

THE WHITE HOUSE

WASHINGTON

May 31, 1983

Executive Registry

83-287

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83-1425

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: EDWIN M. MARTIN, JR.  
COUNSELLOR TO THE PRESIDENT

SUBJECT: Presidential Initiative for Government  
Work Space Management Reforms

With the attached Executive Order, the President has initiated fundamental reforms in the way the Executive Branch manages property. These changes can result in savings to the American taxpayer of more than \$1.8 billion per year.

Although long-term savings are significant, we must take action to assure immediate cost reductions. The President requests that you achieve the following objectives:

1. By August 31, 1983, submit a plan for improved utilization for all work space directly controlled by your agency.
2. By September 30, 1984, implement the above plans so that your agency's total work space inventory is reduced by ten percent. This includes all types of work space -- office, storage, and special purpose.
3. In addition to the overall work space reduction, ensure that your office space is reduced commensurate with the percentage of any personnel reduction experienced by your agency since October 1, 1980.

The Administrator of the General Services Administration will coordinate this cost reduction initiative, issue more detailed guidance, provide technical assistance, and report agency progress to the Cabinet Council on Management and Administration.

Many people believe that the Federal Government cannot move quickly to accomplish a task of this magnitude. We know it can be done if we concentrate on making it happen. I look forward to each agency's achievement of these objectives.

Please direct any questions regarding the Executive Order, or these objectives, to Gerald P. Carmen, Administrator, General Services Administration.

EXECUTIVE ORDER

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GOVERNMENT WORK SPACE MANAGEMENT REFORMS

By the authority vested in me as President by the Constitution and laws of the United States of America, including Section 486 of Title 40 of the United States Code, in order to institute fundamental changes in the manner in which Federal work space is managed to ensure its efficient utilization, it is hereby ordered as follows:

Section 1. In order to make the Federal use of work space (including office space, warehouses and special purpose space, whether federally owned, leased or controlled) and related furnishings more effective in support of agency missions, minimize the acquisition of government resources, and reduce the administrative costs of the Federal government, the heads of all Federal Executive agencies shall:

(a) Establish programs to reduce the amount of work space, used or held, to that amount which is essential for known agency missions;

(b) Produce and maintain a total inventory of work space and related furnishings and declare excess to the Administrator of General Services all such holdings that are not necessary to satisfy existing or known and verified planned programs;

(c) Ensure that the amount of office space used by each employee of the agency, or others using agency-controlled space, is held to the minimum necessary to accomplish the task that must be performed;

(d) Manage the furniture, equipment, decoration, drapes, carpeting, plants and other accoutrements so that the use of all furnishings by the agency reflects a judicious employment of public moneys;

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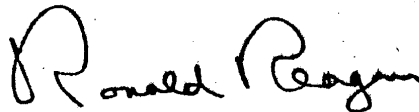
(e) Consider, in making decisions concerning the use, acquisition, or disposal of work space and related furnishings, the effects of its actions on costs incurred by other Federal agencies;

(f) Report all vacant work space retained for future Federal uses to the Administrator of General Services so that it may be made available for the temporary use of other Federal agencies, to the extent consistent with national defense requirements;

(g) Establish a work space management plan to meet the provisions of this Order, including specification of the goals to be achieved and actions to be taken by the agency in order to improve its utilization of all work space and related furnishings; and

(h) Establish information systems, implement inventory controls and conduct surveys, in accordance with procedures established by the Administrator of General Services, so that a government-wide reporting system may be developed.

Sec. 2. The Administrator of General Services is delegated authority, to the extent not prohibited by other laws, to conduct surveys, establish agency-wide objectives for work space use for each Executive agency, and establish procedures, guidelines and regulations to be followed by the agencies in developing the work space planning, information and reporting systems required by this Order.



THE WHITE HOUSE,

March 29, 1983.

# WASHFAX RECEIPT

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MESSAGE NO. 244 CLASSIFICATION UNCLASSIFIED PAGES 4

FROM Craig L. Fuller X2823 GF/WW  
(NAME) (EXTENSION) (ROOM NUMBER)

MESSAGE DESCRIPTION Pres. Initiative for Government Work Space \*\*\*\*\*THIS IS  
A CORRECTED COPY FROM ONE DATED 311626 WHITE HOUSE NUMBER 240\*\*\*\*\*

<u>TO (AGENCY)</u>	<u>DELIVER TO:</u>	<u>DEPT/ROOM NO.</u>	<u>EXTENSION</u>
<u>BRAVO</u>	<u>SEC. SHULTZ ATTN LOPEZ/TOMPKINS</u>		<u>632-5804</u>
<u>BRAVO</u>	<u>AMB KIRKPATRICK ATTN TILLMAN</u>		<u>632-8344</u>
<u>ALPHA</u>	<u>DIR CASEY ATTN</u>		
<u>DELTA</u>	<u>SEC: WEINBERGER ATTN HIGGINS</u>		<u>695-6064</u>

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