



Memorandum

To: Bonnie R. Cohen  
Assistant Secretary – Policy, Management and Budget

From: Claudia P. Schechter  
Director of Operations Sep 19 1994

Jay Ziegler  
Deputy Director, Office of communications Sep 21 1994

Subject: Approval for a Departmental Publishing Council

The Department's printing and publications management program is presently undergoing a comprehensive review. We request your support for a specific recommendation that has resulted from the initial review: Formation of the DOI Publishing Council.

On January 26, 1994, the Chief of Staff wrote the Director of the Office of Management and Budget (OMB) describing Interior's proposed streamlining plans. Printing operations within the Department and ways to provide printing services more cost-effectively through regulatory reform and collocation or consolidation is one of the described areas of action.

In response to the Chief of Staff's letter and in keeping with the spirit of the National Performance Review, the Office of Communications and the Division of Printing and Publications assembled a "management team" to review the Departmental printing and publications program. One of the recommendations from the team calls for the Department to establish a formal "Publishing Council" to assist in reinventing the Departmental printing and publications program.

The team made this recommendation for these reasons:

- DOI spends an estimated \$25 million each Fiscal Year for printing Department wide, a very large cabinet-level printing program compared to other Federal agencies. Significant cost savings may be identified in printing program of this size.

- The program has had an in-depth review for many years. As a result, some of the existing policies and procedures are not only outdated, but also are inefficient, using uneconomical production processes that lack state-of-the-art technologies, uniformity and scope.

- The Chief of Staff made a commitment to OMB to streamline and consolidate/collocate the production and procurement of printing, which could be effected through the work of a Departmental Council.

- Given the opportunity, the bureaus/offices have presented numerous, legitimate concerns, which should be addressed systematically and methodically through a Departmental Council of bureau representatives.

For these reasons, the assembled management team has determined that a Council, working in a collaborative effort, is needed to evaluate existing policy and develop recommendations for reinventing the Departmental publications and reprographics program. Attached to this memorandum are three documents, which formally charter the Council, revise the publications approval process, and describe critical issues that (in the view of the management team) need immediate attention.

We request your concurrence with the above recommendation and appreciate your interest in the Department's printing and publications program. You will be apprised of all related activities.

I concur with the recommendations to establish a formal Publishing Council in the Department of the Interior.

Signed

10/03/94

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Bonnie R. Cohen  
Assistant Secretary – Policy, Management and Budget

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Date