ANNUAL REPORT

of

THE PUBLIC PRINTER

FISCAL YEAR 1955

Honorable Clarence Cannon
Chairman
Committee of Appropriations
House of Representatives
Washington 25, D. C.

Dear Mr. Chairman:

Pursuant to a request contained in House Committee Report No. 2212, 84th Congress, Second Session, I am pleased to submit at this time an account of my analysis of the General Accounting Office audit report covering operations during fiscal years 1954 and 1955. My response is comprised of this letter and the more detailed analysis enclosed herewith which also contains information as to action that I have taken, or propose to take, incident to the subject report.

You will recall that the Committee's expressed desires in this regard were acknowledged by my letter of October 9, 1956, in which I also stated that study was then in progress and that a report thereon would follow.

As the review progressed, I have responded to the General Accounting Office on the findings and recommendations that were made in this report. We have also discussed with the Comptroller General's representatives, and supplied them copies of, this letter and the enclosed comments before transmitting them to you.

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition Presswork, Plating, Folding, Binding, Illustrations, Misc.	Paper Used in G.P.O.	Author's Alterations	Partial Charges	Credits for Partial Charges	Total Charges
Publications:										
Congressional Record	5,705,568	...	20,946	...	$ 1,019,894.60	$ 211,553.91	$ 1,373.05	...	...	$ 1,232,821.56
Federal Register	3,563,854	...	10,453	...	436,297.65	38,865.80	21,094.53	...	...	496,257.98
Supplement to the Code of Federal Regulations	62,750	...	10,775	9,750	283,427.66	7,399.87	38,268.44	$114,908.38	$114,908.38	329,095.97
Official Gazette	291,560	15,685	...	...	204,548.83	40,422.75	20.10	...	13,257.96	231,733.72
Patent Specifications	5,724,050	...	161,255	...	1,434,217.87	29,968.58	2,342.85	...	...	1,466,529.30
Miscellaneous Publications	256,748,968	216,219	783,487	743,930	15,294,313.89	3,499,575.55	639,668.73	313,727.19	496,444.34	19,250,841.02
Postal Cards	2,345,315,000	...	...	...	420,744.10	1,497,742.15	...	...	...	1,918,486.25
Air Mail Letter Sheets	18,555,000	...	...	...	34,711.25	41,364.25	...	...	...	76,075.50
Catalog Cards	29,752,286	...	...	...	267,182.72	65,232.84	5,497.69	...	...	337,913.25
Letterheads and Envelopes	177,271,328	...	...	...	380,523.25	278,304.77	481.18	75.00	1,004.58	658,379.62
Forms, Blanks, Notices, Cards, etc.	4,800,276,647	...	...	...	5,201,462.65	4,542,647.87	21,699 29	60,246.00	18,232.87	9,807,822.94
Snap-out and Continuous Forms	115,290,400	...	...	...	202,169.30	536,655.00	26.71	...	...	738,851.01
Blank Books (½ or full binding)	1,234,093	...	...	...	453,706.73	86,487.87	105.77	...	...	540,300.37
Blank Books (other than ½ or full binding)	1,551,170	...	...	...	136,427.53	68,005.08	235.42	...	...	204,668.03
Binding Documents, Newspapers, etc.	107,422	...	...	...	630,296.11	587.72	8.77	1,200.00	815.00	631,277.60
Making Binders	1,043,744	...	...	...	86,259.16	46,632.13	45.61	...	...	132,936.90
Miscellaneous	...	...	...	...	1,698,603.78	106,460.80	4,571.25	250.00	2,006.51	1,807,879.32
Blank Paper	...	...	...	...	275,245.03	4,289,796.47	...	60,147.56	43,239.20	4,581,949.86
Total	7,762,493,840	231,904	986,916	753,680	$28,460,032.11	$15,387,703.41	$735,439.39	$550,554.13	$689,908.84	$44,443,820.20
Government Printing Office Departmental Service Office										1,478,719.69
Field Service Offices										1,531,531.06
Grand Total										$47,454,070.95

Table 7. ITEMIZED STATEMENT OF CLASSES AND CHARGES FOR WORK DURING FISCAL YEAR 1954
CHARGES FOR WORK PERFORMED IN PART BY OUTSIDE CONTRACTORS.

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition Presswork, Plating, Folding, Binding, Illustrations, Misc.	Paper Used in G.P.O.	Paper Used In Outside Printing	Author's Alterations	Partial Charges	Credits for Partial Charges	Outside Printing	Total Charges
Miscellaneous Publications	204,151,356	587,773	208,266	506,920	$2,268,070.13	$365,045.69	$2,282,474.85	$47,302.40	$136,463.55	$504,081.95	$ 6,809,514.05	$11,404,788.72
Tabulating Cards	4,094,038,000	...	...	...	36,150.87	...	...	...	109,890.00	2,700.00	4,556,512.90	4,699,853.77
Letterheads and Envelopes	27,105,210	...	...	...	2,316.53	872.34	...	21.59	...	...	61,960.73	65,171.19
Forms, Blanks, Notices, Cards, etc.	699,553,885	...	...	...	82,449.50	27,014.79	257,879.53	161.00	28,750.00	9,650.85	1,849,709.21	2,236,313.18
Snap-out and Continuous Forms	526,406,175	...	...	...	121,461.80	70,994.39	1,208.38	20.70	224,435.00	38,860.00	4,730,760.12	5,110,020.39
Blank Books (½ or full binding)	34,300	...	...	...	9,565.98	690.20	...	...	...	...	2,266.81	12,522.99
Blank Books (other than ½ or full binding)	301,725	...	...	...	417.52	...	133.48	...	...	...	7,487.74	8,038.74
Making Binders	118,642	...	...	...	26,545.48	1,465.22	...	...	3,400.00	...	38,024.32	69,435.02
Miscellaneous	...	...	...	...	3,230.83	...	...	...	...	2.50	217,093.20	220,321.53
Total	5,551,709,293	587,773	208,266	506,920	$2,550,208.64	$466,082.63	$2,541,696.24	$47,505.69	$502,938.55	$555,295.30	$18,273,329.08	$23,826,465.53

Table 7. ITEMIZED STATEMENT OF CLASSES AND CHARGES FOR WORK DURING FISCAL YEAR 1954
ALL WORK CHARGED.

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition Presswork, Plating, Folding, Binding, Illustrations, Misc.	Paper Used in G.P.O.	Paper Used In Outside Printing	Author's Alterations	Partial Charges	Credits for Partial Charges	Outside Printing	Total Charges
Publications:												
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Federal Register	3,563,854	...	10,453	...	436,297.65	38,865.80	...	21,094.53	...	...	...	496,257.98
Supplement to the Code of Federal Regulations	62,750	...	10,775	9,750	283,427.66	7,399.87	...	38,268.44	$ 114,908.38	$ 114,908.38	...	329,095.97
Official Gazette	291,560	15,685	...	...	204,548.83	40,422.75	...	20.10	...	13,257.96	...	231,733.72
Patent Specifications	5,724,050	...	161,255	...	1,434,217.87	29,968.58	...	2,342.85	...	...	...	1,466,529.30
Miscellaneous Publications	460,900,324	803,992	991,753	1,250,850	17,562,384.02	3,864,621.24	$2,282,474.85	686,971.13	450,190.74	1,000,526.29	$ 6,809,514.05	30,655,629.74
Postal Cards	2,345,315,000	...	...	...	420,744.10	1,497,742.15	...	...	...	...	...	1,918,486.25
Air Mail Letter Sheets	18,555,000	...	...	...	34,711.25	41,364.25	...	...	...	...	...	76,075.50
Catalog Cards	29,752,286	...	...	...	267,182.72	65,232.84	...	5,497.69	...	...	...	337,913.25
Tabulating Cards	4,094,038,000	...	...	...	36,150.87	...	...	...	109,890.00	2,700.00	4,556,512.90	4,699,853.77
Letterheads and Envelopes	204,376,538	...	...	...	382,839.78	279,177.11	...	502.77	75.00	1,004.58	61,960.73	723,550.81
Forms, Blanks, Notices, Cards, etc	5,499,830,532	...	...	...	5,283,912.15	4,569,662.66	257,879.53	21,860.29	88,996.00	27,883.72	1,849,709.21	12,044,136.12
Snap-out and Continuous Forms	641,696,575	...	...	...	323,631.10	607,649.39	1,208.38	47.41	224,435.00	38,860.00	4,730,760.12	5,848,871.40
Blank Books (½ or full binding)	1,268,393	...	...	...	463,272.71	87,178.07	...	105.77	...	...	2,266.81	552,823.36
Blank Books (other than ½ or full binding)	1,852,895	...	...	...	136,845.05	68,005.08	133.48	235.42	...	...	7,487.74	212,706.77
Binding, Documents, Newspapers, etc	107,422	...	...	...	630,296.11	587.72	...	8.77	1,200.00	815.00	...	631,277.60
Making Binders	1,162,386	...	...	...	112,804.64	48,097.35	...	45.61	3,400.00	...	38,024.32	202,371.92
Miscellaneous	...	...	...	...	1,701,834.61	106,460.80	...	4,571.25	250.00	2,009.01	217,093.20	2,028,200.85
Blank Paper	...	...	...	...	275,245.03	4,289,796.47	...	...	60,147.56	43,239.20	...	4,581,949.86
Total	13,314,203,133	819,677	1,195,182	1,260,600	$31,010,240.75	$15,853,786.04	$2,541,696.24	$782,945.08	$1,053,492.68	$1,245,204.14	$18,273,329.08	$68,270,285.73
Government Printing Office Departmental Service Office												1,478,719.69
Field Service Offices												1,531,531.06
Grand Total												$71,280,536.48

I appreciate the fact that the General Accounting Office gave recognition in this report to some of the results of my actions in achieving economies over the two-year period that was covered. I note the large reduction in total employees reported as of June 30, 1955 (page 23), and am privileged to report an additional decrease of 146 between that date and December 31, 1956. Further, I wish to report that during these 3½ years (7/1/53 through 12/31/56), I have made one substantial reduction in the rates that are used in charging the departments for printing and binding work and have absorbed those salary increases which were made effective during that time while returning to the Treasury a total of $8,000,000 of accumulated surplus receipts over the same period of time. (Note: This amount is exclusive of $5,000,000 which was returned to the Treasury out of revolving fund capital.)

In addition to the enclosed submission, I believe it would be well to make a few other general observations which are considered to be pertinent to this audit.

Not only is it the first audit that has ever been made here, but it also covers the first two years of operations under the revolving fund. I believe that this background is important to consider in making a general evaluation of the audit findings, particularly as the accounting system necessarily underwent considerable revision upon inception of the new type of financing. Briefly, the accounting system was converted to the accrual basis and business-type budgeting was adopted pursuant to the law establishing the fund, commencing with the fiscal year 1954.

