ANNUAL REPORT

OF THE

PUBLIC PRINTER

FISCAL 1964

Annual Report

of

The Public Printer

Fiscal Year 1961

DIVISION OF PERSONNEL

The overall increase in work volume was reflected in a gain in full-time employment from 6,862 on June 30, 1963, to 6,998 on June 30, 1964. During the year, 85 apprentices were appointed to replace those who had graduated, maintaining the apprentice complement at the level fixed by law.

At the close of the year, 535 position classifications had been completed, and classification surveys for 503 positions were in progress. This improvement was fostered through concentration on surveys rather than individual cases. All positions at the Assistant Superintendent level or higher, which were in the single annual rate classification, were removed and placed in classified grades.

Under the Employee-Management Relations program, twelve employee organizations were granted exclusive recognition. One was granted formal recognition and three granted informal recognition. This program was implemented through issuance of Administrative Order No. 209 and Personnel Bulletin No. 133.

The Training Section, in addition to its regular apprentice training responsibilities, administered or conducted the Trainee-Planner and Supervisory Development Programs, as well as a number of training courses offered on an interagency basis.

Increase in visits to Medical Section is attributed to improved facilities and an expanded health program for employees.

DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts is responsible for the overall financial management and supporting or related services. This includes accounting, budgeting, auditing, data processing, pricing and rate-making, payroll and leave administration, traffic management, billings, collections, composition measuring, computing, estimating Congressional printing and binding appropriation requirements, and legal services.

Some Division production activities of significant interest are presented below:

	1964	1963	1962
Vouchers audited (approx.).....	110,000	93,500	94,000
Value of checks issued (in millions of dollars).....	$97.7	$96.4	$89.4
Printing & binding billings computed.....	174,275	160,176	164,195
Value of payrolls processed (in millions of dollars).....	$53.2	$49.2	$45.5
Government bills of lading prepared.....	25,379	21,374	25,754
Total Division personnel.....	356	345	340

During the past fiscal year, the Division formulated plans to acquire (on a rental basis) two faster digital computer systems to replace the two presently being leased. No overall increase in cost is contemplated.

A revised accounting system was installed for the Salaries and Expense Appropriations, Office of Superintendent of Documents. The new system is an outgrowth of a General Accounting Office audit recommendation to study the accounting systems of the Office from the viewpoint of integrating all systems.

A complete revision of the Scale of Prices was completed and released for use during the year.

The Schedules of Operations and Classes of Work for the Composing, Letterpress, and Offset Divisions were revised and placed into effect. These new books provided up-to-date coverage and clarified coverage of existing data. These revisions will provide more accurate and meaningful information to all concerned on a plant-wide basis.

PURCHASING DIVISION

The dollar value of Purchasing Division procurement activity amounted to $83,249,066, an increase of $3,527,206 over last year. The breakdown is as follows: commercial printing, $48,807,577; paper and envelopes, $25,682,842; materials and supplies, $3,204,363; machinery and equipment, $3,485,374; and other miscellaneous services including transportation, communications, travel, etc., $2,068,909.

The increase of $3,527,206 is due to an increase in procurement of commercial printing and modernization purchases, particularly in the area of electronic typesetting. Expenditures for materials and supplies, blank paper and envelopes, and services, transportation, communications, travel, etc., declined.

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 1964, this section processed 21,197 jackets, 3,165 print orders, 11,356 specifications, and prepared 21,800 cost estimates. Specifications were written for approximately 226 term contracts.

During fiscal 1964, the Printing Procurement Section processed 54,816 printing jobs having an approximate value of $44,948,281. This was made up of 8,737 jobs valued at $22,650,688 procured by individual bidding, and 46,079 jobs procured on our various term contracts. The estimated value of the term contract orders was $22,297,612.

Tonnage of paper purchased decreased from 200,191,189 pounds in 1963 to 195,716,619 pounds in 1964, a decrease of 4,474,570 pounds. This decrease can be attributed to an increase in commercial contractors furnishing their own paper for our work and a decrease in Office production of postal cards.

Paper prices showed a slight decline during the first three quarters, with a slight increase for the fourth quarter. There was a cumulative price decline of approximately 2.43 percent for the entire period covered by this report.

The average paper inventory was 41,168,946 pounds, a decrease of approximately half a million pounds from the average of the previous year. This figure includes about 3,463,913 pounds in the plants of commercial printers, but does not include an average of about 3,649,505 pounds on hand waiting release by the Division of Tests and Technical Control. The high point of paper inventory was 47,514,715 pounds in January 1964, and the low point was 31,033,881 pounds in May 1964.

During the fiscal year ending June 30, 1964, the Stores Section handled 3,127 carloads and approximately 2,200 truckloads of paper weighing approximately 111,778 tons. In addition, 182 million envelopes and 4.1 million knocked-down boxes or cartons were received. Approximately 74,000 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 74,630,525 pounds. Shipments of waste paper increased to an all-time high of 19,997,387 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 256,038 message-units at a cost of $9,622. Long distance calls increased to 9,746 at a cost of $15,496. A total of 14,789 messages were received and transmitted over the Teleprinters at a cost of $15,967.

MAINTENANCE DIVISION

A program to reduce the number of service calls for routine maintenance produced a sharp decline from 39,494 in 1963 to 35,134 in 1964. This improvement was brought about by issuing yearly job orders for preventive maintenance so that regular lubrication, adjustment, inspection, and light replacement were performed on a periodic schedule rather than on call. The program permitted this work to be done on shift 2 when a minimum amount of interference with production activities is experienced.

Major changes or alterations in which the design and engineering staff, as well as the skilled craftsmen participated, included conversion of bowling alley area to office space for Printing Procurement, conversion of paint shop area to office space for the Division of Finance and Accounts, construction of conference room, and relocation of the Library Branch to Naval Weapons Factory area.

The Division prepared 56 specifications for new machinery; installed 52 new machines, including a 35" x 50" offset web press and metal melting equipment; and moved 47 machines during the period covered by this report.

A reduction in the number of specifications prepared, from 78 in 1963 to 56 in 1964, is attributed to the greater number and variety of machines currently listed in the GSA Schedule.

Consumption of electric power continues to increase at a rate of 2 to 3 percent per year. This increase in power use is accompanied by a corresponding reduction in steam demand since power use produces heat and steam is used exclusively for heating. A sizable drop in water usage for 1964 was achieved by closer control of water-tower runoff to conserve the water treatment chemicals and by the installation of several closed-circuit cooling systems to replace the use of once-through city water cooling.

The Safety Officer is a member of the Plant Engineer's office and reports that the number of chargeable injuries was the same for 1964 as for the preceding year--124. However, primarily due to increased wages, the same number of injuries resulted in a cost increase from $72,566 in 1963, to $82,059 in 1964. Generally, the increase in the amount of machinery utilized in the same area, and overcrowding, are key factors adversely influencing plant safety. Cost per employee chargeable to plant injuries rose from $10.40 for 1963 to $11.22 for the past year.

DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested samples during the year as follows:

Paper and envelopes	10,652
Metals	1,256
Printing inks	284
Ink making materials	270
Bookbinding cloths	666
Bookbinding leathers	9
Adhesives and adhesive-making materials	56
Oils and greases	148
Chemicals	129
Miscellaneous	373

There were 280 rejections for noncompliance with specifications. Of these 239 were of paper; 18 of ink and ink-making materials; 11 of bookbinding cloths; 4 of envelopes; and 8 of miscellaneous materials.

Testing and development activities demonstrate the technical services and support rendered by this division to the printing and binding operations of the Office. Laboratories maintain quality control on all materials which enter into the processes, including paper and paper products, printing inks and ink-making materials, type metals, press rollers, bookbinding materials, oils, greases, ink solvents and chemicals for photoengraving, offset and plate-making operations. During the year, a total of 13,841 samples were tested for compliance with the applicable specifications. The division manufactured 205,829 pounds of printing inks, including stamp pad, toning blue, numbering machine, and mimeograph inks; standardized 14,469,188 pounds of type metal;

manufactured 1,669 press rollers requiring 21,260 pounds of composition; and produced 143,945 pounds of molded glue, 150,928 pounds of other adhesives; 1,270 gallons of silver nitrate solution, and 1,270 gallons of reducer solution for silver spraying operations.

