

U. S. GOVERNMENT PRINTING OFFICE
BUDGET JUSTIFICATION
FISCAL YEAR 1997

U S GOVERNMENT PRINTING OFFICE

BUDGET JUSTIFICATION

FISCAL YEAR 1997

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Summary of Estimates

**U S GOVERNMENT PRINTING OFFICE
SUMMARY OF APPROPRIATION ESTIMATES**

Appropriation	FY 1996		FY 1997
	Requested	Approved	Estimates
Congressional Printing and Binding			
Appropriation	\$91,624,000	\$ 83,770,000	\$ 83,770,000
Superintendent of Documents, Salaries and Expenses			
Appropriation	30,307,000	30,307,000	30,827,000
Revolving Fund			
Appropriation	15,420,000 ¹	---	---

Total Appropriation Requirements			
Appropriation	137,351,000	114,077,00	114,597,000

¹ For the renovation of air conditioning, electrical, and elevator systems in GPO's buildings

GPO MISSION

Assist Congress and other Federal agencies in the cost-effective creation, replication and distribution of information products and services Provide the public with access to Government information through a cost effective and efficient process that facilitates the acquisition of these products and services, and lessens the burden on the American taxpayer

MAJOR PROGRAM GOALS

Provide a plant capacity at the level necessary to meet core Congressional and Federal agency requirements in an environment that insures maximum control, production efficiency, and immediate response

Assist the Congress and Federal agencies to manage the Government's printing costs by providing broad-based competitive procurement of printing from the private sector

Utilize information technology to promote flexible and responsive electronic commerce among multiple sources Enable Government officials to act promptly and effectively to execute their information management responsibilities

Provide comprehensive contracting and quality assurance services for publications management functions on a cost-recovery basis Avoid costly duplication of specialized resources in Government and achieve cost savings through a unified program of printing procurement and publications distribution

Provide the public with comprehensive, timely, and equitable access to Government publications and electronic data bases through cataloguing, indexing, locator services, depository library distribution, on-line access, and one-stop shopping capability

Minimize the life cycle cost of Government information, including creation, inventory, dissemination, long-term storage and retrieval Expand the implementation of standardized data formats, on-demand printing, online and other multi-media information communications capabilities

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**Congressional
Printing & Binding**

GOVERNMENT PRINTING OFFICE
CONGRESSIONAL PRINTING AND BINDING
APPROPRIATION LANGUAGE

For authorized printing and binding for the Congress and the distribution of Congressional information in any format, printing and binding for the Architect of the Capitol, expenses necessary for preparing the semimonthly and session index to the Congressional Record, as authorized by law (44 U S C 902), printing and binding of Government publications authorized by law to be distributed to Members of Congress, and printing, binding, and distribution of Government publications authorized by law to be distributed without charge to the recipient, \$83,770,000 *Provided*, That this appropriation shall not be available for paper copies of the permanent edition of the Congressional Record for individual Representatives, Resident Commissioners or Delegates authorized under 44 U S C 906 *Provided further*, That this appropriation shall be available for the payment of obligations incurred under the appropriations for similar purposes for preceding fiscal years

**SUMMARY OF APPROPRIATION ESTIMATES
CONGRESSIONAL PRINTING AND BINDING
FISCAL YEAR 1997**

The estimates for Congressional Printing and Binding are to provide funds with which to pay for the cost of printing and binding required for the use of Congress, and for printing, binding, and distribution of Government publications authorized by law to be distributed without charge to the recipient

The appropriation requested for Congressional Printing and Binding for fiscal year 1997 is \$83,770,000. The requirements for the Congressional Printing and Binding Appropriation for fiscal year 1997 are described below by category

A Congressional Record Program The proceedings of the Senate and House of Representatives are printed in the Congressional Record. Approximately 10,615 copies are printed daily. About 5,425 copies are charged to the Congressional Printing and Binding Appropriation, including about 1,160 copies distributed without charge to recipients designated by Senators. The copies which are not charged to the Congressional Printing and Binding Appropriation, are delivered and charged to Government departments on requisitions and to the Superintendent of Documents for sale to subscribers. Each day 1,680 microfiche are ordered, of which 950 are charged to Congress. On-line access to an electronic Congressional Record database was initiated in 1994. Access to this database is also made available to the public and depository libraries in accordance with the provisions of The Government Printing Office Electronic Information Access Enhancement Act of 1993. After the close of each session, the daily proceedings are consolidated, indexed, and about 375 sets are printed as the bound edition of the Record. About 110 of these sets are for Congressional use and charged to the Congressional Printing and Binding Appropriation. The remaining 265 sets are for public sale, departments, and depository libraries and are charged to the recipient as provided by law. An estimated 32,000 pages will be required in fiscal year 1997 and the cost will be approximately \$18,504,000.

B Other Electronic Products This item is to cover the costs associated with the development of electronic data bases of products other than the Congressional Record. The estimate for fiscal year 1997 is \$716,000.

C Miscellaneous publications This item includes printed matter such as the Congressional Directory, Senate and House Journals, memorial addresses of Members, nominations, United States Code and supplements, serial sets, and publications not carrying a document or report number, such as laws, treaties, and similar publications. An estimated \$6,240,000 will be required in fiscal year 1997 for approximately 52,000 pages.

D Miscellaneous printing and binding This item includes letterheads, envelopes, blank paper, wall calendars, miscellaneous services, blank forms, and binding for both Houses. The estimate for fiscal year 1997 is \$15,826,000 for about 193 million units.

E Details to Congress This item includes the cost for GPO employees detailed to Congress. The estimated cost for fiscal year 1997 is \$3,042,000 for 78,000 hours.

F Document envelopes and document franks Document envelopes are furnished to Senators and Representatives for the mailing of speeches and documents. Franks are printed individually or in sheets with perforations and are furnished to Members for the mailing of documents. An estimated \$1,428,000 will be needed in fiscal year 1997 for approximately 31 million envelopes at a cost of \$1,302,000, and 3 million franks at a cost of \$126,000.

G Business and committee calendars This heading covers the printing of all House and Senate business and committee calendars, which list the actions on pending and completed legislation. An estimated \$1,748,000 will be required in fiscal year 1997 for approximately 23,000 pages.

H Bills, resolutions, and amendments This heading covers the printing of bills, resolutions, and amendments in all forms, including the prints as introduced, referred, reported, and finally passed. The estimate for fiscal year 1997 is \$11,110,000 for approximately 110,000 pages.

I Committee reports This item covers printed reports of congressional committees on pending legislation which carry a congressional number. An estimated \$3,510,000 will be needed for about 39,000 pages in fiscal year 1997.

J Documents This heading includes all classes of Senate and House documents ordered printed by Congress which carry a congressional number, such as annual reports, engineers' reports, special reports made by Government departments in response to resolutions, supplemental and deficiency estimates of appropriations, etc. The estimate for fiscal year 1997 is \$2,349,000 for about 29,000 pages.

K Hearings This item covers all hearings before congressional committees The estimate for fiscal year 1997 is \$16,632,000 for approximately 504,000 pages

L Committee prints. This item includes publications printed for the internal use of committees on pending legislation The estimate for fiscal year 1997 is \$2,665,000 for 65,000 pages

CONGRESSIONAL PRINTING AND BINDING APPROPRIATION
ESTIMATED REQUIREMENTS BY PRODUCT CATEGORY
(In thousands)

Category		1993	1994	1995	1996	1997
A Congressional Record Publications						
Daily Record						
Data Preparation		\$9 110	\$11 392	\$9 891	\$11 760	\$9 600
Printing		4 855	6 070	5 292	5 640	4 640
Subtotal		13 965	17 462	15 183	17 400	14 240
Electronic On-Line Record		0	507	857	880	555
Bound Record		1 064	1 064	1 178	1 221	1 326
Record Index		1 078	1 162	1 072	1 292	1 320
Record Indexers		1 406	1 386	1 178	986	1 015
Microfiche-Record		47	55	40	54	48
Subtotal		17 560	21 636	19 508	21 833	18 504
B Other Electronic Products		0	0	745	809	716
C Miscellaneous publications		4 178	4 187	11 640	5 428	6 240
D Miscellaneous printing and binding		15 732	13 480	14 800	15 600	15 826
E Details to Congress		3 883	3 470	2 604	2 800	3 042
F Document envelopes & franks		1 032	1 187	972	1 394	1 428
G Business and committee calendars		1 291	2 018	1 496	2 368	1 748
H Bills resolutions and amendments		9 719	11 628	9 504	9 506	11 110
I Committee reports		3 337	3 991	3 306	4 048	3 510
J Documents		2 467	1 679	1 729	2 528	2 349
K Hearings		12 472	11 468	15 300	15 776	16 632
L Committee prints		2 344	1 486	3 120	1 680	2 665
Adjusted Current Requirements		74 015	76 230	84 724	83 770	83 770
Preceding fiscal years obligations		27 750	12 174	0	0	0
Total Requirements		101 765	88 404	84 724	83 770	83 770
Deferred Financing		(12 174)	0	0	0	0
Appropriation		89 591	88 404	84 724	83 770	83 770
SHORTFALL OR UNDERFUNDING						
Deferred Financing Beginning Balance		\$27 750	\$12 174	\$0	\$0	\$0
Deferred Financing Funded Amount		(15 576)	(12 174)	0	0	0
Deferred Financing End of Year		\$12 174	\$0	\$0	\$0	\$0
EXPENDITURES AND APPROPRIATIONS BY FISCAL YEAR						
Payments For	Prior Yr	1993	1994	1995	1996	1997
1993	\$89 591	\$18 194	\$71 397	0	0	0
1994	88 404	9 556	2 618	\$76 230	0	0
1995	84 724	0	0	0	\$84 724	0
1996	83 770	0	0	0	0	\$83 770
1997	83 770	0	0	0	0	0
Adjusted Current Requirements	\$27 750	\$74 015	\$76 230	\$84 724	\$83 770	\$83 770
Current Year Payment Ratio		96%	100%	100%	100%	100%

CONGRESSIONAL PRINTING AND BINDING APPROPRIATION
ESTIMATED COST PER UNIT BY CATEGORY

Category	Unit 1/	1993	1994	1995	1996	1997
A Congressional Record Program						
Daily Record						
Data Preparation	Page	\$304 00	\$304 00	\$314 00	\$294 00	\$300 00
Printing	do	162 00	162 00	168 00	141 00	145 00
Subtotal	do	466 00	466 00	482 00	435 00	445 00
Bound Record	do	28 00	28 00	31 00	33 00	34 00
Record Index	do	323 00	323 00	335 00	323 00	330 00
Record Indexers	Hours	37 00	37 00	38 00	34 00	35 00
Microfiche Record	Sets	0 33	0 30	0 25	0 30	0 30
B Miscellaneous publications	Page	107 42	100 14	120 00	118 00	120 00
C Misc printing and binding	1 000 items	81 05	61 95	74 00	80 00	82 00
D Details to Congress	Hours	30 38	30 18	31 00	35 00	39 00
E Document envelopes & franks	1 000 items	38 05	28 71	36 00	41 00	42 00
F Business and comm calendars	Page	56 45	57 84	68 00	74 00	76 00
G Bills resolutions & amdt's	do	88 00	72 88	96 00	98 00	101 00
H Committee reports	do	87 58	86 56	87 00	88 00	90 00
I Documents	do	68 81	48 25	70 00	79 00	81 00
J Hearings	do	29 01	27 64	30 00	32 00	33 00
K Committee prints	do	33 70	37 39	40 00	40 00	41 00

1/ The per page cost count is the number of original pages and the cost includes all Congressional copies of each category of work. For example the per page cost for data preparation for the Daily Congressional Record includes all composition (including file up-date and maintenance for the permanent edition) and prepress costs per original page. The cost for printing includes binding and mailing all of the copies charged to Congress. Based on an average press run of 10 615 copies the total production cost is 4 4 cents per copypage including copies ordered by agencies depository libraries and for sale to the public. The rider rate for printing additional copies is one-half of a cent per copypage.

CONGRESSIONAL PRINTING AND BINDING APPROPRIATION - VOLUME INCREASE OR DECREASE

Category	Unit	1993	Increase/ (Decrease)		1994	Increase/ (Decrease)		1995	Increase/ (Decrease)		1996	Increase/ (Decrease)		1997	
		Total	-----	----	Total	-----	----	Total	-----	----	Total	-----	----	Total	
		Quantity	Percent		Quantity	Percent		Quantity	Percent		Quantity	Percent			
A	Congressional Record Program														
	Daily Record														
	Data Preparation	Page	29 968	7 504	25 0	37 472	(5 972)	(15 9)	31 500	8 500	27 0	40 000	(8 000)	(20 0)	32 000
	Printing	do	29 968	7 504	25 0	37 472	(5 972)	(15 9)	31 500	8 500	27 0	40 000	(8 000)	(20 0)	32 000
	Bound Record	do	38 000	0	0 0	38 000	0	0 0	38 000	(1 000)	(2 6)	37 000	2 000	5 4	39 000
	Record Index	do	3 338	261	7 8	3 599	(399)	(11 1)	3 200	800	25 0	4 000	0	0 0	4 000
	Record Indexers	Hours	38 005	(543)	(1 4)	37 462	(6 462)	(17 2)	31 000	(2 000)	(6 5)	29 000	0	0 0	29 000
	Microfiche Record	Sets	141 255	42 173	29 9	183 428	(23 428)	(12 8)	160 000	20 000	12 5	180 000	(20 000)	(11 1)	160 000
B	Miscellaneous publications	Page	38 897	2 911	7 5	41 808	55 192	132 0	97 000	(51 000)	(52 6)	46 000	6 000	13 0	52 000
C	Misc printing and binding	1 000 items	194 098	23 491	12 1	217 589	(17 589)	(8 1)	200 000	(5 000)	(2 5)	195 000	(2 000)	(1 0)	193 000
D	Details to Congress	Hours	127 814	(12 836)	(10 0)	114 978	(30 978)	(26 9)	84 000	(4 000)	(4 8)	80 000	(2 000)	(2 5)	78 000
E	Document envelopes and franks	1 000 items	27 120	14 209	52 4	41 329	(14 329)	(34 7)	27 000	7 000	25 9	34 000	0	0 0	34 000
F	Business and comm calendars	Page	22 871	12 014	52 5	34 885	(12 885)	(36 9)	22 000	10 000	45 5	32 000	(9 000)	(28 1)	23 000
G	Bills resolutions & amdts	do	110 448	49 100	44 5	159 548	(60 548)	(37 9)	99 000	(2 000)	(2 0)	97 000	13 000	13 4	110 000
H	Committee reports	do	38 103	8 004	21 0	46 107	(8 107)	(17 6)	38 000	8 000	21 1	46 000	(7 000)	(15 2)	39 000
I	Documents	do	35 853	(1 049)	(2 9)	34 804	(10 104)	(29 0)	24 700	7 300	29 6	32 000	(3 000)	(9 4)	29 000
J	Hearings	do	429 911	(15 003)	(3 5)	414 908	95 092	22 9	510 000	(17 000)	(3 3)	493 000	11 000	2 2	504 000
K	Committee prints	do	69 557	(29 811)	(42 9)	39 746	38 254	96 2	78 000	(36 000)	(46 2)	42 000	23 000	54 8	65 000

Schedule A

**Congressional Printing And Binding Appropriation
By Object Class
(In thousands)**

Object Class	1995 Actual	1996 Actual	1997 Estimate	Net Change 96/97
24 Printing & Reproduction	\$84,724	\$83,707	\$83,770	\$000

Schedule B

**Congressional Printing And Binding Appropriation
Analysis Of Change to Budget Base
(In thousands)**

Object Class	Price Level Changes	Program Type Changes	Total Changes
24 Printing & Reproduction	\$1,915	(\$1,915)	\$000

Schedule C Congressional Printing And Binding Appropriation
Detailed Analysis Of Change

