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General Counsel	NELSON CUNNINGHAM
Customer Advocacy Coordinator	ASHLEY RAINES
Director, Financial Management Division	JURG HOCHULI
Assistant to the Deputy Director for Administrative Operations	ADA L. POSEY
Director, Information Systems and Technology Division	JAMES MACDONALD
Director, Library and Research Services Division	MARY ANN NOWELL
Director, Personnel Management Division	MARY COUTTS BECK

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 Deputy Director, Office of Administration, Washington, DC 20503. Phone, 202-395-6963.

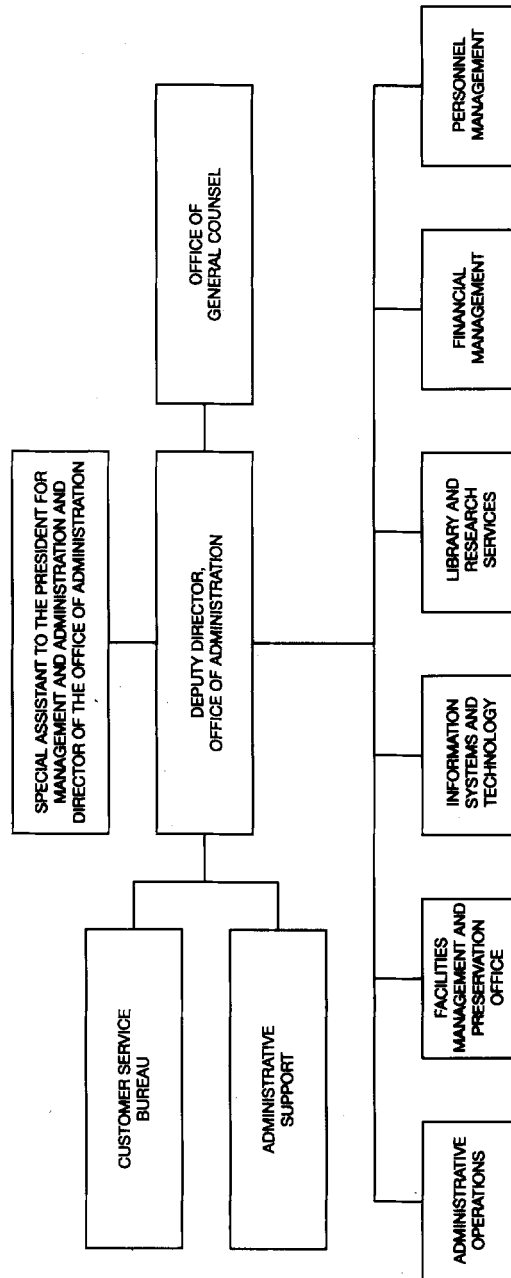
OFFICE OF THE VICE PRESIDENT OF THE UNITED STATES

Old Executive Office Building, Washington, DC 20501

Phone, 202-456-2326

THE VICE PRESIDENT	ALBERT GORE, JR.
Chief of Staff and Counselor to the Vice President	JOHN M. QUINN
Deputy Chief of Staff	DAVID M. STRAUSS
Director of Communications for the Vice President	LORRAINE A. VOLES
Counsel to the Vice President	KUMIKI GIBSON
National Security Advisor for the Vice President	LEON S. FUERTH
Deputy Counsel and Director of Legislative Affairs for the Vice President	THURGOOD MARSHALL, JR.
Executive Assistant to the Vice President	HEATHER MARABETI
Special Assistant to the Vice President and Chief of Staff to Mrs. Gore	SKILA S. HARRIS
Chief Domestic Policy Advisor for the Vice President	GREG C. SIMON
Senior Policy Advisor for the Vice President	ELAINE C. KAMARCK
Director of Correspondence for the Vice President	BILL MASON

OFFICE OF ADMINISTRATION



Director of Scheduling for the Vice President	KIMBERLY H. TILLEY
Director of Advance and Deputy Director of Scheduling for the Vice President	DENNIS W. ALPERT

Article II, section I, of the Constitution provides that the President “shall hold his Office during the Term of four Years * * * together with the Vice President * * *.” In addition to his role as President of the Senate, the Vice President is empowered to succeed to the Presidency, pursuant to Article II and the 20th and 25th amendments to the Constitution.

The executive functions of the Vice President include participation in Cabinet meetings and, by statute, membership on the National Security Council and the Board of Regents of the Smithsonian Institution.