This is mentioned in the audit report (page 24) wherein the conditions brought about due to the necessity for an immediate accounting conversion are acknowledged. This instantaneous conversion, particularly in the absence of any opportunity for advance planning, made it inevitable that some of the more desirable accounting features were not immediately attainable and had to be planned and installed over a considerable period of time.

The audit report also acknowledges (page 25) that the Comptroller General approved the principals and standards embodied in the revised accounting system on August 17, 1954. While I recognize that this more favorable evaluation of the basic framework was not contradictory to the finding of weaknesses in component procedures, I call this to your attention in assuring the Committee that the system of accounting and financial management of the Government Printing Office is basically sound ~~and I assume that the Comptroller General would not disagree with this conclusion.~~

Although I acknowledge that significant improvements are still needed in the accounting system and related procedures, which I am directing a sustained effort to achieve, it is certain that many of the conditions upon which unfavorable reference was based by the auditors, have been removed. These result from the efforts of this Office during the approximate year and a half period that has elapsed since June 30, 1955--the end of the period which the audit report covered. In this connection it is noted that the Comptroller General has recently agreed to the valuation at which the revolving fund is capitalized as of its inception and I have a letter from him to this

effect dated November 14, 1956. Another significant development was the sanction of our inclusion of over $3,000,000 of building appurtenances in the revolving fund capital by legislative action. As the law was originally written the auditors were constrained to take exception to the inclusion of this amount, a condition which I believe had considerable influence in the criticism that was made of our accounts and financial statements. Many other improvements have also been made during this period and still others are in progress, as will be noted in the enclosed document. In some of these constructive developments, I am glad to acknowledge the wise and sympathetic counsel of the General Accounting Office and its representatives.

Over and above the remaining problems that now stand yet to be resolved in the area of financial administration, I wish to add that constructive study of methods and procedures is a continuing requirement in the Government Printing Office. This is consistent with the premise that an accounting system embracing an operation of the size and complexity of this establishment can never be so precise as to preclude the possibility of constructive criticism. I also assume that this Office will never become completely immune from critical comment incident to the annual audits for several other reasons including recognition of the fact that there are alternative ways of doing things.

I noticed that critical comments upon accounting operations and related procedures were prefaced by a statement regarding the adequacy of accounting personnel in the course of relating some

short-comings of the accounting function as a service to management. My appraisal of this situation, though not altogether contradictory is somewhat different. I am convinced that such key accounting personnel as we have are, by and large, highly competent to perform the duties that are assigned to them. However, at the same time, I do not hold that we have yet attained the optimum managerial use of the accounting data that is available. While as indicated above, I have substantially reduced the personnel force--much of this reduction being effected in non-productive functions of which accounting is one--I shall have to continuously weigh the potential economic effect in determining whether to make replacements, or staff additions, of technical accounting personnel. In summarizing on this particular point, I wish to emphasize that I am striving for both simplicity and economy in operating this agency and appreciate that these ends are possible of achievement to some degree through improving the usefulness of financial data, among others.

In conclusion, I wish to express the opinion that the annual audits by the General Accounting Office will prove to be very valuable to the Public Printer and staff. Certainly I am glad to have the benefit of the opinion of this independent body in the course of managing this agency.

Very truly yours,

RAYMOND BLATTENBERGER
Public Printer

Enclosure.

Enclosure:

U. S. GOVERNMENT PRINTING OFFICE

COMMENTS UPON GENERAL ACCOUNTING OFFICE AUDIT REPORT COVERING OPERATIONS DURING FISCAL YEARS 1954 AND 1955

INTRODUCTION

The following items or topics are considered to be the most significant of the various findings and recommendations contained in the audit report and have been selected for comment. These are itemized immediately below and thereafter discussed in detail:

(1) Cost Accounting, Billing, etc.

(2) Duties of Comptroller

(3) Divided Responsibility

(4) Internal Audit

(5) Section 1311, Supplemental Appropriation Act, 1955

(6) Land, Buildings, Equipment and Building Appurtenances

(7) Accrued Leave

(8) Inventories and Accounts Receivable

(9) Statement of Income and Expense

(10) Division of Documents Accounting Operations

(1) COST ACCOUNTING, BILLING, ETC.

The audit report indicated that, with some refinements in the cost accounting system, billing could be based on standard costs and the computing processes eliminated. It recommended that a study be made with a view to adopting a practice along the lines suggested.

Not only do I recognize and appreciate the desirability of the objective which motivated this recommendation, but I believe it to be by far the most important of the several topics discussed in this report. Following a preliminary study, I established a committee of responsible officials of this Office and directed them to make a thorough analysis of the entire cycle of estimating, cost accounting, and billing with a view to recommending the steps necessary to achieve the maximum in simplicity and economy in this area.

In furtherance of this program, I have communicated with the Comptroller General and he was kind enough to assign a systems accountant from his staff to work virtually full time with this committee. I also requested, and received from him, a decision which (in effect) states that a system of standard pricing based upon sound cost data would meet the requirements of law.

Following preliminary discussions (commencing on January 4, 1957) the committee together with the General Accounting Office representative has been working daily on this problem since

January 14 and will continue its efforts as now constituted until suitable recommendations are evolved. While I do not know how long it will take to devise new methods and make the necessary installations, I am determined to get this program into effect at the earliest possible date.

(2) DUTIES OF THE COMPTROLLER

The audit report expresses the opinion that the administrative burden carried by the Comptroller prevents him from giving the close supervision required by the several sections under his jurisdiction. Accordingly, it was recommended that supervision over the several organizational units be vested in a subordinate official under him.

On September 16, 1956, I employed a professional accountant from outside this Office to fill the position of Assistant Comptroller which was then vacant and this official, in addition to the Comptroller, has administrative jurisdiction over all persons and organizational units comprising the Division of Finance and Accounts. This is considered to be responsive to the particular audit recommendation, at least in part. As a further step, I am planning to create a position of Chief Accountant, under the Comptroller and Assistant Comptroller, and fill it with a qualified individual who will assume direct responsibility over all accounting operations in the Division of Finance and Accounts. However, I have decided to defer this latter

step until such time as the program outlined in paragraph (1) above has further progressed, at which time I expect to be in a better position to make a suitable appointment to fill this important position.

(3) DIVIDED RESPONSIBILITY

The audit report indicates that the accounting operations now performed under the direction of the Superintendent of Documents should be made the direct responsibility of the Comptroller. At the same time it attributes certain accounting deficiencies in the Office of the Superintendent of Documents to a division of jurisdiction.

In appreciation of the objective which motivates this recommendation, I propose to accomplish it, though in a slightly different manner. In order to assure that the Comptroller will have a greater degree of responsibility in this area, I am issuing a formal order which will constitute a definitive statement of the jurisdiction to be exercised. The effect of this action will clearly delegate responsibilities to the Comptroller for prescribing the accounts to be kept in the Division of Documents but will provide for retention of administrative supervision with the Superintendent of Documents. I trust that this action will satisfy the General Accounting Office. It is my thought that the type of operation performed in the Documents Division better lends itself to a separate organizational arrangement somewhat along the line of a branch office.

(4) INTERNAL AUDIT

The GAO report recommends establishment of an internal audit program as indicated on pages 5, 35, and 37.

In recognition of the potential value of such a continuing program, I have given serious consideration to it and have decided to adopt it. However, I have also decided to defer action for a short time pending further progress of the program mentioned in the first section above. My thinking here is along the lines as indicated in section (2)--that I should later be in a better position to determine the resources which may be available in consideration of making the required personnel assignments to carry on this program.

It is fully realized that in the adoption of such a program I will be adding an additional non-productive function in this office, but am assuming, at the same time, that the investment will produce economies over-all and in the long run. In this assumption, and resultant decision, I am also influenced by the advocacy of this type of program in the Report of the Second Hoover Commission (No. 25) and by other pronouncements that have emanated from the Comptroller General through media other than this audit report. I also understand that this type of program should tend to decrease the cost that is incurred by the General Accounting Office in making its yearly audits.

(5) SECTION 1311, SUPPLEMENTAL APPROPRIATION ACT, 1955

The results of examinations in determining conformity with this provision of law (relating to documentary support of obligations against appropriated funds), as discussed on pages 11, 38, and 39, indicates that this Office did not meet the requirement at June 30, 1954, but were in compliance as at June 30, 1955. Accordingly, this problem having been resolved prior to issuance of the subject report, no further comment is considered necessary.

(6) LAND, BUILDINGS, EQUIPMENT AND BUILDING APPURTENANCES

The audit report (pages 42-43) mentions the fact that land and buildings, though not a part of the revolving fund, are carried on the books of account and included in our financial reports. It is understood that this exception is directed to the published financial statements of the revolving fund including the annual business-type budget. While I appreciate the technical point that is made with respect to such statements as are issued under the heading of "revolving fund", it should be understood that its inclusion has no bearing on the results of operations (as shown by the statements of income and expense) since depreciation is not computed on this property nor included in operating costs. I expect to have this item removed from the balance sheets which accompany the revolving fund budget presentation in the future and this should completely remove the objection expressed in the subject report.

This report also recommended, under this same caption, the exclusion of some $3,150,000 from the revolving fund accounts. However, since an amending law (Legislative Appropriation Act of 1957) has further defined the revolving fund to include these assets, the basis of this recommendation no longer exists.

(7) ACCRUED LEAVE

The General Accounting Office report pointed out that the value specified in the accrued leave liability account included some $1,700,000 which should have been omitted as it related to the accrual of sick leave. It is understood that this was based upon the differing legal status of sick leave; i. e., not payable in cash on employees' separation. While the inclusion of this amount, representing the value of a portion of accrued sick leave, was based upon other worthy considerations at the time the account was first established, I do not now attach any particular importance to it and have had it removed. Thus the question here has been fully resolved.

(8) INVENTORIES AND ACCOUNTS RECEIVABLE

The audit report in evaluating the financial statements (pages 41-42) makes a point of the fact that inventories appearing in the Statement of Financial Condition are overstated thereas accounts receivable are understated. It goes on to attribute this condition to both the method used and a time lag in billing customer agencies.

As for time lag in billing--I am not satisfied with our results at the present time but am confident that it will be minimized as a by-product of the study which we are making in this area (see section (1) above). At the same time, I think it is self-evident that as a practical matter it will never be completely eliminated since it is normal that delivery precedes the invoice to the customer. I also appreciate that partial (in many instances, daily) deliveries are made to the ordering agencies and that neither a bill nor a compensating accounting entry is made in the general books at the instance of each. Thus, while I am determined to achieve more timely billing of all orders after they are completed, I do not expect that the receivable account will ever reflect the total of all deliveries simultaneously and I do not think that it would normally do so in any other business. This recommendation, aside from its reference to billing delay, appears to deal with terminology of the accounts involved.