In addition to the technical control of materials, this Division is concerned with various research and development activities related to problems in the graphic arts. These research problems are of a practical and immediate nature and are directed towards the discovery of new products, adaptable to the uses of the graphic arts or to new developments in the application of methods of procedure in printing, platemaking, bookbinding, roller manufacture, type metal casting, and ink-making operations.

DOCUMENTS DIVISION

In fiscal year 1964, the amount of sales of Government publications increased to a new all-time high of $12,557,855. From this sale, earnings for return to the U. S. Treasury were $6,703,282. The 1964 appropriation for all functions performed by the Office of the Superintendent of Documents was $5,242,000.

The annual inventory showed 27,369 individual titles available for sale as of June 30, 1964.

The number of mailing lists maintained was 1,249 containing 2,557,161 addresses.

A total of 55,963 publications were cataloged by the Library.

Distribution of 5,491,861 copies of publications was made to depository libraries.

Division personnel consisted of 491 full-time employees at the end of the fiscal year. An additional 342 W.A.E. employees were available for part-time weekend duty as necessitated by the volume of work.

Comparison of Activities

	1964	1963	1962
Number of sales orders.....	3,835,616	3,389,366	3,445,456
Amount of sales.....	$12,557,855	$11,297,784	$10,901,646
Miscellaneous receipts.....	$6,703,282	$5,731,791	$5,770,101
Number of letters of inquiry....	1,575,367	1,573,304	1,836,860
Publications received for Departmental free distribution.....	88,825,023	94,013,774	88,942,772
Publications distributed free for other Government Agencies.	85,969,215	90,980,823	86,539,173

Comparison of Activities
(continued)

	1964	1963	1962
Number of publications sold.....	60,904,401	53,076,581	54,762,424
Number of publications distributed to Depository Libraries.....	5,491,861	5,817,058	5,312,314
Total publications received.....	203,082,457	189,757,300	180,524,787
Total publications distributed..	186,599,784	181,288,710	178,172,344
Number of Depository Libraries..	774	628	600

As required by Public Law 87-579, an investigation of all depository libraries was completed during fiscal year 1964, a special questionnaire being used for that purpose. One library requested discontinuance as a depository, and three others relinquished the status because they did not have the 10,000 volumes required by law. Where the investigation disclosed the need for help with special problems, it is being provided on an individual basis with the libraries concerned.

During the past year, the accounting system for the Appropriated Funds, Salaries and Expenses of the Office of the Superintendent of Documents, has been integrated into the financial structure of the Government Printing Office. The accounting, recording, and reporting procedures were coordinated with those of the Government Printing Office, in accordance with the Accounting Procedures for Federal Agencies, outlined by the General Accounting Office.

As authorized by the Joint Committee on Printing, at the request of the Public Printer, an exhibit of Government publications at the New York World's Fair was prepared and is on display. The Documents Division, in cooperation with the Division of Typography and Design, selected the publications and arranged their grouping into the subject headings featured in the display. On the same basis, the general information leaflet about Government publications and a special listing of those on display at the Fair were specially prepared for distribution to interested visitors by the librarians in charge of the reference desks in the U. S. Pavilion.

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 $6,113,444 for about 200 departmental and field installations of the Federal Government throughout the United States during fiscal year 1964. The Interior Department continued as the largest customer of the Field Service Division during fiscal year 1964. The Post Office continued to be our second largest customer, followed by Air Force and Treasury.

The Chicago Field Service Office, with an average of 105 employees, billed $1,296,296 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 $785,243 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 59 to 66 during fiscal year 1964. As in fiscal year 1963, sufficient space for work operations continues to be a problem due to the increase in work volume. Relocation appears to be the only answer to the Denver Field Service Office space problem, inasmuch as that office occupies the entire building in which it is located, and additions thereto, according to General Services Administration, are not feasible.

In Washington, D. C., the Departmental Service Office utilizing an average of 269 employees billed $3,117,668 to 61 local Departments, the largest of which were the Departments of the Treasury, State, and Agriculture. Plans for construction of the Departmental Service Office at the Naval Weapons Plant are proceeding satisfactorily with a selection of an architect having been made and tentative approval being given to building plans.

The New York Field Service Office with an average of 23 personnel billed $350,439 to 28 Departments, the largest of which continued to be Treasury. Twenty-eight Departments were serviced by the San Francisco Field Service Office with total billings amounting to $253,329. An average of 17 employees were employed by that Office, and its largest user was the Department of Agriculture. In Seattle, the Air Force continued to be their largest customer. A total of 26 Departments accounted for billings in the amount of $263,477, 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	1964	1963	1962
Chicago	$1,373,160	$1,277,370	$1,382,734
Denver	784,351	741,398	634,103
Washington, D. C	3,085,968	2,564,631	2,712,800
New York	349,740	336,999	342,073
San Francisco	245,801	236,597	218,336
Seattle	274,424	306,780	275,377
	$6,113,444	$5,463,778	$5,565,425

DISBURSING OFFICE

The Office of the Disbursing Officer is charged with the responsibility of receiving and disbursing all cash items necessary to the conduct of Government Printing Office business and the accountability thereof.

Comparison of Activities

	1964	1963	1962
Collections (CDS plus Warrants).	$164,311,672	$163,274,754	$150,410,608
Disbursements.....	$158,553,734	$153,674,732	$141,563,126
Mail orders for Supt. of Documents.....	5,075,772	4,988,193	4,657,233
Bonds issued.....	47,842	44,552	39,519
Number of bond accounts June 30, 1964.....	3,109	2,712	2,555

The Disbursing Office is staffed with 33 full-time and 43 part-time employees. Part-time night employees work two nights a week. Only in this fashion was it feasible to process the increased volume of mail orders without resorting to an increase in the number of employees assigned to this office.

PLANNING DIVISIONS

Division of Planning Service

During this fiscal year, the Division of Planning Service received 112,977 orders compared to 113,866 received during fiscal year 1963, or a decrease of 0.8 percent.

Comparison of Activities

	1964	1963	1962
Requisitions received.....	71,298	78,490	74,521
Print orders received.....	41,679	35,396	34,591
Jackets issued.....	51,583	56,398	54,223
Open jackets issued.....	4,916	3,753	3,311
Schedules established.....	44,896	44,796	41,877
Informal estimates.....	241	190	146
Waivers issued.....	614	679	843

While there was a slight decrease in the number of jackets issued (plant and outside purchase) resulting from the receipt of fewer requisitions, there was a decided increase in the number of open jackets issued. This was the result of establishing 31 new programs of printing--all with commercial suppliers.

The continued downward trend in the number of waivers issued is in keeping with Office policy and indicates the continued careful scrutiny of the requisitions received.

Division of Plant Planning

Comparison of Activities

	1964	1963	1962
Production plans developed.....	15,249	16,155	16,084
Estimates made:			
Formal.....	26,461	28,413	27,670
Informal.....	3,082	2,313	2,192
Congressional Record Appendix pages.....	948	708	1,243
Line count, Congressional Hearings:			
25-line pages.....	99,464	106,632	54,115
Sales prices developed.....	8,815	8,807	8,379
Jackets prepared:			
Regular & print order.....	37,385	39,326	38,771
Open.....	1,245	987	892
Blank paper & supplies.....	15,785	15,763	16,120
Jackets scheduled.....	25,580	27,715	26,710
Jackets, etc., copied (Xerox)...	236,487	224,161	272,000
Purchase requests prepared:			
Inventory control.....	3,429	3,527	3,675
Special purchases.....	954	890	760
Printing of maps.....	229	223	210
Stores orders prepared.....	2,615	2,913	3,295
Requisitions for paper typed:			
Commercial.....	4,468	4,876	6,091
Field Service.....	2,651	2,333	2,453
Releases granted.....	107	221	370

The foregoing tabulation presents the total number of regular and print order jackets prepared, which is the principal measurable activity of the Division. It shows a decrease of approximately five percent in 1964 as compared to 1963. However, such a decrease is considered both minor and normal, as jackets are accepted for plant production on the basis of the work which they represent rather than the number thereof, and thus a slight fluctuation in the number of jackets processed is to be expected from year to year.

