

ROUTING AND TRANSMITTAL SLIP

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

Central Intelligence Agency



Washington, D.C. 20505

DD/A Registry

83-1425/1

08 AUG 1983

DD/A REGISTRY

FILE: 45-17

The Honorable Gerald P. Carmen
 Administrator
 General Services Administration
 Washington, D. C. 20405

Dear Jerry:

In response to Executive Order 12411 of March 29, 1983, please be assured I fully support the Presidential initiative for government workspace management reform. I can assure you the Agency will work toward reaching those goals as requested by the President.

The Agency has had an automated space management program since 1968 for controlling the planning, assignment, and efficient utilization of its government-owned and leased properties in the Metropolitan Washington Area (MWA). The report contains information regarding square footage, numbers of people occupying the area, numbers of workstations, space classification, and the density of the space. In addition, a similar computerized report has been developed since this directive for the management of space outside the MWA. Significant efforts are presently under way to achieve maximum space utilization through consolidation of the Agency in a proposed new Headquarters Building and interim consolidation of Agency organizations in existing buildings. The current utilization rate for all Agency office space is very close to the 135 square feet per person which complies with the target set forth by the Executive Order.

As Director of Central Intelligence, I am charged with safeguarding all data and information regarding Agency sources and methods which are relevant to its mission and the national security. The Federal Property Management Temporary Regulation D-68-101-17.303, dated March 8, 1983, requires a high degree of specific information which I feel falls into this category and which cannot be reported in an overt manner. We will be glad to discuss any aspects of our data orally with cleared General Services Administration personnel on a classified basis.

Thank you for your understanding and continued support to this Agency. Please rest assured that we will continue to work toward achieving the objectives of Executive Order 12411.

Yours,

/s/ Bill

William J. Casey
 Director of Central Intelligence

The Honorable Gerald P. Carmen

CONCUR:

15/

Executive Director

Date

15/

Deputy Director of Central Intelligence

Date

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