

Annual Report

of

The Public Printer

Fiscal Year 1973

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PREFACE

The Annual Report of the Public Printer is prepared and submitted to Congress at the opening of the legislative process. This report contains information on all major activities, in a brief narrative form, and an appendix with statistical information and data on the financial condition of the Government Printing Office.

Fiscal Year 1973 saw many changes occurring at the Government Printing Office. A new Public Printer, Thomas F. McCormick, was appointed and many longtime officials retired. A major reorganization took place with the functions of the Office being divided between the newly appointed Deputy Public Printer, Assistant Public Printer (Management and Administration), and Assistant Public Printer (Public Documents).

Income from both printing and binding and Public Documents sales increased, with the dollar volume for Fiscal Year 1973 at \$342 million compared to \$291 million for Fiscal Year 1972. Both commercially procured and in-house printing and binding showed substantial gains with the commercial work increasing by \$24 million and the work produced in the plant increasing by \$5 million. The bulk of the increase in commercially procured work can be attributable to the regional offices which would indicate a further implementation of the Federal Printing Program. A new regional printing procurement office was established in Hampton, Virginia, bringing the total number of offices to fourteen within the ten regions.

As the result of a nationwide paper shortage, this Office experienced sharp cost increases for blank paper, envelopes, and cartons with the cumulative effect of a 49-percent price rise for this year as compared to Fiscal Year 1972. Overall tonnage delivered to GPO declined by 10 million pounds from Fiscal Year 1972, and 30 million pounds from Fiscal Year 1971.

At the direction of the Public Printer, a Systems Task Force was established for the express purpose of centralizing the GPO mail operations and the designing of an automated system for mail order processing, inventory control, sales analysis, and other similar records. This group is composed of members of the National Archives and Record Service and personnel from the Government Printing Office.

The Public Documents Division opened bookstores in Seattle, Washington, Philadelphia, Pennsylvania, and the Forrestal Building in Washington, D.C., bringing to 22 the total number of retail bookstores. This Division continued its effort to automate its mailing lists and on June 26, 1973, this undertaking was completed. A new high in depository libraries was also reached with 37 additional libraries added during the year.

STAFF ACTIVITIES

General Counsel

The General Counsel is the chief legal officer of the Government Printing Office and is responsible for providing legal services primarily in the areas of business and commercial law, legislation, torts, claims and litigation.

In discharging its responsibility the Office of the General Counsel (i) provides all legal services relating to the procurement and disposal of all real and personal property, including assistance in settling all disputed contracts and claims, (ii) drafts or comments on all legislation affecting the Office, (iii) investigates tort claims and makes recommendations for their disposition, and (iv) determines the legality of any proposed internal instruction or policy, including those relating to personnel. In addition, the Office of General Counsel provides hearing examiners for adverse action appeals and grievances processed under internal Government Printing Office procedures, and investigators for internal Equal Employment Opportunity complaints. Upon special request, the Office has also provided an Appeals Examiner for Equal Employment Opportunity complaints originating in other Federal agencies.

The total volume of work has been steadily increasing, often making it difficult for the legal staff to stay abreast of the load. Additional attorney positions have already received all necessary approvals.

The office has been building its legal library and forecasts a continuing need for further acquisition of additional library materials. A major concern is sufficient space to house the library and consideration is being given to the acquisition of reference material on microfiche where available.

Equal Employment Opportunity Office

The EEO Office is responsible for assisting the Public Printer of the United States in the implementation of a program designed to promote equal opportunity in employment and personnel practices within the Government Printing Office. The program is conducted in accordance with the Equal Employment Opportunity Act of 1972, and current Civil Service Commission rules and regulations published in the Federal Personnel Manual, Chapter 713.

In order to assure the sufficiency of such a program, the EEO Office assists in the formulation and implementation of an affirmative action plan covering such elements as: recruitment, skills utilization, upward mobility, training, supervisory and employee orientation, community involvement, program evaluation and processing of complaints from aggrieved employees or qualified applicants alleging discrimination on the basis of race, color, religion, sex, or national origin. In addition, the office periodically advises the Public Printer on procedures, regulations, and other matters pertaining to the EEO Program.

The EEO Office, through its continuing practice of reviewing promotion actions, assured fair and equal consideration of minorities and women in filling responsible positions.

In accordance with GPO Federal Merit Promotion Program procedures, the EEO Office is represented on each promotion panel. During the past year, staff members served on 25 promotion panels and reviewed 52 promotion actions.

The EEO Office provided pre-complaint counseling service and processed complaints of discrimination as follows:

	<u>1973</u>	<u>1972</u>	<u>1971</u>
No. of employees counseled	674	681	163
No. of formal complaints processed	10	2	3
No. of informal resolutions	130	110	66

The statistics above include employees who had problems which were not EEO related, and were referred to appropriate sources for assistance.

Counseling activity has increased significantly due to the 24-hour operations of the EEO Office. Employees and supervisory personnel alike, are showing an increasing interest in the agency's EEO efforts.

EEO involvement with other Government agencies during the past year, included EEO staff attendance at Interagency Group meetings at the Civil Service Commission, D.C. Metropolitan Area EEO Council meetings, and the Community Advisors on EEO. In order to keep abreast of new methods dealing with EEO matters, staff members attended various training sessions and institutes. The FWP Coordinator and EEO Officer attended an institute on the development of Affirmative Action Plans. EEO Specialists attended courses in Federal Personnel Management, a workshop sponsored by the Conference on Minority Public Administrators, and other meetings dealing with Equal Employment Opportunity.

In February the EEO Office completed a comparative analysis of GPO's departments and services. This data, reflecting trends by race, pay, and sex, was printed in chart form and distributed to top management officials. Such data was instrumental in setting goals and objectives of EEO, measuring EEO action plan effectiveness, identifying trends in employment practices, and determining areas requiring special emphasis.

In accordance with Civil Service Commission regulations, GPO's affirmative action plan was revised, emphasizing goals and timetables, and submitted to the Commission for review.

In compliance with recent legislation and Civil Service Commission guidelines covering Chapter 713 (EEO), GPO Instruction 650.1 was revised, reflecting changes brought about by the Civil Rights Act of 1972. The new GPO Instruction 650.1A was printed and distributed to each employee.

