

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EO/00A</i>	<i>✓</i>	<i>18 OCT 1983</i>
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*1- I thought we had already complied with this.
BA*

see letter of 18 Oct. That one has action required which I'm sending to D/O

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT

Routing Slip

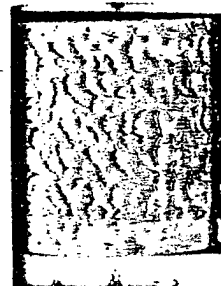
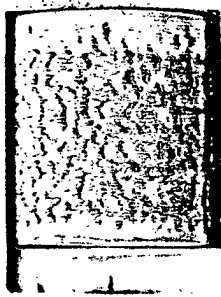
TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE _____
Date

Remarks:

Per my conversation with

Executive Secretary
17 October 1983
Date



STAT



Executive Registry
83-5028

OCT 14 1983

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

DD/A Registry
83-009318

Dear Mr. Casey:

On September 28, 1983, the President and the Cabinet Council on Management and Administration (CCMA) were informed of the progress of executive agencies in support of the work space management reforms initiative.

As you know, the Memorandum of May 31, 1983, from the Counsellor to the President called for submission of these plans by August 31, 1983. Since all agencies were not able to submit plans by this date, the CCMA has asked for another progress report in 30 days. We would appreciate receiving your plan as soon as possible. Plans should be submitted no later than October 21 to ensure inclusion in the next report to the CCMA.

If you have any questions or need assistance in developing your plan, have your appropriate staff representative contact the General Services Administration's Project Director, Mr. Arthur O. Barton, on 535-8120.

Your cooperation and support in this important Presidential initiative is appreciated.

Sincerely,

Gerald P. Carmen
Administrator

OCT 14 1983