—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  Delegated examining is used for filling positions, such as economist, program examiners, and program analyst. Inquiries on employment should be directed to the Human Resources Division, Office of Administration, Washington, DC 20500. Phone, 202–395–1088.


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 Director of National Drug Control Policy is appointed by the President with the advice and consent of the Senate. The Director is assisted by a Deputy Director, a Deputy Director for Demand Reduction, a Deputy Director for Supply Reduction, and a Deputy Director for State, Local, and Tribal Affairs.

The Director is responsible for establishing policies, objectives, priorities, and performance measurements for the national drug control program, as well as for annually promulgating drug control strategies and supporting reports and a program budget, which the President submits to Congress. The Director advises the President regarding necessary changes in the organization, management, budgeting, and personnel allocation of Federal agencies enforcing drug activities. The Director also notifies Federal agencies if their policies do not comply with their responsibilities under the National Drug Control Strategy. Additionally, the Office has direct programmatic responsibility for the Drug-Free Communities Program, the National Youth Anti-Drug Media Campaign, the various programs under the Counter-Drug Technology Assessment Center, and the High Intensity Drug Trafficking Areas Program.

Sources of Information

Employment Inquiries regarding employment should be directed to the Personnel Section, Office of National Drug Control Policy. Phone, 202–395–6695.