Annual Report

of

The Public Printer

Fiscal Year 1960
Raymond Blattenberger, Public Printer.

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PERSONNEL DIVISION

The number of full-time employees on the rolls decreased by 4, from 6,295 on June 30, 1958 to 6,291 on June 30, 1959.

The Government Printing Office Board of U. S. Civil Service Examiners during the year received and rated 2,824 applications. A total of 833 placements were made from registers maintained by the Board.

An inspection of our activities was made by the U. S. Civil Service Commission from February 15 through March 4, 1960. The report was that our program was being administered in a satisfactory manner. However, suggestions were made for strengthening our Federal Merit Promotion Program.

During the year, over 2,600 employees received influenza inoculations under the direction of the Medical Officer.

After the passage of Public Law 86-382, Federal Employees' Health Benefits Act of 1959, a great deal of preliminary work was done to educate employees concerning the features of the various plans from which they had an opportunity to choose, and all training was completed before June 30, 1960. The protection, under this Law, became effective on July 10, 1960 insofar as Government Printing Office employees were concerned.

A new Printing Plant Worker examination was announced on September 29, 1959, as a result of which 2,682 applications were received.

At the request of the U. S. Civil Service Commission, the Board is considering announcement of examinations for Offset Duplicating Press Operator and Lithographic Offset Pressman.

Classes in Job Instruction were conducted during the year for uprate journeymen through the rank of foreman. There were 16 classes and 156 employees received certificates of completion.

All hourly-salaried employees were granted an increase during the year, including those in the Field Service Division.

Personnel Actions by types of Actions
for Fiscal Year 1960

	GPO	FSO	TOTAL
I. Appointments			
Career-Conditional	262	25	287
Temporary (Limited)	154	4	158
Temporary (PER)	0	0	0
Transfer from other agencies	29	12	41
Return from Military	4	0	4
Reinstatement (Career-Conditional)	29	3	32
Reinstatement (Career)	31	5	36
Excepted (Intermittent W.A.E.)	118	0	118
Reemployed annuitant	7	0	7
TOTAL	634	49	683
II. Separations			
Quit	183	13	196
Discharged	11	0	11
Military	1	0	1
Transfer (to other agencies)	84	12	96
Termination	48	1	49
Separation (disqualification)	12	1	13
Death	32	3	35
*Retirement	157	10	167
Separation (intermittent W.A.E.)	121	0	121
Displacement		1	1
TOTAL	649	41	690
*Retirements:			
Mandatory (Age)	16	1	17
Disability	54	6	60
Optional	87	3	90
Men	121	7	128
Women	36	3	39
Death:			
Men	27	7	34
Women	5	3	8
III. Changes			
Conversions to Career-Conditional	57	5	62
Conversions to Career	256	11	267
Promotions	334	29	363
Demotions	49	0	49
Administrative, Longevity and Periodic Pay Increases	454	25	479

*Retirements effective June 30 appear in report for following year.

III. Changes - Continued	GPO	FSO	TOTAL
Wage Adjustments	280	71	351
(Processed on IBM)	4,564	366	4,930
Intra-Agency Transfer	998	6	1,004
Reassignments	172	2	174
Miscellaneious (Name changes, changes in title, corrections, etc.)	238	10	248
Suspensions and return to duty from Suspensions	85	1	86
TOTAL	7,487	528	8,015

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Fiscal Year 1960

Full Time	GPO	FSO	TOTAL
Appointments	516	49	565
Separations	528	41	569
Total on rolls June 30, 1959	5,360	435	6,295
Total on rolls June 30, 1960	5,848	443	6,291

Transferred GPO to FSO - 1
Transferred FSO to GPO - 0

W.A.E.	
W.A.E. employees on rolls June 30, 1959	270
W.A.E. employees on rolls June 30, 1960	267

DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts is under the supervision of the Comptroller of the Government Printing Office. It is organized as follows: Office of Comptroller; Appropriation Accounting and Auditing Section; Payroll and Time Records Section; Computing Section (includes General Files); Billing and Collecting Section; Traffic Section; Composition Measuring Section; Electronic Data Processing Section (includes Accounting and Audit Control and Cost Accounts).

The Comptroller is responsible for the legal, fiscal, and budgetary operations, and the preparation and interpretation of management and operating reports prepared from financial data.

The duties and responsibilities of the division are reflected in the following operations performed: accounting, financial control; bookkeeping; cost and time recording; current cost analyses; measuring ems of type in composition; audit of vouchers for paper, supplies and materials, printing procured commercially, and miscellaneous contracts; computing charges for printing and binding work and blank paper and supplies furnished to customer agencies; preparation of bills to customer agencies and the collection and accounting for same; preparation of claims for money due the Government Printing Office; collection of all moneys due the Office from claims, damages, and sales of Government property; the developement, preparation, and operation of the Responsibility reporting system and charts and management analyses of same; preparation of annual budget submitted to the Congress for Printing and Binding for Congress, and for the Government Printing Office Revolving Fund; studies in connection with rates for printing and binding operations and their readjustment; cumulative computation of costs of each job as work progresses through the plants; preparation and audit of payrolls; administration of the annual and sick leave laws and regulations; preparation of reports pertaining to retirement deductions, life insurance, and health insurance as well as reports regarding the Government's contributions for same; performance of all functions necessary in connection with the administrative processing of claims for and against the U. S. Government Printing Office; and the rendering of decisions and furnishing of legal advice with respect to the applicability of the laws, regulations, and decisions of the Congress and regulating agencies of the Government.

PURCHASING DIVISION

The dollar value of Purchasing Division procurement activity increased to $54,726,848 from the previous year's $49,253,303. The breakdown is as follows: Commercial printing, $28,103,604; paper, envelopes, and cartons, $23,463,863; material and supplies, $2,504,151; and machinery and equipment, $655,228.

The value of commercial printing went up by about $3,756,000. while the cost of paper went up approximately $1,005,000.

Tonnage of paper purchased decreased from 185,999,021 pounds in 1959 to 164,915,616 pounds in 1960.