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Base 1996		--	83 770
		=====	=====
		1997 REQUEST	
		-----	-----
		STAFF	AMOUNT (\$000)
I Adjustments To Base		-----	-----
A Price Level Changes		0	1 915
		-----	-----
1	Daily Congressional Record		
1a	Data Preparation	-	192
1b	Printing	---	128
	Subtotal	--	320
2	Electronic On Line Record	---	(325)
3	Bound Record	---	39
4	Congressional Record Index	--	28
5	Congressional Record Indexers	--	29
6	Other Electronic Products	-	(93)
7	Miscellaneous Publications	--	104
8	Miscellaneous Printing & Binding	---	386
9	Details to Congress	--	312
10	Documents Envelopes & Franks	--	34
11	Business & Committee Calendars	--	46
12	Bills Res & Amdts	-	330
13	Committee Reports	-	78
14	Documents	- -	58
15	Hearings	---	504
16	Committee Prints		65
B Program Type Changes			
1	Workload	---	(1 915)
		-----	-----
a	Daily Congressional Record		
a1	Data Preparation	---	(2 352)
a1	Printing	---	(1 128)
	Subtotal	--	(3 480)
b	Bound Congressional Record	---	66
c	Microfiche-Record	---	(6)
d	Miscellaneous Publications	---	708
e	Miscellaneous Printing & Binding	---	(160)
f	Details to Congress		(70)
g	Business and Committee Calendars	-	(666)
h	Bills Res & Amdts	--	1 274
i	Committee Reports	--	(616)
j	Documents	---	(237)
k	Hearings	---	352
l	Committee Prints	---	920
II Net Increase Requested		--	0
III Appropriation 1996		-	83 770
		=====	=====

CONGRESSIONAL PRINTING AND BINDING

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C		
A PRICE LEVEL CHANGES (RATES)	Staff	Amount (\$000)
1 Daily Congressional Record		
1a Data Preparation This 2 0-percent increase is necessary to provide for cost recovery of current services	--	192
1b Printing This 2 8-percent increase is necessary to provide for cost recovery of current services	-	128
2 Electronic On-Line Record This 36 9-percent decrease represents cost reductions through improved efficiencies	--	(325)
3 Bound Record This 3 0-percent increase is necessary to provide for cost recovery of current services	---	39
4 Congressional Record Index This 2 2-percent increase is necessary to provide for cost recovery of current services	--	28
5 Congressional Record Indexers This 2 9-percent increase is necessary to provide for cost recovery of current services	---	29
6 Other Electronic Products This 11 5-percent decrease represents cost reductions through improved efficiencies	--	(93)
7 Miscellaneous Publications This 1 7-percent increase is necessary to provide for cost recovery of current services	--	104
8 Miscellaneous Printing & Binding This 2 5-percent increase is necessary to provide for cost recovery of current services	---	386
9 Details to Congress This 11 4 percent increase is necessary to provide for cost recovery of current services	---	312
10 Document Envelopes & Franks This 2 4-percent increase is necessary to provide for cost recovery of current services	-	34
11 Business & Committee Calendars This 2 7-percent increase is necessary to provide for cost recovery of current services	--	46
12 Bills Resolutions and Amendments This 3 1-percent increase is necessary to provide for cost recovery of current services	--	330
13 Committee Reports This 2 3 percent increase is necessary to provide for cost recovery of current services	-	78

CONGRESSIONAL PRINTING AND BINDING

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C - Continued		
A PRICE LEVEL CHANGES (RATES) - Continued	Staff	Amount (\$000)
14 Documents This 2 5-percent increase is necessary to provide for cost recovery of current services	--	58
15 Hearings This 3 1-percent increase is necessary to provide for cost recovery of current services	-	504
16 Committee Prints This 2 5-percent increase is necessary to provide for cost recovery of current services	--	65
=====		
B PROGRAM TYPE CHANGES		
1 Workload (Volume)		-
1a Daily Congressional Record		
1a1 Data Preparation This 20 0-percent decrease is computed based on historical data which indicates a decrease for the Congressional first session year	---	(2 352)
1a2 Printing This 20 0-percent decrease is computed based on historical data which indicates a decrease for the Congressional first session year	- -	(1 128)
1b Bound Congressional Record This 5 4-percent increase is computed based on historical data	--	66
1c Microfiche-Record This 11 1-percent decrease is computed based on historical data	---	(6)
1d Miscellaneous Publications This 13 0-percent increase provides for the printing of the Congressional Directory and Supplements to the U S Code for which pages are cumulative	--	708
1e Miscellaneous Printing & Binding This 1 0-percent decrease is computed based on historical data	-	(160)
1f Details to Congress This 2 5 percent decrease is computed based on current trends for lessing requirements	--	(70)
1g Business & Committee Calendars This 28 1 percent decrease is computed based on historical data for the Congressional first session year	---	(666)

CONGRESSIONAL PRINTING AND BINDING

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C Continued		
=====		
B PROGRAM TYPE CHANGES - Continued		
1 Workload (Volume) - Continued		
1h Bills Resolutions and Admendments This 13 4-percent increase is computed based on historical data	---	1 274
1i Committee Reports This 15 2-percent decrease is computed based on historical data	--	(616)
1j Documents This 9 4-percent decrease is computed based on historical data	--	(237)
1k Hearings This 2 2-percent increase is computed based on historical data	--	352
1l Committee Prints This 54 8-percent increase is computed based on historical data	- -	920
=====		

Schedule D Congressional Printing And Binding Appropriation
Summary of Agency Request
FY 1997 Budget Request

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Base 1996	-	83 770
Proposed Changes for FY 1997		
Price Level Changes	---	1 915
Program Type Changes		
Workload	---	(1 915)
Total Proposed Changes	---	0
FY 1997 Appropriation	---	83 770

SUMMARY OF PUBLICATIONS BOUND FOR THE SENATE AND HOUSE
FISCAL YEAR 1993 1994 and 1995

	Number of Volumes Bound			Amount Billed to Congressional Printing and Binding Appropriation		
	1993	1994	1995	1993	1994	1995
Senate Committees						
Agriculture Nutrition & Forestry	0	58	0	0	\$12 749	\$0
Appropriations	120	273	1	\$19 357	\$57 936	\$430
Armed Services	42	24	46	8 937	6 958	14 270
Commerce Science & Transportation	0	22	0	0	3 393	0
Democratic Policy	0	0	7	0	0	1 731
Energy & Natural Resources	30	12	0	6 814	1 350	0
Environment & Public Works	32	0	51	6 377	0	9 337
Finance	0	18	0	0	4 426	0
Foreign Relations	0	23	20	0	5 891	6 575
Governmental Affairs	84	0	80	15 291	0	17 937
Judiciary	0	2	0	0	369	0
Labor & Human Resources	3	0	118	621	0	21 906
Republican Policy	50	2	2	8 116	510	572
Rules & Administration	0	8	6	0	1 514	1 854
Select Committee on Ethics	0	0	0	0	0	0
Select Committee on Indian Affairs	8	44	0	1 564	11 550	0
Small Business	0	10	6		627	1 332
Special Committee on Aging	0	0	35	0	0	7 745
Total for Senate Committees	369	496	372	\$67 077	\$107 273	\$83 689
Total Senate Members	0	0	55	0	0	11 420
Total Senate	369	496	427	\$67 077	\$107 273	\$95 109
House Committees						
Administration	7	9	0	\$1 006	\$1 463	\$0
Agriculture	0	83	8	0	10 235	1 145
Appropriations	234	147	170	48 066	26 078	36 815
Banking and Financial Services	0	632	0	0	81 510	0
Budget	40	0	0	6 453	0	0
District of Columbia	3	41	0	751	7 081	0
Economic & Educational Opportunities	8	84	24	1 392	15 209	5 930
Energy & Commerce	118	23	70	25 232	2 612	17 515
Government Reform	0	180	99	0	29 381	23 575
International Relations	0	260	14	0	38 689	3 477
Judiciary	62	95	16	12 329	18 102	5 202
Merchant Marine & Fisheries	0	95	12	0	18 803	4 143
National Security	14	32	2	4 696	6 790	880
Post Office & Civil Service	0	21	0	0	4 486	0
Resources	7	118	62	1 552	24 512	15 709
Rules	0	25	31	0	5 651	6 869
Science	0	1 529	0	0	196 619	0
Select Committee on Aging	0	78	0	0	9 365	0
Select Committee on Children Youth & Families	0	0	0	0	0	0
Select Committee on Hunger	0	39	0	0	6 561	0
Select Committee on Narcotics Abuse	23	0	0	3 397	0	0
Small Business	6	100	0	1 047	14 289	0
Transportation & Infrastructure	6	20	0	937	4 002	0
Veterans Affairs	0	57	0	0	13 282	0
Ways & Means	282	40	181	58 722	7 240	38 284
Total for House Committees	810	3 708	689	\$165 580	\$541 960	\$159 544
Total House Members	12	14	40	1 963	2 435	6 782
Total House of Representatives	822	3 722	729	\$167 543	\$544 395	\$166 326
TOTAL CONGRESS	1 191	4 218	1 156	\$234 620	\$651 668	\$261 435

Congressional Billings For Committees By Category

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FY 1995 as of September 30 1995

Committee	Daily Cong Rec	Record Index	Record Indexers	Misc Pubs	Misc P&B	Details	Doc Envs	Doc Franks	Calendars	Bills	Reports	Documents	Hearings	Committee Prints	TOTAL
-	- -	-	- -	-	- -	- -	-	- -	- - - -	-	- -	- - - -	- -	- - -	
House															
House	6 004 876	468 872		20 716	61 954	102 488		--	520 756	9 664	178 701	3 070	-		7 371 097
Clerk of House	-			90 934	196 500	47 063		-	13 356	-	-	25 939	1 546		375 338
House Members	-			7 548	1 821 435	-	650 317	61 161	-	-	-	4 822		-	2 545 283
H Agriculture		-		5 623	1 769	6 526	-	-	10 123	--		-	322 044	-	346 085
H Appropriations	-	-		122 282	59 576	21 019	-	-	-	11 220	-	-	2 740 335	179 554	3 133 986
H National Security	-				4 402	26 464	-	- -	9 362	--	-		138 994	70 649	249 871
H Banking				-	6 026	29 885	-	- -	14 142	-	-	- -	36 254	50 713	137 020
H D C	-				1 817	9 077		-		-	-		-	-	10 894
H Econ & Educational		-		1 139	14 472	23 671	---	-	33 814				215 469	17 209	305 774
H Internat Relations		-		5 282	10 941	51 692	-	-	16 244	-		-	244 343	62 426	390 928
H Gov t Reform				6 112	25 711	88 682		-	33 541	- -			468 314	17 815	640 175
H Oversight	-			91 933	5 592		-	-	- -	-	-	-	20 023	-	117 548
H Resources				7 224	18 641	24 491		-	20 600			-	532 590		603 546
H Commerce				2 482	22 897	54 824		-	11 839	-	-	-	255 665	77 980	425 687
H Judiciary				12 247	8 320	46 157		-	5 329			-	295 823	37 010	404 886
H Merchant Marine					5 283	15 168	-			-	-		6 003		26 454
H Post Office					660	7 265		-		- -	-				7 925
H Transportation				2 510	5 424	18 140	-		13 598		-	-	378 635	35 090	453 397
H Rules	-			1 495	9 484	19 127			-				10 247	16 565	56 918
H Science		-		2 372	6 443	40 132			8 297	-		-	255 418	34 397	347 059
H Veteran s Affairs				-	4 647			25	7 940	-	-	-	58 882	282	71 776
H Ways & Means				242	32 430	37 051		- -	39 398		2 986	440	127 226	96 849	336 622
H Small Business				3 058	6 193	52 436			2 572	-		-	83 880		148 139
H Helsinki Commission				30 614	3 524	42 358				-	- -		22 406		98 902
H Offical Conduct				61 972			-					-	-	-	61 972
H Non Legislative				95 167	49 320					- -		27 376	-	-	171 863
H Congressional Comm				3 177						-	-	-		-	3 177
H Budget				482	5 139	5 717		-	-	-		878	39 519	5 899	57 634
H Legislative Counsel					10 848	85 970		-	-				--	1 014	97 832
H Hunger									-	-			-	-	0
H Intelligence				1 849	15					-		-	50 459	8 891	61 214
H Narc Abuse & Con		-								-	-	-		--	0
H Children Youth	-			-						- -		- -	-		0
	- -	- -	- -			- -		-	- - -	- -	- -	- -	- -	- - -	
Total House	6 004 876	468 872		0 576 460	2 399 463	855 403	650 317	61 186	760 911	20 884	181 687	62 525	6 304 075	712 343 19 059 002	
	- -	-	- -	- -		-	-	-	-	- -	- -	-	- - - -	-	

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Congressional Billings For Committees By Category Continued

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FY 1995 as of September 30 1995

Committee	Daily		Record Index	Record Indexers	Misc Pubs	Misc P&B	Details	Doc		Bills	Reports	Documents	Hearings	Committee		TOTAL
	Cong	Rec						Envs	Franks					Prints		
- -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Senate																
Senate	6 821	308	534 053		47 111	229 938		- -	312 346	-	81 431	65 461	1 345		8 092 993	
Secretary of Senate		13	-		26 498	249 433		- -	-		- -	71 099	-	-	347 043	
Senate Members					324	1 242 167		16 171	27	-		-	--		1 258 689	
S Agriculture	-				-	834	44 788	-	--	-	--	-	5 251	1 561	52 434	
S Appropriations	-				2 067	15 198	274 270	-	-		--	-	823	95 582	37 681	
S Armed Services						18 441	45 955	-		13 223	--	-	15 596	-	93 215	
S Banking	-					4 654	117 923	-	-	4 038	-	-	543 136	5 118	674 869	
S Commerce					663	16 708	30 106			9 718	-	-	21 223	1 545	79 963	
S Cent Amer Negotiat	-		--						-		-	-	- -		0	
S Finance					-	7 309	132 910		-	5 440	25		96 317	1 929	243 930	
S Foreign Relations					-	9 997	107 056			11 265	-		25 068	58 872	212 258	
S Gov t Affairs					1 733	19 358	90 285			---	-	793	65 957	2 701	180 827	
S Energy	-		-		873	3 591	47 413		-	-	--	-	113 874	100 415	266 166	
S Judiciary		-			717	5 141	87 045		--	9 650	-	-	201 544		304 097	
S Labor					-	26 514	44 397		-	11 407	-	-	98 061	8 342	188 721	
S Environment			-			19 086				4 350	-		49 600	5 540	78 576	
S Rules					53 929	9 730			-	3 560	-	-	3 935	2 954	74 108	
S Democratic Policy					24 703	6 219			- -				-	31 531	62 453	
S Republican Policy	-				36 656	24 680	43 218	--				-	-	-	104 554	
S Small Business		-				3 124				3 655			53 299		60 078	
S Aging	- -				-	8 927	42 083				-		25 750	5 663	82 423	
S Ethics			-		16 532	355			-		-	-	--	9 281	26 168	
S Veterans Affairs	-					1 145		--	-	2 896	-	--	44 464	1 811	50 316	
S Legislative Counsel	-					208 701	201 985		--	-	-	-			410 686	
S Sergeant at Arms					132 985	659 953		- -	-	-	-	-	--		792 938	
S Budget	-				603	4 310	57 297		-	-	-	1 097	67 962	239 055	370 324	
S Legal Counsel						2 928	-		-				-		2 928	
S Intelligence				-	-	136			-		--	-	39 584	15 595	55 315	
S Indian Affairs						6 066	58 853			5 996	-	-	131 245	-	202 160	
S Fair Empl Practice					8 415	541			-		-		-	-	8 956	
S Iran & Nicaragua									-	-	--		-		0	
S POW/MIA			-						-	-	--		-		0	
Total Senate	6 821	321	534 053	0	353 809	2 805 184	1 425 584	16 171	27	397 544	25	81 431	139 273	1 698 793	529 594 14 802 809	

