Annual Report

of

The Public Printer

Fiscal Year 1963

LETTER OF TRANSMITTAL
have been sent as below

U. S. Government Printing Office
Washington, D. C. 20401
January 2, 1964

~~To the Congress of the United States:~~

Pursuant to the provisions of the Act of January 12, 1895, (sec. 19, ch. 23, 28 Stat. 603) I have the honor to submit the Annual Report of the Government Printing Office for the fiscal year ended June 30, 1963.

Respectfully,

James L. Harrison

JAMES L. HARRISON
Public Printer

The President pro tem of the Senate,
The Speaker of the House of Representatives

DIVISION OF PERSONNEL

The continued heavy workload again resulted in an increase in full-time employment. To stimulate recruitment in a number of key positions, we continued to place want ads in the newspapers in principal cities throughout the country.

To improve our methods of participation in the Federal Merit Promotion Plan with respect to the evaluation and selection of employees for the helper pay plans, a schedule of non-competitive tests was arranged with the assistance of the Civil Service Commission. Tests were also given for a number of clerical positions.

To comply with the provisions of Executive Order 10987, Administrative Order No. 209 was published. This order outlines the rights of each employee should adverse action be taken against him.

Although the Government Printing Office is in the legislative branch and is not governed by the provisions of Executive Order 10988, "Employee Management Relationships," it is the desire of the Office to comply with the intent of the order. Therefore, Administrative Order No. 209 and Personnel Bulletin No. 133 were issued outlining the steps employee organizations should take in order to request recognition.

Training courses offered on an interagency basis have been steadily increasing in number and variety.

A Supervisor of Apprentice Training was appointed to coordinate this program.

Classification surveys have been completed or are in progress in the Tests and Technical Control Division, the Open Market and Contract Section, Division of Finance and Accounts, and the Division of Personnel. Also in the laboring, trade, and craft areas a number of recommendations have been made affecting pay problems.

Treatments in the Medical Section numbered 27,943. The program has been continued to provide tetanus toxoid and influenza immunizations to all employees who so desired them.

DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts is responsible for all fiscal and legal matters. This includes the handling of finances; accounting; bookkeeping; cost recording and accounting; current cost

analyses; maintenance of accounts payable; audit of vouchers for all purchases; preparation of payrolls; computing charges for all printing and binding, blank paper, supplies and services furnished to the various departments and agencies of the Federal Government; maintenance of accounts receivable; record keeping and billing for all goods and services furnished by the Office; collecting all moneys due the Office from claims, damages, sales of Government property, and goods and services furnished to the Government; measurement of typesetting machine composition for operator averages and statistics; maintenance of the general files; and the determination and execution of traffic requirements of the Office.

The Division is also responsible for all budget work; studies in connection with rates and the scale of prices for work performed, and the current readjustment of such rates; the compilation of costs of each printing job as the work progresses through the plant; audit of payrolls; administration of the annual and sick leave laws and regulations; accounting for and preparation of reports with reference to retirement, health and life insurance deductions; preparation of financial, cost, and statistical statements and reports for the use of the Government Printing Office in general, as well as the Joint Committee on Printing, the Treasury Department, the General Accounting Office, the Civil Service Commission, the Bureau of the Budget, and the Congress; the performance of all functions necessary in connection with the administrative processing of claims for and against the Government Printing Office; and the rendering of decisions and the furnishing of advice with respect to the applicability of the laws.

The Division is under the supervision of the Comptroller of the Government Printing Office and is organized as follows:

Administrative Section (Office of Comptroller)
Appropriation Accounting and Auditing Section
Payroll and Time Records Section
Electronic Data Processing (and Cost Accounting) Section
Billing and Collecting Section
Composition Measuring Section
Computing (and General Files) Section
Traffic Section

PURCHASING DIVISION

The dollar value of Purchasing Division procurement activity amounted to $79,721,859.74, an increase of $3,268,455.83, or about 4.1 percent over last year. The breakdown is as follows: Commercial Printing, $44,197,891.00; paper, envelopes, and cartons, $28,310,524.59; materials and supplies, $3,559,031.60; machinery and equipment, $1,473,585.16; and other miscellaneous services including transportation, communications, travel, etc., $2,180,827.39.

A part of this upward trend is represented by an increase of about $1,644,587.00 in the procurement of commercial printing; an increase of about $86,878.00 in the procurement of paper, envelopes, and cartons; an increase of about $732,818.00 in materials and supplies; an increase of about $423,055.00 in machinery and equipment; and an increase of about $381,119.00 in services, transportation, communication and travel.

The primary functions of the Specifications Section are the planning of work and preparation of bid specifications and cost estimates for various printing products to be procured from commercial sources. During Fiscal 1963, this section processed 16,976 jackets, 3,063 print orders, 9,921 specifications, and prepared 20,435 cost estimates. Specifications were written for approximately 250 term contracts and 12 special term contracts including tabulating cards and continuous marginally punched forms.

During Fiscal 1963, the Printing Procurement Section processed 59,902 printing jobs having an approximate value of $42,517,022.26. This was made up of 10,309 jobs valued at $21,196,509.53 procured by individual bidding, and 49,593 jobs procured on our various term contracts. The estimated value of the term contract orders was $21,320,512.73.

Tonnage of paper purchased decreased from 215,859,045 pounds in 1962 to 200,191,189 pounds in 1963, a decrease of 15,667,856 pounds.

Paper prices showed an average decline of about 1.367 percent in each of the first three quarters, with a slight increase of about 1/2 of one percent for the fourth quarter. There was a cumulative price decline of approximately 4.045 percent for the entire period covered by this report.

The average paper inventory was 41,652,034 pounds, an increase of approximately 6,531,691 pounds from the average of the previous year. This figure includes about 5,760,229 pounds in the plants of commercial printers, but does not include an average of about 3,623,960 on hand waiting release by the Division of Tests and Technical Control. The high point of paper inventory was 47,275,401 pounds on February 15, 1963, and the low point was 36,635,427 pounds on August 17, 1962.

During the fiscal year ending June 30, 1963, the workload of the Stores Section showed a continuing increase in volume. The section handled 3,778 carloads and approximately 1,500 truckloads of paper weighing approximately 117,967 tons. In addition, 162 million envelopes and 3.7 million knocked-down boxes or cartons were received. Approximately 71,000 pieces of miscellaneous material were received via parcel post and motor freight. Shipments of printed matter and blank paper to out-of-town destinations reached a new high of 82,168,336 pounds. Shipments of waste paper increased over 7 percent and reached an all-time high of 16,775,705 pounds.

The incoming telephone traffic, including local, long distance, information, and miscellaneous, averages 550 calls per hour during the

peak periods. The out-going local calls consisted of a total of 262,207 message-units at a cost of $9,793.03. Long distance calls increased to 9,164 at a cost of $15,203.50. A total of 13,320 messages were received and transmitted over the Teleprinters at a cost of $13,553.05, an increase in cost of $1,926.24 over Fiscal 1962.

MAINTENANCE DIVISION

The Maintenance Division was increased to eight sections during the past fiscal year with the addition of the Industrial Cleaning Section. A Mechanical Engineer was added to the Office of Plant Engineer staff and an additional Assistant Chief Electrician was appointed to the Electrical Section.

The engineering office designed and engineered the expansion of our cental air-conditioning system for offices for the Printing Procurement Section and Accounting Division and for the new web offset press area.

An investigation of our compressed air system was made to determine the actual compressed air requirements of production equipment. It was found that about 50 percent of the air compressed was being lost by a multitude of minor leaks in machinery. A program to correct this condition is now in progress.

A program to replace five obsolete and unsafe (by modern practice) metal-melting pots was begun during the year.

During the past year, several new offices were constructed and others altered in order to relieve some of our overcrowded conditions. In all of these construction jobs the engineering staff worked with future occupants to design a modern and functional spce, and then all of the Maintenance sections were involved in performing their particular phase of the installation.

The division installed 56 new machines with the engineering staff and the Maintenance sections each performing their phase of the work. Among the more important of these installations were the two 25 x 38 offset web presses, the coil binding machine, two wrap-around rotary presses, and a master etch machine to make the plates; three automatic linecasting machines and two high-speed envelope presses. We are now in the process of installing a 35" x 50" web offset press.

The more important function of the Maintenance Division is the maintenance of the production machinery and equipment and the buildings structure and equipment in order to most efficiently produce Government printing and binding. The Building, Carpenter, Electrical, Machine, Paint, Pipe and Sheet Metal Sections were the ones principally involved in this work and completed almost 40,000 calls for service. The Power Section furnished and operated all the utilities required for the operation of the plant, and the new Industrial Cleaning Section was responsible for the cleanliness of the buildings during the past year, as well as operating the incinerator and performing the many odd jobs required in good housekeeping.