The sharp rise in the number of informal estimates made is due to a growing cost-consciousness on the part of customer agencies who are being guided by this all-important factor in preparing requisitions for subsequent submission.

Division of Typography and Design

During the past year, this division has attempted to improve and expand its activities so it is truly responsive to customer needs for art, design, layout, format, and specifications. It performs a dual function, acting as a customer contact service within its area of responsibility for

design and appearance of publications, as well as collaborating with the Planning and Production Divisions as necessary in the planning and production of printing and binding.

Conferences and advisory functions have grown as shown below:

	1964	1963	1962
Conferences	895	827	701
Number of persons	1,080	1,178	995
Agencies represented	100	105	117

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

	1964	1963	1962
Art, Illustration, & Typographic Sections:			
Jackets received from Scheduling to be processed for reference to color, etc.	6,127	3,921	2,475
Total number of jackets processed	7,544	5,996	5,018
Orders and estimates for Photoengravings	3,529	3,542	4,359
Halftones and linecuts ordered	29,876	31,050	32,705
Finished art pieces	5,486	5,384	3,937
Layout sketches	6,496	3,920	4,523
Illus. retouched pieces	7,299	4,970	6,984
Photographic Section:			
Requests	3,569	3,982	3,796
Finished pieces	46,406	52,797	39,762

The 56 percent increase in the number of jobs received from Scheduling was due in part to the significant increase in the use of colored inks by the ordering agencies, and in part by the more liberal attitude of the Joint Committee on Printing toward the use of multiple color. The balance of this increase, as well as the increase in the number of layouts produced and illustrations retouched, can be traced to the fact that in response to the Public Printer's suggestion, more agencies are using the services of this Division.

Some of the more noteworthy jobs to which this division made a significant contribution, or designed in whole, are listed below:

Legacy of a President--hard bound 8" x 10½" with 112 pages, printed offset--cover gold-stamped on face and spine, quality controlled by Typography and Design.

Public Papers of the Presidents, John F. Kennedy, 1963--1060 pages, hard bound, cover stamped in red and gold.

Public Papers of the Presidents, Harry S. Truman, 1947 and 1948--1947 book made 648 pages, and 1948 volume 1116 pages, hard bound, stamped in blue and gold.

Rum War at Sea--book tells of Coast Guard's fight against rumrunners during prohibition, casebound in red cloth and stamped in black and gold; designed and illustrated by Division of Typography and Design.

Vim and Vigor--two pamphlets on youth physical fitness for girls and boys, designed, illustrated, and quality controlled by Typography and Design.

Restoration of Ford's Theater--casebound and gold stamped, completely designed and quality controlled by Typography and Design.

Human Aging--a study of the aging processes, casebound and stamped in aluminum, designed by Typography and Design.

Smoking and Health--report to the Surgeon General on relationship between smoking and health, paperbound and casebound, designed by Typography and Design.

Parks for America--three-color publication in four sections, Northeast, South, North Central, and West; contains 50 three-color maps, 50 two-colortone pages, and over 100 black and white illustrations; complete job, less cover, designed by Typography and Design.

PRODUCTION DIVISIONS

Congressional Printing

Fiscal 1964 was a year of increase in the Congressional workload, and inasmuch as Congress remained in session through the entire year, the production divisions were taxed to the limit to provide the service required. The Congressional workload was very unpredictable, and because of close schedules involved, our production and costs were rather drastically affected.

The Congressional Record is our most important responsibility, and for fiscal 1964 totaled 36,968 pages printed in 250 issues. This is the highest number of pages and issues on record and, of course, was caused by the continuous session of Congress. The average number of pages per issue dropped to 147.8, reflecting many issues when only one House was in session. Comparisons with previous years are shown in the following table:

	1964	1963	1962
Number of issues.....	250	182	177
Number of pages.....	36,968	30,556	30,396
Average pages per issue.....	147.8	168	171.7

Bill work decreased from the high figures of last year. The reduction is normal as the second session does not produce the flood of new bills that are introduced in a new Congress. The figures are comparable with conditions two years ago, as shown in the following summary:

Bills	1964	1963	1962
Number of prints.....	14,641	19,715	14,558
Letterpress forms.....	11,136	13,283	11,256
Offset forms.....	1,891	2,355	1,814
Pages set.....	55,875	71,999	61,278
Pages picked up.....	11,892	13,480	9,809

The Budget

Due to the delayed passage of the fiscal 1963 appropriation bills by Congress, and also the unexpected change in administration, the Budget for fiscal year 1965 was very late starting into production.

The first Budget Appendix copy arrived December 5, 1963. The Composing Division processed 7,918 folios of copy which made up into 1,165 pages; 30 pages less than last year.

The first Budget copy came in December 19, 1963, and the Composing Division processed 887 folios of copy which made up into 475 pages; an increase of 35 pages from last year.

In all, the Composing Division processed 9,253 folios of copy, as well as numerous insert folios and revisions.

A total of 21 separate items were ordered by the Bureau of the Budget this year, consisting of the Budget, Budget Appendix, D.C. Budget, combined book (Budget and Appendix), Budget in Brief, 12 Special Analyses, 4 Budget Messages of the President (2 for Budget and 2 for D.C. Budget).

Offset printed the entire Budget (small book), as well as the Budget in Brief. They also printed the paper covers for the Appendix and D.C. Budget. A total of 321,709 impressions were made in the Offset Division. This included all covers and separates.

The D.C. Budget and the Appendix were printed letterpress. The Budget Appendix and D.C. Budget made a total of 154 eight-page forms and the Letterpress Division ran a total of 1,290,390 impressions, including several separates of the Special Analyses. Despite the fact that we had about 2 weeks less time to do the work for the Budget Bureau, all production schedules were met and deliveries were made on the requested dates.

Electronic Printing

Experimental and research work continued in the field of phototypesetting and computer-printout. Over 4,000,000 ems were processed on the Linofilm equipment, approximately 25 percent of which was equation work. Some 8,000,000 ems were produced on the Friden perforators for the Elektrons; 556 pages were produced from furnished magnetic tapes, and 124 pages were produced on the Elektrons from furnished paper tape. A total of 11 operators received training on the Linofilm equipment, 2 were trained in Linofilm maintenance at the factory, and 3 compositors started training in computer programing. A considerable amount of testing and experimenting in computer programs for hyphenation and justification was undertaken.

On October 15, 1963, six comprehensive firm price technical proposals were received for a high speed photocomposition system. Although only one bidder was fully responsive in all respects, all six proposals were rigorously evaluated for workability and cost effectiveness in the production environment. Members of the GPO Departmental Electronic Printing Committee, augmented by representatives of the Data Processing Systems Division of the National Bureau of Standards and of the Census Bureau, concurred in the technical evaluation of the six proposals.

The Committee's recommendation and forecast requirements were accepted by the GPO Modernization Committee and the Public Printer, and were approved by the Joint Committee on Printing. A contract for the delivery in two years of two identical systems was awarded to Mergenthaler Linotype Company on March 16, 1964. When installed, each of these two systems will be capable of photocomposing full page negatives at a rate of over 600 characters per second.

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 new web installations continue to demonstrate their influence on Pamphlet Section operations showing sizable gains in gathering and inserting over 1962 production.

Signature sewing and most other operations in the Book Edition Section are trending upward, as are passport production in the Blank Section. Coil bound stenographic and composition notebook production for 1964 was 4,015,262 books as compared with 546,874 for 1963, an increase of about 730 percent. This spectacular showing is the result of installing the automated Bielomatik machine in the Blank Section.