Annually, the EEO Office gathers data on GPO's production and administrative employees to compare statistics with the previous year's pay schedule. The employment status of minorities is shown by percentages at various pay levels. Fiscal Year 1972 provides a basis for comparison to show increases or decreases in Fiscal Year 1973. (See table below:)

WB Pay Plan (Production)	<u>1972</u>	<u>1973</u>	<u>Increase or Decrease</u>
Up to \$5,999	.2	0	- .2
\$6,000-\$7,999	65.1	16.8	-48.3
\$8,000 and up	34.7	83.2	+48.5
GS Schedule (Admin.)			
1-4	62.4	61.3	- 1.1
5-8	31.6	32.1	+ .5
9-11	3.1	3.9	+ .8
12-13	2.8	2.4	- .4
14 and above	Less than 1%	Less than 1%	Less than 1%

The EEO staff, in a joint effort with the GPO Cafeteria, Recreation, and Welfare Association, presented "A Community Children's Day" as part of GPO's Annual Open House Christmas Program. More than 350 children attended the affair.

The GPO continued the practice of providing its employees with the opportunity to attend Easter religious services in Harding Hall. Various community clergymen again assisted in this effort.

A new Director of EEO was appointed on June 24, 1973.

Office of Audits

The Office of Audits is responsible for conducting independent and comprehensive audits of GPO operations, functions, and/or organizational units both in Washington, D.C., and at the various field locations, for performing such external audits, including contract audits, as are deemed necessary; and for reporting its findings and recommendations to the Public Printer.

During the year, audit work was performed on management and operating practices pertaining to field printing and procurement activities; contracting policies, practices and procedures; financial accounts and related transactions; selected contractors' shipping documentation; data processing and certain GPO bookstores. In addition, pre-award surveys of the financial capability of printing contractors were performed and reported on and verifications were made of GPO change, coupon and imprest funds. We also reviewed contractors performance in certain areas. We worked with and

assisted representatives of the General Accounting Office in their audit of GPO operations and financial statements and related transactions.

The number of reports issued in Fiscal Year 1973 decreased from 42 to 28 primarily due to staff details and to an increase in work which required no audit report.

	<u>1973</u>	<u>1972</u>	<u>1971</u>
Audit Reports Issued	28	42	15

Audits in progress at yearend included reviews of changes to printing and binding contracts; customer complaints and quality assurance programs; GPO Cafeteria, Recreation, and Welfare Association; management controls and administrative practices of Engineering Service; utilization of GPO transportation vehicles; procedures for the preparation and processing of Standard Form 52 - Request for Personnel Action; followup review on the management practices of Data Systems Service; review of GPO bookstores operations; and Fiscal Year 1973 financial audit work.

As a result of our audit work, operating procedures and management controls were strengthened and improved. A computer program was developed to assist us in our annual fiscal yearend audit work. We worked very closely with Public Documents Department in developing a statistical sampling plan that could be used by Public Documents Department to determine the value of the inventory of publications for sale. During Fiscal Year 1973, we initiated a program whereby all imprest and coupon funds in GPO field units and the Central Office are reviewed and verified on a regular basis. Also \$18,332 was recovered from printing contractors for nonassessed liquidated damages.

OPERATIONS DEPARTMENTS

Printing Procurement Department

The Printing Procurement Department is responsible for providing printing, binding, and related products and services required to be produced in field printing offices or procured from commercial sources. Contracts are established and administered for printing procured commercially. These functions are accomplished under the direction of the Printing Procurement Manager by coordination of the activities of the Commercial Printing Specifications, Central Office Printing Procurement, Regional Printing Procurement, and Field Printing Divisions.

Administrative Order No. 14, revised December 15, 1970, superseded by Government Printing Office Instruction 105.1, July 9, 1971, established the Department of Printing Procurement, combining into one department the activities of Central Office Printing Procurement, Commercial Specifications, and Regional Printing Procurement, formerly under Purchasing Division; and Field Service activities, formerly a separate division.

The value of printing procured commercially during Fiscal Year 1973 increased \$17,321,483 (46%) in the Regional Printing Procurement Division and \$6,462,978 (7%) in the Central Office Printing Procurement Division. This is a total increase of \$23,784,461 (18%) for the Printing Procurement Department.

A portion of the large increase in the total value of printing procured commercially can be attributed to the general inflationary market. The marked increase in the Regional Printing Procurement Division indicates that Government agencies are further implementing the Federal Printing Program.

A new regional printing procurement office was established in the Hampton, Virginia, area bringing the total number of offices to 14. The 14 regional offices are operational in 10 regions with four regions having two offices.

The regional offices have assumed the responsibility for administering some of the term contracts formerly handled by the central office. This will explain the decrease (5,387) in the number of jobs procured by the Central Office Division.

Inplant production of the Field Printing Division decreased slightly in Fiscal Year 1973 as continued emphasis was given to commercial procurement of printing. The number of personnel on the rolls was reduced significantly as many vacancies, resulting from normal attrition aided by increased retirements, remained unfilled.

Comparison of Major Activities

	<u>F.Y. 1973</u>	<u>F.Y. 1972</u>	<u>F.Y. 1971</u>
	(in thousands of dollars)		
Printing and binding procured commercially:			
Central Office (est.).....	\$ 98,752**	\$ 92,289**	\$ 82,318**
Regional Printing Procurement (est.).....	54,852**	37,531**	15,952**
Field Service (est.).....	***	***	3,723**
Total value.....	\$153,604*	\$129,820*	\$101,993*
<hr/>			
Number of individual bid jobs.....	31,951	26,864	16,433
Number of print order jobs.....	<u>146,534</u>	<u>138,002</u>	<u>96,984</u>
Total jobs.....	178,485	164,866	113,417
<hr/>			

	<u>F.Y. 1973</u>	<u>F.Y. 1972</u>	<u>F.Y. 1971</u>
	(in thousands of dollars)		
Printing and binding produced in Field Printing Offices.....	\$7,909	\$8,476	\$ 8,286
Printing and binding procured in Field Service Offices.....	***	***	3,723**
Total value (est.)...	\$7,909	\$8,476	\$12,009

*The value of commercial printing procured was computed by taking the sum of all payments made on items ordered and delivered in this fiscal year and adding thereto the sum of the items on undelivered orders plus the sum of items delivered but still unpaid during the period, then deducting the sum of items remaining undelivered in the previous fiscal year and paid in the present year. These figures, as furnished by the Office of the Comptroller, do not include applicable surcharges or the value of paper furnished to commercial contractors.

**These figures were developed by using Printing Procurement Department's fiscal year records as a basis for estimating.

***Procurement of commercial printing transferred to Regional Printing Procurement Division.

The critical paper shortage that has plagued the printing industry during Fiscal Year 1973, severely hampered the efficient operation of the Department. Numerous bid invitations resulted in "no bids" because contractors could not secure the paper in sufficient time to meet the shipping schedule. The business forms industry was particularly hard hit by the paper shortage. Calls were received from agencies in all areas of the country seeking assistance in obtaining requirements that normally were procured direct on the contract for Marginally Punched Continuous Forms. An aggressive campaign to both inform our customers and offer suggestions for combating this serious situation was started by GPO Circular Letter 88, dated November 16, 1972. Meetings were held at the Government Printing Office with both the Departments and industry to discuss the problem in depth.