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Congressional Billings For Committees By Category - Continued

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FY 1995 as of September 30 1995

Committee	Daily Cong Rec	Record Index	Record Indexers	Misc Pubs	Misc P&B	Details	Doc Envs	Doc Franks	Calendars	Bills	Reports	Documents	Hearings	Committee Prints	TOTAL
Joint Committees															
Joint Com on Printing				34 810	14 815		-	-	--	-	-	2 529	-	771	52 925
Organization of Cong			-	-	-	-	--	-	-	-	-	-	--	-	0
Joint Economic	-		-	69 458	16 566	-	--	-	--	-	-	550	9 955		96 529
Joint Taxation	-	-	-	-	8 753		--	-	-	-	-	-	-	90 628	99 381
Inaugural Ceremonies			-	-	-	-	-	-	-	-	-	-	-	-	0
Total Joint Comm	0	0	0	104 268	40 134	0	0	0	0	0	0	3 079	9 955	91 399	248 835
Miscellaneous															
Bylaw	805 289		1 049 024	927 248	6 323 968	45 520	19 780	-	142 480	8 082 770	2 035 655	1 104 513	---	-	20 536 247
Architect of Capitol	-			13 184	113 140		-	-		-		207	--	-	126 531
Bicentennial Comm		-	-	-	-	-	-	-	-	-	-	-	-	--	0
US S Caucus on Intna l	-		-	-	-	-	-	-	-	-	-	---	-	-	0
FY 1995 Payraise	594 488		-	73 551	506 901	-	26 284		39 063	274 652	86 847	50 976	306 321	47 917	2 007 000
Total Miscellaneous	1 399 777		0 1 049 024	1 013 983	6 944 009	45 520	46 064	0	181 543	8 357 422	2 122 502	1 155 696	306 321	47 917	22 669 778
TOTALS	14 225 974	1 002 925	1 049 024	2 048 520	12 188 790	2 326 507	712 552	61 213	1 339 998	8 378 331	2 385 620	1 360 573	8 319 144	1 381 253	56 780 424

Summary Status of FY 1995 Appropriation

Appropriation 89 724 000

Rescission 5 000 000

Available 84 724 000

Payments for current year 56 780 424

Payments for prior years 0

Total Disbursements 56 780 424

Balance 27 943 576

DETAILS TO CONGRESS AS OF SEPTEMBER 30

	1994	1995

HOUSE COMMITTEES		
Agriculture	1	0
Appropriations	1	1
Banking & Financial Services	2	1
Budget	0	1
Commerce	3	3
District of Columbia	1	0
Economic & Educational Opportunities	1	1
Government Reform	2	2
International Relations	2	1
Judiciary	2	2
Merchant Marine & Fisheries	2	0
National Security	2	1
Post Office & Civil Service	1	0
Resources	0	2
Rules	1	1
Science	2	2
Small Business	2	2
Transportation & Infrastructure	0	1
Ways and Means	2	2
Commission on Security & Cooperation in Europe	1	1
	--	--
Total House Committees	25	21
	==	==
MISCELLANEOUS		
Clerk of House of Representatives	1	1
House Legislative Counsel	1	3
Congressional Service Center (CRS)	1	1
Senate Legislative Counsel	4	4
Speaker of the House	2	2
	--	--
Total Miscellaneous	9	11
	==	==

DETAILS TO CONGRESS Continued

	1994	1995		

SENATE COMMITTEES				
Agriculture Nutrition & Forestry	1	1		
Appropriations	4	4		
Armed Services	1	1		
Banking Housing & Urban Affairs	2	3		
Budget	2	1		
Commerce Science & Transportation	0	1		
Energy	1	1		
Finance	3	2		
Foreign Relations	2	2		
Governmental Affairs	2	2		
Judiciary	2	2		
Labor & Human Resources	1	1		
Republican Policy	1	1		
Select Committee on Indian Affairs	1	1		
Special Committee on Aging	1	1		
	-	--		
Total Senate Committees	24	24		
	==	==		
Grand Total	58	56		
	==	==		
SUMMARY				
House Committees	28	24		
Miscellaneous	9	11		
Senate Committees	24	24		
	-	--		
Total	61	59		

	1994	1995	1996	1997
			(est)	(est)

Full-time equivalents (FTE s)	55	40	38	38
Total billings (millions)	\$3 5	\$2 6	\$2 8	\$3 0

3

S. & E. Appropriation

**OFFICE OF SUPERINTENDENT OF DOCUMENTS
SALARIES AND EXPENSES
APPROPRIATIONS LANGUAGE**

For expenses of the Office of Superintendent of Documents necessary to provide for the cataloging and indexing of Government publications and their distribution to the public, Members of Congress, other Government agencies, and designated depository and international exchange libraries as authorized by law, [\$30,307,000] \$30,827,000, of which not to exceed \$500,000 shall be available for grants to Federal Depository Libraries for the acquisition of information technology equipment and capabilities necessary to provide public access to Government information in electronic formats Provided, That travel expenses, including travel expenses of the Depository Library Council to the Public Printer, shall not exceed [\$130,000] \$150,000 Provided further, That funds, not to exceed \$2,000,000, from current year appropriations are authorized for producing and disseminating Congressional Serial Sets and other related Congressional/non-Congressional publications for [1994 and] 1995 and 1996 to depository and other designated libraries

ADMINISTRATIVE PROVISION

[Sec 210 The fiscal year 1997 budget submission of the Public Printer to the Congress for the Government Printing Office shall include appropriations requests and recommendations to the Congress that-

(1) are consistent with the strategic plan included in the technological study performed by the Public Printer pursuant to Senate Report 104-114,

(2) assure substantial progress toward maximum use of electronic information dissemination technologies by all departments, agencies, and other entities of the Government with respect to the Depository Library Program and information dissemination generally, and

(3) are formulated so as to require that any department, agency, or other entity of the Government that does not make such progress shall bear from its own resources the cost of its information dissemination by other than electronic means]

Chapter 19 of title 44, United States Code, is amended to insert the following

Sec 1917 Components of the Government publishing information dissemination products falling under the purview of Section 1902 of this Chapter shall provide the Superintendent of Documents with electronic source data files of those products at the time of publication

Sec 1918 Publishing components shall notify the Superintendent of Documents at such time as they initiate, substantially modify, or terminate an electronic information dissemination product or service

Sec 1919 Publishing components shall notify the Superintendent of Documents of their intent to initiate an electronic information dissemination product or service Those components shall further authorize the Superintendent of Documents to either obtain, on an incremental cost basis, copies of such products which are produced or procured elsewhere than through the Government Printing Office, or, establish an agreement with the Superintendent of Documents whereby the Superintendent of Documents will reimburse the publishing component the incremental costs associated with depository library usage of the information service

Sec 1920 The Public Printer will issue guidelines for components of the Government to implement Sections 1917, 1918, and 1919 of this chapter Components that fail to comply with these guidelines and Sections 1917, 1918, and 1919 of this chapter shall bear the full cost of producing copies of products necessary for depository libraries as may be required pursuant to the provisions of this chapter and will provide such copies to the Superintendent of Documents for distribution

Sec 1921 Definitions

As used in this chapter--

(1) The term "publishing component" means an agency of the Federal Government which makes its information dissemination products or services available for public use or access

(2) The term "information dissemination product" means a Government publication as defined in Section 1901 of this Chapter, including any book, paper, map, machine-readable data recorded on a physical substrate, audiovisual production, or other documentary material, regardless of other characteristics

(3) The term "information dissemination service" means any information which falls under the purview of Section 1902 of this Chapter which is available to the public electronically from a Federal computer facility or site

(4) The term "electronic source data files" means the digital information used to produce a Government information dissemination product, as defined in this Section

(5) The term "on-line public access" means that information is made accessible electronically over the Internet, or any successor network, without regard for the storage media which holds the data, or the searching mechanisms employed to access it

**SUMMARY OF APPROPRIATION ESTIMATES
SALARIES AND EXPENSES
FISCAL YEAR 1997**

The Office of the Superintendent of Documents operates under a separate appropriation which provides funds for (1) the compilation of catalogs and indexes of Government publications, (2) the mailing for Members of Congress and other Government agencies of certain Government publications, as authorized by law, (3) the distribution of Government publications to designated depository libraries, and (4) the distribution of Government publications to the International Exchange Program. These four functions are related to the publication activity of other agencies and to the demands of the public, Members of Congress, and depository libraries. Consequently, the Office of the Superintendent of Documents can exercise little control over the volume of work which it may be called upon to perform. A description of these four functions follows:

Cataloging and indexing. The Office of the Superintendent of Documents is charged with preparing catalogs and indexes of all publications issued by the Federal Government. The principal publication is the "Monthly Catalog of U S Government Publications."

Bylaw Distribution for other Government agencies and Members of Congress. The Office of the Superintendent of Documents maintains mailing lists and mails, at the request of Government agencies and Members of Congress, certain publications specified by public law.

Depository Library Distribution. As required, Government publications are supplied to libraries which are designated as depositories for Government information. In recent years, while there has been increasingly greater dissemination of information to depository libraries in electronic formats such as CD-ROMs and on-line access, print has still been predominant. The

Federal Depository Library Program (FDLP) must now change from a print environment to an electronic environment

In accordance with Section 210 of Public Law 104-53, this budget submission includes appropriation requests and recommends a tactical transition plan which will be consistent with the long range strategic plan (due March 19⁹6) called for pursuant to Senate Report 104-114 Entitled The Electronic Federal Depository Library Program Transition Plan, FY 1996 - FY 1998, this plan is included as a part of this budget submission Also included with this budget submission are proposed amendments to Chapter 19 of Title 44, United States Code, which are consistent with paragraphs (2) and (3) of Section 210 of Public Law 104-53

A key assumption of the "Transition Plan" is that nearly all of the information provided through the FDLP will be electronic by the end of fiscal year 1998 Information which has been distributed to depository libraries in paper and microfiche formats will be available instead via remote electronic access or will be disseminated in a physical electronic format for local access at a depository library The shift will occur through a transition as Federal agencies in all three branches of Government increasingly originate and publish their information electronically However, to move the transition forward at a faster pace before the proposed changes to Chapter 19 of Title 44 are in effect, information provided to the Superintendent of Documents in a non-electronic format will be converted to achieve cost-effective access that is appropriate to the type of information

In an electronic FDLP, both the depository libraries and the Superintendent of Documents will assume new roles and responsibilities Many depository libraries will have to accelerate their plans to obtain public access work stations, and deal with the demand for local printing and downloading They will have to balance the needs to provide users with assistance in using electronic access services while at the same time providing access to the historical Government information contained in their pre-electronic documents collections

Another key assumption of the "Transition Plan" is that the responsibility for ensuring long-term access to electronic information will shift from the depository libraries to the Superintendent of Documents In the electronic FDLP, connections to electronic access services operated under the authority of the Superintendent of Documents replace the geographically-dispersed

collections of books and microfiche This implies new and different tasks and expenses To provide long-term access to data, the Superintendent of Documents assumes such costs as data preparation for mounting agency electronic source data files, as well as maintenance, storage, and ongoing costs to minimize deterioration and assure technological currency

The "Transition Plan" details basic assumptions and policies and lays out actions necessary to accomplish the rapid transition to an electronic FDLF

International exchange The Office of the Superintendent of Documents distributes Government publications to foreign governments which agree, as indicated by the Library of Congress, to send to the United States similar publications of their governments for delivery to the Library of Congress

Schedule A

Office of Superintendent of Documents
Salaries and Expenses
Summary
By Program and By Object Class

CATEGORIES	1995 ACTUAL		FY 96 ESTIMATE		FY 97 ESTIMATE		TOTAL CHANGES 96/97	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Breakdown by Program								
By-Law Distribution	3	690	2	441	2	482	0	41
Cataloging and Indexing	37	3,186	29	2,849	28	2,639	(1)	(210)
Depository Library Distribution	80	27,269	80	26,536	76	27,197	(4)	661
International Exchange	2	462	2	481	2	509	0	28
	---	---	---	---	---	---	---	---
Appropriation	122	31,607	113	30,307	108	30,827	(5)	520
	=====	=====	=====	=====	=====	=====	=====	=====
2 Breakdown by Object Class								
11 Personnel Compensation	122	4,331	113	4,171	108	4,225	(5)	54
12 Personnel Benefits	---	961	---	1,008	---	1,018	---	10
21 Travel	---	61	---	130	---	150	---	20
22 Transportation of Things	---	1,247	---	1,301	---	781	---	(520)
23 Rent Communications, and Util	---	1,097	---	966	---	636	---	(330)
24 Printing and Reproduction	---	17,648	---	15,719	---	9,095	---	(6,624)
25 Other Services	---	5,607	---	6,366	---	14,391	---	8,025
26 Supplies and Materials	---	331	---	251	---	246	---	(5)
31 Assets	---	324	---	395	---	285	---	(110)
	---	---	---	---	---	---	---	---
Total	122	31,607	113	30,307	108	30,827	(5)	520
	=====	=====	=====	=====	=====	=====	=====	=====

Schedule B

Office of Superintendent of Documents
Salaries and Expenses
Analysis of Change to Budget Base
By Program and By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP , ALTS , MAINT , REPAIR			
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Breakdown by Program												
By-Law Distribution	--	7	--	5	---	0	---	(2)	---	31	---	41
Cataloging and Indexing	--	82	--	37	---	0	(1)	(256)	---	(73)	(1)	(210)
Depository Library Distribution	--	223	--	697	---	0	(4)	(168)	---	(91)	(4)	661
International Exchange	--	2	--	12	---	0		(1)	---	15	---	28
Total	--	314	--	751	---	0	(5)	(427)	---	(118)	(5)	520
2 Breakdown By Object Class												
11 Personnel Compensation	--	261	--	0	---	0	(5)	(207)	---	0	(5)	54
12 Personnel Benefits	--	53	--	0	---	0	---	(43)	---	0	---	10
21 Travel	--	0	--	4	---	0	---	16	---	0	---	20
22 Transportation of Things	--	0	--	23	---	0	---	(543)	---	0	---	(520)
23 Rent, Communications & Util	--	0	--	1	---	0	---	(331)	---	0	---	(330)
24 Printing and Reproduction	--	0	--	274	---	0	---	(6,498)	---	0	---	(6,224)
25 Other Services	--	0	--	433	---	0	---	7,192	---	0	---	7,625
26 Supplies and Materials	--	0	--	8	---	0	---	(13)	---	0	---	(5)
31 Assets	--	0	--	8	---	0	---	0	---	(118)	---	(110)
Total	--	314	--	751	---	0	(5)	(427)	---	(118)	(5)	520

Schedule C

Office of Superintendent of Documents
Salaries and Expenses
Summary
Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Base	1996	113	30 307
		1997 REQUEST	
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
A	Mandatory Pay and Related Costs	---	314
1	Current Services Increases	---	261
2	Merit Increases/Promotions	---	53
B	Price Level Changes	---	751
1	Travel	---	4
2	Transportation of Things	---	23
3	Rents Communications & Utilities	---	1
4	Catalog Printing	---	11
5	Depository Printing	---	255
6	Int'l Exchange Printing	---	8
7	Computer Service Charges	---	11
8	Administrative Services	---	74
9	Miscellaneous Services	---	32
10	Access Services	---	316
11	Supplies and Materials	---	8
12	Assets	---	8
C	Program Type Changes		
1	Legislation	---	0
2	Workload	(5)	(427)
a	Net Staff Level Decrease	(5)	(250)
b	Travel	---	16
c	Transportation of Things	---	(543)
d	Rents Communications & Utilities	---	(331)
e	Catalog & Printing	---	(272)
f	Depository Printing	---	(6 626)
g	Computer Service Charges	---	8
h	Access Services	---	7 763
i	Consulting Services	---	(200)
j	Miscellaneous Services	---	21
k	Supplies and Materials	---	(13)
3	Equipment Alterations Repairs Etc	---	(118)
a	Assets	---	(118)
II	Increase/(Decrease) From 1996 Appropriation	(5)	520
III	Total Appropriation 1997	108	30 827