The average paper inventory was 30,889,149 pounds, about the same as the previous year. This figure includes an average of about 3,500,000 pounds on hand with commercial printers, but does not include about 2,500,000 pounds on hand awaiting release from Tests.

During the fiscal year ending June 30, 1960, the workload of the Stores Section showed a continuing increase in volume. Paper and envelope receipts showed a marked increase. Shipments of printed matter and blank paper to out-of-town destinations increased approximately ten percent. Shipments of waste paper and metal also increased.

The incoming telephone traffic, including local, Government, long-distance, information, and also miscellaneous calls within the Government Printing Office average 500 calls during the peak hours of the day. There were 215,482 outgoing message-unit calls at a cost of $8,102. Long-distance calls completed amounted to 6,456 at a cost of $9,768. The majority of these are charged to jacket numbers.

MAINTENANCE DIVISION

The division has been very active in connection with engineering and construction work. Work on the air-conditioning project is nearing completion. Extensive drawings and specifications have been prepared for closing in an area on the 5th floor of Building 1 (formerly a light court) for use by Documents Division for much-needed storage space.

The personnel total in the division has declined from 261 to 258 during the fiscal year. The Office lost-time injury rate is 25% below that of all Federal establishments.

Some idea of the many activities of the several sections in the division is given by the following statistics:

Maintenance Job Orders Completed	494
Monthly Job Orders Completed	936
Maintenance Service Calls Completed	40,742
Total Printing and Binding Jackets	477
New Machines Installed	8
Overhauls of Machinery	6
Machines Moved	12
Specifications Written	45
Drawings and Sketches Prepared	240
Suggestions Processed by Maintenance Division	96
Suggestions Submitted by Maintenance Employees	55
Estimated Savings of Suggestions by Maintenance Employees	$1,499

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1951 to 1960, INCLUSIVE

Fiscal Year	Total Billings
1951	$ 97,008,084.23
1952	92,522,151.86
1953	74,389,017.51
1954	71,280,536.48
1955	77,261,053.75
Total, 1951 to 1955, inclusive	$412,460,843.83
1956	$ 82,453,884.66
1957	93,641,307.04
1958	87,166,185.77
1959	90,728,052.47
1960	95,644,677.72
Total, 1956 to 1960, inclusive	$449,634,107.66
Grand total, 1951 to 1960, inclusive	$862,094,951.49
Percentage of increase (+) or decrease (-) 5-year period 1956 - 1960 over 1951 - 1955	+ 9%

ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
FISCAL YEAR 1960

DEPARTMENT	TOTAL
Administrative Office of the U. S. Courts	$ 2,367.64
Agriculture	222,104.58
Air Force	1,455,835.46
Air Research and Development Command	2,124.32
Army	969,131.64
Atomic Energy Commission	24,796.86
Board of Governors of the Federal Reserve System	182.18
Bureau of the Budget	94.75
Central Intelligence Agency	12,141.52
Civil Aeronautics Board	1,318.66
Civil Service Commission	70,295.20
Commerce	483,335.46
Commission of Fine Arts	8.76
Council of Economic Advisers	8.90
Court of Claims	6,705.29
Court of Customs and Patent Appeals	29.57
Department of Defense	8,586.39
Development Loan Fund	2,604.28
District of Columbia	3,663.65
Export-Import Bank of Washington	2,141.58
Farm Credit Administration	2,592.38
Federal Aviation Agency	27,448.39
Federal Coal Mine Safety Board of Review	5.84
Federal Communications Commission	6,218.33
Federal Deposit Insurance Corporation	48.25
Federal Mediation and Conciliation Service	20.47
Federal Power Commission	1,071.69
Federal Trade Commission	4,323.29
Foreign Claims Settlement Commission	77.62
General Accounting Office	2,028.96
General Services Administration	197,681.38
Health, Education and Welfare	174,479.31
House and Senate Stationery Room	2,780.66
Housing and Home Finance Agency	30,133.76
Indian Claims Commission	5.84
Interior	127,110.07
International Cooperation Administration	18,884.33
Interstate Commerce Commission	11,263.63
Justice	53,746.84
Labor	71,763.63
Library of Congress	36,300.81
National Academy of Sciences	37.91
National Aeronautics and Space Administration	9,175.25
National Capital Housing Authority	750.59
National Capital Planning Commission	7.79
National Gallery of Art	68.70

DEPARTMENT	TOTAL
National Labor Relations Board	32,156.18
National Mediation Board	6.84
National Science Foundation	7,236.17
National Security Agency	37,884.00
Navy	665,144.22
Office of Civil and Defense Mobilization	101,415.63
Panama Canal Company	3,927.57
Pan American Union	672.40
Post Office Department	258,576.60
Railroad Retirement Board	6,932.11
Renegotiation Board	94.21
Saint Lawrence Seaway Development Corporation	243.90
Securities and Exchange Commission	16,628.27
Selective Service System	3,535.55
Small Business Administration	5,414.01
Smithsonian Institution	5,446.95
State	162,822.47
Subversive Activities Control Board	14.60
Superintendent of Documents	4,957.31
Supreme Court of the U. S	144.40
Tariff Commission	1,392.83
Tax Court of the U. S	100.20
Tennessee Valley Authority	996.96
Treasury	187,549.56
U. S. Information Agency	9,549.15
Veterans' Administration	33,219.26
White House	2,087.05
Total	$5,593,650.81

