

General
Services

Administration

Washington, DC 20405

MEMORANDUM FOR THE CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

FROM: GERALD P. CARMEN
ADMINISTRATOR
GENERAL SERVICES ADMINISTRATION

SUBJECT: Status of Presidential Initiative on Work Space
Management Reform

DATE: December 14, 1983

Attached is a detailed analysis of the 52 Work Space Management Plans submitted to the General Services Administration in response to the Presidential Initiative on Work Space Management Reform. These agencies represent 94 percent of the total work space inventory. However, since some agencies did not include their entire work space inventory in their plans, these submissions represent only 68 percent of the total inventory.

The agency plans indicate substantial compliance with the utilization rate improvement objective of 10 percent. Thirty-eight of the plans meet the utilization rate improvement objective, 14 plans do not, but the average improvement of these 14 is approximately 50 percent of the objective.

Of the 52 plans submitted, 24 show full compliance with the 10 percent inventory reduction objective. Nine agencies planned to expand by a total of 5 million square feet. However, after the Presidential Memorandum of October 28 and the personal notes I have sent to each agency head, many agencies are revising their plans and I expect to report a much improved space reduction effort at the end of January 1984.

It is evident that we must continue to strongly urge compliance by all agencies with the objectives of this Presidential Initiative. I recommend that the Cabinet Council on Management and Administration consider the recommendations contained in the attached analysis as a possible way to improve agency cooperation and attention to this cost saving initiative.

Attachments

AGENCY WORK SPACE MANAGEMENT PLAN ANALYSIS

As of December 14, 1983, 52 of the 77 agencies expected to submit work space management plans have done so. These 77 agencies were expected to account for a total space reduction exceeding 250 million square feet of work space. To date, agencies have submitted plans for a total reduction of 22 million square feet; however, 9 agencies are planning to increase by a total of 5 million square feet of work space. The following is a more detailed analysis:

Total Civilian Agency Work Space (950 Million Square Feet)

- o Approximately 120 million square feet of work space is exempted by law or national security reasons.
- o 210 million square feet is held by the U.S. Postal Service which has an exemption request pending with the General Services Administration. (Currently under review by the GSA General Counsel.)
- o The inventory presently targeted for reduction is about 620 million square feet held by 72 civilian agencies. 90 percent of this space has been reported by the civilian agencies that have submitted plans.
- o These agencies have planned net reductions of approximately 15 million square feet, or less than 3 percent of the space which is covered by this Presidential Initiative. The expected reduction, based on 10 percent, was 62 million square feet.
- o GSA has written to each agency that did not fully achieve the reduction objectives and requested that they revise their plans.

Total Space	950 million sq. ft.
Exempted	(120) " " "
Post Office	(210) " " "
Net	<u>620</u> million sq. ft.
Target Reduction	62 million sq. ft.
Planned to Date	<u>15</u> " " "
Shortfall	<u>47</u> million sq. ft.

Total Military Agency Work Space (1.7 Billion Square Feet)

- o Plans have been received from the three military services. Army and Air Force plans were incomplete in that only domestic administrative space was included. The Navy reported its total inventory.
- o Plans submitted total 792 million square feet (47 percent of inventory).
- o Navy has planned a reduction of 2.4 million square feet while the Army and Air Force show minor increases. Net reduction planned by the military is about 2.1 million square feet (one-tenth of 1 percent of the inventory of 1.7 billion square feet).

Current Status of the 52 Work Space Management Plans

- o 24 of the plans are complete.
- o 20 plans contain discrepancies and complete analysis cannot be done.
- o 8 plans have been received within the last two weeks and are under review.
- o Agencies have been informed of discrepancies and a number of these agencies have met with GSA on an informal basis to discuss specifics.

Action Taken to Obtain Plans and Resolve Issues

- o On October 12, the General Services Administration reminded agencies to submit plans.
- o On October 28, the President sent a Memorandum to the Heads of Departments and Agencies indicating his disappointment in the agency responses.
- o On November 1, GSA's Administrator sent a letter to all heads of agencies that submitted plans thanking those that met or exceeded the 10 percent inventory reduction and asking others to improve and resubmit their plan by November 21, 1983.
- o GSA is currently assisting small agencies that have not reported.
- o Other agencies are verifying data and identifying specific targets for reduction in order to comply with the second phase of this program due to GSA on February 29, 1984.

Evaluation of Agency Plans

- o 24 agencies report they will meet the overall 10 percent inventory reduction. Only 2 of these are cabinet agencies.* 28 reported they will not.

In our first report to the Cabinet Council on Management and Administration we included the Department of Education as meeting this objective. However, analysis indicated that 5 million square feet had been omitted from the Department of Education's inventory analysis; that reconciliation has been requested from them.

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- o 33 agencies reported they will meet the percentage reduction of office space commensurate with recent personnel reductions. 12 reported they will not and 9 did not report October 1, 1980, personnel data.
- o 38 agencies reported they will meet the utilization rate reduction objective. 14 agencies reported they will not; however, their average reduction was 10 square feet per person.