A comparison of typical production figures for the last three years is presented below:

	1964	1963	1962
Folding	380,629,969	379,560,941	382,445,101
Gathering, books	19,145,980	18,791,849	17,039,478
Inserting, books	82,796,627	81,158,862	69,461,711
Passports, books	1,295,142	1,150,037	988,884
Coil bound steno & composition notebooks, Bielomatik	4,015,262	546,874	0
Sigs sewed machine	111,604,626	95,975,151	98,045,614

Bindery employee strength as of June 30, 1964, was 1,345 as compared with 1,355 as of July 1, 1963, with a measured turnover of 16 plus percent.

Composing Division

The demands for composition continue to rise. Composing Division hours increased 149,456.1 from last year. The increase in use of extra hours is evidenced by the larger payroll, more measurable type, and use of additional metal. Measurable typematter for this fiscal year exceeded the total for the previous year by 17,140,375 ems. This increase in measurable matter was created by a continued use of overtime hours to meet peaks in our workload and unusually short schedules.

Gross ems (1962)	2,729,192,800
Gross ems (1963)	2,794,875,625
Gross ems (1964)	2,812,016,000

It will be noted that the measurable em product has exceeded 2½ billion ems for the last 3 years and continues to rise.

In fiscal year 1964, there were 12,580,704 pounds of type metal issued to the typesetting sections. In the fiscal year before, 12,369,000

pounds of metal were issued. This factor will bear out the increase in measurable ems reported.

As of June 30, 1964, the total number of employees on the Division rolls was 1,569, as opposed to 1,594 the previous year.

A definite shortage exists in trained monotype keyboard operators. This type of employee has always been in limited supply. Our source over the years has been from our own trained apprentices.

During last year, 14 apprentices became journeyman monotype operators. Even with this number, attrition and other causes have limited total operators to 96. This small number mans 80 keyboards on two shifts. As the supply of trained operators from outside sources is practically nonexistent, our future apprentice classes must supply our needs.

In the past year, 15 monotype keyboards and 15 monotype casters of the obsolete 1515 design were replaced with the improved 1517 design. These installations have enabled the Division to process more and better type faster.

Letterpress Division

Letterpress production activities show a slight drop in volume in several categories. The exceptions, of course, were envelopes and Congressional Record. The past year, the total envelopes printed on Group 8 and 12 rose to 140,890,078, about 25 million over the preceding year. With the new jet envelope presses, all of this work was processed without a single hour of overtime.

The following table shows a marked increase in the issues and total pages for the Congressional Record. This was due to the prolonged session of Congress. However, it should be noted that the Federal Register is showing yearly increases in total pages and average pages per issue.

	Congressional Record			Federal Register		
	Issues	Pages	Aver.pages per issue	Issues	Pages	Aver.pages per issue
1964...	250	36,968	147.87	253	16,112	63.68
1963...	182	30,556	167.89	251	14,204	56.59
1962...	175	30,396	173.69	253	13,740	54.3

Division manning is shown below:

Fiscal year	Total employees
1962.....	545
1963.....	541
1964.....	524

The above loss of employees is attributed not only to a reduced workload, but to more effective personnel management. The sporadic workload and short schedules demand versatility from supervisors and employees alike. In

this way the workload can be handled with a minimum of personnel and overtime.

During the past year, the Letterpress Division acquired one large size Jet envelope press, a Hi-Lift truck, and three small hand trucks through modernization. Two ink pumps for the Record presses were also approved, have recently been installed, and are operating very satisfactorily.

Offset Division

A review of a 3-year production comparison reveals that offset production requirements continued to show a yearly increase throughout the division.

The Offset Preparation Section processed approximately the same total number of jackets (plant, commercial, and print orders) as in the previous year. This was accomplished with approximately the same number of personnel and a decrease in overtime. This improvement in production can be attributed mainly to advancement of trainee personnel to higher grade and journeyman status requiring less time for instruction and review.

Jackets Processed

	1964	1963	1962
Plant	12,104	11,156	9,968
Commercial	8,143	10,386	10,353
Commercial (print orders)	1,043	954	1,118
Total	21,290	22,496	21,439

The Offset Negative Section, with one less employee, produced 44,338 more negatives and/or positives and showed a 2,534,549 square inch production increase. This increase can be attributed to full utilization of our automatic film processors and to an increase in overtime hours.

The Offset Plate Section, with an increase of five employees and an increase in overtime hours, produced 7,982 more plates with a 8,642,998 square inch increase.

The Offset Press Section put 9,886 more forms to press and increased printing impressions by 55,311,578. This tremendous increase in production is attributable to the addition of a 35 x 50 web 2-unit offset press operating on a 3-shift basis; a full year's operation on a 3-shift basis of our two 25 x 38 web single unit offset presses and additional overtime hours on our sheet-fed offset presses.

A comparative personnel breakdown for the last three fiscal years, by sections, is as follows:

	1964	1963	1962
Office of the Superintendent	11	11	11
Offset Copy Preparation Section	96	92	81
Offset Negative Section	68	69	64
Offset Plate Section	87	82	88
Offset Press Section	280	251	206
Total	542	505	450

Flying pasters for the 35 x 50 press were ordered in fiscal 1964, with installation expected in October 1964.

An automix system was installed for the offset web equipment in the past fiscal year. This equipment automatically meters and mixes exact amounts of etch, gum, and water.

A third 17½ x 22½ single color sheet-fed offset press, using the Dahlgren dampening system, was installed to replace a 23 x 36 obsolete and worn press. Approval was received in the past fiscal year for purchase of two additional 17½ x 22½ single color sheet-fed offset presses. These two additional presses will replace 2 obsolete and worn presses.

Platemaking Division

The all-inclusive square inch total for the division over the past fiscal year shows an increase over 3 of the 4 previous years, and an equivalent output for the others used in this comparison:

1964.....	36,379,559
1963.....	31,340,139
1962.....	36,401,161
1961.....	31,450,133
1960.....	33,694,878

During the fiscal year, there was a net loss of 15 employees in the Division through retirement, death, or transfer. The Division has definitely reached the lowest practicable manning point in providing service demands. The employees of this division readily produce work as rapidly as possible, without consideration being given to quotas or operational and jurisdictional distinction within crafts.

The Plate Shipping Unit was transferred from Platemaking to the Offset Division during the year for consolidation with their shipping unit.

Library Branch Office

The Library Branch of the Government Printing Office expects to move to the Navy Yard Annex in early August. This relocation will solve many of its acute space problems which exist in the Library of Congress.

The main function and largest operation of the Library Branch is the production of catalog cards and proof sheets.

Letterpress production of catalog cards for the past year shows a moderate increase of 4.4 percent, from 27,266,986 to 28,473,135. Proof sheet production increased from 7,252,376 to 7,645,880, or 5.4 percent. Combination subject headings and call numbers overprinted increased 15.6 percent, from 1,432,151 to 1,656,363.

June 30, 1964, completed the second year for Offset Reproduction of catalog cards in the Library Branch. The number of catalog card titles received for offset reproduction increased 3.8 percent, from 660,290 to 685,350. Press impressions increased from 3,944,717 to 5,353,425, or 35.7 percent.

The following is a summary of the combined letterpress and offset duplicating production of catalog cards and job work for fiscal 1964:

	1964	1963	1962
Total forms printed.....	151,420	150,868	13,547
Total press impressions.....	12,615,444	11,568,833	6,553,219
Total copies printed.....	107,370,412	92,484,993	57,404,027

Augmenting letterpress catalog card printing in 1962 with the Ektalith offset master process continues to prove its worth in providing the Library with rapid economical catalog card printing service.

Delivery Section

The count of individual shipments for the year amounted to 204,677. This is an increase of 12,750 over last year. Fleet mileage has also increased by 13,714 miles with an accident frequency figure of 10.25. A factor in the increased mileage is additional delivery stops in nearby Maryland and Virginia. Requests for pickup service have gained by 493.