SALARIES AND EXPENSES APPROPRIATION

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C		
	Staff	Amount (\$000)
A MANDATORY CHANGES	---	314
1 Annualized effect of current services increase for FY 1997	---	261
2 Merit Increases/Promotions to be granted during FY 1997	---	53
B PRICE LEVEL CHANGES		
1 Items 1-12 A 3 % increase is projected	---	751
C PROGRAM TYPE CHANGES		
1 Legislation	---	0
2 Workload		(427)
2a Staff Level Decrease Net staff decrease is anticipated because of increased operational efficiencies	(5)	(250)
2b Travel Inspections will be reduced However an increase in outreach and training within the library community is anticipated	---	16
2c Transportation of Things It is anticipated that the transition to an electronic Federal Depository Library Program will significantly reduce the use of Government Bills of Lading	---	(543)
2d Rents Communications and Utilities It is anticipated that the transition to an electronic Federal Depository Library Program will significantly reduce the use of the U S Postal Service	---	(331)
2e Catalog & Administrative Printing These expenses will be reduced as a result of a smaller sized monthly catalog because it will be offered on CD-ROM in 1997		(272)
2f Depository Printing It is anticipated that the transition to an electronic Federal Depository Library Program will significantly reduce the expense of printed publications disseminated to the libraries	---	(6 626)
2g Computer Services Miscellaneous Services & Supplies and Materials Small changes are projected in these accounts for FY 1997		16
2h Access Services This increase represents anticipated funding needed to transfer the Federal Depository Library Program to an electronic format in FY 1997		7 763
2i Consulting Services The reduction is the result of a proposed FY 96 study on effectively utilizing electronic technologies not reoccurring in FY 97		(200)
3 Equipment Alterations Repairs Etc		(118)
3a Depreciation A reduction in asset acquisitions is projected for FY 97	---	(118)

Schedule D

Office of Superintendent of Documents

Salaries and Expenses

Summary of Request

FY 1997 Budget Request

	CALCULATION OF BASE	

	Staff	AMOUNT (\$000)

Base 1996	113	30 307
<hr/>		
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	314
Price Level Changes	---	751
Program Type Changes		
Legislation	---	0
Workload	(5)	(427)
Equipment Alterations Repairs etc	---	(118)

Total Proposed Changes	(5)	520

FY 1997 Appropriation	108	30 827

Schedule A

Office of Superintendent of Documents
Salaries and Expenses
By-Law Distribution
By Object Class

CATEGORIES	1995 ACTUAL		FY 96 ESTIMATE		FY 97 ESTIMATE		TOTAL CHANGES 96/97	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program								
By-Law Distribution	3	690	2	441	2	482	0	41
2 Breakdown by Object Class								
11 Personnel Compensation	3	102	2	71	2	77	0	6
12 Personnel Benefits	---	19	---	13	---	14	---	1
21 Travel	---	0	---	0	---	0	---	0
22 Transportation of Things	---	82	---	0	---	0	---	0
23 Rent Communications, and Util	---	381	---	222	---	222	---	0
24 Printing and Reproduction	---	0	---	0	---	0	---	0
25 Other Services	---	84	---	104	---	106	---	2
26 Supplies and Materials	---	15	---	21	---	21	---	0
31 Assets	---	7	---	10	---	42	---	32
Total	3	690	2	441	2	482	0	41

III-III

Schedule B

Office of Superintendent of Documents
By-Law Distribution
Analysis of Change to Budget Base
By Program and By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP , ALTS MAINT, REPAIRS			
	DOLLARS		DOLLARS		DOLLARS		DOLLARS		DOLLARS		DOLLARS	
	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)
1 Breakdown by Program												
By-Law Distribution	--	7	--	5	--	0	0	(2)	--	31	0	41
2 Breakdown By Object Class												
11 Personnel Compensation	--	6	--	0	--	0	--	0	--	0	--	6
12 Personnel Benefits	--	1	--	0	--	0	--	0	--	0	--	1
21 Travel	--	0	--	0	--	0	--	0	--	0	--	0
22 Transportation of Things	--	0	--	0	--	0	--	0	--	0	--	0
23 Rent Communications, & Util	--	0	--	0	--	0	--	0	--	0	--	0
24 Printing and Reproduction	--	0	--	0	--	0	--	0	--	0	--	0
25 Other Services	--	0	--	3	--	0	--	(1)	--	0	--	2
26 Supplies and Materials	--	0	--	1	--	0	--	(1)	--	0	--	0
31 Assets	--	0	--	1	--	0	--	0	--	31	--	32
Total	--	7	--	5	--	0	0	(2)	--	31	0	41

Schedule C

Office of Superintendent of Documents
Salaries and Expenses
By-Law Distribution
Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Available Resources 1996		2	441
		1997 REQUEST	
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
	A Mandatory Pay and Related Costs	---	7
	1 Current Services Increases	----	6
	2 Merit Increases/Promotions	---	1
	B Price Level Changes		5
	1 Miscellaneous Services	---	3
	2 Supplies and Materials	---	1
	3 Assets	---	1
	C Program Type Changes		
	1 Legislation	---	0
	2 Workload	---	(2)
	a Miscellaneous Services	---	(1)
	b Supplies and Materials	---	(1)
	3 Equipment Alterations Repairs Etc	---	31
	a Assets		31
II	Net Increase From 1996 Obligations	---	41
III	Total Obligations, 1997	2	482

Schedule D

Office of Superintendent of Documents
Salaries and Expenses
By-Law Distribution
FY 1997 Budget Request

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Available Resources, 1996	2	441
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	7
Price Level Changes	---	5
Program Type Changes		
Legislation	---	0
Workload	---	(2)
Equipment, Alter & Repairs,	---	31
Total Proposed Changes	0	41
FY 1997 Obligations	2	482

Schedule A

Office of Superintendent of Documents
Salaries and Expenses
Cataloging and Indexing
By Object Class

CATEGORIES	1995 ACTUAL		FY 96 ESTIMATE		FY 97 ESTIMATE		TOTAL CHANGES 96/97	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program								
Cataloging and Indexing	37	3,186	29	2,849	28	2,639	(1)	(210)
2 Breakdown by Object Class								
11 Personnel Compensation	37	1,472	29	1,163	28	1,189	(1)	26
12 Personnel Benefits	---	325	---	264	---	268	---	4
21 Travel	---	3	---	4	---	4	---	0
22 Transportation of Things	---	0	---	0	---	0	---	0
23 Rent, Communications, and Util	---	2	---	0	---	0	---	0
24 Printing and Reproduction	---	509	---	609	---	348	---	(261)
25 Other Services	---	734	---	596	---	692	---	96
26 Supplies and Materials	---	29	---	56	---	51	---	(5)
31 Assets	---	112	---	157	---	87	---	(70)
Total	37	3,186	29	2,849	28	2,639	(1)	(210)

Schedule B

Office of Superintendent of Documents
Cataloging and Indexing
Analysis of Change to Budget Base
By Program and By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
	DOLLARS		DOLLARS		LEGISLATION		WORKLOAD		EQUIP , ALTS MAINT, REPAIRS		DOLLARS	
	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)
1 Breakdown by Program												
Cataloging and Indexing	--	82	--	37	--	0	(1)	(256)	--	(73)	(1)	(210)
2 Breakdown By Object Class												
11 Personnel Compensation	--	68	--	0	--	0	(1)	(42)	--	0	(1)	26
12 Personnel Benefits	--	14	--	0	--	0	--	(10)	--	0	--	4
21 Travel	--	0	--	0	--	0	--	0	--	0	--	0
22 Transportation of Things	--	0	--	0	--	0	--	0	--	0	--	0
23 Rent, Communications, & Util	--	0	--	0	--	0	--	0	--	0	--	0
24 Printing and Reproduction	--	0	--	11	--	0	--	(272)	--	0	--	(261)
25 Other Services	--	0	--	21	--	0	--	75	--	0	--	96
26 Supplies and Materials	--	0	--	2	--	0	--	(7)	--	0	--	(5)
31 Assets	--	0	--	3	--	0	--	0	--	(73)	--	(70)
Total	--	82	--	37	--	0	(1)	(256)	--	(73)	(1)	(210)

Schedule C

Office of Superintendent of Documents
Salaries and Expenses
Cataloging And Indexing
Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Available Resources 1996		29	2 849
		1997	REQUEST
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
A	Mandatory Pay and Related Costs	---	82
	1 Current Services Increases	---	68
	2 Merit Increases/Promotions	---	14
B	Price Level Changes	---	37
	1 Catalog Printing	---	11
	2 Computer Service Charges	---	3
	3 Administrative Services	---	14
	4 Miscellaneous Services	---	4
	5 Supplies and Materials	---	2
	6 Assets	---	3
C	Program Type Changes		
	1 Legislation	---	0
	2 Workload	(1)	(256)
	a Net Staff Level Increase	(1)	(52)
	b Catalog Printing	---	(272)
	c Miscellaneous Services	---	75
	d Supplies and Materials	---	(7)
	3 Equipment Alterations Repairs Etc	---	(73)
	a Assets		(73)
II	Net decrease From 1996 Obligations	(1)	(210)
III	Total Obligations 1997	28	2 639

Schedule D

Office of Superintendent of Documents
 Salaries and Expenses
 Cataloging and Indexing
 FY 1997 Budget Request

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Available Resources, 1996	29	2,849
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	82
Price Level Changes	---	37
Program Type Changes		
Legislation	---	0
Workload	(1)	(256)
Equipment, Alterations, Repairs,	---	(73)
Total Proposed Changes	(1)	(210)
FY 1997 Obligations	28	2,639

Schedule A

Office of Superintendent of Documents
Salaries and Expenses
Depository Library Distribution
By Object Class

CATEGORIES	1995 ACTUAL		FY 96 ESTIMATE		FY 97 ESTIMATE		TOTAL CHANGES 96/97	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program								
Depository Library Distribution	80	27,269	80	26,536	76	27,197	(4)	661
2 Breakdown by Object Class								
11 Personnel Compensation	80	2,712	80	2,889	76	2,909	(4)	20
12 Personnel Benefits	---	608	---	719	---	724	---	5
21 Travel	---	58	---	126	---	146	---	20
22 Transportation of Things	---	1,135	---	1,301	---	781	---	(520)
23 Rent, Communications and Util	---	657	---	700	---	370	---	(330)
24 Printing and Reproduction	---	16,889	---	14,852	---	8,481	---	(6,371)
25 Other Services	---	4,730	---	5,573	---	13,497	---	7,924
26 Supplies and Materials	---	279	---	163	---	163	---	0
31 Assets	---	201	---	213	---	126	---	(87)
Total	80	27,269	80	26,536	76	27,197	(4)	661

Schedule B

Office of Superintendent of Documents
 Depository Library Distribution
 Analysis of Change to Budget Base
 By Program and By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP , ALTS MAINT, REPAIRS			
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Breakdown by Program												
Depository Library	--	223	--	697	--	0	(4)	(168)	--	(91)	(4)	661
2 Breakdown By Object Class												
11 Personnel Compensation	--	185	--	0	--	0	(4)	(165)	--	0	(4)	20
12 Personnel Benefits	--	38	--	0	--	0	--	(33)	--	0	--	5
21 Travel	--	0	--	4	--	0	--	16	--	0	--	20
22 Transportation of Things	--	0	--	23	--	0	--	(543)	--	0	--	(520)
23 Rent, Communications, & Util	--	0	--	0	--	0	--	(330)	--	0	--	(330)
24 Printing and Reproduction	--	0	--	255	--	0	--	(6,226)	--	0	--	(5 971)
25 Other Services	--	0	--	406	--	0	--	7,118	--	0	--	7,524
26 Supplies and Materials	--	0	--	5	--	0	--	(5)	--	0	--	0
31 Assets	--	0	--	4	--	0	--	0	--	(91)	--	(87)
Total	--	223	--	697	--	0	(4)	(168)	--	(91)	(4)	661

Schedule C

Office of Superintendent of Documents
Salaries and Expenses
Depository Library Distribution
Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Available Resources 1996		80	26 536
		1997 REQUEST	
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
A	Mandatory Pay and Related Costs	---	223
	1 Current Services Increases	---	185
	2 Merit Increases/Promotions	---	38
B	Price Level Changes	---	697
	1 Travel	---	4
	2 Transportation of Things	---	23
	3 Depository Printing	---	255
	4 Computer Service Charges	---	8
	5 Administrative Services	---	60
	6 Access Services	---	316
	7 Miscellaneous Services	---	22
	8 Supplies and Materials	---	5
	9 Assets	---	4
C	Program Type Changes		
	1 Legislation	---	0
	2 Workload	(4)	(168)
	a Net Staff Level Decrease	(4)	(198)
	b Travel	---	16
	c Transportation of Things	---	(543)
	d Rents Communications and Utilities	---	(330)
	e Depository Printing	---	(6 626)
	f Computer Service Charges	---	8
	g Consulting Services	---	(200)
	h Access Services	---	7 763
	i Miscellaneous Services	---	(53)
	i Supplies and Materials	---	(5)
	3 Equipment Alterations Repairs Etc	---	(91)
	a Assets	---	(91)
II	Increase (Decrease) From 1996 Obligations	(4)	661
III	Total Obligations 1997	76	27 197

Schedule D

Office of Superintendent of Documents
Salaries and Expenses
Depository Library Distribution
FY 1997 Budget Request

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Available Resources, 1996	80	26,536
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	223
Price Level Changes	---	697
Program Type Changes		
Legislation	---	0
Workload	(4)	(168)
Equipment, Alterations, Repairs,	---	(91)
Total Proposed Changes	(4)	661
FY 1997 Obligations	76	27,197

Schedule A

Office of Superintendent of Documents
Salaries and Expenses
International Exchange
By Object Class

CATEGORIES	1995 ACTUAL		FY 96 ESTIMATE		FY 97 ESTIMATE		TOTAL CHANGES 96/97	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program								
International Exchange	2	462	2	481	2	509	0	28
2 Breakdown by Object Class								
11 Personnel Compensation	2	45	2	48	2	50	0	2
12 Personnel Benefits	---	9	---	12	---	12	---	0
21 Travel	---	0	---	0	---	0	---	0
22 Transportation of Things	---	30	---	0	---	0	---	0
23 Rent, Communications, and Util	---	57	---	44	---	44	---	0
24 Printing and Reproduction	---	250	---	258	---	266	---	8
25 Other Services	---	59	---	93	---	96	---	3
26 Supplies and Materials	---	8	---	11	---	11	---	0
31 Assets	---	4	---	15	---	30	---	15
Total	2	462	2	481	2	509	0	28

Schedule B

Office of Superintendent of Documents
International Exchange
Analysis of Change to Budget Base
By Program and By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP , ALTS MAINT, REPAIRS			
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Breakdown by Program												
International Exchange	--	2	--	12	---	0	---	(1)	---	15	--	28
2 Breakdown By Object Class												
11 Personnel Compensation	--	2	--	0	--	0	--	0	--	0	--	2
12 Personnel Benefits	--	0	--	0	--	0	--	0	--	0	--	0
21 Travel	--	0	--	0	--	0	--	0	--	0	--	0
22 Transportation of Things	--	0	--	0	--	0	--	0	--	0	--	0
23 Rent, Communications, & Util	--	0	--	1	--	0	--	(1)	--	0	--	0
24 Printing and Reproduction	--	0	--	8	--	0	--	0	--	0	--	8
25 Other Services	--	0	--	3	--	0	--	0	--	0	--	3
26 Supplies and Materials	--	0	--	0	--	0	--	0	--	0	--	0
31 Assets	--	0	--	0	--	0	--	0	--	15	--	15
Total	--	2	--	12	--	0	--	(1)	--	15	0	28