Potential Action for the Consideration of the Cabinet Council
on Management and Administration

- o CCMA members ensure their own plans meet objectives.
- o CCMA should notify all major agencies not complying with objectives, or not submitting plans by December 31, 1983, that they will appear before the Cabinet Council on Management and Administration to explain their actions on this Presidential Initiative.

REDUCE WORK SPACE BY 10 PERCENT

<u>AGENCIES MEETING OBJECTIVE</u>	<u>PROPOSED INVENTORY REDUCTION PERCENT</u>
Alaska Natural Gas Transportation System	71
Civil Aeronautics Board	36
National Mediation Board	36
ACTION	35
Equal Employment Opportunity Commission	26
Federal Trade Commission	24
Interstate Commerce Commission	20
Pennsylvania Avenue Development Corporation	18
Housing and Urban Development	18
Federal Maritime Commission	16
Civil Rights Commission	15
Federal Communications Commission	15
Federal Mine Safety & Health Review Commission	14
Federal Mediation & Conciliation Service	13
Consumer Product Safety Commission	13
Federal Emergency Management Agency	12
Small Business Administration	12
General Services Administration	11
Office of Personnel Management	10
Federal Labor Relations Authority	10 (Revising plan)
Department of Commerce	10
Postal Rate Commission	10
Selective Service System	10
Administrative Conference of U.S.	(No reductions necessary)

AGENCIES NOT MEETING OBJECTIVE

Securities and Exchange Commission	9 (Revising plan)
Export-Import Bank	8
Health and Human Services	7 (Revising plan)
Advisory Commission on Intergovernmental Relations	6
Department of the Interior	5
National Labor Relations Board	5
National Endowment for the Humanities	5
Department of Agriculture	4 (Revising plan)
Department of Labor	4 (Resubmitting new plan to reach 10%)
Environmental Protection Agency	4 (Revising plan)
Peace Corps	4
Department of Transportation	3
Department of Education	3
Department of the Treasury	2
Office of Management and Budget	2 (Revising plan)
Merit Systems Protection Board	1
Department of the Navy	(Less than 1%)
Commodity Futures Trading Commission	0

AGENCIES NOT MEETING OBJECTIVEPROPOSED INVENTORY
REDUCTION PERCENT

Board for International Broadcasting	0	
National Science Foundation	+ 0	(745 sq. ft.)
National Aeronautics & Space Administration)	+ 0	(25,556 sq. ft. - Revising plan)
Department of the Army	+ 0	(279,726 sq. ft.)
Department of the Air Force	+ 0	(23,364 sq. ft.)
Veterans Administration	+ 0	(107,247 sq. ft. - Revising plan)
National Endowment for the Arts	+ 1	(645 sq. ft.)
Department of Justice	+ 2	(532,311 sq. ft.)
Department of Energy	+ 4	(4,003,262 sq. ft. - Revising plan)
International Trade Commission	+24	(25,412 sq. ft.)

REDUCE OFFICE SPACE BY PERSONNEL REDUCTION

<u>AGENCIES MEETING OBJECTIVE (SPACE REDUCTION GREATER THAN PEOPLE REDUCTION)</u>	<u>PEOPLE %</u>	<u>SPACE %</u>
Alaska Natural Gas Transportation System	35	70
Civil Aeronautics Board	34	43
Pennsylvania Avenue Development Corporation	18	18
Housing and Urban Development	16	22
Federal Maritime Commission	12	22
Civil Rights Commission	15	15
Federal Emergency Management Agency	+ 9	24
Office of Personnel Management	11	16
Department of Commerce	4	4
Postal Rate Commission	6	10
Export-Import Bank	2	9
Health and Human Services	+ 2	15
National Endowment for the Humanities	1	6
Federal Communications Commission	10	22
Merit Systems Protection Board	+48	3
Veterans Administration	+10	2 (Revising plan)
National Endowment for the Arts	10	10
Federal Mine Safety & Health Review Commission	0	17
Federal Trade Commission	18	32
General Services Administration	at 135 sq. ft.	
National Aeronautics & Space Administration	at 135 sq. ft.	
Department of the Army	at 135 sq. ft.	
Department of the Air Force	at 135 sq. ft.	
Administrative Conference of U.S.	at 135 sq. ft.	
Commodity Futures Trading Commission	+ 2	--
Selective Service System	+51	+ 4 (Revising plan)
International Trade Commission	+29	+ 5
ACTION	+ 4	36
Peace Corps	+ 3	9
Equal Employment Opportunity Commission	4	35
Advisory Commission on Intergovernmental Relations	4	8
National Mediation Board	4	53
Board for International Broadcasting	0	0
<u>AGENCIES NOT MEETING OBJECTIVE (SPACE REDUCTION LESS THAN PEOPLE REDUCTION)</u>		
Interstate Commerce Commission	27	23
Federal Mediation & Conciliation Service	27	17
Consumer Product Safety Commission	28	13
Securities and Exchange Commission	6	5
Federal Labor Relations Authority	15	9 (Revising plan)
Department of Labor	17	16 (Revising plan)
Environmental Protection Agency	14	8 (Revising plan)
Department of Transportation	14	9
Department of Education	21	18
Office of Management and Budget	6	2 (Revising plan)
Department of Justice	+ 1	+ 1
Department of Energy	+ 3	+ 4 (Revising plan)