Safety is everybody's business, but the Maintenance Division and the Plant Engineer are probably more involved in its promotion in the Government Printing Office. The Safety Officer is in the Office of Plant Engineer and furnished the following statistics:

	1962	1961	1960
Frequency rate	8.5	6.8	7.1
Severity rate	331	217	625
Total cost to GPO including leave	$72,566	$54,346	$97,728
Direct cost per employee	$10.40	$8.07	$14.95

DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested 12,786 samples during the year as follows:

Paper and envelopes	9,834
Metals	1,000
Printing inks	254
Ink making materials	259
Bookbinding cloths	568
Bookbinding leathers	24
Adhesives and adhesive-making materials	35
Oils and greases	143
Chemicals	129
Miscellaneous	540

There were 285 rejections for noncompliance with specifications. Of these 266 were of paper; 6 of ink and ink-making materials; 6 of bookbinding cloths; 4 of envelopes; and 3 of miscellaneous materials. Paper rejections amounted to 9,756,534 pounds, representing 4.31 percent of our total procurement. The principal reasons for paper rejections were:

Deficient In	No. of Rejections	Pounds
Brightness	13	541,917
Folding endurance	19	410,657
Opacity	71	2,081,021
pH value	16	696,157
Smoothness	37	1,386,866
Tensile strength	29	2,947,687
Thickness	23	451,863
Unsatisfactory moisture content	15	334,285

Of 161,535,482 envelopes received during the year, 3,147,405 were rejected, principally for unsatisfactory gumming.

The Division manufactured 219,333 pounds of printing inks, including stamp pad, toning blue, numbering machine, and mimeograph inks; standardized 13,813,012 pounds of type metal; manufactured 1,570 press rollers requiring 12,790 pounds of composition; and produced 146,360 pounds of molded glue; 141,473 pounds of other adhesives; 1,340 gallons of silver nitrate solution and 1,340 gallons of reducer solution for silver spraying operations.

Innumerable specifications for paper, envelopes, materials, and supplies were prepared or revised to keep them up to date. In addition, the Division conducted tests and research on the use of supplies, and cooperated with the various Federal establishments in the testing and developing of processes and materials necessary for their use.

DOCUMENTS DIVISION

In fiscal year 1963, the amount of sales of Government publications increased to an all-time high of $11,297,748.06. From this sale, earnings for return to the U. S. Treasury were $5,731,791.17. The 1963 appropriation for all functions performed by the Office of the Superintendent of Documents was $4,759,530.

Printing amounting to $5,706,240 was ordered from the Government Printing Office by the Superintendent of Documents.

The annual inventory showed 27,303 individual titles available for sale as of June 30, 1963.

The number of mailing lists maintained was 1,232 containing 2,531,140 addresses.

A total of 55,999 publications were catalogued by the Library.

Distribution of 5,817,058 copies of publications was made to depository libraries.

Total distribution for other Government agencies and Members of Congress was 90,980,823 publications, of which 14,860,005 were for Members of Congress.

Division personnel consisted of 484 full-time employees at the end of the fiscal year. An additional 329 W.A.E. employees were available for part-time weekend duty as necessitated by the volume of work.

COMPARISON OF ACTIVITIES

Fiscal Years 1961, 1962, 1963

Activity	1961	1962	1963
Number of sales orders.	3,133,171	3,445,456	3,389,366
Amount of sales	$9,359,937.81	$10,901.646.81	$11,297.784.06
Miscellaneous receipts.	$5,085,240.12	$5,770,101.03	$5,731,791.17
Number of letters of inquiry. . .	1,718,798	1,836,860	1,573,304
Publications received for Departmental free distribution. . . .	84,871,819	88,942,772	94,013,774
Publications distributed free for Government agencies	78,674,235	86,539,173	90,980,823
Number of publications sold . . .	53,334,549	54,762,424	53,076,581
Number of publications distributed to depository libraries	5,031,524	5,312,314	5,817,058
Total publications received . . .	169,607,407	180,524,787	189,757,300
Total publications distributed. .	163,952,315	178,172,344	181,288,710

FIELD SERVICE DIVISION

The Field Service Division, with offices located in Chicago, Denver, New York, San Francisco, Seattle, and Washington, D. C., performed services valued at $5,463,778.13 for 65 different Federal Departments during Fiscal Year 1963. The Interior Department became the largest customer of the Field Service Division during Fiscal Year 1963, increasing their requirements in every Field Service Division office. Army, our previous No. 1 customer, decreased their requirements by $192,000.00, or 28 percent. The Post Office continued to be our second best customer, followed by Army and Treasury.

The Chicago Field Service Office, with an average of 105 employees, billed $1,266,626.80 to 30 Government Departments. The largest user of the services of this office continued to be the Post Office. The Denver Field Service Office produced work for 21 Departments, amounting to $734,797.01 in billed value, of which the Department of the Interior continued to require the majority of its production. The average number of personnel in the Denver office increased from 49 during Fiscal Year 1963. As in Fiscal Year 1962, sufficient space for work operations continues to be a problem due to the continued increase in work volume, and according to the Public Buildings Service

of the General Services Administration, no immediate relief is envisioned because of lack of available Government-owned space in the Denver area.

In Washington, D.C., the Departmental Service Office utilizing an average of 268 employees billed $2,405,067.23 to 61 local Departments, the largest of which were the Departments of the Treasury, State, and Air Force. Relocation plans for the Departmental Service Office received a setback in July 1962 when the Fine Arts Commission would not approve the design for a building which was proposed to be erected at 2nd and D Streets, S.W., and the site had to be abandoned. Several sites were subsequently considered and a decision reached in January of 1963 that the GPO would have no objection to a site at the Naval Weapons Plant. The end of the fiscal year saw an initial meeting with GSA architects and GPO officials which set forth an amendment to the previous architectural contract so that plans could be developed for the new site.

The New York Field Service Office with an average of 23 personnel billed $328,786.06 to 28 Departments, the largest of which continued to be Treasury. 28 Departments were serviced by the San Francisco Field Service Office with total billings amounting to $254, 385.06. An average of 17 employees were employed by that Office, and its largest user was the Department of the Interior. In Seattle the Air Force continued to be their largest customer. A total of 26 Departments accounted for billings in the amount of $320,101.46, produced by an average of 19 people.

The following figures show the comparative value of services performed by the several Field Service Division offices during the past 3 fiscal years:

Office	F.Y. 1961	F.Y. 1962	F.Y. 1963
Chicago.	$1,128,488.80	$1,382,734.31	$1,277,370.05
Denver	497,351.24	634,103.41	741,398.23
Washington, D.C. . .	2,384,486.75	2,712,800.79	2,564,631.88
New York	280,167.35	342,073.18	336,999.64
San Francisco. . . .	197,910.33	218,336.49	236,597.69
Seattle.	337,971.66	275,377.21	306,780.64
	$4,826,376.13	$5,565,425.39	$5,463,778.13

DISBURSING OFFICE

The Disbursing Office is charged with the responsibility of receiving and disbursing all cash items necessary to the conduct of GPO business. Collections of nearly $112,000,000 were deposited to the credit of the GPO in the U. S. Treasury during the past year. Disbursements of nearly $52,000,000 were made to approximately 7300 employees for wages and salaries during 1963. An additional $74,000,000 was expended for other miscellaneous items. In addition, the Collection, Deposit and Refund Branch of the Disbursing Office, collected and deposited more than $13,300,000 for the sale of government publications by the Superintendent of Documents for the past year. This amount covered 3,385,000 cash orders or sales of nearly 54,000,000 publications. In addition, more than 1,600,000 pieces of ordinary mail of inquiry were handled. In furtherance of the Bond Program, 45,777 U. S. Savings Bonds in the amount of approximately $1,517,000 were sold through payroll deduction and cash sale.

The Disbursing Office is staffed with 38 full-time and 42 part-time employees.

PLANNING DIVISIONS

DIVISION OF PLANNING SERVICE

During this fiscal year we received 113,886 orders compared to 109,112 received during fiscal year 1962, or an increase of 4.3 percent. In fact, it was the greatest number of orders received during any one of the past 10 years.

A significant 19.4 percent fewer waivers were issued this fiscal year than last year and 40.3 percent fewer than were issued in fiscal year 1961. This is in keeping with the policy of the Office and indicates a careful scrutiny of requisitions received. It naturally added to the workload of this Division and particularly to that of the Division of Purchases because nearly all of these additional jobs were of a specialized nature which could not be produced in the Office because of lack of suitable equipment.

In past years approximately 20 waivers were issued against open requisitions for cold type composition services and sequential card composition (including film negatives) services. Several hundred individual jobs were procured each year under these waivers. During the latter part of this fiscal year this Office entered into contracts to provide these services.

WORK PROCESSED

	1959	1960	1961	1962	1963
Orders processed.	99,293	100,162	99,340	109,112	113,886
Jackets issued.	53,225	55,205	52,476	54,223	56,398
Open jackets issued	2,479	3,400	3,470	3,311	3,753
Schedules established	58,116	53,239	52,349	41,877*	44,796
Informal estimates.	200	162	159	146	190
Waivers issued.	1,148	1,248	1,138	843	679

* The difference between this figure and that of preceding years is the result of instituting a more reliable and accurate method of reporting.

DIVISION OF PLANT PLANNING

A brief summation of work volume processed by Plant Planning is presented as follows:

During the fiscal year approximately 16,165 jackets were production planned. Approximately 8,331 of these jackets were handled twice in that they were production planned in part when originally presented, as proofs were requested, and completed when proofs were returned.

In fiscal 1963, 28,413 formal estimates for printing and binding requisitions and print orders were prepared for departmental orders. Also prepared were 2,313 informal estimates for Congress, Superintendent of Documents, and the various departments, and estimated copy sufficient to make 708 pages in the Congressional Record appendix. The line and page count performed on Congressional hearings, the cost of which is recovered through direct charges to Congress, amounted to 106,632 25-line pages counted. As required by law, sales prices were developed on 8,807 new and reprint publications offered for sale by Superintendent of Documents. A total of 223 specifications and purchase requests were prepared for printing of 769,280 maps by Coast and Geodetic Survey and Army Map Service for use in the publications of the various governmental departments.