Schedule C

Office of Superintendent of Documents
 Salaries and Expenses
 International Exchange
 Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Available Resources 1996		2	481
		1997 REQUEST	
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
A	Mandatory Pay and Related Costs	---	2
	1 Current Services Increases	---	2
	2 Merit Increases/Promotions	---	0
B	Price Level Changes	---	12
	1 Rents Communications & Utilities	---	1
	2 Int'l Exchange Printing	---	8
	3 Miscellaneous Services	---	3
C	Program Type Changes		(1)
	1 Legislation	---	0
	2 Workload	0	(1)
	a Rents Communications & Utilities	---	(1)
	3 Equipment Alterations Repairs Etc	---	15
	a Assets	---	15
II	Net Increase From 1996 Obligations	0	28
III	Total Obligations 1997	2	509

Schedule D

Office of Superintendent of Documents
International Exchange
FY 1997 Budget Request

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Available Resources, 1996	2	481
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	--	2
Price Level Changes	--	12
Program Type Changes		
Legislation	--	---
Workload	0	(1)
Equipment, Alterations, Repairs, etc.	--	15
Total Proposed Changes	0	28
FY 1997 Obligations	2	509

4

Revolving Fund

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
APPROPRIATION LANGUAGE

The Government Printing Office is hereby authorized to make such expenditures, within the limits of funds available and in accord with the law, and to make such contracts and commitments without regard to fiscal year limitations as provided by section 104 of the Government Corporation Control Act as may be necessary in carrying out the programs and purposes set forth in the budget for the current fiscal year for the "Government Printing Office revolving fund" *Provided*, That not to exceed \$2,500 may be expended on the certification of the Public Printer in connection with official representation and reception expenses *Provided further*, That the revolving fund shall be available for the hire or purchase of passenger motor vehicles, not to exceed a fleet of twelve *Provided further*, That expenditures in connection with travel expenses of the advisory councils to the Public Printer shall be deemed necessary to carry out the provisions of title 44, United States Code *Provided further*, That the revolving fund shall be available for services as authorized by 5 U S C 3109 but at rates for individuals not to exceed the per diem rate equivalent to the rate for level V of the Executive Schedule (5 U S C 5316) *Provided further*, That the revolving fund and the funds provided under the headings "OFFICE OF SUPERINTENDENT OF DOCUMENTS" and "SALARIES AND EXPENSES" together may not be available for the full-time equivalent employment of more than [3,800] 3,750 workyears [by the end of the year] *Provided further*, That activities financed through the revolving fund may provide information in any format *Provided further*, That the revolving fund shall not be used to administer any flexible or compressed work schedule which applies to any manager or supervisor in a position the grade or level of which is equal to or higher than GS-15 *Provided further*, That expenses for attendance at meetings shall not exceed \$75,000

DESCRIPTION OF MAJOR PROGRAMS

Three major programs financed through the GPO Revolving Fund are Printing and Binding Operations, Sales of Publications Operations, and Agency Distribution Services. Printing and Binding Operations encompasses the preparation of electronic databases of government publications and the procurement and production of printing, CD-ROM's and electronic formats. Over 75 percent of the value of these services is commercially procured. The Sales of Publications Program provides for the public sale, distribution, and access to Government publications. Under the Agency Distribution Services Program, GPO distributes publications to the public for Government agencies.

REDUCTIONS IN FACILITY ENERGY COSTS

As directed in House Report 104-212, GPO is initiating an energy conservation program to reduce facility energy costs. GPO has achieved substantial savings through the consolidation and closing of facilities over many years. In 1994, GPO relocated 350 employees from Union Center Plaza into main GPO, which eliminated 61,000 square feet of leased space. In 1995, GPO vacated 70,000 square feet of warehouse space in Springbelt, Virginia. GPO plans to close three Regional Printing Offices. Compliance with the Clean Air Act and the use of dryers on presses will tend to increase the consumption of natural gas. The greatest energy costs for GPO are electricity and steam heat. GPO's energy saving initiative includes turning off transformers and air conditioning units on weekends and utilizing high efficiency light fixtures. GPO is establishing a lighting replacement program and plans to upgrade to energy efficient lighting throughout the main complex. In the past, energy efficient lighting was used as replacement or renovation was necessary. Additionally, we will reevaluate the ambient temperatures of our facility and make appropriate adjustments. Such measures will enable GPO to maintain power costs at a relatively stable level to offset the cost impact of escalating utility rate increases. PEPCO increased government rates 3.8 percent in July 1995.

Schedule A

Revolving Fund
Printing & Binding Operations
By Object Class

CATEGORIES	FY 95		FY 96		FY 97		TOTAL CHANGES	
	ACTUAL		ESTIMATE		ESTIMATE		96/97	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program:	-	-	-	-	-	-	-	-
Printing & Binding Operations	3 356	783 902	3 165	817 334	3 030	820 311	(135)	2 977
2 Breakdown by Object Class								
11 Personnel Compensation	3 356	147 755	3 165	148 698	3 030	148 858	(135)	160
12 Personnel Benefits		28 490		28 251	-	28 520		269
21 Travel	-	253		311	---	292	---	(19)
22 Transportation of Things	---	2 792	---	3 035	--	3 122		87
23 Rent Communications and Utilities	-	11 128	-	11 374	--	11 055	-	(319)
24 Printing and Reproduction	-	532 100	-	552 289	---	554 007	-	1 718
25 Other Services		3 921	-	4 580		4 593		13
26 Supplies and Materials	-	51 275		61 485	--	60 722	--	(763)
31 Depreciation	--	6 188		7 311	-	9 142	-	1 831
Total Expenses	3 356	783 902	3 165	817 334	3 030	820 311	(135)	2 977

Schedule B

Revolving Fund
 Printing and Binding Operations
 Analysis of Change to Budget Base
 By Object Class

CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP MAINT	ALTS REPAIRS		
	DOLLARS		DOLLARS		DOLLARS		DOLLARS			DOLLARS	DOLLARS	
	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)	STAFF	(\$000)
1 Program												
Printing & Binding Operations	- -	7 179	-	18 679	---	0	(135)	(24 712)	---	1 831	(135)	2 977
2 Breakdown By Object Class												
11 Personnel Compensation	---	5 816	-	0	-	0	(135)	(5 656)	--	0	(135)	160
12 Personnel Benefits	-	1 363	---	0	---	0	---	(1 094)	---	0	---	269
21 Travel	--	0	--	16	---	0	-	(35)	-	0	--	(19)
22 Transportation of Things	- -	0	- -	87	--	0		0		0	- -	87
23 Rent Communications & Utilities	---	0	-	35	--	0	-	(354)	---	0	---	(319)
24 Printing and Reproduction	-	0	- -	16 761	---	0	- -	(15 043)	-	0	- -	1 718
25 Other Services	-	0	--	0	---	0	-	13	---	0	---	13
26 Supplies and Materials		0	--	1 780	-	0	-	(2 543)	---	0	- -	(763)
31 Depreciation	-	0	---	0	-	0	-	0	--	1 831	---	1 831
Total Expenses	- -	7 179	-	18 679	---	0	(135)	(24 712)	-	1 831	(135)	2 977

Schedule C

Revolving Fund
Printing & Binding Operations
Detailed Analysis of Change

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Estimated Expenses 1996		3 165	817 334
		=====	=====
		1997 ESTIMATE	
		STAFF	AMOUNT (\$000)
I Adjustments to Base			
A Mandatory Pay and Related Costs		---	7 179
1 Current Services Increase		---	5 679
2 Merit Increases/Promotions		---	1 500
B Price Level Changes		---	18 679
1 Travel		-	16
2 Transportation of Things		---	87
3 Telephone and Telegraph		---	28
4 Other Rentals		---	7
5 Printing and Reproduction		---	16 761
6 Paper and Materials Charged to Jackets		---	1 491
7 Supplies and Materials		---	289
C Program Type Changes		(135)	(22 881)
1 Legislation		---	0
2 Workload		(135)	(24 712)
a Staff Reduction		(135)	(6 750)
b Travel		-	(35)
c GSA Office Rent		---	(420)
d Commercial Office Space		---	(28)
e Rental of Software		---	154
f Utilities		---	(16)
g Printing and Reproduction		---	(15 043)
h Miscellaneous Services		---	(31)
i Paper/Materials Charged to Jackets		--	(1 898)
j Supplies and Materials		--	(645)
3 Equipment Alterations Repairs Etc		---	1 831
a Depreciation		---	1 831
II Net Increase\Decrease From 1996 Estimates		(135)	2 977
III Total Estimated Expenses 1997		3 030	820 311
		=====	=====

PRINTING AND BINDING OPERATIONS

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C		
=====		
A	MANDATORY CHANGES	Staff Amount (\$000)

1	Current Services Increase	- 5 679
	Annualized effect of current services increase	
	in FY 1996 and FY 1997	

2	Merit Increases/Promotions	--- 1 500
	Include within-grade increases promotions	
=====		
B	PRICE LEVEL CHANGES	

1	Travel	-- 16
	The increase of about 3 1% is for estimated	
	inflation in travel costs	

2	Transportation of Things	--- 87
	The increase of about 3 1% is for Bills of	
	Lading and other transportation costs	

3	Telephone and Telegraph	-- 28
	A price increase of about 3 1% is projected	

4	Other Rentals	-- 7
	A slight increase in parking facilities is	
	expected	

5	Printing and Reproduction	- 16 761
	Procured Printing Costs are estimated to	
	increase by about 3 1%	

6	Paper and Materials Charged to Jackets	--- 1 491
	Paper prices are expected to increase by	
	about 3 1%	

7	Supplies and Materials	- 289
	A price increase of about 3 1% is projected	

PRINTING AND BINDING OPERATIONS

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C - Continued		
C	PROGRAM TYPE CHANGES	Amount (\$000)
1	Legislation	0
2	Workload	
2a	Staff Reduction Reduction in cost-cutting related to retirement of employees	(135) (6 750)
2b	Travel A volume decrease is expected	(35)
2c	GSA Office Rent Effect of a proposed closure of printing plants in Chicago and New York Space rented from GSA	(420)
2d	Commercial Office Space Effect of proposed closure of printing plant in San Francisco Space rented commercially	(28)
2e	Rental of Software Increase due to installation of new mainframe	154
2f	Utilities Reduction due to the proposed closure of the San Francisco printing plant	(16)
2g	Printing and Reproduction Volume is expected to decrease by about 3%	(15 043)
2h	Miscellaneous Services A volume decrease is expected in repairs and maintenance tuition and registration etc	(31)

PRINTING AND BINDING OPERATIONS

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C Continued		
C	PROGRAM TYPE CHANGES	Staff Amount (\$000)
2	Workload	
2i	Paper and Materials Charged to Jackets To provide for a projected decrease in the In-House services provided to Congress	--- (1 898)
2j	Supplies and Materials The volume decrease of \$645 000 consists mainly of decreases for items such as software microcomputers and hardware and other miscellaneous items	-- (645)
3	Equipment Alterations Repairs Etc	
3a	Depreciation To provide for additional purchase of capital equipment	--- 1 831

Schedule D

Revolving Fund
 Printing and Binding Operations
 Summary of Estimated Expenses
 FY 1997 Budget Estimate

	CALCULATION OF BASE	

	STAFF	AMOUNT (\$000)
-----	-----	-----
Estimated Expenses 1996	3 165	817 334
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	7 179
Price Level Changes	--	18 679
Program Type Changes		
Legislation	---	0
Workload	(135)	(24 712)
Equipment Alterations Repairs Etc	---	1 831
-----	-----	-----
Total Proposed Changes	(135)	2 977
FY 1997 Budget Estimate	3 030	820 311

**VALUE OF IN-HOUSE AND COMMERCIAL PROCUREMENT
OF PRINTING AND BINDING**
(Dollar amounts in thousands)

Fiscal year	In-House ²	Procured ³	Percent Procured	Other Revenue ⁴	Total Printing and Binding Revenue
<hr/>					
1985	184,960	596,803	76 3	21,618	803,381
1986	185,481	562,933	75 2	19,991	768,405
1987	192,715	591,804	75 4	20,003	804,522
1988	205,489	648,296	75 9	21,541	875,326
1989	197,665	726,364	78 6	28,865	952,894
1990	203,839	634,611	75 7	25,554	864,004
1991	199,678	623,076	75 7	25,417	848,171
1992	202,972	629,184	75 6	20,852	853,008
1993	191,917	530,007	73 4	19,875	741,792
1994	179,687	526,772	74 5	20,314	726,773
1995	179,799	574,665	76 2	23,199	777,663
1996	193,590	596,600	75 5	27,144	817,334 ⁵
1997	194,867	598,400	75 4	27,044	820,311

² Includes Central and Regional in-house printing, including paper used in printing and binding

³ Includes commercially procured printing and binding, including paper furnished contractors

⁴ Includes sales of blank paper, waste, scrap, fixed assets, surplus inventory, employee payments for parking, and interest revenue

⁵ Fiscal years 1996 and 1997 are estimated

Schedule A

Revolving Fund
Sales of Publications Operations
By Object Class

CATEGORIES	FY 1995 ACTUAL		FY 1996 ESTIMATE		FY 1997 ESTIMATE		TOTAL CHANGES 1996/1997	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program								
Sale of Publications Operations	593	76,887	568	78,560	559	81,643	(9)	3,083
2 Breakdown by Object Class								
11 Personnel Compensation	593	17,772	568	17,671	559	18,296	(9)	625
12 Personnel Benefits	---	3,722	---	4,051	---	4,170	---	119
21 Travel	---	65	---	83	---	64	---	(19)
22 Transportation of Things	---	2,396	---	2,654	---	2,669	---	15
23 Rent, Communications, and Uti	---	15,255	---	14,889	---	14,942	---	53
24 Printing and Reproduction	---	25,480	---	24,288	---	24,976	---	688
25 Other Services	---	11,118	---	13,718	---	15,307	---	1,589
26 Supplies and Materials	---	1,079	---	1,206	---	1,219	---	13
Total Expenses	593	76,887	568	78,560	559	81,643	(9)	3,083

Schedule B

Revolving Fund
Sales of Publications Operations
Analysis of Change to Budget Base
By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP , ALTS , MAINT , REPAIRS			
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program												
Sales of Publications	---	1,080	---	1,383	---	---	(9)	(589)	---	1,209	(9)	3,083
2 Breakdown by Object Class												
11 Personnel Compensation	---	880	---	0	---	0	(9)	(255)	---	0	(9)	625
12 Personnel Benefits	---	200	---	0	---	0	---	(81)	---	0	---	119
21 Travel	---	0	---	2	---	0	---	(21)	---	0	---	(19)
22 Transportation of Things	---	0	---	80	---	0	---	(65)	---	0	---	15
23 Rent Communications, & Util	---	0	---	53	---	0	---	0	---	0	---	53
24 Printing and Reproduction	---	0	---	751	---	0	---	(63)	---	0	---	688
25 Other Services	---	0	---	460	---	0	---	(80)	---	1,209	---	1,589
26 Supplies and Materials	---	0	---	37	---	0	---	(24)	---	0	---	13
Total Expenses	---	1,080	---	1 383	---	0	(9)	(589)	---	1,209	(9)	3,083

Schedule C

Revolving Fund
Sales of Publications Operations
Total Estimated Expenses
Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Estimated Expenses 1996		568	78 560
		1997 Estimate	
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
A	Mandatory Pay and Related Costs	---	1 080
1	Current Services Increase	---	875
2	Merit Increases/Promotions	---	205
B	Price Level Changes	---	1 383
1	Travel	---	2
2	Transportation of Things	---	80
3	Rent Communications and Utilities	---	53
4	Cost of Pubs Sold & Surplus Pubs	---	751
5	Computer Service Charges	---	58
6	Miscellaneous Services	---	402
7	Supplies and Materials	---	37
C	Program Type Changes		
1	Legislation	---	0
2	Workload	(9)	(589)
a	Net Staff Level Decrease	(9)	(336)
b	Travel	---	(21)
c	Transportation of Things	---	(65)
d	Cost of Pubs Sold & Surplus Pubs	---	(63)
e	Miscellaneous Services	---	(80)
f	Supplies and Materials	---	(24)
3	Equipment Alterations Repairs Etc	---	1 209
a	Depreciation	---	1 209
II	Increase/(Decrease) From 1996 Est Exp	(9)	3 083
III	Total Estimated Expenses 1997	559	81 643

