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Annual Report

of

The Public Printer

Fiscal Year 1968

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PREFACE

The Annual Report of the Public Printer is prepared and submitted to Congress each year. It contains information on all major activities of the Government Printing Office.

In fiscal 1968, the demand for printing and binding remained near the record level of 1967, declining only about two percent below the \$200 million volume for that year. Although total volume was somewhat down, procurement of printing and binding from commercial sources rose slightly. This is a fact of some importance since it tends to confirm the policy of procuring from the private economy all printing which lends itself to this type of purchase. Such a policy also enables the Public Printer to better maintain production stability for the Government Printing Office's staff and equipment, consistent with its mission.

Of great significance has been the success of the pioneering ultra-high-speed Linotron system installed in the Office during the past fiscal year. Its performance as part of the overall composition capability of the Office has met or exceeded expectations. Steady progress was made in bringing this revolutionary typesetting system toward full productive use. It can truly be said that in 1968 the Government Printing Office entered the electronic printing age.

Public demand for government documents was strong throughout the year and is expected to continue as more and more citizens become aware of the invaluable informational resource represented by the Public Documents Division. The acquisition of a high-speed electronic label printer has vastly improved the Superintendent of Documents ability to service the more than 1,200 separate mailing lists which he maintains.

The Government Printing Office expects to experience no diminution in the Government's printing and binding requirements in the coming year. Planning is continuous, especially with respect to reviewing the value of the newer technologies as they are introduced to the industry, in order to assure the timely, economical, and uninterrupted flow of printing to the Federal community.

PRODUCTION DIVISIONS

The 1968 Central Office dollar volume dropped approximately 3 percent below the previous year, from \$79,237,000 to \$76,856,000. Coinciding with this volume was a reduction of almost 19 percent in the number of overtime hours worked in the production divisions, totaling 233,129 fewer overtime hours worked during 1968.

October 2, 1968, the Linotron System was placed in operation in the Government Printing Office. This historic event represents the most important development in composition since the introduction of the Linotype machine at the turn of the century.

The dean of the U. S. Senate, the Honorable Carl Hayden, pressed the key starting the Linotron 1010 on its first job, the Federal Supply Catalog (Master Cross Reference List). This catalog consisted of more than 13 million items and made 32,700 pages of 404 items per page; or 81 volumes of 416 pages per volume. This job was produced in 29 working days at an estimated savings in printing and binding cost of \$351,000. This savings will be repeated every year on this particular catalog.

Congressional Printing

Printing the Congressional Record, our most important assignment, continues to be our most difficult one. While the average number of pages per issue decreased from 208 to 198 pages, the total number of pages increased in 1968 from 38,116 to 43,180. This was due to the extended session of Congress, necessitating the printing of 35 more daily issues than the previous year. Thus the night production divisions continued to face tremendous production challenges night after night, in order to satisfy the needs of the Congress.

The Offset process was used on at least seventeen occasions to produce a portion of the Record. Utilizing the 64-page offset web either the first or the second 32-page signature was printed (two up). On at least one occasion the use of Offset was mandatory due to the type of copy received. The submission of a large amount of copy taken from two previously-printed Reports, containing broad Monotype tables, made the use of offset the only possible way to meet the delivery deadline.

In accordance with its authority and responsibility, the Joint Committee on Printing replaced the title "Appendix" in the Congressional Record with the new heading, "Extensions of Remarks", beginning with the first issue of the second session of the Ninetieth Congress on January 15, 1968. An index was printed for the first time and, from all indications thus far, it appears to be making a significant contribution in speeding up the production of the Record. It is

encouraging Members of Congress to submit their remarks for the Extensions, rather than for the Proceedings.

Consideration is being given to the purchase of an additional 64-page offset Record-size web press. While this press may not be delivered until after 1969, it will provide back-up support for the three letterpress webs and one offset web to insure the timely delivery of the daily Record. Since the three letterpress Cottrell Record presses are now 18 years old and have received considerable usage, it is essential that back-up support be provided in the event of breakdown on any one of these presses. With an overflow of work on the one offset Record web, it is assured that the second press will be kept busy an estimated three shifts per day, with or without Congressional Record production.

Bill work followed the normal second session pattern. Comparisons for the fiscal year and two preceding fiscal years follow:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Number of prints	18,949	26,821	18,371
Letterpress forms	13,628	17,323	13,352
Offset forms	2,888	4,312	2,813
Pages set	80,701	97,163	72,153
Pages picked up	15,142	15,374	13,313

The Budget

The Budget, again in this fiscal year, as in the last fiscal year, consisted of 25 separate items as follows:

Budget, Budget Appendix, D.C. Budget, Budget in Brief, Combined Book (Budget, Special Analysis G-M, and the Appendix), Special Analysis (plus 13 separates, A-M), 6 Messages of the President (3 for Budget and 3 for D. C. Budget).

Summaries showing comparisons of Budget activities follow:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Total folios processed	10,263	10,619	10,422
Number of pages, by item:			
The Appendix	1,142	1,316	1,306
The Budget	556	478	449
Special Analysis	194	188	164
D. C. Budget	58	76	72
Budget in Brief	72	72	72

Production and delivery schedules on all activities were met as requested.

Presidential Documents

The Weekly Compilation of Presidential Documents is a comparatively new publication that is a joint day-night effort in Composing. Type is set on both shifts through the week and galley proof furnished. On Fridays, Shift 1 starts the make-up and carries it as far as possible. Deadline for copy is 6:00 p.m., Friday, when Shift 2 picks up and completes composition, makeup, lockup, plating, press, and bindery work. Local copies are in the mail by 5:00 a.m., Saturday. There were in fiscal year 1967 52 issues totaling 1,932 pages for the year and averaging 37 pages per issue. For fiscal year 1968, there were again 52 issues, totaling 1,952 pages for the year.

Electronic Printing

The Electronic Photocomposition Unit produces photocomposition using manual, paper-tape driven, and magnetic-tape driven photocomposing machines. Computers are utilized to provide input to both paper-tape and magnetic-tape driven devices. Information is developed to enable government agencies to adapt suitable publications to this method.

The Linotron is used to produce page photocomposition, at high speed, under control of a magnetic tape generated by a computer. The exposed film pages are processed in an automatic film processor which chemically reverses the image into a film negative ready for offset platemaking. Linofilm keyboards are used primarily to set manuscript that contains complicated mathematical equations. Justowriter keyboards are used to perforate paper tape for input to the computer to create a justified paper tape for Linofilm photographic units. Input and output converters convert paper tape to magnetic tape and magnetic tape to paper tape to drive appropriate piece of equipment. Linofilm photographic units produce paper or film positives from paper tape which has been produced on the Linofilm keyboards or the output converter from magnetic tape generated on the computer. Fotosetter machines produce paper or film positives by a manual photo-chemical method. Proofreading, revising, or inspection of film negatives and paper positives is performed on all photocomposition produced.

The following table compares the actual work accomplished in fiscal year 1968 with like activities for the preceding two fiscal years:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Linofilm Keyboards			
Folios.....	17,415	12,364	9,079
Justowriter Keyboards			
Tape perforated for			
Linofilm-1/2 gals.....	1,374	1,636	195
Linofilm Photo Units			
Keyboard tape 1/2 gals.....	13,061	9,054	5,466
Furnished paper tape 1/2 gals....	837	3,169	787
Furnished magnetic tape 1/2 gals..	34,629	34,483	16,214
Furnished magnetic tape pages....	2,458	2,839	515
Furnished EAM cards.....	263	639	407
Input Converter			
Paper to magnetic tape			
1/2 gals.....	1,100	1,636	195
Paper to magnetic tape			
pages.....	163	454	852
Output Converter			
Linofilm (magnetic tape)			
1/2 gals.....	34,629	34,627	16,214
Linofilm (magnetic tape)			
pages.....	2,721	3,478	922

The first of two Linotron systems was placed in production on October 2, 1967, after performing satisfactory preliminary acceptance tests. Final acceptance tests were completed in November after successful completion of the Master Cross Reference List.

A Kodak Versamat Reversal film processor was installed in September 1967. This film processor was the first production model of a modified standard 11-inch Versamat to chemically reverse the film image from a positive to a negative. Early problems were encountered in the experimental chemistry which slowed production. But Eastman Kodak engineers and technicians of the Offset Division overcame the problems. However, the reversal process is more complex than ordinary processing and special care and control are required to produce satisfactory negatives.

A significant accomplishment during the year was the progress made in solving many of the problems in the master typography computer program. Parameters for 32 different page formats were completed and used for production of live work. In addition, approximately 80 formats are very close to successful operation.

The second Linotron System is scheduled for delivery in August 1968. Present plans are to be in production with both Linotrons on the 38,000-page Master Cross Reference List.

Binding Division

The workload in the Bindery continued at a heavy pace while lack of space contributed to extra materials handling. Folding work again showed an increase, further substantiating the need for additional folding on press.

During fiscal 1968, the bindery paste-making operation on the second floor of Building 1 was transferred to the Tests and Technical Section, 5th floor, Building 2. This move was made possible by eliminating composition roller manufacture in the Tests and Technical Section.

Comparison of Activities

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Folding	463,503,919	426,197,834	420,062,768
Gathering, books.....	22,215,377	21,052,747	18,915,357
Inserting, books	84,192,375	89,584,815	87,924,565
Gathering (flat sheets)...	12,211,242	12,670,427	11,606,828
Ruling - L disc (sheets)	6,432,653	6,808,486	6,156,342
Drilling (sheets, etc.)..	1,482,527,069	1,395,005,514	1,429,640,849
Punching (sheets, etc.)..	68,502,806	80,796,437	96,612,324
Cutting (sheets).....	256,197,922	270,299,751	313,200,163
Wrapping (Hand and Machine)	2,497,037	2,702,866	2,890,092
Banding (Hand and Machine)	2,603,878	2,458,079	2,178,248
Cartons sealed	503,596	486,671	481,782
Sigs machine-sewed	104,059,985	104,234,718	105,925,427
Books cased in.....	4,020,113	4,548,725	4,276,255
Cases made.....	3,942,470	4,969,006	4,301,023
Pamphlets covered	4,879,931	5,111,063	4,651,191

The total number of employees in the Binding Division at the close of fiscal year 1968 was 1,387, an increase of one employee over fiscal year 1967.

The following table shows the amount of printed work purchased from commercial sources and bound in the Government Printing Office:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Jackets received	260	294	290
Skids of work	335	425	240
Flat sheets to fold ...	1,325,807	2,297,173	2,488,027
Flat pasters to fold ..	9,863,708	10,607,196	5,168,434
Envelopes	0	4,500	0
Skids of binders	0	78	0
Number of binders received	0	37,275	0

Composing Division

The necessity for full cooperation between the day and night shifts has become more apparent this past fiscal year. The exceptionally heavy Congressional copy input has resulted in diverting day operations to meet the night deadlines. This has caused the day shift to look to the night shift for assistance in meeting the Departmental deadlines. Flexibility and versatility of each shift has become more pronounced.

Measurable Type - This year showed a decrease in measurable type. Ems decreased to 3,149,048,400, a drop of 222,874,300 ems. Type-setting hours dropped 11,680 hours. The per-hour-em-average decreased to 4,575. The decline in ems-per-hour is something we have anticipated. Personnel turnover has been excessive. The constant loss and replacement of compositors presents a genuine problem. The best operators are continuously moving to more important positions, while replacements must be made with apprentices and journeymen new to the Office. A comparison of the past three-year period is as follows:

<u>Year</u>	<u>Hours*</u>	<u>Ems*</u>	<u>Ems Per Hour*</u>
1968	688,312.0	3,149,048,400	4,575
1967	699,992.1	3,371,922,700	4,817
1966	691,675.4	3,235,827,980	4,678

*These figures include classified work and apprentice production.

Bound Congressional Record--Proceedings of the first session, 90th Congress, made 37,507 pages and was printed in 27 volumes. This is an increase of 8,391 pages over the previous session. A comparative table for the last three sessions follows:

	<u>Volumes</u>	<u>Galleys</u>	<u>Pages</u>
90th Congress, first session.....	27	56,261	37,507
89th Congress, second session.....	21	43,674	29,116
89th Congress, first session.....	21	43,473	28,982

Federal Register--The Federal Register for fiscal year 1968 made 17,548 pages, a daily average of 72 pages. This represents an increase of 1,096 pages over the preceding fiscal year. Statistics for the past three years follow:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Total pages.....	17,548	16,452	16,844
Average pages per issue.....	72	65	66

This year's Code of Federal Regulations made the same number of volumes as the previous year. However, there were an additional 2,077 pages. The following statistics give a three-year comparison:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Books.....	112	112	104
Folios.....	49,792	50,801	47,669
Pages.....	52,128	50,051	41,414
Offset.....	7,721	15,525	11,649
Letterpress.....	44,407	34,526	29,765

Comparative statistics on Patent production for the past three fiscal years follow:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Number of Patents.....	61,599	70,028	66,243
Average per issue.....	1,184	1,347	1,274
Gazette pages.....	22,824	26,250	25,476
Total pages.....	279,484	318,490	311,130

The Composing Division had on its rolls as of June 30, 1968, 1,639 employees--an increase of nine over the previous year. The following table shows the number of personnel for the past three years:

1968.....	1,639
1967.....	1,630
1966.....	1,590

Highest on the agenda of outstanding accomplishments has been the consolidation of the Composing Division's security work. This work, formerly handled in three units of the Division requiring voluminous receipt writing and extra materials handling, has been consolidated into a one-area operation.

The addition of eight slugcasting machines is allowing the security work, formerly set in Monotype, to be set on the slugcasting machines at less cost. The incidence of receipt-writing, and attendant messenger cost attached thereto, has been reduced to a negligible factor and has improved security handling costs and services immeasurably.

