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Date

14 SEP 1983

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

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REMARKS

1 - Please advise this re the attached. Thanks.

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Room No.—Bldg.

EO/DDA, 7D-18 Hqs.

Phone No.

5041-102

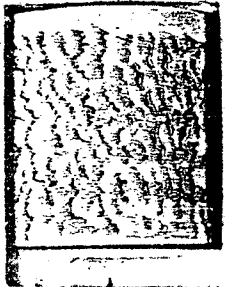
OPTIONAL FORM 41 (Rev. 7-76)

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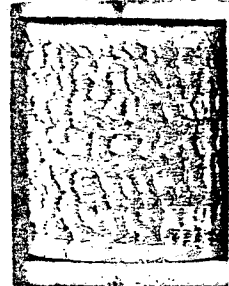
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SEP 12 1983

Memorandum for Assistant Secretaries for Management

Subject: Presidential Initiative on Work Space Management Reforms

On March 29, 1983, the President signed Executive Order 12411 beginning a work space management reform initiative for all Federal executive agencies. This was followed by the May 31 Memorandum to the Heads of Departments and Agencies from the Counsellor to the President and by the General Services Administration's issuance of FPMR Temporary Regulation D-70 on July 1, 1983, implementing the requirements of the Presidential initiative.

As of this writing, many executive agencies have submitted the work space management plans called for in the Presidential initiative. However, we have not as yet received a plan for your agency. We have just been informed that we are scheduled to brief the Cabinet Council on Management and Administration and the President on the status of these plans on September 28. Our instructions are that the briefing is to be results-oriented.

For these reasons we would appreciate receiving your work space management plan in support of the Presidential initiative as soon as possible.

Sincerely,

Ray Eline
Deputy Administrator