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~~U.S. Government~~

Annual Report

of

The Public Printer

Fiscal Year 1966

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of  
The Public Printer

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## PREFACE

The Annual Report of the Public Printer is prepared and submitted to the Congress in accordance with the appropriate provisions of Chapter 2, Title 44, United States Code. In addition to the required fiscal and production statistics pertaining to the Government Printing Office proper and the activities of the Public Documents Division, the report contains an abridged account of each major activity of the Office.

The mission of the Government Printing Office is to provide the printing and binding services required by Congress and the Government Departments in accordance with law and the Government Printing and Binding Regulations. In order to accomplish this mission, the Public Printer is required to have sufficient equipment and an adequate complement of trained graphic arts craftsmen to meet the peak-load requirements for the Congress and the urgent needs of the Departments. This printing and binding service covers all congressional work, the bulk of which is produced on very close schedules in order to meet "must" delivery dates.

Besides providing the printing and binding for Congress, which has increased about 20 percent during the past 10 years, it is necessary that a large part of the printing and binding for nearly 100 Federal Departments, Bureaus, and Agencies be accomplished in the Government Printing Office. This includes classified printing, rush work, national emergency work, and jobs demanding a combination of operations not obtainable from commercial sources within the time allowed by the Departments.

The production capability of the Government Printing Office is based on the long experience of the Public Printer and his production officials with the needs of Congress and the Departments. Manpower and machinery are maintained at a level which will assure that all requirements of the Congress and the Departments are met, with appropriate recognition of the increasing trend toward ever-shorter delivery schedules.

A necessary amount of printing and binding work from Departments which does not require a special or urgent schedule must also be retained in the Government Printing Office as filler work to keep essential personnel and equipment gainfully occupied.

In 1966, the Government Printing Office's volume of business was \$175.9 million. This income was derived from in-plant and commercially procured printing and binding and the supply of blank paper and miscellaneous services and materials. Commercial contractors furnished 51.3 percent of the printing and binding volume, exclusive of Field Service and Departmental Service Office work. More than 1 billion publications of all kinds were produced, including 9.4 million copies of the Congressional Record and 5.1 million copies of the Federal Register. The Congress, with billings of \$20.6 million, was our next-to-largest customer, and second to Army with \$25.5 million.

Sales volume of the Superintendent of Documents amounted to \$14.8 million, of which \$7.6 million is to be returned to the United States Treasury. The amount returned to the Treasury will exceed the appropriation for all Superintendent of Documents operations by about \$1.8 million. Paper deliveries averaged about 19 freight-car loads daily. Envelope deliveries were sharply up, with 258 million being used in 1966 compared with 173 million during the previous year.

The Government Printing Office looks forward to another year of service to the Congress and the Federal Departments, confident in the knowledge that the printing and binding demands--whatever they may be--will be met with promptness and certainty. We fully expect to stay abreast of the rapidly advancing technology which has characterized the printing industry in recent years, and employ such developments as have applicability to our production and service responsibilities.

PRODUCTION DIVISIONS

Printing and binding requirements for the Federal Government increased sharply during fiscal year 1966. The production units were hard-pressed to meet their burgeoning commitments with the equipment, manpower, and space available.

Congressional Printing

Fiscal 1966 was another year of increase in the congressional workload, with new highs being established in many categories. While the first session of the 89th Congress ended on October 23, 1965, committee activity continued for the balance of the year, and the second session started with high-volume printing requirements immediately.

The Congressional Record is our most important and our most consistently difficult assignment. Each night a session is held, every employee concerned with the production of the Record assumes a personal responsibility for accomplishing an on-time delivery. For fiscal year 1966 there were 193 issues, totaling 35,176 pages, with an average of 182.2 pages per issue. There were 33 issues of 256 or more pages, and the largest issue--which is also the largest issue ever printed--was that of October 22, containing 704 pages in 3 parts. The smallest for the year was that of February 26, 1966, which made only eight pages.

Bill work decreased from the exceptionally high totals of last year, since the large number of new bills introduced at the start of a new Congress occurs only every other year. The figures are exceptionally high for an off year and, in the second session, the prints become more complex; there are many more reported and amended bills. The 3-year comparisons are shown in the following table.

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Number of prints.....	18,371	27,121	14,641
Letterpress forms.....	13,352	14,098	11,136
Offset forms.....	2,813	3,288	1,891
Pages set.....	72,153	81,120	55,875
Pages picked up.....	13,313	15,315	11,892

The Budget

The Composing Division processed a total of 10,442 folios this year as compared to 9,707 folios the previous year. The breakdown is as follows: Appendix, 8,669; Budget, 979; D. C. Budget, 376; Budget in Brief, 132; Special Analyses, 286. The Appendix made up into 1,306 pages--an increase of 45 pages over last year. The Budget (small book) made 449 pages, which was a decrease of 63 pages. The D. C. Budget increased to 72 pages from the 64 pages of last year.

A new publication this year was the Special Analyses, which consisted of 164 pages and cover. Part of this item was taken out of the Budget and incorporated with other analyses chapters, accounting for the decrease in pages of the Budget book.

The Bureau of the Budget ordered 25 separate items. The breakdown consists of the Budget, Budget Appendix, D. C. Budget, Budget in Brief, combined book (Budget, part of Special Analyses, and Appendix), Special Analyses (plus 13 separates), 6 Messages of the President (3 for Budget and 3 for D. C. Budget).

Offset Division printed all of the Budget, Budget in Brief, Special Analyses (plus separates), covers for Appendix, D. C. Budget, and separates for Budget Messages. A total of 380,959 impressions were made.

Letterpress Division printed the Budget Appendix and the D. C. Budget. A total of 1,487,271 impressions were made from 163 8-page forms and one 4-page form for the Appendix and nine 8-page forms for the D. C. Budget.

Production and delivery schedules were met as requested.

#### Electronic Printing

The Electronic Printing Production Unit produces composition through the use of the computer and tape-driven composing equipment. Experimental work is conducted in phototypesetting of computer-generated data, and information is developed to enable Government Agencies to improve the quality of copy emanating from automatic data-processing equipment.

The Linofilm keyboards are used primarily to set manuscript that contains complicated mathematical equations. The Justewriter keyboards are used to perforate paper tape for input to the computer to create a justified paper tape for the Linofilm photographic units or the line-casting machines. The input and output converters are basically offline input and output devices for the computer, i.e., paper tape is converted to magnetic tape for feeding information into the computer, and magnetic tape produced by the computer is converted to paper tape to drive the appropriate piece of equipment. The Linofilm photographic units produce paper or film positives from paper tape which has been produced on the Linofilm keyboards, or paper tape which has been processed on the output converter from magnetic tape generated on a general-purpose computer.

The following table compares the production in fiscal year 1966 with like activities for the preceding two fiscal years:

		<u>1966</u>	<u>1965</u>	<u>1964</u>
Linofilm keyboards.....	mss.folios	9,079	5,972	4,000
Justowriter keyboards:				
Tape perforated for Elektrons.....	" "	0	513	8,000
Tape perforated for Linofilm.....	½ gals.	195	4,644	--
Linofilm Photographic Units:				
Keyboarded tape.....	"	5,466	7,117	2,000
Furnished paper tape.....	"	787	328	--
Furnished magnetic tape.....	"	16,214	--	--
Furnished magnetic tape.....	pages	515	249	556
Furnished EAM cards.....	"	407	160	--
Input Converter:				
Paper to magnetic tape.....	½ gals.	195	4,644	2,000
Paper to magnetic tape.....	pages	852	--	--
Output Converter:				
Magnetic to Linofilm tape.....	½ gals.	16,214	4,698	--
Magnetic to Linofilm tape.....	pages	922	1,309	556
Magnetic to Elektron tape.....	"	342	--	--

As shown in the table, there were significant increases in some activities. The increase in the number of manuscript folios set on the Linofilm keyboards in fiscal year 1966 was accomplished with an increase of 496.2 hours of direct labor over fiscal year 1965. This can be attributed to increased skill on the part of the operators as they became trained on the keyboard.

There was an increase of work produced on the Linofilm photographic units. In fiscal years 1964 and 1965, there was one photographic unit in operation. In July of fiscal year 1966, four additional photographic units were leased primarily to produce the Defense "Technical Abstract Bulletins" and the Commerce "U. S. Government Research and Development Reports" from furnished magnetic tape.

In September of 1965, the first issue of the Defense "Technical Abstract Bulletin" was produced from furnished magnetic tape, and we have continued to produce this semimonthly publication since. In December of 1965, the Commerce "U. S. Government Research and Development Reports" blue section was first produced on the Linofilm from furnished magnetic tape processed on our computer. These two publications presented the most difficult production problems to date, but occasional computer problems are still encountered.

The master magnetic tape file of the Library of Congress Subject Headings, Seventh Edition, was completed and corrected, all pages were made up, and the publication readied for press. The monthly Cumulative Supplements to the Subject Headings were produced by computer and Linofilm, and this data was used to update the next edition of the Subject Headings.

BINDING DIVISION

The workload in the Bindery shows an overall increase, with abnormal increases in certain operations. Drilling, for example, was up 91 percent over fiscal year 1965; punching was up 108 percent; casemaking, up 31 percent; casing-in, up 39 percent; passports, up 32 percent, and folding, up 5 percent.

The Blank Section and Cutting & Packing Section were merged into one section (now known as the Blank Section), and the Library Binding Section and the Book Edition Section were consolidated into one section (now known as the Book Section). Lack of space continued as the major obstacle to the attaining of maximum efficiency in the Division.

Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Folding.....	391,850,576	372,619,079	380,629,969
Gathering, books.....	17,256,505	19,181,676	19,145,980
Inserting, books.....	89,100,625	86,953,096	82,796,627
Passports, books.....	1,571,706	1,026,712	1,295,142
Drilling, sheets, etc.....	1,429,640,849	746,950,284	690,832,903
Punching, sheets, etc.....	96,612,324	46,444,706	60,038,311
Cutting, sheets.....	253,004,284	235,829,250	242,257,790
Signatures, machine sewed.....	106,009,853	113,178,235	111,604,626
Books cased in.....	4,277,281	3,072,693	2,906,629

At the close of the 1966 fiscal year, there were 1,366 employees in the Binding Division, an increase of 6 over the preceding year.

The statistics below show the amount of printed work purchased from commercial sources and bound in the Government Printing Office.

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Jackets received.....	290	455	390
Skids of work.....	240	417	414
Flat sheets to fold.....	2,488,027	3,175,842	2,512,282
Flat pasters to fold.....	5,168,434	7,443,895	7,086,003

COMPOSING DIVISION

The Composing Division was under heavy pressure the entire year, primarily because of increases in congressional and Patents work. The total measurable "ems" of composition increased 11.6 percent over 1965, while the hours required to set the type increased 14.5 percent. The slight drop in the average number of ems set per hour was due to the excessive hours put in by the employees, together with the rather high turnover of personnel. The

total number of pages of patents processed shows an increase of 53 percent over the last 2 years, with further increases anticipated.

The operators in the Three typesetting units of the Composing Division, day and night, set 3,127,973,500 ems of measurable composition during the past fiscal year. Comparison of production of the last 3 years is as follows:

<u>Year</u>	<u>Hours</u>	<u>Ems</u>	<u>Ems Per Hour</u>
1965-66.....	621,204.0	3,127,973,500	5,035
1964-65.....	542,069.9	2,802,843,100	5,171
1963-64.....	510,008.6	2,636,696,600	5,167

The Federal Register for fiscal year 1965-66 amounted to 16,480 printed pages, for a daily average of 65-plus pages. This was a decrease of 1,290 pages over fiscal year 1964-65. Statistics for the past 3 years are as follows:

	<u>Pages</u>	<u>Daily average</u>
1965-66.....	16,480	65-plus
1964-65.....	17,770	70-plus
1963-64.....	15,451	61-plus

The Monthly Index and Codification Guide amounted to 938 printed pages, a decrease of 331 pages over the previous year.

The Division continued to utilize, to the extent suitable copy permitted, commercial contractors for typesetting only. Comparative figures for the last 3 years are as follows:

<u>Year</u>	<u>Folios</u>
1965-66.....	39,228
1964-65.....	21,155
1963-64.....	45,271

The following statistics show 1966-fiscal-year work volume compared with previous years.

