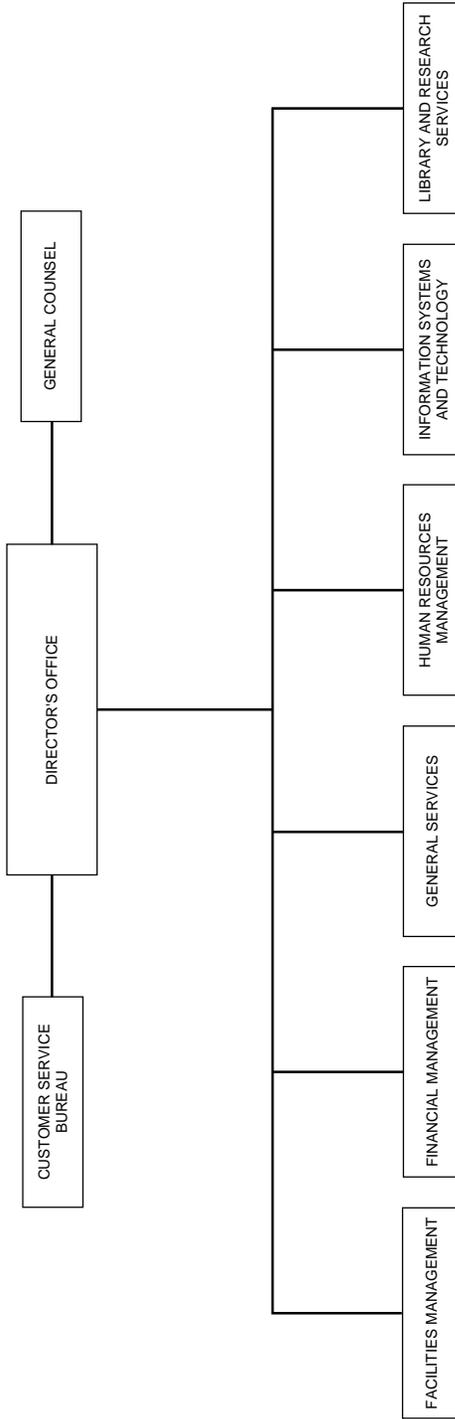


OFFICE OF ADMINISTRATION



Office of Management and Budget

Executive Office Building, Washington, DC 20503

Phone, 202-395-3080

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Deputy Director	JACOB J. LEW
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Associate Director for Legislative Affairs	CHARLES KIEFFER, <i>Acting</i>
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Deputy Controller	NORWOOD JACKSON

Administrator, Office of Federal Procurement Policy	STEVEN KELMAN
Deputy Administrator for Federal Procurement Policy	(VACANCY)

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.), effective July 1, 1939.

By Executive Order 11541 of July 1, 1970, all functions transferred to the President of the United States by part I of Reorganization Plan No. 2 of 1970 (5 U.S.C. app.) were delegated to the Director of the Office of Management and Budget, to be carried out by the Director under the direction of the President. Reorganization Plan No. 1 of 1977 (5 U.S.C. app.) and Executive orders issued pursuant to that plan further amended the functions of OMB.

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 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.
 Publications *The Budget of the U.S. Government, The Budget System and Concepts, and Catalog of Federal*

Domestic Assistance are 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.

Office of National Drug Control Policy

Executive Office of the President, Washington, DC 20500
Phone, 202-395-6700

Director
 Chief of Staff
 Director of Planning, Budget, and Research
 Assistant Director for Legal Affairs
 Deputy Director for Demand Reduction
 Deputy Director for Supply Reduction
 Associate Director for State and Local Affairs
 Assistant Director for Legislative Affairs
 Director, Counter-Drug Technology Assessment Center

BARRY R. McCAFFREY
 JANET L. CRIST
 JOHN CARNEVALE
 PATRICIA SEITZ
 JOHN GREGRICH, *Acting*
 BILL BOZIN, *Acting*
 ROSE OCHI
 BUD JACOBS
 ALBERT BRANDENSTEIN

The Office of National Drug Control Policy coordinates Federal, State, and local efforts to control illegal drug abuse and devises national strategies to effectively carry out antidrug activities.

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).

The Office is headed by the Director of National Drug Control Policy, who is appointed by the President with the advice and consent of the Senate. The Director is assisted by the Deputy Director for Demand Reduction and the Deputy Director for Supply Reduction. The Bureau of State and Local Affairs is a separate division of the Office, headed by an Associate Director for National Drug Control Policy.

The Director of National Drug Control Policy is responsible for establishing policies, objectives, and priorities for the National Drug Control Program, and for annually promulgating a National Drug

Control Strategy to be submitted to the Congress by the President. The Director advises the President regarding necessary changes in the organization, management, budgeting, and personnel allocation of Federal agencies involved in drug enforcement activities, and is also responsible for notifying Federal agencies if their policies are not in compliance with their responsibilities under the National Drug Control Strategy.

Sources of Information

Employment Inquiries regarding employment should be directed to the Personnel Section, Office of National Drug Control Policy (phone, 202-395-6748) or the Executive Office, Office of Administration (phone, 202-395-5892).
 Publications To receive ONDCP publications about drugs and crime, to get specific drug-related data, to obtain