

*OL Jules*

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### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)  
Request for Thoughts on Reducing Bureaucracy

**FROM:** [Redacted] Director of Logistics  
[Redacted]

EXTENSION

NO. OL 4089 87



DATE 22 May 1987

**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.)

RECEIVED

FORWARDED

1. EXA/DDA  
7D18 Hqs

2. DDA  
7D18 Hqs

3.

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*1/2: I am particularly interested in getting the heat off OL personnel regarding telephone installations — this responsibility was OL's in the past and should be returned in fairness to our folks.*

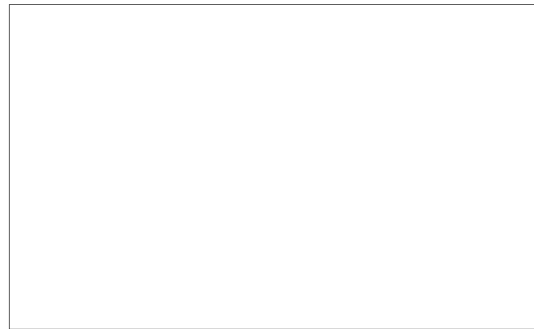
*John*

28 MAY 1987

MEMORANDUM FOR: Deputy Director for Administration  
VIA: Executive Assistant to the DDA  
FROM:   
Director of Logistics  
SUBJECT: Request for Thoughts on Reducing Bureaucracy  
REFERENCE: Memo from DDA to Agency Office/Division  
Directors dtd 1 April 1987

1. Attached, at your request, are examples of troublesome bureaucratic stumbling blocks and our suggestions for solving them. As you directed, ideas were solicited from our key managers in OL.

2. In the process of identifying bureaucratic deterrents, some that surfaced were discussed and quickly solved. The remaining ones identified here require more coordination for resolution. But already, this exercise has reaped dividends for us and we appreciate the opportunity to surface and solve problems with you.



OL 4089 87



ADMINISTRATIVE - INTERNAL USE ONLY

PROBLEM #1

STAT Excessive numbers of approving officers delay processing of requisitions [redacted]

OVERVIEW #1

STAT Any requisition [redacted] must contain seven (7) approval signatures prior to processing by Supply Division. It takes at least two (2) days for an experienced officer to walk this type of requisition through the system. If left to normal routing, the signatures are often not obtained for fourteen (14) days - and the Office of Logistics takes the "hit" for not meeting requirements in a timely fashion.

SOLUTION #1

Reduce the number of approving officials without compromising considerations that must be reviewed. The seven currently required signatures all come from only two directorates, the DO and the DA. It appears feasible that some consolidation of approvals can be instituted.

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PROBLEM #2

Excessive processing time to obtain security clearances for retired annuitants employed as technical site monitors for the New Headquarters Building (NHB) construction causes understaffing of the New Building Project Office (NBPO) Security Monitor Staff.

OVERVIEW #2

Although the New Headquarters Building (NHB) is an unclassified facility at this time, security considerations dictate that Agency personnel closely monitor all construction activity to ensure that when occupancy occurs, we can guarantee that all plans have been completed as designed and that no "bugs" have been planted. Successful completion of this activity will provide the Agency with a secure building. Additionally, because of the immense size of the building, the technical site monitors can expedite the movement of approximately five hundred specific tradesmen to their job sites daily. These tasks have been handled by a cadre of experienced, mature, retired, former CIA officers who have been rehired as individual contractors. Although some of these annuitants could be employed as site monitors immediately upon retirement, it has taken more than six months to complete their background investigations, polygraph evaluations, and contract administration procedures. Even though NBPO was granted an exemption from the first year rehire rule for retirees, this has been relatively nullified because of this time consuming process. The result is that the NBPO has not been able to fully staff their security monitor requirements.

SOLUTION #2

Allow recent Agency retirees to be used as monitors based on their security clearances in effect at the time of retirement. Since the Agency requires background investigations and polygraphs on contract employees, they could be scheduled to be conducted as soon as possible after rehiring. This would allow use of the recent retirees without great delays and yet allows for contract termination if necessary.

PROBLEM #3

Lengthy period of time to obtain approvals for procurement of Automated Data Processing (ADP) equipment results in delays for operating components actually requiring the equipment.

OVERVIEW #3

Requests for ADP equipment are forwarded through multiple areas of the Office of Information Technology (OIT) and the Office of Security (OS). These approvals are required for new requirements and for any replacements or additions to current systems. Some of these requests have taken up to two months to complete the approval process.

SOLUTION #3

Reduce the number of approvals and/or delegate this responsibility and/or submit the requests simultaneously to OIT and OS.

PROBLEM #4

Requests for installation of telephones and terminals historically have taken unacceptably long times to process, with requestors left unsure of their request status, scheduled installation dates, or information about who is handling the requests.

OVERVIEW #4

Multiple offices are involved in processing the requests which leaves each office without clear control or responsibilities. Logistics Officers in the components continue to receive criticism without control or responsibility.

SOLUTION #4

The Office of Logistics (OL) should be responsible for all facilities management and renovation activities which should include telephone and terminal installations.

SUBJECT: Request for Thoughts on Reducing Bureaucracy

Distribution:

Orig & 1 - Addressee

1 - OL Files

1 - IMSS Official

1 - IMSS Chrono

OL/IMSS/RB:dr [redacted] (22May87)

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DDA 87-0700  
1 April 1987

MEMORANDUM FOR: Agency Office/Division Directors

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Request for Your Thoughts on Reducing Bureaucracy

1. I know that there is nothing more frustrating than seeing one's day-to-day work impeded by bureaucratic hold-ups. As an Office Director, I had little tolerance for layers of bureaucracy and, in my current position, I would like to do something about it whenever possible.

2. I would like you to give this topic some thought and to send me a specific example of the most troublesome bureaucratic stumbling block you face and your best suggestion for solving it. I cannot promise to handle them all, but each one will receive serious consideration if it is something the Directorate of Administration can contribute toward solving. I want our support to you to be the finest and fastest possible within resources.

3. Please involve your key managers in this effort. Send your thoughts to:  EKA/DDA, 7D18 Headquarters.

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William F. Donnelly

cc: DDI  
DDO  
DDS&T



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