2 7 MAY 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald
                  Director of Logistics

SUBJECT: Directorate of Operations/Office
                  of Logistics Working Relationships

Harry:

    1. At the last staff meeting presided over by Max, he asked each
Office for suggestions on how working relationships with the Directorate
of Operations (DO) could be improved.

    2. The suggestions outlined below, if implemented, would enable the
Office of Logistics (OL) to become more responsive to DO logistical require-
ments.

        a. OL needs to be given the earliest possible notice of new
    DO programs which will require substantial priority logistical
    support. This will permit OL to posture for prompt, effective,
    and professional responses to each requirement. Some recent improve-
    ments have been made on this problem. A senior Logistics Officer
    has been assigned as a special assistant to Deputy Chief, Near East
    Division. The Executive Officer, OL, is now attending the weekly
    SSA/DDA support officers' staff meetings and is meeting weekly with
    the Chief, Evaluation and Programs Development Staff, DO. Considera-
    tion should be given to the use of Logistics Annexes or Integrated
    Support Plans for DO projects and OPACTS which involve significant
    logistical support.

        b. Customers should make realistic use of the priority systems
    (due dates) and have an understanding of OL's capability to respond.

        c. Through better planning, OL could utilize alternatives to
    premium transportation which could substantially reduce overall
    transportation costs.

        d. Logistics offices within DO area divisions should be reviewed
    as to capabilities and requirements and enhanced where necessary.

        e. DO Junior Case Officers should be exposed to some type of
    formal training and indoctrination so that they can better understand
    OL capabilities and requirements.

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2. I am available to discuss these suggestions with you at your convenience.

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James H. McDonald

2