A total of 39,326 jackets were prepared for printing and binding requisitions and print orders during the fiscal year. Approximately 8,505 of these jackets were handled at least twice in that they were prepared only in part when originally processed, as proofs were requested, and completed when proofs were returned. Also prepared were 987 "open" jackets for work to be performed during the next fiscal year.

During the fiscal year approximately 27,715 jackets were scheduled and sent into production. Approximately 8,331 of these jackets called for return proofs, which required two or more schedulings, dependent on the number of times proofs were sent to the departments. Copies of these jackets and others not scheduled, and other media such as memorandums, letters, etc., were made on the Xerox machine, and totaled 224,161 copies.

Delivery schedules were initiated on 3,527 purchase requests for 200,191,189 pounds of paper in flat sheets and rolls; 14,214,823 sheets and pieces of miscellaneous items; 155,699,919 envelopes; and 3,000,982 cartons of various kinds and sizes. These requests were for purchases on the regular quarterly contracts and the open market. In addition, a total of 760 requests were initiated for special purchase of 17,821,351 pounds of paper in flat sheets and rolls; 2,735,963 envelopes; 477,537 cartons; and 1,739,989 sheets and pieces of miscellaneous items. The number of Stores orders prepared for commercial programs and jackets totaled 2,913. Commercial specifications totaling 2,189 required the typing of 4,876 requisitions for paper, etc., and map orders required the typing of 233 requisitions. Field Service requisitions processed for paper, etc., toaled 2,333. A total of 15,763 jackets for blank paper and miscellaneous supplies were prepared and scheduled in accordance with department requisitions and purchase orders.

DIVISION OF TYPOGRAPHY AND DESIGN

A greatly increased program of services covering planning, design, and manufacture of printing was attempted in fiscal year 1963 through conferences with departmental representatives. Basically, this effort was directed toward providing design and technical consultation to improve the quality and production of work for our customer agencies.

The growth of this service and the number of persons and departments represented may be seen from the following:

	1963	1962	1961
Conferences	827	701	556
Number of persons	1,178	995	---
Agencies represented	105	117	76

Note: Conferences with GPO personnel and officials are not included.

Work volume processed by the Division of Typography and Design is shown below:

Art, Illustration, and Typographic Sections

Jackets Processed.	5,996
(Includes 3,921 jobs received from Scheduling to be processed for reference to color, etc.)	
Orders and Estimates for Photoengravings	3,542
Halftones and Linecuts Ordered	31,050
Finished Art Pieces.	5,384
Layout Sketches.	3,920
Illustrations, Retouched Pieces.	4,970

Photographic Section

Requests.	3,982
Finished Pieces	52,797

PRODUCTION DIVISIONS

CONGRESSIONAL PRINTING

Fiscal 1963 was a year of increase in the Congressional workload. The second session of the 87th Congress did not adjourn until October 13, 1962; the final issue of the Record was printed on November 2; and the first Budget copy was received on November 16.

The Congressional Record is, of course, our most important responsibility. This year the Record totaled 30,556 pages and averaged 168 pages per issue for 182 issues. This is comparable to the previous year, when the total was 30,396 pages and the average was 171.7 pages for 177 issues. Again, 19 of these issues were 256 pages or larger. The largest issue during the year was 364 pages and it was printed in two parts for the session of March 28, 1963. There were four issues of 48 pages, and these were the smallest Records printed during the year.

Bill work shows a considerable increase this year, due in part to the large number introduced during the opening days of the 88th Congress. The number of prints increased from 14,558 last year to 19,715 this year. Letterpress forms increased from 11,256 to 13,283 and offset forms from 1,814 to 2,355. Pages set increased from 61,278 to 71,999; pages picked up from 9,809 to 13,480.

The volume of other Congressional work accomplished is indicated by the following: The Proof Section read 806,487 galleys this year compared with 770,948 galleys last year; the Hand Section imposed 65,232 forms, a decline from 68,893 forms imposed last year; 102,528 reproduction proofs were furnished the Offset Division compared with 98,818 furnished last year.

THE BUDGET

The Budget this fiscal year increased from 368 pages to 400 pages; the Appendix, which is now the "big book", increased from 1,172 pages to 1,195 pages. The Composing Division processed 9,639 folios this year compared with 11,046 folios last year. Although there were fewer folios of copy received, the various Budget items required 1,763 pages of type this year, an increase from the 1,707 pages of last year. The Budget requisitions called for 18 separate items which consisted of the Budget, the Appendix to the Budget, a combined Budget-Appendix volume, the District of Columbia Budget, the Budget in Brief, the Budget Message of the President, and several Special Analyses. The size and complexity of the many separate items required very close cooperation in all divisions in order to meet the very tight schedule requested by the Bureau of the Budget.

ELECTRONIC PRINTING

Considerable progress was made during the year in the area of electronic printing techniques. On March 11, 1963, two Linofilm keyboards and a photo unit were placed in experimental production. Seven Operators were placed in training on the keyboard and four machinists received a month's training in maintenance at the factory. Some 480,000 ems of composition were keyboarded and processed on the photo unit by the end of the fiscal year. A Linofilm 15-level magnetic tape to paper tape converter was also placed in experimental production during March 1963. A 154-page booklet, the "Roster of Attorneys Registered to Practice Before the U. S. Patent Office", was processed on this converter and the photo unit. Three Friden LCC-S paper tape perforators were placed in production during April. Seven Operators have received training on these machines and 1,920,000 ems of measurable composition were perforated on this equipment by the close of fiscal year 1963.

Three high-speed tape-operated hot-metal slug machines were installed during May 1963. These machines were only partially operated by tape application, but will be totally operated by tapes as soon as acceptable tapes are available.

BINDING DIVISION

Production activities of the Binding Division continued at a consistently high level over the past year, as might be expected since this unit, in one way or another, processes the end-products of all production divisions. The installation of several web presses with folding capabilities was reflected in Pamphlet Section operations which showed a definite gain in gathering and inserting production and a slight decline in folding. Cutting in both the Blank Section and Cutting and Packing showed a sizable increase, while passport production rose from 988,884 books in 1962 to 1,105,037 in 1963.

Bindery employee strength as of June 30, 1963, was 1,355 as compared with 1,349 as of July 1, 1962, with a measured turnover of 16 plus percent.

The Income Tax was the largest single program processed by the Bindery during the year. Over one-half billion forms of various formats, and varying from 4 to 64 pages, were produced and delivered. (The Bindery processed 749,697,969 copies in 1963 as opposed to 542,706,028 copies in 1962).

Congressional work handled by the Pamphlet Section, including the Congressional Record, the Congressional Record Index, the Federal Register, and bills, speeches, and documents, was unusually heavy for the fiscal year, exceeding by 347,847 bindery units and 1,705,900 pages even the record year of 1962.

Modernization of a sizable number of bindery operations was accomplished during this fiscal year through replacement of obsolete equipment. Of notable interest was the installation of a Bielomatik wire binding notebook machine which manufactured 546,874 stenographer notebooks during the last quarter of the fiscal year.

COMPOSING DIVISION

The demand for composition in fiscal 1963 reached a new high. At the same time, overtime hours were reduced in spite of these increased requirements, primarily due to the establishment of a third shift in the Linotype Section. During the year, 65,682,825 more ems of measurable type matter were set than in 1962. Gross ems of type matter for fiscal 1962 and 1963 are offered for comparison below:

Gross ems in 1962. 2,729,192,800
Gross ems in 1963. 2,794,875,625

The over-all requirements of the Congress and other departments made it necessary to have 73,585 folios of manuscript converted to composition by commercial contractors. This is a reduction over the 1962 figure of nearly 19 percent, which may be attributed to the extra shift in Linotype. All of this composition is prepared by the Proof Section before being sent out.

As of June 30, 1963, division manning shows an increase of 41 employees from 1,553 to 1,594. The Government Printing Office-directed apprentice system continues to supply replacements for a portion of the Division's personnel losses, but this program would have to be substantially expanded to meet minimum requirements for journeyman replacement in the Composing Division.

The program for reducing patent backlog continued at an increased rate for the first seven months of this fiscal year. During this period the Department released 34,581 patents for an average issue of 1,115. However, this pace was slowed to an average issue of 922 for the balance of the year, when applications approved for final fees became current.

A total of 53,958 patents were printed in fiscal 1963 for a record annual issue.

LETTERPRESS DIVISION

Production declined somewhat over the past year, with 8.4 percent fewer chargeable hours indicated. Significant also was the reduction in overtime hours. In Fiscal Year 1963 a decrease of 36 percent was experienced throughout the Division. These trends are attributed, in part, to the acquisition of several items of newer and faster equipment. Specifically, two new Halm Jet Presses which, with their double-feed system, are capable of producing 72,000 envelopes per hour. Overtime required to produce the millions of envelopes required by the Congress and other agencies has been virtually eliminated. The purchase and installation of a new automatic die-stamping press has also contributed to this sizable reduction in bonus hours.

A rate change from 3¢ to 4¢ for postal cards was responsible for a major changeover and replating of the postal-card presses. This took place in November 1962, and a stockpile of one billion postal cards was produced by January 1963, when the new cards went on sale. The Postal Card Section produced a total of 2,666,613,000 postal cards for the year, plus 28,663,000 11¢ Aerograms.