A side factor, and perhaps just as important from a cost standpoint, has been the expansion of the Congressional typesetting facilities by this move.

LETTERPRESS DIVISION

With the exception of Congressional Record, Federal Register, and postal card production, letterpress volume continued to show a downward trend.

Total forms made-ready dropped from 137,628 to 126,416 in fiscal year 1968. Total impressions declined from 507,277,316 to 470,170,292. Postal card production increased 41.4 percent.

Production on congressional items of major interest follows:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Calendars	5,685	6,355	5,990
Nominations, Messages ...	632	2,049	783
Enrolled Bills	1,881	1,989	2,366
Document & miscellaneous	25,434	25,156	28,376
Foundry	10,578	9,914	10,792
Bills	12,565	15,830	11,905
Totals	<u>56,775</u>	<u>61,293</u>	<u>60,212</u>

Comparative Congressional Record and Federal Register production figures follow:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Congressional Record:			
Issues.....	218	183	193
Pages	43,180	38,116	35,176
Pages per Issue	198	208	182
Federal Register:			
Issues	253	253	253
Pages (paper).....	18,288	16,452	16,844
Pages per issue	72	65	66

Production comparison of the Postal Card Section follows:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Total Postal Cards	1,437,128,000	1,015,700,000	1,202,119,000
Aerogrammes	45,079,000	49,246,000	34,312,000

Multi-color postal cards printed in the Offset Division and processed in the Postal Card Section are as follows:

8¢ Air Mail Card (Domestic)	16,068,000
13¢ International Air Mail	1,250,000
13¢ International (Visit USA)	2,500,000
16¢ International Card - Reply	1,500,000
6¢ Air Mail--Boy Scout Jamboree Commemorative....	11,200,000
5¢ Regular--Women Marines Commemorative.....	4,600,000

The volume and number of items produced show a definite increase due to Postal Rate changes of January 1968 and additional Post Offices being serviced for the first time by the Postal Card Section. The number of Post Offices now being supplied is approximately 33,000. The Postal Card Section is now producing nine different kinds of cards in nine different carton sizes.

During the past six years, personnel have been reduced by attrition to effect a proper balance between workload and equipment. For this reason, the following chart will show a slight decline:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Total Personnel.....	438	453	448

The purchase of two 28" x 40" high-speed flat bed presses has been approved and they will be installed in November 1968. We expect that this type of press may eventually replace the balance of the "Rush Row" congressional presses.

Offset Division

While the Offset Division showed a general decrease in the total workload of approximately 4 percent, which was comparable with the overall in-plant decrease, there was a 22.3 percent increase in the number of Congressional pages processed. Also, it is significant to recognize the impact of web equipment. The three web presses accounted for 26 percent of all press impressions, whereas they represent only 7 percent of the press equipment.

The following table gives a three-year comparison of major activities:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Jackets processed:			
Plant.....	11,985	12,199	11,456
Commercial	9,168	10,195	9,288
Commercial (print order)	2,756	2,011	1,196
Total	<u>23,909</u>	<u>24,405</u>	<u>21,940</u>
Congressional Work (Pages):			
Bills	43,888	72,796	44,695
Miscellaneous, hearings, reports	252,860	170,698	97,072
House Calendar.....	25,452	19,620	26,932
Total	<u>322,200</u>	<u>263,114</u>	<u>168,699</u>
Official Gazette:			
Pages	22,852	26,250	25,476
Illustrations.....	55,030	60,838	60,478
Photocomposition Hand Work			
Job Work (Jackets)	1,198	1,401	1,198
Book Work-Fotosetter (Jackets) .	154	153	192
Book Work-Linofilm (Jackets)....	114	111	79
Miscellaneous Mends (Jackets)...	105	---	252
Smithsonian Labels (Number)	5,620	5,250	6,686
Number of Negatives or positives	787,852	841,284	791,306
Square inches of film	51,489,300	56,991,764	51,026,263
Offset plates, number	58,431	62,438	57,022
Square inches.....	102,035,265	108,539,871	99,278,718
Proofs, number.....	375,884	371,712	325,647
Total machine hours worked	160,228	170,393	165,367
Number of Makereadies	62,048	65,198	60,247
Total Impressions	415,001,825	444,393,137	445,485,894
Impressions per makeready	6,704	6,816	7,396

A summary and comparison of the personnel complement of the division is given below as of June 30, 1968:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Office of the Superintendent	9	8	8
Offset Copy Preparation Section	107	78	102
Offset Negative Section	64	68	63
Offset Plate Section	96	98	94
Offset Press Section	294	301	295
Totals	<u>570</u>	<u>553</u>	<u>562</u>

The employee complement for the division ~~increased~~ increased by 17, or 3 percent during the year. Increase in section complements occurred only in the

Copy Preparation Section. Responsibility reports indicate a 47 percent decrease in overtime for the section which is due largely to the more balanced employee complement. A needed technical assistant was added to the staff of the superintendent.

Modernization of equipment has been more highly concentrated in the Offset Division than any of the other production divisions. Continual changes in methods, equipment and technology, especially in the web field, have enabled this process to make giant strides in the printing industry. Pre-press conversion methods for offset printing are receiving extensive study by responsible officials.

All security imposition and platemaking has been combined in a single location in the Plate Section. This consolidation and small additional floor space has permitted placement of three additional imposition tables, two small lineup tables, one 80-inch step and repeat machine. An improved in-line function for platemaking also resulted.

Platemaking Division

The duties and function of the Platemaking Division are to produce and service letterpress printing plates used by the Government Printing Office and Government agencies. These include both flat and curved electrotypes, stereotypes, photoengravings, plastic, rubber and wrap-around plates. The Division also maintains the Plate Vault Unit which includes the Central Reporting Unit for maintaining records of stored reproducibles. The basis of the charges for work performed in the Division is the square inch charge, plus charges for time work performed. The breakdown of the total square-inch production for each Section follows:

<u>Section</u>	<u>1968</u>	<u>1967</u>	<u>1966</u>
Electrotype	2,316,634	6,201,572	10,744,771
Photoengraving	2,879,233	4,032,934	2,803,799
Stereotype	<u>11,849,798</u>	<u>11,837,663</u>	<u>14,317,572</u>
Total	17,045,665	22,072,169	27,866,142

The Plate Vault regular operations remained normal, with the exception of the addition of approximately 12,000 entries recorded into the new IBM computer system since its installation in November 1967, and a large backlog awaiting entry. The major activities of this Unit for the year were:

	1968	1967	1966
Plate statements issued	17,278	18,189	16,760
Offset Neg. Records	23,050	35,010	25,106
Wrap-Around Plate Record	420	345	439
Reproducible Inv. Con. Sys. Entries	12,000	---	---
Extension of Stores	7,829	4,599	9,911
Job Plates rec'd & stored	9,961	16,049	28,739

Division strength was reduced seven personnel by attrition:

	1968	1967	1966
Total Employees	<u>84</u>	<u>91</u>	<u>92</u>
Electrotype Section	38	43	44
Photoengraving Section	19	19	20
Stereotyping Section	24	26	25
Superintendent's Office	3	3	3

Noteworthy was the installation of Dycril platemaking equipment in the Photoengraving Section and the IBM 1062 Printer Keyboard in the Plate Vault Unit. These are steps towards modernizing platemaking operations. Trends are to a one-piece imposed printing plate to reduce press downtime, and the employment of computers for rapid plate storage information retrieval.

Library of Congress Branch

Letterpress production of catalog cards for the fiscal year increased from 64,249,176 to 65,749,479. Titles set increased from 264,050 to 290,900, and over-printing of combination call numbers and subject headings increased from 2,656,520 to 3,113,793 during the year.

Total press impressions for all classes of work increased from 19,176,827 to 22,715,148, and total copies printed increased from 97,794,488 to 105,411,306.

Since the main function of the Branch is the production of catalog cards and proofsheets, it is of particular interest to note that each year there has been a significant increase in production of these classes of work over the preceding year, as follows:

	1968	1967	1966
Total Catalog Cards	152,770,259	147,580,356	103,345,551
Total Proofsheets	13,027,900	9,936,058	4,278,571

The following is a summary of the combined letterpress and offset production of job and catalog card work for Fiscal '68, '67, and '66:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Total forms printed	135,089	132,316	170,835
Total press impressions	80,218,339	26,565,223	18,351,949
Total copies printed	181,632,560	172,215,327	120,383,209

The following is a detailed breakdown of the major items of work performed in the Bindery Unit of the Library Branch for Fiscal 1968, 1967, and 1966:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Volumes trimmed	8,877	8,616	8,690
Gaylord covers made	5,162	7,994	5,235
Sheets folded	31,156	31,382	54,017
Books rebound	698	705	696
Miscellaneous repairs	2,097	1,146	1,410
Sheets mended & pages clean.	5,353	6,077	5,234
Sheets laminated	95,851	86,290	90,209
Sheets laminated for bind.	6,829	4,115	5,713
Maps reconditioned	22,905	26,430	23,175
Maps laminated	20,280	20,843	19,784
Maps & prints mounted	15,436	10,391	12,328
Photos & prints cleaned & reconditioned	8,676	6,944	5,810

Delivery Section

The count of individual shipments for the year amounted to 148,015 items. Any entry on our recording ledger is regarded as an item and may range from a single package to six or more skids of work. The current figure represents an increase of 2,579 above fiscal year 1967. Fleet mileage shows a decrease of 5,450 miles. A change in route deliveries and scheduling accounts for the reduction in mileage. Our requests for pickup service show a continued increase amounting to 5,450. This is 250 more than last year. Our accident frequency figure is 7.69, as compared with 13.07 for last year. The current figure places us in the top five of fifty-two fleets competing in our class. The following table gives a three-year comparison on these subjects:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Shipments	149,017	146,436	118,266
Mileage	286,170	291,620	305,549
Pickups	5,450	5,200	5,102
*Accident Frequency	7.69	13.07	13.09

*Accident frequency rate equals reportable accidents times 100,000, divided by the number of actual vehicle miles.

Employee complement has remained at 75 over the past three years. Of the present group, 56 are assigned to Shift 1 and 19 to Shift 3.

Replacement units for the vehicle fleet have been received and placed in service, consisting of three heavy-duty vans and six light-duty panel trucks. On order at present are three heavy-duty vans, two three-quarter ton metro trucks, and one half-ton panel.

PLANNING DIVISIONS

Planning Service Division

The Planning Service Division received in the past fiscal year 135,325 printing and binding requisitions and print orders--its principal measurable activity--an increase of about 1.1 and 5.0 percent respectively, over the 133,911 and 128,624 requisitions and print orders received in fiscal 1967 and 1966. This total workload shows a 3.4 percent increase in requisitions received and a 1.4 percent decrease in print orders processed. This slight decrease in print order activity was more than offset by the sharp (10.2 percent) rise in the number "open" jackets issued during the year.

Commercial procurement of program and contract work continues apace of former years. The 51,365 "regular" jackets issued during the year, a decrease of 7.3 and 1.5 percent from fiscal 1967 and 1966 respectively were accompanied by 6,889 "open" jackets issued, an increase of 10.2 and 20.1 percent over the aforementioned two preceding years.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Formal orders received:			
P & B Requisitions	73,445	71,185	70,637
Print orders on open jackets	61,880	62,726	57,987
Blank paper orders	9,343	9,743	9,788
Subtotal	<u>144,668</u>	<u>143,654</u>	<u>138,412</u>
Additional Orders and Jackets			
Patent Work	86,615	94,341	89,408
Congressional	22,862	30,587	23,452
Other	81,648	34,526	18,772
Subtotal	<u>191,125</u>	<u>159,454</u>	<u>131,632</u>
Grand Total	335,793	303,108	270,044

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Comparison of activities			
Jackets issued	51,365	55,111	52,136
Open jackets issued	6,889	6,255	5,457
Schedules established	53,764	50,822	44,017
Informal estimates	225	230	188

The automated reproducible inventory control station has been operational for approximately nine months. Improvements are being advanced on the station and the computer to cut the "down-time" caused by the increasing input to the system. A new form for reporting storage extensions was designed and will be placed in use before the end of the calendar year.

Division of Plant Planning

The Division of Plant Planning prepared 33,825 regular and print order jackets, a decrease of 6.6 percent from the 36,215 jackets prepared in fiscal year 1967 and 3.3 percent less than the 34,994 processed in fiscal 1966. However, such decreases or like increases are considered to be normal from year to year, since the principal basis for acceptance of jackets (requisitions and print orders) for in-house production is the volume of work represented with respect to the production capabilities of the Office, rather than the number of jackets.

Division of Typography and Design

The total number of jackets processed through the Division increased by 7 1/2 percent, and the number of jobs received from Scheduling for color approval increased by 5 percent. The growing use of color by the departments is primarily responsible for this trend. The number of orders for photoengravings declined by 7 percent, and the number of cuts ordered dropped 18 1/2 percent. This is directly attributable to the increasing use of the offset process for jobs containing illustrations.

There was a 7 percent increase over fiscal year 1967 in the number of pieces of finished artwork. The number of layouts and sketches was up only slightly, but the number of dummy pages pasted showed a 74 percent increase. This can be traced to the fact that during the past year we handled several very complicated jobs which required a comprehensive dummy as a makeup and stripping guide. The number of finished pieces produced by the Photographic Section again remained fairly constant with only a 2 percent increase.