National Academy of Sciences	2,075
National Aeronautics and Space Administration	354,121
National Capital Housing Authority	1,656
National Capital Planning Commission	4,824
National Forest Reservation Commission	1,500
National Gallery of Art	10,152
National Labor Relations Board	113,367
National Mediation Board	2,088
National Science Foundation	1,090,416
National Security Agency	4,736
Navy	53,354,012
Nato - Parliamentary Conference	400
Office of Civil and Defense Mobilization	34,447,071
Panama Canal Company	38,082
Pan American Union	896
Post Office	20,545,362
Private Orders	16,578,715
Railroad Retirement Board	75,158
Renegotation Board	12,461
St. Lawrence Seaway Development Corporation	5,452
Securities and Exchange Commission	160,971
Selective Service System	1,068,155
Small Business Administration	2,126,565
Smithsonian Institution	111,781
State	6,213,813
Subversive Activities Control Board	2,812
Superintendent of Documents	30,561,740
Supreme Court of the U. S	211,801
Tariff Commission	6,521
Tax Court of the U. S	53,439
Tennessee Valley Authority	188,412
Treasury	137,844,072
U. S. Information Agency	394,882
Veterans Administration	9,365,429
White House	110,887
Total	683,714,675

General Services Administration	$3,701,967.98
Government Printing Office Sale of Government Publications	3,733,350.68
Health, Education and Welfare	2,362,855.72
House and Senate Stationery Room	28,722.84
Housing and Home Finance Agency	694,479.34
Indian Claims Commission	71.70
Interior	1,791,616.51
International Cooperation Administration	224,399.63
Interstate Commerce Commission	223,058.08
Joint Publications Research Service	3,090.68
Justice	1,149,392.26
Labor	841,794.33
Library of Congress	1,206,907.98
Lincoln Sesquicentennial Commission	5,397.99
National Academy of Sciences	432.89
National Aeronautics and Space Administration	170,863.08
National Capital Housing Authority	5,191.11
National Capital Planning Commission	17,752.20
National Forest Reservation Commission	839.47
National Gallery of Art	2,938.09
National Labor Relations Board	211,010.30
National Mediation Board	3,281.68
National Science Foundation	122,667.75
National Security Agency	422,595.28
Navy	9,753,413.34
Nato - Parliamentary Conference	5,327.52
Office of Civil and Defense Mobilization	1,295,013.32
Panama Canal Company	88,249.03
Pan American Union	6,385.21
Post Office	5,080,036.33
President's Committee on Fund Raising Within the Federal Service	63.00
Private Orders	145,687.58
Railroad Retirement Board	73,565.49
Renegotiation Board	2,982.57
St. Lawrence Seaway Development Corporation	4,869.16
Securities and Exchange Commission	86,734.87
Selective Service System	129,696.44
Small Business Administration	121,652.18
Smithsonian Institution	181,221.38
State	924,191.04
Subversive Activities Control Board	886.26
Superintendent of Documents	1,074,122.73
Supreme Court of the U. S	104,759.28
Tariff Commission	20,028.31
Tax Court of the U. S	12,774.83
Tennessee Valley Authority	26,560.38
Theodore Roosevelt Centennial Commission	2,695.96
Treasury	5,525,458.95
U. S. Information Agency	293,798.46
Veterans Administration	1,154,395.10
White House	52,597.93
Total	$95,644,677.72

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1960

Congress	37,228,032
Administrative Office of the U. S. Courts	287,611
Agriculture	34,632,748
Air Force	40,870,672
Air Research and Development Command	39,800
American Battle Monuments Commission	10,009
Armed Services Technical Information Agency	146,552
Army	108,582,715
Atomic Energy Commission	513,858
Board of Governors of the Federal Reserve System	19,399
Bureau of the Budget	584,511
Central Intelligence Agency	35,513
Civil Aeronautics Board	4,686
Civil Service Commission	18,685,439
Commerce	14,656,193
Commission of Fine Arts	6,772
Council of Economic Advisers	9,673
Court of Claims	128,604
Court of Customs and Patent Appeals	1,305
Defense	49,799
Development Loan Fund	5,000
District of Columbia	24,608
Export-Import Bank of Washington	36,818
Farm Credit Administration	12,558
Federal Aviation Agency	1,431,574
Federal Coal Mine Safety Board of Review	13
Federal Communications Commission	159,581
Federal Deposit Insurance Corporation	6,120
Federal Mediation and Conciliation Service	19,121
Federal Power Commission	105,433
Federal Trade Commission	32,431
Foreign Claims Settlement Commission	17,996
Franklin Delano Roosevelt Memorial Commission	21,500
General Accounting Office	414,875
General Services Administration	9,819,400
Government Printing Office Sale of Government Publications	27,944,128
Health, Education and Welfare	24,460,324
Housing and Home Finance Agency	1,713,849
Indian Claims Commission	6
Interior	13,087,167
International Cooperation Administration	124,678
Interstate Commerce Commission	532,147
Justice	2,189,281
Labor	9,723,837
Library of Congress	272,461
Lincoln Sesquicentennial Commission	2,054

Cumulative Analysis of all Maintenance Work During Fiscal Year:

	Labor	Material	Total
Repairs	$ 845,833	$192,060	$1,037,893
Overhauling	35,975	42,856	78,831
Inspection	170,116	2,375	172,492
Moving	74,792	8,792	83,584
Operating	327,347	7,845	335,192
Cleaning	116,018	1,046	117,065
Minor new work	106,351	20,737	127,089
Installation	4,454	751	5,205
New work	164,320	53,335	217,656
Lubricating	30,788	867	31,656
Service to other sections	48,185	6,559	54,745
	$1,924,185	$337,228	$2,261,413

DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested 11,135 samples during the year as follows:

Paper and envelopes	7,963
Metals	1,411
Inks	248
Ink-making materials	237
Bookbinding Textiles	638
Bookbinding Leathers	30
Adhesives & Adhesive-making materials	56
Oils and Greases	138
Chemicals	142
Miscellaneous	272

There were 337 rejections for noncompliance with specifications. Of these, 247 were of paper, 17 of envelopes, 50 of ink, and 23 of miscellaneous materials. Paper rejections amounted to 7,820,233 pounds--4.35% of our total procurement. The rejections were for reasons tabulated hereinafter;

Deficient In	Number of Deliveries	Pounds
Brightness	22	974,262
Bursting strength	2	13,644
Excessive curl	17	858,145
Folding endurance	19	219,356
Opacity	40	1,193,417

Of 136,081,492 envelopes, 867,000 were rejected, principally for deficiency in bursting strength or adhesive quality.