SALES OF PUBLICATIONS OPERATIONS

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C		
	Staff	Amount (\$000)
A MANDATORY CHANGES	---	1 080
1 Annualized effect of current services increase for FY 1997	---	875
2 Merit Increases/Promotions to be granted during FY 1997	---	205
B PRICE LEVEL CHANGES	Staff	Amount (\$000)
1 Items 1-7 A 3 1 % increase is projected	---	1,383
C PROGRAM TYPE CHANGES	Staff	Amount (\$000)
1 Legislation	---	0
2 Workload	(9)	(589)
2a Net Staff Level Decrease Net staff decrease is anticipated because of increased operational efficiencies	(9)	(336)
2b Other Small decreases are anticipated for Items b TO f	---	(253)
3 Equipment, Alterations, Repairs, Etc		1,209
3a Depreciation The additional depreciation is primarily attributable to the Intergrated Processing system anticipated to be operational by June 1996	---	1,209

Schedule D

Revolving Fund
Sales of Publications Operations
Summary of Estimated Expenses
FY 1997 Budget Estimate

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Estimated Expenses 1996	568	78 560
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	1 080
Price Level Changes	---	1 383
Program Type Changes		
Legislation	---	0
Workload	(9)	(589)
Equipment Alterations Repairs Etc	---	1 209
Total Proposed Changes	(9)	3 083
FY 1997 Estimated Expenses	559	81 643

Schedule A

Revolving Fund
Agency Distribution Service
By Object Class

CATEGORIES	FY 1995 ACTUAL		FY 1996 ESTIMATE		FY 1997 ESTIMATE		TOTAL CHANGES 1996/1997	
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program								
Agency Distribution Service	58	5,288	54	5,727	53	5,940	(1)	213
2 Breakdown by Object Class								
11 Personnel Compensation	58	1,603	54	1,560	53	1,596	(1)	36
12 Personnel Benefits	---	315	---	344	---	351	---	7
21 Travel	---	5	---	11	---	10	---	(1)
22 Transportation of Things	---	56	---	64	---	66	---	2
23 Rent, Communications, and Uti	---	2,376	---	2,432	---	2,442	---	10
24 Printing and Reproduction	---	84	---	104	---	107	---	3
25 Other Services	---	718	---	1,058	---	1,213	---	155
26 Supplies and Materials	---	131	---	154	---	155	---	1
Total Expenses	58	5,288	54	5,727	53	5,940	(1)	213

Schedule B

Revolving Fund
Agency Distribution Service
Analysis of Change to Budget Base
By Object Class

FY 1996/1997 CATEGORIES	MANDATORY PAY AND RELATED COSTS		PRICE LEVEL CHANGES		PROGRAM TYPE CHANGES						TOTAL CHANGES	
					LEGISLATION		WORKLOAD		EQUIP , ALTS , MAINT , REPAIRS			
	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)	STAFF	DOLLARS (\$000)
1 Program												
Agency Distribution Service	---	67	---	56	---	0	(1)	(33)	---	123	(1)	213
2 Breakdown by Object Class												
11 Personnel Compensation	---	56	---	0	---	0	(1)	(20)	---	0	(1)	36
12 Personnel Benefits	---	11	---	0	---	0	---	(4)	---	0	---	7
21 Travel	---	0	---	0	---	0	---	(1)	---	0	---	(1)
22 Transportation of Things	---	0	---	2	---	0	---	0	---	0	---	2
23 Rent Communications, & Util	---	0	---	10	---	0	---	0	---	0	---	10
24 Printing and Reproduction	---	0	---	3	---	0	---	0	---	0	---	3
25 Other Services	---	0	---	36	---	0	---	(4)	---	123	---	155
26 Supplies and Materials	---	0	---	5	---	0	---	(4)	---	0	---	1
Total Expenses	---	67	---	56	---	0	(1)	(33)	---	123	(1)	213

Schedule C

Revolving Fund
Agency Distribution Service
Total Estimated Expenses
Detailed Analysis of Changes

		CALCULATION OF BASE	
		STAFF	AMOUNT (\$000)
Estimated Expenses 1996		54	5 727
		1997 Estimate	
		STAFF	AMOUNT (\$000)
I	Adjustments to Base		
A	Mandatory Pay and Related Costs	---	67
1	Current Services Increase	---	56
2	Merit Increases/Promotions	---	11
B	Price Level Changes	---	56
1	Transportation of Things	---	2
2	Rent Communications and Utilities	---	10
3	Printing and Reproduction	---	3
4	Computer Service Charges	---	1
5	Miscellaneous Services	---	35
6	Supplies and Materials	---	5
C	Program Type Changes		
1	Legislation	---	0
2	Workload	(1)	(33)
a	Net Staff Level Decrease	(1)	(24)
b	Computer Service Charges	---	(1)
c	Miscellaneous Services	---	(4)
d	Supplies and Materials	---	(4)
3	Equipment Alterations Repairs Etc	---	123
a	Depreciation	---	123
II	Increase/(Decrease) From 1996 Estimated Ex	(1)	213
III	Total Estimated Expenses 1997	53	5 940

AGENCY DISTRIBUTION SERVICE

EXPLANATION OF CHANGES SHOWN ON SCHEDULE C		
	Staff	Amount (\$000)
A MANDATORY CHANGES	---	67
1 Annualized effect of current services increase for FY 1997	---	56
2 Merit Increases/Promotions to be granted during FY 1997	---	11
B PRICE LEVEL CHANGES	Staff	Amount (\$000)
1 Items 1-6 A 3 1 % increase is projected	---	56
C PROGRAM TYPE CHANGES	Staff	Amount (\$000)
1 Legislation	---	0
2 Workload	(1)	(33)
2a Net Staff Level Decrease Net staff decrease is anticipated because of increased operational efficiencies	(1)	(24)
2b Other Small decreases are anticipated for computer services, supplies and materials and misc services	---	(9)
3 Equipment Alterations, Repairs, Etc		123
3a Depreciation The additional depreciation is primarily attributable to the Intergrated Processing system anticipated to be operational by June 1996	---	123

Schedule D

Revolving Fund
Agency Distribution Service
Summary of Estimated Expenses
FY 1997 Budget Estimate

	CALCULATION OF BASE	
	STAFF	AMOUNT (\$000)
Estimated Expenses 1996	54	5 727
Proposed Changes for FY 1997		
Mandatory Pay and Related Costs	---	67
Price Level Changes	---	56
Program Type Changes		
Legislation	---	0
Workload	(1)	(33)
Equipment Alterations Repairs Etc	---	123
Total Proposed Changes	(1)	213
FY 1997 Estimated Expenses	53	5 940

5

Financial & Other Statistics

GOVERNMENT PRINTING OFFICE
PERSONNEL STATISTICS

GPO programs are supported by various GPO organizations. Human resources can be viewed from either an organizational structure perspective or from a program perspective. GPO's primary organizational areas are Executive Offices, Administration, Procurement Services, Production Services, Customer Services, and Superintendent of Documents. GPO's primary programs are Printing and Binding Operations, Sales of Publications, Agency Distribution Services, and programs funded by the Salaries and Expenses (S&E) Appropriation. On-board statistics are relevant only to GPO's organizational structure. Full-time equivalent (FTE) data is prepared for each organization and is distributed by program according to various program distribution allocations in order to calculate FTE data by program. FTE levels are generally below on-board levels because of employees on leave without pay and employees on part-time or intermittent schedules.

Human resources are the most important GPO assets. They represent the largest portion of controllable cost, and are the single most significant factor in generating revenue and providing GPO's products and services to customers. Total FTE levels declined by 1,126, or 21.4 percent, over the 9-year period from 1986 to 1995. A voluntary separation incentive program was implemented in the first quarter of FY 94, which resulted in 357 separations. An early out retirement offer was made in the last quarter of FY 95, resulting in 91 retirements. Additional early out retirement offers are planned for FY 96. Total funded FTE levels are projected to decline by an additional 379, or 9.2 percent, from FY 95 to FY 97.

SUMMARY OF EMPLOYEES BY TYPE OF WORK AS OF SEPTEMBER 30

	1992	1993	1994	1995
White collar workers including administrative professional technical and clerical	2 371	2 292	2 088	1 975
Blue collar workers				
Journeyman craftsmen				
Printers	449	423	379	333
Bookbinders	121	119	102	94
Cylinder pressmen	15	15	19	15
Offset photographers	13	13	13	12
Offset platemaker strippers	57	53	48	44
Offset pressmen	54	56	42	42
Offset strippers	98	97	84	74
Subtotal	807	776	687	614
OIRM Telecom Install/Repair	2	-	--	-
Engineering service craftsmen	136	143	135	130
Total journeyman craftsmen	945	919	822	744
Trainees	89	72	63	65
Printing plant workers	1 032	1 001	916	894
Bindery workers	59	56	43	36
Federal wage system	92	81	72	61
Premium rates	343	328	287	281
Under journeyman	34	36	34	35
Total blue collar workers	2 594	2 493	2 237	2 116
Total employees	4 965	4 785	4 325	4 091

SUMMARY OF EMPLOYEES BY ORGANIZATION

Executive Offices	109	102	99	97
Office of Administration	877	843	784	739
Procurement Services				
Central Procurement	224	213	197	180
Regional Printing and Procurement	353	336	296	288
Materials Management Service	194	190	177	169
Quality Control and Technical Dept	37	36	34	32
Production Services				
Production Department	1 979	1 921	1 701	1 613
Customer Services	245	232	218	208
Superintendent of Documents	947	912	819	765
Grand total	4 965	4 785	4 325	4 091

**GOVERNMENT PRINTING OFFICE
FULL-TIME EQUIVALENT BUDGET**

Program				Change in FTE's	
	FY95	FY96	FY97	FY95-FY96	FY96-97
P&B Opns	3,356	3,165	3,030	-191	-135
Sales	593	568	559	-25	-9
Agency Dist	58	54	53	-4	-1
Rev Fund	4,007	3,787	3,642	-220	-145
By-Law	3	3	2	0	-1
Cat & Ind	37	29	28	-8	-1
Dep Lib	80	79	76	-1	-3
Int Exch	2	2	2	0	0
S&E	122	113	108	-9	-5
Total	4,129	3,900	3,750	-229	-150
Unfunded	164	0	0	-164	0
Authorized*	4,293	3,900	3,750	-393	-150

*Note In FY96, FTE's are restricted to 3,800 by the end of the year

**EMPLOYEES ON BOARD AS OF SEPT 30
AND FTE'S FOR FISCAL YEAR**

FY			Increase/Decrease	
	FTE's	On Board	FTE's	On Board
1986	5,255	5,300		
1987	5,097	5,176	-158	-124
1988	5,078	5,156	-19	-20
1989	5,003	5,080	-75	-76
1990	4,947	5,049	-56	-31
1991	4,848	4,931	-99	-118
1992	4,830	4,965	-18	34
1993	4,761	4,785	-69	-180
1994	4,364	4,325	-397	-460
1995	4,129	4,091	-235	-234

GOVERNMENT PRINTING OFFICE
ADMINISTRATIVE EXPENSES
(in thousands of dollars)

	BASE YEAR FY 93	FY 96 ESTIMATE	FY 97 ESTIMATE
Calculation of Administrative Expenses			
Object class 20 Series	719,993	809,944	815,457
Less			
Rental Expenses	57	64	64
Programmatic, Mission-Essential Expenses	99,448	106,933	107,304
Reimbursable Expenses	618,850	701,046	706,103
Savings in Other Object Classes		278	405
Administrative Expenses	1,638	1,623	1,581
Calculation of Maximum Administrative Expenses			
Base Year (FY 93) Expenses		1,638	1,638
Adjusted for Inflation		145	200
Adjusted Base Year Expenses		1,783	1,838
Required Reduction		160	257
Maximum Administrative Expenses		1,623	1,581

6

Transition Plan



The Electronic Federal Depository Library Program:

Transition Plan, FY 1996 - FY 1998

U S Government Printing Office
Superintendent of Documents
Library Programs Service

December 14, 1995

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Basic Assumptions for the Transition to an Electronic FDLP

1 Based on our direction from Congress, we expect that nearly all of the information provided through the Federal Depository Library Program (FDLP) will be electronic by the end of fiscal year 1998

2 Typically, the information provided through the FDLP will be electronic, with the exception of a few select titles which must be available in paper as well as electronically

3 The costs of the transition to the electronic FDLP will be funded by reducing the distribution of paper and microfiche

4 In an electronic FDLP, the responsibility for ensuring long-term access shifts from the depository libraries to the Superintendent of Documents (SOD) In the electronic FDLP, connections to electronic access services operated under the authority of the SOD replace the geographically-dispersed collections of books and microfiche

This implies new and different tasks and expenses To provide long-term access to data, SOD assumes such costs as data preparation for mounting, maintenance, storage, and ongoing costs to minimize deterioration and assure technological currency

5 The GPO Access services (on-line service, storage facility, locator service, and bulletin board) will be the foundation for providing electronic access to Federal information for the FDLP

6 Direct, no-fee access to Government information will be provided to the public by the GPO Access services as a function of the FDLP, and be funded by the Program

7 SOD will coordinate with other agencies for depository library access to their electronic data In the case of some agency databases which must be sold to be self-sustaining, the FDLP may not necessarily provide for direct, no-charge public access However, depository libraries will be able to provide public access to these databases, either on-site, or by connecting through a gateway

8 Some depositories need assistance in order to serve the public in an electronic FDLP environment SOD will request funding for "technology grants" sufficient to assure at least one electronically-capable depository in each Congressional district

9 Priority in this transition will be given to electronic access to materials already in the FDLP, with highest priority on high-demand titles Current electronic information not presently in the FDLP will be given the next priority, with retrospective data receiving the lowest priority

10 This transition will require certain legislative changes

11 Accomplishing this transition by the end of FY 1998 will require funding of the Superintendent of Documents Salaries and Expenses Appropriation at approximately the FY 1996 level

Superintendent of Documents

Policy Statement

Effective Date _____

No _____
SUPERSEDES

No 13

Dated 8/21/81

Subject: Electronic Information Access and Dissemination Services of the Federal Depository Library Program (FDLP)

I **Policy.**

The FDLP will rapidly shift to a more electronically based program. In this regard, Federal information which has been provided to depository libraries in paper and microfiche formats will be available instead via remote electronic access or will be disseminated in a physical electronic format for local access at a depository library. This shift will occur through a transition as Federal agencies in all three branches of Government increasingly originate and publish their information electronically. Also, information provided to the Superintendent of Documents (SOD) in a non-electronic format may be converted to achieve cost-effective access that is appropriate to both the type of information and the needs of users. Access to electronic information will be available through the FDLP at no charge to depository libraries or to the public. However, depository libraries will be responsible for the startup and maintenance costs associated with equipment and Internet connectivity required to provide access to information in electronic formats.

Electronic information under the custody of the SOD will be maintained for access as long as usage warrants. SOD will seek to improve access to information in electronic formats by defining a life cycle beginning with the original document as an electronic file and ending with archiving in appropriate formats. SOD will coordinate with the National Archives and Records Administration (NARA) to offer electronic information which no longer warrants maintaining at SOD sites for the FDLP to NARA. However, transfer to NARA for permanent preservation is the legal responsibility of the originating agency.

The SOD and depository libraries must remain current as technologies evolve in order to continue to provide greatest access to Federal information for the public.