The following table gives a 5-year comparison on these subjects:

Fiscal year	Shipments	Mileage	Pickups	Accident Frequency
1960	139,709	267,708	3,452	1.11
1961	141,617	258,599	3,517	.77
1962	177,604	291,428	3,757	10.29
1963	191,927	280,190	3,980	7.69
1964	204,677	293,904	4,473	10.25

Personnel in this section totals 68, with 52 employees assigned to Shift 1, and 16 assigned to Shift 3. This represents a reduction of two employees. The reduction was made on Shift 1.

Five motor vehicles have been replaced during the year by new equipment, and one additional heavy duty van has been received. Four more additional replacement units are on order, and another additional vehicle is being purchased for use by the Departmental Service Office.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES
FISCAL YEARS 1960 TO 1964

	Fiscal Year 1964	Increase or Decrease (-) 1964 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
ASSETS:									
Fund balances with U. S. Treasury and cash	$ 13,568,599	$ 3,945,777	$ 9,622,822	$ 1,823,811	$ 7,799,011	$-2,487,736	$10,286,747	$ 1,511,985	$ 8,774,762
Accounts receivable and advances	16,508,941	-2,230,123	18,739,064	4,359,470	14,379,594	1,823,223	12,556,371	2,097,531	10,458,840
Inventories (Including Work-in-Process)	34,109,134	3,352,166	30,756,968	2,746,865	28,010,103	5,198,694	22,811,409	- 864,562	23,675,971
Deferred charges	61,238	5,726	55,512	- 34,306	89,818	- 14,683	104,501	13,426	91,075
Property, plant, and equipment, net (note a)	14,378,353	-1,079,608	15,457,961	921,080	14,536,881	295,080	14,241,801	- 256,041	14,497,842
Total assets	78,626,265	3,993,938	74,632,327	9,816,920	64,815,407	4,814,578	60,000,829	2,502,339	57,498,490
LIABILITIES:									
Accounts payable	6,802,229	2,315,815	4,486,414	770,000	3,716,414	526,541	3,189,873	991,535	2,198,338
Accrued salaries and wages	1,478,167	437,499	1,040,668	131,158	909,510	113,186	796,324	44,010	752,314
Amounts withheld from employees for purchase of savings bonds and payment of taxes	26,677	-2,140,849	2,167,526	208,594	1,958,932	177,502	1,781,430	132,452	1,648,978
Employees' accrued annual leave	3,106,287	192,848	2,913,439	125,061	2,788,378	74,803	2,713,575	86,765	2,626,810
Customers' deposits and prepaid subscriptions	2,405,404	-1,237,926	3,643,330	910,504	2,732,826	1,056,525	1,676,301	134,138	1,542,163
Others	----	- 58,012	58,012	24,385	33,627	16,281	17,346	- 39,422	56,768
Total liabilities	13,818,764	- 490,625	14,309,389	2,169,702	12,139,687	1,964,838	10,174,849	1,349,478	8,825,371
Investment of U.S. Government	$ 64,807,501	$ 4,484,563	$60,322,938	$ 7,647,218	$52,675,720	$ 2,849,740	$49,825,980	$ 1,152,861	$48,673,119
Consisting of:									
Revolving fund:									
Capital	$ 44,815,383	$ 10,000,000	$34,815,383	$ ----	$34,815,383	$ ----	$34,815,383	$ ----	$34,815,383
Retained earnings	12,867,044	1,733,046	11,133,998	1,343,814	9,790,184	2,326,531	7,463,653	- 809,188	8,272,841
Income from sales of publications payable to U. S. Treasury	3,703,283	- 28,508	3,731,791	- 38,310	3,770,101	575,299	3,194,802	2,085,240	1,109,562
Other funds (note a)	3,421,791	-7,219,975	10,541,766	6,341,714	4,300,052	- 52,090	4,352,142	- 123,191	4,475,333
	$ 64,807,501	$ 4,484,563	$60,322,938	$ 7,647,218	$52,675,720	$ 2,849,740	$49,825,980	$ 1,152,861	$48,673,119
a Includes allowance for depreciation of building structures, specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 33), amounting to	$ 5,796,415		$ 5,574,548		$ 5,552,681		$ 5,430,814		$ 5,308,968

Amended January 4, 1965

Table 1

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
AS OF JUNE 30, 1964

ASSETS

	Revolving Fund	Other Funds (note a and b)	Combined Funds
FUND BALANCES WITH U. S. TREASURY AND CASH:			
Fund balances in U. S. Treasury	$ 11,955,375	$ 575,097	$ 12,530,472
Cash on hand and in transit	1,038,127	---	1,038,127
	12,993,502	575,097	13,568,599
ACCOUNTS RECEIVABLE AND ADVANCES:			
Accounts receivable:			
Government agencies	16,433,039	29,737	16,462,776
Other	34,614	---	34,614
Advance to General Services Administration and employees	11,551	---	11,551
	16,479,204	29,737	16,508,941
INVENTORIES:			
Publications for sale, at cost	4,663,355	---	4,663,355
Printing work in process, at standard cost	20,937,956	---	20,937,956
Paper, envelopes, and other supplies, at cost	8,507,823	---	8,507,823
	34,109,134	---	34,109,134
DEFERRED CHARGES	61,238	---	61,238
PROPERTY, PLANT, AND EQUIPMENT:			
Land and buildings, at cost	---	9,085,173	9,085,173
Equipment and building appurtenances	25,971,515	649,519	26,621,034
Construction in progress	17,878	---	17,878
	25,989,393	9,734,692	35,724,085
Less allowance for depreciation	15,125,099	6,220,633	21,345,732
	10,864,294	3,514,059	14,378,353
Total Assets	$ 74,507,372	$ 4,118,893	$ 78,626,265

LIABILITIES

	Revolving Fund	Other Funds (note a and b)	Combined Funds
LIABILITIES:			
Accounts payable (note c)	$ 6,379,493	$ 422,736	$ 6,802,229
Accrued salaries and wages	1,390,458	87,709	1,478,167
Amounts withheld from employees for purchase of savings bonds and payment of taxes	26,677	---	26,677
Employees' accrued annual leave	2,919,630	186,657	3,106,287
Customers' deposits and prepaid subscriptions	2,405,404	---	2,405,404
	13,121,662	697,102	13,818,764
INVESTMENT OF U. S. GOVERNMENT			
Capital	44,815,383	3,421,791	48,237,174
Retained earnings	12,867,044	---	12,867,044
Income from sales of publications payable to U.S. Treasury	3,703,283	---	3,703,283
Total investment of U.S. Government	61,385,710	3,421,791	64,807,501
Total liabilities and investment of U.S. Government	$74,507,372	$ 4,118,893	$78,626,265

Other funds consist of the value of building structures and land amounting to $9,085,173, accumulated depreciation thereon of $5,796,415, and $3,288,757 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 $649,519, accumulated depreciation thereon of $424,217, and $225,302 undepreciated balance (book value) included with Capital; and offsetting cash, receivables, payables, accrued annual leave, and unliquidated obligations of the appropriation for administrative expenses, Public Documents Division.

b Amounts representing the appropriation for administrative expenses, Public Documents Division, included with other funds, are shown on the accrual basis. Presentations in previous years did not include allowances for depreciation and accrued annual leave.

c Accounts payable, other funds, consists primarily of amounts owed to the Revolving Fund by the appropriation for administrative expenses, Public Documents Division.