The Division manufactured 227,613 pounds of printing ink, including mimeograph, multilith, stamp-pad, and numbering-machine ink; standardized 13,811,504 pounds of type metal and produced 133,625 pounds of molded glue, 115,719 pounds of adhesives, and 2,403 press rollers requiring 15,109 pounds of composition.

Innumerable specifications for supplies and materials were prepared or revised to keep them up to date, and tests and experiments on the use of supplies were carried on continuously.

DOCUMENTS DIVISION

During the fiscal year 1960, a total of 175,456,662 publications were distributed, of which 51,406,414 were sold for a gross amount of $8,512,937., an increase over last year of $1,626,778. The return to the United States Treasury as earnings amounted to $4,109,562.

Sales of Publications

The annual physical inventory of sales publications on hand as of June 30, 1960 showed 27,128 different titles for a total of more than 33,000,000 copies of publications. Of the 51,406,414 publications sold, 1,849,824 were sold by the main bookstore and its two branches. Receipts from bookstore sales were $353,817., an increase of more than $13,369 over fiscal year 1959, in serving 95,650 customers.

The Documents Division ordered from the Government Printing Office printing in the amount of $4,248,440.

Documents Library

Total workload for the Library was 48,099 publications for fiscal year 1960, of which 26,304 were added to the permanent collection. This was an increase over fiscal year 1959.

During the fiscal year 1960, a total of 5,371,156 copies of publications were sent to depository libraries, which included 12,148 miscellaneous publications and 9,337 congressional bills and resolutions.

PLANNING DIVISIONS

The Divisions of Planning Service, Plant Planning, and Typography and Design, under the direction of the Planning Manager, processed 100,162 jackets--an increase of 869 over the last fiscal year.

Orders for printing and binding in excess of 100,000 were processed in fiscal 1960 for the first time since 1952. This year, we received 100,162 orders; in 1952 we received 106,017. In the intervening years the average of annual orders was 93,051.

These 100,162 orders were handled with 39.7 percent fewer employees on the Division rolls than in 1952. In 1952 we had 104 employees; today 67 are on our rolls. In other words, we now have 6 employees where we formerly had 10 for a similar workload.

Twenty percent of the orders received were procured from commercial sources. This, too, is a record breaker. In all, 20,247 orders were routed from this Division to Commercial Procurement. Our lowest recent figure was 15,446 orders in fiscal year 1954. These orders were handled as follows: 2,937 under simplified-bidding procedure; 1,012 under page-rate contracts, and 16,298 through regular procedure.

Our personnel was hard-pressed to render acceptable service to customers and to give customers the attention which was demanded because of the great loss of employee services due to leave taking. Several of our employees had prolonged sieges of illness. Sick-leave usage was heavy in the last half of the year. Total sick leave increased by approximately 20%. This situation promises to continue and is aggravated by the use of annual leave by employees who are approaching retirement.

Overtime work was reduced in fiscal 1960 by some 2,543 hours.

The numbers of orders for the previous 8 years and 1960 were as follows:

Fiscal Year	Number of Orders
1952	106,017
1953	94,552
1954	83,639
1955	94,018
1956	92,902
1957	95,279
1958	92,671
1959	99,293
1960	100,162

During the past several years there has been a steady decline in the number of waivers issued; in fiscal 1960 there were 1,248 compared to 1,215 in 1958 and 1,544 in 1957.

PRODUCTION DIVISIONS

During fiscal year 1960, out of 38,017 jackets which were closed out, 30,598 were on schedule, or a performance of 80% on time.

The Apprentice program continued to advance during the year, with apprentices being advanced to new assignments in accordance with schedule. Final assignments have been made in some instances, as the first group is now in the latter part of its training.

Night Production Manager
(Congressional Printing)

During the past year the Record totaled 31,220 pages--an all-time high. There were 181 issued, with an average of 172.3 pages per issue. Approximately 42.9% of these pages were devoted to Senate proceedings; 24.5% to House proceedings; 27.7% to Appendix, and 3.2% to the Daily Digest, with 1.6% being blanks and fillers.

The personnel of the Night Production divisions numbered 1,611 at the close of the fiscal year as compared with 1,593 at the close of the previous fiscal year.

Total Bill prints handled numbered 23,622 compared with 22,252 for the last fiscal year.

The equivalent of 2,004 16-page forms were printed in Offset Division during the fiscal year compared with 2,860 the previous year.

As the fiscal year closed, we were nearing the end of the first complete Congress for which the House Calendar was printed by offset. While the Calendar was handled efficiently and schedules met, a preliminary report on the cost indicated that all operations should be surveyed and procedures corrected to bring this cost in line. The prime purpose of this change was to reduce the workload for group 33 presses; this was accomplished, inasmuch as Calendar forms sent to Letterpress fell some 2,500 below the previous second-session year; in fact, the relief was greater than anticipated, as the press run has been increased considerably since the change was made. The Senate Calendar, still routed to Letterpress, was printed 172 times with a total of 4,032 pages. While total pages of committee calendars increased greatly, the forms imposed declined, indicating a continuation of the trend to keep these publications up to date by proofing, with only an occasional printing.

The total number of hearings received (in addition to appropriation hearings) was 647, of which 273 were Senate and 374 were House, compared with 539 for the previous fiscal year.

Hearings for the Senate and House Appropriations Committees totaled 32,104 pages for the House and 16,409 pages for the Senate against last year's 30,084 for the House and 17,347 for the Senate.

The budget proper totaled 1,030 pages; the District of Columbia Budget 70 pages; and the Appendix 192 pages for a total of 1,292 pages, a decrease of 60 pages from last year's total of 1,352 pages.

Binding Division

Numerous changes in the physical set-up of the Bindery were made during the year. Part of the moves were made for the continuing expansion of the Offset Division, part because of the request of the Librarian of Congress to move the Library Branch Bindery back to the main Office, and part for streamlining of certain bindery activities. These moves, while necessary, nevertheless created a number of temporary production problems and affected over-all production, especially in the hard-binding products. Most seriously affected was machine sewing. The production maintained was only 62 percent of the prior year's total. Also, the number of books finished, number of cases made, and number of pamphlets covered all showed sharp drops in total production.

