

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D.C. 20405

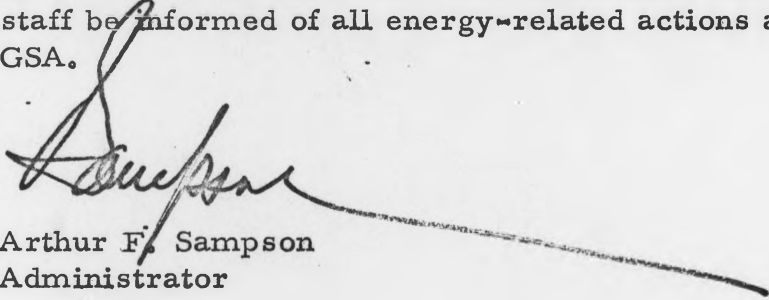


DEC 3 1973

MEMORANDUM TO: Deputy Administrator - AD
Assistant Administrator - AL
Associate Administrator - AM
Heads of Services and Staff Offices
Regional Administrators

Effective today, I have designated Dwight Ink as the coordinator for all GSA energy-related programs and concerns. He and the small staff that he assembles will be responsible to coordinate and monitor GSA energy programs, to provide leadership and planning of energy efforts, and to serve as the principal GSA point of contact with the Executive Office of the President including the newly-created Federal Energy Office.

I want to stress that the actual operations of our energy programs will continue as the direct responsibility of the appropriate service or staff office. It is, however, imperative that Dwight and his staff be informed of all energy-related actions and activities within GSA.


Arthur F. Sampson
Administrator