

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

29 March Cabinet Agenda Items

FROM: Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DDA 83-0848

DATE

29 MAR 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Forwarded herewith is some background information on the following Cabinet agenda items for 29 March:

Work Station Management Initiative

Property Review Board

15/ Harry
Harry E. Fitzwater

Attachments

DDA REGISTRY
FILE: _____

EO/DDA [] ba(28Mar83)

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Work Station Management Initiative

This initiative is GSA's effort to reduce costs and improve the management of space under its control.

The Federal government owns or leases 2.9 billion square feet, of which 526 million square feet is office space. GSA is streamlining its regulations and replacing detailed space allocation standards with a standard of 135 square feet per person.

GSA-controlled space represents only a part of the total Federal space resources and costs. A proposed GSA Presidential Space Management Initiative would establish government-wide planning, information reporting, and responsibility that is currently lacking. The initiative would require agency heads to prepare a comprehensive space management plan which relates to projected employment levels and shows progress toward the new space standard.

To date the CIA has not been tasked in this area. Our plans for the new Headquarters building are based on [redacted] And our available space in the Headquarters building at this time is less than [redacted] person. (Office space in the outlying buildings exceeds this average, varying from building to building.)

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Property Review Board

Although we can find no information on the Property Review Board, we believe its objective is the sale of surplus Federal properties. GSA's FY-83 target for this effort is \$369.9 million. The Department of Interior's goal is to sell about \$10 million of surplus property.

To date CIA has not been involved in any sale of properties.