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## Summary -- Office of Global Intelligence

General:

The two most important items in the DDI: personnel matters and logistics.

OL gives OGI one, fairly junior logs officer. OGI in HQ Bldg is 1/2 again as large as area divisions, but area divs have more than one logs officer.

Overall impression: Unfavorable. "Need better PR to overcome."

Specific problems:

✓ Procurements of supplies & equipment extremely slow except small-purchase orders.

✓ Furniture procurements slow, and inconsistent/incompatible with timing of other actions. Takes 120 days to obtain -- and cannot order until final drawings rec'd from DICON. "Tail wagging dog" -- renovations complete long before furniture arrives. Triple inconvenience: renovations around people; movement of temporary furniture; movement of new furniture.

✓ Contracting for commercial conference facilities very poor.

. Four components complained that PD reps called the day of the conference saying they didn't have a contract. OGI feels requests are being buried somewhere and that PD has no tickler system.

✓ . PD people seem to consider themselves pseudo-lawyers: question the costs for lunch, etc. at conference facilities.

. Contracts are getting to the contractor late; vendors receiving payments later than 30 days. OL's credibility diminished in eyes of OGI; OGI's and Agency's credibility diminished in eyes of vendors.

Architectural services for renovations "not good." HOME/DICON design staff/client interface is not correct, not working, and not synchronized. Coordination and control between architectural staff and DICON nonexistent or ineffective. DICON appears 4 or 5 times for the same thing. Seems customer deals with two separate elements who aren't effectively talking with each other; customer has to coordinate.

✓ Construction/renovations project officers not providing enough feedback on progress. The client is having to keep the project officer informed; "OL is not on top of it."

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OGI Summary (cont'd)

How improve:

✓ Assign higher graded, more experienced persons, especially in one-person log offices.

✓ Procure large orders, say over \$100,000, directly.  
Make an amendment for a variance and pay the original bill instead of holding it up.

✓ Call the contractor directly to resolve the problem.

✓ Give feedback.

25X1 ✓ Specify who does what in design (Arch<sup>it</sup>ectural design staff or [ ] design staff?), furniture ordering, layout, and acquisition.

Make actions compatible with other associated ones.

✓ Establish policy on questions such as allowable charges for lunch. Have D/L resolve if necessary (one issue got to the GC).

Svcs best understood: Building cleaning/heating/air conditioning; space renovations; motor pool services.

✓ Svcs least understood: Property accountability/control; procurement/purchasing process (why does it take so long?).

How communicate better:

25X1 ✓ Provide better understanding of what we do, how and why we do it; e.g., [ ] et al briefed on parking and the new building at OGI staff meeting..

✓ Use Logs bulletins and newsletters to communicate OL support.

✓ Have D/L brief CTs (D/C & D/F do).

✓ Participate in EOD orientation course.

✓ Add extra day to Logs Conf to give overview of OL; bring in MG officers and others from a cross-section of Agcy components. If not at Logs Conf, do in HQ Aud.

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