In conclusion, I wish to reemphasize my determination to avoid any excessive delay in issuing bills and am hopeful that this step will prove to be adequately responsive to this audit recommendation.

(9) STATEMENT OF INCOME AND EXPENSE

The audit report indicates that the Statements of Income and Expense covering operations of the two fiscal years were unmeaningful on account of failure to show the amount of "sales" and for lack of separate disclosure of other elements of income and expense (see pages 43-44).

While I would not characterize the statements in question as "unmeaningful", I do recognize that these operating statements were, and still are, susceptible of certain revisions which might render them more informative. Some revisions have already been made which afford more adequate disclosure and others are under consideration.

Another point at issue concerning this statement, which stems from the method of accounting in effect, has to do with the stage at which income is recorded. Under prevalent practice in industry, income is recognized to have accrued at the time the invoice is issued to the customer. The practice here is at variance in that income is considered as earned as the work progresses. While consideration is being given to conversion to the method which is most commonly used elsewhere, in anticipation of several potential advantages, I do contend that under a consistent application by either method, equally meaningful operating results are obtained.

While I believe that the condition found by the auditors in this area justified some constructive suggestions, I cannot share their concern to the same degree as was expressed in the subject report.

(10) DIVISION OF DOCUMENTS ACCOUNTING OPERATIONS

The audit report specifically criticizes the accounting in the Office of the Superintendent of Documents in several respects in addition to the apparent inclusion of that office in its general reference to "deficiencies in GPO's accounting" (pages 4, 5, 21, 22, 26, and 29 through 34).

In general, I think it is fair to state that the majority (including the more significant) of the unsatisfactory conditions in this area have since been corrected. There follow brief statements of these findings, together with my comments as to the current status of each:

(a) That physical inventory of publications should be taken each year.--The suggested practice was adopted, effective at the close of fiscal year 1955. The stock is now being valued at cost upon being inventoried annually.

(b) That publications' inventory was recorded at "cost" and credited at 50% of selling price, while being valued at the latter when physically taken.--This has been changed to the extent that the stock is valued at cost per the year-end inventory; thus operating results over the year are now realistically determined. In other words, the year-end adjustments of inventory to the cost basis compensates for any inequity resulting from the procedure followed during each year. Also, under revised procedures, the accounts clearly disclose cost of sales and resultant excess receipts which are for deposit in the Treasury. Therefore, it is considered that the basis of this objection has been removed.

(c) That cost and selling price of publications erroneously included administrative expenses charged by the Government Printing Office.--It is true that a factor designed to cover this expense is included in the course of establishing the price of publications for sale. This practice has been in effect for many years. While on the one hand I appreciate the basis of GAO audit objections, I do not feel justified in making a revision without first receiving an expression from the Congress since the ultimate effect would necessitate additional appropriations for the Superintendent of Documents of about $500,000 annually. Thus, I am constrained to leave it to the discretion of the Committee as to whether the beneficiaries of the publications should continue to bear this cost or whether it would perfer to have it borne by the Treasury. I would also like to point out that this Office is unaware of any complaint from the public as to the prices that are being charged for this service.

(d) That selling price of inventory exceeded cost by some 100% overall.--I am aware that this approximate relationship exists in comparing the average selling price of publications in stock against the average cost thereof. However, this does not mean that the margin of profit ultimately realized is that high, due to the necessary inclusion of other expenses (e. g. postage, obsolescent stock, etc.) which must be absorbed as these publications are sold. Also, the discount which is allowed on volume sales has a similar effect.

A cursory analysis of operating results over the past several months indicates an actual margin of about 75%. While I am aware that the law specifies that public documents be sold at prices equivalent to "cost as determined by the Public Printer plus 50 percentum", I recognize that as a practical matter such relationship cannot be precisely maintained at all times. This is true in the aggregate over any fiscal period and especially so in respect to individual publications. There are several practical reasons which contribute to this. I assume that General Accounting Office audit representatives are cognizant of these circumstances.

(e) <u>That accounting was deficient by reason of lack of ascertainment of full cost of sales program and resultant overall profit or loss</u>.--The accounts and related procedures have since been revised in order to clearly designate the cost of sales by major element. However, this cost is exclusive of administrative expenses of the sales program which are financed by the "Salaries and Expenses" appropriation. This stems from the fact that the latter administrative expenses are not taken into account in arriving at excess receipts which are deposited in the Treasury. I shall, however, ascertain whether a financial statement, regularly prepared in such a way as to disclose the result of the Superintendent of Documents operations overall, would be of sufficient value to justify its adoption.

(f) <u>That the Government Printing Office and the Division of Documents were regarded as separate entities in accounting for transactions between them.</u>--This condition stems from the fact that prior to the fiscal year 1954 the Documents Division was a separate financial entity in its entirety. This was changed by reason of the inclusion of the sales program (except for administrative expenses) in the revolving fund whereas comparable procedural changes have not yet been fully effected. I share the belief expressed in the audit report that the existing procedures can be simplified in this area and I am anticipating that corrective measures will be taken in the near future.

(g) <u>That budget activities within the "Salaries and Expenses" appropriation contained prorations which were predicated upo a formula that was outdated.</u>--This condition has been corre by the adoption of current bases for such prorations as are

ANNUAL REPORT

of

THE PUBLIC PRINTER

FISCAL YEAR 1955

LETTER OF TRANSMITTAL

U. S. Government Printing Office
Washington 25, D. C.
December 1, 1955

To the Congress of the United States:

This report, submitted pursuant to the provisions of the Act of January 12, 1895 (sec. 19, ch. 23, 28 Stat. 603) covers the work of the Government Printing Office for the fiscal year ended June 30, 1955.

Under the 1940 Legislative Branch Appropriation Act, the requirement for the printing of an annual report was suspended and subsequent appropriation acts have extended this authorization. Therefore, the distribution of an annual report has been limited to this abridged version. Pertinent statistics are to be found in the tables of the Appendix.

In the fiscal year 1955, total charges of the Government Printing Office amounted to $77,261,053.75. Of this amount, approximately $9,900,000 represented charges to the Congress. The number of Congressional and departmental orders received was higher by about 13.5% during the year. Charges for private orders to Members of Congress amounted to $187,788.35.

Field Service Division operations went up to about 9.2%.

Total number of employees on the rolls (including the Field Service Division) dropped from 6,811 to 6,667, a decrease of 2.1%, while the volume of work produced in the plant was increasing by more than $3,000,000.

Our complement of offset presses has been increased to thirty, obsolete letterpresses of equal production capacity having been removed in the proportion of about two for one. This phase of the Office modernization program has brought about economies that helped to maintain the 5% reduction in charges established in January 1954 and has permitted even greater reductions for certain offset operations. Another result of our economy program was the return of $3,000,000 of capital to the United States Treasury on January 10, 1955, following the return of $5,000,000 in the previous fiscal year.

In the latter part of the last fiscal year, wage increases were granted to all craft employees for the third successive year and a 7-1/2% increase by Congressional action was pending for administrative employees. The increases in the several craft trades were in line with the weighted average of commercial scales established in the 25 principal cities.

Security regulations have been further strengthened and areas where security work is processed have been enclosed. Additional full field investigations have been approved to take in all employees engaged in work on classified material and other actions to safeguard it are under consideration.

During the year many officials in all branches of the Government have written letters commending the service of the Office. I am pleased to report that the plant is operating efficiently and economically and providing to all agencies the services that they represent as necessary.

I am looking forward to continued success in reaching the objectives of the administration during the coming fiscal year.

Ray. Blattenberger

RAYMOND BLATTENBERGER
~~Public~~ Printer

DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts consists of the immediate Office of the Comptroller, Appropriation Accounting and Auditing Section, Billing and Collecting Section, Composition Measuring Section, Computing Section, Cost Accounts Section, General Files Section, Machine Accounting Section, Pay Roll and Time Records Section, and Traffic Section.

This Division performs the functions involving all fiscal and legal matters, including the handling of finances; accounting, bookkeeping; cost recording; current cost analysis; measuring ems of type in composition; audit of vouchers for supplies and materials and for printing done by contract; computing charges for all printing and binding jobs, blank paper and supplies furnished; record keeping and billing in connection with jobs produced during the fiscal year; receiving remittances from Government agencies for printing, binding, blank paper, and supplies furnished by the Office; and collecting all monies due the Office from claims, damages, and sales of Government property. It is responsible for all budget work; studies in connection with rates for printing and binding operations, and their readjustment; compilation of cost of each printing job as the work progresses through the plant; preparation and audit of pay rolls; administration of the annual and sick leave laws and regulations; reports with reference to retirement deductions; preparation of financial and cost statements, statistical tables, and reports for use of the Office in general and management officials of the operating divisions in particular; performance of all functions necessary in connection with the administrative processing and determination of claims for and against the Government Printing Office; and the rendering of decisions and furnishing of advice with respect to the applicability of the laws.

All fiscal and legal matters, which include the handling of finances, cost estimates, appropriations, pay rolls, legal work, budgets, computing, cost analysis, billing, accounting, bookkeeping, auditing, rate-making, and statistics are under the supervision of the Comptroller.

The volume of business (total income) from printing and binding operations for the fiscal year 1955 amounted to $79,026,205.81, and for the prior fiscal year amounted to $75,048,906.11. This represents an increase of $3,977,299.70. The number of employees in the division during the period decreased from 356 to 353.

A staff from the Audit Division of the General Accounting Office has, during the last half of this fiscal year, begun the audit of the activities of the Government Printing Office. This has necessarily increased the workload of the division.

Continuing study is being made for the purpose of eliminating slow-moving and obsolete stock items from our inventories.

Every effort is being made to co-ordinate the operations of the division and eliminate unnecessary paper work. A detailed study is in process with representatives of an electronic data processing equipment manufacturer for the purpose of modernizing and streamlining the accounting and reporting functions.

Meetings have been held with representatives of the Joint Committee on Printing staff and the Thompson Publishing Company for the purpose of revising Title 44, U. S. Code, and adoption of same as permanent law by Congress. Recommendations have been made and incorporated into the proposed revision.

PERSONNEL DIVISION

The Government Printing Office has on its rolls the smallest number of employees than at any other period during the past 14 years and at the same time is producing a near-peak workload, which has increased progressively during the past two years while employee rosters were being reduced, at least partly as a result of efficient personnel administration and training. These personnel activities were themselves carried out by a consolidated and reduced personnel staff. A policy (in force during the past 8 months) of limiting new appointments to emergency positions is largely responsible for the reduction in the number of employees and the maintenance of reduced charges for work.