Personnel turnover rate was down somewhat to 15 percent. Rate of detail for journeymen to other divisions has slackened somewhat over the past year, and hence has permitted greater flexibility in movement of craftsmen within the Division to handle peak workloads.

Two new 25 x 38-inch wraparound presses were installed in January 1963 and have continued to show their worth. A versatile 13 x 18-inch Heidelberg platen press was installed in the Job Unit, and its productivity and flexibility have proved the wisdom of this purchase.

OFFSET DIVISION

The Offset Division continued to show gains in all production areas and reflected a most favorable posture as chargeable hours increased 2.7 percent while, at the same time, overtime requirements were reduced 12.3 percent over the previous fiscal year. Division manning was up about 11 percent, with the greatest increase showing in Offset Press.

The following chart permits a comparison of jackets processed over this year with those handled in 1961 and 1962:

Jackets Processed

	Fiscal 1961	Fiscal 1962	Fiscal 1963
Plant	10,072	9,968	11,156
Commercial	8,157	10,353	10,386
Commercial (Print orders)	933	1,118	954
TOTAL	19,162	21,439	22,496

Negative production increased more than 2½ million square inches from 48,149,056 in 1962 to 50,659,528 in fiscal 1963. Offset plate production was up approximately 9 percent, with 44,730 plates being processed in 1963 as compared with 40,875 in 1962. More than 47 million more impressions were printed in 1963 than in the previous year.

A great many technological improvements were instituted which made themselves felt through reduction of bonus hours and greater productivity. Conversion from casein-coated, grained, surface plates to pre-grained, roller-coated, surface plates eliminated the time-consuming plate-whirling operation and materially affected the production of plates.

The most significant contribution to high-speed offset production since offset was introduced into the Government Printing Office was the installation of two 25 x 38-inch web offset presses equipped with Doyle sheet cleaners, vertical-feed blanket-to-blanket perfector printing unit, eight-foot drying oven capable of handling two webs, chilling unit, folder with perforating, pasting, and marking device attachments, and a Stobbs Packer and Bundler on each. These presses are capable of producing 32-page "doc" signatures and breakdowns thereof, such as 4's, 8's, 12's, 16's, 24's at a maximum speed of 25,000 impressions per hour, or approximately 900 feet per minute. Specifications for these presses are such that an additional perfector printing unit, chill rollers, and necessary folding equipment can be added to provide 64-page production in the future. These presses operate on a 24-hour basis, three 8-hour shifts with press personnel staggering lunch periods without interruption to press production.

PLATEMAKING DIVISION

In the Platemaking Division an over-all 4 percent decrease in square-inch production reflected the diminishing demand for letterpress and relief plate material. However, with a corresponding loss of approximately 3 percent in personnel during the fiscal year, Division manning was keeping pace with production trends. Attrition of Division strength through retirement and transfer has resulted in a drop below the optimum. Some sections will be hard-pressed to meet production requirements, which are periodically heavy.

New platemaking equipment was purchased to enable this Division to process plates for the wraparound presses purchased by the Letterpress Division. Many of the birth pangs of the wraparound printing process have passed, and plate costs are being steadily reduced.

Greater experience and lower plate costs, it is expected, will establish a sound basis for increasing wraparound quality and productivity.

LIBRARY BRANCH OFFICE

During the first part of August 1961, the Librarian of Congress requested the Public Printer to survey all phases of catalog card service to the Library with the thought in mind that the Government Printing Office assume the operation of the Card Division Duplicating Unit in order to fill future sales orders of the older titles.

On July 9, 1962, the activities of the Duplicating Unit of the Card Division were transferred to the Government Printing Office, along with the personnel of that unit, and became known as the Catalog Card Reproduction Unit, Library of Congress Branch.

The Library of Congress Branch work showed a sizable increase over the last fiscal year. The total catalog card production from the continued letterpress and offset reproduction operation amounted to 67,160,176 in fiscal 1963 compared with 40,379,978 in fiscal 1962, an astounding rise of 66 percent. Proofsheet reproduction increased 1.96 percent over the previous year, and the overprinting of call numbers and subject headings show a 7.88 percent increase over fiscal 1962.

Due to an acute space shortage, the Library is planning to move the Card Division and other functions to the Naval Weapons Plant, Building 159. Because of the close working relationship with the Card Division, the Government Printing Office Library Branch will be moved to the same location. The contract has been let for renovation of the building and the latest information on the date for moving is in the Spring or early Summer of 1964.

DELIVERY SECTION

With deliveries at an all-time high, the Delivery Section has been faced with an unusual increase. Pick-up service, showing a total of 3,980 requests, increased 223 over the last fiscal year. The annual count of recorded partial and complete shipments reached 191,927 items--a growth of 14,323 items more than were handled in the previous fiscal year. At the same time, fleet mileage decreased from 291,428 to 280,190, a difference of 11,238 miles. The current accident-frequency figure, 7.69, places us in the top five of 87 fleets competing in our class.

The number of delivery stops is steadily increasing as departments and agencies expand into outlying areas. Many of the newer stops are receiving large shipments but lack platform facilities.

Plans are under consideration for augmenting our platform facilities as well as our truck fleet.

APPENDIX
(Statistical)

STATUS OF PRINTING AND BINDING FOR CONGRESS APPROPRIATION

The Government Printing Office administers the appropriations for printing and binding for the Congress. The appropriations cover authorized printing and binding for the Congress; printing, binding, and distribution of the Federal Register; and printing and binding of other Government publications authorized by law to be distributed without charge. The amounts appropriated are based on estimates of the work to be required and the related costs.

Funds are transferred from the appropriations to the revolving fund in reimbursement of the cost of the printing and binding work upon its completion and computation of the costs.

It is estimated that the costs necessary to complete unfinished work authorized in fiscal years 1963, 1962, 1961, and prior years will exceed the available appropriated funds for those years by $5,353,296, $645,153, $142,594 and $579,753, respectively. It has been the policy of the Congress to make the current year's appropriation available for the payment of obligations incurred under the appropriations for similar purposes for preceding years.

The unliquidated obligations are established on the basis of estimated costs to complete work authorized before the close of the fiscal year.

The status of the appropriations for printing and binding for the Congress is presented as follows:

	Appropriations for Fiscal Year			
	1963	1962	1961	Prior Years
Balance, July 1, 1962	$ ----	$ 6	$ ----	$ 65,342
Appropriation, 1963	15,200,000	----	----	----
Total funds available	15,200,000	6	----	65,342
Expenditures:				
Current-year obligations	10,437,606	----	----	----
Prior-year obligations	4,753,296	6	----	2
Total expenditures	15,190,902	6		2
Balance, June 30, 1963	9,098	----	----	65,340
Estimated unliquidated obligations at June 30, 1963	5,362,394	645,153	142,594	645,093
Estimated obligations in excess of appropriated funds	$ 5,353,296	$645,153	$142,594	$579,753

STATUS OF APPROPRIATIONS FOR OFFICE OF THE SUPERINTENDENT OF DOCUMENTS

The Superintendent of Documents, in addition to conducting the sales of publications operation of the revolving fund, compiles and issues catalogs and indexes of Government publications, furnishes and distributes public documents to designated depository libraries, and operates a mailing service for members of the Congress and other agencies of the Government.

A statement of costs and obligations incurred and financed through appropriated funds is presented as schedule 6. The status of appropriations available for this purpose is as follows:

	Fiscal Year		
	1963	1962	1961
Unexpended balances, July 1, 1962	$ ----	$285,239	$3,455
Appropriations:			
Salaries and expenses, 1963	4,759,530	----	----
Reimbursements	256,732	39,939	----
Total funds available for obligation	5,016,262	325,178	3,455
Unobligated balances withdrawn	200,000	157	553
Total obligated funds	4,816,262	325,021	2,902
Expenditures	4,363,288	319,593	2,902
Unliquidated obligations, June 30, 1963	452,974	5,428	----
Less reimbursements receivable	32,958	----	----
Unexpended balances, June 30, 1963	$ 420,016	$ 5,428	$----

GOVERNMENT PRINTING OFFICE
COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES
FISCAL YEARS 1959 to 1963