Notable improvement was made in our folding-machine production. The hourly output increased on seven of the eight machine groups. As the folding unit represents a sizable segment of the bindery operations, the increase is important in helping maintain schedules. The size of the Congressional Record was such that a higher percentage of all issues coming off the press had to be gathered and stitched. The increase was 19 percent. There was a similar situation regarding the Federal Register.

Composing Division

As of June 30, the total number of employees in the Division shows 1,529 on the rolls in 1960 and 1,572 the previous year. For the past 8-year period the last day of the fiscal year shows:

1953	1,677	1957	1,433
1954	1,610	1958	1,461
1955	1,539	1959	1,572
1956	1,428	1960	1,529

According to production records, 2,724,254,600 ems were produced this year. Last year, it was 2,753,302,700. This seemingly points to a decrease of 29,048,100 ems. But such is not the case. Operation and Class numbers were changed, which took type away from measurable composition. The 13,500 measurable hours lost by the Class changes, converted into the em count would have produced at least 63,352,600 ems more than now shown on the records.

Letterpress Division

The Letterpress Division workload in fiscal year 1960 was comparable to fiscal year 1959 with a .9 percent increase in the number of forms put to press and a .2 percent increase in the total number of press impressions. The major increases in press impressions were on the envelope presses--12,401,181 increase, and on the Record presses--15,648,386 increase, with the greatest decreases on the postal-card presses and Miller Simplexes. There has been a decrease of 81 employees in this Division over the last 3 years.

The Postal Card Section production was down considerably. The total produced during the year was only 59.7 percent of the number produced during the prior year. Extreme fluctuations such as this create serious problems in properly utilizing personnel and equipment.

Of the 181 issues of the Congressional Record, only 10 were stitched on the press. The size of the issues was such that the capacity of the 3 presses was exceeded on a number of occasions. This fact, together with accelerated delivery schedules on this work and other work, necessitated frequent lifting of the forms and some chargeable standby time.

Offset Division

The workload of the Offset Division continued at a high level with more congressional work being switched to this process. The total press impressions dropped from 324,812,011 in fiscal year 1959 to 323,473,983 in 1960. A corresponding drop in press time was noted with the result that the average impressions increased 33 per hour. The time per average makeready increased from 1.23 hours to 1.305. It is believed the increase in 300-line-screen work and the exacting Census work was partly responsible. The number of negatives made by the Negative Section increased 4 percent over fiscal year 1959. Even with this increase, the Section could not handle all of the work. As a result, the procurement program was stepped up by 9 percent and the Photoengraving Section's facilities were utilized to a much greater extent in an effort to provide the service required. The number of jobs issued for commercial printing increased 19 percent and the number of jobs received from commercial concerns for storage of reproducibles jumped 43 percent in fiscal year 1960 over the prior year. It is apparent from the above why the increase in extra hours was required. This Division worked over 130,000 hours of overtime.

Platemaking Division

The workload of the Platemaking Division continued to be very spotty during the year. Although the total square-inch production increased by 12 percent

over fiscal year 1959, this increase was primarily due to a sharp increase in the amount of syndicated stereotype-mat work and offset negative work. During the year many changes were made in an effort to keep costs in line--some 88 man days of enforced leave were taken in the Finishing Section; a cross-training program established in the Photoengraving Section; the Molding Section was merged with the Finishing Section; the metal and wood-blocking units were consolidated, and the plate-vault office relocated. These changes, together with numerous other positive-action improvements, have made it possible to maintain a favorable cost status.

The utilization of camera equipment in the Photoengraving Section helped to relieve an overload in the Offset Negative Section as well as to assist in maintaining an adequate workload in the Photoengraving Section.

Field Service Division

Cost of operation of the Field Plants increased 8.7 percent over fiscal year 1959, while the income increased only 6 percent. The only effect was a cutback in the extent of over-recovery. The number of employees increased from 432 in 1959 to 453 in 1960, with the increase being made in the Departmental Service plant. The increase there was due to two special jobs acquired. The problem of maintaining a balanced workload in the smaller offices continued to be a major problem. It is hoped that greater consolidation of all Governmental printing in these areas can be achieved to obtain maximum efficiency and economy in Government printing. Offset printing and services related thereto continued to show increases generally and paralleled the trend noted by the main Office. Letterpress activities appear to be on the decline except for specialized work.

Library Branch Office

The Library of Congress continued to increase its requirements for catalog cards and salable proof sheets. The total cards printed in fiscal year 1960 shows an increase of 38 percent over 5 years ago. The growth has been steady each year. If this growth continues, it will be necessary to consider increasing our composition facilities or adding a second shift. The Library Binding Section was moved back to the main Office (at the request of the Librarian of Congress) during April 1960, with the transfer being made effective May 1. As a result, this Section of the Branch was working under handicaps for over one month during the year.

Delivery Section

The Delivery Section reported an increase of 1,298 individual shipments or an increase of 15.6 percent over fiscal year 1959, with a 3.2 percent increase in total mileage of the fleet. Even with the increased mileage, the accident-frequency rate decreased from 1.53 to 1.11 during the year.