The Assistant Executive Officer and Director of Personnel has been appointed by the Chairman of the Interagency Advisory Group of the Civil Service Commission as a member of a committee to explore health facilities in the various government departments. Under the chairmanship of this same official, this Office has conducted during the year a Supervisor's Development and Work Coordination Program which has stimulated and improved work relationships among and between divisions and sections.

The Medical Director is directing (as Chairman) an Industrial Hygiene Committee to study the effects on personnel of toxic solvents as well as other industrial hygiene problems.

The security of the Office has been strengthened by the addition of seven guards (the Guard Section is an organizational part of the Personnel Division) and the efficiency of the guard force has been increased by providing additional standardized weapons and by training in their use.

The Medical Section provided a total of 31,791 treatments including X-rays and miscellaneous services.

PURCHASING

Dollar volume of Office procurement increased about six percent over the previous year, from $40,000,612.14 to $42,562,215.88. The figure includes: Commercial printing $20,056,924.39; paper, envelopes and cartons, $19,772,070.30; and machinery and equipment, $939,530.55.

Orders drawn totaled 18,169 as compared to 17,253 last year.

Paper purchases were up about 30%, going from 124,419,612 pounds to 162,156,705 pounds. Prices showed a slightly rising trend. Inventory records showed 28 million pounds on hand at the beginning of the fiscal year.

Records indicate 34,136 orders for surplus or specialty printing placed with commercial printing firms.

MAINTENANCE DIVISION

The Maintenance Division has installed 90 new machines during the past year. It processed 896 maintenance job orders (jobs costing in excess of $100) and 50,381 maintenance service calls (minor jobs). There also were 565 jobs ordered for other agencies of the government.

Repair and maintenance of buildings is a continuous procedure, with repair of floors, replacement of water, sewer, drainage and electrical systems representing major operations. The small crew of painters is kept busy, moving from section to section as work is required to redecorate work rooms.

A program for the installation of automatic controls for elevators has been undertaken and a gradual conversion to automatic controls will soon be under way.

The steadily increasing load on the power system has required installation of two additional 500-KVA rated transformers.

In addition to the regular work required for the installation, repair, and overhauling of machinery throughout the Office, the Maintenance Division engaged in the development of certain new equipment designed to increase the production and/or the quality of the work, such as oversized copy boards; cameras; installation of color-stripping devices for Record Presses; installation of air film equipment to enable less fatiguing handling of large lifts of paper; arc lamps to replace obsolete floor models; installation of new slitting attachment for Offset Presses; installation of a Roto-Clone (Hydrostatic Precipitator); and the

rearrangement of many pieces of machinery and equipment for streamlining work flow in the Office. The repair and maintenance of 45 motor trucks and passenger cars with a total mileage of 283,000 was accomplished.

Our safety program has been carefully planned by the Executive Safety Committee and the results obtained have been gratifying. The frequency rate has varied from 2.85 in 1954 to 3.57 in 1955. The severity rate was 146 for 1954 and 98 for 1955. We have worked very closely with the Printing and Publishing Section of the National Safety Council and with the Federal Safety Council. The Safety Officer has been assigned the duty of advising the most efficient way of preventing accidents and eliminating dangerous conditions throughout the Office. Accidents have been promptly investigated and required reports made. The Government Printing Office for the second year received the National Safety Council Award of Honor for 1954.

THE DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested 11,459 samples during the year and rejected 362 deliveries for non-compliance with specifications. Paper received totaled 167,782,041 pounds, of which 7,932,101 pounds (or 4.1%) was rejected for deficiencies.

During the year a considerable number of important changes were made in the Instructions and Schedule of the Paper Proposal as a result of the study made by the Committee on Paper and Paper Handling Methods and Procedures.

Production of printing ink amounted to 315,747 pounds. The Division prepared 2,095 gallons of silver nitrate solution and 2,115 gallons of reducer solution for spraying electrotype molds. It standardized 11,845,776 pounds of metal for type casting and platemaking. The sum of $3,880.88 was netted by recovery at the United States Mint from 362.5 pounds of dried silver sludge.

A grand total of 258,288 pounds of molded glue and bindery adhesives were manufactured during the year.

Many tests and experiments were conducted throughout the year with the object of applying improved procedures or developing better and more economical materials. The Division also was called upon by other Government agencies for cooperation or assistance in research projects and it participated to some extent in research undertakings of domestic and foreign graphic arts groups.

DIVISION OF PUBLIC DOCUMENTS

For the second time in its history, the Division of Public Documents sold publications bringing in a revenue of more than $5,000,000. Orders were more numerous than in any other year, 2,433,617 having been received which resulted in earnings of $2,374,534.84. This amount will be returned to the Treasury as miscellaneous receipts.

Publications sold totaled 47,428,137 bringing a revenue of $5,508,904.26, an increase of 14% over 1954. The main book store and two branches also had increased business and increased receipts.

The Division distributed 74,609,562 publications for other Government agencies during fiscal year 1955, including a total of 12,029,716 Farmers Bulletins and Leaflets, Children's Bureau Publications, Soil Survey Reports and copies of the Congressional Record for Members of Congress.

As of June 30, 1955, the division was servicing 611 mailing lists for other Government departments and agencies, comprising 342,812 names.

The first complete physical inventory of sales publications ever taken showed 26,126 different titles and 29,000,000 copies in stock.

New procedures in the division made the handling of the increased business possible with a work force slightly smaller than last year.

The Superintendent of Documents mailed to depository libraries during fiscal year 1955 a total of 3,756,812 publications, under the requirement of law that one copy of each Government publication requested by these depositories be distributed to them without charge.

Subscriptions to the Monthly Catalog of United States Government Publications, compiled and issued by the Library of the Documents Division, increased to 12,747 during fiscal year 1955, which now surpasses the number of subscribers to any of the other Government periodicals sold by this Office. The 1954 edition of Your Federal Income Tax, with a sale of 294,000 copies, outsold any previous issue by 70,000 copies. Prospecting for Uranium, a publication of the Atomic Energy Commission, enjoyed a tremendous popularity during the year, more than twice as many copies having been sold during that period than had been sold during the entire previous lifetime of the publication. Total sales of this publication now exceed 322,000 copies. The first revision of the Internal Revenue Code since 1939 became available during the year and the total sale to date of over 17,000 is a distinct increase over that of the last previous edition, which was less than 10,000.

The heavy demand for Government directories was a significant trend in the sale of publications during 1955. Both the U. S. Government Manual, 1954-55 and Official Register of the U. S., 1954, were sold out at a much earlier date than previous editions and the Congressional Directory for the 84th Congress, First Session, had outsold all previous editions as of June 30, 1955.

PLANNING

Orders processed for public printing and binding increased from 83,639 in the fiscal year 1954 to 94,018. The value of work produced and procured, jumped from $68,907,373 to $72,523,421.78. The approximate value of work released by waivers for direct agency procurement declined heavily, amounting to $419,651.78, against $872,783. The number of jacket and print orders processed for commercial procurement, 16,932 was up about 15% over last year. These and other pertinent statistics are given in the following table:

	1954	1955
Orders processed.	83,639	94,018
Jackets issued.	54,985	58,098
Open Jackets issued	2,891	2,850
Schedules established	51,723	55,779
Letters prepared.	2,032	2,035
Informal estimates.	255	488

COMMERCIAL PLANNING SECTION

	1954	1955
Jacket and print orders received	15,446	16,932
Print orders completed.	1,893	2,252
Jackets completed	13,732	14,595
Specifications prepared	12,232	12,847
Estimates prepared.	13,953	15,248

The several planning divisions (Division of Planning Service, Division of Plant Planning and Division of Typography and Design) by planning or suggesting changes in style, size, format or materials from those of orders received save many, many thousands of dollars annually in the cost of public printing: For example, a single suggestion with respect to paper for the U. S. and D. C. Codes will save more than $100,000 a year. An equal amount

will be saved on a single item of Navy Department binders by the acceptance of Planning Division proposals. Literally hundreds of jobs are similarly planned with the object of achieving economies. During the year, these divisions made extensive studies of paper handling methods and procedures of press equipment.

The Division of Plant Planning received and processed 12,691 orders for blank paper and supplies, against 9,964 last year.

PRODUCTION DIVISIONS

The Production Divisions during the year processed a 4% increase in the number of orders while personnel was reduced 2-1/2%.

The first session of the 84th Congress introduced 10,635 bills, the highest number on record for a like period. The number of bill pages set during the year totaled 81,932, not including 24,369 pages "picked up". The Congressional Record totaled 13,932 pages, an average of 125.5 pages for 111 issues. The fiscal year's average (including part of the 83d, Second Session) of 133.8 pages is also a record-breaking performance.

Calendar pages corrected and imposed totaled 66,113. Volume of hearings increased over last year, 204,121 having been set. House and Senate appropriation hearings for Public Works were printed in nine parts. All Congressional printing was in unusually heavy volume.

During the year many production areas were enclosed for handling of security work and all employees in sensitive positions have been given or are undergoing full field investigations.

Binding

The Binding Division, like other parts of the Office, has been able to carry on its functions satisfactorily with a reduced number of employees. During the past year the force was reduced from 1,247 to 1,228, a net reduction of 19. The Bindery Superintendent has called attention to the fact that the average age of his craftsmen is 51.9 years and that 164 out of a total of 378 craft employees will be eligible for retirement within the next five years.

The productive efficiency of the division, in the face of reduced work forces, has been made possible, in part at least, by the modernization of equipment. The following acquisitions and removals have contributed to improved service:

New Machinery Received and Installed:

1 2-Up Device for Inserter
1 Signature Press
2 Single-Head Wirestitchers
4 64-inch Spacer Cutters
3 Skid Lifts
8 Package Tying Machines
2 Plastic Binding Inserters
1 Indexer
2 Air-Wheel Feeders for WW Folders
1 Quad Folder
2 High-Level Skid Lifts
2 Covering Machines
1 85-inch Cutter

Machinery Disposed of:

1 50-inch Cutter
4 50-inch Spacer Cutters
2 Adding Machines
1 Mimeograph Machine
2 Single-Head Wirestitchers
8 Tying Machines
1 Backer
1 Board Shears
2 Plastic Binder Inserters
1 Indexer
1 Service Record Gummer
2 WW Folder Friction Feeders
1 Stamper

Machinery on Order:

8 Trucks, Rider-type
1 Stamper-Inker
1 Quad Folder
5 Continuous Trimmer Safeties
2 Stamper Safeties

Machinery Awaiting Disposition When New Machinery Arrives:

4 Trucks
1 Stamper
1 2/16 Dexter Folder

The Cutting and Packing Section is being moved into space formerly occupied by the Job Press Section. The move will facilitate binding operations on offset material particularly but also the product of the Letterpress Division.