Patents issued:

<u>Year</u>	<u>No. of Patents</u>	<u>Average issue</u>
1965-66.....	66,243	1,274
1964-65.....	52,914	1,017
1963-64.....	44,060	831

The total number of patents issued during this fiscal year was 66,243, for an average issue of 1,274. This is an all-time high for a single year's work on patents. The first 9 months showed much higher average issues, but, due to the Commerce Department's budget deficiency, the issues trailed off for the last 3 months to only 1,150 patents per issue.

The number of employees on the Composing Division rolls as of June 30, 1966, was 1,590--14 more than last year. The following table shows comparative number of personnel for the past 3-year period:

1966.....	1,590
1965.....	1,576
1964.....	1,569

The Division continues to be handicapped by a shortage of competent Monotype keyboard operators, resulting in considerable overtime hours to keep the workload at an acceptable level. This is a most critical area, and one that we have been unable to resolve with any degree of success. The Apprentice Program is helping. Yet, in order to give the apprentice a well-rounded apprenticeship, we must refrain from keeping him on the keyboard for a too-long period. And then, of course, there are those who simply do not have the aptitude to qualify as operators.

The Government Printing Office Style Board, charged with the responsibility of revising and maintaining the Style Manual, has been completely reorganized. During the preceding year, the Chairman of the Board retired. A new Chairman was appointed and the Board was expanded by adding, for the first time, a member from the Patents Section.

At present, the Board is working on a revision of the Style Manual, the first since 1959, and every effort is being made to insure that the Manual will continue to merit the high respect it has always enjoyed among editors, librarians, and the graphic arts industry.

#### LETTERPRESS DIVISION

Letterpress activities remained fairly steady during the year. The increased congressional activities tended to offset decreases in departmental work. The specialty work and work that is printed directly from type continued to form the backbone of the Division's work.

The following table will provide a breakdown of type forms imposed for Letterpress over the past 3 years:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Calendars.....	5,990	4,959	5,749
Nominations, messages.....	783	1,426	891
Enrolled bills.....	2,366	2,730	1,799
Document & miscellaneous.....	28,376	25,839	25,326
Foundry.....	10,792	12,241	16,429
Bills.....	<u>11,905</u>	<u>13,476</u>	<u>11,318</u>
Total.....	60,212	60,671	61,512

It will be noted that the number of forms imposed for the foundry continues to drop. The majority of plate forms run in Letterpress are printed from stored plates. On the other hand, the number of Document forms printed from type has increased substantially over the past 2 years.

Congressional Record and Federal Register production figures for the past 3 years are as follows:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
<b>Congressional Record:</b>			
Issues.....	193	182	250
Pages.....	35,176	29,828	36,968
Average per issue.....	182	162	148
<b>Federal Register:</b>			
Issues.....	253	252	253
Pages.....	16,884	17,992	16,112
Average per issue.....	66	71	63

Postal Card Section production was as follows:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Total cards.....	1,428,142,000	1,093,450,000	1,622,206,000
Aerogrammes.....	34,312,000	44,276,000	39,840,000

Three cards printed in Offset and cut and packaged in this section were:

Coast Guard (Commemorative).....	39,830,000
Census Bureau (Commemorative).....	37,500,000
11¢ International Airmail Card.....	3,075,000

The Division's precision-forms program has undergone extensive changes in the manner of preparation as well as production. For years, it was difficult to achieve and maintain the accuracy and tolerance required. Now, a master matrix has been created on a negative. The negative is then used to ultimately produce type 30 Dycril plates, which are printed on wrap-around rotary presses.

Envelope presses ran approximately 250 million envelopes during the past year. This was done mainly by manning the presses on three shifts to avoid excessive overtime.

During 1966, 18 letterpresses were removed as obsolete. Four were replaced under the Office modernization program, resulting in a net loss of 14 presses.

Letterpress Division personnel have continued to decline, from 474 in 1965 to 448 in 1966, which is in consonance with the continuing increase in offset printing.

#### OFFSET DIVISION

The workload in the Offset Division leveled off to some extent over prior years, with only a few areas showing increases. The Copy Preparation Section records indicate a 14.4 percent increase in the number of commercial jackets processed, with a decrease of 4.2 percent in the number of plant jackets. The number of offset negatives made in the Offset Negative Section decreased by 6.2 percent from fiscal year 1965. The number of plates made also dropped by 1.3 percent. The number of forms put to press increased by 2.6 percent and the total press impressions were up 5.5 percent over the prior year.

#### Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Jackets processed:			
Plant.....	11,456	11,965	12,104
Commercial.....	9,288	8,112	8,143
Commercial (print order).....	1,196	1,440	1,043
Congressional work (pages)			
Bills.....	44,695	54,855	28,517
Miscellaneous, Hearings, Reports.....	97,072	127,252	113,474
House calendar.....	26,932	14,945	23,604

Comparison of Activities  
(continued)

	<u>1966</u>	<u>1965</u>	<u>1964</u>
<b>Official Gazette:</b>			
Pages.....	25,476	20,962	18,054
Illustrations.....	60,078	48,833	43,444
<b>Fotosetter production:</b>			
Job work.....	1,198	2,001	1,685
Book work.....	192	294	212
Negatives & Positives, number.	791,306	852,937	825,485
Square inches.....	51,026,263	54,496,930	53,194,077
Offset plates, number.....	57,022	57,761	52,712
Square inches.....	99,278,718	99,582,165	92,216,714
Proofs, number.....	325,647	340,109	263,516
Forms, number.....	60,290	58,787	57,313
Impressions, number.....	445,500,672	422,196,014	432,821,257
Average, impressions per form.	7,390	7,191	7,552

A summary and comparison of the personnel complement of the Division is given below as of June 30, 1966.

<u>Unit</u>	<u>1966</u>	<u>1965</u>	<u>1964</u>
Office of the Superintendent.....	8	11	11
Offset Copy Preparation Section.....	102	90	96
Offset Negative Section.....	63	66	68
Offset Plate Section.....	94	85	87
Offset Press Section.....	<u>295</u>	<u>275</u>	<u>280</u>
Total.....	562	527	542

The increase in personnel represents almost wholly the additional trainees placed in the Copy Preparation, Negative, and Plate Section.

In September a complete process pin register system was first used in production of the "Technical Abstract Bulletin" for the General Services Administration. Composition was produced by the Linofilm Division in galley form. The pin register system provides for punching holes in precise pre-determined position on galley positives to expedite page makeup, plate imposition, and press makeready. This system has proven most successful. Considerable time is also saved in the camera and plate room. The system is now being enlarged to include other jobs.

Experimentation with dry offset plates has been very promising. The 1966 GSA Yearly Calendars were produced on the two-color offset press using commercially procured relief plates. The 1967 calendars are being produced on the same equipment with magnesium plates processed in the Platemaking Division.

### PLATEMAKING DIVISION

Several organizational changes and space consolidations were effected in the Platemaking Division during the year, partly to consolidate the platemaking activities due to the continued drop in platemaking requirements and partly to make space available for the installation of the Linotron. The day shift in the Stereotype Section was discontinued and the personnel were assigned to the two late shifts, in order to effect maximum utilization of personnel.

#### Comparison of Square-inch Production

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Overall Division total.....	27,866,142	35,349,004	36,379,559
Photoengraving.....	2,803,799	2,518,044	2,806,054
Stereotype.....	14,317,572	21,148,749	21,897,286
Electrotype.....	10,744,771	11,682,211	11,676,219

During the year there was a 14 percent reduction in the number of employees in the Division. This loss was due to nine retirements, four transfers, three resignations, and one death, with but two replacements. The total of employees on the rolls at the end of the fiscal year 1966 was 92, compared with 107 in 1965 and 113 in 1964. This loss represents a 20 percent reduction in the Electrotype Section, a 10 percent reduction in Stereotype, and a 5 percent loss in Photoengraving.

A proposal for the automation of reporting of reproducibles held in storage is under study. This proposal would eliminate manual reporting by the Central Reporting Unit of the Plate Vault Unit on each requisition received. When installed and in operation, a computer will report the latest information available to Planning Service and should speed up this operation.

### LIBRARY BRANCH OFFICE

Letterpress production of catalog cards for 1966 increased 28 percent, from 31,422,664 to 40,146,805. Titles received increased 19 percent, from 182,474 to 218,011, and titles set increased from 192,551 to 214,852, or 12 percent. Overprinting of combination subject headings and call numbers increased 8 percent, from 1,973,175 to 2,126,369. In December 1965, printing

of proofsheets by letterpress was discontinued and this class of work was transferred to offset. Job work printed by letterpress showed a considerable decrease due to an increasing amount of this work being produced by offset.

The number of titles processed by the offset method decreased from 755,840 to 665,980 and the number of press forms decreased from 75,584 to 66,598. Offset press impressions increased from 5,380,616 to 6,213,200, or 15 percent, and cards printed increased from 53,806,160 to 62,132,000. The average press run offset per form increased from 71 to 93, or an increase of 31 percent. Total press impressions for all classes of offset work increased 78 percent, from 6,850,476 to 12,193,828, and total copies printed from 61,417,669 to 73,291,351, an increase of 19 percent.

Since the main function of the Branch is the production of catalog cards, it is of particular interest to note that, for the third consecutive year, catalog card production has increased, with each year being an all-time high, as follows:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Letterpress.....	40,146,805	31,422,664	28,473,135
Offset.....	<u>62,132,000</u>	<u>53,806,160</u>	<u>53,534,250</u>
Total.....	102,278,805	85,228,824	82,007,385

Following is a detailed breakdown of the major items of work performed in the Bindery Unit of the Library Branch:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Miscellaneous:			
Volumes trimmed.....	8,690	6,652	7,079
Gaylord covers made.....	5,235	3,857	1,630
Sheets folded.....	54,017	54,019	53,723
Rare books:			
Books rebound.....	696	577	521
Miscellaneous repairs.....	1,410	1,029	1,050
Manuscripts:			
Books completed.....	220	259	253
Sheets laminated.....	90,209	64,815	67,999
Maps:			
Maps reconditioned.....	23,175	25,304	25,118
Maps laminated.....	19,784	20,804	19,646
Prints & photographs:			
Photos & prints mounted.....	12,328	12,588	20,308
Posters, photos, prints, & captions trimmed.....	8,498	11,205	14,787

DELIVERY SECTION

The count of individual shipments for the year amounted to 312,154 items. Delivery requirements varied all the way from a single package to six or more skids of work. This figure represents an increase of 3,205 items above last year's report. Fleet mileage increased 21,152 miles, for a total figure of 305,549. Despite this increase, our accident frequency figure dropped from 14.03 to 13.09. Requests for pickup service increased from 4,713 to 5,102, a difference of 389. The following table gives a 3-year comparison on these subjects:

<u>Fiscal Year</u>	<u>Shipments</u>	<u>Mileage</u>	<u>Pickups</u>	<u>Accident Frequency*</u>
1964	204,677	293,904	4,473	10.25
1965	209,949	284,397	4,713	14.03
1966	213,154	305,549	5,102	13.09

\* The fleet accident rate equals reportable accidents times 100,000 divided by the number of actual vehicle miles.

Along with the general increase in workload, a factor in the increased mileage and delivery items is the present policy of the Departments in requiring additional delivery stops. In past years a great many such stops were serviced by the customer as part of their internal distribution, after our initial delivery to their warehouse. Deliveries are now made to subunits throughout the area, in addition to deliveries to warehouses. Many new stops are completely lacking in suitable platform facilities for anything resembling bulk delivery.

The present number of employees is 75. In the 2 years preceding this report, there were 72 and 68, respectively. Of the present group, 58 are assigned to Shift 1 and 17 to Shift 3. The gradual increase in personnel has been necessary in order to man equipment full time that had previously been in the category of standby.

PLANNING DIVISIONS

Division of Planning Service

In fiscal year 1966, the Planning Service Division received a combined total of 130,624 requisitions and print orders--approximately 7.2 percent more than the 121,899 received in fiscal year 1965, and 13.5 percent more than the 112,977 received in fiscal year 1964. As a consequence of the increase in orders received in 1966, the volume of service and liaison work required of the Planning Service Division was proportionately increased.

Despite the substantial increase in orders received and supporting activities, the Division was able to accomplish such additional work with the same number of employees it had in fiscal years 1965 and 1964.