A new system for small purchases was implemented which has greatly reduced the administrative cost for purchases under \$500.00. The new system utilizes a combination specification-purchase order form that reduces much of the paperwork. In addition to the reduced cost, the in-house processing time on jobs placed by this method was reduced by from three to four weeks enabling us to better serve our customer agencies.

Because of the increased usage of continuous personalized letterheads by Members of Congress, a term contract was developed for their specific needs. This has enabled us to provide Congress with both the quality and service they require.

A committee was assigned to study the pricing structure of the more than 1,100 term contracts that we administer. Their objective was to simplify language and pricing structures by: (1) combining production items, (2) standardizing item description and format, and (3) structuring prices for a complete product as often as the requirements allow. Some of the recommendations of the committee have already been adopted, other recommendations are being considered for future contracts.

Our program of seeking greater participation by small business through expanding the list of bidders to 20 or more with concentration on small business firms continues to prove successful. During Fiscal Year 1973, a total of 172,601 orders were placed with small business firms compared to only 5,884 with big business.

Savings to government agencies in excess of \$600,000.00 were realized as a result of preplanning and refusing to award contracts for bids that are unreasonable and unrealistic. The utilization of suggestions offered by this Department to the Social Security Administration resulted in savings estimated to be in excess of \$200,000.00.

The income tax program required preparation of 276 specifications, an increase of 47 over the previous fiscal year. The total dollar value of this program increased to \$7,194,576.00.

The quality control inspection program administered by the Commercial Specifications Division is proving its worth. In Fiscal Year 1972 we found 1,316 deficiencies in 8,848 samples. In Fiscal Year 1973 the number of deficiencies dropped to 799 out of 10,389 samples inspected.

Several requirements for microfiche were procured for the first time in Fiscal Year 1973. One requirement alone exceeded \$260,000.00 in value.

A computer program was developed for the abstracting and evaluating of print orders for the flat sheet forms general usage term contract in the Washington Regional Office. A remote terminal has been installed in the Office and the program is in the process of being tested with very favorable preliminary reports. Long range plans call for the program to be expanded to other term contracts and for terminals to be installed in all offices with sufficient volume on the selected contracts.

The function of checking and certifying contractor's vouchers was assumed by three regional offices. With the exception of the Washington and Hampton offices, this function is now being performed in all offices.

Planning Department

The Planning Manager directs and coordinates the activities of three divisions: Planning Service, Plant Planning, and Typography and Design.

Planning Service Division

The duties and responsibilities of this Division are liaison between the Office and its customers in the Federal Government in connection with their printing and binding orders; the receiving, reviewing, recording, preliminary planning and processing of same; coordinate in the developing of schedules for printing and binding services in cooperation with other Office personnel; maintaining informational and communication services related to work in progress; picking up and delivering of copy, proofs, "hot" jobs, and portions of jobs inter-Office and for the agencies and the Congress; and related incidental similar work.

Production Analysis

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
<u>Orders received:</u>			
Requisitions.....	72,215	74,720	73,942
Print orders.....	<u>54,007</u>	<u>61,116</u>	<u>87,762*</u>
Total.....	126,222	135,836	161,704
Jackets issued.....	47,121	49,900	49,681
Open jackets issued.....	7,307	7,518	7,986
Schedules established.....	30,891	38,720	39,923
Informal estimates.....	238	291	179
Spoilages processed.....	891	983	1,182
Waivers issued.....	302	349	451
Depository library, distribution schemes developed.....	14,193	14,934	15,207

*Includes print orders processed directly through regional procurement offices. (This policy was discontinued in FY 1972.)

The total number of requisitions received and jackets issued has begun to show a significant decrease as the Federal regional procurement concept begins to expand and more Government printing is procured directly through the regional procurement offices. This trend should begin to level off as the local agencies continue their normal volume of work, and at the same time produce less work in-house. The number of print orders received also has decreased significantly because of the establishment of new regional contracts and the option of the local Federal agencies to procure directly through the regional procurement offices. This marked change in receipt of print orders is also reflected in the total orders received. However, there has been no appreciable change in the overall workload because of the increase in high priority and special handling requirements in addition to an increased variety of distribution requirements.

There was also a decrease in the number of open jackets issued, caused by the number of new programs accepted for regional procurement, and the number of Central Office commercial programs converted to the regional procurement offices. Much more activity is expected as the regional procurement program continues to expand. As more and more jobs are produced commercially, the number of schedules will decline, with a resulting increase in the workload of the Special Services Section in handling and administering these programs. This year, the departmental estimates approximated last year's in number but were more complicated because the departments were able to use the revised "Simplified Estimating Scale" for the simpler ones. However, the congressional informal estimates have actually decreased 26 percent. Since we are now reporting on spoilages valued at \$100.00 or more rather than on \$50.00 or more used in previous years there was a continued decrease in the number of spoilages processed in FY 1973. The number of waivers issued continued to decline reflecting careful screening in accordance with the established policy of producing and procuring Government printing by and through this Office. The issuance of waivers by regional procurement offices also would contribute to the decline in our figures. The number and size of congressional orders placed in this fiscal year has increased as shown in this report. In addition, the demands placed upon this Office by the present Congress have surpassed any previous session. Among the most demanding and time-consuming jobs have been the production of HR 1 and SR 92-1230 (Social Security Amendments of 1972).

Division personnel participated in approximately 267 meetings with Department officials and/or representatives from various divisions of the Office, for the evaluation, planning, scheduling, and development of new programs of work, special jobs, and changing requirements in programs or individual jobs. Meetings were also held between our customer agencies and our suppliers for the resolution of problems arising from contractual or procedural changes or difficulties. Meetings of one or more hours duration with five to ten people in attendance were not uncommon.

Plant Planning Division

The principal responsibilities of the Plant Planning Division are to plan, firm-estimate, prepare and schedule jackets for printing and binding requisitions and print orders accepted for Plant production; make such further firm and informal estimates as requested by the Congress, Public Documents and Printing Procurement Departments of this Office and the other governmental departments and agencies; develop sales prices on publications sold by the Public Documents Department; prepare and schedule jackets for purchase orders and requisitions for blank paper and miscellaneous supplies; and govern and control maintenance of inventories of paper, envelopes, etc., in the Office and commercial contractor's plants.