Amended January 4, 1965

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
PRINTING AND BINDING OPERATIONS
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1964 AND JUNE 30, 1963

Table 3

	Fiscal Year 1964	Fiscal Year 1963	Increase or Decrease (-)
Income:			
Printing and binding services performed	$135,346,364	$129,067,049	$ 6,279,315
Other income	711,874	583,780	128,094
Total income	136,058,238	129,650,829	6,407,409
Expenses: (note a)			
Direct costs:			
Direct labor	44,557,796	41,603,681	2,954,115
Direct materials	29,775,829	31,069,515	-1,293,686
Printing purchased from commercial sources	48,047,357	45,284,003	2,763,354
Total direct costs	122,380,982	117,957,199	4,423,783
Other expenses: (note a)			
Salaries and wages	5,662,933	4,730,751	932,182
Travel	15,213	23,189	-7,976
Freight	769,622	770,046	-424
Communications	113,164	101,381	11,783
Heat, light, and power	429,130	427,737	1,393
Rental of buildings and equipment	474,851	484,483	-9,632
Materials and supplies	180,463	195,708	-15,245
Employer's share of group life insurance	150,742	140,326	10,416
Employer's share of group health insurance	398,597	377,129	21,468
Employer's share of Civil Service retirement	2,782,285	2,596,063	186,222
Depreciation (note b and c)	1,571,048	1,096,899	474,149
Miscellaneous expenses	162,265	105,222	57,043
Total other expenses	12,710,313	11,048,934	1,661,379
Less: (note a)			
Direct costs and other expenses allocated to the Public Documents Division	766,103	699,118	66,985
Total direct costs and other expenses (net)	134,325,192	128,307,015	6,018,177
Net gain from printing and binding operations (note c)	$ 1,733,046	$ 1,343,814	$ 389,232

Footnote explanations are on the following page.

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
PRINTING AND BINDING OPERATIONS
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1964 AND JUNE 30, 1963

Footnote Explanations

a Net of fiscal year 1964 costs incurred and recovered from the Salaries and Expenses Appropriation, Public Documents Division; cost of materials and supplies manufactured for stock; internal work orders; and miscellaneous cost recoveries. Amounts shown for fiscal year 1963 have also been adjusted for comparative purposes. In preceding years, the foregoing cost adjustments were shown in total on a separate line, and deducted from expenses to arrive at total direct costs and other expenses (net).

b Includes adjusted depreciation rates on plant machinery and equipment for fiscal year 1964, amounting to an increase of approximately $381,000.

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

Table 4

GOVERNMENT PRINTING OFFICE
SALES OF PUBLICATIONS OPERATIONS
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1964 AND JUNE 30, 1963

	FY 1964	FY 1963	Increase or Decrease (-)
REVOLVING FUND:			
Sales	$11,707,006	$10,499,053	$ 1,207,953
Cost of publications sold	4,508,705	4,228,665	280,040
Gross profit	7,198,301	6,270,388	927,913
Other expenses:			
Administrative (note a)	766,103	699,118	66,985
Mailing costs	809,771	797,546	12,225
Total other expenses	1,575,874	1,496,664	79,210
Other income:			
Gratuitous revenues	850,849	798,731	52,118
Donated publications	174,916	91,639	83,277
Miscellaneous	55,091	67,697	- 12,606
Total other income	1,080,856	958,067	122,789
Income from sales of publications payable to U. S. Treasury	6,703,283	5,731,791	971,492
OTHER FUNDS:			
Salaries and expenses financed from appropriated funds	3,025,643	2,780,470	245,173
Net income from sales of publications (Note a)	$ 3,677,640	$ 2,951,321	$ 726,319

a Does not reflect depreciation of building structures which is specifically excluded from the revolving fund by law (44 U.S.C. 63).

Amended January 4, 1965

Table 5

GOVERNMENT PRINTING OFFICE
STATEMENT OF CHANGES IN INVESTMENT
OF UNITED STATES GOVERNMENT
FISCAL YEAR ENDED JUNE 30, 1964

	Revolving Fund	Other Funds (Note a and b)	Combined Funds
BALANCE, JULY 1, 1963:			
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
	49,681,172	10,641,766	60,322,938
ADDITIONS:			
Net income from printing and binding operations	1,733,046	---	1,733,046
Income from sales of publications payable to U. S. Treasury	6,703,283	---	6,703,283
Unobligated balance of appropriation "Acquisition of site and construction of annex" transferred to the revolving fund (77 Stat. 817)	6,450,000	---	6,450,000
Appropriation for additional working capital for the Government Printing Office revolving fund (77 Stat. 817)	3,550,000	---	3,550,000
Appropriation for administrative expenses of Public Documents Division, including reimbursements of $245,106	---	5,487,106	5,487,106
Net increase in equipment purchased with appropriated funds, Public Documents Division including current year depreciation	---	10,263	10,263
Total additions	18,436,329	5,497,369	23,933,698
REDUCTIONS:			
Payments to U.S. Treasury of income from sales of publications	6,731,791	---	6,731,791
Unobligated balance of appropriation "Acquisition of site and construction of annex" transferred to the revolving fund (77 Stat. 817)	---	6,450,000	6,450,000
Depreciation on building structures and facilities	---	121,867	121,867
Unobligated balance of appropriation for administrative expenses, Public Documents Division, withdrawn by U. S. Treasury	---	27,600	27,600
Expenditures incurred for administrative expenses, Public Documents Division	---	5,365,117	5,365,117
Initial adjustment for accumulated depreciation on equipment of the Public Documents Division, prior fiscal years	---	401,108	401,108
Initial adjustment to remove non-capitalized equipment from records, Public Documents Division	---	164,995	164,995
Initial adjustment to establish liability for employees annual leave, Public Documents Division	---	183,777	183,777
Net increase in liability for employees' annual leave, Public Documents Division, current fiscal year	---	2,880	2,880
Total reductions	6,731,791	12,717,344	19,449,135
BALANCE, JUNE 30, 1964:			
Capital	44,815,383	3,421,791	48,237,174
Retained earnings	12,867,044	---	12,867,044
Income from sales of publications payable to U. S. Treasury	3,703,283	---	3,703,283
	$61,385,710	$ 3,421,791	$64,807,501

a Other funds consist of the undepreciated balance (book value) of building structures and land amounting to $3,288,757 which is specifically excluded from the revolving fund by law (44 U.S.C. 63); undepreciated balance (book value) of equipment acquired with appropriated funds, Public Documents Division, amounting to $225,302; employees' annual leave, Public Documents Division, amounting to $186,657; and unpaid undelivered orders, Public Documents Division, amounting to $94,389.

b Amounts representing the appropriation for administrative expenses, Public Documents Division, included with Other Funds, are shown on the accrual basis. Presentations in previous years did not include allowances for depreciation and accrued annual leave.

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Table 6

GOVERNMENT PRINTING OFFICE
SUMMARY OF FUNDS PROVIDED BY OPERATIONS
AND APPROPRIATIONS AND THEIR APPLICATION
FISCAL YEAR ENDED JUNE 30, 1964

FUNDS PROVIDED:		
Printing and binding operations:		
Printing and binding services performed	$135,346,364	
Other income	685,550	
Proceeds from sale of equipment, net	51,685	$136,083,599
Sales of publications:		
Sales	11,707,006	
Other income	1,080,856	12,787,862
Decrease in accounts receivable and advances	2,230,123	
Increase in accounts payable	2,315,815	
Increase in accrued salaries and wages	437,499	4,983,437
Appropriations:		
Appropriation for additional working capital for the Government Printing Office Revolving Fund	3,550,000	
Appropriation for administrative expenses, Public Documents Division, including reimbursements of $245,106	5,487,106	9,037,106
Total funds provided		$162,892,004
FUNDS APPLIED:		
Printing and binding expense	$134,325,192	
Less allowance for depreciation not requiring funds	1,571,048	$132,754,144
Cost of publications sold	4,508,705	
Expenses of sales of publications financed from the Revolving Fund	1,575,874	
Payments to U. S. Treasury of income from sales of publications	6,731,791	12,816,370
Increase in cash	3,945,777	
Increase in deferred charges	5,726	
Increase in inventories	3,352,166	
Decrease in miscellaneous liabilities	3,430,597	
Purchase of equipment	1,194,507	11,928,773
Expenditures incurred for administrative expenses, Public Documents Division		5,365,117
Unobligated balance of appropriation for administrative expenses, Public Documents Division, withdrawn by U. S. Treasury		27,600
Total funds applied		$162,892,004

Amended January 4, 1965

Table 7

STATUS OF CONGRESSIONAL PRINTING AND BINDING 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 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 status of the Congressional printing and binding requirements for fiscal years 1964, 1963, and 1962, as of June 30, 1964, is shown below. Included in the total requirements are estimated deficiencies of $3,400,000 for fiscal year 1964 and $600,000 for fiscal year 1963, making a total of $4,000,000 that will be included in the requests for fiscal year 1966.