	Fiscal Year 1963	Increase or Decrease (-) 1963 to 1962	Fiscal Year 1962	Increase or Decrease (-) 1962 to 1961	Fiscal Year 1961	Increase or Decrease (-) 1961 to 1960	Fiscal Year 1960	Increase or Decrease (-) 1960 to 1959	Fiscal Year 1959
ASSETS:									
Fund balances with U. S. Treasury and cash	$ 9,622,822	$ 1,823,811	$ 7,799,011	$-2,487,736	$10,286,747	$ 1,511,985	$ 8,774,762	$-3,686,714	$12,461,476
Accounts receivable and advances	12,444,137	2,996,419	9,447,718	3,839,699	5,608,019	- 146,677	5,754,696	-1,229,146	6,983,842
Finished printing not billed	6,294,927	1,363,051	4,931,876	-2,016,476	6,948,352	2,244,208	4,704,144	1,902,443	2,801,701
Inventories (Including Work-in-Process)	30,756,968	2,746,865	28,010,103	5,198,694	22,811,409	- 864,562	23,675,971	2,404,219	21,271,752
Deferred charges	55,512	- 34,306	89,818	- 14,683	104,501	13,426	91,075	38,224	52,851
Property, plant, and equipment, net [a]	15,457,961	921,080	14,536,881	295,080	14,241,801	- 256,041	14,497,842	447,007	14,050,835
Total assets	74,632,327	9,816,920	64,815,407	4,814,578	60,000,829	2,502,339	57,498,490	- 123,967	57,622,457
LIABILITIES:									
Accounts payable	4,486,414	770,000	3,716,414	526,541	3,189,873	991,535	2,198,338	- 450,336	2,648,674
Accrued salaries and wages	1,040,668	131,158	909,510	113,186	796,324	44,010	752,314	-1,114,106	1,866,420
Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,167,526	208,594	1,958,932	177,502	1,781,430	132,452	1,648,978	326,124	1,322,854
Employees' accrued annual leave	2,913,439	125,061	2,788,378	74,803	2,713,575	86,765	2,626,810	141,826	2,484,984
Customers' deposits and prepaid subscriptions	3,643,330	910,504	2,732,826	1,056,525	1,676,301	134,138	1,542,163	74,934	1,467,229
Others	58,012	24,385	33,627	16,281	17,346	- 39,422	56,768	- 10,903	67,671
Total liabilities	14,309,389	2,169,702	12,139,687	1,964,838	10,174,849	1,349,478	8,825,371	-1,032,461	9,857,832
Investment of U. S. Government	$60,322,938	$ 7,647,218	$52,675,720	$ 2,849,740	$49,825,980	$ 1,152,861	$48,673,119	$ 908,494	$47,764,625
Consisting of:									
Revolving fund:									
Capital	$34,815,383	$ ---	$34,815,383	$ ---	$34,815,383	$ ---	$34,815,383	$ ---	$34,815,383
Retained earnings	11,133,998	1,343,814	9,790,184	2,326,531	7,463,653	- 809,188	8,272,841	1,264,135	7,008,706
Income from sales of publications payable to U. S. Treasury	3,731,791	- 38,310	3,770,101	575,299	3,194,802	2,085,240	1,109,562	- 241,565	1,351,127
Other funds [a]	10,641,766	6,341,714	4,300,052	- 52,090	4,352,142	- 123,191	4,475,333	- 114,076	4,589,409
	$60,322,938	$ 7,647,218	$52,675,720	$ 2,849,740	$49,825,980	$ 1,152,861	$48,673,119	$ 908,494	$47,764,625
[a] Includes allowance for depreciation of building structures, specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 63)	$ 5,674,548		$ 5,552,681		$ 5,430,814		$ 5,308,948		$ 5,187,081

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GOVERNMENT PRINTING OFFICE
REVOLVING FUND
PRINTING AND BINDING OPERATIONS
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1963 AND JUNE 30, 1962

	Fiscal Year 1963	Fiscal Year 1962	Increase or Decrease (-)
Income:			
Printing and binding services performed	$129,067,049	$120,647,195	$ 8,419,854
Other income	583,780	669,749	- 85,969
Total income	129,650,829	121,316,944	8,333,885
Expenses:			
Direct costs:			
Direct labor	41,637,566	38,654,432	2,983,134
Direct materials	31,734,041	30,200,348	1,533,693
Printing purchased from commercial sources	45,284,004	41,379,583	3,904,421
Total direct costs	118,655,611	110,234,363	8,421,248
Other expenses:			
Salaries and wages	4,696,865	4,053,062	643,803
Travel	23,625	12,615	11,010
Freight	776,262	891,684	- 115,422
Communications	107,741	99,388	8,353
Heat, light, and power	441,314	450,722	- 9,408
Rental of buildings and equipment	485,192	459,980	25,212
Materials and supplies	195,708	199,933	- 4,225
Employer's share of group life insurance	140,326	127,873	12,453
Employer's share of group health insurance	377,129	355,567	21,562
Employer's share of Civil Service retirement	2,596,063	2,361,325	234,738
Depreciation	1,096,899	1,022,702	74,197
Miscellaneous expenses	22,820	20,857	1,963
Total other expenses	10,959,944	10,055,708	904,236
Less:			
Direct costs and other expenses allocated to the Public Documents Division	986,504	976,867	9,637
Cost of materials and supplies manufactured for stock	322,036	322,791	- 755
Total	1,308,540	1,299,658	8,882
Total direct costs and other expenses (net)	128,307,015	118,990,413	9,316,602
Net gain from printing and binding operations	$ 1,343,814	$ 2,326,531	$- 982,717

GOVERNMENT PRINTING OFFICE
SALES OF PUBLICATIONS OPERATIONS
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1963 AND JUNE 30, 1962

	FY 1963	FY 1962	Increase or Decrease (-)
REVOLVING FUND:			
Sales	$10,499,053	$10,264,738	$ 234,315
Cost of publications sold	4,228,665	3,876,681	351,984
Gross profit	6,270,388	6,388,057	-117,669
Expenses:			
Administrative expenses	699,118	636,601	62,517
Mailing costs	797,546	702,570	94,976
	1,496,664	1,339,171	157,493
	4,773,724	5,048,886	-275,162
Other income	958,067	721,215	236,852
Income from sales of publications payable to U. S. Treasury	5,731,791	5,770,101	- 38,310
OTHER FUNDS:			
Salaries and expenses financed from appropriated funds	2,780,470	2,790,434	- 9,964
Net income from sales of publications	$ 2,951,321	$ 2,979,667	$- 28,346

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
FISCAL YEAR ENDED JUNE 30, 1963

ASSETS

	Revolving Fund	Other Funds (note a)	Combined Funds
FUND BALANCES WITH U. S. TREASURY AND CASH:			
Fund balances in U. S. Treasury	$ 8,248,870	$ 942,444	$ 9,191,314
Cash on hand and in transit	431,508	---	431,508
	8,680,378	942,444	9,622,822
ACCOUNTS RECEIVABLE AND ADVANCES:			
Accounts receivable:			
Government agencies	6,435,768	32,958	6,488,726
Other	10,255	---	10,255
Advances	12,156	5,933,000	5,945,156
	6,478,179	5,965,958	12,444,137
FINISHED PRINTING NOT BILLED, at standard cost	6,294,927	---	6,294,927
INVENTORIES:			
Publications for sale, at cost	3,753,846	---	3,753,846
Printing work in process, at standard cost	18,607,701	---	18,607,701
Paper, envelopes, and other supplies, at cost	8,395,421	---	8,395,421
	30,756,968	---	30,756,968
DEFERRED CHARGES	55,512	---	55,512
PROPERTY, PLANT, AND EQUIPMENT:			
Land and buildings, at cost	---	9,085,173	9,085,173
Equipment and building appurtenances	25,055,587	781,141	25,836,728
Construction in progress	82,013	---	82,013
	25,137,600	9,866,314	35,003,914
Less allowance for depreciation	13,871,405	5,674,548	19,545,953
	11,266,195	4,191,766	15,457,961
Total Assets	$63,532,159	$11,100,168	$74,632,327

LIABILITIES

	Revolving Fund	Other Funds (note a)	Combined Funds
LIABILITIES:			
Accounts payable	$ 4,091,383	$ 395,031	$ 4,486,414
Accrued salaries and wages	977,297	63,371	1,040,668
Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,167,526	---	2,167,526
Employees' accrued annual leave	2,913,439	---	2,913,439
Customers' deposits and prepaid subscriptions	3,643,330	---	3,643,330
Other	58,012	---	58,012
Total liabilities	13,850,987	458,402	14,309,389
INVESTMENT OF U. S. GOVERNMENT (Schedule 4):			
Capital	34,815,383	10,641,766	45,457,149
Retained earnings	11,133,998	---	11,133,998
Income from sales of publications payable to U. S. Treasury	3,731,791	---	3,731,791
Total investment of U. S. Government	49,681,172	10,641,766	60,322,938
Total liabilities and investment of U. S. Government	$63,532,159	$11,100,168	$74,632,327

[a] Other funds consist of the value of building structures and land amounting to $9,085,173, accumulated depreciation thereon of $5,674,548, and $3,410,625 undepreciated balance (book value) included with Capital. The value of building structures and land is specifically excluded from the revolving fund by law (44 U.S.C. 63). Also included in other funds is equipment purchased with appropriated funds, Public Documents Division, amounting to $781,141; and offsetting cash, receivables, and unliquidated obligations of the appropriation for administrative expenses, Public Documents Division; and $6,450,000 Acquisition of Site and Construction of Annex appropriation. (Legislative Branch Appropriation Act, 1963 (Public Law 87-730)).

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GOVERNMENT PRINTING OFFICE REVOLVING FUND
PRINTING AND BINDING OPERATIONS
STATEMENT OF INCOME AND EXPENSE
FISCAL YEAR ENDED JUNE 30, 1963

INCOME:			
Printing and binding services performed		$129,067,049	
Other income		583,780	
Total income			$129,650,829
EXPENSES:			
Direct costs:			
Direct labor	$41,637,566		
Direct material	31,734,041		
Printing purchased from commercial sources	45,284,004	118,655,611	
Other expenses:			
Salaries and wages	4,696,865		
Travel	23,625		
Freight	776,262		
Communications	107,741		
Heat, light, and power	441,314		
Rental of buildings and equipment	485,192		
Materials and supplies	195,708		
Employer's share of group life insurance	140,326		
Employer's share of group health insurance	377,129		
Employer's share of Civil Service retirement	2,596,063		
Depreciation *	1,096,899		
Miscellaneous expenses	22,820	10,959,944	
		129,615,555	
Less:			
Direct costs and other expenses allocated to the Public Documents Division	986,504		
Cost of materials and supplies manufactured for stock	322,036	1,308,540	
Total direct costs and other expenses (net)			128,307,015
Net gain from printing and binding operations - revolving fund			$ 1,343,814

* Does not include depreciation on building structures and land, which is specifically excluded from the revolving fund by law (44 U.S.C. 63).