APPENDIX
(Statistical)

DIVISION OF PUBLIC DOCUMENTS

COMPARISON OF ACTIVITIES

FISCAL YEARS 1958, 1959, 1960

ACTIVITY	1958	1959	1960
Number of sales orders	2,499,935	2,688,984	2,978,774
Amount of sales	$6,515,428.65	$6,886,159.26	$8,512,937.87
Miscellaneous receipts.....	$3,142,099.32	$3,351,243.28	4,109,562.01
Number of letters of inquiry....	1,560,636	1,560,714	1,668,903
Publications received for departmental free distribution	62,354,143	67,767,736	95,109,515
Publications distributed free for Government agencies	62,420,453	63,811,721	94,911,857
Number of publications sold	46,857,588	49,553,905	51,406,414
Number of publications distributed to depository libraries	4,355,026	5,228,441	5,371,156
Total publications received.....	125,833,145	153,019,993	172,303,509
Total publications distributed.....	131,500,231	141,412,306	175,456,662

FINANCIAL CONDITION OF GOVERNMENT PRINTING OFFICE
AS OF JUNE 30, 1960

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 1960:

Obligations incurred as of June 30, 1960...	$11,500,000
Obligations incurred in excess of appropriations.....	* 5,300,000
Total obligations incurred.....	$16,800,000
Obligations liquidated.....	10,204,165
Obligations outstanding, June 30, 1960.....	$ 6,595,835

b. Appropriation for the Fiscal Year 1959:

Obligations outstanding, June 30, 1959.....	$ 2,035,030
Obligations liquidated (fiscal year 1960)..	2,035,030
Obligations outstanding, June 30, 1960.....	$ -0-

c. Appropriation established by transfer of obligated 1956 funds, June 30, 1959 (04M0202):

Obligations outstanding, June 30, 1959.....	$ 72,325
Obligations liquidated (fiscal year 1960)..	5,476
Obligations outstanding, June 30, 1960.....	$ 66,849

*Authorized for payment from 1961 Appropriation (PL 86-628, 86th Congress).

Salaries and Expenditures, Superintendent of Documents.

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

a. Appropriation for the Fiscal Year 1960:

Obligations incurred, as of June 30, 1960....		$3,654,903.80
Obligations liquidated.....		3,329,118.47
Net obligations outstanding, June 30, 1960...		$ 191,231.53

b. Appropriation for the Fiscal Year 1959:

Obligations outstanding, June 30, 1959:.....		$ 378,241.41
Obligations liquidated in fiscal year 1960.....	$ 376,095.88	
Unobligated balance withdrawn.....	1,012.24	377,108.12
Obligations outstanding, June 30, 1960.....		$ 1,133.29

c. Appropriation for the Fiscal Year 1958:

Obligations outstanding, June 30, 1959.....		$ 30,476.62
Obligations liquidated in fiscal year 1960.....		30,476.62
Obligations outstanding, June 30, 1960.....		$ -0-

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING OPERATIONS
AS OF JUNE 30, 1960

ASSETS	
Current Assets:	
a/Cash in U. S. Treasury	$ 5,640,152.63
Cash on Hand or in transit	317,143.89
b/Unexpended balance of advances to GSA for Air-Conditioning and Electrical Improvements	329,954.26
Accounts Receivable:	
Government Agencies	5,593,650.81
Other	25,359.96
Unearned Leave (net)	5,645.75
Unbilled	145,603.00
Inventories:	
Work in Process	14,588,820.23
Finished Work (net)	5,415,397.68
Paper and Envelopes	4,642,760.05
Materials and Supplies	1,464,151.25
Deferred and Undistributed Charges:	
Maintenance Work in Process:	
For Stock	7.13
Other	17,410.64
Remodeling	73,657.69
Total Current Assets	$38,259,714.97
Fixed Assets:	
Equipment:	
Plant Machinery and Equipment	$13,535,354.05
Building Appurtenances	6,674,875.86
Office Machinery	349,603.68
Furniture and Fixtures	828,865.73
Motor Vehicles	132,259.00
	21,520,958.32
Less: Depreciation - Equipment	11,505,142.41
Net Equipment	$10,015,815.91
Maintenance Work to be Capitalized	6,693.11
Lands and Structures (non-depreciable)	9,085,172.60
Total Fixed Assets	$19,107,681.62
Total Assets	$57,367,396.59

a/$551,193.00 committed for authorized items in the Modernization Program

b/Cash advanced to GSA $2,920,000.00; reported as expended by GSA as of 6-30-60, $2,590,045.74. Unexpended balance $329,954.26

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING OPERATIONS
AS OF JUNE 30, 1960

LIABILITIES	
Current Liabilities:	
Accounts Payable:	
Government Agencies	$ 72,821.39
Other	1,928,443.05
Accrued Expenses:	
Payroll Payable	578,701.11
Leave	2,626,810.09
Retirement Deductions and GPO Contributions	31,569.28
Insurance Deductions and GPO Contributions	1,576.69
Deferred Credits:	
Advance Billings	881,294.60
Advance Collections	11,915.02
Deposit Fund Liabilities:	
Savings Bond Deductions	20,026.93
Federal Tax Withheld	1,549,218.89
State Tax Withheld	1,187.12
District of Columbia Tax Withheld	78,544.64
Suspense Items	395.78
Total Liabilities	$ 7,782,504.59
Investment of U. S. Government	
Principal of Fund:	
Appropriation	$ 1,000,000.00
Paid in Capital	31,218,622.33
Donated Equipment	8,255.85
Total Principal	$32,226,878.18
Other:	
Non-depreciable Capital - Value of Lands and structures	9,085,172.60
Total	$41,312,050.78
Retained Earnings:	
c/Reserved	$ 551,193.00
Unreserved	7,721,648.22
Total Retained Earnings	$ 8,272,841.22
Total Investment	$49,584,892.00
Total Liabilities and Investment	$57,367,396.59

c/Modernization Program.

