

**EXECUTIVE SECRETARIAT  
ROUTING SLIP**

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Remarks

Executive Secretary  
*7/10/84*  
Date

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General  
Services  
Administration

Washington, DC 20405

JUL 5 1984

Executive Registry

84-2907

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

Dear Mr. Casey:

In 1983, Federal agencies received considerable negative publicity, reflective on the administration, when significant stockpiles of office furniture were found at a number of sites in the Washington area.

Working with our customer agencies, the General Services Administration (GSA) surveyed the National Capital Region and identified 50 agencies with 173 storage sites occupying 900,000 square feet. The cost of the storage space is estimated at \$3.7 million annually. Together, we were able to clear 235,000 square feet, and transfer 21,390 pieces of furniture worth \$2 million to our Franconia Personal Property Center for rehabilitation, if necessary, and/or transfer to other Federal agencies. State agencies received some 13,832 items worth nearly \$1 million and 90 tons were sold as scrap.

Despite this, large inventories of stored furniture continue to be maintained by agencies in the Washington area at considerable storage costs. For this reason, we are renewing our encouragement for each agency to initiate an aggressive property management program. The effort should be centered on reducing the amount of furniture kept in storage, establishing minimum stock requirements, and declaring the remainder excess so that GSA can place it in the hands of other agencies to increase its utilization.

The cost of storage of items for future use should be compared to the cost of obtaining items from GSA's Personal Property Center. Our Furniture Reclamation Section at the Personal Property Center in Franconia maintains inventories of rehabilitated furniture available at prices substantially reduced from new. Excess furniture is available for immediate transfer and, when essential, new furniture can be acquired within 30 to 60 days through GSA's Special Order Program. In combination, these GSA services allow agencies to cut back sharply on inventory levels and reduce high storage costs with assurance of supply support for unanticipated requirements.

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Personnel from GSA's National Capital Region will contact your agency shortly to offer assistance in surveying property and reviewing requirements. Your active support of this effort is appreciated. It will help ensure success of the President's initiative to reduce costs through improved personal property management. Questions should be directed to Mr. William B. Foote, Director, Office of Property Management (557-1240).

Sincerely,

A handwritten signature in cursive script, appearing to read "Ray Kline".

Ray Kline  
Acting Administrator