GOVERNMENT PRINTING OFFICE
SALES OF PUBLICATIONS OPERATIONS
STATEMENT OF INCOME AND EXPENSE
FISCAL YEAR ENDED JUNE 30, 1963

REVOLVING FUND:		
Sales		$10,499,053
Cost of publications sold		4,228,665
Gross profit		6,270,388
Expenses:		
Administrative expenses (note a)	$699,118	
Mailing costs	797,546	1,496,664
		4,773,724
Other income:		
Gratuitous revenues	798,731	
Donated publications	91,639	
Miscellaneous	67,697	958,067
Income from sales of publications payable to U. S. Treasury		5,731,791
OTHER FUNDS:		
Salaries and expenses financed from appropriated funds		2,780,470
Net income from sales of publications (note a)		$ 2,951,321

[a] Does not include depreciation of $7,547 on building structures and land, which is specifically excluded from the revolving fund by law (44 U.S.C. 63).

GOVERNMENT PRINTING OFFICE
STATEMENT OF CHANGES IN INVESTMENT
OF UNITED STATES GOVERNMENT
FISCAL YEAR ENDED JUNE 30, 1963

	Revolving Fund	Other Funds (note a)	Combined
BALANCE, JULY 1, 1962:			
Capital	$34,815,383	$ 9,852,733	$44,668,116
Retained earnings	9,790,184	---	9,790,184
Income from sales of publications payable to U. S. Treasury	3,770,101	---	3,770,101
	48,375,668	9,852,733	58,228,401
ADDITIONS:			
Net income from printing and binding operations (Schedule 2)	1,343,814	---	1,343,814
Income from sales of publications payable to U. S. Treasury (Schedule 3)	5,731,791	---	5,731,791
Appropriations for administrative expenses, Public Documents Division, including reimbursements of $256,732	---	5,016,262	5,016,262
Appropriation for acquisition of site and construction of annex	---	6,450,000	6,450,000
Net increase in equipment purchased with appropriated funds, Public Documents Division	---	13,581	13,581
Total additions	7,075,605	11,479,843	18,555,448
REDUCTIONS:			
Payments to U. S. Treasury of income from sales of publications	5,770,101	---	5,770,101
Payments made and obligations incurred for administrative expenses, Public Documents Division (Schedule 6)	---	4,816,262	4,816,262
Unobligated balance of appropriations for administrative expenses, Public Documents Division, withdrawn by U. S. Treasury	---	200,000	200,000
Depreciation on building structures and facilities, current fiscal year	---	121,867	121,867
Initial adjustment for accumulated depreciation on building structures and facilities, prior fiscal years	---	5,552,681	5,552,681
Total reductions	5,770,101	10,690,810	16,460,911
BALANCE, JUNE 30, 1963 (Schedule 1):			
Capital	34,815,303	10,641,766	45,457,149
Retained earnings	11,133,998	---	11,133,998
Income from sales of publications payable to U. S. Treasury	3,731,791	---	3,731,791
	$49,681,172	$10,641,766	$60,322,938

Other funds consist of the undepreciated balance (book value) of building structures and land amounting to $3,410,625 which is specifically excluded from the revolving fund by law (44 U.S.C. 63); equipment acquired with appropriated funds, Public Documents Division, amounting to $781,141; and $6,450,000 Acquisition of Site and Construction of Annex appropriation (Legislative Branch Appropriation Act, 1963 (Public Law 87-730)).

GOVERNMENT PRINTING OFFICE
DIVISION OF PUBLIC DOCUMENTS

FISCAL YEAR 1963—APPROPRIATED FUNDS
STATEMENT OF COSTS AND OBLIGATIONS INCURRED
AS OF JUNE 30, 1963

		Program by activities			
	Total	Sales distribution	Distribution for other agencies	Depository library distribution	Cataloging and indexing
Personnel compensation	$3,031,570	$1,998,608	$681,743	$156,098	$195,121
Personnel benefits	163,059	116,913	25,600	9,132	11,414
Travel and transportation of persons	435			435	
Transportation of things	1,582	1,582			
Rent, communications, and utilities	88,440	63,500	14,857	4,952	5,131
Printing and reproduction	996,802	349,322		563,012	84,468
Other services	121,470	86,131	21,663	6,718	6,958
Supplies and materials	369,056	143,475	208,167	14,743	2,671
Equipment	29,163	20,939	4,899	1,633	1,692
Total costs	$4,801,577[a]	$2,789,470	$956,929	$756,723	$307,455
Net increase in undelivered equipment	14,685	10,544	2,467	822	852
Total obligations	$4,816,262	$2,791,014	$959,396	$757,545	$308,307

[a] Exclusive of expenses of $1,496,664 financed from revenues from sales of publications.

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Schedule 5

GOVERNMENT PRINTING OFFICE
SUMMARY OF FUNDS PROVIDED BY OPERATIONS
AND APPROPRIATIONS AND THEIR APPLICATION
FISCAL YEAR ENDED JUNE 30, 1963

FUNDS PROVIDED:		
Printing and binding operations:		
Printing and binding services performed	$129,067,049	
Other income	560,761	
Proceeds from sale of equipment, net	66,806	$129,694,616
Sales of publications:		
Sales	10,499,053	
Other income	958,067	11,457,120
Decrease in deferred charges	34,306	
Increase in accounts payable	770,000	
Increase in accrued salaries and wages	131,158	
Increase in miscellaneous liabilities	1,268,544	2,204,008
Appropriations:		
Appropriation for administrative expenses, Public Documents Division, including reimbursements of $256,732	5,016,262	
Appropriation for the acquisition of site and construction of annex, Government Printing Office	6,450,000	11,466,262
Total funds provided		$154,822,006
FUNDS APPLIED:		
Printing and binding expense	$128,307,015	
Less allowance for depreciation not requiring funds	1,096,899	$127,210,116
Cost of publications sold		4,228,665
Expenses of sales of publications financed from the Revolving Fund		1,496,664
Payments to U. S. Treasury of income from sales of publications		5,770,101
Increase in cash	1,823,811	
Increase in accounts receivable and advances	2,996,419	
Increase in finished printing not billed	1,363,051	
Increase in inventories	2,746,865	
Purchase of equipment	2,170,052	11,100,198
Obligations incurred for administrative expenses, Public Documents Division		4,816,262
Unobligated balance of appropriation for administrative expenses, Public Documents Division, withdrawn by U. S. Treasury		200,000
Total funds applied		$154,822,006

BILLINGS FOR WORK AND TO WHOM DELIVERED
FISCAL YEAR 1963

Congress:		
Congressional Record	$3,068,015.91	
Miscellaneous Publications	1,703,086.24	
Miscellaneous Printing and Binding	1,785,631.84	
Publications for International Exchange	168,995.93	
Franked Envelopes	358,375.50	
Document Franks	14,676.53	
House and Senate Calendars	711,673.18	
Bills, Resolutions, and Amendments	1,296,536.26	
Committee Reports	578,602.21	
Documents	605,959.28	
Hearings	3,544,404.45	
Federal Register	716,203.72	
Supplement to Code of Federal Regulations	321,007.88	
Committee Prints	317,263.44	
Total		$ 15,190,432.37
Administrative Office of the U. S. Courts		80,587.46
Agriculture		5,053,024.16
Air Force		12,848,909.68
Air Force Systems Command		150,239.27
American Battle Monuments Commission		76.00
Army		26,661,561.78
Atomic Energy Commission		588,043.65
Board of Governors of the Federal Reserve System		2,011.06
Bureau of the Budget		240,038.85
Central Intelligence Agency		565,580.96
Civil Aeronautics Board		125,689.61
Civil Service Commission		617,777.60
Civil War Centennial Commission		1,923.80
Commerce		6,640,424.02
Commission of Fine Arts		410.68
Council of Economic Advisors		26,600.24
Court of Claims		84,324.95
Court of Customs and Patent Appeals		12,448.67
Defense Supply Agency		1,399,465.22
Department of Defense		90,239.44
Defense Documentation Center		137,850.82
District of Columbia		167,331.81
Export Import Bank of Washington		22,600.79
Farm Credit Administration		11,764.82
Federal Aviation Agency		1,065,262.06
Federal Coal Mine Safety Board Review		54.75
Federal Communications Commission		145,311.18
Federal Deposit Insurance Corporation		6,639.62
Federal Home Loan Bank Board		36,105.86
Federal Maritime Commission		9,359.68