Comparison of Activities:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Conferences	775	844	963
Number of persons	1,314	1,285	1,350
Agencies represented	120	139	130
Jackets received from Scheduling to be processed for reference to color, etc.	8,542	8,145	7,323
Total number of jackets processed	10,447	9,719	9,966
Orders & estimates for photoengravings	2,481	2,672	3,105
Halftones & linecuts ordered	14,761	18,145	19,340
Finished art pieces	8,079	7,559	9,136
Layout sketches	3,034	2,917	3,467
Illus. retouched, pieces	4,224	4,859	4,981
Dummy pages pasted	4,381	2,507	6,629
Photographic requests	3,075	3,495	3,726
Finished pieces	37,088	36,540	35,004

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

Public Papers of the Presidents, Lyndon B. Johnson, 1966. This was the third set of this series. As with the previous years, the amount of copy was so great that it was necessary to divide the material into two books. The first book contained 856 pages, and the second 956 pages. They were printed on 50% rag antique paper and bound in green cloth with stamping in dark green and gold.

1967 Yearbook of Agriculture. The title of the book is "Outdoors, USA". The Division of Typography and Design was responsible for the format of the entire book and all the necessary artwork. The book is profusely illustrated and, for this reason, was printed by web offset on 100-lb. offset paper. There were 448 pages plus printed endleaves. In addition there was a 32-page signature of 4-color process illustrations. The cloth for the casebinding was printed by offset in yellow, red, blue, and black, and then varnished.

Poisonous and Venomous Marine Animals of the World, Volume II, Part I. Air Force - Delivery on this second of three volumes in this monumental scientific work was completed this year. The book consisted of 1,070 pages and contained 438 four-color process illustrations, 16 two-color maps, and 303 black halftones and linecuts. The illustrations were reproduced from transparencies, full-color paintings, pen and ink drawings, airbrush paintings, and black and white photographs. Composition and binding were done in the Government Printing Office. The presswork was procured commercially.

U. S. Naval Flight Surgeon's Manual, Navy -- This was a 6 3/4" x 9 3/4" 880-page illustrated casebound book. This Division established the specifications for the book and created art for some of the illustrations, in addition to checking all steps of production.

Ethnopharmacologic Search for Psychoactive Drugs, H.E.W. - This was a casebound book of 468 pages, 6 3/4" by 9 3/4", containing 160 illustrations. The cover design and the format for the text were developed by this Division. The book was bound in blue cloth and stamped in red and gold.

PERSONNEL DIVISION

The responsibilities of the Personnel Division are to advise the Public Printer and his staff as to the personnel policies and personnel program which will most effectively enable the Office to carry out its mission; and to administer the personnel program in accordance with pertinent laws, Civil Service rules and regulations and directives of the Public Printer.

Comparison of Activities

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Positions classified	987	847	876
Visits to the Medical Section	44,434	40,943	37,534
Corrective Actions	329	468	408
Total Personnel Actions	17,055	12,987	13,807
Training Courses	184	130	70
Retirements Processed	243	210	367
Fund-raising quota achieved	95.6%	98.9%	103.1%
Separations	1,588	1,371	1,244
Interviews Held, Room C-104	8,996	5,000	2,411
Promotions Processed	865	872	732

The significant achievements of the Personnel Division during the past fiscal year fall into several areas.

Perhaps the most important are the advances made in our classification and wage administration programs. In order to provide an easy transition to the new coordinated wage system that is to be implemented in the Washington, D.C., area in the Fall of 1968, the wage schedule for nonjourneyman blue collar workers has been revised to provide three pay steps for each grade. Although the Office is not required to follow the new program, the Chairman of the United States Civil Service Commission has urged the Public Printer to do so and it is the Public Printer's intention at this time to comply with the request insofar as nonjourneyman blue collar workers and Field Service employees are concerned.

In order to improve the morale of our printing plant workers and to enhance position control and facilitate personnel administration, the Office has adopted the practice of using distinctive and descriptive titles for the printing plant worker group. The Office is making a major effort to improve the employee and supervisory understanding of our classification and wage administration program. As a part of this program, we have revised Personnel Bulletin No. 181, Classification Appeal Procedure, to include a simplified step-by-step account of what an employee has to do to formally appeal.

There was a sizable increase in total classification actions accomplished by the staff. Per-employee classification output increased by 16 percent.

The Employee-Management Relations Program which was instituted in 1963 continues to grow and develop. During the year, Labor-Management Agreements were entered into with five units: American Federation of Government Employees Local 2487, Journeymen Bookbinders Union No. 4; Washington Printing Pressmen's Union No. 1; American Federation of Government Employees Lodge 2618; and Lithographers and Photoengravers International Union Local 13-L.

Negotiations are still in process with Local 42 of the International Brotherhood of Bookbinders; Columbia Typographical Union No. 101; Washington Federal Printing Workers' Union No. 713; American Federation of Government Employees Lodge 2738; and American Federation of Government Employees Lodge 1248.

In order to provide better service to operating officials, the Personnel Division has simplified our indebtedness and corrective action programs. The time saved by these actions is being used to work with supervisors at all levels in handling their day to day personnel problems.

Continued emphasis has been placed on our training programs. The Supervisory Development Course has now been extended to the Field Service. In addition, our Training Program for Advancement to Linotype Machinist has been revised and provides better training and better supervision for the trainees.

A significant achievement has been the training program for Printer-Proofreader. The Office for years has been unable to obtain sufficient proofreaders from the competitive Civil Service examination to

accomplish the work of the Office. This has required details of Linotype Operators and other printing craftsmen to do the work for unreasonable periods. By working with the Civil Service Commission, the Office secured a training agreement which permits it to train its own proofreaders from among qualified printing craftsmen.

As part of a government-wide program to provide better service to the public, Room C106 has been arranged with direct access to Room C104, so that it now contains a reception area for the Employment Section. We believe that this creates a much better impression of the public service on those who come to the Office to inquire about employment opportunities.

FINANCE AND ACCOUNTS DIVISION

The Finance and Accounts Division is responsible for overall financial management and supporting or related services. This includes accounting, budgeting, voucher examining, 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>1968</u>	<u>1967</u>	<u>1966</u>
Vouchers audited (approximate).....	150,000	138,000	127,000
Government bills of lading accounted for and paid.....	33,706	31,997	29,113
Paper and material requisitions processed.....	273,000	281,000	276,000
Jackets processed (billed).....	123,002	124,938	113,617
Billings rendered.....	30,989	30,109	28,977
Newly set type (ems) measured (in thousands).....	3,030,474*	3,242,041*	3,184,478*
Value of payrolls processed (in millions of dollars).....	\$67.0	\$63.4	\$59.6
Government bills of lading account- ability records maintained.....	46,029	48,450	43,618
Government bills of lading prepared..	34,137	34,046	28,284
Government bills of lading priced....	44,240	47,213	41,928

*See Table 21 for total ems set.

The volume of printing and binding work decreased from \$199,299,698 in fiscal year 1967 to \$194,813,867 in fiscal year 1968.

The President's Annual Cleanout Campaign conducted in the Government Printing Office resulted in the disposition of approximately 1,000 cubic feet of nonessential records, various microfilm records, and the return to stores of 250 items. Due to the urgent need for space, our records and files area requirements were reduced. All records stored in our second floor file room were destroyed, transferred to the Federal Records Center, or moved to other areas.

The Office forms program was reviewed and updated. Our system now provides better control of Office forms through the use of a tab card file that can be used to list forms by number, originator, and property number.

One hundred twenty-seven computer programs were written to meet the requirements of new work or to convert from IBM 1460 language to the IBM 360 language. One hundred eighteen computer programs were modified to meet changing requirements.

The Treasury Department, General Accounting Office, and Bureau of the Budget have issued instructions to report expenditures and revenues on the accrual basis. This requirement will have a major effect on our accounting system which must be changed during fiscal year 1969 to reflect these new concepts.

Plans have been made to acquire an additional IBM 360/50 computer system. This equipment will be used for our expanding electronic photocomposing applications and new business-type applications, such as the mailing lists for the Superintendent of Documents. Delivery of the equipment is expected near the close of fiscal year 1969. In addition, the data cell acquired for the storage of reproducible teleprocessing application is not working as well as expected. Therefore, arrangements have been made to replace the data cell with a disk storage device. To make room for the additional equipment and to improve working conditions for our analysts and programmers, plans have been approved to relocate the Analysis and Programming Section to the second floor of Building 1.

PURCHASING DIVISION

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

The Division is also responsible for the operation of our telephone and communication facilities, our St. Louis, Boston, and Philadelphia Procurement Offices, and our storage and warehousing operations.

The value of our procurement activities during fiscal year 1968 amounted to \$132,139,355.64. This represents a decrease of \$7,653,482.15, when compared to the previous fiscal year, and was predominantly caused by a decrease of \$8,302,258.14 in the amount of blank paper and envelopes procured.

Comparative Breakdown of Procurement Data

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Number of purchase orders drawn.....	31,274	30,680	28,308
Materials and supplies.....	\$ 3,963,401	\$ 4,111,009	\$ 3,270,689
Blank paper & envelopes.....	26,299,890	34,602,148	33,986,932
Commercial printing, including			
Field Service.....	96,134,416	95,823,565	72,446,212
Services, transportation, communica-			
tions, travel.....	4,033,214	3,270,663	3,141,758
Machinery & equipment.....	<u>1,708,434</u>	<u>1,985,452</u>	<u>497,041</u>
Totals.....	\$132,139,355	\$139,792,837	\$113,342,635

Paper purchased by the pound totaled 189,140,530 pounds, a decrease of 6,453,657 pounds from the quantity purchased in the previous fiscal year. Paper purchased by the sheet totaled 18,643,069, which is a decrease of 2,705,769 sheets. Envelopes purchased increased by 11,068,577 and containers by 200,467.

Comparative Breakdown of Paper Products Purchased

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Paper purchased by pounds.....	189,140,530	195,594,187	206,028,122
Paper purchased by sheets.....	18,643,069	21,347,838	16,177,472
Envelopes.....	234,853,532	223,784,955	258,459,827
Containers.....	3,936,843	3,736,376	3,726,127

Paper prices showed a sharp decrease in the first quarter and a moderate decrease in the second and third quarters of fiscal year 1968. They increased substantially in the last quarter, resulting in a cumulative price decrease of 10.89 percent for the entire fiscal year.

Printing Procurement gained much-needed additional space which allowed them to rearrange their work area to produce a more orderly and efficient workflow.

The Specifications Section was allocated 1,000 square feet of additional space to provide for a personnel increase.

A new automatic baling system was placed in operation early in June. This system will reduce manpower requirements, increase safety, and improve working conditions for baling waste paper. In addition, internal traffic problems will be improved because the waste paper will be handled through air ducts, thus eliminating bulk hauling in cumbersome trucks.

The establishment of Printing Procurement offices in Boston, Mass., and Philadelphia, Pa., during this fiscal year enabled us to make significant progress in our efforts to enhance customer service and reduce Government printing costs.

A total of 76,073 printing jobs were procured during the fiscal year. These consisted of 14,233 jobs procured by individual bidding, including 1,253 obtained by Field Service, and 61,840 jobs procured on term contracts.

The Stores Section handled 110,804 tons of paper. This was made up of 2,822 freight cars and 2,311 truckloads. Sales through salvage operations consisted of 22,956,016 pounds of waste paper, 500,740 pounds of scrap iron, 673,817 pounds of scrap type metal and dross, and 12,250 pounds of scrap photographic film. Outgoing local telephone calls amounted to 395,795 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.

The Engineering Division is a maintenance and service organization. A measurement of our activities includes the volume of maintenance service rendered, utilities furnished, and materials purchased. Our activities in Safety and the Incentive Awards Program are included in the following tabulations:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Maintenance service calls.....	32,040	34,139	31,008
Maintenance job orders.....	258	418	434
Yearly job orders.....	302	260	171
Printing and binding jackets.....	665	525	483

Maintenance service calls and job orders show a decrease for this fiscal year with an increase in yearly job orders. The reason for the latter is that many repetitive service calls and job orders were transferred to yearly job orders which considerably reduces paper work and associated costs.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Specifications for new machinery & equipment.....	56	71	46
Machines installed.....	63	62	47
Machines relocated.....	163	111	175

The compressed air capacity of the Office has been improved by the purchase and installation of two air compressors.

Authorization was given for a study of the Office air conditioning and power needs.

A committee was established for the purpose of updating the Office Civil Defense Program, and to incorporate into this program plans for the defense of lives and government property in case of disaster by fire or civil disorder. In support of this program, security screens are being installed on windows of first and second floors of all buildings.

TESTS AND TECHNICAL CONTROL DIVISION

The Tests and Technical Control Division 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>1968</u>	<u>1967</u>	<u>1966</u>
Paper and envelopes.....	12,748	13,100	13,653
Metals.....	1,112	1,118	1,129
Printing inks.....	1,824	906	742
Ink-making materials.....	327	388	337
Bookbinding materials.....	760	709	600
Bookbinding leathers.....	21	20	18
Adhesives & adhesive-making materials	103	173	71
Oils & greases.....	156	153	155
Chemicals.....	105	141	120
Offset supplies.....	116	61	120
Miscellaneous.....	<u>605</u>	<u>720</u>	<u>694</u>
Totals.....	17,877	17,489	17,639

There were 290 rejections for noncompliance with specifications--224 were of paper, 12 of envelopes, 24 of printing inks, 6 of ink-making materials, 13 of bookbinding materials, and 11 of miscellaneous materials.