There are a large number of recurring or annual printing and binding jobs that tax the facilities of the bindery during the period that they are in work. The most voluminous of these are the Agriculture Yearbook, a casebound book of 257,058 copies and the Income Tax forms program. In connection with the latter, the following statistics are provided:

Packet 1, 40,828,600 copies
Packet 2, 2,000,000 copies
Packet 3, 6,051,200 copies
Packet 4, 4,020,000 copies
"Your Federal Income Tax", 281,338 copies
"Are You Up-To-Date on Your Withholding Exemptions", 4,200,000 copies
The balance of 138 jackets consisted of flat forms, folded forms and snapout forms.

A recapitulation follows:

Number of Jackets	144
Total Quantity	475,175,130
Wraps	9,169
Rubber Bands	69,495
Ties	195,845
Envelopes	12
Wraps and Ties	2,492
Cartons	321,290
Destinations	12,603

Composing Division

This division set 2,373,757,100 ems of type, approximately equaling last year's production, but accomplishing it with a 4.88% decrease in personnel.

In cooperation with the Division of Offset, job forms are being produced by Fotosetter at considerable savings to the departments.

One of the largest projects put through the Composing Division was the Code of Federal Regulations, which made 16,048 pages without the index volume.

Field Service Division

This division maintains plants and offices in Chicago, Denver, New York, San Francisco, Seattle, Washington, D. C., as well as the Government Printing Office--Department of State Service Office, also in Washington. The combined dollar output was $4,573,692.63, an increase of about 9.2% over the previous year.

Letterpress Division

The Letterpress Division put a total of 142,209 forms to press and produced 814,341,369 press impressions during the fiscal year.

Tests on premakeready have brought this process to a point where definite benefits can be shown in a 25% reduction of standing press time. Use of semi-hard packing has been another timesaver that has brought about a decrease in the time required to make presses ready for running.

The division is gradually replacing composition rollers with a synthetic roller which is reducing operating costs.

Retirements, resignations and transfers have brought personnel rosters of the division down from 762 employees to 709. Removal of obsolete presses enables the division to operate at maximum efficiency with this reduction in personnel.

Offset Division

The past fiscal year was the first full year of operation of this division as an integrated unit. Economies resulting from its coordination have had the effect of reducing charges, increasing returns and, in part, the refunding of capital to the Treasury.

Equipment in the division has been expanded and will be further increased and modernized with the next year. Its press capacity has been more than doubled by the process of replacing letterpresses that have become obsolete with new presses utilizing the offset process.

Production statistics follow:

	1950	1951
Sq. inches of negs processed.....	11,956,060	13,855,985
Sq. inches of positives processed....	446,155	641,175
Press imp. group 80, 81, 84 & 85.....	86,211,208	110,611,886
Offset plates processed.....	17,484	17,476
No. of Photoprints and Vandykes.....	59,594	63,781

	1952	1953
Sq. inches of negs processed.....	14,340,224	14,429,072
Sq. inches of positives processed.....	1,125,449	1,004,995
Press imp. group 80, 81, 84 & 85.....	123,512,409	128,536,391
Offset plates processed.....	17,517	18,962
No. of photoprints and Vandykes.....	82,619	103,236

	1954	1955
Sq. inches of negs processed.....	15,004,824	20,211,116
Sq. inches of positives processed.....	795,002	1,101,254
Press imp. group 80, 81, 84 & 85.....	127,207,017	178,395,762
Offset plates processed.....	19,156	25,155
No. of photoprints and Vandykes.....	103,578	169,282

Platemaking Division

The following table shows the comparative production of the Platemaking Division for the past three years.

	1953	1954	1955
Photoengraving	1,220,293	1,399,166	1,332,369
Electrotype	6,721,479	5,734,819	4,875,736
Plastic Press Plates	737,752	1,322,026	882,998
Plastic Ad Plates	8,879,687	6,199,939	6,306,666
Rubber Stamps and Plates	232,148	183,186	203,122
Stereo Plates	6,901,903	8,166,792	8,241,322
Stereo Mats, Regular	1,502,725	734,257	152,645
Stereo Mats, Syndicate	8,225,270	4,564,340	4,634,898
Totals ---	34,421,257	28,304,525	26,629,756

	Press Plates		
	1953	1954	1955
Electrotype	5,629,306	5,313,115	4,647,907
Stereotype	6,901,903	8,166,792	8,241,322
Plastic	736,741	1,075,217	882,998
Rubber	170,817	135,354	157,680
Magnesium	16,261	186,270	221,053
Totals ---	13,455,028	14,876,748	14,150,960

	Photoengravings		
	1953	1954	1955
Copper and zinc	1,032,836	1,017,361	719,593
Magnesium	16,261	186,270	367,189
Total No. Plates ---	1,049,097	1,203,631	1,086,782
Negs and Positives	171,196	195,535	345,587
Total Production ---	1,220,293	1,399,166	1,332,369

The installation, during January 1955, of a Dow Process Machine for etching magnesium will increase the productivity of the division and add to the flexibility of the letterpress equipment of the Office.

Library of Congress Branch

The Library of Congress Branch of the Government Printing Office consists of Composing and Binding sections. The total value of work produced and billed to the Library was $689,506.52, divided almost equally between the two sections.

Binding and lettering of several styles was performed on 64,759 volumes of books, blank books, newspapers and periodicals—an increase of about 14% over last year. Laminating of manuscript sheets increased almost 50%. In almost every category of repair work increases were shown.

In catalog card printing, production (printing and overprinting) amounted to 36,097,926, requiring 3,494,764 press impressions. Copies of all printing produced amounted to 41,069,443.

Delivery Section

This section, with a 4% reduction in personnel, made delivery of 131,118 items from its platform (mail not included) and clocked a fleet mileage of 284,076. It made 2,673 pickups and brought 150,000 mail sacks from the Post Office for use in the Documents and Bindery Divisions. The section also handles the home delivery of the Congressional Record when the Congress is in session.

APPENDIX

Statistical Summary
Activities of the Appointment, Retirement, and Records Section
for
Fiscal Year 1955

	GPO	FSO	TOTAL
Full time Employees			
Employees on rolls, June 30, 1954	6362	449	6811
Employees on rolls, June 30, 1955	6246	421	6667
Intermittent - W.A.E. Employees			
Employees on rolls, June 30, 1954	114	0	114
Employees on rolls, June 30, 1955	112	0	112
Turnover Rate (full-time employees)			
Fiscal Year 1954	10.1%	19.02%	10.5%
Fiscal Year 1955	8.2%	17.9%	8.6%
Turnover Rate (Intermittent W.A.E.)			
Fiscal Year 1954	56.1%	0	56.1%
Fiscal Year 1955	29%	0	29%
Employees in Pay Status			
Total employees in pay status, June 30, 1954	6402	446	6848
Total employees in pay status, June 30, 1955	6302	421	6723
Full-time Employees	6233	421	6654
Part-time employees*	69	0	69
Total employees on extended leave-without-pay, June 30, 1955	13	0	13

*W.A.E. employees who worked during month of June.

Personnel Actions by Types of Actions
for
Fiscal Year 1955

	GPO	FSO	TOTAL
I. Appointments			
Probational	83	2	85
Indefinite	86	27	113
Temporary Limited	159	12	171
Reemployment after military service	29	2	31
From other Federal Agencies	28	3	31
Restoration (direction of C.S.C.)	2	0	2
Reemployment after RIF	1	0	1
Excepted (Intermittent W.A.E.)	69	0	69
TOTAL	457	46	503
II. Separations			
Quit	120	31	151
Reduction in force	0	15	15
Discharged	45	3	48
Military	6	1	7
To other Federal Agencies	60	11	71
Termination	65	9	74
Separation (Displacement)	0	1	1
Death, Retirements, etc.	207	8	215
Separation (Intermittent W.A.E.)	66	0	66
TOTAL	569	78	647
Retirements			
Age	16	0	16
Disability	63	4	67
Optional	92	2	94
Men	142	6	148
Women	39	0	39
Death:			
Men	32	1	33
Women	4	0	4
III. Changes			
Conversions	503	103	606
Promotions	296	19	315
Demotions	36	11	47
Administrative, Longevity and Periodic Pay Increases	571	38	609
Wage Adjustments (Processed on IBM - 4970)	5145	171	5316
Intra-Office Transfer	654	32	686
Reassignments	145	3	148
Indefinite actions made permanent	486	58	544
Miscellaneous (Name changes, Changes in title, Corrections, etc.)	221	48	269
Suspensions and Return to Duty from Suspensions	72	1	73
TOTAL	8129	478	8613

Fiscal Year 1955

	GPO	FSO	TOTAL
Full time			
Appointments	388	46	434
Separations	503	78	581
Total on rolls June 30, 1954	6362	449	6811
Total on rolls June 30, 1955	6246	421	6667

Transferred GPO to FSO - 4
W.A.E. changed to full time - 5

W.A.E.	
W.A.E. employees on rolls June 30, 1954	114
Appointments	69
Separations	66
W.A.E. changed to full time	5
W.A.E. employees on rolls June 30, 1955	112

FINANCIAL CONDITION OF GOVERNMENT PRINTING OFFICE
AS OF JUNE 30, 1955

1. Revolving Fund:

Table 1-A is a statement of the financial condition of that portion of the fund relating to the printing and binding (i.e. other than sales of publications by the Superintendent of Documents) operations.

Table 1-B is a statement of the financial condition of that portion of the fund relating to sales of publications by the Superintendent of Documents.