Federal Mediation and Conciliation Service	$ 13,437.91
Federal Power Commission	138,866.73
Federal Trade Commission	94,844.57
Foreign Claims Settlement Commission	8,324.40
General Accounting Office	122,698.96
General Services Administration	6,001,830.26
Government Printing Office Sale of Government Publications	4,852,894.08
Government Printing Office Superintendent of Documents	1,436,242.66
Health, Education, and Welfare	4,259,107.94
House and Senate Stationery Room	29,652.03
Housing and Home Finance Agency	857,128.65
Indian Claims Commission	194.87
Interior	2,707,989.40
Interstate Commerce Commission	281,646.46
Joint Publications Research Service	445.20
Justice	1,496,812.12
Labor	1,251,708.61
Library of Congress	1,375,250.43
National Academy of Science	1,065.96
National Aeronautics and Space Administration	922,308.74
National Capital Housing Authority	6,344.91
National Capital Planning Commission	812.14
National Capital Transportation Agency	18,103.18
National Forest Reservation Commission	1,110.25
National Gallery of Art	17,675.43
National Labor Relations Board	343,363.15
National Mediation Board	6,472.45
National Science Foundation	216,763.53
National Security Agency	609,168.85
National Security Council	914.85
Navy	10,977,001.67
Office of Aerospace Research	25,854.88
Office of Emergency Planning	27,478.70
Office of Science Technology	777.35
Panama Canal Company	80,997.27
Pan American Union	6,911.86
Post Office Department	5,454,863.57
Private Orders	162,289.76
Railroad Retirement Board	35,056.95
Renegotiation Board	8,193.82
St. Lawrence Seaway Development Corporation	4,344.03
Securities and Exchange Commission	61,798.89
Selective Service System	104,174.24
Small Business Administration	306,798.83
Smithsonian Institute	246,033.22
State	1,456,701.03
Subversive Activities Control Board	1,089.95
Supreme Court of the United States	124,071.55
Tariff Commission	34,400.30
Tax Court of the United States	14,587.18
Tennessee Valley Authority	10,267.08

Treasury	$ 7,240,872.52
U. S. Information Agency	335,992.66
Veterans' Administration	1,269,163.36
White House	57,671.53
GRAND TOTAL	$127,102,711.78

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1963

	No. of Pubs.
Congress	43,843,705
Administrative Office of the U. S. Courts	255,441
Agriculture	50,494,407
Air Force	70,702,566
Air Force Systems Command	71,200
American Battle Monuments Commission	20
Army	212,007,905
Atomic Energy Commission	531,871
Board of Governors Federal Reserve System	15,033
Bureau of the Budget	434,722
Central Intelligence Agency	44,406
Civil Aeronautics Board	34,967
Civil Service Commission	11,156,601
Civil War Centennial	15,000
Commerce	16,174,016
Commission of Fine Arts	3,137
Court of Economic Advisers	22,212
Court of Claims	121,512
Court of Customs and Patent Appeals	1,132
Defense Documentation Center	339,550
Defense Supply Agency	2,161,873
Department of Defense	286,230
District of Columbia	61,944
Export Import Bank of Washington	22,103
Farm Credit Administration	33,400
Federal Aviation Agency	5,582,660
Federal Coal Mine Safety Board Review	9
Federal Communications Commission	137,656
Federal Deposit Insurance Corporation	6,232
Federal Home Loan Bank Board	13,425
Federal Maritime Commission	2,443
Federal Mediation and Conciliation Service	7,805
Federal Power Commission	130,851
Federal Trade Commission	29,039
Foreign Claims Settlement Commission	12,272
General Accounting Office	373,827
General Services Administration	12,862,757
Government Printing Office Sale of Government Publications	37,093,165
Government Printing Office Superintendent of Documents	63,313,774
Health, Education, and Welfare	60,954,293
Housing and Home Finance Agency	2,613,165
Indian Claims Commission	28
Interior	19,224,007
Interstate Commerce Commission	602,078
Justice	3,417,983
Labor	10,174,709
Library of Congress	301,917
National Academy of Science	2,000

	No. of Pubs.
National Aeronautics and Space Administration	5,297,903
National Capital Housing Authority	2,837
National Capital Planning Commission	1,178
National Capital Transportation Agency	18,897
National Forest Reservation Commission	1,500
National Gallery of Art	500,642
National Labor Relations Board	325,429
National Mediation Board	4,939
National Science Foundation	960,074
National Security Agency	1,705
National Security Council	5,040
Navy	71,564,733
Office of Aerospace Research	2,282
Office of Emergency Planning	334,563
Office of Science and Technology	3,731
Panama Canal Company	9,532
Pan American Union	820
Post Office Department	18,591,942
Private Orders	20,927,616
Railroad Retirement Board	420,077
Renegotiation Board	72,898
St. Lawrence Seaway Development Corporation	7,988
Securities and Exchange Commission	66,782
Selective Service System	1,104,094
Small Business Administration	2,552,335
Smithsonian Institute	112,233
State	10,802,748
Subversive Activities Control Board	6,260
Supreme Court of the United States	344,201
Tariff Commission	15,486
Tax Court of the United States	58,192
Tennessee Valley Authority	60,097
Treasury	195,111,896
U. S. Information Agency	498,172
Veterans' Administration	67,304,128
White House	56,400
Total	1,022,840,498

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1963
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.....	499,161,918	1,846,302	252,841	38,905	$27,994,564.86
Tabulating Cards.....	2,993,102,526	---------	-------	------	3,074,759.70
Letterheads and Envelopes.....	35,638,824	---------	-------	------	140,100.22
Forms, Notices, and Cards.....	2,565,375,245	---------	-------	------	7,299,006.21
Multi-Forms.....	1,428,488,022	---------	-------	------	13,568,457.39
Blank Books.....	1,382,105	---------	-------	------	134,468.50
Binders.....	213,789	---------	-------	------	124,578.36
Miscellaneous.....	----------	---------	-------	------	241,632.26
Total.....	7,523,362,429	1,846,302	252,841	38,905	52,577,567.50

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value).....	$46,377,028.65
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued).....	5,838,773.00
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office.....	361,765.85
Total.....	$52,577,567.50

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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	$ 74,886,910.13
Value of Outside Printing (Based on finished work value)	46,377,028.65
Value of Paper furnished Contractors (Based on amounts billed 7/1/62) and the value of paper issued	5,838,773.00
Total	$127,102,711.78

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STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1963
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.....	8,028,025	-------	56,733	29,072	$ 3,068,015.91
Federal Register.....	3,849,156	-------	13,964	-------	716,203.72
Supplement to the Code of Federal Regulations.....	205,831	7,430	17,959	13,660	321,007.88
Official Gazette.....	400,008	20,114	-------	-------	396,195.73
Specifications of Patents, Trademarks, and Designs.....	8,510,016	-------	202,066	-------	3,117,636.50
Miscellaneous Publications.....	502,685,544	484,390	800,259	740,741	34,475,637.09
Postal Cards.....	2,435,250,000	-------	-------	-------	1,872,550.05
Air Mail Letter Sheets.....	40,455,000	-------	-------	-------	144,423.91
Catalog Cards.....	60,592,833	-------	-------	-------	602,648.28
Letterheads and Envelopes.....	230,271,061	-------	-------	-------	1,094,030.56
Forms, Notices, and Cards.....	3,842,788,592	-------	-------	-------	8,152,839.30
Multi-Forms.....	----------	-------	-------	-------	----------
Blank Books.....	58,331,189	-------	-------	-------	2,086,328.20
Miscellaneous Binding.....	55,273	-------	-------	-------	404,158.85
Binders.....	715,350	-------	-------	-------	164,423.91
Miscellaneous.....	----------	-------	-------	-------	2,022,061.86
Blank Paper.....	----------	-------	-------	-------	10,473,452.95
Supplies and Services.....	----------	-------	-------	-------	122,478.30
Total	7,192,137,878	511,934	1,090,981	783,473	69,234,093.00

G.P.O. Departmental Service Office.....	2,386,354.89
Field Service Offices.....	2,904,696.39
GRAND TOTAL.....	$74,525,144.28

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STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1963
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	8,028,025	---------	56,733	29,072	$ 3,068,015.91
Federal Register	3,849,156	---------	13,964	-------	716,203.72
Supplement to the Code of Federal Regulations	205,831	7,430	17,959	13,660	321,007.88
Official Gazette	400,008	20,114	---------	-------	396,195.73
Specifications of Patents, Trademarks, and Designs	8,510,016	---------	202,066	-------	3,117,636.50
Miscellaneous Publications	1,001,847,462	2,330,692	1,053,100	779,646	62,470,201.95
Postal Cards	2,435,250,000	---------	---------	-------	1,872,550.05
Air Mail Letter Sheets	40,455,000	---------	---------	-------	144,423.91
Catalog Cards	60,592,833	---------	---------	-------	602,648.28
Tabulating Cards	2,993,102,526	---------	---------	-------	3,074,759.70
Letterheads and Envelopes	265,909,885	---------	---------	-------	1,234,130.78
Forms, Notices, and Cards	6,408,163,837	---------	---------	-------	15,451,845.51
Multi-Forms	1,428,488,022	---------	---------	-------	13,568,457.39
Blank Books	59,713,294	---------	---------	-------	2,220,796.70
Miscellaneous Binding	55,273	---------	---------	-------	404,158.85
Binders	929,139	---------	---------	-------	289,002.27
Miscellaneous	----------	---------	---------	-------	2,263,694.12
Blank Paper	----------	---------	---------	-------	10,473,452.95
Supplies and Services	----------	---------	---------	-------	122,478.30
Total	14,715,500,307	2,358,236	1,343,822	822,378	$121,811,660.50