Production Analysis

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Printing and Binding:			
Production Plans developed.....	20,035	20,828	20,708
Estimates made--			
Formal (firm).....	14,450	16,426	16,312
Informal.....	3,292	3,307	2,582
Spoilage.....	885	819	870
Line Count, Cong. Hearings--			
25-line pages.....	132,660	175,954	131,181
Sales Prices developed.....	13,458	11,852	10,926
Map orders.....	78	86	96
Jackets prepared--			
Regular and Print Order.....	31,498	31,758	31,584
Open.....	1,337	1,326	1,321
Jackets Scheduled.....	20,035	20,828	20,708
Jackets, etc., copied (Xerox).....	193,415	232,989	255,094
Paper and Materials:			
Purchase Requests prepared--			
Inventory control.....	3,468	3,575	3,759
Special purchases.....	748	674	967
Stores Orders prepared.....	401	487	1,263
Transfers processed--			
Commercial procurement.....	2,193	2,671	2,686
Field Service.....	1,074	1,266	1,511
Blank Paper & Supplies--			
Requisitions received.....	7,325	8,195	8,634
Jackets prepared.....	12,171	13,136	13,939
Releases granted.....	8	3	10

During fiscal year 1973 the Planning Service Division processed a total of 126,222 print orders and requisitions. This total, which does not include Congressional orders, is a decrease of 7.1% from the total of 135,836 in FY 1972. In FY 1971 161,704 total orders were processed.

Most of the decrease in total orders was brought about by the decrease in print orders. Print Orders decreased by 11.6% in Fiscal 1973 because of the establishment of more regional contracts, where the customer agencies procure the work directly through the Regional Procurement Offices.

The decrease in print orders and requisitions did not bring about a proportionate decrease in the workload of this division in FY 1973. The servicing of Congressional orders soared from 20,455 in FY 1972 to 25,102 in FY 1973, an increase of 4,647 orders or approximately 23 percent. Furthermore, there was a 7% increase in recorded meetings held or attended by Planning Service personnel. The increase in priority work and special handling requirements were responsible for the increase in meetings attended.

Typography and Design Division

The principal responsibilities of this Division are: To provide a personal service to representatives of all Government agencies through conferences held at the Government Printing Office on specifications, format, typography, and artwork to meet the agencies' requirements, and to provide layouts, designs, and finished art as ordered; to perform a review operation by examining finished art and camera copy primarily for printing in two or more colors of ink to determine its conformation with the requisition and the guidelines laid down by the Joint Committee on Printing in their Government Printing and Binding Regulations, and to evaluate it for its acceptability in meeting government standards for printing and reproduction; to collaborate with the other Planning and the Production Divisions as outlined in GPO Instruction 105.1; to assume responsibility for quality control as required by the customer agencies; and to provide a photographic service for the customer agencies and the Government Printing Office.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Conferences with departmental representatives.....	926	842	751
Number of persons.....	1,775	1,442	1,232
Agencies represented.....	165	156	183
Jackets received from Scheduling Committee and processed for reference to color, etc.....	7,053	7,644	5,045
Total number of jackets processed.....	9,225	8,613	5,885
Orders for photoengravings.....	1,579	1,738	1,541
Halftones and linecuts ordered.....	9,158	9,091	8,485
Finished art pieces.....	11,781	8,105	8,991
Layout sketches.....	1,980	1,328	1,602
Illustrations retouched (pieces).....	946	1,071	1,576
Dummy pages pasted.....	8,167	4,135	5,133
Photographic requests.....	3,187	3,045	3,063
Finished photo pieces.....	30,183	22,656	28,666
Recovery by direct charges to Jackets:			
Artwork, Layout, etc.....	\$221,804	\$196,630	\$185,371
Photographic work.....	\$ 60,819	\$ 44,154	\$ 41,316

The total jackets processed through the Division of Typography and Design in FY 1973 was 9,225. In FY 1972 the total jackets processed was 8,613 and in FY 1971, 5,885. Jackets processed in FY 1973 show a percentage increase of 7% over FY 1972. There was no appreciable change in the general measurable workload in the Typography and Design Division, indicating a stable situation. However, records reveal a 45% increase in furnished artwork, a 5% increase in layout sketches and a 50% increase in the number of dummy pasteup pages. It was also significant to note an increase of 10% in the number of conferences held in the division. In FY 1973 926 conferences were held as opposed to 842 in FY 1972.

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

Public Papers of the Presidents, Richard Nixon, 1971, Jacket 71-234.

This year in addition to the frontispiece a 16 page full color signature was added to the book. Typography and Design designed the signature, made mechanicals, inspected press sheets, and processed the entire book of 1362 pages from manuscript to finished product through the plant. The book was printed on 50% rag English finish and was casebound in dark navy blue cloth, stamped in light blue and gold.

1972 National Register of Historic Places, Jacket 447-895, Interior - The second edition of this series contained 616 pages with 275 illustrations. The page layout and typographic format was designed in Typography and Design. The text was set on magnetic tape. The Federal Editors Association gave this publication the "Blue Pencil Award" with a third place designation in the category of "The Big Story", hardbound publications, popular or technical, of any length and number of colors.

1972 White House Fellows, Jacket 464-981, Civil Service Commission - This 24 page booklet with separate cover was completely designed in Typography and Design. The layouts, dummy, illustration sizing, and mechanicals were handled entirely in this Division, due to the department's request for typographic and design quality control.

Artists in Schools, Jacket 494-648, National Foundation for the Arts and Humanities - "Artists in Schools" is a book intended to capture the excitement of artists working with students and teachers in the classroom. It is part of the overall desire of the President and the Congress to have the arts made available to more Americans. Typography and Design spent considerable time quality controlling all phases of production from film making through press inspection. Special effects desired by the agency even required the reformulation of ink on the press.

Bicentennial Posters, Brochures, Folders, Informational Literature, etc., Interior - Numerous pieces of printed material describing our upcoming 200th anniversary were quality controlled by Typography and Design during Fiscal Year 1973. The quality control included preproduction conferences in Typography and Design plus the inspection of proofs and press sheets at commercial printing plants. The inspection trips were made with Bicentennial personnel and were very instrumental in achieving A-1 quality products and in effecting a smooth and timely delivery.

The interagency Training Program "Editorial Planning for Printing Production" was held as scheduled during the past fiscal year. The fall 1972 class was held from October 16 through November 9, and the spring 1973 class was held from March 19 through April 12. A total of 262 persons were enrolled in these two series of lectures, and 234 of these received a certificate of completion. There were 29 departments and independent agencies represented.

In addition to our regularly scheduled programs we held an additional accelerated 3-day program for Environmental Protection Agency personnel. A total of 51 people (49 from Environmental Protection Agency offices throughout the country and 2 from U.S. Armed Forces Institute, Madison, Wisconsin), attended the series of lectures and received a certificate of completion.