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
SALES OF PUBLICATIONS - SUPERINTENDENT OF DOCUMENTS
AS OF JUNE 30, 1960

ASSETS

Current Assets:	
Cash in U. S. Treasury	$ 2,607,951.92
Cash on Hand	17,147.94
Accounts Receivable:	
Government Agencies	59,147.51
Other	346.22
Bookstore Sales	1,653.52
Depository Library Postage	26,068.75
Inventories:	
Publications for Sale (net)	2,975,455.35
Postage Meter Stamps	4,784.43
Total Assets	$ 5,692,555.64

LIABILITIES

Current Liabilities:	
Accounts Payable:	
Other	$ 105,262.28
Depository Library Postage	45,314.85
Unbilled	711,254.13
Deferred Credits:	
Depositors' Accounts	600,379.61
Coupons Outstanding	411,714.80
Subscription Sales	63,794.59
Unearned Revenue of Gift Publications	56,768.32
Total Liabilities	$ 1,994,488.58

Investment of U. S. Government

Principal of Fund:	
Paid in Capital	$ 2,588,505.05
Retained Earnings	1,109,562.01
Total Investment	$ 3,698,067.06
Total Liabilities and Investment	$ 5,692,555.64

Production of Principal Items
Fiscal Years 1958, 1959, and 1960

	1958	1959	1960
CENTRAL OFFICE			
Composing Division:			
Measurable ems set	2,573,745,947	2,753,302,700	2,724,254,600
Platemaking Division:			
Electrotype plates--sq. in.	3,206,791	3,382,306	3,038,674
Electrotype molds only--sq.in.	117,430	255,911	156,594
Stereotype plates--sq. in.	7,758,858	8,053,228	8,653,364
Stereotype mats only--sq. in.	2,769,258	2,667,660	4,909,495
Rubber plates--sq. in.	66,569	115,266	172,383
Rubber mats only--sq. in.	5,010	5,510	45
Rubber stamps--sq. in.	40,810	59,780	47,997
Plastic plates--sq. in.	10,548,514	13,190,798	13,049,185
Plastic mats only--sq. in.	246,022	185,664	188,357
Magnesium plates--sq. in.	1,070,653	1,514,569	1,626,517
Photoengravings--sq. in.	92,013	84,296	66,247
Offset negatives and positives--sq. in.	1,608,122	1,031,627	1,768,263
Letterpress Division:			
Postal cards produced	2,554,184,000	(1)3,098,864,000	1,805,646,000
Letterpress forms	129,888	136,379	137,496
Letterpress impressions	623,237,163	634,313,588	634,417,639
Offset Division:			
Offset negatives and positives--sq. in.	29,481,775	34,415,036	35,018,162
Offset plates--sq. in.	71,335,724	77,034,424	82,164,313
Offset forms	38,573	42,675	42,789
Offset impressions	293,509,616	324,812,011	323,473,983
Binding Division:			
Sheets folded, machine	345,355,596	360,307,534	373,829,701
Signatures gathered, machine	246,035,579	(2)	
Books gathered, machine		23,497,351	22,278,282
Signatures inset	1,443,503	1,380,115	1,406,948
Tipping signatures, maps, etc.	50,649,602	51,848,881	53,830,225
Copies wire-stitched, machine	270,894,616	(2) 88,549,288	95,469,523
Copies covered	50,184,276	(2) 9,684,387	9,023,095
Impressions stamped - all	3,140,786	2,712,341	2,987,753
Books, signatures, etc., stripped	2,682,430	2,742,517	3,038,769
Signatures sewed	95,154,327	96,950,313	99,732,217
Sheets drilled or punched	1,353,999,109	1,381,099,241	1,397,658,749
Sheets perforated	9,982,294	7,149,655	9,809,392
Books bound	3,017,797	2,913,990	2,595,992

(1) Includes 120,976,000 cards other than postal cards.
(2) Reporting changed from signatures to books.

	1958	1959	1960
LIBRARY OF CONGRESS BRANCH			
Library Composing:			
Catalog cards printed.....	34,217,771	40,192,344	41,242,310
Library Binding:			
Volumes bound.....	65,700	60,912	59,992
FIELD SERVICE OPERATIONS			
Chicago:			
Linotype slugs set.....	2,751,211	2,275,440	1,686,837
Offset negatives--sq. in....	2,554,199	3,150,701	3,767,935
Offset plates--sq. in.....	5,475,152	6,380,012	6,555,650
Offset forms.....	13,868	14,026	14,924
Offset impressions.....	25,686,388	26,035,933	30,373,129
Letterpress forms.....	11,789	15,274	11,056
Letterpress impressions.....	12,155,523	12,132,571	10,888,693
Departmental Service, Washington, D. C.:			
Offset negatives--sq. in....	15,235,990	18,139,794	18,719,695
Offset plates--sq. in.....	17,335,562	19,840,937	19,318,518
Offset forms.....(3)	372,676	(3) 426,686	(3) 421,426
Offset impressions.....	125,745,101	157,028,001	156,668,162
Denver, New York, San Francisco, and Seattle:			
Linotype slugs set.....	111,541	88,023	100,939
Offset negatives--sq. in....	6,109,360	6,786,034	7,329,254
Offset plates--sq. in.....	8,918,738	9,053,527	9,811,791
Offset forms.....	116,514	91,346	98,109
Offset impressions.....	64,565,043	56,171,029	61,016,606
Letterpress forms.....	4,972	4,141	4,823
Letterpress impressions.....	6,066,409	3,968,903	6,199,839

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

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1960
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES AND COMMERCIALLY PROCURED WORK

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Congressional Record.....	6,792,929	-------	53,469	28,645	$ 2,429,552.63
Federal Register.....	3,776,622	-------	14,691	3,000	593,753.02
Supplement to the Code of Federal Regulations.....	109,824	1,004	19,882	13,556	247,049.34
Official Gazette.....	373,764	18,267	-------	-------	308,041.39
Specifications of Patents, Trademarks and Designs.....	7,999,540	-------	196,353	-------	2,545,552.25
Miscellaneous Publications.....	664,661,996	1,648,439	1,026,540	1,851,675	46,687,145.38
Postal Cards.....	1,810,020,000	-------	-------	-------	1,454,815.60
Air Mail Letter Sheets.....	33,452,000	-------	-------	-------	113,240.50
Catalog Cards.....	40,897,725	-------	-------	-------	449,015.79
Tabulating Cards.....	2,556,698,237	-------	-------	-------	2,877,468.46
Letterheads and Envelopes.....	217,770,083	-------	-------	-------	891,597.97
Forms, Notices and Cards.....	6,016,716,226	-------	-------	-------	14,311,637.00
Multi-Forms.....	773,631,010	-------	-------	-------	7,358,733.42
Blank Books.....	7,960,557	-------	-------	-------	1,585,356.97
Miscellaneous Binding.....	76,758	-------	-------	-------	426,175.24
Binders.....	313,799	-------	-------	-------	66,353.33
Miscellaneous.....	----------	-------	-------	-------	1,632,116.16
Blank Paper.....	----------	-------	-------	-------	6,942,551.37
Supplies and Services.....	----------	-------	-------	-------	121,527.66
Total.....	12,141,251,070	1,667,710	1,310,935	1,896,876	$91,041,683.48