A recapitulation of utility usage follows:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Electric power (kw-hr.).....	40,315,000	40,179,000	38,316,000
Gas (cu.ft.).....	13,204,000	13,435,000	13,479,000
Water (gals.).....	188,243,325	206,228,770	201,721,500
Steam (estimated lbs.).....	44,465,000	44,800,000	43,690,000

Plant safety and the preparation and administration of programs designed to eliminate dangerous conditions and hazardous operations is also a function of the Engineering Division.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Chargeable injuries.....	102	115	93
Direct costs:			
Medical & compensation.....	\$ 86,193	\$ 73,392	\$ 82,861
Building, machinery, motor vehicles, equipment damage, safety, fire protection, & tort claims.....	<u>46,303</u>	<u>32,827</u>	<u>30,524</u>
Totals.....	\$132,496	\$106,219	\$113,385

Personnel breakdown as of June 30, 1968, is as follows:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Office of Director.....	22	18	17
Building.....	14	19	14
Carpenter.....	40	35	35
Machine.....	57	58	59
Electrical.....	80	85	82
Pipe & Sheet Metal.....	31	30	31
Power.....	41	39	38
Industrial Cleaning.....	126	134	135
Paint.....	<u>15</u>	<u>15</u>	<u>16</u>
	426*	434	427

*Summer aides and approved vacancies not included.

The Safety Officer and Assistant Safety Officer positions were reclassified in April 1968, and the position of Fire Marshal was created in May 1968.

A new baling system is being installed and is 70 percent operative. Complete plant operation on the system is scheduled for September 1968.

An industrial truck study is being conducted by the Bureau of Standards to develop a more efficient industrial truck service program.

Ink manufacture included letterpress, offset, stamp pad, toning blue, numbering machine, and mimeograph inks:

<u>1968</u>	<u>1967</u>	<u>1966</u>
235,774 lbs.	242,640 lbs.	200,358 lbs.

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.

Technical control of the quality of purchased printing inks was maintained. Generally, we have continued to follow the modified specifications and testing procedures previously reported.

A comparison of other items manufactured is as follows:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Composition rollers.....	--	1,097	862
Process (Ideal) rollers.....	67	145	183
Composition used in manufacture (lbs.)	--	9,947	7,376
Reclaimed roller composition (lbs.)..	--	5,702	4,332
Process roller composition (lbs.)....	178	378	480
Bindery glues manufactured (lbs.)....	156,980	151,855	159,130
Adhesives manufactured (lbs.).....	244,972*	153,649	144,152
Total metal corrected (lbs.).....	15,786,597	16,060,232	15,903,785

*Paste formerly manufactured in Binding Division is included.

A Hunterlab Model D-40 Reflectometer was purchased for the paper testing laboratory to provide it with faster and more accurate means for conducting brightness determinations. The instrument is designed to measure both regular paper brightness and percent fluorescence contributed by any fluorescent (optical) brighteners that may be present. This latter feature renders the instrument acceptable for measuring the amount of fluorescence in accordance with the requirements recently adopted by the Paper Specifications Committee of the Joint Committee on Printing.

A new compact, refrigerated circulating water bath, for testing jell strength of glue, was purchased as a replacement for the old copper-lined wooden ice-box type equipment. This new equipment is very efficient, portable, and occupies approximately 1½ cubic feet; whereas the old wooden chill bath was much larger, being approximately one cubic yard in size.

A Rotex electrolytic silver recovery unit, for processing the spent photographic solutions collected from the Central and Field Service Offices was purchased and placed in the electroplating laboratory. This unit will recover 95 percent of the silver from solutions at the rate of 2.5 gallons per hour. The metal recovery will be 99 percent pure silver and will have an estimated yearly net value of \$5,800.

The Division has cooperated in a program to investigate the feasibility of the economic recovery of the dissolved silver from our spent photographic fixing solutions. The preliminary study of two proposed recovery procedures indicated that the electrolytic method afforded the Office an opportunity to recover significant quantities of silver, and at the same time realize considerable monetary return on the operation. To date, utilizing a combination of the electrolytic and metallic replacement methods, a total of 414.5 troy ounces of silver scrap and sludge have been recovered. This material yielded 176 ounces of pure silver for a net value of \$322.65. In addition, a total of 2,646 ounces have been recovered by the metallic replacement process, and it is now ready for return to the U.S. Mint for processing. It is estimated that this material will contain approximately 50 percent silver and should return approximately \$2,600.

PUBLIC 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.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Amount of appropriation.....	\$ 7,469,000	\$ 6,424,700	\$ 5,829,000
Amount of sales orders.....	4,101,123	3,915,241	3,993,875
Amount of sales.....	\$ 16,874,539	\$ 16,194,396	\$ 14,794,515
Miscellaneous receipts.....	\$ 6,627,702	\$ 7,079,062	\$ 7,641,734
Number of letters of inquiry.....	1,731,668	1,428,361	1,596,082
Publications received for Departmental free distribution.....	83,916,278	84,107,401	83,796,195
Publications distributed free for other Government agencies.....	80,881,593	81,091,638	90,132,989
Number of publications sold.....	69,435,734	72,439,458	66,703,843
Number of publications distributed to depository libraries.....	9,878,941	11,475,959	7,867,187
Total publications received.....	223,044,209	241,087,950	222,950,946
Total publications distributed.....	221,193,371	226,560,162	230,402,378
Customers served by GPO Bookstores...	224,127	172,908	138,643
Amount of Bookstore sales.....	\$1,006,865	\$841,856	\$687,833
Number of mailing lists maintained...	1,224	1,268	1,261
Number of addresses on mailing lists.	2,842,300	2,752,633	2,695,213
Total copies of available sales publications.....	72,660,459	73,844,316	52,332,291
Number of documents cataloged.....	53,455	59,615	61,947
Number of depository libraries.....	961	921	865

As in previous years, the end of the fiscal year was a period of peak employment for the Division, due to the additional temporary summer help on the rolls at that time.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Full-time (including temporary).....	598	546	523
W.A.E.....	502	445	485

A temporary intermediate work force employed for a six-month period during the year succeeded in completing on schedule the addition of ZIP codes to all addresses on mailing lists maintained by the division.

A contract was negotiated for the conversion from Speedaumat addressing to electronic data processing of the largest single mailing list of approximately 850,000 names maintained by the Documents Division, plus several of the larger lists used in mailings for the Post Office Department. Servicing of these lists by the new, improved modern process is scheduled to begin during fiscal 1969.

An A.B. Dick Videograph (Model 915) addressing system has been installed in the Documents Division, and is undergoing final testing. It utilizes electronic tape as an input, for high-speed production of five-line mailing labels, sprocket punched for our standard mailing machines.

The establishment of a new position of Mail List Systems Specialist and the fortunate acquisition of an experienced and highly-qualified incumbent have coordinated schedules with the contractor engaged in converting mailing lists to electronic data processing, and advanced plans for the similar future conversion of the other lists maintained. This position also provides for much-needed liaison between the Documents Division operations and Data Processing Branch of the Government Printing Office.

The continuing heavy volume of periodical and subscription-service-type mailings necessitated the acquisition of a third high-speed Cheshire mailing machine during the year.

Modernization in the main Bookstore during fiscal 1968 affected both its appearance and operation. In addition to an over-all redecoration, other improvements involved installation of flood lights to emphasize exhibits, new functional display racks, acquisition of a slide viewer and transichrome light boxes for presentation of color prints, and the significantly better customer service that has resulted from the quick checkout counter for customers who can readily identify and locate the books they need.

The branch Bookstores in Chicago, Ill., and Kansas City, Mo., proved so successful during the experimental period following their establishment, that their continuation as a part of the operations of the Office has been approved.

The intensified effort being made to acquaint a wider segment of the public with U.S. Government publications continued in 1968. Through arrangements which constituted a significant accomplishment, it was possible for our services to be featured on the nationally televised "Today Show." We also received similar opportunities on several other local television and radio programs. Personal contacts made with commercial retail outlets in the local metropolitan area have resulted in the display and sale of certain Government publications for the first time by those outlets.

Publications displays and exhibits related to Government publications and services of the Documents Division continued in demand at conventions, conferences, etc. Eight were presented in 1968 with gratifying results. The exhibit at the Conference of International Chiefs of Police was an outstanding example, where the reports of the President's Crime Commission were a timely contribution and the interest created there was an important factor in the heavy sale of those reports. The publications exhibits at the Pentagon for National Library Week are always well attended, but in 1968 the sales at that exhibit were almost double those of any previous year.

Our cooperation with other Government departments and agencies in publicizing their publications continues to gain wider recognition throughout the Government. Two special announcements that were particularly successful involved a new Department of the Interior publication, "Room to Roam," and the Department of Labor's "Occupational Outlook Handbook."

The number of depository libraries increased from 921 to 961. The Investigation Questionnaire provided for by law was sent to the depositories during 1968. The resulting reports reflect, in general, an increasing use of U.S. Government publications in the depository collections throughout the country.

The non-Government Printing Office publications of the Department of State are the latest added to the depository program as part of the implementation of the 1962 Depository Library Act.

A new telephone system, utilizing an automatic Call Distributor similar to that in use at the U.S. Civil Service Commission, is now being installed, and will be completed early in fiscal 1969. The new, automated equipment will enable calls to be handled in sequence, and will provide for recorded messages to customers where they can provide an added service.

The new intermediate work shift, authorized by the 1969 Legislative Branch Appropriation Act, will be inaugurated early in fiscal 1969. This should make it possible to handle on a more current basis the rapid increase in the mailings requested by other Government agencies, which have exceeded our resources in the past.

The first revision since 1953 in the schedule used in establishing the prices of Government publications sold by the Office of the Superintendent of Documents has been completed and will go into effect early in fiscal 1969. The increased revenue that this is expected to produce will, hopefully, offset to some extent the costs of the further modernization that is imperative if we are to provide a 16 million dollar or more publications sales service in the manner that those who avail themselves of it have the right to expect. New systems and advances in procedures perfected for large commercial merchandising operations seem the only hope of our overcoming the problems created largely by the excessive time and cost now required for us to handle orders under the existing system, in quarters which are inadequate, and which were not designed for such an operation in the volume that it has already reached, and with every expectation that this volume will continue to increase in the years ahead.

Preliminary plans are underway for the establishment of the additional branch Bookstore outside Washington that was authorized by the 1969 Legislative Branch Appropriation Act. With the recognized desirability that the new store be located on the West Coast, investigation of a possible site in San Francisco, Calif., is being made in cooperation with appropriate officials of the General Services Administration.

FIELD SERVICE DIVISION

The Superintendent, Field Service Division, under the general direction of the Deputy Public Printer, is responsible for the administration and technical activities of the six Field Service Division offices located in Chicago, Denver, New York, San Francisco, Seattle, and Washington, D.C. These offices provide printing, binding, and related services, including the commercial procurement of printing in the field, to over 200 departmental and regional installations of the U.S. Government throughout the United States. The office of Superintendent is charged with the responsibility of administering all rules, regulations, and policies of the Government Printing Office, as applicable to the Field Service Division, and for the coordination of administrative and operational activities between the Central Office and the Field Service Division offices.

The Department of the Interior became our largest customer during fiscal year 1968, requiring in excess of \$900,000 of services from the various offices of the division. Most of their demands were placed on our Denver office, where the value of their local orders, mainly specifications for the Bureau of Reclamation, increased from \$557,000 in fiscal year 1967 to \$625,000 in fiscal year 1968. The Post Office Department, which was our largest customer last year, fell to second place because of an approximate 14 percent reduction in their requirements from our Chicago, New York, and Washington, D.C., offices. The Departments of the Treasury and the Army, which were in third and fourth places last year, dropped to fifth and sixth places this year due to reduced utilization of our services. Most of Treasury's decrease was felt by our New York office because

of Coast Guard's transfer to the new Department of Transportation, and lessened requirements by the Internal Revenue Service for tax form reprints. Army's decrease was mainly caused by work now procured by the Central Office on established printing programs. Agriculture, with sales value approximating the same as last year, became our third largest customer, followed by Navy as the fourth. Navy showed a sizable increase, from \$150,000 to \$519,000, which resulted from the merger of the Navy printing plant with our Departmental Service Office in Washington, D.C. While slight decreases in total sales were shown in Chicago, New York, and Seattle, our overall sales volume increased by 1.8 percent.

The following figures show comparative value of services performed (income) by the several Field Service Division offices for the past three years:

<u>Office</u>	<u>1968</u>	<u>1967</u>	<u>1966</u>
Chicago.....	\$1,457,039	\$1,675,755	\$1,600,307
Denver.....	1,258,993	1,158,796	991,147
Departmental Service.....	3,781,525	3,330,128	3,238,673
New York.....	580,752	565,724	528,533
San Francisco.....	300,074	282,169	294,941
Seattle.....	410,396	383,945	362,413
Total.....	\$7,788,779	\$7,396,517	\$7,016,014

The following is a comparison of the number of employees on our rolls at the close of fiscal years 1968, 1967, and 1966:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Office of Superintendent.....	6	5	6
Chicago.....	97	99	103
Denver.....	92	80	81
Departmental Service Office.....	274	262	248
New York.....	24	23	25
San Francisco.....	17	18	18
Seattle.....	25	23	23
Total.....	535	510	504

The Director of Personnel and his Staff Advisor, accompanied by the Assistant Superintendent of the Field Service Division and the Manager of the respective office, concluded successful labor-management agreements with American Federation of Government Employees Lodges 2618, 2187, and 1292 in New York, Washington, D.C., and Chicago during the year. Agreement had also been reached in June 1967 with AFGE Lodge 1248 in Denver which was ratified and approved by the Public Printer in July 1967.

The space problem in the Seattle Field Service Office was partially alleviated when early in the year renovations were completed on some 2,688 square feet of space by General Services Administration.

The Superintendent of the Field Service Division in January 1968 made an inspection tour of all Field Service offices. Specific attention was given to the administrative functions of the offices in an effort to improve operations and reduce costs in this area.