The appropriation requests for fiscal year 1965 included estimated deficiencies of $2,300,000 for fiscal year 1963 and $200,000 for fiscal year 1962, making a total of $2,500,000 that was included in the appropriation requests for fiscal year 1965. The total estimated deficit of $6,500,000 includes all outstanding obligations not covered by appropriations.

	1964	1963	1962	Total
Expenditures	$12,035,016	$14,845,377	$14,263,850	$41,144,243
Estimated outstanding obligations	5,364,984	1,554,623	136,150	7,055,757
Total requirements	17,400,000	16,400,000	14,400,000	48,200,000
Appropriations	14,000,000	13,500,000	14,200,000	41,700,000
Estimated deficiency, included in 1965 appropriation request	---	2,300,000	200,000	2,500,000
Estimated deficiency, included in 1966 appropriation request	3,400,000	600,000	---	4,000,000
Total estimated deficiencies as of June 30, 1964	$ 3,400,000	$ 2,900,000	$ 200,000	$ 6,500,000

STATUS OF OFFICE OF THE SUPERINTENDENT OF DOCUMENTS APPROPRIATIONS

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 separately. The status of appropriations available for this purpose is as follows:

	Fiscal Year		
	1964	1963	1962
Unexpended balances, July 1, 1963	$ ----	$420,015	$5,428
Appropriations:			
Salaries and expenses, 1964	5,242,000	----	----
Reimbursements	245,106	33,756	43
Total funds available	5,487,106	453,771	5,471
Unobligated balances withdrawn	27,600	797	2,603
Total obligated funds	5,459,506	452,974	2,868
Expenditures	4,860,253	447,393	2,868
Undelivered orders	94,389	----	----
Accounts payable and accrued liabilities	504,864	5,581	----
Unpaid obligations, June 30, 1964	599,253	5,581	----
Less reimbursements receivable	29,737	----	----
Unexpended balances, June 30, 1964	$ 569,516	$ 5,581	$----

Amended January 4, 1965

GOVERNMENT PRINTING OFFICE
DIVISION OF PUBLIC DOCUMENTS
FISCAL YEAR 1964 - APPROPRIATED FUNDS
STATEMENT OF COSTS AND OBLIGATIONS INCURRED
AS OF JUNE 30, 1964

		Program by Activities			
	Total	Sales Distribution	Distribution for Other Agencies	Depository Library Distribution	Cataloging and Indexing Program
Personnel compensation	$3,328,357	$ 2,220,538	$ 717,599	$ 173,431	$ 216,789
Personnel benefits	174,747	125,295	27,435	9,785	12,232
Travel and transportation of persons	676			676	
Transportation of things	2,216	2,216			
Rent, communications and utilities	163,186	69,635	16,294	71,632	5,625
Printing and reproduction	1,185,251	338,307		772,494	74,450
Other services	127,528	91,564	21,425	7,142	7,397
Supplies and materials	357,490	141,436	198,579	14,329	3,146
Equipment	51,048	36,652	8,576	2,859	2,961
Total costs	$5,390,499[a]	$ 3,025,643	$ 989,908	$ 1,052,348	$ 322,600
Net increase in undelivered equipment	69,007	48,803	14,176	1,132	4,846
Total obligations	$5,459,506	$ 3,074,446	$ 1,004,084	$ 1,053,530	$ 327,446

[a] Exclusive of expenses of $1,575,874 financed from revenues from sales of publications.

Amended January 4, 1965

Table 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1964
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.....	10,811,142	---------	65,883	30,240	$ 3,048,285.32
Federal Register.....	4,698,056	---------	19,927	3,000	1,058,182.63
Supplement to the Code of Federal Regulations.....	216,396	11,274	24,800	7,842	315,903.66
Official Gazette.....	409,215	17,574	------	---------	366,606.15
Specifications of Patents, Trademarks & Designs....	7,352,691	---------	163,922	---------	2,833,693.83
Miscellaneous Publications.	907,905,472	2,554,570	980,464	1,077,260	66,115,573.02
Postal Cards.....	1,532,294,999	---------	-------	---------	1,218,638.91
Aerogrammes.....	39,160,000	---------	-------	---------	143,705.23
Catalog Cards.....	82,159,413	---------	-------	---------	719,493.07
Tabulating Cards.....	3,225,494,650	---------	-------	---------	3,064,742.20
Letterheads and Envelopes..	319,139,222	---------	-------	---------	1,582,970.07
Forms, Notices and Cards...	6,458,242,012	---------	-------	---------	16,357,272.48
Multi-Forms.....	1,515,258,487	---------	-------	---------	12,366,033.18
Blank Books.....	19,844,539	---------	-------	---------	2,582,724.01
Miscellaneous Binding.....	149,635	---------	-------	---------	452,730.70
Binders.....	603,409	---------	-------	---------	268,551.03
Miscellaneous.....	----------	---------	-------	---------	3,120,590.02
Blank Paper.....	----------	---------	-------	---------	10,432,691.13
Supplies and Services.....	----------	---------	-------	---------	113,102.40
Total.....	14,123,739,338	2,583,418	1,254,996	1,118,342	$126,161,489.04
G.P.O. Departmental Service Office.....					3,117,668.87
Field Service Offices.....					2,948,786.23
GRAND TOTAL.....					$132,227,944.14

Table 10

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials		$ 64,736,369.94
Value of Outside Printing	$ 46,747,486.33	
Value of Paper Furnished Contractors	4,244,741.64	
Total Value of Outside Printing		50,992,227.97
Blank Paper		10,432,691.13
G.P.O. Departmental Service Office	3,117,568.87	
Field Service Offices	2,948,736.23	
Total Field and Departmental Service Office		6,066,435.10
Total Amount Billed		$132,227,944.14

Table 10 (Con't.)

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1964
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.....	10,811,142	--------	65,883	30,240	$ 3,048,285.32
Federal Register.....	4,698,056	--------	19,927	3,000	1,058,182.63
Supplement to the Code of Federal Regulations.....	216,396	11,274	24,800	7,842	315,903.66
Official Gazette.....	409,215	17,574	----------	----------	366,606.15
Specifications of Patents, Trademarks & Designs.....	7,352,691	--------	163,922	----------	2,833,693.83
Miscellaneous Publications.	489,104,995	568,091	796,320	994,930	38,424,492.03
Postal Cards.....	1,532,204,999	--------	----------	----------	1,218,638.91
Aerogrammes.....	39,160,000	--------	----------	----------	143,705.23
Catalog Cards.....	82,159,413	--------	----------	----------	719,493.07
Letterheads & Envelopes...	253,431,130	--------	----------	----------	1,159,984.02
Forms, Notices and Cards...	4,306,008,808	--------	----------	----------	9,695,506.08
Multi-Forms.....	----------	--------	----------	----------	----------
Blank Books.....	8,037,730	--------	----------	----------	1,559,337.16
Miscellaneous Binding.....	149,635	--------	----------	----------	452,730.70
Binders.....	487,947	--------	----------	----------	191,926.11
Miscellaneous.....	----------	--------	----------	----------	2,426,380.16
Blank Paper.....	----------	--------	----------	----------	10,432,691.13
Supplies & Services.....	----------	--------	----------	----------	113,102.40
Total.....	6,734,462,157	596,939	1,070,852	1,036,012	$ 74,160,658.59
G. P. O. Departmental Service Office.....					3,117,668.87
Field Service Offices.....					2,948,786.23
GRAND TOTAL.....	6,734,462,157				$ 80,227,113.69