Production Department

The Production Department is responsible for all "in-plant" printing production. The administrative functions are the prime responsibility of the Production Manager and his staff. Reporting to the Deputy Public Printer, this department has direct responsibility for the Binding, Composing, Letterpress, Offset, and Electronic Photocomposition Divisions, and, to no less a degree, is responsible for the Library of Congress Printing Branch, as well as the small installations at the Smithsonian Institution and Interior Department. The Delivery Section, Congressional Record Indexers, and congressional details are vital responsibilities of this office.

Composing Division

The division's responsibility is to accept manuscript material from Congress and Federal Agencies, furnish galley and/or page proofs to the customer by "hot metal" process, correct returned proofs, and provide type or reproduction proofs to other divisions in the advancement of a publication to delivery. As a service, the division furnishes printing specialists to Congress and the agencies, resolves printing problems of others, and provides guidance and technical advice upon request.

The division consists of six sections--Monotype, Job, Linotype, Hand, Proof, and Patents Sections. Each section operates on a two-shift basis and, where necessary, on a 24-hour basis to assure that the service that is expected of the Office is forthcoming. In addition, there is a small Composing unit physically located in the Supreme Court building where the opinions and decisions of the Justices are processed under maximum security.

The volume of congressional printing continued to increase at a rapid rate during the year. The unification of the two shifts which started a few years ago provides the cooperative efforts that are necessary to accomplish the congressional printing requirements and to satisfy the printing needs of the other Federal Agencies. The printing requirements of the 2d session of the 92d Congress continued to be very demanding up to the time of adjournment of October 18, 1972.

The 1st session of the 93d Congress convened on January 3, 1973, and the Office was alerted that the Appropriations Committees would attempt to have completed as many hearings as possible by the end of July. The Appropriations hearings combined with the average increase in size of the Congressional Record and the daily Federal Register are taxing the capability of facilities to their limits.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Total Payroll	<u>\$29,801,922</u>	<u>\$30,492,816</u>	<u>\$26,084,533</u>
Overtime hours, Shift 1 ...	<u>231,069</u>	<u>275,290</u>	<u>264,569</u>
Overtime hours, Shift 2 ...	<u>351,612</u>	<u>451,899</u>	<u>376,097</u>
Total	<u>582,681</u>	<u>727,189</u>	<u>640,666</u>

The division payroll for the past fiscal year decreased by \$690,894, for a total of \$29,801,922. This decrease in the payroll is attributed directly to the decrease in the overtime hours worked. The night shift accounts for 53.4 percent of the payroll, and the day shift for 46.6 percent.

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Composition of measurable type:			
Machine hours.....	465,489	539,185	584,400
Ems (thousands).....	2,075,144	2,368,844	2,565,074
Per hour (ems).....	4,458	4,394	4,389

There was an increase in the ems per hour average over last year. This is the second year where an increase has occurred to halt the slow decline that had been occurring. Diligent monitoring of production reports helped to achieve the increase. The apprentice production in the setting sections continues to climb as their proficiency increases. Care was exercised in the selection of the trainees as keyboard operators and their value to the Office should be reflected in the future since they form a nucleus of manpower for photocomposition expansion. A large amount of straight matter continues to be set in the keyboard sections in order to meet critical congressional schedules. This has been pinpointed as an area of below-standard production. However, constant monitoring of em reports when these are received in a reasonable time and conferences with operators has resulted in an increase in production in this area. The Patents Section, shift 1, continues to process a large number of chemical patents which tends to depress the production average in that section. This is caused by the complicated manuscript copy that must be handled. Monitoring of production reports will continue and this should be reflected by an increase in em production in the months ahead.

The Congressional Record presents a never-ending challenge to the Night Composing Division -- their major responsibility. Careful selection and training of copy preparers and key personnel in depth is necessary to process Records to meet deadlines. This past year the largest Record

made 512 pages and was printed in two parts. Compared with last year, the Record had 44 fewer issues and was 12,260 pages smaller -- a 24 percent decrease in size.

The Federal Register, a responsibility of day Linotype Section, is another of the vital publications requiring careful supervision to maintain its schedules. The Register is published under supervision of the National Archives and Record Service, and close liaison is maintained to smooth any production problems. Compared with last year, the Federal Register in Fiscal 1973 had 5 fewer issues but was 5,244 pages larger -- a 21 percent increase in size. The Federal Register in 1970 totaled 17,709 pages in 251 issues; in 1973 it totaled 29,596 pages in 252 issues -- an increase of 11,887 pages for the year. This is a 67 percent increase in size in the past 3 years. The Congressional Record and Federal Register pages for Fiscal Year 1973, as compared with preceding years, follow:

	<u>1973</u>		<u>1972</u>		<u>1971</u>	
	<u>Issues</u>	<u>Pages</u>	<u>Issues</u>	<u>Pages</u>	<u>Issues</u>	<u>Pages</u>
Congressional Record...	176	38,534	220	50,794	311	47,600
Record Index.....	19	2,299	23	2,255	21	2,383
Federal Register.....	252	29,596	257	24,352	255	20,311
Federal Register Index.	14	664	12	589	21	1,227

Patents work showed another decrease in hot metal production over the preceding year. A 3-year comparison shows:

<u>Year</u>	<u>Number of Patents</u>	<u>Average issue</u>
1972-73	14,305	275
1971-72	19,083	360
1970-71	41,278	794

The above figures depict the continuing reversal in method of producing patents, which began during Fiscal Year 1970-71. There was a 19,083 (23 percent) decrease in the total number of patents printed during the Fiscal Year 1972-73. Data base decreased 9,440 (15 percent) and hot metal decreased 4,778 (25 percent) from the previous fiscal year. Of the 14,305 patents processed in this division, most were the more difficult chemical patents. In addition, the division was also responsible for preparing and reading approximately 25,057 folios of photocomposition to supply repros to Electronic Photocomposition for data base patents.

Letterpress Division

The Letterpress Division is primarily concerned with the printing requirements of Congress that are performed by the Letterpress method. To accomplish this task there are two press sections; Main Press and Postal Card and three plate sections; Photoengraving, Stereotype and Electrotypes.

There was a general decline in the volume of work in all areas except the Congressional Record and Federal Register. This decline was due to two factors; a shift to more camera copy requiring Offset and the loss of a considerable percentage of departmental work being assigned to commercial procurement.