The Joint Committee on Printing early in May 1968 organized a committee to study the feasibility of establishing in strategically located areas of the country printing procurement offices to be operated by the Government Printing Office. The Superintendent, Field Service Division, and the Assistant Chief, Printing Procurement, were assigned to this committee and accompanied a member of the staff and several agency representatives to Utah, New Mexico, and Arizona to inspect agency plants and present findings to the Joint Committee on Printing and the printing industry. Similar surveys of agency plants were also conducted in the Boston and Philadelphia areas. In all instances, it was found that sufficient agency work produced in-house or procured commercially by the individual agencies was available to warrant establishment of printing procurement offices.

During fiscal year 1968, the Field Service Division was engaged in increased activity in printing procurement functions. Demands by HEW's Office of Education caused establishment of printing procurement programs in the New York area, as well as additional in-house work by our other plants.

A greater emphasis is being placed on the use of commercial contractors to supplement the in-house capabilities of our plants so that unusual demands of the agencies can be met. The assignment of term contracts for specific programs for several of our plants is providing a training base on which we can build to expand our experience in this area.

DISBURSING OFFICE

The Office of the Disbursing Officer is responsible and accountable for the collection and disbursement of all cash items, issuance of U.S. Savings Bonds, and any other cash transactions necessary to the conduct of Government Printing Office business.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Statements of accountability:			
Collections.....	\$212,461,675	\$208,127,613	\$186,017,167
Disbursements.....	\$236,284,884	\$235,998,593	\$206,633,266
Total number of checks issued.....	363,610	352,783	335,203
United States Savings Bonds:			
Number of bond accounts.....	4,790	4,938	4,359
Number of bonds issued.....	80,783	72,486	57,432
Payroll deductions & cash.....	\$2,249,850	\$2,068,381	\$1,655,317
Collection, Deposit & Refund Branch:			
Pieces of mail handled.....	5,089,963	4,913,911	4,944,183
Number of coupons disbursed.....	12,995,179	12,801,043	12,028,980
Number of check refunds.....	113,215	115,837	107,251

The analysis for 1968 shows a slight increase in each phase of production with the exception of Savings Bond accounts and check refunds. The number of bond accounts indicated as 4,938 for June 30, 1967, decreased 467 by cancellation and separation to 4,471 as of May 4, 1968, but increased by 319 new accounts to 4,790 due to the Bond Drive. Although there was a decrease in the number of accounts, over 8,000 more bonds were issued and approximately \$200,000 additional was deducted.

The following is a personnel comparison:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Full-time employees.....	38	42	39
W.A.E. employees.....	48	55	58

GOVERNMENT PRINTING OFFICE RELOCATION

The relocation of the Government Printing Office has virtually languished throughout the past fiscal year, still stymied by lack of an approved site. No action has been forthcoming on the suggested Prince Georges County location.

A meeting with General Services Administration representatives and District of Columbia Mayor Walter Washington produced no significant progress on alternate in-city locations recommended by the National Capitol Planning Commission. Resistance to a suburban site appears to have hardened in accordance with the fear that Federal employment center mobility toward metropolitan satellite locations is contrary to the hoped-for policy of containment in the inner city.

No compromise seems possible which would reconcile the Government Printing Office's need for a one or two level facility engineered specifically for a printing plant with the tacit desire of many to keep the Office close to Capitol Hill and the inner city. With each passing day, administrative decisions become more difficult because of the unanswered questions pertaining to relocation as opposed to remaining in the present location. Major renovation and replacement of building amenities are at issue, and the possibility of substantial funds being spent to carry out this work, only to relocate in the near future, seriously hampers sound decision-making.

INTERNAL AUDIT STAFF

The Internal Audit Staff is responsible for conducting independent, objective, and constructive reviews of the Government Printing Office's operating, administrative, and financial programs and for reporting its findings and recommendations to the Public Printer.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
No. of employees.....	6	3	*

*The Internal Audit Staff was established in May 1967.

Plans call for the recruitment of an additional auditor and the detailing of various Government Printing Office specialists to the staff to assist in the audit of technical and production division activities.

During the year, an audit of the GPO Guard Force activities was completed, and a report issued to the Public Printer. Three other audits were started but uncompleted at year end. They pertain to the GPO financial statements and accounts, production security and control, and paper handling activities.

A five-year comprehensive audit plan was approved whereby all major functions, activities, and organizational units of GPO will be audited at least once every five years.

A detailed audit manual was drafted setting forth audit policies and procedures, and outlining the objectives of internal audit work in GPO, the general scope of work to be performed, and standards of performance.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Opportunity Office is responsible for reporting to and advising the Public Printer on matters involving charges of alleged discrimination against any employee, or any qualified applicant for employment in the Government Printing Office. It also serves as a liaison with the Civil Service Commission and other pertinent agencies, groups, or individuals in the field of equal employment opportunity for the development of positive programs and procedures in compliance with Government fair employment policies.

This Office was the recipient of six formal discrimination complaints during the fiscal year 1968. It was successful in resolving eight such complaints for the same period, five of which were carryovers from fiscal year 1967.

In addition to investigating complaints of discrimination, this Office was involved with at least 47 separate employees or groups in counseling sessions. These sessions were usually conducted on an informal basis and covered a wide variety of employee problems. It is felt that this practice has been most fruitful in contributing to better employee understanding and in lessening the communications gap between employees and management.

The year was highlighted by a series of talks at which the Public Printer restated his equal employment opportunity policy, and reaffirmed his determination to insure fair and impartial treatment of all Government Printing Office employees and qualified applicants for employment on a continuing basis. Follow-up talks were conducted at the staff level in every division, including Field Service Offices, in an effort to further emphasize the need for increased supervisor involvement in the overall equal employment opportunity program.

The Equal Employment Opportunity Officer cooperated with the Director of Personnel in talks on the subject "Dealing with Minority Group Employees," given to supervisors of all divisions.

Other activities for the year included implementation of a revised minority group statistical survey, filing of a revised equal employment opportunity Plan of Action, and participation in a series of supervisory development training lectures.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
COMBINED COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES
FISCAL YEARS 1964 THROUGH 1968

	Fiscal Year 1968	Increase or decrease (-) 1968 to 1967	Fiscal Year 1967	Increase or decrease (-) 1967 to 1966	Fiscal Year 1966	Increase or decrease (-) 1966 to 1965	Fiscal Year 1965	Increase or decrease (-) 1965 to 1964	Fiscal Year 1964
ASSETS:									
Fund balances with U. S.									
Treasury and cash	\$ 16,981,794	\$ 1,896,768	\$ 15,085,026	\$ 6,446,429	\$ 8,638,597	\$ -3,294,978	\$11,933,575	\$ -1,635,024	\$13,568,599
Accounts receivable and advances	54,405,958	19,016,070	35,389,888	11,273,598	24,116,290	1,871,295	22,244,995	5,736,054	16,508,941
Inventories, including work in process	30,179,185	-13,146,688	43,325,873	-2,878,092	46,203,965	11,030,799	35,173,166	1,064,032	34,109,134
Deferred charges	88,226	- 11,559	99,785	8,421	91,364	60,133	31,231	- 30,007	61,238
Property, plant, and equip- ment, net	13,231,008	893,231	12,337,777	- 732,789	13,070,566	- 966,116	14,036,682	- 341,671	14,378,353
Total assets	114,886,171	8,647,822	106,238,349	14,117,567	92,120,782	8,701,133	83,419,649	4,793,384	78,626,265
LIABILITIES:									
Accounts payable	11,360,264	3,008,629	8,351,635	- 967,574	9,319,209	2,683,830	6,635,379	- 166,850	6,802,229
Accrued salaries and wages	2,845,574	286,592	2,558,982	553,517	2,005,465	221,966	1,783,499	305,332	1,478,167
Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,944,219	2,886,459	57,760	-2,182,454	2,240,214	409,057	1,831,157	1,804,480	26,677
Employees' accrued annual leave	3,616,422	218,934	3,397,488	134,763	3,262,725	- 5,391	3,268,116	161,829	3,106,287
Customers' deposits and prepaid subscriptions	2,975,731	309,536	2,666,195	229,138	2,437,057	183,525	2,253,532	- 151,872	2,405,404
Total liabilities	23,742,210	6,710,150	17,032,060	-2,232,610	19,264,670	3,492,987	15,771,683	1,952,919	13,818,764
Investment of U. S. Government	\$ 91,143,961	\$ 1,937,672	\$ 89,206,289	\$16,350,177	\$72,856,112	\$ 5,208,146	\$67,647,966	\$ 2,840,465	\$64,807,501
Consisting of:									
Revolving fund:									
Capital	\$ 59,815,383	\$ ---	\$ 59,815,383	\$15,000,000	\$44,815,383	\$ ---	\$44,815,383	\$ ---	\$44,815,383
Retained earnings	25,491,707	757,325	24,734,382	4,406,238	20,328,144	5,887,211	14,440,933	1,573,889	12,867,044
Income from sales of publications payable to U. S. Treasury	2,627,702	1,048,640	1,579,062	-1,062,672	2,641,734	- 462,561	3,104,295	- 598,988	3,703,283
Other funds	3,209,169	131,707	3,077,462	-1,993,389	5,070,851	- 216,504	5,287,355	1,865,564	3,421,791
	\$ 91,143,961	\$ 1,937,672	\$ 89,206,289	\$16,350,177	\$72,856,112	\$ 5,208,146	\$67,647,966	\$ 2,840,465	\$64,807,501

Note: This statement includes the Government Printing Office revolving fund; Office of the Superintendent of Documents Salaries and Expenses appropriations; Selection of Site and General Plans and Designs of Buildings appropriation for fiscal years 1965 and 1966; 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). Does not include unexpended balance of \$4,889,335 of the appropriation for printing and binding for the Congress. See Table 7 for status of the appropriation.

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
AS OF JUNE 30, 1968

ASSETS

FUND BALANCES WITH U. S. TREASURY
AND CASH:

Fund balances in U. S. Treasury
Cash on hand and in transit

\$ 15,346,628
710,801
16,057,429

Revolving fund

Other funds^a

Combined funds

\$ 16,270,993
710,801
16,981,794

ACCOUNTS RECEIVABLE AND ADVANCES:

Accounts receivable:
Government agencies
Other
Advances to employees

54,295,102
63,920
1,703
54,360,725

Other funds^a

Combined funds

54,340,335
63,920
1,703
54,405,958

INVENTORIES:

Publications for sale, at cost^b
Printing work in process, at
standard cost
Paper, envelopes, and other
supplies, at cost

4,767,069
13,881,658
11,530,458
30,179,185
88,226

DEFERRED CHARGES

PROPERTY, PLANT, AND EQUIPMENT:

Land and buildings, at cost
Equipment and building
appurtenances
Construction in progress

30,185,623
127,938
30,313,561
20,142,220
10,171,341

Less allowance for depreciation

110,856,906

Total Assets

\$4,029,265

LIABILITIES

Revolving fund

Other funds^a

Combined funds

\$ 10,953,435
2,652,325
13,605,760

LIABILITIES:^c

Accounts payable
Accrued salaries and wages
Amounts withheld from employees
for purchase of savings bonds
and payment of taxes
Employees' accrued annual leave
Customers' deposits and prepaid
subscriptions

\$ 406,829^d
193,249

220,018

820,096

INVESTMENT OF U. S. GOVERNMENT:

Capital
Retained earnings^e
Income from sales of publications
payable to U. S. Treasury

59,815,383
25,491,707
2,627,702

87,934,792

Total investment of U. S.
Government (Table 5)

3,209,169

3,209,169

Total liabilities and investment
of U. S. Government

\$110,856,906
\$4,029,265
\$114,886,171

^a Other funds consist of account balances of the Office of the Superintendent of Documents Salaries and Expenses 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). Does not include unexpended balance of \$4,889,335 of the appropriation for printing and binding for the Congress. See Table 7 for status of the appropriation.

^b Publications for sale, at cost after deduction of allowance for unsalable publications of \$1,132,769.

^c Does not include a contingent liability estimated at \$85,972 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 \$10,949,000 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

^d 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.

^e Retained earnings of \$3,987,781 have been reserved for purchase of machinery and equipment.

Table 3

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
PRINTING AND BINDING OPERATIONS
FISCAL YEARS ENDED JUNE 30, 1968 and JUNE 30, 1967

	Fiscal year <u>1968</u>	Fiscal year <u>1967</u>	Increase or decrease (-)
Income:			
Printing and binding services performed	\$181,997,495	\$184,003,932	\$-2,006,437
Blank paper sold to customers	12,700,368	15,080,375	-2,380,007
Other income ^a	<u>116,004</u>	<u>215,391</u>	<u>-99,387</u>
Total income	<u>194,813,867</u>	<u>199,299,698</u>	<u>-4,485,831</u>
Expenses:			
Direct costs:			
Direct labor	54,705,951	51,917,060	2,788,891
Direct materials ^a	32,853,287	38,523,685	-5,670,398
Printing purchased from commercial sources ^a	<u>89,582,484</u>	<u>88,639,843</u>	<u>942,641</u>
Total direct costs	<u>177,141,722</u>	<u>179,080,588</u>	<u>-1,938,866</u>
Other expenses:			
Salaries and wages	7,238,353	6,946,863	291,490
Travel	53,454	29,533	23,921
Freight	1,639,585	1,620,467	19,118
Communications	207,355	210,615	-3,260
Heat, light, and power	438,743	433,311	5,432
Rental of buildings and equipment	725,666	438,074	287,592
Materials and supplies	216,138	203,546	12,592
Employer's share of group life insurance	210,522	169,809	40,713
Employer's share of group health insurance	536,223	519,763	16,460
Employer's share of Civil Service retirement	3,362,668	3,151,141	211,527
Depreciation ^b	1,824,349	1,720,726	103,623
Miscellaneous expenses	<u>461,764</u>	<u>369,023</u>	<u>92,741</u>
Total other expenses	<u>16,914,820</u>	<u>15,812,871</u>	<u>1,101,949</u>
Total direct costs and other expenses	<u>194,056,542</u>	<u>194,893,459</u>	<u>-836,917</u>
Net income from printing and binding operations ^b	<u>\$ 757,325</u>	<u>\$ 4,406,239</u>	<u>\$-3,648,914</u>

^aIn fiscal year 1967 voucher deductions for discounts and damages were credited to other income. For fiscal year 1968 deductions for discounts and damages were credited to cost. For comparative purposes \$676,136 of other income for fiscal year 1967 has been reclassified as credits to cost.

