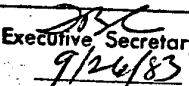


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Remarks:


 Executive Secretary
9/26/83
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MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
SUBJECT: FEDERAL FIELD STRUCTURE REFORM

On August 30, President Reagan signed a memorandum directing you to assess your organization's field structure and to implement improvements. That directive, copy of which is attached, followed a review of the Federal field structure, conducted for the Cabinet Council on Management and Administration (CCMA) by an interagency Working Group which I chaired.

One of the principal findings of the review is that some Executive departments and agencies have vigorously implemented actions both in the headquarters and the field to reduce the size and cost of running the Government to correspond with the programmatic changes which have taken place during the first two years of the Administration.

At the same time, the Working Group found that opportunities exist for further streamlining, and proposed that the top management of the agencies undertake a comprehensive assessment of their field structure and report to the CCMA by October 31. These assessments should include, but not be limited to, a general review and agency initiatives to:

- (1) Reduce organizational layers between headquarters and the field;
- (2) Eliminate unnecessary offices;
- (3) Consolidate administrative support services;
- (4) Collocate field offices;
- (5) Improve supervisory/employee ratios;
- (6) Use third parties to provide services, e.g. State and local governments and the private sector.

All initiatives should include their implementation timetables, estimated savings, and an analysis of whether OMB or Congressional action is required to achieve the savings in a timely manner. Because of the interest in field structure, OMB has indicated that this is an item that will be addressed in the formulation of the FY 1985 budget.

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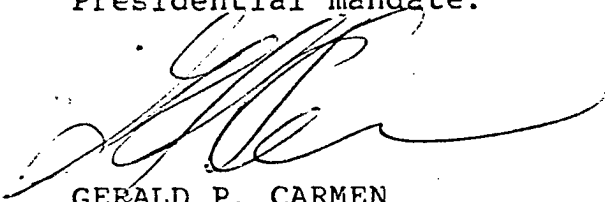


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To assist in this important task, the Working Group is making available to you a copy of our report which contains additional criteria that may be helpful in the preparation of your agency's response.

We will be assembling a task force to work with you and your staff on your assessments. Your reports should be submitted to the CCMA and marked for my attention as Working Group Chairman. Any questions regarding this matter should be referred to Tom Simon (523-1614), Director of Management Initiatives at GSA.

I look forward to assisting you in carrying out this important Presidential mandate.



GERALD P. CARMEN
Chairman
Federal Field Structure Working Group