G.P.O. Departmental Service Office	2,386,354.89
Field Service Offices	2,904,696.39
GRAND TOTAL	$127,102,711.78

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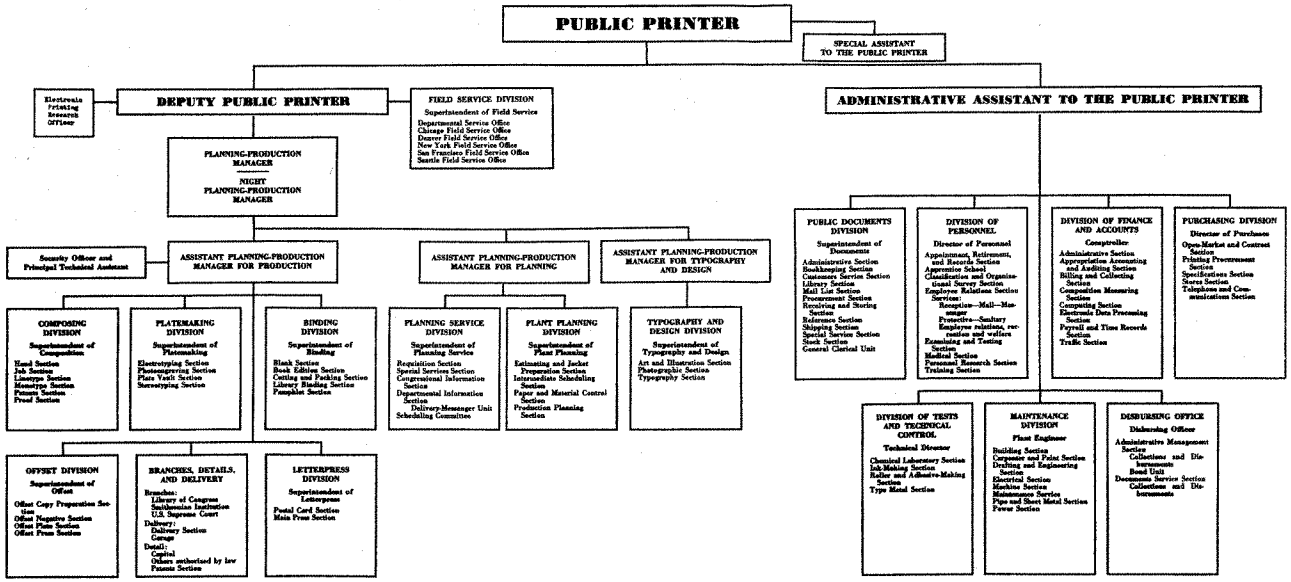
UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART



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)
Planning-Production Manager
Comptroller
Director of Personnel
Superintendent of Field Service
Medical Officer
Chairman, Safety and Housekeeping Subcommittee
Safety Officer (Secretary)

SAFETY AND HOUSEKEEPING SUBCOMMITTEE

Assistant Planning-Production Manager for Production (Chairman)
Assistant Plant Engineer
Chief, Employee Relations Section
Safety Officer (Secretary)

PAPER SPECIFICATIONS COMMITTEE

Director of Purchases (Chairman)
Technical Director
Chief Storekeeper
Deputy Comptroller
Planning-Production Manager
Assistant Planning-Production Manager for Planning

POSTAL PLATE INSPECTION COMMITTEE

Security Officer and Principal Technical Assistant
Superintendent of Platemaking
Superintendent of Letterpress

PAPER DISPOSAL COMMITTEE

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

MODERNIZATION OF MACHINERY AND EQUIPMENT COMMITTEE

Administrative Assistant to the Public Printer (Chairman)
Comptroller
Planning-Production Manager
Assistant Planning-Production Manager for Planning
Plant Engineer
Assistant Printing Cost Investigator (Secretary)

STYLE MANUAL BOARD

Chairman and four active members authorized by the Public Printer with—
Planning-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)
Officials selected by the Director of Personnel

INCENTIVE AWARDS COMMITTEE

Deputy Public Printer (Chairman)
Director of Personnel
Comptroller
Plant Engineer
Planning-Production Manager
Safety Officer (Secretary)

BOARD OF CIVIL SERVICE EXAMINERS

Director of Personnel (Chairman)
Assistant Director of Personnel
Planning-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 activities
Board of Directors
General Committee
Recreation Division Council
Recreation Adviser—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 June 1, 1961

James A. Harrison
Public Printer

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SUMMARY REPORT OF PROPOSED ACQUISITION OF HIGH-SPEED MAGNETIC TAPE ELECTRONIC PHOTOCOMPOSITION SYSTEM AT THE GOVERNMENT PRINTING OFFICE

February 28, 1964

The Chairman of the Joint Committee on Printing forwarded a letter to the Public Printer on April 10, 1962 in which he noted the growth of volume of material produced by high-speed printers on automatic data-processing equipment. He stated that this copy results in printing which lacks legibility and is excessively bulky. To improve this condition he requested the Public Printer to institute a research and development program. The Public Printer was authorized, subject to approval of the Joint Committee on Printing, to obtain the necessary equipment to provide printout from tapes or other media. Pursuant to this request the Chairman of the Joint Committee on Printing had already circularized the Departments to inform them of his intentions and had given notice that a committee was to be formed to receive and coordinate pertinent data in this field.

On June 6, 1962, the Public Printer created the position of Electronic Printing Research Officer at the Government Printing Office. Shortly thereafter, a committee of nearly 50 members from Departments and Agencies was formed to contribute information on all aspects in this field. The Public Printer by letter to six Departments then asked that a work or steering committee be formed from this group to assist the Electronic Printing Research Officer in the program. This authority was granted by the requested Agencies and the GPO-Departmental Electronic Printing Committee was formed and began its work.

Basic data assimilated by the Steering Committee, in brief, indicated that a large volume of printing copy is being generated from information stored on magnetic tape or punched cards. When this information is printed out by automatic data-processing printers the style is usually all capitals in a large typewriter face with wide line spacing and poor quality. It is then used as reproduction copy for printing and poor results are obtained. The many advantages of automatic data-processing informational handling, such as speed, convenience of storage and ability to update and correct easily, make desirable a solution to the poor copy and wasteful process now used. The Steering Committee believed that a solution to this problem could be found in the development of a high-speed photocomposing machine utilizing magnetic tape.

On June 7, 1963 this Committee forwarded its recommendation to the Public Printer for issuance of a "Request for Proposal for High-Speed Photocomposer" accompanied by supporting letters from major Agencies indicating their support and requirements. Their recommendation was subsequently reviewed by the GPO Committee for Modernization of Machinery and Equipment. This Request For Proposal and specification was then approved by the Public Printer and mailed to all known potential manufacturers of this type of equipment.

Six contractors responded with proposals and an evaluation team was appointed by the Chairman of the GPO-Departmental Electronic Printing Committee including a technical electronic-computer expert from the Bureau of Standards. Upon evaluation the team determined that only one contractor was fully responsive to all terms of the Request. They recommended to the Committee acceptance of the proposal from the Mergenthaler Linotype Company for two machines at an overall cost of $2,185,562.

The report of the evaluation team to the Steering Committee resulted in their full concurrence in a recommendation to the Public Printer for acquisition of the High-Speed Magnetic Tape Electronic Photocomposition System. The Electronic Printing Research Officer then prepared a submission to the GPO Committee for Modernization of Machinery and Equipment. This Committee in a series of three meetings carefully reviewed and evaluated the submission before recommending approval to the Public Printer on February 6, 1964. This request is based upon the recommendation to the Public Printer as approved by the Modernization Committee.

Justification for this expenditure is based upon the capability of the proposed system to materially reduce the bulkiness of the finished product while greatly improving the legibility. This will be accomplished by converting information from fully programmed magnetic tapes into high typographic quality negatives or printing plates at speeds of sixteen thousand pages per day. This would cut the original bulk by 20 to 30 percent by reducing the printing and binding operations and paper usage. This savings would be most apparent in the agencies that are presently producing their own publications by copy from high-speed automatic data processing printers of furnishing such copy through the Government Printing Office for printing. Our study revealed the volume and types of composition now being stored on magnetic tapes in various agencies, which are sufficient to justify this acquisition. The study revealed that acquisition of this equipment is warranted. Several departments have indicated a desire to acquire similar equipment if the service is not provided by the Government Printing Office.

A comprehensive preliminary study of Federal Government printing requirements shows that the capacity output of two photocomposers of sixteen thousand pages of high quality computer-generated composition per day (four million pages per year) will be urgently required by 1966. The fiscal year 1963 volume of computer-prepared copy in the Federal Government cost approximately 33.2 million dollars for printing and binding 11.2 million pages. The proposed system would have provided an estimated cost savings of 10 percent on this volume by reduction in bulk of the final product. It is estimated that the growth in computer-generated copy by fiscal year 1966 will reach approximately 14 million pages costing an estimated 44.2 million dollars in printing and binding by present methods.

The Office will develop the capacity to accept all types of copy for these machines ranging from raw manuscript copy to fully prepared magnetic tape. The proposed system will be ideally suited at the outset to improve the quality and reduce bulk of computer-generated listings such as catalogs, parts listings, personnel and telephone directories, stock and allowance listings and a variety of indices and listings. It will have the capability of producing technical manuals and other informational releases.

The savings in printing and binding costs to the Government expected from this system should recover the original cost for two machines, their related equipment and programming in less than one and a half years.