Formal Orders Received

	<u>1966</u>	<u>1965</u>	<u>1964</u>
P & B Requisitions.....	70,637	71,563	71,298
Print orders on open jackets.....	59,987	50,336	41,679
Blank paper orders.....	<u>9,788</u>	<u>9,666</u>	<u>9,537</u>
Subtotal.....	140,412	131,565	122,514

Additional Orders and Jackets

Patent work.....	89,408	76,352	71,097*
Congressional.....	23,452	31,247	29,096*
Other.....	<u>18,772</u>	<u>6,568</u>	<u>6,112*</u>
Subtotal.....	131,632	114,167	106,305*
Grand total.....	272,044	245,732	228,819

\* Estimated

Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Jackets issued.....	52,136	52,701	51,583
Open jackets issued.....	5,457	5,184	4,916
Schedules established.....	44,017	45,296	44,896
Informal estimates.....	188	214	241

While the above tabulation shows an overall increase in the total number of requisitions and print orders received, it is interesting to note that we are on a continuing trend of receiving fewer requisitions and more print orders. This points out that there is necessarily an increased activity in the area of commercial procurement, since most of the print orders were placed with private firms under contract to this Office for various programs of printing.

Planning Service, in conjunction with Production and Accounts, has attended many meetings to explore the feasibility of installing an electronically automated reproducible inventory-control system. The matter has been firmed up and a request for the purchase of the necessary equipment has been forwarded through channels by the Division of Accounts.

A review of all in-house Print Order Programs of long standing is presently being conducted. These Programs are being updated to reflect current requirements and procedures. A panel, consisting of a representative of Planning Service, Plant Planning, and the Production Manager's office, has been appointed to handle this project. The work should be completed within the next few months.

Division of Plant Planning

In fiscal year 1966, the Plant Planning Division prepared a total of 34,994 regular and print-order jackets--approximately 3.6 percent less than the 36,294 prepared in fiscal year 1965, and 6.4 percent less than the 37,385 prepared in fiscal year 1964. As a result of the decrease in the number of jackets prepared--the controlling factor in the Division's principal activities--there was a more or less proportionate decrease in the number of production plans developed, formal estimates made, and jackets scheduled. However, as has been pointed out in the Division's report, such minor decreases or like increases are normal variations from year to year, in that orders are accepted for in-plant production on the basis of the volume of work which they represent in relation to the production capabilities of the plant, rather than the number of orders involved.

Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Production plans developed.....	24,123	25,455	27,001
Estimates made:			
Formal (firm).....	22,200	24,805	26,461
Informal.....	3,140	3,342	3,082
Cong. Rec. App. pages.....	685	588	948
Line count, Cong. Hearings:			
25-line pages.....	110,571	96,848	99,464
Sales prices developed.....	9,900	9,943	8,815
Jackets prepared:			
Regular & print order.....	34,994	36,294	37,385
Open.....	1,399	1,247	1,245
Jackets scheduled.....	24,123	25,455	27,001
Jackets, etc., copied (Xerox)...	218,581	211,317	236,487
Purchase requests prepared:			
Inventory control.....	4,108	3,525	3,429
Special purchases.....	953	910	954
Printing of maps.....	149	168	229
Stores orders prepared.....	3,149	2,987	2,615

In our supplemental activities, there was an increase of approximately 12 percent in the number of "open" jackets prepared in 1966 as compared to 1965 and 1964. This indicates that the Departments are making greater use of the less complicated "print order" for requisitioning certain kinds of repetitive work, thereby saving considerable time and expense for themselves and some measure of the same for us.

In July 1965, the Joint Committee on Printing directed that the standard shade of white offset paper be changed from cream-white to bright-white. With the making of such a change in the paper most used in Government, we were faced with the enormous task of controlling the use of the many different sizes and weights of both the old and new shades of paper to (1) dispose of the former as soon as possible, and (2) avoid mixing the two shades in a single publication, which, if done, would not only detract from the appearance of the publication but could result in a complaint from the ordering Department. The enormity of this task can best be realized by calling attention to the fact that when the change was made there were approximately 12 million pounds of the old paper in our Washington and Franconia warehouses and 9 million pounds on order--2 million pounds in various commercial contractors' plants and 6.5 million pounds in our three reserve warehouses. With the full cooperation of Production, Purchases, and the individual contractors, practically all but 2 million pounds of this paper have been utilized without any customer complaints.

#### Division of Typography & Design

This Division provides a personal service to representatives of all Government Agencies through conferences held at the Government Printing Office on specifications, format, typography, and artwork to meet the Agencies' requirements in providing layouts, designs, and finished art as ordered.

The total number of jackets processed declined, but the number of jobs received from Scheduling for color approval increased by 15 percent. This is due almost entirely to the increase in the use of color by the ordering Agencies. The number of layout sketches declined, but this is offset by a new operation class for dummy pages pasted. Some of this dummy pasting was formerly included in layouts because there was no separate charge for it. The decline in the number of finished pieces produced by the Photographic Section is due to the increased use of Xerox machines throughout the Office.

The Public Printer's continued interest in this service has been a major factor in maintaining the high level of activity. Many Departments and Agencies are now coming to us with increasing frequency for help with their printing-design problems. This is especially so with the smaller Bureaus and Agencies.

Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Conferences.....	963	892	895
Number of persons.....	1,350	1,318	1,080
Agencies represented.....	130	129	100
Jackets received from Scheduling to be processed for reference to color, etc.....	7,323	6,338	6,127
Total number jackets processed..	9,966	10,576	7,544
Orders & estimates for photo- engravings.....	3,105	3,389	3,529
Halftones & linecuts ordered....	19,340	23,886	29,876
Finished art pieces.....	9,136	6,652	5,486
Layout sketches.....	3,467	5,462	6,496
Pieces of illustration copy retouched.....	4,961	5,665	7,299
Photographic requests.....	3,726	3,477	3,569
Finished pieces.....	35,004	39,741	46,406

As part of our regular work, this Division was concerned with the printing of a number of important or unusual books or programs which should have special mention:

Public Papers of the Presidents, Harry S. Truman, 1950 and 1951. These were the sixth and seventh volumes of this series to be completed. The 1950 volume contained 908 pages and the 1951 volume 790 pages. Both were printed on 50% rag antique paper and bound in dark gray cloth with stamping in blue and gold.

Public Papers of the Presidents, Lyndon B. Johnson, 1963-64. This was the first volume of this series to be produced. However, the amount of copy was so great that it was necessary to divide the material into two books. The first book contained 1,020 pages and the second book 1,048 pages. They were printed on 50% rag English-finish paper and bound in green cloth with stamping in dark green and gold.

1965 Yearbook of Agriculture. The title of the book was "Consumers All," and the text discussed the many facets of buying, using, or making food, clothing, household furnishings, caring for homes, staying healthy, etc. The Division of Typography and Design was responsible for the format of the entire book and all the necessary artwork. The book was printed by letterpress web on 90-lb. English-finish paper and contained 512 pages. The cloth of the cross-binding was printed by offset in red, blue, and yellow, and then varnished.

Poisonous and Venomous Marine Animals of the World, Volume 1. The foreword calls this "a complete survey of a broad field of science dating back to the dawn of history." This monumental scientific work required 20 years' research, with contributions coming from many foreign governments. The book comprises

1,032 pages and contains 275 four-color-process illustrations and 322 black halftone and line illustrations. The reproducibles for the illustrations were transparencies, full-color paintings, pen-and-ink drawings, airbrush paintings, and black-and-white photographs. Most of these illustrations were extremely valuable and, in some cases, were the only ones in existence. Typography Design developed the complete format for the book and controlled all phases of production for quality. The presswork was procured commercially, the composition and binding done at GPO. The book was casebound in natural-finish light-blue linen, printed in dark blue, and stamped in gold.

Reports of General MacArthur--MacArthur in Japan--The Occupation--Military Phase, Volume I Supplement. The reproducibles for this job were Japanese negatives for the color maps, stereotype mats for the text, photographs and copper engravings for the black-and-white illustrations. The colors for the 26 maps were reduced from a maximum of 11 to 6 by combining colors, and the map pages were arranged in the signatures so that colors would be restricted to one side of the press sheet. The copper engravings were converted to offset by Scotch Prints. Production and quality control by Typography Design. GPO checked press sheets at contractor's plant. Casebound in medium-red buckram and stamped in gold.

The Capitol. This was the fourth edition of this 120-page, 10½ x 14" magazine. The theme and general purpose of the publication was changed radically from previous printings. This required complete new layouts for most of the pages and resulted in several sets of page proofs before an OK was obtained. This Division worked in close harmony with the Staff Director of the Joint Committee on Printing in order to satisfy the wishes of the various congressional committees involved. Printing was done commercially.

Internal Revenue Service Tax Forms for 1965. Redesigned by a New York advertising agency. Converted to practical typefaces by Typography Design, which instigated the purchase of a variety of news-gothic fonts by the Government Printing Office. After approval of Form 1040, the Internal Revenue Service requested a revision of the forms for the entire 1966 tax program to conform to the new design. Of the 99 or more tax forms, Typography Design redesigned 45, with an average of 3 to 5 pages per form. The balance of the forms will be redesigned next year.

Weekly Compilation of Presidential Documents. Published every Monday, containing statements, messages, and other Presidential materials released by the White House up to 5 p.m. Friday of each week. Completely designed by Typography Design. 8½ x 11" letterpress web on 100-lb. English-finish paper.

Compilation of Works of Art in U.S. Capitol. An elaborate 7-7/8 x 10-1/4" casebound book of 452 pages. Casing was blue box Fabricoid with blank stamping, red ink, and gold stamping. Text was printed on 140-lb. litho coated. There were 526 illustrations, using 150-line screen. Typography Design was greatly restricted in the format for each page in that no cropping was allowed for most of the illustrations. A-1 quality control was maintained throughout production.

## DIVISION OF PERSONNEL

This Division is charged with advising the Public Printer, and his staff, on personnel matters and with the effective administration of the personnel program within the framework of law, Civil Service rules and regulations, and the policies of the Public Printer.

Employment rose during the past fiscal year, with 7,073 full-time employees reported on the rolls as of June 30, 1966. In addition, the Office WAE staff was slightly larger with 537 employees. This compares with a reported 6,993 full-time employees and 527 WAE employees in 1965.

Position classification rose from a previous high of 704 in 1965 to 876 for the fiscal year.

In March of 1966 the Division of Personnel was reorganized, creating a new Personnel Relations and Administrative Services Branch composed of the Employee-Management Relations Section, the Employee Relations Section, and the Administrative Services Section. Under the new organization, the Employee-Management Relations Section, the Administrative Services Section, and the Employee Relations Section were placed under the direct supervision of the Chief, Personnel Relations and Administrative Services Branch.

One of the most significant events which occurred during the year was the granting of exclusive recognition to Federal Printing Workers' Union No. 713. This Union is composed entirely of non-journeyman blue-collar workers, and has a membership of 1100.

Agreements were entered into with Columbia Typographical Union No. 101; the American Federation of Government Employees Lodge 1248; Washington Printing Pressmen's Union No. 1; Journeymen Bookbinders Union No. 4; and American Federation of Government Employees Lodge No. 2487.

Approximately 4,120 employees received influenza inoculations.

An intensive United States Savings Bond Campaign was conducted, which resulted in an increase of 19-percent employee participation. Actual percentage of participation was increased to 72.9 percent.

The Christmas Open-House program proved to be a continuing attraction, with 2,628 employees and members of their families visiting Harding Hall on this occasion.

During the year, 347 tours were conducted in the Office for 1,459 visitors who were associated with the printing industry.

A number of special studies were undertaken and completed during the year. Among them were recommendations for pay increases for nonjourneymen, diversified hourly rated employees, pay recommendations for supervisory

positions related to nonjourneymen, and proposals for revision of pay schedules for Field Service offices. This program represents another step toward achievement of pay comparability with other Agencies.

Training programs were developed for advancement to Offset Stripper, Offset Platemaker-Stripper, and Offset Photographer; Cylinder Pressman and Offset Pressman; Bookbinder; Stereo-Electrotyper; and Journeyman in the Engineering Division.

### 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 ratemaking, payroll and leave administration, traffic management, billings, collections, composition measuring, computing, estimating congressional printing and binding appropriation requirements, and legal services.

#### Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Vouchers audited (approximately).....	127,000	108,000	110,000
Value of checks issued (in millions of dollars).....	\$128.0	\$96.0	\$97.7
Newly set type (ems) measured (in thousands).....	3,184,478	2,863,614	2,812,016
Tabulating cards processed (in millions).....	22.9	22.4	22.2
Jacket & print order cost summaries processed.....	103,694	95,687	94,435
Paper & material requisitions processed.....	241,413	238,198	254,625
Computer programs completed.....	126	65	67
Daily cost & production listings reviewed & corrected.....	41,468	40,985	40,869
Paper & material issues reviewed & coded.....	146,837	139,732	145,017
Government bills of lading accountability records maintained.....	43,618	40,528	39,091
Government bills of lading prepared..	28,284	25,289	25,379

In October 1965, an IBM System 360/40 computer was acquired on a rental basis to replace one of our two IBM model 1460 computers. This system provided additional processing time required for linofilm photocomposition and expanded business-type applications. A raised floor was installed in the computer room to eliminate cables lying on the floor connecting the machines, simplify floor cleaning, promote safety and efficiency in operations, and improve the appearance of the computer room.

The volume of business handled by the Government Printing Office Revolving Fund printing and binding operations increased from \$137,473,221 in fiscal year 1965 to \$175,878,649 in fiscal year 1966.

The Scale of Prices was completely revised, effective December 1, 1965. Rates were adjusted to conform to current cost.

A system was developed for the computer to print monthly and cumulative reports showing the charges by ordering source for congressional printing and binding. These reports are now being furnished monthly to all congressional committees.

As a result of a joint effort between the Post Office Department and the Government Printing Office, a program to control the direct shipment of postal cards and aerogrammes to 50 selected destinations has been automated. Orders are received from approximately 10,000 post offices and consolidated into predetermined shipping manifests. In addition, labels for product shipment, motor-truck loading factors, daily, monthly, and fiscal cumulative inventories in reporting production, stock valuation, and activity by item and billing factors have been incorporated into the system.

Approximately 50 computer programs were written to meet the requirements of new work and 78 modified to meet significant changing conditions, such as the addition of State tax, Combined Federal Campaign deductions, union dues, and a new formula for computing Federal income taxes. This latter requirement made it necessary to obtain a new W4 form from each employee of the Office.

A statistical report on the procurement of Marginally Punched Continuous Forms by all Government Agencies was developed for the Purchasing Division. Approximately 1,000 orders each month are processed to develop this requirement.

Savings in transportation costs increased approximately 8 percent this fiscal year over the previous fiscal year in spite of a 19-percent reduction in the tonnage of freight from outside printing contractors delivered to the Government Printing Office for consolidation.

#### PURCHASING DIVISION

The Purchasing Division is responsible for all of the contracting activities of the Government Printing Office. These include the procurement of all operating supplies and equipment, the procurement of printing and binding from commercial sources, the disposal of surplus property, and the procurement of warehousing space and transportation facilities.

The Division is also responsible for the operation of the telephone and communication services for the Office and its storage and warehousing facilities.

The value of our procurement activity during fiscal year 1966 was \$113,342,635.15. This represents an increase of \$25,654,573.55 over the previous fiscal year. The procurement of commercial printing increased \$18,361,448.18.

Comparative Breakdown of Expenditures by Type

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Materials & supplies.....	\$ 3,270,689	\$ 3,112,861	\$ 3,204,363
Blank paper & envelopes.....	33,986,932	26,989,381	25,682,842
Commercial printing, including Field Service.....	72,446,212*	54,084,764*	48,807,577*
Services, transportation, communications, travel.....	3,141,758	2,265,839	2,068,909
Machinery & equipment.....	<u>497,041</u>	<u>1,235,213</u>	<u>3,485,374</u>
Totals.....	\$113,342,635	\$ 87,688,061	\$ 83,249,066

\* The value of commercial printing was computed by taking the sum of all payments made on items ordered and delivered in this fiscal year and adding thereto the sum of the items on undelivered orders plus the sum of items delivered but still unpaid during the period and deducting the sum of items remaining undelivered in the previous fiscal year and paid in the present year.

Paper purchased by the pound during fiscal year 1966 totaled 206,028,122 pounds. This represented an increase of 5,781,821 pounds above the poundage purchased in the previous fiscal year. The heavy increase in envelope procurement reflects increased congressional activity during an election year.

Comparative Breakdown of Paper Products Purchased

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Paper purchased by pounds.....	206,028,122	200,246,301	195,716,619
Paper purchased by sheets.....	16,177,472	17,266,838	16,087,996
Envelopes.....	258,459,827	173,590,377	191,019,508
Containers.....	3,726,127	3,303,787	3,210,832

Paper prices showed a sharp increase during the first quarter of fiscal year 1966, with a gradual leveling off for the last three quarters. There was a cumulative price increase of 10.4 percent for the entire fiscal year.

The average biweekly paper inventory during the year was 39,938,220 pounds. This figure includes approximately 3,534,449 pounds in the plants of commercial printers but does not include an average of approximately 3,864,709 pounds on hand awaiting release by the Division of Tests or the amount in emergency storage.

117,906 tons of paper were handled by the Stores Section. This was made up of 3,172 freight cars and 1,911 truckloads.

As of the end of the fiscal year, we had on hand, in emergency storage, approximately 14,605,164 pounds of paper.

The high point in our paper inventory of 46,292,783 pounds occurred during September 27-October 8, 1965, and the low point of 33,806,594 pounds occurred during July 5-July 16, 1965. These figures do not include the quantity of paper in emergency storage.

The Office was converted to direct-in dialing on April 16, 1966, thereby enabling persons outside of the Office to dial a desired extension without going through the switchboard. This has enabled us to eliminate one telephone operator position.

70,396 printing jobs were procured during the fiscal year. These consisted of 13,314 jobs procured by individual bidding, including 1,175 obtained by Field Service and 55,907 jobs procured on term contracts.

Sales through salvage operations consisted of 21,775,469 pounds of waste paper, 410,650 pounds of scrap iron, 598,504 pounds of scrap-type metal and dross, and 13,603 pounds of scrap photographic film.

Outgoing local telephone calls amounted to 282,940 message units. No record was kept of long-distance message units, as practically all long-distance calls were placed over the Federal Telecommunications System.

#### ENGINEERING DIVISION

The primary function of the Engineering Division is to maintain all buildings, machinery, and equipment of the Government Printing Office in the best possible condition in order that public printing can be produced most efficiently.

<u>Requests for service</u>	<u>1966</u>	<u>1965</u>	<u>1964</u>
Maintenance service calls.....	31,008	31,727	35,134
Maintenance job orders.....	434	502	607
Yearly job orders.....	171	141	138
Printing & binding jackets.....	483	472	570

The number of service calls and job orders continue a slight downward trend, probably caused by the increase in yearly job orders which are issued for preventive maintenance and repetitive type jobs. The purpose of this preventive maintenance is to be able to schedule maintenance to fit in with production requirements and to repair the equipment before it breaks down.

<u>Utilities</u>	<u>1966</u>	<u>1965</u>	<u>1964</u>
Electric power (kw-hr).....	38,316,000	38,179,000	37,565,000
Gas (cu. ft.).....	13,479,000	13,558,700	12,632,000
Water (gals.).....	201,721,500	199,703,000	193,956,000
Steam (estimated lbs.).....	43,690,000	43,200,000	42,110,000

All of our utilities increased last year, with the exception of gas. This slight reduction in the use of gas probably resulted from the improved metal pot burners installed last year.

The wide fluctuation in the number of accidents from year to year was one of the undesirable characteristics of our previous Safety Program.

The objective of the new Safety Program, approved May 31, 1966, is to provide more effective manpower utilization and reduce costs by identifying and eliminating hazardous situations that result in personal injury and property damage accidents. When the objectives of this program are realized, it is expected that the fluctuations will level off and we will experience a gradual decrease in the total number of accidents.

<u>Direct Costs</u>	<u>1966</u>	<u>1965</u>	<u>1964</u>
Chargeable injuries.....	95	77	124
Medical.....	\$82,861	\$53,900	\$82,060
Buildings, machinery, motor vehicle & equipment damage.....	<u>30,261</u>	<u>33,000</u>	<u>31,500</u>
Totals.....	\$113,122	\$86,900	\$113,560
Direct cost per employee.....	\$15.30	\$12.00	\$15.50

Accident costs will be increased by approximately 300 percent beginning with the 1967 fiscal year, due to Public Law 89-488, approved July 4, 1966. Under this act, maximum benefits are increased from \$525.00 to \$1,397.81 per month, and minimum benefits are increased from \$180.00 to \$238.37. There are additional benefits for employees who have been retired because of total disability that will further increase compensation costs.

The slight reduction in personnel from 433 in 1965 to 427 in 1966 was caused by the large number of retirements preceding December 31, 1965, and our difficulty in finding suitable replacements. This total includes six employees in the summer youth programs.

The largest single job during the past fiscal year was the moving and remodeling required to accommodate our Electronic Printing Production Unit on the second floor of Building 1. This job involved moving various units in the Binding, Composing, Platemaking, and Offset Divisions. Several offices and workrooms were constructed for this new unit, and a special air-conditioning

system was installed to provide closely controlled temperature and humidity for the new computer equipment. Every section in the Engineering Division was involved in this job, and close cooperation between the Engineering sections, as well as the Production sections, resulted in the job being completed well within both the time and cost estimates.

The Engineering staff made an extensive study on the practicability of automatic handling of paper between the Warehouse and Building 3. Tentative specifications were prepared, and two large material-handling firms gave us rough estimates.

The Division also worked with representatives from Production and Accounts to examine the possibility of using gravure printing for our postal card operation.

Specifications and drawings are being prepared for a new baling system which we hope to have installed this year.

We hope to alleviate the Government Printing Office's trash disposal problems during the coming year by leasing a Truxmore type packer truck to be stationed in our north alley. Approximately forty 1-yard and 2-yard trash containers will be purchased for use by the sections that generate an appreciable amount of trash. These containers, when filled, will be taken to the packer truck, dumped automatically, and returned to the section. We will not require storage space in the alley for these containers, nor depend on twice-a-day pickup by a packer truck as in our present system.

DIVISION OF TESTS AND TECHNICAL CONTROL

The Division of Tests and Technical Control tests all materials entering into printing and binding processes, and is engaged in such standardization work and technical research as might be desirable to improve the quality of the products and materials used by the Office. It writes specifications for the procurement of materials which are best suited to the requirements of the processes, and aids in the solution of technical problems incident to plant operations.

The various materials tested during the past three fiscal years are as follows:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Paper and envelopes.....	13,653	11,308	10,652
Metals.....	1,129	1,010	1,256
Printing inks.....	742	710	282
Ink-making materials.....	337	301	270
Bookbinding cloths.....	600	632	666
Bookbinding leathers.....	18	35	9
Adhesives & adhesive-making materials.	71	40	56

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Oils & greases.....	155	154	148
Chemicals.....	120	106	129
Offset supplies.....	120	59	--
Miscellaneous.....	694	648	373

There were 287 rejections for noncompliance with specifications. Of these, 230 were of paper, 9 of envelopes, 14 of inks and ink-making materials, 21 of bookbinding cloth, and 13 of miscellaneous materials.

Ink manufacture for 1966 includes letterpress, offset, stamp pad, toning blue, numbering machine, and mimeograph inks. In addition, several stock nonprinting inks and miscellaneous materials were produced in the Ink Section, including canceling, check signature, plastic surfaces, instrument recording, letter-box time card, ruling, and writing inks.

<u>Materials manufactured</u>	<u>1966</u>	<u>1965</u>	<u>1964</u>
Pounds of ink.....	200,358	187,833	205,829
Composition rollers.....	862	998	1,446
Process (Ideal) rollers.....	183	176	223
Composition used in manufacture (lbs.)	7,376	9,066	12,744
Bindery glues manufactured (lbs.)....	159,130	153,195	143,945
Adhesives manufactured (lbs.).....	144,152	153,127	150,928
Total type metal corrected (lbs.)....	15,903,785	14,781,108	14,469,188

In view of the many improvements and advancements in the technology of the paper industry, we have spent considerable time in revising the fourth edition of the Government Paper Specification Standards, and the fifth edition will be issued effective August 1, 1966.

A total of 65 colored ink formulations have been developed for printing the proposed new Ink and Color Book. All of these inks are designed to be printed by the offset process.

Three special light-fast and weather-resistant inks were developed for printing the various outdoor posters and signs that are placed in the National Forests by the Forest Service of the Department of Agriculture.

A number of additional special inks were developed for printing jackets requiring unusual or particular characteristics. A notable example was the 19 colors developed for printing the Guided Missile Color Code Training Charts.

A new postal card lavender ink was developed for printing the new luminescent tagged postal cards. This new ink became necessary when the Post Office Department specified higher luminescent signal levels than had been obtained in the previous experimental printing of the tagged postal cards.