Considerable changes have been made in this Division in the past year concerning machinery. Two Group 34 presses and one Group 4 press were removed from the floor as surplus. One Group 22, 19-1/2" x 27" Miller S.W. press #855 was moved from the Book Unit to the Job Unit. The transfer and installation of a 27" x 41" Miller press from the Chicago Field Office has been completed and is now in operation. A second automatically fed Embossing Press to replace the old obsolete hand fed press was requested and approved. This new Embossing Press is now in operation. The purchase of a 28" x 41" Miller S.Y. was approved and the press is now in operation in our security area. The installation of the new Congressional Record Press has been completed. Two new casting boxes and two routers have been installed in the Stereotype Section.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
No. of forms put to press.....	95,869	99,905	109,562
Congressional Record issues...	176	220	211
Congressional Record pages....	38,680	50,996	47,776
Federal Register issues.....	252	257	255
Federal Register pages.....	30,492	25,336	21,158
Postal Cards produced.....	690,980,000	809,740,000	947,332,000
Platemaking facility major production items (sq. in.):			
Electrotype Flat Plates.....	265,918	242,578	351,423
Electrotype Curved Plates...	102,599	128,165	269,659
Stereo Flat Plates.....	512,983	582,906	483,484
Stereo Curved Plates.....	5,015,225	5,397,495	6,106,650
Photoeng. Copper Plates.....	60,343	66,569	54,275
Photoeng. Magnes. Plates (all types).....	451,886	528,987	463,246
Dycril plates, all flat & curved.....	236,567	228,078	218,668
Magnes. Wraparound Plates...	268,750	303,150	311,750

Offset Division

The Offset Division is required to process any reproducibles, including manuscript copy for phototypesetting and products thereof, through lithographic photography, platemaking and presswork. Preparatory tasks according to specification are performed for work to be procured from commercial sources. Inspection and storage of lithographic reproducibles manufactured in the plant or commercially are also accomplished by the division.

During the last fiscal year, the use of offset web presses for printing of the Congressional Record and Federal Register continued to increase, 7452 pages of Record and 7800 pages of Register. To accomplish this, 158 forms were run on the Group 88, and 57 forms were run on the Group 91. Total impressions to produce the Congressional Record were 4,090,254. Impressions to produce the Federal Register were 5,522,417 for a grand total of 9,612,671 impressions. Increased use of the offset process to produce congressional bills is evident by a 42 percent increase in the number of bills processed in fiscal 1973.

Conversion of bimetal platemaking to a photopolymer presensitized plate process was completed during the fiscal year. The polymer plate has proven to be very satisfactory for press runs over 100,000 impressions and has greatly reduced processing of long-run plates from approximately two and one-half hours to one third of this time.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Offset Copy Preparation Section:			
Plant.....	10,804	10,931	10,211
Commercial.....	6,770	7,598	8,353
Commercial (Print Order).....	<u>2,791</u>	<u>1,830</u>	<u>2,461</u>
Total.....	<u>20,365</u>	<u>20,359</u>	<u>21,026</u>
Congressional Work (Pages).....	961,135	1,064,798	797,080
Official Gazette and Trade Marks:			
Pages.....	23,704	23,104	23,197
Illustrations.....	60,084	70,239	61,426
Photocomposition Hand Work:			
Data Base Official Gazette (Pg)	16,516	15,401	6,837
Data Base Specifications (Pgs).	268,112	273,741	117,822
Xerox Proofs.....	743,765	760,946	708,672
Offset Negative Section:			
Negatives or Positives.....	1,104,869	1,013,675	1,037,565
Square Inches of Film.....	72,378,248	62,106,664	60,430,230
Proofs.....	504,479	777,707	688,871
Proofs (Color Key).....	11,791	11,529	14,121
Offset Plate Section:			
Number of Plates.....	74,354	71,894	63,326
Offset Press Section:			
Makereadies.....	74,573	74,165	66,572
Impressions.....	301,526,610	315,706,835	315,534,605

Binding Division

The Binding Division includes the Pamphlet, Blank and Book Sections. The Pamphlet Section operates on a three-shift basis. In addition to most of the folding, gathering and inserting work this section binds and distributes the Congressional Record and Index, the Federal Register, U.S. Passports and most of the drilling, punching, wire and plastic binding, wrapping, banding and distribution for the Office. The Book Section performs hand binding, specialty work, case binding, sewed paper cover books and stamping operations.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
	(In thousand units)		
Folding (sheets).....	289,992	323,189	342,743
Gathering (complete books).....	22,298	22,671	18,389
Inserting (complete books).....	57,555	58,000	66,801
Congressional Record Copies.....	8,705	10,836	10,426
Congressional Record pages.....	39	51	48
Federal Register Copies.....	9,555	7,052	5,533
Federal Register pages.....	29	25	22
Passports (2 up).....	1,498	1,487	1,368
Gathering (flat sheets).....	5,877	7,033	8,349
Drilling (sheets, etc.).....	803,840	884,676	1,012,030
Punching (sheets, etc.).....	12,923	18,466	23,728
Cutting (sheets).....	95,534	169,835	191,940
Wrapping (hand and machine).....	1,329	1,762	1,811
Banding (hand and machine).....	1,586	1,423	1,870
Adhesive Bound Books.....	1,142	---	---
Sigs sewed--machine.....	86,018	90,131	85,271
Books cased-in.....	1,367	1,984	1,720
Cases made.....	1,371	2,395	1,819
Pamphlets covered.....	2,951	3,151	3,214
Gathering--books, etc.....	3,286	4,207	4,432

Statistical analysis for Fiscal Year 1973 production indicates fluctuations which are not necessarily abnormal. There was a decline in production requirements for producing the Congressional Record while that for the Federal Register shows a substantial increase. There has been a steady decline in flat sheet cutting for press work during the past three years, which is due to increased web press work. Pamphlet work was on par with that of last year. A 6% decline in casebound work will be noted and this can be partially attributed to the innovation of adhesive binding. It is anticipated that the demand for paper covered adhesive bound books will increase during the current fiscal year.

During the past fiscal year the Binding Division received and installed several large pieces of manufacturing equipment: In-line Crawley Nipper, Gluer, and Dryer to replace two antiquated machines. This machine was

installed in August 1972 and has increased production on nipping and gluing of casebound books. A Sheridan Adhesive Binder was installed in January of 1973 and began producing adhesive bound books in March. The machine is producing good quality adhesive bound books and is handling more and more Congressional work.

Electronic Photocomposition Division

The Electronic Photocomposition Division produces photocomposition on manually-operated photomechanical and tape-operated electronic phototypesetting machines. Computers are utilized to control automated phototypesetting systems. The Division develops information and provides services to the agencies to enable them to adapt suitable publications to this equipment.

Linofilm keyboards and photographic units are used primarily to set manuscript containing complex mathematical equations and technical information. Fotosetter machines produce paper or film positives which are converted to camera copy of forms, certificates, and other suitable publications. Auxiliary equipment such as paper tape perforators and tape converters contribute input to the photo units.