Table 11

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1964
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....	418,710,477	1,986,479	184,144	82,330	$27,691,080.99
Tabulating Cards.....	3,225,494,650	- - - - -	- - - -	- - - -	3,064,742.20
Letterheads & Envelopes.....	65,658,092	- - - - -	- - - -	- - - -	377,191.72
Forms, Notices & Cards.....	2,152,233,204	- - - - -	- - - -	- - - -	6,661,766.40
Multi-Forms.....	1,515,258,487	- - - - -	- - - -	- - - -	12,411,827.51
Blank Books.....	11,806,809	- - - - -	- - - -	- - - -	1,023,386.85
Binders.....	115,462	- - - - -	- - - -	- - - -	76,624.92
Miscellaneous.....	- - - - - -	- - - - -	- - - -	- - - -	694,209.86
Total.....	7,339,277,181	1,986,479	184,144	82,330	$52,000,830.45

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value).....	$46,747.486.33
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued).....	4,244,741.64
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office.....	1,008,602.48
TOTAL.....	$52,000,830.45

Table 12

Table 13

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1964

CONGRESS		
Congressional Record	$3,048,285.32	
Miscellaneous Publications	1,332,316.80	
Miscellaneous Printing and Binding	1,853,076.20	
Publications for International Exchange	186,820.86	
Franked Envelopes	403,101.52	
Document Franks	18,288.95	
House and Senate Calendars	746,549.09	
Bills, Resolutions and Amendments	1,281,349.19	
Committee Reports	561,014.60	
Documents	658,886.04	
Hearings	4,731,296.93	
Federal Register	1,058,182.63	
Supplement to Code of Federal Regulations	315,903.66	
Committee Prints	868,207.78	
Total		$ 17,063,279.57
Administrative Office of the U. S. Courts		90,979.16
Agriculture		5,324,512.06
Air Force		12,175,815.72
Air Force Systems Command		124,531.80
American Battle Monuments Commission		1,034.45
Army		23,000,490.36
Atomic Energy Commission		538,100.81
Board of Governors Federal Reserve System		1,340.27
Bureau of the Budget		259,464.49
Central Intelligence Agency		557,760.10
Civil Aeronautics Board		107,556.90
Civil Service Commission		842,090.08
Civil War Centennial Commission		3,099.29
Commerce		6,462,776.01
Commission of Fine Arts		3,880.44
Council of Economic Advisors		29,812.08
Court of Claims		96,471.84
Court of Customs & Patent Appeals		21,882.88
Defense Supply Agency		1,894,588.02
Department of Defense		27,286.10
Defense Documentation Center		155,551.16
District of Columbia		199,439.12
Export-Import Bank of Washington		27,717.64
Farm Credit Administration		11,681.86
Federal Aviation Agency		975,371.73
F. D. Roosevelt Memorial		93.00
Federal Coal Mine Safety Board Review		42.40
Federal Communications Commission		152,616.59
Federal Deposit Insurance Corporation		7,629.99

Federal Home Loan Bank Board	$ 30,527.74
Federal Maritime Commission	23,033.73
Federal Mediation & Conciliation Service	5,666.69
Federal Power Commission	170,881.76
Federal Trade Commission	105,906.03
Foreign Claims Settlement Commission	31,137.78
General Accounting Office	116,778.73
General Services Administration	6,934,438.18
Government Printing Office Sale of Government Publications	6,113,955.04
Government Printing Office Superintendent of Documents	1,698,492.50
Health, Education & Welfare	5,516,878.65
House and Senate Stationery Room	31,404.44
Housing and Home Finance Agency	707,406.31
Indian Claims Commission	383.88
Interior	3,145,756.80
Interstate Commerce Commission	220,175.33
Joint Publications Research Service	8,002.21
Justice	1,360,418.83
Labor	1,410,973.59
Library of Congress	994,925.27
Library of Congress Branch	455,417.57
National Academy of Science	- - - - -
National Aeronautics and Space Administration	1,242,176.77
National Capital Housing Authority	10,973.14
National Capital Planning Commission	18,178.39
National Capital Transportation Agency	2,081.99
National Forest Reservation Commission	1,174.24
National Gallery of Art	15,999.61
National Labor Relations Board	277,833.56
National Mediation Board	5,247.77
National Science Foundation	106,626.38
National Security Agency	869,369.67
National Security Council	1,396.12
Navy	12,160,085.98
Office of Aerospace Research	42,269.06
Office of Emergency Planning	30,470.94
Office of Science Technology	11,225.88
Panama Canal Company	66,680.60
Pan American Union	5,253.29
Peace Corps	4,516.22
Post Office Department	6,290,728.03
Private Orders	131,594.45
Railroad Retirement Board	17,582.68
Renegotiation Board	7,635.92
St. Lawrence Seaway Development Corporation	1,144.61

Securities & Exchange Commission	$ 82,972.07
Selective Service System	255,666.75
Small Business Administration	221,535.52
Smithsonian Institution	268,819.41
State	1,548,541.54
Subversive Activities Control Board	2,231.18
Supreme Court of the United States	125,847.98
Tariff Commission	53,924.60
Tax Court of the United States	28,262.43
Tennessee Valley Authority	9,279.62
Treasury	7,508,941.27
U. S. Information Agency	323,847.58
Veterans' Administration	1,158,641.40
White House	79,730.51
GRAND TOTAL	$132,227,944.14

Table 14

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1964

Congress	43,123,235
Administrative Office of U. S. Courts	277,558
Agriculture	59,155,340
Air Force	81,790,351
Air Force Systems Command	40,200
American Battle Monuments Commission	10,368
Army	164,078,963
Atomic Energy Commission	587,574
Board of Governors Federal Reserve System	19,677
Bureau of the Budget	581,230
Central Intelligence Agency	132,292
Civil Aeronautics Board	35,835
Civil Service Commission	21,680,705
Civil War Centennial	7,000
Commerce	12,244,555
Commission of Fine Arts	5,732
Court of Economic Advisors	33,550
Court of Claims	118,138
Court of Customs and Patent Appeals	1,034
Defense Documentation Center	259,266
Defense Supply Agency	9,235,326
Department of Defense	350
District of Columbia	57,336
Export Import Bank of Washington	19,175
Farm Credit Administration	24,515
Federal Aviation Agency	4,297,873
Federal Coal Mine Safety Board Review	108
Federal Communications Commission	173,988
Federal Deposit Insurance Corporation	49,345
Federal Home Loan Bank Board	23,258
Federal Maritime Commission	45,917
Federal Mediation & Conciliation Service	15,240
Federal Power Commission	171,051
Federal Trade Commission	112,577
Foreign Claims Settlement Commission	101,869
General Accounting Office	428,005
General Services Administration	17,555,013
Government Printing Office Sale of Government Publications	39,729,569
Government Printing Office Superintendent of Documents	58,439,123
Health, Education & Welfare	81,578,482
Housing & Home Finance Agency	2,449,556
Indian Claims Commission	138
Interior	20,465,460
Interstate Commerce Commission	502,158

Justice	2,480,780
Labor	13,476,580
Library of Congress	357,831
Library of Congress Branch	27,950
National Academy Science	---
National Aeronautics and Space Administration	3,830,274
National Capital Housing Authority	5,613
National Capital Planning Commission	7,875
National Capital Transportation Agency	21,442
National Forest Reservation Commission	1,600
National Gallery of Art	455,756
National Labor Relations Board	136,078
National Mediation Board	7,328
National Science Foundation	217,443
National Security Agency	3,978
National Security Council	1,366
Navy	59,740,975
Office of Aerospace Research	18,700
Office of Emergency Planning	313,690
Office of Science & Technology	27,340
Panama Canal Company	18,528
Pan American Union	52
Peace Corps	11,742
Post Office Department	26,906,956
Private Orders	13,444,060
Railroad Retirement Board	90,906
Renegotiation Board	32,981
St. Lawrence Seaway Development Corporation	1,251
Securities & Exchange Commission	101,504
Selective Service System	3,213,115
Small Business Administration	1,962,945
Smithsonian Institution	132,377
State	10,922,733
Subversive Activities Control Board	3,401
Supreme Court of the United States	280,775
Tariff Commission	22,169
Tax Court of the United States	16,303
Tennessee Valley Authority	84,848
Treasury	145,609,962
U. S. Information Agency	454,785
Veterans' Administration	27,241,039
White House	49,906
TOTAL	931,392,972