



DEPARTMENT OF THE ARMY  
WILMINGTON DISTRICT, CORPS OF ENGINEERS  
P. O. BOX 1890  
WILMINGTON, NORTH CAROLINA 28402

DR 1-1-5

IN REPLY REFER TO

District Regulation  
No. 1-1-5

12 June 1981

Administration  
OMB REQUIREMENTS FOR REDUCTION  
OF PERIODICALS, PAMPHLETS, AND AUDIOVISUAL PRODUCTS

1. Purpose. This regulation provides authority and guidelines for the elimination of unnecessary Federal spending for the development and printing of pamphlets and the production or procurement of audiovisual products.
2. Applicability. This regulation applies to the entire Wilmington District.
3. Background. On April 20, 1981, the President directed the heads of Executive Branch agencies to impose a moratorium on Federal spending for new pamphlets and audiovisual products within their agencies. The President also instructed the Office of Management and Budget (OMB) to issue guidelines for the moratorium, to assist the agencies in developing specific plans to control spending in these areas and to review and approve the plans developed by the agencies. OMB directed each Executive Branch agency to eliminate unnecessary Federal spending for the development and printing of pamphlets (including those published as part of a contract), and for the production or procurement of audiovisual products (including those used in radio and television advertising).
4. General. Effective immediately a moratorium is imposed. Guidelines and procedures set forth herein will be followed.
5. Responsibilities.
  - a. The Chief, Office of Administrative Services, will serve as Monitoring Control Officer for monitoring the printing of publications, production or procurement of audiovisual products and shall be responsible for all reporting requirements.
  - b. Chief of all staff elements are responsible for full coordination of proposed requirements and for routing all requests for printing and/or audiovisual products through SAWAS for approval prior to printing and/or purchase.
6. Guidelines and Procedures.
  - a. Eliminate those pamphlets and audiovisual products that are not essential to accomplishment of the District's mission.
  - b. For those that are essential:
    - (1) Reduce the number of copies to be printed or reproduced to the minimum necessary.

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(2) Conduct cost comparisons with existing in-house audiovisual activities or secure production by the most cost-effective mode (in-house vs. contract).

(3) Minimize spending by recovering costs, e.g., through user fees, wherever possible.

c. Continue with periodic updates of District briefing, slide programs for speeches, etc., but minimize graphic art type slides to extent possible.

d. Printing of litter bags, balloons, iron-on decals, coloring books, bumper stickers or any other promotional type material is prohibited.

e. No periodicals will be produced in this District.

f. Terminals to electronic slide production houses are prohibited.

7. Exemptions from the moratorium.

a. Pamphlets or audiovisual products that are specifically described and mandated by law or required by requisitions.

b. District information bulletins and newspapers are exempt but cost should be kept to the minimum.

c. Production of microfilm and microfiche.

d. Audiovisual documentation of construction projects and enforcement actions of the regulatory functions program.

e. Unedited recording of scientific experiments in which the end product is necessary to document the research results.

8. Printing or audiovisual programs which are mission oriented may be continued. Single color or no more than two colors will be used. Anything which can be considered strictly public relations or agency publicity will not be produced. Updates of existing color movies and video tapes, which are mission oriented, may be continued with moderation.

  
ROBERT K. HUGHES  
Colonel, Corps of Engineers  
Commander