The Linotrons produce complete page photocomposition at high speed using magnetic tape. The magnetic tape which drives the Linotron is written on the Government Printing Office and commercial contractor computers which have been programmed to convert magnetic tape furnished by agencies to a configuration required by Linotron.

Film and paper processors are used in conjunction with the phototypesetting machines to develop the images to either positive or negative form. Proofreading and revising is performed on all manually keyboarded material, and photocomposed pages produced on the Linotron are inspected and assembled within the Division.

Comparison of Major Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Linotron (pages).....	628,888	707,280	407,163
Linofilm keyboards (folios).....	9,598	8,428	9,309
Justowriter Keyboards, tape perforated for Linofilm (1/2 galleys)	730	704	1,003
Linofilm Photographic Units:			
Keyboarded tape (1/2 galleys).....	7,198	6,321	6,982
Furnished magnetic tape (1/2 galleys).....	2,486	3,716	5,008

Linotron page production decreased 11 percent during Fiscal Year 1973 from a total of 707,280 pages in 1972 to 628,888 pages in 1973. By reducing Fiscal Year 1972 production total of 707,280 pages by lost pages (MCRL and Census program) an increase of 30,698 pages of new work in Fiscal Year 1973 is indicated.

The Linofilm keyboards, photographic units, and supporting operations reported increased activity in Fiscal Year 1973. The Linofilm keyboards showed an overall increase of 3 percent in chargeable hours from 14,574 hours in 1972 to 15,057 hours reported in 1973. Author's alterations consumed over 33 percent (5,539 hours) of the chargeable Linofilm hours and consisted primarily of changes set on Patent Specifications. Book composition increased 29 percent on the keyboards in Fiscal Year 1973 from 2,504 hours reported in 1972 to 3,228 hours reported in 1973.

The photographic unit operation increased a comparable 28 percent for this class of work from 3,982 hours in 1972 to 5,090 hours reported in 1973. The overall photographic unit operation increased 26 percent in Fiscal Year 1973.

Modernization approval was granted for the purchase of an Optical Character Reader and Text Editing System which will provide an economical means for capturing source data and the updating of existing data files. The total system is responsive to agency needs to reduce composition costs and to provide increased work for the Linotron photocomposers.

Night Production Manager

The primary responsibility of the Night Production Office is to supervise the printing and delivery of the Congressional Record and to correlate this delivery with the production of congressional bills, committee prints, documents, hearings, reports, and committee print tables while rendering all possible assistance to requests for help in advancing departmental work.

Congressional Record

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Number of issues.....	176	220	211
Number of type pages.....	38,534	50,794	47,600
Average paper pages per issue....	220	232	226

The largest single issue, published October 18, 1972, totaled 352 pages. During the fiscal year, 3,328 Record pages were printed by the Offset Division. In all, in Fiscal Year 1973, there were 41 issues printed which consisted of 288 pages or more while 23 of these Records exceeded 300 pages. Eight issues were published in two parts.

Delivery Section

The Delivery Section is responsible for delivery of finished work in the metropolitan area, covering more distant points such as Gaithersburg and Germantown in Maryland, and Langley and Fort Belvoir in Virginia. Other basic duties are delivery and pickup of supplies between our branch offices, contractors, the shipping of classified material regardless of destination, the return of empty skids, and providing passenger car and bus service as may be required.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Shipments.....	172,195	169,800	171,225
Mileage.....	449,826	430,516	410,941
Pickups.....	6,825	6,535	6,240
Accident Rate.....	8.89	11.61	11.72

Library of Congress Branch

Of the many services rendered, the main function of the Library Branch is the production of catalog cards and proofsheets. This is accomplished with a combined letterpress and offset reproduction process.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Total Catalog Cards.....	109,967,957	122,937,275	140,031,402
Total proofsheets.....	13,849,415	15,961,925	16,382,846
Total forms printed.....	91,849	96,229	99,125
Total press impressions.	27,040,459	29,967,351	31,838,672
Total copies printed....	130,380,333	146,821,955	165,764,294

MANAGEMENT AND ADMINISTRATION DEPARTMENTS AND SERVICES

Administrative Office

The Administrative Office is primarily responsible for directing the Security, Office Services, Housekeeping, Space Management, and Paperwork Management, for the Government Printing Office.

The Administrative Office, established December 15, 1970, commenced operation in June 1971. The Office has been organized into five functional components: Plant Security, Office Services, Industrial Cleaning, Space Management, and Paperwork Management.

Plant Security

The Security Office is responsible for the conduct of the investigative, personnel, and physical security of the Government Printing Office.

Office Services

The Office Services Section is primarily responsible for administering the Parking, Mail and Messenger, and Telephone and Communications Services for the Government Printing Office. As of June 30, 1973, the Government Printing Office had 19 parking lots with 1,796 parking permits issued, which is an increase of 97 spaces over the previous year. Additionally, the following tables reflect the FY 1971, 1972, and 1973 statistical comparisons for Mail and Communications operations respectively:

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Letters.....	403,325	103,970	71,317
Local Message Cost.....	\$ 29,862.97	\$ 28,891.97	\$ 20,620.98
Telephone Charges.....	183,314.01	139,381.72	130,220.64
Federal Telecommunications System Cost.....	83,415.00	86,000.00	76,000.00

Industrial Cleaning

The Industrial Cleaning Section, under the direction of the Executive Housekeeper, is responsible for handling the total cleaning functions of the Government Printing Office. The major reorganization of the section undertaken in FY 1972 is still being implemented. Emphasis has been placed on (1) establishing a program of standardization and simplification of supplies and equipment within the section, and (2) observing and evaluating each employee for possible promotional opportunities. Significant improvements continue to be made in the management of the Industrial Cleaning Section, resulting in a more responsible attitude to the general cleaning problems in GPO.

Space Management

The Space Management Program is responsible for space planning within the Government Printing Office and coordinating programs concerning acquisition, utilization, assignment, and inventory of all office space and special purpose space used by the Government Printing Office. Approval was given in FY 1972 for a plan of action which affected over 44,000 square feet of space.

Paperwork Management

As a result of the National Archives and Records Service (NARS) survey and evaluation of paperwork practices in the Government Printing Office in June 1971, the Paperwork Management Staff was assisted in formulating a meaningful program for the Government Printing Office. At the request of the new Public Printer, the National Archives and Records Service again entered the Government Printing Office to conduct a study of Government Printing Office mail operations and distribution methods, assisted by the Paperwork Management Staff. Their report to the Public Printer in May 1973, gave impetus to the establishment of the Systems Task Force now in operation. Their responsibility is basically to centralize and design an automated administrative/operational system for the Government Printing Office.