G.P.O. Departmental Service Office.....	2,299,575.58
Field Service Offices.....	2,303,418.66
GRAND TOTAL.....	$95,644,677.72

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the Government Printing Office including paper used in the Government Printing Office on Plant and Commercially Procured Work.....	$60,930,956.02
Value of Outside Printing (Based on finished work value).....	30,166,932.70
Value of Paper furnished Contractors (Based on Value of Paper issued).....	4,546,789.00
Total.....	$95,644,677.72

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1960
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT
PRINTING OFFICE ON COMMERCIALLY PROCURED WORK

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Congressional Record	6,792,929	-------	53,469	28,645	$ 2,429,552.63
Federal Register	3,776,622	-------	14,691	3,000	593,753.02
Supplement to the Code of Federal Regulations	109,824	1,004	19,882	13,556	247,049.34
Official Gazette	373,764	18,267	-------	-------	308,041.39
Specifications of Patents, Trademarks and Designs	7,999,540	-------	196,353	-------	2,545,552.25
Miscellaneous Publications	419,104,048	472,827	795,367	1,763,490	27,818,157.16
Postal Cards	1,810,020,000	-------	-------	-------	1,454,815.60
Air Mail Letter Sheets	33,452,000	-------	-------	-------	113,240.50
Catalog Cards	40,897,725	-------	-------	-------	449,015.79
Letterheads and Envelopes	207,438,378	-------	-------	-------	858,003.10
Forms, Notices and Cards	3,658,386,240	-------	-------	-------	7,831,831.98
Multi-Forms	1,522,250	-------	-------	-------	19,995.44
Blank Books	6,410,028	-------	-------	-------	1,169,491.72
Miscellaneous Binding	76,758	-------	-------	-------	426,175.24
Binders	270,514	-------	-------	-------	46,595.95
Miscellaneous	-------	-------	-------	-------	1,459,884.99
Blank Paper	-------	-------	-------	-------	6,942,551.37
Supplies and Services	-------	-------	-------	-------	121,527.66
Total	6,196,630,620	492,098	1,079,762	1,808,691	$54,835,235.13
G.P.O. Departmental Service Office					2,299,575.58
Field Service Offices					2,303,418.66
GRAND TOTAL					$59,438,229.37

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1960
COMMERCIALLY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Miscellaneous Publications.....	245,557,948	1,175,612	231,173	88,185	$18,868,988.22
Tabulating Cards.....	2,556,698,237	-------	-------	-------	2,877,468.46
Letterheads and Envelopes.....	10,331,705	-------	-------	-------	33,594.87
Forms, Notices and Cards.....	2,358,329,986	-------	-------	-------	6,479,805.02
Multi-Forms.....	772,108,760	-------	-------	-------	7,338,737.98
Blank Books.....	1,550,529	-------	-------	-------	415,865.25
Binders.....	43,285	-------	-------	-------	19,757.38
Miscellaneous.....	----------	-------	-------	-------	172,231.17
Total.....	5,944,620,450	1,175,612	231,173	88,185	$36,206,448.35

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value).....	$30,166,932.70
Value of Paper furnished Contractors (Based on value of Paper issued).....	4,546,789.00
Value of Work performed by the Government Printing Office including paper used in the Government Printing Office.....	1,492,726.65
Total.....	$36,206,448.35

BILLINGS FOR WORK AND TO WHOM DELIVERED
FISCAL YEAR 1960

Congress:		
Congressional Record	$2,429,552.63	
Miscellaneous Publications	2,156,689.76	
Miscellaneous Printing and Binding	1,275,057.41	
Publications for International Exchange	119,067.70	
Franked Envelopes	278,764.62	
Document Franks	12,550.16	
House and Senate Calendars	545,237.18	
Bills, Resolutions and Amendments	849,873.91	
Committee Reports	441,883.09	
Documents	412,374.59	
Hearings	2,882,089.37	
Federal Register	593,753.02	
Supplement to the Code of Federal Regulations	247,049.34	
Total		$12,243,942.78
Administrative Office of the U. S. Courts		75,007.68
Agriculture		3,916,100.37
Air Force		10,822,364.30
Air Research and Development Command		36,617.94
American Battle Monuments Commission		1,037.87
Armed Services Technical Information Agency		65,181.01
Army		15,524,648.28
Atomic Energy Commission		393,748.62
Board of Governors of the Federal Reserve System		2,636.64
Bureau of the Budget		148,633.92
Central Intelligence Agency		381,608.47
Civil Aeronautics Board		34,160.72
Civil Service Commission		695,369.74
Civil War Centennial Commission		646.04
Commerce		6,744,232.07
Commission of Fine Arts		345.27
Council of Economic Advisers		11,554.55
Court of Claims		59,971.42
Court of Customs and Patent Appeals		6,483.91
Defense		132,060.90
Development Loan Fund		2,721.18
District of Columbia		200,918.97
Export-Import Bank of Washington		41,133.94
Farm Credit Administration		10,010.38
Federal Aviation Agency		578,451.27
Federal Coal Mine Safety Board of Review		34.64
Federal Communications Commission		104,602.32
Federal Deposit Insurance Corporation		2,067.64
Federal Mediation and Conciliation Service		9,232.81
Federal Power Commission		124,798.76
Federal Trade Commission		52,135.84
Foreign Claims Settlement Commission		7,164.40
Franklin Delano Roosevelt Memorial Commission		3,217.37
General Accounting Office		119,992.48

Financial Management Service
General Accounting Branch
Work In Process Section