The Office was, therefore, able to comply with the recent request of the Post Office Department that all future orders for postal cards be filled with cards printed with the luminescent tagged ink.

DOCUMENTS DIVISION

The Division of Public Documents has general supervision of the public distribution of U.S. Government publications. It places publications on public sale, administers the depository library distribution program, compiles catalogs, indexes and price lists of Government publications, and provides mailing services for certain publications distributed by members of Congress and other Government Agencies.

Comparison of Activities

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Amount of appropriation.....	\$5,829,000	\$5,562,000	\$5,242,000
Number of sales orders.....	3,993,875	4,029,186	3,835,616
Sales by GPO.....	\$13,664,320	\$13,497,501	\$11,707,006
Sales by other Agencies.....	\$1,130,195	\$891,927	\$850,849
Total sales.....	\$14,794,515	\$14,389,428	\$12,557,855
Miscellaneous receipts.....	\$7,641,734	\$7,404,294	\$6,703,283
Number of letters of inquiry....	1,596,082	1,642,067	1,575,367
Publications received for departmental free distribution.....	83,796,195	98,692,898	88,825,023
Publications distributed free for other Government Agencies.....	90,132,989	96,795,004	85,969,215
Number of publications sold.....	66,703,843	64,800,593	60,904,401
Number of publications distributed to depository libraries.....	7,867,187	7,581,466	5,491,861
Total publications received.....	222,950,946	209,981,567	203,082,457
Total publications distributed..	230,402,378	206,870,205	186,599,784
Customers served by GPO			
Bookstores.....	138,643	153,466	121,937
Amount of Bookstores sales.....	\$687,883	\$689,818	\$518,119
Number of mailing lists maintained.....	1,261	1,228	1,249
Number of addresses on mailing lists.....	2,695,213	2,520,499	2,577,161
Number of depository libraries..	856	835	774

(See Appendix, Table 4, for Statement of Income and Expenses--Sales of Publications.)

Every effort has been made to bring the part-time W.A.E. work force to maximum strength. This has proved the most effective method available for keeping the workload in all Division programs as nearly current as possible.

The number of full-time employees as of June 30, 1966, includes all of the temporary summer help and, thus, is not typical of the personnel picture during the greater portion of the year.

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Full-time (including temporary).....	523	497	491
W.A.E.....	485	404	342

All personnel engaged in handling subscription-type publications have been placed under the administrative jurisdiction of the Mail List Section, to provide better control of this rapidly growing work program.

Greater efficiency in the processing of subscriptions, which are included as part of orders calling also for nonsubscription publications, has been achieved by the inauguration of an abstracting system whereby they can now be handled simultaneously with other parts of the order. A Bruning Copier has been installed to facilitate this operation, and to avoid the excessive amount of typing that would otherwise be required. These improvements have reduced the volume of complaints about a difficult type of order.

A double-header Dick Strip Addresser installed in the Mail List Section has doubled production, with a comparable saving of time, in the addressing of labels for the daily mailing of the Commerce Business Daily.

Consolidation of our inventory of sales publications into a single warehouse, located conveniently at 1111 North Capitol Street, was begun in December 1965, and is progressing satisfactorily on schedule. This will make possible a new and improved system of inventory control, which will result in better control over the movement of stock, and will also provide a clearer picture of the sales inventory generally.

As part of the program of improving the service of the Office to the public, the main Bookstore is now open every Saturday for 4 hours, from 9 a.m. to 1 p.m. This service began in January 1966. Weekday hours are 8 a.m. to 4 p.m.

Three highly successful displays and special sales of Government publications were conducted during the year. The activities in which this participation was effective were the World Conference on Peace Through Law, the National Library Week commemoration at the Pentagon, and the Sixth International Philatelic Exhibition.

The unprecedented growth of the subscription order operation continued during fiscal year 1966. Work volume has more than doubled since 1960. Two of the largest subscriptions showed significant increases in number of subscribers, "Our Public Lands," from 80,000 to 109,000, and "Federal Communications Commission Rules and Regulations, Vol. 6," from 186,000 to 292,361. Arrangements were made to provide expiration notices for the latter

publication in the form of I.B.M. punchcards. By this method, renewals can be sorted automatically with a saving of many man-hours.

Plans for an additional branch Bookstore in the new Department of State building in Washington, D.C., are underway, with the opening scheduled within the coming fiscal year.

Also in the planning stage is an experimental branch Bookstore in Chicago, Ill., which we hope to have in operation about January 1, 1967.

A committee has been established within the Division to study the possible use of electronic data processing equipment to provide statistics relating to our sales stock and inventory, as required. We shall also continue to explore other possibilities for use in programs of the Documents Division of the services of the Electronic Data Processing Section of the Division of Finance and Accounts.

#### FIELD SERVICE DIVISION

The office of the Superintendent of Field Service is responsible for direct administrative control over all activities of the six Government Printing Office Field and Departmental Service Offices located in Chicago, Denver, New York, San Francisco, Seattle, and Washington, D.C. These plants provide printing, binding, and related services, including the commercial procurement of printing, to over 200 department and field installations of the U.S. Government throughout the contiguous United States and Alaska.

The Post Office Department became the largest customer of the Field Service Division in fiscal year 1966, increasing their printing and binding requirements by approximately \$140,000 over the previous fiscal year. Much of this amount was caused by increased activity in printing Zip Code directories and Schedules of Mail Routes in the Chicago, Denver, and San Francisco Field Service Offices and the Departmental Service Office. The Department of the Interior, our previous largest customer, also increased its requirements, but only by \$13,000, and became No. 2.

The following figures show comparative billings by the several Field Service Division offices for the past 3 years:

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Chicago.....	\$1,613,000	\$1,447,879	\$1,286,296
Denver.....	949,730	920,575	785,243
Washington, D.C.....	3,059,191	2,929,004	3,098,842
New York.....	532,612	391,669	350,439
San Francisco.....	294,822	260,792	253,329
Seattle.....	362,535	341,443	263,477

Previous reports outlined the difficulties encountered in getting the new building for the relocation of the Departmental Service Office under construction. Bids were finally opened on December 17, 1965, and the contract awarded to Merando, Inc., on February 2, 1966. The schedule calls for completion of the building by February 13, 1967, unless construction problems are encountered that justify extension of completion date. In anticipation of the move, modernization reports for equipment to be located at the new site have been submitted and other premove planning is in progress.

The expansion of our Denver Field Service Office into an additional 10,000 square feet of space and renovations for necessary security areas to handle classified work was completed on schedule in September 1965.

The biennial conference of Field Service Office Managers was conducted in the Central Office during the week of June 6-10, 1966. Similar to previous conferences, the Managers and Chief, Departmental Service Office, met with officials and personnel of the Central Office for discussions concerning the many phases of their activity, and the relationships thereto with corresponding activities in the various divisions of the GPO Central Office. Plant tours of the Central Office and the Departmental Service Office were conducted, as well as a visit with the Staff Director of the Joint Committee on Printing.

DISBURSING OFFICE

The Office of the Disbursing Officer is responsible and accountable for the collection and disbursement of all cash items, necessary to the conduct of Government Printing Office business.

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Statements of Accountability:			
Collections.....	\$185,017,167	\$153,045,210	\$140,870,510
Disbursements.....	\$206,633,266	\$170,128,603	\$162,028,385
Total number of checks issued.....	338,575	335,203	322,107
U.S. Savings Bonds:			
Number of bond accounts.....	4,359	3,292	3,109
Number of bonds issued.....	57,432	54,863	47,842
Payroll deductions & cash.....	\$1,655,317	\$1,542,843	\$1,288,232
Collection, Deposit & Refund Branch:			
Pieces of mail handled.....	4,944,183	5,304,044	5,075,772
Number of coupons disbursed.....	12,028,980	11,908,340	10,666,960
Number of check refunds.....	107,251	108,713	93,547

With two exceptions, the production analysis shows an increase in all productive phases. This is normal progress. The exceptions, pieces of mail handled and check refunds, for the Superintendent of Documents, reflects a sudden drop at the end of the fiscal year. This is a fluctuating phase,

which can rise or fall suddenly, due to the publicity or popularity of a publication, or the needs and demands of the public.

The Disbursing Office is staffed with 39 full-time employees, and 58 part-time employees. This compares with 36 full-time and 43 part-time employees in 1965.

#### Government Printing Office Relocation

Government Printing Office relocation plans received a serious setback when the National Capital Planning Commission rescinded its approval of the 85 acres of land at the National Training School for Boys as a site for the new building. This action followed approval by the Joint Committee on Printing in March of the Public Printer's proposal to accept the National Training School property for relocation.

Since the approval of alternate sites was largely unsettled, the Public Printer requested that the Congressional Appropriation Committees not consider at the time of the hearings the acquisition-of-site and construction-of-building portion of the Government Printing Office's budget. He urged that these Committees not construe his request as implying that the Government Printing Office's need to relocate was any less acute. The Office is continuing to search for appropriate sites within the metropolitan Washington area. When such a site is found, the Public Printer will renew his efforts to relocate the Government Printing Office to a new facility designed and engineered to meet its peculiar needs.

It has been estimated that over \$3 million could be saved annually, in reducing the cost of materials handling, by operating in a building functionally designed for printing and binding operations. At present all paper must be elevator moved in our 9-story buildings. In addition, all paper arriving by rail or truck at our warehouse annex must be elevator lowered to a tunnel under North Capitol Street and then raised as many as 6 floors to press areas.

Although a few members of the commercial printing industry object to the Public Printer's proposal to relocate, it is most interesting to note that a significant number of the most progressive printing establishments have already moved from antiquated multi-story establishments to buildings which confine materials handling to a single level, from receipt of paper by freight car or truck, through storage, printing, binding, and delivery of finished work.

**STATISTICAL APPENDIX**

GOVERNMENT PRINTING OFFICE  
STATEMENT OF CHANGES IN INVESTMENT  
OF UNITED STATES GOVERNMENT  
FISCAL YEAR ENDED JUNE 30, 1966

	<u>Revolving fund</u>	<u>Other funds<sup>a</sup></u>	<u>Combined funds</u>
<b>BALANCE, JULY 1, 1965:</b>			
Capital	\$44,815,383	\$ 5,287,355	\$50,102,738
Retained earnings	14,440,933	---	14,440,933
Income from sales of publications payable to U.S. Treasury	<u>3,104,295</u>	<u>---</u>	<u>3,104,295</u>
	<u>62,360,611</u>	<u>5,287,355</u>	<u>67,647,966</u>
<b>ADDITIONS:</b>			
Net income from printing and binding operations	5,887,211	---	5,887,211
Income from sales of publications payable to U.S. Treasury	7,641,734	---	7,641,734
Appropriation for the Office of the Superintendent of Documents, Salaries and Expenses (including reimbursements of \$272,418 and recoveries of prior years obligations of \$24,508)	---	6,125,926	6,125,926
Net increase in equipment purchased from appropriation for the Office of the Superintendent of Documents Salaries and Expenses including current year depreciation	---	308	308
Net decrease in liability for employees' annual leave, Office of the Superintendent of Documents, Salaries and Expenses appropriation	---	5,398	5,398
Restoration of funds previously withdrawn by U.S. Treasury for the Selection of Site and General Plans and Designs of Buildings appropriation	<u>---</u>	<u>22,211</u>	<u>22,211</u>
<b>Total additions</b>	<u>13,528,945</u>	<u>6,153,843</u>	<u>19,682,788</u>
<b>REDUCTIONS:</b>			
Payments to U.S. Treasury of income from sales of publications	8,104,295	---	8,104,295
Depreciation on building structures and facilities	---	121,867	121,867
Unobligated balance of the Office of the Superintendent of Documents Salaries and Expenses appropriations withdrawn by U.S. Treasury	---	59,607	59,607
Expenditures from the Office of the Superintendent of Documents Salaries and Expenses fiscal year 1966 appropriation	---	5,966,376	5,966,376
Expenditures from the Office of the Superintendent of Documents Salaries and Expenses fiscal year 1965 appropriation	---	126,497	126,497
Expenditures from the Selection of Site and General Plans and Designs of Buildings fiscal year 1965 appropriation	<u>---</u>	<u>96,000</u>	<u>96,000</u>
<b>Total reductions</b>	<u>8,104,295</u>	<u>6,370,347</u>	<u>14,474,642</u>
<b>BALANCE, JUNE 30, 1966:</b>			
Capital	44,815,383	5,070,851	49,886,234
Retained earnings	20,328,144	---	20,328,144
Income from sales of publications payable to U.S. Treasury	<u>2,641,734</u>	<u>---</u>	<u>2,641,734</u>
	<u>\$67,785,261</u>	<u>\$ 5,070,851</u>	<u>\$72,856,112</u>

<sup>a</sup>Other funds consists of the Office of the Superintendent of Documents Salaries and Expenses appropriations; Selection of Site and General Plans and Designs of Buildings appropriation; and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 63).

