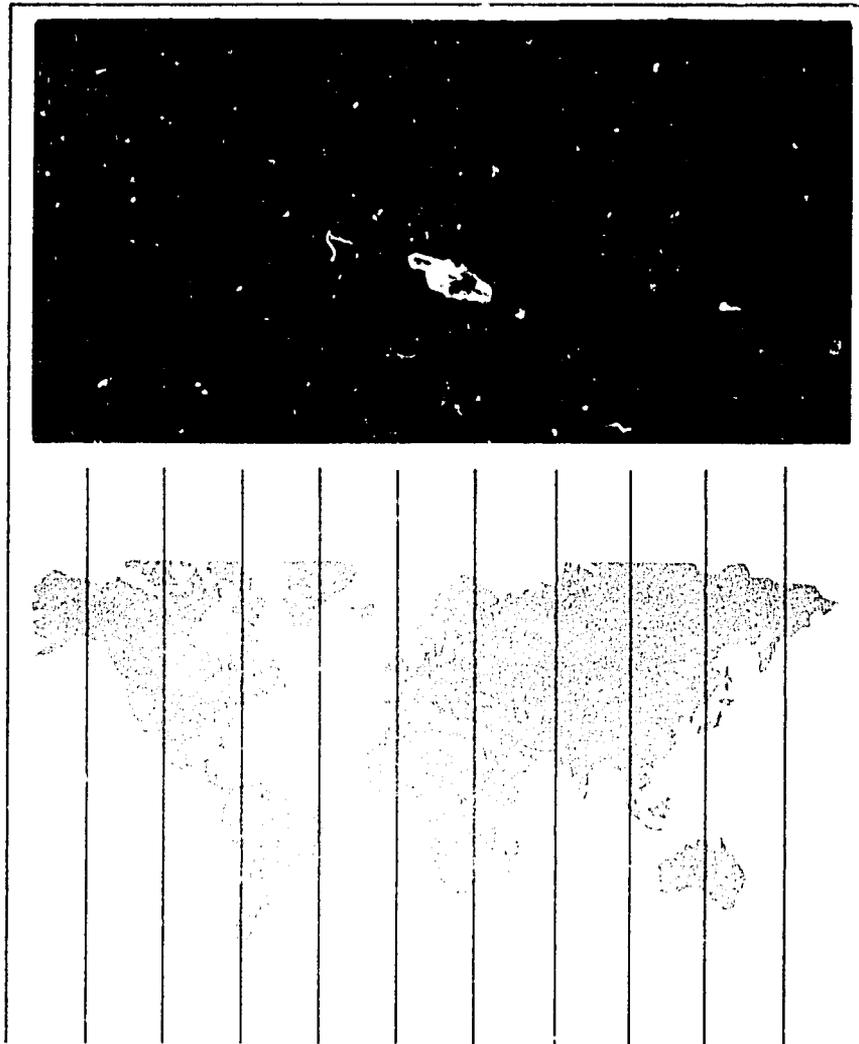


UNITED STATES
AGENCY FOR INTERNATIONAL DEVELOPMENT

THE
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GENERAL



Regional Inspector General for Audit
WASHINGTON

MEMORANDUM SURVEY REPORT ON
PUBLICATIONS AND AUDIOVISUAL PRODUCTS

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MEMORANDUM SURVEY REPORT ON
PUBLICATIONS AND AUDIOVISUAL PRODUCTS

BACKGROUND

Introduction

On April 21, 1981, the Office of Management and Budget (OMB) issued Bulletin No. 81-16, "Elimination of Wasteful Spending on Government Periodicals, Pamphlets, and Audiovisual Products." The Bulletin imposed a Presidential moratorium on Federal spending for new periodicals, pamphlets, and audiovisual products. It also required Federal agencies to make a comprehensive review of all agency publications, eliminate any unnecessary publications, implement a control system to ensure only necessary publications are issued, and report cost savings determined in the comprehensive review.

Scope

The main purpose of our survey was to determine the adequacy of the Agency's response to OMB Bulletin No. 81-16. Our examination included a review of AID's policies, procedures and system of organization for controlling the quantity and types of periodicals, pamphlets and audiovisual products produced by the Agency.

FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

In response to OMB Bulletin No. 81-16, AID reported that for FY 1981, prior to the guidelines set forth in the Bulletin, the Agency's total cost of publications and audiovisual products was just over \$4 million. AID also reported that the Communications Review Board (CRB) made an initial review of 101 publications and audiovisual products. Their review resulted in reductions and savings of approximately \$1,124,000, reducing the FY 1982 cost for these products to \$2,892,000. The CRB anticipates further reductions of \$156,000 in FY 1983. Consequently, cost reductions and anticipated reductions total \$1,280,000 for an overall reduction of 32 percent from FY 1981 levels.

In our opinion, the Agency has made a significant effort to eliminate and reduce unnecessary publications and audiovisual products. Although the report to OMB was late, the initial

requirements of Bulletin No. 81-16 have been adequately satisfied. OMB responded on March 17, 1982 that AID's submission was in accord with the criteria set forth in the Bulletin, and that the control system plans represented a fine effort and were approved.

Implementation of an effective publications control system was required by the Bulletin. However, the CRB has not formally issued publication procedures and guidance. This has inhibited the Agency's ability to implement a control system. We were informed that the procedures are awaiting approval of the Administrator. Because these procedures have not been formally issued, Agency Bureaus and divisions are frequently unaware of the requirement to submit requests for publications or audio-visual products for review and approval by the CRB.

An important aspect of internal control is to assure that only authorized publications are printed and distributed. Many Agency publications are printed by the Publications Management Division of the Office of Management Operations (M/SER/MO/PUM). Informal guidelines provided by the Communications Review Board to M/SER/MO/PUM appear ambiguous and confusing. This can be partially attributed to the inability to issue Agency policy and implement a control system. Because it is unclear to the printing office what they should refer to CRB or print as requested by the various offices, some printed materials may be published without CRB approval.

In order to establish an effective control system, it is necessary to be sure that all publications are known to, and reviewed by, the CRB. We believe the Agency cannot be sure that all publications and audiovisual products are known or were reported in the review conducted by the CRB. The data collection method used relied on individual offices to list all their own publications. A comprehensive Agencywide list was not available. Without a comprehensive list of all Agency publications, some may not have been reported. A list of all approved publications should be developed and provided to the Bureaus and Offices for verification. This would assure that all publications are included. The printing office could also use it to verify the appropriateness of future printing requests.

In response to the draft of this report, the Chairman of the Communications Review Board agreed with the recommended actions and stated that they anticipated the final policies and procedures will be approved by the Administrator in the immediate future. They believe, however, that preparation of a

comprehensive list of approved publications should be delayed for about six months to allow Bureaus and Offices time to comply.

Recommendation No. 1

The Communications Review Board should request the Administrator to expedite the review of the formal procedures submitted for approval.

Recommendation No. 2

Within six months of issuance of the procedures, the Communications Review Board should compile a comprehensive list of all approved publications and audiovisual products.

Recommendation No. 3

The Communications Review Board should coordinate with M/SER/MO/PUM to ensure that future printing and funding requests for publications and audiovisual products are approved before printing or funding is authorized.

: We do not believe that a full-scale audit of Agency publications and audiovisual activities is necessary at this time. However, because the Agency's control system has not been fully implemented, we are unable to express an opinion as to the future effectiveness of AID's system to control costs in this area.

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