

EXECUTIVE SECRETARIAT
Routing Slip

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Remarks:

Executive Secretary
10/31/83
Date

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Executive Registry
83-2827/2

THE WHITE HOUSE
WASHINGTON

October 28, 1983

83-1425/6

DDP REGISTRY
FILE: 45-17

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Government Work Space Management Reforms

Recently I received a progress report on the work space management initiative begun by this Administration last May. Frankly, I was disappointed. As of October 5, only 16 of the 78 agencies had submitted plans to accomplish the three objectives that are central to our effort to reduce the Federal Government's vast inventory of office space. They are:

1. Improved office space utilization rate.
2. A reduction of total agency inventory by 10%.
3. Reduced office space inventory commensurate with recent personnel reductions.

The success of this initiative is important not only to reduce the cost of government, but to demonstrate to the American public that government can be managed more efficiently. I urge your personal attention and redoubled efforts to seeing that your agency's report is submitted as soon as possible.

Jerry Carmen, Administrator of the General Services Administration is receiving the completed reports. Please direct any questions regarding this initiative to his office.

Ronald Reagan