GOVERNMENT PRINTING OFFICE  
SUMMARY OF FUNDS PROVIDED BY OPERATIONS  
AND APPROPRIATIONS AND THEIR APPLICATION  
FISCAL YEAR ENDED JUNE 30, 1966

Table 6

<b>FUNDS PROVIDED:</b>		
Printing and binding operations:		
Printing and binding services performed	\$174,956,811	
Other income	904,683	
Proceeds from sale of equipment, net	<u>36,606</u>	\$175,898,100
Sales of publications:		
Sales	13,664,320	
Other income	<u>1,194,685</u>	14,859,005
Decrease in cash	3,294,978	
Increase in accounts payable	2,683,830	
Increase in accrued salaries and wages	221,966	
Increase in miscellaneous liabilities	<u>592,588</u>	6,793,362
Appropriation for the Office of the Superintendent of Documents Salaries and Expenses (including reimbursements of \$272,418 and recoveries of prior years obligations of \$24,508)		6,125,926
Restoration of funds previously withdrawn by U.S. Treasury for the Selection of Site and General Plans and Designs of Buildings appropriation		<u>22,211</u>
Total funds provided		<u>\$203,698,604</u>
<b>FUNDS APPLIED:</b>		
Printing and binding expense	\$169,991,438	
Less allowance for depreciation not requiring funds	<u>1,700,952</u>	\$168,290,486
Cost of publications sold	5,307,879	
Expenses of sales of publications financed from the Revolving Fund	1,909,392	
Payments to U.S. Treasury of income from sales of publications	<u>8,104,295</u>	15,321,566
Increase in accounts receivable and advances	1,871,295	
Increase in deferred charges	60,133	
Increase in inventories	11,030,799	
Purchase of equipment	<u>875,845</u>	13,838,072
Expenditures from the Selection of Site and General Plans and Designs of Buildings fiscal year 1965 appropriation		96,000
Expenditures from the Office of the Superintendent of Documents Salaries and Expenses fiscal year 1966 appropriation		5,966,376
Expenditures from the Office of the Superintendent of Documents Salaries and Expenses fiscal year 1965 appropriation		126,497
Unobligated balance of the Office of the Superintendent of Documents Salaries and Expenses appropriations withdrawn by U.S. Treasury		<u>59,607</u>
Total funds applied		<u>\$203,698,604</u>

GOVERNMENT PRINTING OFFICE  
 PRINTING AND BINDING FOR CONGRESS  
 STATUS OF APPROPRIATIONS

Table 7

	<u>Fiscal Year</u>			<u>Total</u>
	<u>1966</u>	<u>1965</u>	<u>1964</u>	
Expenditures	\$14,170,389	\$17,507,426	\$17,375,680	\$49,053,495
Estimated outstanding obligations	<u>6,329,611</u>	<u>1,592,574</u>	<u>124,320</u>	<u>8,046,505</u>
Total requirements	20,500,000	19,100,000	17,500,000	57,100,000
Appropriations	<u>16,500,000</u>	<u>15,500,000</u>	<u>17,400,000</u>	<u>49,400,000</u>
Estimated deficiency, included in 1967 appropriation request	---	3,000,000	---	3,000,000
Estimated deficiency, included in 1968 appropriation request	<u>4,000,000</u>	<u>600,000</u>	<u>100,000</u>	<u>4,700,000</u>
Total estimated deficiencies as of June 30, 1966	<u>\$ 4,000,000</u>	<u>\$ 3,600,000</u>	<u>\$ 100,000</u>	<u>\$ 7,700,000</u>

GOVERNMENT PRINTING OFFICE  
OFFICE OF THE SUPERINTENDENT OF DOCUMENTS  
STATUS OF APPROPRIATIONS

	<u>Fiscal Year</u>		
	<u>1966</u>	<u>1965</u>	<u>1964</u>
Unexpended balances, July 1, 1965	\$ ----	\$521,461	\$27,747
Appropriation:			
Salaries and expenses, 1966	5,829,000	----	----
Reimbursements	<u>272,418</u>	<u>56,988</u>	<u>427</u>
Total funds available	6,101,418	578,449	28,174
Unobligated balances withdrawn	<u>35,000</u>	<u>6,492</u>	<u>18,115</u>
Total obligated funds	6,066,418	571,957	10,059
Expenditures	<u>5,505,564</u>	<u>559,654</u>	<u>10,059</u>
Undelivered orders	99,986	----	----
Accounts payable and accrued liabilities	<u>460,868</u>	<u>12,303</u>	----
Unpaid obligations, June 30, 1966	<u>560,854</u>	<u>12,303</u>	----
Less reimbursements receivable	<u>40,645</u>	<u>57</u>	----
Unexpended balances, June 30, 1966	\$ <u>520,209</u>	\$ <u>12,246</u>	\$ <u>----</u>

GOVERNMENT PRINTING OFFICE  
COMBINED COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES  
FISCAL YEARS 1962 THROUGH 1966

	Fiscal Year 1966	Increase or decrease (-) 1966 to 1965	Fiscal Year 1965	Increase or decrease (-) 1965 to 1964	Fiscal Year 1964	Increase or decrease (-) 1964 to 1963	Fiscal Year 1963	Increase or decrease (-) 1963 to 1962	Fiscal Year 1962
<b>ASSETS:</b>									
Fund balances with U. S. Treasury and cash	\$ 8,638,597	\$-3,294,978	\$11,933,575	\$-1,635,024	\$13,568,599	\$ 3,945,777	\$ 9,622,822	\$ 1,823,811	\$ 7,799,011
Accounts receivable and advances	24,116,290	1,871,295	22,244,995	5,736,054	16,508,941	-2,230,123	18,739,064	4,359,470	14,379,594
Inventories, including work in process	46,203,965	11,030,799	35,173,166	1,064,032	34,109,134	3,352,166	30,756,968	2,746,865	28,010,103
Deferred charges	91,364	60,133	31,231	- 30,007	61,238	5,726	55,512	- 34,306	89,818
Property, plant, and equip- ment, net	13,070,566	- 966,116	14,036,682	- 341,671	14,378,353	-1,079,608	15,457,961	- 921,080	14,536,881
Total assets	<u>92,120,782</u>	<u>8,701,133</u>	<u>83,419,649</u>	<u>4,793,384</u>	<u>78,626,265</u>	<u>3,993,938</u>	<u>74,632,327</u>	<u>9,816,920</u>	<u>64,815,407</u>
<b>LIABILITIES:</b>									
Accounts payable	9,319,709	2,683,830	6,635,379	- 166,850	6,802,229	2,315,815	4,486,414	770,000	3,716,414
Accrued salaries and wages	2,005,465	221,966	1,783,499	305,332	1,478,167	437,499	1,040,668	131,158	909,510
Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,240,214	409,057	1,831,157	1,804,480	26,677	-2,140,849	2,167,526	208,594	1,958,932
Employees' accrued annual leave	3,262,725	- 5,391	3,268,116	161,829	3,106,287	192,848	2,913,439	125,061	2,788,378
Customers' deposits and prepaid subscriptions	2,437,057	183,525	2,253,532	- 151,872	2,405,404	-1,237,926	3,643,330	910,504	2,732,826
Others	----	----	----	----	----	- 58,012	58,012	- 24,385	33,627
Total liabilities	<u>19,264,670</u>	<u>3,492,987</u>	<u>15,771,683</u>	<u>1,952,919</u>	<u>13,818,764</u>	<u>- 490,625</u>	<u>14,309,389</u>	<u>2,169,702</u>	<u>12,139,687</u>
Investment of U. S. Government	<u>\$72,856,112</u>	<u>\$ 5,208,146</u>	<u>\$67,647,966</u>	<u>\$ 2,840,465</u>	<u>\$64,807,501</u>	<u>\$ 4,484,563</u>	<u>\$60,322,938</u>	<u>\$ 7,647,218</u>	<u>\$52,675,720</u>
Consisting of:									
Revolving fund:									
Capital	\$44,815,383	\$ ----	\$44,815,383	\$ ----	\$44,815,383	\$10,000,000	\$34,815,383	\$ ----	\$34,815,383
Retained earnings and income from sales of publications payable to U. S. Treasury	20,328,144	5,887,211	14,440,933	1,573,889	12,867,044	1,733,046	11,133,998	1,343,814	9,790,184
Other funds	2,641,734	- 462,561	3,104,295	- 598,988	3,703,283	- 28,508	3,731,791	- 38,310	3,770,101
	<u>5,070,851</u>	<u>- 216,504</u>	<u>5,287,355</u>	<u>1,865,564</u>	<u>3,421,791</u>	<u>- 7,219,975</u>	<u>10,641,766</u>	<u>6,341,714</u>	<u>4,300,052</u>
	<u>\$72,856,112</u>	<u>\$ 5,208,146</u>	<u>\$67,647,966</u>	<u>\$ 2,840,465</u>	<u>\$64,807,501</u>	<u>\$ 4,484,563</u>	<u>\$60,322,938</u>	<u>\$ 7,647,218</u>	<u>\$52,675,720</u>

Note: This statement includes the Government Printing Office Revolving Fund appropriation; Office of the Superintendent of Documents Salaries and Expenses appropriations; Selection of Site and General Plans and Designs of Buildings appropriation; and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 63).

GOVERNMENT PRINTING OFFICE  
STATEMENT OF ASSETS AND LIABILITIES  
AS OF JUNE 30, 1966

ASSETS	Revolving fund	Other funds <sup>a</sup>	Combined funds	LIABILITIES	Revolving fund	Other funds <sup>a</sup>	Combined funds
FUND BALANCES WITH U.S. TREASURY AND CASH:				LIABILITIES:			
Fund balances in U.S. Treasury	\$ 6,634,240	\$ 532,455	\$ 7,166,695	Accounts payable	\$ 8,973,059	\$ 346,150 <sup>c</sup>	\$ 9,319,209
Cash on hand and in transit	<u>1,471,902</u>	---	<u>1,471,902</u>	Accrued salaries and wages	1,878,444	127,021	2,005,465
	<u>8,106,142</u>	<u>532,455</u>	<u>8,638,597</u>	Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,240,214	---	2,240,214
ACCOUNTS RECEIVABLE AND ADVANCES:				Employees' accrued annual leave	3,070,743	191,982	3,262,725
Accounts receivable:				Customers' deposits and prepaid subscriptions	<u>2,437,057</u>	---	<u>2,437,057</u>
Government agencies	22,120,137	40,702	22,160,839		<u>18,599,517</u>	<u>665,153</u>	<u>19,264,670</u>
Other	75,769	55	75,824	INVESTMENT OF U.S. GOVERNMENT:			
Advance to General Services Administration and employees	<u>5,416</u>	<u>1,874,211</u>	<u>1,879,627</u>	Capital	44,815,383	5,070,851	49,886,234
	<u>22,201,322</u>	<u>1,914,968</u>	<u>24,116,290</u>	Retained earnings	20,328,144	---	20,328,144
INVENTORIES:				Income from sales of publications payable to U.S. Treasury	<u>2,641,734</u>	---	<u>2,641,734</u>
Publications for sale, at cost	5,790,931	---	5,790,931	Total investment of U.S. Government	67,785,261	5,070,851	72,856,112
Printing work in process, at standard cost	29,042,188	---	29,042,188				
Paper, envelopes, and other supplies, at cost	<u>11,370,846</u>	---	<u>11,370,846</u>				
	<u>46,203,965</u>	---	<u>46,203,965</u>				
DEFERRED CHARGES	<u>91,364</u>	---	<u>91,364</u>				
PROPERTY, PLANT, AND EQUIPMENT:							
Land and buildings, at cost	---	9,085,173	9,085,173				
Equipment and building appurtenances	27,168,890	732,462	27,901,352				
Construction in progress	<u>31,796</u>	---	<u>31,796</u>				
	<u>27,200,686</u>	<u>9,817,635</u>	<u>37,018,321</u>				
Less allowance for depreciation	<u>17,418,701</u>	<u>6,529,054</u>	<u>23,947,755</u>				
	<u>9,781,985</u>	<u>3,288,581</u>	<u>13,070,566</u>				
Total Assets	<u>\$ 86,384,778</u>	<u>\$ 5,736,004</u>	<u>\$ 92,120,782</u>	Total liabilities and investment of U.S. Government	<u>\$ 86,384,778</u>	<u>\$ 5,736,004</u>	<u>\$ 92,120,782</u>

<sup>a</sup> Other funds consists of account balances of the Office of the Superintendent of Documents Salaries and Expenses appropriation; the Selection of Site and General Plans and Designs of Buildings appropriation; and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 63).

