



The Department of Administrative Services (DAS) is the central administrative agency of state government.

## WHAT WE DO

DAS works to effectively implement policy and financial decisions made by the governor and the Oregon Legislature. The department also sets and monitors high standards of accountability, ensuring that tax dollars are used productively. DAS supports state agencies by providing a strong and stable management infrastructure.

## REGIONAL OFFICES

- (503) 378-3104 **Executive Building**  
155 Cottage St NE Salem, OR 97301
- (503) 378-2865 **General Services Building**  
1225 Ferry St SE Salem, OR 97301
- (503) 378-2307 **Salem Motor Pool**  
1100 Airport Rd SE Salem, OR 97301
- (503) 373-1102 **Public Employees' Benefit Board Building**  
775 Court St SE Salem, OR 97301
- (503) 378-3397 **Publishing and Distribution Building**  
550 Airport Rd SE Salem, OR 97301
- (503) 378-2176 **State Data Center Building**  
530 Airport Rd SE Salem, OR 97301
- (503) 378-4714 **Surplus Property Warehouse Building**  
1655 Salem Industrial Dr NE Salem, OR 97303

# OREGON



## CONTACT INFORMATION

**Mailing Address**..... 155 Cottage Street NE, U20  
Salem, OR 97301-3972

**DAS** DEPARTMENT OF ADMINISTRATIVE SERVICES

**Hours of Operation**..... 8 a.m. - 5 p.m.  
**E-mail**..... oregon.info@state.or.us  
**Phone**..... (503) 378-3104  
**Fax**..... (503) 373-7643  
**TTY**..... (503) 373-3737  
**Web Site**..... www.oregon.gov/DAS

## ASSESSMENTS

Assessments are charged to state agencies based on an allocation formula. Six DAS divisions and the Director's Office receive revenue from assessments. The Human Resource Services Division, the State Controller's Division, and the Budget and Management Division are primarily funded through assessments from state agencies.

Contact Bret West at (503) 378-2349, ext. 287 for questions on assessments and fees or see our Web site: [www.oregon.gov/DAS/OP/charges.shtml](http://www.oregon.gov/DAS/OP/charges.shtml)



## FEES

Fees for service have set rates and are charged to agencies based on use. Seven DAS divisions and the Director's Office receive funding through fees for service. Each of these divisions also receives funding from a combination of other funds including assessments.

## STATE GOVERNMENT SERVICE

The State Government Service Charge (SGSC) is a fee every state agency pays to support the cost of a broad range of services. The SGSC pays for specific state government services such as Secretary of State audits and debt management. It also supports the State Library.

## DAS DIVISIONS

### Budget and Management

(503) 378-3106

Responsible for developing Governor's Recommended Budget; assists executive branch agencies in budget development.  
*Executive Building*

### Director's Office

(503) 378-3104

Manages all executive branch agencies; provides governmental and external communications; conducts internal audits; includes the Office for Health Policy and Research, Office of Economic Analysis and Oregon Progress Board.  
*Executive Building*

### Enterprise Information Strategy and Policy

(503) 378-3175

Responsible for enterprise IT strategic planning and policy, business continuity planning, e-government, geospatial information and information security.  
*Revenue Building*

### Facilities

(503) 378-2865

Acquires and maintains leased and owned properties for state government.  
*General Services Building*

### Human Resource Services

(503) 378-2065

Responsible for statewide human resources systems, policies and initiatives; classification and compensation; central state employee database; PERS reconciliation; statewide training and recruitment programs.  
*Executive Building*

### Operations

(503) 378-2349

Provides business administration, personnel, application and desk top support to DAS employees.  
*Executive Building*

### Public Employees' Benefit Board

(503) 373-1102

(800) 788-0520

Oversees health, dental, and other benefits for state employees and their dependents.  
*PEBB Building*

### State Controller

(503) 378-3156

Manages and oversees the state's accounting and financial records.  
*Executive Building*

### State Data Center

(503) 378-2176

Provides the state's computing and networking infrastructure and services and voice (telecommunications) technologies.  
*State Data Center Building*

### State Services

(503) 378-4642

Provides centralized services to state government for fleet administration, mail services, procurement, publishing, risk management and surplus property.

*Locations:  
General Services Building  
Motor Pool  
Publishing and Distribution Building  
Surplus Property Warehouse Building*