This policy is in accordance with the intent of Congress as expressed in The Legislative Branch Appropriations Act of 1996 (Senate Report 104-114, House Report 104-141, and House Report 104-212) and with the information dissemination objectives codified in Title 44, U S Code. Additionally, the Office of Management and Budget in OMB Circular A-130, paragraph 8 (6) (h) encourages agencies to "provide electronic information dissemination products to the Government Printing Office for distribution to depository libraries "

II Scope

This policy pertains to all U S Government electronic information products and services, except for those required for official or administrative use only, or those which are classified. It pertains to all libraries designated as Federal depositories under Title 44, U S C

III Application

- A SOD will work with Federal agencies to assure that electronic information encompassed in the scope of this policy is available to the public through the FDLRP

Generally, Federal electronic information will be available through the FDLRP in the following modes

- 1 Via physical copies of electronic products disseminated to depository libraries. These products will include CD-ROMs and diskettes
- 2 Via Internet or dial-up connections to sites operated under the authority of the SOD or another Federal agency

a Sites may include those with selective housing arrangements operated under the authority of the SOD, as well as non-government sites acting as agents of other Federal agencies

b Access at SOD sites ^{that} will be provided in the most cost-effective manner based on the level of usage of the information

- 3 Via "Gateway Libraries," which provide off-site access to electronic information at SOD and other Federal sites at no charge through depository library computer systems or those

of partner networks in their areas

- B SOD will provide capabilities to assist depository libraries and the public in locating and using electronic information available at sites operated by another Federal agency or its agent

SOD will provide for long-term access to electronic information at sites under its authority and will establish processes that minimize deterioration and assure technological currency

- 1 When a Federal agency charges for its electronic services, every effort will be made to establish an arrangement whereby access will be provided at no charge to depository libraries
- 2 When a Federal agency publishes via the Internet and provides public access at no charge, information encompassed under the scope of this policy will be identified and made available through SOD Pathway services, which will describe, and dynamically link users to the information Pathway services will be developed using open systems standards and will be compatible with the Government Information Locator Service (GILS)
- 3 When it is determined that an agency no longer intends to provide access at its site, SOD will coordinate with the agency to acquire the information and take steps necessary to make it available for long term access through the FDLP

- C Depository libraries are expected to

- 1 Provide no-fee public access to information identified in SOD Pathway services as well as to information made available directly through the FDLP
- 2 Offer users access to work stations with a graphical user interface, CD-ROM capability, Internet connections, and the ability to access, download, and print extensive documents These capabilities are in accordance with the revised "Recommended Minimum Technical Guidelines" published in the January 15, 1995 issue of Administrative Notes These or updated capabilities will become requirements for all depository libraries in 1996

- D The Director, Library Programs Service, is responsible for implementing the policies and applications described above
- E Exceptions to this policy must be authorized by the Director, Library Programs Service or his/her authorized designee

References

Senate Report 104-114, 104th Congress

House Report 104-141, 104th Congress

House Report 104-212, 104th Congress

OMB Circular A-130

P L 104-13, Paperwork Reduction Act of 1995

Administrative Notes, January 15, 1995

Administrative Notes, February 15, 1995

Transition Plan for the Electronic Federal Depository Library Program

Overview

This plan, which is based on the Superintendent of Documents Policy Statement, Subject Electronic Information Access and Dissemination Services of the Federal Depository Library Program (FDLP), is intended to achieve the goal of changing the FDLP to a predominantly electronic program by the end of FY 1998. This plan addresses significant changes for the Government Printing Office (GPO). The transition also entails significant changes for the nation's nearly 1,400 depository libraries.

During this transition the FDLP, which is managed by the Library Programs Service (LPS) in the Office of the Superintendent of Documents (SOD), will move rapidly to an electronic service environment, in which official Government information is accessible to the public directly or through depository libraries from on-line¹ services operated under authority of the SOD. Electronic information will be accessible at SOD sites, from other Government agencies, or from institutions acting as agents for the Government. Some information will be distributed as tangible electronic products, such as CD-ROMs or diskettes.

This electronic FDLP model replaces the geographically-dispersed collections of books and microfiche with connections to a number of on-line electronic services operated under authority of the SOD. The responsibility for ensuring long-term access shifts from the libraries to the SOD. This change will bring a new mix of tasks and expenses for GPO. To provide long-term access to data in SOD facilities, the SOD assumes such costs as data preparation for mounting, maintenance, storage, and ongoing costs to minimize deterioration and assure technological currency. The SOD will work with the National Archives and Records Administration (NARA) to ensure that electronic information which no longer has sufficient usage to warrant maintaining it at a SOD site for the FDLP is permanently preserved.

Other expenses, especially those associated with acquiring and shipping physical printed products, will decline. LPS

¹ "On-line," in this plan, is used in the generic sense of information accessible electronically over the Internet, or any successor network, without regard for the storage media which holds the data, or the searching mechanisms employed to access it.

anticipates off-setting cost savings in such areas as postage and shipping costs, printing of depository copies, microfiche contracts, and space charges

To effectively accomplish this transition by the end of FY 1998, technical implementation assistance is required. A statement of work for contractor support in FY 1996 has been developed and is included with this plan.

Information Formats in the Electronic FDLDP

Depository information will be available in two basic types that which is accessible on computer from an SOD or agency site, and that which is disseminated in a physical format. For the overall program, electronic access will replace physical dissemination. Information provided through the FDLDP will consist of the following:

- Access Services

- on-line electronic information, from SOD or agency sites, delivered to the user via computer. Self-service on-line information will also be available directly to the public at no charge.

- Dissemination of Physical Products

- CD-ROMs or other electronic deliverables which, when used at local sites, provide information to the user via computer.

- print information in microfiche format, replicated by LPS when the originating agency supplies microfiche masters,

- print information in paper format for the select group of core titles which are essential to informing the public about the activities of the Government.

In virtually every case, no-charge public use of these physical products will be at or through depository libraries. Should members of the public wish to obtain their own copies they must purchase them as they do at the present.

Role of the GPO Access Service

The GPO Access service, with its components of the on-line interactive service, the storage facility, the locator services, and the bulletin board, is the foundation which will support the transition from product dissemination to electronic access. A set of general information processing and system requirements has been developed and is included with this plan.

Managing the Transition: Existing Materials

During the transition to a more electronic FDLDP, LPS' focus will be on providing electronic access to material which is already in the Program in paper or microfiche. Highest priority will be providing high-demand information electronically. Current electronic information not presently in the FDLDP will be given the next priority, with retrospective data receiving the lowest priority.

In compliance with the administrative provisions contained in Section 210 of House Report 104-212, LPS will process and make available information received in the various formats as follows:

- Electronic Receipts
 - when agencies produce CD-ROMs (or other electronic deliverables) through GPO, LPS will ride for depository copies and ship them to the selecting libraries
 - when agencies provide LPS with an electronic source data file, it will be prepared for mounting, loaded to a SOD facility, and made available via the Internet
- Paper Receipts
 - a limited set of core titles, deemed to be essential to an informed electorate, will be available through and funded by the FDLDP as long as the originating agency publishes in paper
 - if for other paper titles the originating agency requires distribution in paper, that agency must bear the cost of printing and reproduction of the depository copies
 - other individual paper titles, including many of those previously converted to microfiche, will be converted to an

SOD-specified format for electronic access via the Internet

- publications issued in series or as periodicals will be identified and the originating agency will be contacted to obtain equivalent electronic files. However, an electronic version will not replace the paper until LPS is able to obtain a dependable, on-going flow of equivalent electronic source data files from the originating agency

- Microfiche

- when agencies supply LPS with master microfiche, the master will be replicated and copies distributed to depository libraries

- publications issued in series or as periodicals will be identified and the originating agency will be contacted to obtain equivalent electronic files. However, an electronic version will not replace the microfiche until LPS is able to obtain a dependable, on-going flow of equivalent electronic source data files from the originating agency

- Maps

- due to the unique physical and information characteristics of maps and charts, LPS will make cartographic products available to depositories in the format in which they were issued by the originating agencies. LPS will contact the originating agency to identify an on-line electronic source for this information to which we can point depository users

Managing the Transition: Information Not Previously in the FDLP

The FDLP is not funded to obtain retrospective files of information not previously in the Program, regardless of the format of that information. When Government information not previously available through the FDLP becomes available, LPS' approach will be to begin with current information and move forward. Access to retrospective electronic information will be a low priority for the FDLP unless depository access can be arranged by pointing to an agency electronic resource, such as a Web site.

SOD expects to encounter opportunities to coordinate with other agencies for depository library access to their on-line data. We

will propose that these agencies provide unrestricted, no-fee access for depository libraries. However, when no such agreement can be reached, SOD may, funds permitting, reimburse the originating agency for depository access to their on-line service. In such scenarios SOD will not be funding direct, no-charge public access, although depositories may serve the public via gateways, if permitted under the agreement with the agency.

The Office of Electronic Information Dissemination Services (EIDS), in coordination with LPS, will have primary responsibility for obtaining new material in electronic formats for the FDLP. GPO will maintain mechanisms to charge agencies for making their electronic information available on GPO Access, if that information does not meet the criteria expressed in this transition plan.

Eliminating Duplication

The transition to an electronic FDLP is planned to occur without major increases in appropriations. The funding source for the transition to electronics will be the cost savings which accrue to SOD from phasing out paper or microfiche versions of information which is available through the FDLP electronically. Redundant dissemination of content in different formats, e.g. paper and microfiche, or microfiche and electronic, or CD-ROM and on-line, will be eliminated due to the limited availability of funds. Once the transition to an electronic FDLP is complete, only the "core" paper titles will represent potential duplicate distribution, as their content may also be available electronically.

Cost savings in the FDLP will support no-charge use of the GPO Access services for depository libraries and the general public. FDLP costs will shift from printing, microfiche conversion and reproduction, and shipping and handling to other costs and work associated with administering an electronic information access activity.

Legal Changes Which Support the Transition

The Depository Library Program is rapidly shifting to an electronically based program. Government information which has been provided to depository libraries in paper and microfiche formats will be available instead via remote electronic access or will be disseminated in a physical electronic format for local

access at a depository library To effectively accomplish this transition by FY 1998 and assure the long term accessibility of Government information falling under the purview of Chapter 19 (Depository Library Program), Title 44, United States Code, this Chapter should be amended to add the following new provisions

New Section (1917) Components of the Government publishing information dissemination products falling under the purview of Section 1902 of this Chapter shall provide the Superintendent of Documents with electronic source data files of those products at the time of publication

New Section (1918) Publishing components shall notify the Superintendent of Documents at such time as they initiate, substantially modify, or terminate an electronic information dissemination product or service

New Section (1919) Publishing components shall notify the Superintendent of Documents of their intent to initiate an electronic information dissemination product or service Those components shall further authorize the Superintendent of Documents to either obtain, on an incremental cost basis, copies of such products which are produced or procured elsewhere than through the Government Printing Office, or, establish an agreement with the Superintendent of Documents whereby the Superintendent of Documents will reimburse the publishing component the incremental costs associated with depository library usage of the information service

New Section (1920) The Public Printer will issue guidelines for components of the Government to implement Sections 1917, 1918, and 1919 of this chapter Components that fail to comply with these guidelines and Sections 1917, 1918, and 1919 of this chapter shall bear the full cost of producing copies of products necessary for depository libraries as may be required pursuant to the provisions of this chapter and will provide such copies to the Superintendent of Documents for distribution

New Section (1921) Definitions

As used in this chapter--

- (1) The term "publishing component" means an agency of the Federal Government which makes its information dissemination products or services available for public use or access

(2) The term "information dissemination product" means a Government publication as defined in Section 1901 of this Chapter, including any book, paper, map, machine-readable data recorded on a physical substrate, audiovisual production, or other documentary material, regardless of other characteristics

(3) The term "information dissemination service" means any information which falls under the purview of Section 1902 of this Chapter which is available to the public electronically from a Federal computer facility or site

(4) The term "electronic source data files" means the digital information used to produce a Government information dissemination product, as defined in this Section

(5) The term "on-line public access" means that information is made accessible electronically over the Internet, or any successor network, without regard for the storage media which holds the data, or the searching mechanisms employed to access it

Future of the In-House Distribution Operation

As the distribution of physical items declines, LPS will reach the point where it is no longer cost-effective to maintain an in-house distribution capability. The current LPS distribution system, using the Lighted Bin System, relies upon economies of scale for cost-effectiveness. SOD will carefully analyze the costs of Lighted Bin System maintenance, distribution staffing, space requirements, overhead, etc., to determine the break-even point. Once that point is identified and reached, LPS will discontinue the in-house distribution operation, and move entirely to contractual shipping arrangements for the few remaining physical items in the FDLP.

Needed personnel will be retrained for new roles in the electronic FDLP. During the transition period, positions which become vacant through attrition will generally remain unfilled. If determined to be critical, a vacancy will be filled through a temporary appointment.

Strengthening the Depository Library System

GPO will take the initiative to reshape its relationship with depository libraries and librarians in order to strengthen the depository library system and to advance the goal of better serving the public

In an increasingly electronic environment, GPO intends to take an expanded role in the provision of support services for depository libraries and librarians. These system support services will better prepare depositories to serve as intermediaries providing direct services to end users. Expanded services to libraries include, but are not limited to, locator services, user support, training, and documentation. The SOD will provide training and user support for depository libraries for the GPO Access services. In those cases where we point to electronic services provided by another agency we will seek arrangements with the originating agency to provide user support for depository libraries.

Depository Library Service Expectations

The planned rapid transition to an electronic FDLP will pose a significant challenge to depository libraries. Some depository libraries will have to accelerate their plans to obtain public access computer work stations, and deal with the demand for local printing and downloading. Depository librarians will do their best to balance the needs to serve the computer have-nots in our society, while preserving and providing access to the historical Government information contained in their pre-electronic documents collections.

Depository libraries are expected to provide access to electronic information identified in SOD Pathway services as well as information made available directly through the FDLP at no charge to the public. Fulfilling this expectation requires depository libraries to offer users access to work stations with a graphical user interface, CD-ROM capability, Internet connections, and the ability to access, download, and print extensive documents. However, depository libraries may charge users to recover the cost of printing information accessed electronically.

These electronic capabilities are in accordance with the revised "Recommended Minimum Technical Guidelines" published in the January 15, 1995 issue of the Administrative Notes newsletter. Following the advice of the Depository Library Council to the

Public Printer, these or updated capabilities will become requirements for all depository libraries in 1996. Depository libraries are responsible for the startup and maintenance costs associated with equipment and Internet connectivity required to provide access to Federal Government information in electronic formats.

Technology Grants

It is clear that some depositories lack the resources to acquire the requisite computer or telecommunications resources necessary to adequately serve the public in the electronic FDLRP. Based on a preliminary analysis of the responses to the 1995 Biennial Survey of depository libraries, 25% of the depositories do not have public access work stations connected to the Internet. Many of these libraries are planning to offer public Internet access within two years, but over 12% (164 of 1,347 responding libraries) have no plans to provide Internet access to the public. The lack of public Internet access in depository libraries is a critical missing "last mile" in making Government information available electronically.

GPO intends to expend up to \$500,000 in FY 1997 for "technology grants" to depository libraries. The technology grants are intended to ensure reasonable public access and proximity to at least one electronically-capable depository in every Congressional district². These grants, at up to \$25,000 each, are to be used for public access work stations and Internet connections in depository libraries. This one-time financial assistance will enable libraries to achieve a minimum level of capability to serve the public with on-line electronic Government information. In order to be eligible for a technology grant, the depository library must demonstrate need and stipulate that no other funding source is available for this purpose.

Training Efforts and Regional Librarians' Conference

SOD intends to devote additional resources to promoting training and continuing education opportunities for depository librarians,

² Based on preliminary returns from the 1995 Biennial Survey of depositories, LPS estimates that there are 11 Congressional districts in which no existing depository offers public Internet access. In addition, there are 22 other Congressional districts in which there is no depository library.

to raise the level of knowledge and skills with electronic information resources. This approach will guide the development of future "Federal Depository Conferences" as we will provide hands-on training in the use of the GPO Access on-line services, and facilitate training on other agencies' systems.