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<u>AGENCIES NOT REPORTING 10/1/80 PERSONNEL</u>	<u>PEOPLE</u> <u>%</u>	<u>SPACE</u> <u>%</u>
Small Business Administration		12
Department of the Interior		9
National Labor Relations Board		7
Department of Agriculture		9 (Revising plan)
Department of the Treasury		4
Department of the Navy		3
National Science Foundation		--
Department of the Army		--
Department of the Air Force		--

IMPROVE UTILIZATION RATEAgencies Planning To Be At Or Below 135 Sq. Ft.

General Services Administration
 National Aeronautics and Space Administration
 Securities and Exchange Commission
 Department of the Army
 Department of the Air Force
 Administrative Conference of U.S.

<u>Agencies Planning 10% Improvement Or More</u>	<u>U/R</u> <u>3/31/83</u>	<u>U/R</u> <u>9/30/84</u>	<u>%</u> <u>Improvement</u>
ACTION	260	159	39
Alaska Natural Gas Transportation System	389	250	36
Equal Employment Opportunity Commission	246	163	34
Federal Trade Commission	251	171	32
Civil Aeronautics Board	217	154	29
Federal Communications Commission	209	158	24
Federal Labor Relations Authority	362	284	22 (Revising plan)
National Mediation Board	306	245	20
Pennsylvania Avenue Development Corporation	257	211	18
Housing and Urban Development	200	164	18
Federal Mediation & Conciliation Service	275	227	17
Department of Labor	212	177	17 (Resubmitting new plan)
Federal Mine Safety & Health Review Comm.	339	280	17
Federal Maritime Commission	295	248	16
Export-Import Bank	221	185	16
Civil Rights Commission	248	212	15
Interstate Commerce Commission	218	188	14
Health and Human Services	168	145	14 (Revising plan)
Department of Education	207	179	14
Commodity Futures Trading Commission	164	143	13
Federal Emergency Management Agency	179	158	12
Office of Personnel Management	244	214	12
Department of Transportation	165	145	12
National Endowment for the Arts	194	170	12
Peace Corps	291	256	12
Environmental Protection Agency	167	149	11 (Revising plan)
Office of Management and Budget	245	217	11 (Revising plan)
Consumer Product Safety Commission	225	203	10
Department of Commerce	168	152	10
Postal Rate Commission	363	327	10
Selective Service System	188	155	10
Department of Agriculture <u>1/</u>	162	146	10 (Revising plan)

1/ Forest Service not reported

<u>Agencies Not Meeting 10% Improvement</u>	<u>U/R</u> <u>3/31/83</u>	<u>U/R</u> <u>9/30/84</u>	<u>%</u> <u>Improvement</u>
Advisory Commission on Intergovernmental Relations	276	254	8
Department of the Navy	198	185	7
Department of the Treasury	152	141	7
Small Business Administration	170	159	6
International Trade Commission	158	148	6
Department of the Interior	169	159	6
National Labor Relations Board	233	218	6
National Endowment for the Humanities	185	173	6
Veterans Administration	211	201	5
Department of Justice	167	161	4
Department of Energy	158	157	1
Board for International Broadcasting	237	237	--
Merit Systems Protection Board	192	229	+19
National Science Foundation		No personnel information furnished	

PLANS NOT YET RECEIVED AS OF DECEMBER 12, 1983

Federal Election Commission	
Federal Reserve Board	
Arms Control and Disarmament Agency	Will send plan
Commission on Fine Arts	
Delaware River Basin Commission	
Farm Credit Administration	
Federal Deposit Insurance Corporation	
U.S. Postal Service	Exemption pending
Federal Home Loan Bank Board	
Inter-American Foundation	
International Development Cooperation Agency (AID)	
National Capital Planning Commission	
National Credit Union Administration	
National Transportation Safety Board	
Nuclear Regulatory Commission	
Panama Canal Commission	Exemption pending
Pension Benefit Guaranty Corporation	
Railroad Retirement Board	
Susquehanna River Basin Commission	
Tennessee Valley Authority	
U.S. Information Agency	
CIA - Meetings held between GSA and CIA. Formal plan not expected due to national security reasons. Will comply with spirit of regulation and specifics of compliance are being worked out.	

INCOMPLETE PLANS RECEIVED

Occupational Safety & Health Review Commission
Department of State
Department of Defense (National Capital Region)