2. Printing and Binding, Government Printing Office.

The status of these appropriations (established for authorized printing and binding for Congress, the Federal Register, and the Code of Federal Regulations) is as follows:

a. Appropriation for the fiscal year 1955:

Obligations	$9,200,000.00
Expenditures	5,072,386.17
Obligations Outstanding	$4,127,613.83

b. Appropriations for the fiscal year 1954:

Obligations outstanding, June 30, 1954	$5,741,001.87
Expenditures (fiscal year 1955)	4,313,151.08
Obligations Outstanding	$1,427,850.79

3. Salaries and Expenditures, Superintendent of Documents.

The status of these appropriations for the Office of the Superintendent of Documents are as follows:

a. Appropriation for the fiscal year 1955:

Obligations	$2,834,724.94
Expenditures	2,345,154.74
Obligations Outstanding	$ 489,570.20

b. Appropriation for the fiscal year 1954:

Obligations outstanding, June 30, 1954	$ 462,360.91
Obligation Adjustments (fiscal year 1955)	3,006.46
Total	$ 465,367.37
Expenditures (fiscal year 1955)	457,576.12
Obligations Outstanding, June 30, 1955	$ 7,791.25

Financial Condition of G.P.O. (continued)

c. Appropriation for the fiscal year 1953:

Obligations Outstanding, June 30, 1954	$48,152.24
Obligation Adjustments (fiscal year 1955)	14,907.34
Total	$63,059.58
Expenditures (fiscal year 1955)	63,059.58
Obligations Outstanding, June 30, 1955	$ 00

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING OPERATIONS
AS OF JUNE 30, 1955

ASSETS

Current Assets:	
Cash in U. S. Treasury	$10,361,659.39
Cash, Other	71,448.43
Accounts Receivable:	
Government Agencies	8,500,030.16
Other	52,624.47
Unbilled	-0-
Inventories:	
Work in Process	10,435,797.53
Finished Work	3,763,730.29
Less: Deferred Credit	127,587.13
Net Finished Work	3,636,143.16
Paper and Envelopes	4,070,865.69
Materials and Supplies	1,227,652.83
Deferred Undistributed Charges	92,297.05
Total Current Assets	$38,448,518.71
Fixed Assets:	
Equipment and Building Appurtenances	$15,262,095.16
Less: Equipment Depreciation Reserve	9,195,553.79
Net Equipment and Building Appurtenances	$ 6,066,541.37
Lands and Structures (nondepreciable)	9,085,172.60
Total Fixed Assets	$15,151,713.97
Total Assets	$53,600,232.68

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING OPERATIONS
AS OF JUNE 30, 1955

LIABILITIES

Current Liabilities:	
Accounts Payable:	
Government Agencies	$ 137,363.45
Other	3,626,545.19
Accrued Expenses:	
Pay Roll Payable	1,248,855.38
Leave	4,501,564.66
Deferred Credits:	
Advance Billings	207,338.26
Advance Collections	15,040.89
Deposit Fund Liabilities:	
Savings Bond Deductions	19,460.14
Federal Tax Withheld	1,156,796.50
State Tax Withheld	85.14
Suspense Items	16,502.00
Total Liabilities	$10,929,551.61

Investment of U. S. Government

Principal of Fund:	
Appropriations	$1,000,000.00
Nondepreciable Capital--Value of Lands and Structures	9,085,172.60
Paid in Capital	29,477,428.35
Total Principal	$39,562,600.95
Retained Earnings:	
Retained Income from P & B Operations, F.Y.1954	$ 270,068.31
Retained Income from P & B Operations, F.Y.1955	2,829,702.60
Extraordinary Nonrecurring Income	8,309.21
Total Retained Earnings	$3,108,080.12
Total Investment of U. S. Government	$42,670,681.07
TOTAL LIABILITIES AND INVESTMENT OF U. S. GOVERNMENT	$53,600,232.68

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
SALES OF PUBLICATIONS - SUPERINTENDENT OF DOCUMENTS
AS OF JUNE 30, 1955

ASSETS

Current Assets:	
Cash in U. S. Treasury	$1,581,130.49
Cash on Hand	9,342.61
Accounts Receivable:	
Government Agencies	65,013.35
Other	119.70
Inventories:	
Publications for Sale	3,299,081.42
Less: Reserve for Anticipated Unsalable Publications on Hand	145,044.84
Net Publications	3,154,036.58
Total Current Assets	4,809,642.73
Total Assets	4,809,642.73

LIABILITIES

Current Liabilities:	
Accounts Payable;	
Government Agencies	$ 216,574.74
Other	19,122.99
Unbilled	497,569.19
Deferred Credits:	
Depositors' Accounts	347,191.36
Coupons Outstanding	258,505.75
Total Liabilities	$1,338,964.03

Investment of U. S. Government

Principal of Fund:	
Paid in Capital	$3,399,477.21
Total Principal	$3,399,477.21
Retained Earnings:	
Revenue from Sales of Public Documents	-0-
Retained Income from Sales of Publications	$ 71,201.49
Total Retained Earnings	$ 71,201.49
Total Investment of U. S. Government	$3,470,678.70
Total Liabilities and Investment of U. S. Government	$4,809,642.73

Production of Principal Items
Fiscal Years 1953, 1954, and 1955.

CENTRAL OFFICE	1953	1954	1955
Composing Division:			
Measurable ems set	2,368,115,600	2,396,754,800	2,373,757,100
Platemaking Division:			
Electrotype plates--sq. in.	5,629,306	5,313,115	4,647,907
Electrotype molds only--sq. in.	982,178	329,507	201,622
Stereotype plates--sq. in.	6,901,903	8,166,792	8,241,322
Stereotype mats only--sq. in.	9,727,995	5,298,597	4,787,543
Rubber plates--sq. in.	171,833	135,354	157,680
Rubber mats only--sq. in.	---	600	---
Rubber stamps--sq. in.	60,315	47,232	45,442
Plastic plates--sq. in.	9,468,482	7,158,160	7,012,502
Plastic mats only--sq. in.	163,867	283,805	177,162
Magnesium plates--sq. in.	16,261	186,270	367,189
Photoengravings--sq. in.	1,032,836	1,017,361	710,593
Offset negatives and positives--sq. in.	171,196	195,535	254,587
Letterpress Division:			
Postal cards produced	2,095,880,000	2,434,716,684	2,424,360,084
Letterpress forms	144,480	147,804	142,209
Letterpress impressions	828,805,420	841,048,485	814,241,369
Offset Division:			
Offset negatives and positives--sq. in.	15,262,871	15,604,291	21,057,783
Offset plates--sq. in.	33,836,036	34,585,700	45,314,574
Offset forms	18,962	19,156	25,675
Offset impressions	128,536,391	127,027,017	178,395,762
Binding Division:			
Sheets folded	329,938,928	339,219,737	349,697,962
Signatures gathered	235,416,139	260,730,940	255,226,869
Signatures inset	1,778,972	1,838,600	1,688,930
Tipping signatures, maps, etc.	48,146,770	52,883,600	41,683,213
Copies wire-stitched	120,528,247	122,634,404	133,209,429
Copies covered	67,827,321	58,455,601	61,521,435
Impressions stamped--all	3,400,262	3,189,254	2,295,194
Books, signatures, etc. stripped	3,604,960	3,123,656	3,637,816
Signatures sewed	73,103,338	81,911,189	68,010,746
Sheets drilled or punched	1,261,146,514	1,277,759,434	1,419,987,756
Sheets perforated	10,644,947	11,230,783	14,445,982
Books bound	2,601,316	2,499,018	2,466,112
LIBRARY OF CONGRESS BRANCH			
Library Composing:			
Catalog cards printed	30,873,523	30,778,805	30,774,590
Library Binding:			
Volumes bound	58,557	56,388	64,759

	(1) 1953	1954	1955
FIELD SERVICE OPERATIONS			
Chicago:			
Linotype slugs set.....		4,936,953	3,486,657
Offset negatives--sq. in.....		2,368,184	2,387,672
Offset plates--sq. in.....		4,826,980	5,357,032
Offset forms.....		13,646	13,768
Offset impressions.....		21,814,897	22,376,378
Letterpress forms.....		20,992	16,913
Letterpress impressions.....		15,382,422	12,912,018
Departmental Service, Washington, D. C.:			
Offset negatives--sq. in.....		10,983,398	14,141,922
Offset plates--sq. in.....		15,523,675	16,378,068
Offset forms.....		(2) 185,647	(2) 312,286
Offset impressions.....		109,202,631	116,754,377
Dept. of State Service, Washington, D. C.:			
Production records not maintained due to confidential nature of work.			
Denver, New York, San Francisco, and Seattle:			
Linotype slugs set.....		311,886	173,517
Offset negatives--sq. in.....		1,683,814	1,991,256
Offset plates--sq. in.....		2,476,170	2,700,678
Offset forms.....		22,507	25,321
Offset impressions.....		25,291,035	30,403,691
Letterpress forms.....		10,385	6,369
Letterpress impressions.....		5,949,100	7,718,100

(1) Production based on accounting system effective July 1, 1953.

(2) Includes paper plates for military catalog card project, this function being performed only in Departmental Service Office.

STATUS OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEAR 1955

July 1, 1954

	Acquisition	Reserve	Book Value
Class I			
Plant Mach. & Equip.....	$ 9,948,749.76	$6,008,517.87	$3,940,231.89
Class II			
Building Appurtenances.....	3,343,544.21	2,069,905.41	1,273,638.80
Class III			
Office Machinery.....	275,223.49	141,371.53	133,851.96
Class IV			
Furniture and Fixtures.....	685,174.57	395,291.68	289,882.89
Class V			
Motor Vehicles.....	126,112.66	85,819.91	40,292.75
Total - 1954.....	$14,378,804.69	$8,700,906.40	$5,677,898.29

June 30, 1955

Class I			
Plant Mach. & Equip.....	$10,698,209.44	$6,311,820.76	$4,386,388.68
Class II			
Building Appurtenances.....	3,431,792.47	2,194,531.76	1,237,260.71
Class III			
Office Machinery.....	281,299.15	158,132.65	123,166.50
Class IV			
Furniture and Fixtures.....	728,083.22	437,152.08	290,931.14
Class V			
Motor Vehicles.....	122,710.88	93,916.54	28,794.34
Total - 1955.....	$15,262,095.16	$9,195,553.79	$6,066,541.37

ITEMIZED STATEMENT OF CLASSES AND CHARGES FOR WORK DURING FISCAL YEAR 1955.
CHARGES FOR WORK PERFORMED IN THE GOVERNMENT PRINTING OFFICE.

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition Presswork, Plating, Folding, Binding, Illustrations, Misc.	Paper Used in G.P.O.	Author's Alterations	Partial Charges	Credits for Partial Charges	Total Charges
Publications:										
Congressional Record	6,066,080	---	41,745	32,824	$ 1,475,819.55	$ 279,173.86	$ 8,182.65	---	---	$ 1,763,176.06
Federal Register	3,698,845	---	12,013	---	459,157.22	49,450.84	19,847.85	---	---	528,455.91
Supplement to the Code of Federal Regulations	79,651	---	19,001	10,500	190,391.15	10,892.90	15,052.79	---	---	216,336.84
Official Gazette	353,083	13,205	---	---	182,864.35	34,583.34	---	---	---	217,447.69
Patent Specifications	5,399,066	---	134,760	---	1,254,835.88	26,109.50	2,583.82	---	---	1,293,529.20
Miscellaneous Publications	315,134,773	331,500	876,610	688,688	17,416,907.60	3,825,110.26	770,514.29	$102,162.89	$296,098.76	21,818,596.28
Postal Cards	2,502,000,000	---	---	---	341,360.00	1,536,880.00	---	---	---	1,878,240.00
Air Mail Letter Sheets	18,525,000	---	---	---	35,408.09	40,544.41	---	---	---	75,952.50
Catalog Cards	30,247,079	---	---	---	255,212.47	68,852.52	4,642.38	---	---	328,707.37
Letterheads and Envelopes	183,629,650	---	---	---	424,948.02	294,472.55	629.06	---	75.00	719,994.63
Forms, Blanks, Notices, Cards, Etc	5,223,872,693	---	---	---	4,969,064.84	3,988,718.41	50,043.77	---	63,746.00	8,944,081.02
Snap-Out and Continuous Forms	183,527,000	---	---	---	276,836.25	502,163.63	93.85	---	---	779,093.73
Blank Books (½ or Full Binding)	1,468,254	---	---	---	505,012.94	70,660.32	126.38	---	---	575,799.64
Blank Books (Other Than ½ or Full Binding)	2,582,939	---	---	---	228,404.13	152,303.99	522.74	---	300.00	380,930.86
Binding Documents, Newspapers, etc	101,383	---	---	---	545,051.14	23.14	30.34	---	1,200.00	543,904.62
Making Binders	993,605	---	---	---	150,634.63	31,629.78	19.83	63,400.00	64,100.00	181,584.24
Miscellaneous	---	---	---	---	2,219,920.15	179,779.48	11,535.49	---	350.00	2,410,885.12
Blank Paper	---	---	---	---	201,443.60	5,030,097.96	---	---	60,147.56	5,171,394.00
Supplies and Services	---	---	---	---	80,338.03	---	---	---	---	80,338.03
Total	8,477,679,101	344,705	1,084,129	732,012	$31,223,630.04	$16,121,446.89	$883,825.24	$165,562.89	$486,017.32	$47,908,447.74
Government Printing Office Departmental Service Office										2,106,900.86
Field Service Offices										1,421,502.47
GRAND TOTAL										$51,436,851.07

ITEMIZED STATEMENT OF CLASSES AND CHARGES FOR WORK DURING FISCAL YEAR 1955
CHARGES FOR WORK PERFORMED IN PART BY OUTSIDE CONTRACTORS.

