

EXHIBIT 3

Executive Office of the President



Office of Administration

Fiscal Year 2006 Budget

Executive Office of the President Office of Administration

Mission Statement and Background

The Office of Administration (OA) was created by Reorganization Plan No. 1 of 1977, and was formally established by Executive Order 12028 on December 12, 1977. OA's mission is to provide administrative services to the Executive Office of the President (EOP).

OA's primary function is to provide enterprise-level services to the EOP. OA provides cost-effective and efficient services so that policy-making staff elsewhere in the EOP can focus on national policy decisions without having the distractions caused by routine administrative services.

OA is organized along the following lines:

Office of the Director includes the Director's personal staff, Office of the Deputy Director, Office of the General Counsel, and the Equal Employment Opportunity Office. This office provides leadership, manages allocation of resources, and ensures that priorities reflect customer needs.

Office of the Chief Operating Officer organization manages EOP services for human resources, receiving, office supply, warehousing, library, printing, facilities management, travel support, telecommunications, procurement, and mail/messenger.

Office of the Chief Financial Officer (CFO) oversees EOP financial management activities related to the programs and operations of the organization. The CFO directs, manages, and provides policy guidance and oversight of financial management activities and operations.

Office of Security and Emergency Preparedness is responsible for oversight of EOP security and emergency preparedness programs. This office also serves as a liaison with the United States Secret Service.

Office of the Chief Information Officer provides secure, effective, reliable, and easy-to-use information technology services in support of the President and the EOP by implementing best-in-class information resource management, service delivery, and customer service.

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Overview

For fiscal year (FY) 2006, the estimated funding requirement for OA is \$98,609,000 and 222 full-time equivalent (FTE) positions. This amount includes a move of \$7,042,000 from other EOP components to cover the cost of enterprise services.

The overall FY 2006 OA budget represents a net increase of \$7,079,000, or 7.7 percent, from the FY 2005 enacted level. Excluding the enterprise services, this represents an increase of \$37,000, or 0.04 percent. The number of FTEs remains the same

The OA budget is divided into single-year and no-year accounts as follows:

- The Salaries and Expenses (S&E) portion of the budget is composed of single-year funds amounting to \$86,841,000. This is a 9.2 percent increase over the FY 2005 enacted level.
- The Capital Investment Plan represents \$11,768,000 in no-year funds. This is a 1.8 percent reduction from the FY 2005 enacted funding.

FY 2006 Estimate

The derivation of the FY 2006 funding requirement for OA is as follows:

	<u>S&E</u>	<u>Capital Investment</u>	<u>Total</u>
FY 2005 Enacted Budget	\$79,552,448	\$11,978,400	\$91,530,848
Salary adjustment	501,000	0	501,000
Services reduction	-867,448	0	-867,448
Space rental reduction	-187,000	0	-187,000
Equipment reduction	0	-210,400	-210,400
Increase for after-hours utilities	800,000	0	800,000
Enterprise services funds moved to OA	<u>7,042,000</u>	<u>0</u>	<u>7,042,000</u>
Total	\$86,841,000	\$11,768,000	\$98,609,000