<sup>b</sup> Does not include a contingent liability estimated at \$128,000 for the value of compensatory time-off in lieu of overtime pay earned and accumulated by employees of the Government Printing Office; and does not include \$9,455,000 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

<sup>c</sup> Accounts payable other funds consist of amounts owed to the Government Printing Office Revolving Fund by the Office of the Superintendent of Documents Salaries and Expenses appropriations.

GOVERNMENT PRINTING OFFICE  
 REVOLVING FUND  
 COMPARATIVE STATEMENT OF INCOME AND EXPENSE  
 PRINTING AND BINDING OPERATIONS  
 FISCAL YEARS ENDED JUNE 30, 1966, AND JUNE 30, 1965

Table 3

	Fiscal year 1966	Fiscal year 1965	Increase or decrease (-)
<b>Income:</b>			
Printing and binding services performed	\$174,956,811	\$136,686,809	\$38,270,002
Other income	921,838	786,412	135,426
Total income	175,878,649	137,473,221	38,405,428
<b>Expenses:</b>			
Direct costs:			
Direct labor	48,774,084	45,181,712	3,592,372
Direct materials	35,348,487	28,569,632	6,778,855
Printing purchased from commercial sources	70,829,719	48,498,113	22,331,606
Total direct costs	154,952,290	122,249,457	32,702,833
<b>Other expenses:</b>			
Salaries and wages	6,535,263	6,250,578	284,685
Travel	18,050	18,483	-433
Freight	1,699,029	804,768	894,261
Communications	167,259	154,564	12,695
Heat, light, and power	420,279	410,659	9,620
Rental of buildings and equipment	469,248	390,045	79,203
Materials and supplies	189,848	198,013	-8,165
Employer's share of group life insurance	160,107	156,504	3,603
Employer's share of group health insurance	397,992	403,012	-5,020
Employer's share of Civil Service retirement	2,957,207	2,866,998	90,209
Depreciation <sup>a</sup>	1,700,952	1,653,887	47,065
Miscellaneous expenses	323,914	342,364	-18,450
Total other expenses	15,039,148	13,649,875	1,389,273
Total direct costs and other expenses	169,991,438	135,899,332	34,092,106
Net gain from printing and binding operations <sup>a</sup>	\$ 5,887,211	\$ 1,573,889	\$ 4,313,322

<sup>a</sup>Does not include depreciation on building structures which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 63).

GOVERNMENT PRINTING OFFICE  
 REVOLVING FUND  
 COMPARATIVE STATEMENT OF INCOME AND EXPENSE  
 SALES OF PUBLICATIONS OPERATIONS  
 FISCAL YEARS ENDED JUNE 30, 1966 AND JUNE 30, 1965

	<u>Fiscal year 1966</u>	<u>Fiscal year 1965</u>	<u>Increase or decrease (-)</u>
<b>REVOLVING FUND:</b>			
Sales	\$13,664,320	\$13,497,501	\$ 166,819
Cost of publications sold <sup>a</sup>	<u>5,307,879</u>	<u>5,302,777</u>	<u>5,102</u>
Gross profit	<u>8,356,441</u>	<u>8,194,724</u>	<u>161,717</u>
Other expenses:			
Administrative <sup>b</sup>	973,730	855,314	118,416
Mailing costs	<u>935,662</u>	<u>887,770</u>	<u>47,892</u>
Total other expenses	<u>1,909,392</u>	<u>1,743,084</u>	<u>166,308</u>
Other income:			
Gratuitous revenues	1,130,195	891,927	238,268
Miscellaneous	<u>64,490</u>	<u>60,728</u>	<u>3,762</u>
Total other income	<u>1,194,685</u>	<u>952,655</u>	<u>242,030</u>
Income from sales of publi- cations payable to U.S. Treasury	7,641,734	7,404,295	237,439
<b>OTHER FUNDS:</b>			
Salaries and expenses financed from appropriated funds	<u>3,601,277</u>	<u>3,282,648</u>	<u>318,629</u>
Net income from sales of publications <sup>b</sup>	<u>\$ 4,040,457</u>	<u>\$ 4,121,647</u>	<u>\$ -81,190</u>

<sup>a</sup>In fiscal year 1965 the estimated value of gift publications was included in the itemized amounts shown under the heading "Other income", and added as a single amount on the line "Donated publications". The estimated value of gift publications in fiscal year 1966 is used as a reduction to "Cost of publications sold" and the itemized amount for fiscal year 1965 (\$130,180) adjusted for comparative purposes.

<sup>b</sup>Does not include depreciation of building structures which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 63).

GOVERNMENT PRINTING OFFICE  
OFFICE OF THE SUPERINTENDENT OF DOCUMENTS  
STATEMENT OF COSTS AND OBLIGATIONS  
FISCAL YEAR 1966 - APPROPRIATED FUNDS  
AS OF JUNE 30, 1966

	<u>Program by activities</u>				
	<u>Total</u>	<u>Sales distri- bution</u>	<u>Distri- bution for other agencies</u>	<u>Depository library distri- bution</u>	<u>Catalog- ing and indexing</u>
Personnel compensation	\$3,621,044	\$2,618,015	\$ 525,051	\$ 188,294	\$289,684
Personnel benefits	197,364	142,694	28,618	10,263	15,789
Travel and transporta- tion of persons	693	-	-	693	-
Transportation of things	4,680	4,680	-	-	-
Rent, communications and utilities	220,087	88,848	17,770	105,370	8,099
Printing and repro- duction	1,433,336	420,606	-	921,239	91,491
Other services	150,396	110,541	22,108	7,670	10,077
Supplies and materials	409,811	175,087	210,525	20,546	3,653
Equipment	<u>55,518</u>	<u>40,806</u>	<u>8,161</u>	<u>2,831</u>	<u>3,720</u>
Total costs <sup>a</sup>	6,092,929	3,601,277	812,233	1,256,906	422,513
Net decrease in unliq- uidated obligations	<u>-26,511</u>	<u>-32,715</u>	<u>3,646</u>	<u>649</u>	<u>1,909</u>
Total obligations	<u>\$6,066,418</u>	<u>\$3,568,562</u>	<u>\$ 815,879</u>	<u>\$1,257,555</u>	<u>\$424,422</u>

<sup>a</sup> Exclusive of expenses of \$1,909,392 financed from revenues from sales of publications.

GOVERNMENT PRINTING OFFICE  
 REVOLVING FUND  
 STATEMENT OF NET CHANGE IN ASSETS AND LIABILITIES  
 FROM INCEPTION OF REVOLVING FUND THROUGH JUNE 30, 1966

	<u>June 30, 1966</u>	<u>July 1, 1953</u>	<sup>a</sup> <u>Increase or decrease (-)</u>
Cash	\$ 8,106,142	\$15,993,702	\$-7,887,560
Noncash current assets	<u>68,496,651</u>	<u>28,511,814</u>	<u>39,984,837</u>
Current assets	76,602,793	44,505,516	32,097,277
Less current liabilities	<u>18,599,517</u>	<u>13,846,687</u>	<u>4,752,830</u>
Working capital	<u>58,003,276</u>	<u>30,658,829</u>	<u>27,344,447</u>
Fixed assets	27,200,686	13,617,677	13,583,009
Less allowance for depreciation	<u>17,418,701</u>	<u>8,351,561</u>	<u>9,067,140</u>
Net fixed assets	<u>9,781,985</u>	<u>5,266,116</u>	<u>4,515,869</u>
Investment of U.S. Government	<u>\$67,785,261</u>	<u>\$35,924,945</u>	<u>\$31,860,316</u>

<sup>a</sup>Capitalization as of July 1, 1953, less subsequent adjustments for revaluation of assets and funds returned to U. S. Treasury.

GOVERNMENT PRINTING OFFICE  
OFFICE OF SUPERINTENDENT OF DOCUMENTS  
SALARIES AND EXPENSES APPROPRIATION - 0460201  
FINANCIAL CONDITION - JUNE 30, 1966

ASSETS

Current assets:		
Cash	\$520,209	
Accounts receivable	<u>40,700</u>	\$560,909
Fixed assets:		
Equipment	732,462	
Less: Allowance for Depreciation	<u>488,904</u>	<u>243,558</u>
TOTAL ASSETS		<u>\$804,467</u>

LIABILITIES AND INVESTMENT  
OF U.S. GOVERNMENT

Current liabilities:		
Accounts payable	\$460,868	
Other liabilities:		
Employees' annual leave	<u>191,982</u>	\$652,850
Investment of U.S. Government:		
Invested capital	51,631	
Unexpended appropriation	<u>99,986</u>	<u>151,617</u>
TOTAL LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT		<u>\$804,467</u>

GOVERNMENT PRINTING OFFICE  
OFFICE OF SUPERINTENDENT OF DOCUMENTS  
SALARIES AND EXPENSES APPROPRIATION - 0450201  
FINANCIAL CONDITION - JUNE 30, 1966

ASSETS

Current assets:

Cash	\$12,246
Accounts receivable	<u>57</u>

TOTAL ASSETS

\$12,303

LIABILITIES AND INVESTMENT  
OF U.S. GOVERNMENT

Current liabilities:

Accounts payable	\$12,303
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Investment of U.S. Government:

Unexpended appropriation	<u>-0-</u>
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TOTAL LIABILITIES AND INVESTMENT  
OF U.S. GOVERNMENT

\$12,303

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1966  
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES, AND COMMERCIALY PROCURED WORK

Class of Work	Number of Copies	Number of		Number of Publications Bound	Amount Billed
		Reproduced Pages Printed	Type Pages Printed		
Congressional Record.....	9,366,316	82	62,941	34,949	\$ 3,700,600.38
Federal Register.....	5,068,283	63	22,168	4,401	1,340,876.66
Supplement to the Code of Federal Regulations.....	326,953	13,550	22,293	-----	466,380.43
Official Gazette.....	471,170	27,889	-----	-----	635,612.34
Specifications of Patents, Trademarks, & Designs...	11,701,877	-----	237,736	-----	5,150,490.17
Miscellaneous Publications.	1,140,782,497	3,234,474	766,853	1,242,558	78,453,573.69
Postal Cards.....	1,172,885,000	-----	-----	-----	1,246,864.98
Aerogrammes.....	40,685,000	-----	-----	-----	188,525.35
Catalog Cards.....	61,898,121	-----	-----	-----	747,995.41
Tabulating Cards.....	4,105,424,515	-----	-----	-----	3,731,497.19
Letterheads and Envelopes..	346,719,337	-----	-----	-----	1,567,769.91
Forms, Notices and Cards...	6,890,364,043	-----	-----	-----	18,562,974.61
Multi-Forms.....	2,248,124,166	-----	-----	-----	22,922,394.02
Blank Books.....	43,442,048	-----	-----	-----	2,701,086.09
Miscellaneous Binding.....	61,519	-----	-----	-----	479,151.65
Binders.....	611,444	-----	-----	-----	305,169.53
Miscellaneous.....	-----	-----	-----	-----	4,561,920.08
Blank Paper.....	-----	-----	-----	-----	13,492,202.69
Supplies and Services.....	-----	-----	-----	-----	110,857.33
<b>Total</b>	<u>16,077,932,289</u>	<u>3,276,058</u>	<u>1,111,991</u>	<u>1,281,908</u>	<u>160,365,942.51</u>
G.P.O. Departmental Service Office.....	174,373,946	-----	-----	-----	3,059,191.49
Field Service Offices.....	601,180,826	-----	-----	-----	3,752,700.17
<b>GRAND TOTAL.....</b>	<u>16,853,487,061</u>	<u>3,276,058</u>	<u>1,111,991</u>	<u>1,281,908</u>	<u>\$ 167,177,834.17</u>

Table 13

(Continued)

