in formulating the Government's fiscal program;
- to supervise and control the administration of the budget;
- to assist the President by clearing and coordinating departmental advice on proposed legislation and by making recommendations effecting Presidential action on legislative enactments, in accordance with past practice;
- to assist in developing regulatory reform proposals and programs for

paperwork reduction, especially reporting burdens of the public;

- to assist in considering, clearing, and, where necessary, preparing proposed Executive orders and proclamations;

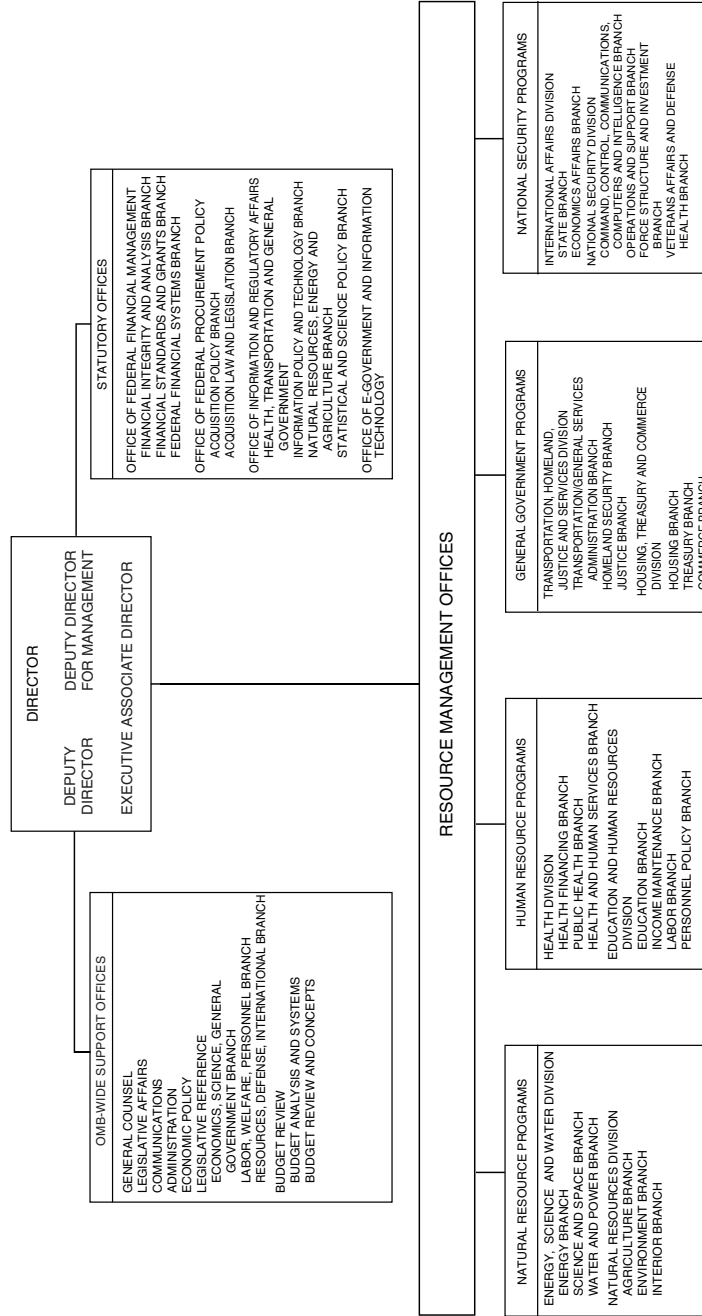
- to plan and develop information systems that provide the President with program performance data;

- to plan, conduct, and promote evaluation efforts that assist the President in assessing program objectives, performance, and efficiency;

- to keep the President informed of the progress of activities by Government agencies with respect to work proposed, initiated, and completed, together with the relative timing of work between the several agencies of the Government, all to the end that the work programs of the several agencies of the executive branch of the Government may be coordinated and that the moneys appropriated by the Congress may be expended in the most economical manner, barring overlapping and duplication of effort; and

- to improve the economy, efficiency, and effectiveness of the procurement processes by providing overall direction

OFFICE OF MANAGEMENT AND BUDGET



of procurement policies, regulations, procedures, and forms.

### Sources of Information

**Employment** Various civil service examinations and registers are used for filling positions, such as economist, budget examiner, and management analyst. Inquiries on employment should be directed to the Human Resources Division, Office of Administration, Washington, DC 20500. Phone, 202-395-1088.

**Inquiries** Contact the Office of Administration, Office of Management and Budget, New Executive Office Building, Washington, DC 20503. Phone, 202-395-3080. Fax, 202-395-3504. Internet, [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

**Publications** *The Budget of the U.S. Government* and *The Budget System and Concepts* are available for sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

For further information, contact the Office of Management and Budget, Executive Office Building, Washington, DC 20503. Phone, 202-395-3080. Internet, [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

## Office of National Drug Control Policy

*Executive Office of the President, Washington, DC 20503*

*Phone, 202-395-6700. Fax, 202-395-6708. Internet, [www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov).*

Director	JOHN P. WALTERS
Chief of Staff	STEPHEN A. KATSURINIS
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Deputy Director for Demand Reduction	BERTHA MADRAS
Deputy Director for State, Local, and Tribal Affairs	DAVID R. MURTAUGH, <i>Acting</i>
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General Counsel	EDWARD H. JURITH
Chief Scientist, Counter-Drug Technology Assessment Center	DAVID W. MURRAY
Associate Director, National Youth Anti-Drug Media Campaign	ROBERT W. DENNISTON

*The Office of National Drug Control Policy assists the President in establishing policies, priorities, and objectives in the National Drug Control Strategy. It also provides budget, program, and policy recommendations on the efforts of National Drug Control Program agencies.*

The Office of National Drug Control Policy was established by the National Narcotics Leadership Act of 1988 (21 U.S.C. 1501 *et seq.*), effective January 29, 1989, as amended by the Violent Crime Control and Law Enforcement Act of 1994 (21 U.S.C. 1502, 1506, 1508)

and reauthorized by the Office of National Drug Control Policy Reauthorization Act of 2006 (21 U.S.C. 1701 note).

The Director of National Drug Control Policy is appointed by the President with the advice and consent of the Senate.