

FOR IMMEDIATE RELEASE

DECEMBER 18, 1974

Office of the White House Press Secretary

THE WHITE HOUSE

FACT SHEET

PRINCIPAL FUNCTIONS OF MAJOR OFFICES
SHOWN ON ORGANIZATION CHART

CABINET RANK ADVISERS

- . Consult with the President on the full range of policy issues as requested.
- . Participate in Cabinet meetings.

OFFICE OF MANAGEMENT AND BUDGET*

ECONOMIC POLICY BOARD*

DOMESTIC COUNCIL*

NATIONAL SECURITY COUNCIL*

WHITE HOUSE OPERATIONS OFFICE

- . Performs the staff functions directly supporting the President's day-to-day activities

OFFICE OF THE CABINET SECRETARY

- . Serve as Secretary to the Cabinet
- . Assist the President in schedule planning
- . Make advance preparations for Presidential travel

OFFICE OF THE STAFF SECRETARY

- . Assist in ensuring a smooth flow of coordinated information and decision papers to the President
- . Assists in communicating Presidential decisions and requests to the staff
- . Act as administrative officer of the White House Office

OFFICE OF WHITE HOUSE VISITORS

- . Supervise arrangements for group and public tours of the White House

PRESIDENTIAL PERSONNEL OFFICE

- . Provide staff assistance to the President as requested in the exercise of his authority to nominate and appoint personnel to Federal office

MILITARY ASSISTANT TO THE PRESIDENT

- . Provide operational support to the President in his role as Commander in Chief

*See United States Government Manual (1974-75) and governing statutes and Executive Orders.

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OFFICE OF COUNSELLOR TO THE PRESIDENT JOHN O. MARSH, JR.

- . Assist the President in his relations with Congress and oversee the Congressional Relations Office
- . Assist the President in his relations with non-governmental individuals
- . Monitor preparations for the Bicentennial for the President

OFFICE OF CONGRESSIONAL RELATIONS

- . Assist the President in maintaining clear two-way communications with the Congress

OFFICE OF PUBLIC LIAISON

- . Assist the President to maintain contacts with non-governmental organizations

OFFICE OF THE PRESS SECRETARY

- . Assist the President in presentation of his views to the national and foreign press and through them to the public.

OFFICE OF COUNSELLOR TO THE PRESIDENT ROBERT T. HARTMANN

- . Assist the President in his preparation of materials for speeches and formal communications
- . Oversee the Editorial Office for the President
- . Advise the President on political matters

EDITORIAL OFFICE

- . Assist the President in preparation of his speeches and formal communications

OFFICE OF THE COUNSEL

- . Provide legal counsel to the President on matters involving the conduct of his office

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