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials.....		\$ 76,635,348.24
Value of Outside Printing.....	\$ 66,372,642.75	
Value of Paper Furnished Contractors.....	<u>3,865,748.83</u>	
Total Value of Outside Printing.....		70,238,391.58
Blank Paper.....		13,492,202.69
G.P.O. Departmental Service Office.....	3,059,191.49	
Field Service Offices.....	<u>3,752,700.17</u>	
Total Field and Departmental Service Office.....		<u>6,811,891.66</u>
Total Amount Billed.....		<u>\$ 167,177,834.17</u>

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1966  
 GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT  
 PRINTING OFFICE ON COMMERCIALLY PROCURED WORK

Class of Work	Number of Copies	Number of		Number of Publications Bound	Amount Billed
		Reproduced Pages Printed	Type Pages Printed		
Congressional Record.....	9,366,316	82	62,941	34,949	\$ 3,700,600.38
Federal Register.....	5,068,283	63	22,168	4,401	1,340,876.66
Supplement to the Code of Federal Regulations.....	326,953	13,550	22,293	-----	466,380.43
Official Gazette.....	471,170	27,889	-----	-----	635,612.34
Specifications of Patents, Trademarks & Designs.....	11,701,877	-----	237,736	-----	5,150,490.17
Miscellaneous Publications.	591,307,280	660,390	708,662	1,241,733	46,027,383.64
Postal Cards.....	1,172,885,000	-----	-----	-----	1,246,864.98
Aerogrammes.....	40,685,000	-----	-----	-----	188,525.35
Catalog Cards.....	61,898,121	-----	-----	-----	747,995.41
Letterheads & Envelopes....	290,257,262	-----	-----	-----	1,344,570.77
Forms, Notices & Cards.....	3,476,036,016	-----	-----	-----	8,215,405.46
Blank Books.....	41,913,736	-----	-----	-----	2,304,767.93
Miscellaneous Binding.....	61,519	-----	-----	-----	479,151.65
Binders.....	396,285	-----	-----	-----	138,037.36
Miscellaneous.....	-----	-----	-----	-----	3,054,878.97
Blank Paper.....	-----	-----	-----	-----	13,492,202.69
Supplies & Services.....	-----	-----	-----	-----	110,857.33
<b>Total</b>	<b>5,702,374,818</b>	<b>701,974</b>	<b>1,053,800</b>	<b>1,281,083</b>	<b>88,644,601.52</b>
G.P.O. Departmental					
Service Office.....	174,373,946	.....	.....	.....	3,059,191.49
Field Service Offices.....	601,180,826	.....	.....	.....	3,752,700.17
<b>GRAND TOTAL.....</b>	<b>6,477,929,590</b>	.....	.....	.....	<b>95,456,493.18</b>

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1966  
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON

Class of Work	Number of Copies	Number of		Number of Publications Bound	Amount Billed
		Reproduced Pages Printed	Type Pages Printed		
Miscellaneous Publications....	549,475,217	2,574,084	58,191	825	\$ 32,426,190.05
Tabulating Cards.....	4,105,424,515	-----	-----	---	3,731,497.19
Letterheads & Envelopes.....	56,462,075	-----	-----	---	223,199.14
Forms, Notices & Cards.....	3,414,328,027	-----	-----	---	10,347,569.15
Multi-Forms.....	2,248,124,166	-----	-----	---	22,922,394.02
Blank Books.....	1,528,312	-----	-----	---	396,318.16
Binders.....	215,159	-----	-----	---	167,132.17
Miscellaneous.....	-----	-----	-----	---	1,507,041.11
Total.....	<u>10,375,557,471</u>	<u>2,574,084</u>	<u>58,191</u>	<u>825</u>	<u>71,721,340.99</u>
Breakdown of the Amount Billed:					
Value of Outside Printing (Based on finished work value).....					\$ 66,372,642.75
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued).....					3,865,748.83
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office.....					<u>1,482,949.41</u>
TOTAL.....					\$ <u>71,721,340.99</u>

**BILLINGS TO CONGRESS AND FEDERAL AGENCIES  
FISCAL YEAR 1966**

CONGRESS

Congressional Record.....	\$ 3,638,679.82	
Miscellaneous Publications.....	2,279,617.36	
Miscellaneous Printing and Binding.....	2,153,740.79	
Publications for International Exchange...	224,234.29	
Franked Envelopes.....	528,844.02	
Document Franks.....	26,165.56	
House and Senate Calendars.....	933,775.56	
Bills, Resolutions and Amendments.....	1,737,443.88	
Committee Reports.....	757,779.31	
Documents.....	708,483.16	
Hearings.....	4,824,264.49	
Federal Register.....	1,273,261.26	
Supplement to The Code of Federal Regulations.....	386,309.51	
Committee Prints.....	<u>1,132,423.98</u>	
Total.....		\$ 20,605,022.99
Administrative Office of the U.S. Courts.....		113,765.04
Agriculture.....		5,703,524.22
Air Force.....		14,191,796.12
Air Force Systems Command.....		349,071.20
American Battle Monuments Commission.....		121.62
Appalachian Regional Commission.....		3,322.97
Army.....		25,567,383.06
Atlantic-Pacific Interoceanic Canal Study Commission.....		220.57
Atomic Energy Commission.....		557,375.66
Battle of New Orleans Sesquicentennial Celebration Committee.....		6,072.52
Board of Governors of the Federal Reserve System.....		2,697.45
Bureau of the Budget.....		313,637.52
Central Intelligence Agency.....		522,586.41
Civil Aeronautics Board.....		84,948.74
Civil Service Commission.....		931,169.42
Commerce.....		9,892,722.02
Commission of Fine Arts.....		3,724.92
Council of Economic Advisers.....		43,369.19
Court of Claims.....		167,459.30
Court of Customs and Patent Appeals.....		2,039.37
Defense Supply Agency.....		8,675,400.53
Department of Defense.....		2,311.26
District of Columbia.....		218,131.76
Export-Import Bank of Washington.....		23,383.21
Farm Credit Administration.....		20,417.80
Federal Aviation Agency.....		937,650.07
Federal Coal Mine Safety Board of Review.....		24.34

Federal Communications Commission.....	\$ 272,072.00
Federal Deposit Insurance Corporation.....	9,216.75
Federal Home Loan Bank Board.....	54,378.89
Federal Maritime Commission.....	26,907.23
Federal Mediation and Conciliation Service.....	13,882.92
Federal Power Commission.....	198,340.81
Federal Trade Commission.....	91,159.65
Foreign Claims Settlement Commission.....	13,679.07
General Accounting Office.....	138,103.31
General Services Administration.....	7,901,709.91
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	6,608,177.97
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriations.....	2,094,371.58
Health, Education and Welfare.....	8,768,371.03
House and Senate-Stationery Room.....	37,652.88
Housing and Home Finance Agency.....	1,046,365.28
Indian Claims Commission.....	108.17
Interior.....	3,748,244.92
Interstate Commerce Commission.....	248,556.23
Joint Publications Research Service.....	24,110.36
Justice.....	1,520,954.60
Labor.....	1,999,762.05
Library of Congress (Except Government Printing Office Branch).....	809,648.37
Library of Congress (Government Printing Office Branch).....	1,315,993.95
National Academy of Science.....	814.89
National Aeronautics and Space Administration.....	2,054,496.79
National Capital Housing Authority.....	8,588.48
National Capital Planning Commission.....	25,200.31
National Capital Transportation Agency.....	223.90
National Forest Reservation Commission.....	2,504.91
National Gallery of Art.....	14,863.99
National Labor Relations Board.....	358,269.96
National Mediation Board.....	4,989.55
National Science Foundation.....	112,509.22
National Security Agency.....	1,581,939.31
National Security Council.....	1,287.44
Navy.....	14,828,440.38
Office of Aerospace Research.....	78,980.91
Office of Economic Opportunity.....	426,596.07
Office of Emergency Planning.....	24,815.90
Office of Science and Technology.....	18,810.78
Panama Canal Company.....	1,527.76
Pan American Union.....	10,709.13
Peace Corps.....	18,737.46
Post Office.....	6,813,747.00

Private Orders.....	\$ 212,730.98
Railroad Retirement Board.....	16,707.36
Renegotiation Board.....	4,704.53
St. Lawrence Seaway Development Corporation.....	1,657.08
Securities and Exchange Commission.....	66,487.60
Selective Service System.....	451,224.32
Small Business Administration.....	293,137.50
Smithsonian Institution.....	396,617.46
State.....	1,731,748.99
Subversive Activities Control Board.....	1,434.71
Supreme Court of the United States.....	147,110.38
Tariff Commission.....	29,612.80
Tax Court of the United States.....	26,808.54
Tennessee Valley Authority.....	11,623.09
Treasury.....	9,682,821.97
U.S. Information Agency.....	346,231.41
Veterans Administration.....	1,324,205.11
White House.....	<u>163,798.99</u>
GRAND TOTAL.....	<u>\$167,177,834.17</u>

**PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,  
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS  
FISCAL YEAR 1966**

Congress.....	43,960,937
Administrative Office of the U.S. Courts.....	253,523
Agriculture.....	54,262,042
Air Force.....	76,115,296
Air Force Systems Command.....	52,550
American Battle Monuments Commission.....	604
Appalachian Regional Commission.....	5,000
Army.....	166,621,665
Atomic Energy Commission.....	650,152
Battle of New Orleans Sesquicentennial Celebration.....	2,300
Board of Governors of the Federal Reserve System.....	18,311
Bureau of the Budget.....	560,390
Central Intelligence Agency.....	176,981
Civil Aeronautics Board.....	63,441
Civil Service Commission.....	18,845,042
Commerce.....	27,413,992
Commission of Fine Arts.....	1,021
Council of Economic Advisers.....	21,910
Court of Claims.....	160,314
Court of Customs and Patent Appeals.....	27
Defense Supply Agency.....	9,139,148
District of Columbia.....	46,344
Export-Import Bank of Washington.....	21,335
Farm Credit Administration.....	19,702
Federal Aviation Agency.....	4,602,846
Federal Coal Mine Safety Board of Review.....	152
Federal Communications Commission.....	374,864
Federal Deposit Insurance Corporation.....	52,099
Federal Home Loan Bank Board.....	16,551
Federal Maritime Commission.....	32,651
Federal Mediation and Conciliation Service.....	41,565
Federal Power Commission.....	140,763
Federal Trade Commission.....	109,034
Foreign Claims Settlement Commission.....	17,794
General Accounting Office.....	354,163
General Services Administration.....	26,387,139
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	48,237,973
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriations.....	59,696,840
Health, Education & Welfare.....	218,406,792
Housing and Home Finance Agency.....	2,200,071
Indian Claims Commission.....	186
Interior.....	37,118,921
Interstate Commerce Commission.....	151,673



Justice.....	3,032,630
Labor.....	16,011,226
Library of Congress (Except Government Printing Office Branch).....	679,596
Library of Congress (Government Printing Office Branch).....	85,500
National Academy of Science.....	1,875
National Aeronautics and Space Administration.....	5,191,064
National Capital Housing Authority.....	2,916
National Capital Planning Commission.....	15,012
National Capital Transportation Agency.....	6,593
National Forest Reservation Commission.....	1,600
National Gallery of Art.....	400,855
National Labor Relations Board.....	165,710
National Mediation Board.....	7,493
National Science Foundation.....	120,791
National Security Agency.....	6,295
National Security Council.....	450
Navy.....	64,231,202
Office of Aerospace Research.....	41,021
Office of Economic Opportunity.....	2,173,943
Office of Emergency Planning.....	250,261
Office of Science and Technology.....	16,413
Panama Canal Company.....	5,382
Pan American Union.....	29
Peace Corps.....	110,976
Post Office.....	28,609,738
Private Orders.....	17,321,283
Railroad Retirement Board.....	32,553
Renegotiation Board.....	10,794
St. Lawrence Seaway Development Corporation.....	1,584
Securities and Exchange Commission.....	167,770
Selective Service System.....	8,398,569
Small Business Administration.....	2,900,538
Smithsonian Institution.....	133,466
State.....	17,764,051
Subversive Activities Control Board.....	3,810
Supreme Court of the United States.....	313,675
Tariff Commission.....	16,770
Tax Court of the United States.....	14,004
Tennessee Valley Authority.....	82,403
Treasury.....	191,272,337
U.S. Information Agency.....	851,712
Veterans' Administration.....	10,638,018
White House.....	<u>271,084</u>
TOTAL.....	1,167,717,096

**Financial Management Service  
General Accounting Branch  
Work In Process Section**