^bDoes not include depreciation on building structures which is specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 63).

Table 4

GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 COMPARATIVE STATEMENT OF INCOME AND EXPENSE
 SALES OF PUBLICATIONS OPERATIONS
 FISCAL YEARS ENDED JUNE 30, 1968 AND JUNE 30, 1967

	<u>Fiscal year 1968</u>	<u>Fiscal year 1967</u>	<u>Increase or decrease (-)</u>
<u>REVOLVING FUND:</u>			
Sales	\$15,308,687	\$14,832,789	\$ 475,898
Cost of publications sold ^a	<u>8,150,412</u>	<u>7,094,659</u>	<u>1,055,753</u>
Gross profit	<u>7,158,275</u>	<u>7,738,130</u>	<u>-579,855</u>
Other expenses:			
Administrative ^b	1,136,812	1,121,169	15,643
Mailing costs	<u>1,038,900</u>	<u>972,432</u>	<u>66,468</u>
Total other expenses	<u>2,175,712</u>	<u>2,093,601</u>	<u>82,111</u>
Other income:			
Gratuitous revenues	1,565,851	1,361,607	204,244
Miscellaneous	<u>79,288</u>	<u>72,926</u>	<u>6,362</u>
Total other income	<u>1,645,139</u>	<u>1,434,533</u>	<u>210,606</u>
Income from sales of publi- cations payable to U. S. Treasury	6,627,702	7,079,062	-451,360
<u>OTHER FUNDS:</u>			
Salaries and expenses financed from appropriated funds	<u>4,176,700</u>	<u>3,660,947</u>	<u>515,753</u>
Net income from sales of publications ^a	<u>\$ 2,451,002</u>	<u>\$ 3,418,115</u>	<u>\$ -967,113</u>

^aCost of Publications Sold includes provisions for unsalable publications in the amount of \$1,682,133 for fiscal year 1968 and \$1,239,149 for fiscal year 1967.

^bDoes 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
STATEMENT OF CHANGES IN INVESTMENT
OF UNITED STATES GOVERNMENT
FISCAL YEAR ENDED JUNE 30, 1968

	<u>Revolving fund</u>	<u>Other funds^a</u>	<u>Combined funds</u>
BALANCE, JULY 1, 1967:			
Capital	\$59,815,383	\$3,077,462	\$62,892,845
Retained earnings	24,734,382	- - -	24,734,382
Income from sales of publications payable to U.S. Treasury	<u>1,579,062</u>	- - -	<u>1,579,062</u>
	<u>86,128,827</u>	<u>3,077,462</u>	<u>89,206,289</u>
ADDITIONS:			
Net income from printing and binding operations (Table 3)	757,325	- - -	757,325
Income from sales of publications payable to U.S. Treasury (Table 4)	6,627,702	- - -	6,627,702
Appropriation for the Office of the Superin- tendent of Documents, Salaries and Expenses of \$7,469,000 plus reimbursements of \$315,470 and recoveries of prior years obligations of \$14,790 (Table 8)	- - -	<u>7,799,260</u>	<u>7,799,260</u>
Total additions	<u>7,385,027</u>	<u>7,799,260</u>	<u>15,184,287</u>
REDUCTIONS:			
Payments to U.S. Treasury of income from sales of publications ✓	5,579,062	- - -	5,579,062
Depreciation on building structures and facilities	- - -	121,867	121,867
Unobligated balance of the Office of the Super- intendent of Documents, Salaries and Expenses, appropriations withdrawn by U.S. Treasury	- - -	14,790	14,790
Expenditures from the Office of the Superin- tendent of Documents, Salaries and Expenses fiscal year 1968 appropriation of \$7,414,949 and fiscal year 1967 appropriation of \$98,345 (Table 9)	- - -	7,513,294	7,513,294
Net increase in liability for employees' annual leave, Office of the Superintendent of Documents, Salaries and Expenses appropriation	- - -	11,899	11,899
Net decrease in equipment purchased from approp- riation for the Office of the Superintendent of Documents, Salaries and Expenses, including current year depreciation	- - -	<u>5,703</u>	<u>5,703</u>
Total reductions	<u>5,579,062</u>	<u>7,667,553</u>	<u>13,246,615</u>
BALANCE, JUNE 30, 1968:			
Capital	59,815,383	3,209,169	63,024,552
Retained earnings	25,491,707	- - -	25,491,707
Income from sales of publications payable to U.S. Treasury	<u>2,627,702</u>	- - -	<u>2,627,702</u>
Total investment of U.S. Government	<u>\$87,934,792</u>	<u>\$3,209,169</u>	<u>\$91,143,961</u>

^aOther funds consist of the Office of the Superintendent of Documents, Salaries and Expenses appropriations 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). The appropriation for printing and binding for the Congress is not included under Other Funds. This appropriation is used to reimburse the revolving fund for printing and binding for the Congress which is recorded as income from printing and binding operations as the work is performed. See Table 7 for status of the appropriation.

GOVERNMENT PRINTING OFFICE
SUMMARY OF FUNDS PROVIDED BY OPERATIONS
AND APPROPRIATIONS AND THEIR APPLICATION
FISCAL YEAR ENDED JUNE 30, 1968

FUNDS PROVIDED:

Printing and binding operations: ^a		
Printing and binding services performed	\$181,997,495	
Blank paper sold to customers	12,700,368	
Other income before \$29,501 gain on sale of equipment	86,503	
Net proceeds from sale of equipment	<u>37,127</u>	\$194,821,493
Sales of publications:		
Sales	15,308,687	
Other income	<u>1,645,139</u>	16,953,826
Decrease in inventories	13,146,688	
Decrease in deferred charges	11,559	
Increase in accounts payable	3,008,629	
Increase in accrued salaries and wages	286,592	
Increase in miscellaneous liabilities	<u>3,403,032</u>	19,856,500
Appropriation for the Office of the Super- intendent of Documents, Salaries and Expenses of \$7,469,000 plus reimbursements of \$315,470 and recoveries of prior years obligations of \$14,790 (Table 8)		<u>7,799,260</u>
Total funds provided		<u>\$239,431,079</u>

FUNDS APPLIED:

Printing and binding expenses ^a	\$194,056,542	
Less allowances for depreciation not requiring funds	<u>1,824,349</u>	\$192,232,193
Cost of publications sold	6,468,280	
Publications destroyed	1,682,133	
Expenses of sales of publications financed from the Revolving Fund	2,175,712	
Payments to U.S. Treasury of income from sales of publications	<u>5,579,062</u>	15,905,187
Increase in cash	1,896,768	
Increase in accounts receivables and advances	19,016,070	
Purchase of equipment	<u>2,852,777</u>	23,765,615
Expenditures from the Office of the Superin- tendent of Documents, Salaries and Expenses, fiscal year 1968 appropriation \$7,414,949 and fiscal year 1967 appropriation of \$98,345 (Table 9)		7,513,294
Unobligated balance of the Office of the Super- intendent of Documents, Salaries and Expenses, appropriations withdrawn by the U.S. Treasury		<u>14,790</u>
Total funds applied		<u>\$239,431,079</u>

^aThe appropriation for printing and binding for the Congress is used to reimburse the revolving fund for printing and binding for the Congress and is recorded as income from printing and binding operations as the work is performed. See Table 7 for status of the appropriation.

GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING FOR CONGRESS
STATUS OF APPROPRIATIONS

	<u>Fiscal Year</u>			<u>Total</u>
	<u>1968</u>	<u>1967</u>	<u>Prior Years</u>	
Unexpended balance July 1, 1967	\$ ---	\$1,929,606	\$64,963	\$ 1,994,569
Appropriation, 1968	<u>26,700,000</u>	<u>---</u>	<u>---</u>	<u>26,700,000</u>
Total funds available	<u>26,700,000</u>	<u>1,929,606</u>	<u>64,963</u>	<u>28,694,569</u>
Expenditures:				
Current year obligations	15,935,059	---	---	15,935,059
Prior year obligations	<u>5,940,569</u>	<u>1,929,606</u>	<u>---</u>	<u>7,870,175</u>
Total expenditures	<u>21,875,628</u>	<u>1,929,606</u>	<u>---</u>	<u>23,805,234</u>
Unexpended balance June 30, 1968	<u>\$ 4,824,372</u>	<u>\$ ---</u>	<u>\$64,963</u>	<u>\$ 4,889,335</u>

Table 8

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

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Unexpended balances, July 1, 1967	\$ ---	\$914,850	\$15,830
Appropriation:			
Salaries and expenses, 1968	7,469,000	---	---
Reimbursements	<u>315,470</u>	<u>42,348</u>	<u>632</u>
Total funds available	7,784,470	957,198	16,462
Unobligated balances withdrawn	<u>---</u>	<u>14,708</u>	<u>82</u>
Total obligated funds	7,784,470	942,490	16,380
Expenditures	<u>6,815,544</u>	<u>941,818</u>	<u>16,380</u>
Undelivered orders	369,521	---	---
Accounts payable and accrued liabilities	<u>599,405</u>	<u>672</u>	<u>---</u>
Unpaid obligations, June 30, 1968	<u>968,926</u>	<u>672</u>	<u>---</u>
Less reimbursements receivable	45,234	---	---
Unexpended balances, June 30, 1968	<u>\$ 923,692</u>	<u>\$ 672</u>	<u>\$ ---</u>

GOVERNMENT PRINTING OFFICE
OFFICE OF THE SUPERINTENDENT OF DOCUMENTS
STATEMENT OF EXPENDITURES AND OBLIGATIONS
FISCAL YEAR 1968 - APPROPRIATED FUNDS
AS OF JUNE 30, 1968

	Program by Activities				Catalo- gizing and Indexing
	Total	Sales Distribution	Distribution for other agencies	Depository Library Distribution	
Personnel compensation	\$4,470,115	\$3,140,258	\$ 872,864	\$ 218,015	\$238,978
Personnel benefits	243,883	182,669	34,631	12,682	13,901
Travel and transportation					
of persons	2,666	2,465	---	201	---
Transportation of things	6,814	6,814	---	---	---
Rent, communications, and utilities	266,996	102,404	20,123	137,164	7,305
Printing and reproduction	1,826,393	358,413	---	1,374,912	93,068
Other services	194,437	144,466	28,388	11,277	10,306
Supplies and materials	447,388	198,642	217,537	27,914	3,295
Equipment	54,602	40,569	7,972	3,167	2,894
Total expenditures ^a	7,513,294	4,176,700	1,181,515	1,785,332	369,747
Net increase in unliquidated obligations	271,176	224,818	39,356	3,009	3,993
Total obligations	\$7,784,470	\$4,401,518	\$1,220,871	\$1,788,341	\$373,740

^aExclusive of expenses of \$2,175,712 financed from revenues from sales of publications (Table 4).

GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 STATEMENT OF NET CHANGE IN ASSETS AND LIABILITIES
 FROM INCEPTION OF REVOLVING FUND THROUGH JUNE 30, 1968

	<u>June 30, 1968</u>	<u>July 1, 1953^a</u>	<u>Increase or decrease (-)</u>
Cash	\$ 16,057,429	\$15,993,702	\$ 63,727
Noncash current assets	<u>84,628,136</u>	<u>28,511,814</u>	<u>56,116,322</u>
Current assets	100,685,565	44,505,516	56,180,049
Less current liabilities	<u>22,922,114</u>	<u>13,846,687</u>	<u>9,075,427</u>
Working capital	<u>77,763,451</u>	<u>30,658,829</u>	<u>47,104,622</u>
Fixed assets	30,313,561	13,617,677	16,695,884
Less allowance for depreciation	<u>20,142,220</u>	<u>8,351,561</u>	<u>11,790,659</u>
Net fixed assets	<u>10,171,341</u>	<u>5,266,116</u>	<u>4,905,225</u>
Investment of U. S. Government	<u>\$ 87,934,792</u>	<u>\$35,924,945</u>	<u>\$52,009,847</u>

^aCapitalization 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 - 0480201
FINANCIAL CONDITION - JUNE 30, 1968

<u>ASSETS</u>		
Current assets:		
Cash	\$923,692	
Accounts receivable	<u>45,233</u>	\$ 968,925
Fixed assets:		
Equipment	782,588	
Less: Allowance for Depreciation	<u>524,211</u>	<u>258,377</u>
TOTAL ASSETS		<u>\$1,227,302</u>
<u>LIABILITIES AND INVESTMENT OF U. S. GOVERNMENT</u>		
Current liabilities:		
Accounts payable	\$599,405	
Other liabilities:		
Employees' annual leave	<u>220,018</u>	\$ 819,423
Investment of U. S. Government:		
Invested capital	38,358	
Unexpended appropriation	<u>369,521</u>	<u>407,879</u>
TOTAL LIABILITIES AND INVESTMENT OF U. S. GOVERNMENT		<u>\$1,227,302</u>

GOVERNMENT PRINTING OFFICE
OFFICE OF SUPERINTENDENT OF DOCUMENTS
SALARIES AND EXPENSES APPROPRIATION - 0470201
FINANCIAL CONDITION - JUNE 30, 1968

ASSETS

Current assets:

