



UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D.C. 20548

CIVIL DIVISION

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Dear Mr. Baldauf:

We have surveyed the operations of the Office of Plant and Operations (OPO), except its printing operations.

During our survey the OPO initiated a procedure under which partial circularizations of its mailing lists are to be made every 4 months with the objective of circularizing all public recipients of publications and similar material each year. This procedure appears to bring the Department of Agriculture generally into compliance with the requirement of the Government Printing and Binding Regulations that all departments make necessary revisions in their mailing lists at least once each year.

The circularizations made under the new procedure resulted in significant percentages of the addressees being removed from the lists. Accordingly, continuing circularizations should minimize the unnecessary costs caused by mailing publications and similar material to persons who do not want them.

We do not plan to do any further review or reporting relative to OPO at this time.

Copies of this letter are being sent to the Office of the Inspector General.

We appreciate the courtesies and cooperation given to our representatives during the survey.

Sincerely yours,

Richard J. Woods  
Assistant Director

Mr. Tony M. Baldauf, Director  
Office of Plant and Operations  
Department of Agriculture

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