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition, Presswork, Plating, Folding Binding, Illustrations, Misc.	Paper Used in G.P.O.	Paper Used In Outside Printing	Author's Alterations	Partial Charges	Credits for Partial Charges	Outside Printing	Total Charges
Miscellaneous Publications.....	195,797,009	511,616	179,860	319,973	$1,912,534.04	$226,235.21	$2,082,136.21	$49,596.42	---	$184,684.40	$ 6,144,522.11	$10,230,339.59
Tabulating Cards.....	5,027,400,000	---	---	---	46,292.75	---	---	---	---	109,890.00	5,631,305.95	5,567,708.70
Letterheads and Envelopes.....	15,389,093	---	---	---	2,068.00	756.80	375.79	6.84	---	---	41,000.62	44,208.05
Forms, Blanks, Notices, Cards, etc....	1,216,916,868	---	---	---	465,160.18	701,057.05	394,517.60	535.15	---	16,350.00	2,553,883.09	4,098,803.07
Snap-out and Continuous Forms.....	792,425,185	---	---	----	118,996.56	---	4,033.03	1.71	---	221,935.00	5,710,511.75	5,611,608.05
Blank Books (½ or Full Binding).....	---	---	---	---	---	---	---	---	---	---	---	---
Blank Books (Other than ½ or Full Binding).....	535,695	---	---	---	396.94	---	---	---	---	---	13,863.97	14,260.91
Making Binders.....	17,880	---	---	---	6,097.82	2,409.51	---	66.97	---	3,400.00	31,494.82	35,669.12
Miscellaneous.....	---	---	---	---	3,631.80	368.04	10.00	---	---	---	216,595.35	220,605.19
Total.....	7,248,481,730	511,616	179,860	319,973	$2,555,178.09	$930,826.61	$2,481,072.63	$50,209.09	---	$536,259.40	$20,343,177.66	$25,824,202.68

ITEMIZED STATEMENT OF CLASSES AND CHARGES FOR WORK DURING FISCAL YEAR 1955
ALL WORK CHARGED.

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition Presswork, Plating, Folding, Binding, Illustrations, Misc.	Paper Used in G.P.O.	Paper Used In Outside Printing	Author's Alterations	Partial Charges	Credits for Partial Charges	Outside Printing	Total Charges
Publications:												
Congressional Record	6,066,080	---	41,745	32,824	$ 1,475,819.55	$ 279,173.86	---	$ 8,182.65	---	---	---	$ 1,763,176.06
Federal Register	3,698,845	---	12,013	---	459,157.22	49,450.84	---	19,847.85	---	---	---	528,455.91
Supplement to Code of Federal Regulations	79,651	---	19,001	10,500	190,391.15	10,892.90	---	15,052.79	---	---	---	214,336.84
Official Gazette	353,083	13,205	---	---	182,844.35	34,583.34	---	---	---	---	---	217,447.69
Patent Specifications	5,399,066	---	134,760	---	1,264,835.88	26,109.50	---	2,583.82	---	---	---	1,293,529.20
Miscellaneous Publications	510,931,782	843,116	1,056,470	1,008,661	19,329,441.64	4,051,345.47	$2,082,136.21	820,110.71	$102,162.89	$ 480,783.16	$ 6,144,522.11	32,048,935.87
Postal Cards	2,502,000,000	---	---	---	341,360.00	1,536,880.00	---	---	---	---	---	1,878,240.00
Air Mail Letter Sheets	18,525,000	---	---	---	35,408.09	40,544.41	---	---	---	---	---	75,952.50
Catalog Cards	30,247,079	---	---	---	255,212.47	68,852.52	---	4,642.38	---	---	---	328,707.37
Tabulating Cards	5,027,400,000	---	---	---	46,292.75	---	---	---	---	109,890.00	5,631,305.95	5,567,708.70
Letterheads and Envelopes	199,018,743	---	---	---	427,036.02	295,229.35	375.79	635.90	---	75.00	41,000.62	764,202.68
Forms, Blanks, Notices, Cards, Etc.	6,440,789,561	---	---	---	5,434,225.02	4,689,775.46	394,517.60	50,578.92	---	80,096.00	2,553,883.09	13,042,884.09
Snap-Out and Continuous Forms	975,952,185	---	---	---	395,832.81	502,163.63	4,033.03	95.56	---	221,935.00	5,710,511.75	6,390,701.78
Blank Books (½ or Full Binding)	1,468,254	---	---	---	505,012.94	70,660.32	---	126.38	---	---	---	575,799.64
Blank Books (Other Than ½ or Full Binding)	3,118,634	---	---	---	228,801.07	152,303.99	---	522.74	---	300.00	13,863.97	395,191.77
Binding, Documents, Newspapers, etc.	101,383	---	---	---	545,051.14	23.14	---	30.34	---	1,200.00	---	543,904.62
Making Binders	1,011,485	---	---	---	156,732.45	34,039.29	---	86.80	63,400.00	67,500.00	31,494.82	218,253.36
Miscellaneous	---	---	---	---	2,223,551.95	180,147.52	10.00	11,535.49	---	350.00	216,595.35	2,631,490.31
Blank Paper	---	---	---	---	201,443.60	5,030,097.96	---	---	---	60,147.56	---	5,171,394.00
Supplies and Services	---	---	---	---	80,338.03	---	---	---	---	---	---	80,338.03
Total	15,726,160,831	856,321	1,263,989	1,051,985	$33,778,808.13	$17,052,273.50	$2,481,072.63	$934,032.33	$165,562.89	$1,022,276.72	$20,343,177.66	$73,732,650.42

Government Printing Office Departmental Service Office	2,106,900.86
Field Service Offices	1,421,502.47
GRAND TOTAL	$77,261,053.75

CHARGES FOR WORK AND TO WHOM DELIVERED DURING FISCAL YEAR ENDED JUNE 30, 1955.

Congress:		
Congressional Record	$1,763,176.06	
Miscellaneous publications	1,585,235.59	
Miscellaneous printing and binding	1,053,020.91	
Publications for international exchange	91,431.47	
Franked Envelopes	205,647.25	
Document Franks	15,733.79	
House and Senate calendars	482,211.67	
Bills, resolutions, and amendments	931,839.24	
Committee reports	464,378.13	
Documents	318,244.79	
Hearings	2,258,249.97	
Federal Register	528,455.91	
Supplement to the Code of Federal Regulations	216,336.84	
Total		$9,913,961.62

Private Orders by Members of Congress:

Documents, Reports, Bills, etc	42,324.29
Speeches	145,464.06
Other private orders	2,986.72
Congressional repay	8,993.30
Administrative Office of the U. S. Courts	55,976.74
Agriculture	3,200,759.94
Air Force	9,188,607.29
American Battle Monuments Commission	135.60
Army	13,630,518.56
Atomic Energy Commission	359,999.88
Board of Governors of the Federal Reserve System	1,778.35
Bureau of the Budget	145,920.45
Central Intelligence Agency	1,396,732.70
Civil Service Commission	438,675.93
Commerce	3,696,240.57
Commission of Fine Arts	127.58
Commission on Intergovernmental Relations	3,463.26
Commission on Organization of the Executive Branch of the Government	78,453.29
Council of Economic Advisors	8,851.35
Court of Claims	63,384.09
Court of Customs and Patent Appeals	6,495.40
Defense	180.55
Defense Transport Administration	720.81
District of Columbia	151,024.38
Economic Stabilization Agency	13,834.25
Export-Import Bank of Washington	8,425.27
Farm Credit Administration	9,716.19
Federal Civil Defense Administration	284,740.91

Federal Coal Mine Safety Board of Review	$ 77.54
Federal Communications Commission	41,344.51
Federal Deposit Insurance Corporation	2,630.47
Federal Facilities Corporation	9,138.51
Federal Mediation and Conciliation Service	6,303.98
Federal Power Commission	55,293.91
Federal Trade Commission	46,443.84
Foreign Claims Settlement Commission of the United States	8,612.17
Foreign Operations Administration	289,854.63
General Accounting Office	157,812.47
General Services Administration	2,074,061.42
Government Printing Office Sale of Government Publications	2,422,839.44
Health, Education and Welfare	2,052,123.67
House and Home Finance Agency	475,088.43
Indian Claims Commission	112.02
Interior	1,322,862.97
Interstate Commerce Commission	196,461.26
John Marshall Bicentennial Celebration Commission	36.24
Justice	925,865.36
Labor	515,542.82
Library of Congress	984,404.74
National Academy of Sciences	377.32
National Advisory Committee for Aeronautics	98,979.34
National Capital Housing Authority	2,638.64
National Capital Planning Commission	109.76
National Forest Reservation Commission	1,006.93
National Gallery of Art	5,791.58
National Labor Relations Board	159,770.70
National Mediation Board	4,541.30
National Science Foundation	26,241.71
National Security Resources Board	--
National Security Training Commission	27.10
Navy	7,426,607.04
Office of Defense Mobilization	47,737.47
Panama Canal Company	66,587.16
Pan American Union	4,801.38
Post Office	5,364,719.38
Railroad Retirement Board	111,480.20
Reconstruction Finance Corporation	1,946.85
Renegotiation Board	4,819.04
St. Lawrence Seaway Development Corporation	940.44
Securities and Exchange Commission	38,433.61
Selective Service System	108,348.25
Small Business Administration	40,605.82
Smithsonian Institution	105,103.25
State	888,984.57
Subversive Activities Control Board	598.22
Superintendent of Documents	974,948.26
Supreme Court of the U. S	80,501.05
Tariff Commission	16,278.17
Tax Court of the U. S	14,304.26
Tennessee Valley Authority	14,256.58

Treasury	$ 5,558,330.76
U. S. Information Agency	201,708.25
Veterans' Administration	1,411,258.32
White House	32,867.31
Total	$77,261,053.75

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS, AND INDEPENDENT GOVERNMENT ESTABLISHMENTS DURING THE FISCAL YEAR 1955.