Cash	\$672
Accounts receivable	<u>-0-</u>

TOTAL ASSETS		<u>\$672</u>
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LIABILITIES AND INVESTMENT
OF U.S. GOVERNMENT

Current liabilities:

Accounts payable	\$672
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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		<u>\$672</u>
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STATEMENT OF CLASSES AND BILLINGS FOR WORK
 GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES, AND COMMERCIALLY PROCURED WORK
 FISCAL YEAR 1968

Class of Work	Reproduced		Copies	Type Pages Printed	Publications		Amount Billed
	Pages Printed	Bound			Bound	Bound	
Congressional Record.....	-----		9,436,990	76,857	42,938	\$ 4,653,741.28	
Federal Register.....	302		4,958,285	23,174	3,000	1,509,836.96	
Supplement to the Code of Federal Regulations.....	9,980	3,610	151,710	30,361		518,311.75	
Official Gazette.....	22,988	-----	338,339	1,465	-----	367,658.20	
Specifications of Patents, Trademarks & Designs.....	-----	-----	10,704,141	256,723	-----	5,157,800.55	
Miscellaneous Publications....	4,202,423	2,259,432	1,603,482,176	806,039		95,529,729.56	
Postal Cards.....	-----	-----	1,389,366,000	-----	-----	1,692,076.28	
Aerogrammes.....	-----	-----	43,768,500	-----	-----	196,958.25	
Catalog Cards.....	-----	-----	46,011,127	-----	-----	608,515.98	
Tabulating Cards.....	-----	-----	3,480,097,858	-----	-----	3,164,248.13	
Letterheads & Envelopes.....	-----	-----	324,534,267	-----	-----	1,917,545.10	
Forms, Notices & Cards.....	-----	-----	6,605,206,173	-----	-----	19,634,618.45	
Multiforms.....	-----	-----	2,243,903,798	-----	-----	19,612,751.72	
Blank Books.....	-----	-----	23,539,167	-----	-----	4,812,097.08	
Miscellaneous Binding.....	-----	-----	31,777	-----	-----	501,136.31	
Binders.....	-----	-----	1,975,014	-----	-----	1,381,762.82	
Miscellaneous.....	-----	-----	-----	-----	-----	5,793,877.31	
Blank Paper.....	-----	-----	-----	-----	-----	13,101,565.54	
Supplies and Services.....	-----	-----	-----	-----	-----	120,156.04	
Total.....	4,235,693	2,308,980	15,787,505,322	1,194,619	2,308,980	\$180,274,387.31	
G.P.O. Departmental Service Office.....	-----	-----	217,799,208	-----	-----	3,523,776.57	
Field Service Offices.....	-----	-----	576,756,933	-----	-----	3,901,465.48	
GRAND TOTAL.....	4,235,693	2,308,980	16,582,061,463	1,194,619	2,308,980	\$187,699,629.36	

(Continued)

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials.....		\$ 78,241,090.67
Value of Outside Printing.....	\$85,299,697.90	
Value of Paper Furnished Contractors.....	<u>3,632,033.20</u>	
Total Value of Outside Printing.....		88,931,731.10
Blank Paper.....		13,101,565.54
G.P.O. Departmental Service Office.....	3,523,776.57	
Field Service Offices.....	<u>3,901,465.48</u>	
Total Field and Departmental Service Office.....		<u>7,425,242.05</u>
Total Amount Billed.....		<u><u>\$187,699,629.36</u></u>

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
 COMMERCIALLY PROCURED WORK
 FISCAL YEAR 1968

Class of Work	Copies	Reproduced		Type Pages Printed	Publications		Amount Billed
		Pages Printed	Pages Printed		Bound	Bound	
Congressional Record.....	9,436,990	-----	-----	76,857	42,938	\$ 4,653,741.28	
Federal Register.....	4,958,285	302	-----	23,174	3,000	1,509,836.96	
Supplement to the Code of Federal Regulations.....	151,710	9,980	-----	30,361	3,610	518,311.75	
Official Gazette.....	338,339	22,988	-----	1,465	-----	367,658.20	
Specifications of Patents, Trademarks & Designs.....	10,704,141	-----	-----	256,723	-----	5,157,800.55	
Miscellaneous Publications.....	577,497,968	694,540	-----	753,689	893,005	45,561,984.89	
Postal Cards.....	1,389,366,000	-----	-----	-----	-----	1,692,076.28	
Aerogrammes.....	43,768,500	-----	-----	-----	-----	196,958.25	
Catalog Cards.....	46,011,127	-----	-----	-----	-----	608,515.98	
Letterheads & Envelopes.....	269,138,638	-----	-----	-----	-----	1,399,749.81	
Forms, Notices & Cards.....	2,697,810,599	-----	-----	-----	-----	6,859,202.71	
Blank Books.....	18,803,999	-----	-----	-----	-----	3,333,946.58	
Miscellaneous Binding.....	31,777	-----	-----	-----	-----	501,136.31	
Binders.....	896,778	-----	-----	-----	-----	200,888.41	
Miscellaneous.....	-----	-----	-----	-----	-----	3,956,620.04	
Blank Paper.....	-----	-----	-----	-----	-----	13,101,565.54	
Supplies & Services.....	-----	-----	-----	-----	-----	120,156.04	
Total.....	5,068,914,851	727,810	-----	1,142,269	942,553	\$89,740,149.58	
G.P.O. Departmental Service Office.....	217,799,208	-----	-----	-----	-----	3,523,776.57	
Field Service Offices.....	576,756,933	-----	-----	-----	-----	3,901,465.48	
GRAND TOTAL.....	5,863,470,992	727,810	-----	1,142,269	942,553	\$97,165,391.63	

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1968

Class of Work	Copies	Reproduced		Type Pages Printed	Publications Bound	Amount Billed
		Pages Printed	Pages Printed			
Miscellaneous Publications.....	1,025,984,208	3,507,883	52,350	1,366,427	\$49,967,744.67	
Tabulating Cards.....	3,480,097,858	-----	-----	-----	3,164,248.13	
Letterheads & Envelopes.....	55,395,629	-----	-----	-----	517,795.29	
Forms, Notices & Cards.....	3,907,395,574	-----	-----	-----	12,775,415.74	
Multi-Forms.....	2,243,903,798	-----	-----	-----	19,612,751.72	
Blank Books.....	4,735,168	-----	-----	-----	1,478,150.50	
Binders.....	1,078,236	-----	-----	-----	1,180,874.41	
Miscellaneous.....	-----	-----	-----	-----	1,837,257.27	
Total.....	<u>10,718,590,471</u>	<u>3,507,883</u>	<u>52,350</u>	<u>1,366,427</u>	<u>\$90,534,237.73</u>	

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value).....	\$85,299,697.90
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued).....	3,632,033.20
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office.....	<u>1,602,506.63</u>
TOTAL.....	<u>\$90,534,237.73</u>

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1968

CONGRESS:

Congressional Record.....	\$ 4,653,741.28	
Miscellaneous Publications.....	1,889,401.71	
Miscellaneous Printing and Binding.....	2,458,333.15	
Publications for International Exchange.	221,757.23	
Franked Envelopes.....	515,615.03	
Document Franks.....	22,610.17	
House and Senate Calendars.....	920,217.54	
Bills, Resolutions and Amendments.....	1,914,192.77	
Committee Reports.....	759,447.17	
Documents.....	724,167.89	
Hearings.....	5,439,488.42	
Federal Register.....	1,509,836.96	
Supplement to The Code of Federal Regulations.....	518,311.75	
Committee Prints.....	<u>1,463,980.63</u>	
Total.....		\$ 23,011,101.70
Administrative Office of the U.S. Courts.....		116,602.31
Agriculture.....		5,154,861.11
Air Force.....		13,314,003.63
Air Force Systems Command.....		805,470.05
American Battle Monuments Commission.....		6,800.82
Appalachian Regional Commission.....		5,171.25
Army.....		32,597,751.06
Atomic Energy Commission.....		611,487.43
Board of Governors of the Federal Reserve System.....		2,066.47
Bureau of the Budget.....		365,875.25
Central Intelligence Agency.....		430,615.68
Civil Aeronautics Board.....		102,346.09
Civil Service Commission.....		1,401,641.46
Commerce.....		4,915,320.78
Commission of Fine Arts.....		164.32
Council of Economic Advisers.....		42,323.29
Court of Claims.....		127,248.23
Court of Customs and Patent Appeals.....		21,470.40
Defense Supply Agency.....		3,340,703.82
Department of Defense.....		11,533.97
Department of Transportation.....		1,439,353.30
District of Columbia.....		261,093.19
Export-Import Bank of Washington.....		25,367.91
Farm Credit Administration.....		15,744.29
Federal Aviation Agency.....		216,005.47
Federal Coal Mine Safety Board of Review.....		57.38
Federal Communications Commission.....		275,326.02

(Continued)

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Federal Deposit Insurance Corporation.....	\$ 24,867.54
Federal Home Loan Bank Board.....	42,511.74
Federal Maritime Commission.....	28,245.86
Federal Mediation and Conciliation Service.....	9,859.14
Federal Power Commission.....	245,342.80
Federal Trade Commission.....	72,106.60
Foreign Claims Settlement Commission.....	18,047.92
General Accounting Office.....	196,458.17
General Services Administration.....	10,644,125.92
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	7,902,512.37
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriations.....	2,456,030.39
Health, Education and Welfare.....	9,121,725.38
House and Senate-Stationery Room.....	42,778.50
Housing and Urban Development.....	893,047.67
Indian Claims Commission.....	122.87
Interior.....	4,216,055.60
Internal Revenue Service.....	7,330,124.26
Interstate Commerce Commission.....	139,488.48
Joint Publications Research Service.....	19,198.88
Justice.....	1,748,152.04
Labor.....	1,530,889.21
Library of Congress (Except Government Printing Office Branch).....	955,595.86
Library of Congress (Government Printing Office Branch).....	1,833,022.44
National Academy of Science.....	3,985.44
National Aeronautics and Space Administration.....	1,980,665.65
National Capital Housing Authority.....	12,709.53
National Capital Planning Commission.....	17,006.37
National Capital Transportation Agency.....	31.51
National Council on Marine Resources and Engineering Development.....	859.98
National Forest Reservation Commission.....	2,403.14
National Gallery of Art.....	27,526.57
National Labor Relations Board.....	465,858.59
National Mediation Board.....	5,471.12
National Science Foundation.....	179,836.80
National Security Agency.....	1,864,727.19
National Security Council.....	764.87
Navy.....	22,172,257.37
Office of Aerospace Research.....	103,946.19
Office of Economic Opportunity.....	1,756,784.99
Office of Emergency Planning.....	9,701.77
Office of Science and Technology.....	65,403.51
Office of Special Representative for Trade Negotiations.....	133.28

(Continued)

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Panama Canal Company.....	\$	29,208.81
Pan American Union.....		6,173.29
Patent Office.....		5,703,422.25
Peace Corps.....		28,721.22
Post Office Department.....		8,264,413.52
President's Council on Youth Opportunity.....		951.11
Private Orders.....		156,965.66
Public Land Law Review Commission.....		35.68
Railroad Retirement Board.....		24,629.53
Renegotiation Board.....		10,664.84
St. Lawrence Seaway Development Corporation.....		544.27
Securities and Exchange Commission.....		74,030.71
Selective Service System.....		478,388.23
Small Business Administration.....		258,543.58
Smithsonian Institution.....		423,872.43
State.....		1,922,718.31
Subversive Activities Control Board.....		829.11
Supreme Court of the United States.....		161,342.50
Tariff Commission.....		40,739.12
Tax Court of the United States.....		17,886.79
Tennessee Valley Authority.....		22,793.25
Treasury.....		1,528,420.66
U.S. Information Agency.....		223,126.28
Veterans Administration.....		1,491,789.54
White House.....		71,528.48
GRAND TOTAL.....		<u>\$187,699,629.36</u>

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1968

Congress.....	43,839,777
Administrative Office of the U.S. Courts.....	281,210
Agriculture.....	55,169,709
Air Force.....	55,350,671
Air Force Systems Command.....	1,017,978
American Battle Monuments Commission.....	107,590
Appalachian Regional Commission.....	2,025
Army.....	315,464,045
Atomic Energy Commission.....	666,467
Board of Governors of the Federal Reserve System.....	22,313
Bureau of the Budget.....	659,872
Central Intelligence Agency.....	138,950
Civil Aeronautics Board.....	34,882
Civil Service Commission.....	31,060,833
Civil War Centennial Commission.....	--
Commerce.....	19,683,457
Commission of Fine Arts.....	307
Council of Economic Advisers.....	12,290
Court of Claims.....	149,902
Court of Customs and Patent Appeals.....	841
Defense Supply Agency.....	7,655,566
Department of Defense.....	--
Department of Transportation.....	11,720,363
District of Columbia.....	72,156
Export-Import Bank of Washington.....	37,122
Farm Credit Administration.....	15,690
Federal Aviation Agency.....	390,883
Federal Coal Mine Safety Board of Review.....	205
Federal Communications Commission.....	693,902
Federal Deposit Insurance Corporation.....	129,531
Federal Home Loan Bank Board.....	25,586
Federal Maritime Commission.....	29,267
Federal Mediation and Conciliation Service.....	7,380
Federal Power Commission.....	179,825
Federal Trade Commission.....	172,887
Foreign Claims Settlement Commission.....	24,693
General Accounting Office.....	537,262
General Services Administration.....	31,765,255
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	45,895,419
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriation.....	54,116,960
Health, Education and Welfare.....	125,471,025
House and Senate-Stationery Room.....	--
Housing and Urban Development.....	5,741,098

