

Representative to the United Nations, the Assistant to the President for National Security Affairs, the Assistant to the President for Economic Policy, and the Chief of Staff to the President are invited to all meetings of the Council. The Attorney General and the Director of National Drug Control Policy are invited to attend meetings pertaining to their

jurisdictions; other officials are invited, as appropriate. The Council advises and assists the President in integrating all aspects of national security policy as it affects the United States—domestic, foreign, military, intelligence, and economic—in conjunction with the National Economic Council.

For further information, contact the National Security Council, Old Executive Office Building, Washington, DC 20506. Phone, 202-456-1414.

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## Office of Administration

*Old Executive Office Building  
725 Seventeenth Street NW., Washington, DC 20503  
Phone, 202-395-6963*

|   |                  |
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| Associate Director for Information Systems and Technology                                 | KATHLEEN GALLANT |
| Associate Director for Library and Research Services                                      | MARY ANN NOWELL  |
| Senior Financial Manager  | CHARLES SIGMAN   |

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The Office of Administration was established within the Executive Office of the President by Reorganization Plan No. 1 of 1977 (5 U.S.C. app.). The Office was activated, effective December 4, 1977, by Executive Order 12028 of December 12, 1977.

The Office of Administration provides administrative support services to all

units within the Executive Office of the President. The services provided include information, personnel, and financial management; data processing; library services; records maintenance; 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.

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**OFFICE OF ADMINISTRATION**