	Number of Copies
Congress (not including Congressional Record)	30,745,702
Congressional Record	6,066,080
Federal Register	3,698,845
Supplement to the Code of Federal Regulations	79,651
Speeches, Congressional and Private Orders	29,559,623
Congressional Repay	---
Administrative Office of the U. S. Courts	231,392
Agriculture	37,944,600
Air Force	45,525,788
American Battle Monuments Commission	16
Army	117,010,743
Atomic Energy Commission	523,883
Board of Governors of the Federal Reserve System	21,330
Bureau of the Budget	372,308
Central Intelligence Agency	1,002
Civil Service Commission	7,169,399
Commerce	11,665,498
Commission of Fine Arts	14
Commission on Intergovernmental Relations	---
Commission on Organization of the Executive Branch of the Government	128,699
Council of Economic Advisors	7,038
Court of Claims	128,294
Court of Customs and Patent Appeals	1,308
Defense	---
Defense Transport Administration	27
District of Columbia	39,856
Economic Stabilization Agency	57
Export-Import Bank of Washington	10,029
Farm Credit Administration	33,507
Federal Civil Defense Administration	9,995,800
Federal Coal Mine Safety Board of Review	13
Federal Communications Commission	46,963
Federal Deposit Insurance Corporation	3,504
Federal Facilities Corporation	259
Federal Mediation and Conciliation Service	12,898
Federal Power Commission	61,567
Federal Trade Commission	16,960
Foreign Claims Settlement Commission of the United States	27,986
Foreign Operations Administration	136,060
General Accounting Office	268,069
General Services Administration	7,150,790
Government Printing Office Sale of Government Publications	19,985,166
Health, Education and Welfare	38,195,447
House and Home Finance Agency	1,404,484
Indian Claims Commission	11
Interior	7,712,930

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Interstate Commerce Commission	447,764
Justice	1,532,697
Labor	6,925,283
Library of Congress	185,491
National Academy of Sciences	2,000
National Advisory Committee for Aeronautics	43,302
National Capital Housing Authority	1,063
National Capital Planning Commission	3
National Forest Reservation Commission	1,600
National Gallery of Art	190,037
National Labor Relations Board	70,941
National Mediation Board	2,928
National Science Foundation	36,986
National Security Resources Board	397
Navy	39,167,838
Office of Defense Mobilization	5,013,431
Panama Canal Company	27,865
Pan American Union	1,338
Post Office	13,929,516
Railroad Retirement Board	17,888
Reconstruction Finance Corporation	12,845
Renegotiation Board	22,084
St. Lawrence Seaway Development Corporation	15,685
Securities and Exchange Commission	66,005
Selective Service System	2,110,578
Small Business Administration	19,577
Smithsonian Institution	88,749
State	2,110,500
Subversive Activities Control Board	2,440
Superintendent of Documents	33,294,913
Supreme Court of U. S	144,610
Tariff Commission	12,078
Tax Court of U. S	74,923
Tennessee Valley Authority	74,243
Treasury	39,576,676
U. S. Information Agency	649,644
Veterans Administration	4,615,126
White House	55,867
Total	526,528,507

UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART

SECURITY OFFICER

PUBLIC PRINTER

DEPUTY PUBLIC PRINTER

PLANNING MANAGER

DIVISION OF PLANNING SERVICE

Director of Planning Service

Commercial Planning Section
Process Printing Unit
Congressional Information Section
Departmental Information Section
Requisition Section
Scheduling Section

DIVISION OF TYPOGRAPHY AND DESIGN

Director of Typography and Design

Art and Illustration Section
Photographic Section
Typography Section

DIVISION OF PLANT PLANNING

Director of Plant Planning

Estimating and Jacket Preparation Section
Intermediate Scheduling Section
Paper and Material Control Section
Production Planning Section

PRODUCTION MANAGER

NIGHT PRODUCTION MANAGER

COMPOSING DIVISION

Superintendent of Composition

Hand Section
Job Section
Linotype Section
Monotype Section
Patents Section
Proof Section

PLATEMAKING DIVISION

Superintendent of Platemaking

Electrotype Finishing Section
Electrotype Molding Section
Photoengraving Section
Plate Vault Section
Stereotyping Section

BINDING DIVISION

Superintendent of Binding

Blank Section
Book Section
Cutting and Packing Section
Pamphlet Section

LETTERPRESS DIVISION

Superintendent of Letterpress

Postal Card Section
Job Press Section
Main Press Section

OFFSET DIVISION

Superintendent of Offset

Offset Copy Preparation Section
Offset Negative Section
Offset Plate Section
Offset Press Section

BRANCHES, DETAILS, AND DELIVERY

Branches:
- Library of Congress
- Smithsonian Institution
- U. S. Supreme Court

Delivery:
- Delivery Section
- Garage

Detail:
- Capitol
- Others authorized by law
- Patent Section

FIELD SERVICE DIVISION

Superintendent of Field Service

Departmental Service Office
GPO-Department of State Service Office
Chicago Field Service Office
Denver Field Service Office
New York Field Service Office
San Francisco Field Service Office
Seattle Field Service Office

EXECUTIVE OFFICER

PUBLIC DOCUMENTS DIVISION

Superintendent of Documents

Administrative Section
Bookkeeping Section
Customers Service Section
Library Section
Mail List Section
Procurement Section
Receiving and Storing Section
Reference Section
Shipping Section
Special Service Section
Stock Section
General Clerical Unit

DIVISION OF PERSONNEL

Assistant Executive Officer and Director of Personnel

Appointment, Retirement, and Records Section
Apprentice School
Classification and Organization Survey Section
Employee Relations Section
Services:
- Reception—Mail—Messenger
- Protective—Sanitary
- Employee relations, recreation and welfare

Examining and Testing Section
Medical Section
Personnel Research Section
Training Section

DIVISION OF FINANCE AND ACCOUNTS

Comptroller

Administrative Section
Appropriation Accounting and Auditing Section
Billing and Collecting Section
Composition Measuring Section
Computing Section
Cost Accounts Section
General Files Section
Machine Accounting Section
Payroll and Time Records Section
Traffic Section

PURCHASING DIVISION

Director of Purchases

Open-Market and Contract Section
Printing Procurement Section
Stores Section
Telephone and Communications Section

DIVISION OF TESTS AND TECHNICAL CONTROL

Technical Director

Chemical Laboratory Section
Ink-Making Section
Roller and Adhesive-Making Section
Type Metal Section

MAINTENANCE DIVISION

Plant Engineer

Building Section
Carpenter and Paint Section
Drafting and Engineering Section
Electrical Section
Machine Section
Pipe and Sheet Metal Section
Power Section

DISBURSING OFFICE

Disbursing Officer

Finance Section (Superintendent of Documents)
Receipts and Disbursements Section

GOVERNMENT PRINTING OFFICE ADVISORY BOARDS AND COMMITTEES REPORTING TO THE PUBLIC PRINTER

***BOARD OF INSPECTION—PAPER, ETC.**

Deputy Public Printer (Chairman)
Superintendent of Composition
Representative of Joint Committee on Printing

***BOARD OF INSPECTION—BINDING MATERIAL**

Deputy Public Printer (Chairman)
Superintendent of Binding
Representative of Joint Committee on Printing

***BOARD OF CONDEMNATION**

Deputy Public Printer (Chairman)
Superintendent of Composition
Representative of Joint Committee on Printing

EXECUTIVE SAFETY COMMITTEE

Plant Engineer (Chairman)
Production Manager
Comptroller
Assistant Executive Officer and Director of Personnel
Superintendent of Field Service
Medical Director
Chairman Safety and Housekeeping Subcommittee
Safety Officer (Secretary)

SAFETY AND HOUSEKEEPING SUBCOMMITTEE:
- Assistant Production Manager (Chairman)
- Assistant Plant Engineer
- Chief, Employee Relations Section
- Safety Officer (Secretary)

BOARD OF AWARDS FOR MATERIAL

Director of Purchases (Chairman)
Comptroller
Superintendent of Binding
Superintendent of Letterpress
Superintendent of Offset
Superintendent of Composition
Technical Director
Chief Storekeeper

POSTAL PLATE INSPECTION COMMITTEE

Assistant Production Manager
Superintendent of Platemaking
Superintendent of Letterpress

PAPER SPECIFICATIONS COMMITTEE

Director of Purchases
Technical Director
Chief Storekeeper

PAPER DISPOSAL COMMITTEE

Representative from:
- Division of Finance and Accounts
- Division of Plant Planning
- Purchasing Division

STYLE MANUAL BOARD

Chairman and four active members authorized by the Public Printer with—
- Planning Manager
- Production Manager
- Superintendent of Composition
- Foreman Proof Section (day)
- Foreman Proof Section (night)

BOARD OF SURVEY

Comptroller (Chairman)
Director of Purchases
Plant Engineer

INVESTIGATION AND ADVISORY BOARD

Chief, Employee Relations Section (Chairman)
Assistant Superintendent of Binding
Assistant Foreman, Proof Section
Chief, Payroll and Time Records Section
Assistant Plant Engineer

INCENTIVE AWARDS COMMITTEE

Deputy Public Printer (Chairman)
Assistant Executive Officer and Director of Personnel
Comptroller
Planning Manager
Plant Engineer
Production Manager
Assistant Production Manager, (Secretary)

BOARD OF CIVIL SERVICE EXAMINERS

Assistant Executive Officer and Director of Personnel (Chairman)
Assistant Director of Personnel
Production Manager
Superintendent of Division
Civil Service Commission Representative
Secretary
Panel of Examiners

CAFETERIA, RECREATION, AND WELFARE ASSOCIATION

Cooperative organization of employees to operate Cafeteria and sponsor recreational entertainment activities
General Committee
Board of Directors
Recreation Advisor, Chief, Employee Relations Section
Supervise Harding Hall, Green Room, Conference Rooms, and Bowling Alleys

*Established by Printing Act of January 12, 1895. All other Boards established by the Public Printer.

Approved, May 9, 1955

Raymond Blattenberger
Public Printer