



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555

OFFICE OF THE
INSPECTOR GENERAL

NOV 20 1990

MEMORANDUM FOR: James M. Taylor
Executive Director for Operations

FROM: *William L. Glenn, Jr.*
William L. Glenn, Jr., Acting Assistant
Inspector General for Audits

SUBJECT: REVIEW OF ELECTRONIC PUBLISHING AND GRAPHICS
SERVICES PERFORMED IN NRC

Attached is the Office of the Inspector General's (OIG) report on our review of electronic publishing and graphics services performed in NRC. The report notes that the Nuclear Regulatory Commission entered the world of electronic publishing in December 1988 with the acquisition of a Kodak Extaprint Electronic Publishing System (KEEPS). The report makes a number of recommendations which we believe will tighten controls over the use of electronic publishing and graphics within NRC. We believe that the increased use of KEEPS could result in an annual savings of \$190,000 in publishing costs within NRC.

On November 9, 1990, the Deputy Executive Director for Nuclear Material Safety, Safeguards and Operations Support provided comments on a draft of our report. We believe the comments provided a sound action plan to implement the recommendations.

Thank you for the time and cooperation that your staff afforded to OIG during this audit.

Attachment:
As stated

cc: w/attachment
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REVIEW OF ELECTRONIC PUBLISHING AND GRAPHICS SERVICES

PERFORMED IN NRC

EXECUTIVE SUMMARY

INTRODUCTION

The Office of the Inspector General (OIG) has completed a review of the U. S. Nuclear Regulatory Commission's (NRC's) electronic publishing system and the microcomputer-based graphics system. The purpose of our review was to assess (1) the use of electronic publishing and graphics services within NRC, (2) the identification of policy changes relating to electronic publishing, (3) the use of contractual services to perform graphics work, and (4) the use of a microcomputer-based graphics system. This review was requested by the former Chairman of NRC and was included in the OIG's fiscal year 1989 audit plan.

OBJECTIVES AND SCOPE

Our initial survey identified the following areas for review: (1) publishing and graphics costs associated with NRC's electronic publishing and graphics systems, (2) efficiency and economy of operations for NRC's electronic publishing and graphics services, (3) agency policies for using both electronic systems, and (4) the use of the national laboratories or contractors to obtain publishing and graphics services. Our review was limited to the major electronic publishing and graphics systems.

FINDINGS

We found that NRC has taken a step forward in the electronic publishing and graphics media with the procurement of the Kodak Extaprint Electronic Publishing System (KEEPS) and the Interleaf Graphics System. These steps include the conversion of text from typewritten to photocomposed text, an increase in data compaction, and an improvement in the quality and high resolution of graphics material. However, additional efforts are needed to ensure that:

- . the electronic publishing system is used effectively;
- . the agency complies with the Joint Committee on Printing (JCP) requirement for a central printing and publications management organization (CPPMO) and seeks approval for the electronic graphics system;
- . publications and graphics services involving the two electronic systems are properly coordinated;

- . current publications and graphics operating policies and procedures are maintained; and
- . effective procurement procedures exist over publications and graphics services as well as graphics software purchases.

CONCLUSION

NRC has taken a major step in the electronic publishing and graphics media with the procurement of KEEPS and the Interleaf Graphics System. The two independent systems have reduced publishing and graphics costs and have improved efficiency and economy of operations for NRC's publications and graphics services.

We believe additional efforts are required to ensure that electronic publications and graphics cost savings are fully realized. We estimate that additional savings of more than \$190,000 yearly can be achieved in future years with improvements in the KEEPS operation.

NRC should develop a process in which eventually all regulatory and technical reports, regulatory guides, manual chapters, technical specifications, and other agency publications will be composed on KEEPS. The Office of Administration (ADM) and the Office of Information Resources Management (IRM) should (1) coordinate overall operation of KEEPS and the Interleaf Graphics System, (2) improve overall use of the two independent electronic systems, (3) preserve distinct disciplines of each system and section, and (4) ensure savings in publications and graphics costs.

NRC should follow the JCP requirement that a CPPMO be established in NRC. The CPPMO should be made the initial processing point for the agency's publishing, printing, and graphics services requirements. The CPPMO should ensure that all publications are processed in the most efficient and cost-effective manner. The responsibilities of the CPPMO should be included in the manual chapters on publishing, printing, and graphics services.

NRC should seek approval for the electronic graphics system from the JCP as the agency's graphics system has been used to compose camera-ready originals for printing or no longer use it to compose camera-ready originals. This acquisition should have been presented to the Committee before purchase. If the Interleaf Graphics System continues to produce camera-ready originals, the agency is also required to place the equipment under the direct control of the CPPMO.

Publications and graphics services should be coordinated to ensure that the KEEPS and the Interleaf Graphics System are used properly and for their intended purposes. ADM and IRM should ensure that the two systems are not duplicating each other's services or disciplines. In view of this requirement, ADM and IRM must define the services that the two independent systems can provide, including the limitations of those services. Additionally, ADM and IRM should find a more effective way to transfer data between the two electronic systems.

NRC should develop current policies and procedures for publications and graphics services, requests, and standards. The revised manual chapters on publications, printing, and graphics services should be completed as quickly as possible so that appropriate guidance can be provided to NRC personnel. This guidance should ensure a more efficient and effective processing of publications, graphics, and printing services. In addition, procedures are needed to ensure that computer equipment and software are effectively supported, maintained, used, and are properly accounted for and controlled in the areas of desktop publishing and computer graphics.

RECOMMENDATIONS

Our report contains 11 recommendations to address our concerns and effect corrective actions.

AGENCY COMMENTS

The Deputy Executive Director for Nuclear Materials Safety, Safeguards and Operations Support provided comments on a draft copy of this report on November 9, 1990 (See Appendix V). The Deputy Executive Director generally agreed with our recommendations and provided a plan for corrective action. We believe the actions outline by the Deputy Executive Director meet the intent of our recommendations.