Indian Claims Commission.....	2,248
Interior.....	29,437,665
Internal Revenue Service.....	249,649,295
Interstate Commerce Commission.....	85,386
Justice.....	5,713,767
Labor.....	19,361,311
Library of Congress (Except Government Printing Office Branch).....	1,453,442
Library of Congress (Government Printing Office Branch).....	11,750
National Academy of Science.....	6,739
National Aeronautics and Space Administration.....	5,813,035
National Capital Housing Authority.....	9,073
National Capital Planning Commission.....	9,140
National Capital Transportation Agency.....	196
National Forest Reservation Commission.....	2,400
National Gallery of Art.....	551,167
National Labor Relations Board.....	311,749
National Mediation Board.....	6,124
National Science Foundation.....	1,889,056
National Security Agency.....	9,857
National Security Council.....	607
Navy.....	112,056,293
Office of Aerospace Research.....	87,320
Office of Economic Opportunity.....	25,530,910
Office of Emergency Planning.....	49,516
Office of Science and Technology.....	36,130
Office of Special Representative for Trade Negotiations.....	200
Panama Canal Company.....	25,726
Pan American Union.....	26
Patent Office.....	10,744,341
Peace Corps.....	133,215
Post Office Department.....	34,080,007
President's Council on Youth Opportunity.....	1,500
Private Orders.....	15,876,420
Railroad Retirement Board.....	337,796
Renegotiation Board.....	14,335
St. Lawrence Seaway Development Corporation.....	487
Securities and Exchange Commission.....	252,482
Selective Service System.....	15,863,508
Small Business Administration.....	4,904,072

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Smithsonian Institution.....	2,107,201
State.....	9,698,093
Subversive Activities Control Board.....	3,708
Supreme Court of the U.S.....	411,575
Tariff Commission.....	16,811
Tax Court of the U.S.....	4,206
Tennessee Valley Authority.....	97,087
Treasury.....	48,663,387
U.S. Information Agency.....	529,529
Veterans Administration.....	24,178,022
White House.....	<u>132,219</u>
TOTAL.....	1,428,505,323

SCHEDULE OF
 ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
 AS OF
 JUNE 30, 1968
 (PRINTING AND BINDING OPERATIONS)

<u>DEPARTMENT</u>	<u>AMOUNT</u>
Administrative Office of the United States Courts.....	\$ 6,226.42
Agriculture.....	517,274.79
Air Force.....	263,506.33
Air Force Systems Command.....	4,083.48
Appalachian Regional Commission.....	215.80
Army.....	4,852,152.89
Atomic Energy Commission.....	34,545.84
Board of Governors of the Federal Reserve System.....	1.50
Bureau of the Budget.....	1,051.82
Central Intelligence Agency.....	15,465.55
Civil Aeronautics Board.....	1,171.18
Civil Service Commission.....	102,950.04
Commerce.....	455,309.90
Council of Economic Advisers.....	187.53
Court of Claims.....	647.25
Court of Customs and Patent Appeals.....	62.42
Defense Supply Agency.....	144,993.19
Department of Defense.....	2,594.48
Department of Transportation.....	283,699.59
District of Columbia.....	113,479.31
Export-Import Bank of Washington.....	1,818.51
Farm Credit Administration.....	6,562.03
Federal Aviation Agency.....	24,255.15
Federal Communications Commission.....	14,012.57
Federal Deposit Insurance Corporation.....	1,653.45
Federal Home Loan Bank Board.....	4,794.41
Federal Maritime Commission.....	129.88
Federal Power Commission.....	10,686.89
Federal Trade Commission.....	2,203.08
Foreign Claims Settlement Commission.....	1,151.96
General Accounting Office.....	6,665.85
General Services Administration.....	1,668,137.37
Health, Education and Welfare.....	1,069,518.91
House and Senate Stationery Room.....	426.47
Housing and Urban Development.....	78,306.72
Interior.....	324,920.76
Internal Revenue Service.....	136,143.41
Interstate Commerce Commission.....	16,984.00
Justice.....	107,875.63
Labor.....	160,668.16
Library of Congress (except Government Printing Office Branch).....	46,153.43
Library of Congress (Government Printing Office Branch).	187,747.36

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<u>DEPARTMENT</u>	<u>AMOUNT</u>
National Academy of Science.....	\$ 18.91
National Aeronautics and Space Administration.....	418,993.16
National Capital Housing Authority.....	864.53
National Capital Planning Commission.....	960.99
National Capital Transportation Agency.....	11.68
National Forest Reservation Commission.....	1,294.58
National Gallery of Art.....	11,572.73
National Labor Relations Board.....	10,872.18
National Mediation Board.....	4.30
National Science Foundation.....	19,238.26
National Security Agency.....	73,474.57
National Security Council.....	25.21
Navy.....	3,562,674.83
Office of Aerospace Research.....	12,516.94
Office of Economic Opportunity.....	182,087.14
Office of Emergency Planning.....	621.36
Office of Science and Technology.....	228.48
Panama Canal Company.....	455.47
Pan American Union.....	32.77
Patent Office.....	389,212.38
Peace Corps.....	8,099.76
Post Office Department.....	506,551.04
Renegotiation Board.....	4,039.17
St. Lawrence Seaway Development Corporation.....	153.61
Securities and Exchange Commission.....	5,278.96
Selective Service System.....	2,820.28
Small Business Administration.....	16,558.12
Smithsonian Institution.....	34,498.08
State.....	62,450.31
Subversive Activities Control Board.....	23.09
Supreme Court of the United States.....	13,634.73
Tariff Commission.....	5,445.37
Tax Court of the United States.....	611.99
Treasury.....	163,728.96
United States Information Agency.....	6,531.71
Veterans Administration.....	54,282.39
White House.....	<u>3,694.32</u>
TOTAL.....	<u>\$16,243,997.67</u>

Inter-Office Receivables not included in above:

Government Printing Office-Congressional Printing & Binding.....	\$ 154.87
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	8,479.93
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriation.....	2,878.91

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1959 TO 1968 INCLUSIVE

<u>Fiscal Year</u>	
1959.....	\$ 90,728,052.47
1960.....	95,644,677.72
1961.....	96,058,298.76
1962.....	120,262,670.56
1963.....	<u>127,102,711.78</u>
Total, 1959 to 1963, inclusive.....	\$ <u>529,796,411.29</u>
1964.....	132,227,944.14
1965.....	131,561,835.30
1966.....	167,177,834.17
1967.....	196,652,071.49
1968.....	<u>187,699,629.36</u>
Total, 1964 to 1968, inclusive.....	\$ <u>815,319,314.46</u>
Grand Total, 1959 to 1968, inclusive.....	<u>\$1,345,115,725.75</u>
Percentage of Increase (+) or Decrease (-)	
5-year period 1964-1968 over 1959-1963.....	+53.9%

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEAR 1968

June 30, 1968			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment...	\$20,964,167.76	\$14,112,336.01	\$6,851,831.75
CLASS II			
Building Appurtenances....	7,543,806.31	4,929,228.38	2,614,577.93
CLASS III			
Office Mach. & Equipment..	538,669.58	331,564.29	207,105.29
CLASS IV			
Furniture & Fixtures.....	960,194.33	687,925.65	272,268.68
CLASS V			
Motor Vehicles.....	<u>178,785.34</u>	<u>81,165.32</u>	<u>97,620.02</u>
Total.....	<u>\$30,185,623.32</u>	<u>\$20,142,219.65</u>	<u>\$10,043,403.67</u>

July 1, 1967			
CLASS I			
Plant Mach. & Equipment...	\$19,229,095.56	\$13,073,933.51	\$6,155,162.05
CLASS II			
Building Appurtenances....	7,151,528.49	4,682,841.99	2,468,686.50
CLASS III			
Office Mach. & Equipment..	512,065.98	316,238.82	195,827.16
CLASS IV			
Furniture & Fixtures.....	936,705.61	669,657.48	267,048.13
CLASS V			
Motor Vehicles.....	<u>163,817.77</u>	<u>112,371.08</u>	<u>51,446.69</u>
Total.....	<u>\$27,993,213.41</u>	<u>\$18,855,042.88</u>	<u>\$9,138,170.53</u>

PRODUCTION OF PRINCIPAL ITEMS
FISCAL YEARS 1968, 1967, and 1966

	<u>1968</u>	<u>1967</u>	<u>1966</u>
CENTRAL OFFICE:			
<u>Composing Division:</u>			
Total ems set	3,149,048,400	3,371,922,700	3,235,827,980
<u>Platemaking Division:</u>			
Electrotype plates-sq. in. . .	1,022,286	1,330,613	1,227,062
Electrotype molds only-sq. in.	27,465	107,328	25,624
Stereotype plates-sq. in. . .	7,341,630	6,912,993	6,838,552
Stereotype mats only-sq. in. .	4,508,168	4,924,670	7,479,020
Rubber plates-sq. in.	216,831	228,920	211,131
Rubber stamps-sq. in.	67,106	73,636	71,845
Plastic plates-sq. in.	*955,214	4,376,483	9,062,841
Plastic mats only-sq. in. . .	23,558	80,126	139,212
Magnesium wraparound plates- sq. in.	176,700	135,850	156,275
Magnesium plates-other-sq. in.	485,351	484,371	524,013
Dycril curved plates-sq. in. .	133,748	---	---
Dycril wraparound plates-sq.in	15,200	---	---
Photoengravings-sq. in. . . .	55,292	60,576	118,456
Offset negatives and positives- sq. in.	2,204,842	3,487,987	2,161,330
Plates repaired-number of plates	25,591	37,168	33,462
<u>Letterpress Division:</u>			
Postal cards produced	1,437,128,000	1,015,700,000	1,202,119,000
Letterpress forms	126,431	137,636	133,697
Letterpress impressions	514,553,042	545,990,316	584,878,200
<u>Offset Division:</u>			
Offset negatives and positives- sq. in.	51,489,300	56,991,764	51,022,580
Offset plates-sq. in.	102,035,265	108,539,871	99,278,718
Offset forms	62,048	65,198	60,247
Offset impressions	414,982,235	444,393,137	445,485,894
<u>Binding Division:</u>			
Sheets folded-machine	463,503,919	426,197,834	420,062,768
Books gathered-machine	27,428,258	26,289,780	24,410,781
Signatures inset	1,443,611	1,505,934	1,845,711
Tipping signatures, maps, etc.	64,047,905	66,733,341	65,815,334
Copies wire-stitched, machine.	106,556,901	110,527,459	106,869,915
Copies covered	11,242,369	10,918,555	10,139,690
Impressions stamped-all	4,553,875	3,807,564	3,835,492
Books, signatures, etc., stripped	3,237,004	3,212,952	3,023,765
Signatures sewed	104,738,136	105,492,493	106,432,650
Sheets drilled or punched . . .	1,614,852,403	1,560,609,970	1,599,442,805
Sheets perforated	6,299,473	5,114,190	5,864,603
Bielomatik-units produced . . .	5,369,283	5,394,483	3,576,468

(Continued)

Table 21 (Con.)

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Books bound:			
Machine	3,942,470	4,969,006	4,321,073
Hand	<u>1,002,852</u>	<u>786,856</u>	<u>779,938</u>
Total books bound	4,945,322	5,755,862	5,101,011
 <u>LIBRARY OF CONGRESS BRANCH:</u>			
Catalog cards printed	152,770,259	147,580,356	103,044,018
 <u>FIELD SERVICE OPERATIONS:</u>			
<u>Chicago:</u>			
Linotype slugs set	545,591	754,268	889,184
Offset negatives-sq. in.	2,708,772	3,010,856	3,518,398
Offset plates-sq. in.	8,952,985	9,125,446	9,158,220
Offset forms	15,674	16,781	16,114
Offset impressions	42,248,688	44,696,327	47,354,145
Letterpress forms	5,193	7,848	7,249
Letterpress impressions	3,654,604	6,002,329	5,547,452
 <u>Departmental Service,</u> <u>Washington, D.C.:</u>			
Offset negatives-sq. in.	22,459,590	16,686,176	17,545,517
Offset plates-sq. in.	35,681,535	28,704,652	31,387,261
Offset forms	382,986	394,324	375,647
Offset impressions	180,840,227	165,603,153	160,549,693
 <u>Denver, New York,</u> <u>San Francisco, and Seattle:</u>			
Linotype slugs set	3,303	3,126	2,669
Offset negatives-sq. in.	13,650,963	12,310,166	11,632,600
Offset plates-sq. in.	23,789,927	23,111,674	22,149,961
Offset forms	172,418	163,941	192,631
Offset impressions	98,216,880	95,924,092	90,248,847
Letterpress forms	2,326	2,314	2,742
Letterpress impressions	2,427,305	2,334,445	2,576,451

*Decrease due to discontinuance of U.S.I.A. program.

SAVINGS IN TRANSPORTATION COSTS
FISCAL YEAR 1968

<u>SOURCE</u>	<u>WEIGHT</u>	<u>ACTUAL COST</u>	<u>TARIFF COST</u>	<u>SAVINGS</u>
Truckload and carload shipments.....	85,680,624	\$ 690,888	\$1,119,126	\$428,238
Less than truckload shipments.....	8,858,751	197,606	245,240	47,634
REA express shipments..	<u>4,201,871</u>	<u>120,907</u>	<u>181,943</u>	<u>61,036</u>
Total.....	<u>98,741,246</u>	<u>\$1,009,401</u>	<u>\$1,546,309</u>	536,908
Consolidating less than truckload shipments from Departmental Service Office and outside printers with GPO truckload shipments.....				75,100
Arranging for expedited freight shipping in lieu of costlier premium methods of shipping.....				<u>12,500</u>
Grand total (savings).....				<u>\$624,508</u>

Financial Management Service
General Accounting Branch
Work In Process Section

Financial Management Service
General Accounting Branch
Work In Process Section