GPO will take a leadership role in arranging workshops to inform agencies about issues and concerns in developing Government information products and services suitable for use by the depository libraries and the general public.

There is potential for leadership growth among the 53 regional depository libraries. Closer cultivation and coordination with the regional depository libraries and their directors should lead to a greater ability to rely upon the regional librarians as field coordinators for the FDLDP. To this end, GPO is requesting that the statutory limitation on S&E travel be raised by \$20,000 to \$150,000 in FY 1997. We propose to bring the regional librarians together for a one-time conference, at SOD expense, for training, discussion of state planning initiatives, and a clarification of the regionals' role in the administration of the technology grants.

New Focus for the Inspection Program

The depository library inspection program will be redesigned, so that the resources devoted to periodic inspections can be reallocated to FDLDP system support and services to depository libraries. Over the last eight years, 95% of the depository libraries inspected have been found in compliance with the requirements of the FDLDP. Now that the depository library self-study has been adopted as an evaluation tool for use by the libraries, LPS intends that the basis for inspections will be that specified in 44 U.S.C. 1909, which states that "the Superintendent of Documents shall make firsthand investigation of conditions [in depository libraries] *for which need is indicated*" (emphasis added).

LPS will concentrate on site compliance inspections of those libraries which submit unsatisfactory self-studies, have major changes in staffing or facilities, have prior records of non-compliance, or if complaints are received from the public concerning depository library services. The LPS Depository Services Staff (DSS) will also be available to visit, consult with, and assist a depository library upon request. This change will permit the DSS resources to be reallocated to providing

assistance to libraries during the transition to a more electronic FDLP

Promoting GPO Access to Public Libraries

In an electronic environment, the FDLP will no longer be an exclusive source of free Government information to libraries. Other incentives to increase library participation need to be identified and explored. As previously indicated, LPS is planning an expanded program of training and other assistance to depository librarians, and technology grants to assist depository libraries. Another approach is to promote the FDLP electronic services to libraries which already have service to the public as their primary mission. In an electronic environment, the incremental cost of serving additional libraries or members of the public is minimal. LPS proposes a program of outreach to public libraries, in order to encourage them to become adjunct public service outlets for electronic Government information. This expansion could be accomplished at low cost, while significantly expanding GPO's ability to serve the public. To facilitate this outreach, LPS will attend and make demonstrations and presentations to the Public Library Association (PLA) conferences. Additionally, we will expand our outreach to state library associations.

Cataloging and Indexing Program

The GPO cataloging program will also change significantly. We will continue to catalog information that we hold, whether in a physical format or an electronic file in a SOD facility. Our Pathway service will index and point users to the content of other Government information resources on the Internet. We will also use, and when appropriate, create, Pathway GILS records designed to assist FDLP users.

Locator Services, including Pathway services, GILS, and the Web Monthly Catalog data application are critical to locating desired information in an on-line environment. The Cataloging and Indexing Program, which has a broad legal mandate under Sections 1710 and 1711 of Title 44, U.S.C., will not decline precipitously with the near elimination of tangible products from the FDLP. As long as the originating agencies publish tangible products, LPS is required to catalog them, even though they may no longer be included in the FDLP. Although the volume of cataloging work may decline as agencies cut back on their paper publications, the

complexity and importance of cataloging services at the SOD electronic sites will increase

GPO, in cooperation with the other cataloging agencies, will attempt to consistently utilize existing mechanisms for including in cataloging records information identifying Government publications available at Internet/World Wide Web sites. As Government publications are discontinued in paper and microfiche format and replaced with electronic versions, library patrons are asking for electronic versions of government documents. For depository libraries to be able to continue to provide access to these publications, it is imperative that electronic location and access information be included in cataloging records so that locations are readily known.

The cataloging of electronic resources is a major topic of discussion among national cataloging standards organizations. Through its participation in cooperative cataloging efforts, GPO will work with other institutions to implement a consistent methodology to provide the necessary linking information for titles converted from paper or microfiche to an electronic format. Ideally, such linkages will direct users forward to the new electronic edition and backwards to the paper/fiche.

GPO's Superintendent of Documents classification system is another major element of the Cataloging and Indexing Program. By assigning these unique identifiers to physical items, GPO has enabled libraries to shelve and provide access to their physical collections. However, such requirements are no longer valid when working with intangible electronic data. GPO expects that the application of the classification system will be substantially reduced as the number of physical products in the FDLDP declines. The "locating" function of the traditional classification system will be replaced by including the URL (Uniform Resource Locator) data element in our records.

Transition Chronology

In general, the transition to the electronic FDLF will entail the following activities

For the remainder of FY 1996, LPS will concentrate transition activities on materials under our control We will

- Begin elimination of duplication by offering only an electronic format except for core paper titles
- Develop initial standards for the format(s) of data to be mounted on the GPO Access service
- Obtain contractual technical implementation assistance to accomplish the transition
- Establish one or more contracts to scan monographs which would have been distributed in paper or microfiche
- Encourage agencies to provide SOD with electronic source files, particularly for serials or series publications
- Develop guidelines for technology grants
- Inform the depository library community about the transition plan

In FY 1997, assuming that the law has been changed to require agencies to provide electronic source files, we will

- Continue scanning monographs until source files begin coming to us
- Concentrate on obtaining source files for serials/series titles
- Begin to phase out scanning
- Initiate the "needs-based" technology grants to depositories

By the end of FY 1998, most FDLF information should be received from the originating agencies as electronic source files SOD plans to terminate the technology grants effort

FDLP System Requirements for Electronic Access

General Requirements

Electronic information for the FDLP will be prepared for inclusion in the GPO Access service in two basic ways scanning print format products, and from agency-supplied electronic source data files

SOD requires the capability to scan/accept scanned information and mount it on our system This will pertain primarily to monographs which would have been distributed in paper or microfiche format Serial or series publications will be maintained in their present format until a dependable, ongoing supply of electronic source files is assured Scanning will be a short-term, transitional requirement assuming that the law is changed beginning in FY 1997 to require agencies to provide SOD with their electronic source files However, even during the transition period, the SOD scanning requirements could be extensive LPS estimates that, beginning in FY 1996, and continuing through FY 1997, from 25,000 up to 40,000 titles (potentially 3 to 4 million pages) will need to be scanned and mounted on the system

When agencies supply electronic files in a variety of formats, we require the capability to accept the various file formats, and to take whatever steps are necessary to mount them on our system In order to gain the widest cooperation from agencies, we anticipate accepting data in whatever file format the agency offers

As an incentive for agencies to provide their data, SOD will not dictate a file format to the agencies However, based on a preliminary analysis, standard data formats for the GPO Access services are expected, in the near term, to be ASCII and Adobe PDF (Portable Document Format) In order to fully implement the use of the Open Text (GPO Access Phase II) software, SGML formatted files are required

System Requirements

For FDLP information accessed electronically the system **must**

- be capable of linking multiple users to multiple sites
- Since FDLP users include depository libraries and the public

at large, the system should have sufficient capacity to support an expanding base of users connecting via Internet, telnet, or modem. Because of resource limitations on our system, users who connect by telnet or modem will be able to use the SOD sites, and will be provided with information to enable them to connect to those sites.

- as long as technologically current, our primary focus will be on the GPO World Wide Web site as the point of entry, or front end, for all of the electronic services of the FDLP

- support a full range of users, i.e., both depository librarians and the general public, including persons who have less than state-of-the-art computer resources. The system must employ appropriate technologies, such as SWAIS, to comply with the Americans with Disabilities Act

- support Pathway services, which will utilize Web indexer technology to assist users in locating and connecting to Government information on the Internet

- provide daily database updates and indexing, including a means to let users know what is new on the system

- provide the means to authenticate that Government information delivered from SOD sites is official

- be in full compliance with ANSI Z39.50. Developing a client/server system will facilitate multiple standard user interfaces and reduce the burden on users to learn numerous different interfaces. The use of applications which require customized or non-standard clients should be minimized.

- to the greatest extent practical, offer full-text searching of the electronic files offered on GPO Access. However, for publications which are highly graphics intensive, it is sufficient to provide nonsearchable image files.

- have a system design which minimizes life-cycle costs to the SOD, with consideration of the cost implications for libraries and end users.

- have the capability and flexibility to support, in the most cost-effective manner, information of high, medium, and low-level usage.

In addition, there is a potential requirement to establish, at an SOD facility, on-line or "near line" access to CD-ROMs which have been, or could be, physically distributed through the FDLF. Before defining applications or candidate CD-ROM products for such a service, we need to identify, investigate and test appropriate technologies, and to explore the costs and benefits of alternative delivery mechanisms.

Paper Titles in the FDLP. Core List

It has become clear in planning for the transition to a more electronic FDLP that there is a core group of publications which must remain in paper. There are significant socioeconomic and technical impediments to a broad-based public ability to effectively access electronic information. There are other important considerations as well, such as the "official" nature of the information, and issues of long-term access and preservation.

The following titles contain information which is vital to the democratic process, information critical to an informed electorate. They support the public's right to know about the activities of their government. Maintaining these titles in paper format, whether or not they may be available electronically, is essential to the purpose of the FDLP. GPO will request funding to continue providing these titles to depository libraries in paper format as long as they are published in paper.

I LEGISLATIVE BRANCH

United States Congress, Joint Committee on Printing

- Congressional Directory
- Congressional Record, final bound edition
- United States Congressional Serial Set, bound edition
(based on the recommendation of the 1994 Serial Set Study Group, and the FDLP study task team, distribution will be limited to regional depositories, plus one depository in each state without a regional)

United States Congress, Joint Economic Committee

- Economic Indicators

Law Revision Counsel of the House of Representatives

- United State Code

II JUDICIAL BRANCH

United States Supreme Court

- United States Reports

III EXECUTIVE BRANCH

President of the United States

- Economic Report of the President

Office of Federal Register

- Code of Federal Regulations
- Federal Register
- List of Sections Affected (CFR)
- Public Papers of the President
- Statutes at Large
- U.S. Government Manual

Census Bureau, Dept of Commerce

- Congressional District Atlas
- County and City Data Book
- State & Metropolitan Area Data Book
- Statistical Abstract of the U.S.

National Center for Health Statistics,
Dept of Health and Human Services

- Vital Statistics of the U.S.

Dept of State

- American Foreign Policy--Current Documents
- Foreign Relations of the U.S
- Treaties and Other International Acts of the United States
- Treaties in Force

Office of Management and Budget

- Budget of the United States Government
- Catalog of Federal Domestic Assistance

Technical Assistance To Implement the Transition Plan Statement of Work

I BACKGROUND

The Government Printing Office (GPO), through the Office of Superintendent of Documents (SOD), manages and administers the Federal Depository Library Program (FDLP). Under this program, the SOD has traditionally distributed Federal Government publications to approximately 1400 congressionally designated public, academic, law, and Federal libraries throughout the United States and its territories to be maintained for use by the general public. Documents in paper, microfiche, diskette, and CD-ROM, as well as access to electronic on-line information, are provided at no charge to the receiving library.

GPO has developed a plan entitled The Electronic Federal Depository Library Program. Transition Plan, FY 1996 - FY 1998. The plan is intended to achieve the goal of changing the FDLP to a predominantly electronic program by the end of Fiscal Year (FY) 1998. To effectively accomplish this rapid transition, Technical Implementation Assistance (TIA) is required to determine the most cost effective and feasible alternatives for providing access to electronic Federal Government information to the American public through the FDLP. The information to be addressed and access to this information will be in accordance with Title 44 of the United States Code, as amended by the Government Printing Office Electronic Information Access Enhancement Act of 1993 (P L 103-40).

The transition will change the program from a print environment to an electronic environment. This will result in new roles and responsibilities for the program that were previously nonexistent. Federal information which has historically been provided to depository libraries in paper and microfiche formats will be available instead via remote electronic access or will be disseminated in a physical format for local access at a depository library. Electronic information under the custody of the SOD will be maintained for access as long as usage warrants. SOD will coordinate with the National Archives and Records Administration (NARA) to offer electronic information which no longer warrants maintaining at SOD sites for the FDLP to NARA, although transfer to NARA for permanent preservation remains the legal responsibility of the originating agency. Under this plan, the responsibility for ensuring long-term access shifts from the libraries to the FDLP.

II TASKS

Based on the "Transition Plan" developed by the SOD, the contractor, a Federally Funded Research and Development Center (FFRDC), will conduct surveys and analysis and provide deliverables that will assist in implementation of this plan

The Office of the SOD will manage this project throughout the TIA period. SOD will facilitate access for data gathering and furnish the contractor with government materials needed

The following actions will be taken by the contractor

- A Conduct a requirements analysis that includes the key participants in the FDLP
 - 1 A survey of **Federal publishers** in all three branches of Government to determine their current and expected long-term electronic publishing plans and ways in which the FDLP can best support them
 - 2 A survey of **depository libraries** to determine
 - a The electronic technologies best suited to meet user needs based upon expected services made available under the authority of the SOD
 - b Technology requirements in libraries to meet local user needs. This will include an assessment of the technological skills of staff and a baseline determination of equipment already available in depository libraries
 - 3 Consult with **library associations** and others to solicit their input on **user needs** and gain their views as they relate to this TIA. (Appropriate associations and contact persons are listed in Appendix)
- B Conduct an analysis that will identify alternatives for achieving an electronically based FDLP. This analysis will include the following
 - 1 A survey of Federal agencies to identify current and expected electronic formats that will be used in creating and maintaining electronic source data files necessary for publishing electronic information

dissemination products

- 2 A survey of information products in the FDLIP and the available technologies for providing public access electronically This survey should address, at a minimum, technologies available for access to information located at Federal agency sites, access to information located at sites operated under the authority of SOD, as well as locally based access at depository libraries This survey must consider technology relating to
 - a Hardware
 - (1) Data storage
 - (2) User work stations, including the capability to download and print information Determine appropriate ratio for number of work stations per number of users on an average daily basis
 - b Software
 - (1) Client tools
 - (2) Server tools
 - c Communications
 - (1) Wide Area Networks
 - (2) Local Area Networks
 - (3) Other technologies
- 3 Consideration of findings from the requirements analysis relative to the various roles, capabilities, requirements, and interests of the key participants in the FDLIP
- 4 A cost-benefit analysis and life-cycle costs of each alternative

III DELIVERABLES

A comprehensive report in support of the "Transition Plan" that provides

- A A requirements analysis that describes and evaluates the results of the surveys and consultation conducted under paragraph IIA
- B A technical alternatives analysis that describes and evaluates reasonable alternatives for achieving a successful transition to an electronically based FDLP under paragraph IIB
The evaluation of each alternative shall include a cost-benefit analysis
- C A technical report on current and expected electronic formats to be used by Federal agencies in publishing electronic information dissemination products This report shall also recommend the appropriate platforms necessary for making this information available for long-term access
- D Recommended solutions based on a cost benefit analysis of the various alternatives For each recommended solution, provide an action plan that outlines steps, with associated costs, to be followed in implementing that solution for key participants as appropriate
- E A recommendation of the most appropriate and cost-effective electronic formats for delivering and accessing the various types of information products in the FDLP, based on content, characteristics, and user needs

IV SCHEDULE

- A The contractor will provide deliverables as defined in paragraph III within four months from the date of contractor award
- B Progress Reports will be scheduled as follows

- 1 Regular verbal progress reports will be made at least weekly to SOD throughout the contract period
- 2 Bi-weekly written progress reports will be made to SOD throughout the contract period

V TECHNICAL COGNIZANCE

Technical cognizance for this task is assigned to Mr J D Young, Director, Library Programs Service, U S Government Printing Office, North Capitol & H Streets NW, Washington, DC 20401, telephone (202) 512-1114

The primary contact for the conduct of this study will be

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