Personnel Service

Personnel Service is responsible for advising the Public Printer and his staff on personnel policies and personnel programs which will enable the Office to carry out its mission in the most effective manner. It is also responsible for administering personnel programs in accordance with pertinent laws, civil service rules and regulations, and the policies of the Public Printer.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Training Projects.....		456	368
Employees Trained.....	3,099	2,198	3,184
Treatments in Occupational			
Health Section.....	42,995	43,891	46,304
Total issuances.....	87	112	27
Appointments.....	1,721	1,840	1,817
Separations.....	2,008	1,421	1,751
Total Personnel Actions.....	18,453	19,502	23,743
Positions classified (by survey)...	559	1,260	1,040
Individual classification actions			
(including appeals completed)....	2,963	1,977	347
Labor-Management Agreements			
Negotiated.....	5	5	4
Corrective Actions.....	265	249	267
Special Achievement Awards.....	656	661	650
Outstanding Performance Awards.....	18	22	7

Three apprentice classes graduated during a combined ceremony on May 18, 1973. Sixty-six apprentices reached the journeyman status during the fiscal year.

The manpower control system is now operating for all organization components except: Printing Procurement Department, Data Systems Service, Production Department, and Public Documents Department.

The Joint Negotiated Grievance System was approved by the Public Printer and ratified by the labor organizations in July of 1972.

A total of 125 vacancy announcements were issued, as compared to 92 in Fiscal Year 1972. With the new policy of posting all vacancies except those filled from promotion rosters, this trend will continue to accelerate.

Financial Management Service

The Financial Management Service is responsible for development, maintenance, and administration of a total financial management program for the Government Printing Office. This program is consistent with modern practices, applicable laws and regulations, and the policy of the Public Printer. The Comptroller, who heads the Financial Management Service, must provide for such finance, accounting, policy development and advisory services as required by the Public Printer, other officials, and employees of the Office. Functions include budget preparation and operation, general accounting, payroll and time accounting (including leave, retirement and disability records), cost accounting, accounting systems design, rates development and maintenance for services and products provided by the Office, composition measurement, computing and billing, GPO Forms control, travel service, disbursing and collecting of Public Funds.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Collections.....	\$370,904,361	\$272,170,747	\$252,163,281
Disbursements.....	\$460,651,704	\$342,564,731	\$291,013,824
Pieces of mail handled.....	5,538,550	4,752,200	5,303,371
Number of Savings Bonds issued	81,627	75,468	76,759
Vouchers processed.....	258,000	237,000	173,000
Commercial print orders processed.....	146,385	127,634	98,607
Government bills of lading accounted for and paid.....	42,719	39,038	30,223
Payroll disbursements.....	\$108,518,000	\$101,977,000	\$ 91,467,000
Personnel actions processed...	15,650	20,171	40,812
Employee Data Base Submissions	26,936	13,735	NA
Number of jackets billed.....	121,792	115,938	112,857
Type measured (thousand ems)..	1,980,516	2,249,819	2,452,722
Deposit orders processed.....	580,299	465,384	430,070

Through the preparation of timely Expense Budget Reports and follow-up review with applicable officials by Budget Staff members, managers should become more alert to expenditures from a cost-benefit point of view and more accurate distribution of costs will be realized.

Conversion of Public Documents Department depositor's accounts from a manual to an automated system was underway at the close of the fiscal year. This new system will provide timely processing of transactions, records reflecting current information, and monthly statements for accounts having activity.

Production standards were developed for large machines and were added to the Daily Foreman's Report and Monthly Detailed Listings. These standards enable the users of the reports to quickly recognize significant production variances and provide a tool for necessary managerial decisions pertaining to the variances.

The Government Printing Office has participated in the government-wide Joint Project for Measuring and Enhancing Productivity in the Federal Sector. A GPO permanent productivity reporting system is currently being designed to collect and analyze future production data. Productivity indicators are useful to Top Management in evaluating current policies for future productivity.

Data Systems Service

The Data Systems Service is responsible for all data processing services for the Government Printing Office. This includes computer systems analysis and design; computer programing; and operating card punch and electric accounting machines, computers, and related peripheral and auxiliary equipment.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Computer Systems Surveys completed.....	24	15	14
New Computer Programs completed.....	120	131	115
Revised Computer Programs completed.....	347	410	344
System/360 Converted Programs completed.**	0	42	47
Tabulating Card Processed (millions)....	31.4	29.6	31.0
Magnetic Tapes Processed (estimated)....	49,525	43,000	42,840
Computer Jobs Processed (estimated).....	61,316	34,968*	33,000*

*Reports produced. **Project completed.

Payraises for a given craft of the Central Office can now be calculated, files updated, detailed and summary reports developed and payroll salmon cards produced in a greatly reduced time frame. Increased speed and reduced clerical time has been accomplished by automatically calculating all required rates based on the submission of the new journeyman rate.

The Employee Data Base (EDB) and Individual Earnings systems were interfaced for employee name and address changes. Redundant submission of changes and/or corrections has been eliminated (approximately 100 every biweekly period). Changes are now routed to Personnel Service where they are coded for entry to the EDB.

The G.P.O. Directory of Employees system was rewritten in ANS COBOL. The new system reflects expanded data editing and display features to more precisely identify the errors and omissions. A series of card and tape files were omitted by retrieving the Directory information from the Employee Data Base.

Changes were incorporated in the multi-mailing list system to accommodate processing Standard Periodicals. Modifications were made to allow for controlling the length of subscription service, mailing label generation, renewal notification, subscription expiration and customer purge and delete. Control is by date or number of issues and provides the P.D.D. with the ability to handle the sale of subscriptions on a time frame basis or by a predetermined number of issues.

Engineering Service

The paramount function of Engineering Service is to maintain all buildings, machinery and equipment at a cost effective level which will provide the Government Printing Office with a safe environment for all employees coincident with efficient and effective public printing.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Maintenance service calls.....	29,333	29,439	30,733
Maintenance job orders.....	218	271	216
Specifications for new machinery & equipment.....	41	43	69

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Machines installed.....	25	21	17
Machines relocated.....	44	58	43
Electric power (kw-hr.).....	44,122,000	44,633,000	42,784,000
Gas (cu. ft.).....	15,683,500	14,003,300	14,098,700
Water (gals.).....	210,581,950	164,438,210	220,561,025
Steam (estimated lbs.).....	44,630,000	44,825,000	46,615,000

During the past fiscal year we have been able to effect \$200,000 in cost reduction. Tight control of overtime (50 percent reduction this year), scheduling, work sampling, maintenance trend charts and workload summaries were useful tools in cost reduction. Continuance of these programs plus the introduction of other management tools should sustain continued cost reduction.

Tests and Technical Control Service

The Tests and Technical Control Service, now the Quality Control and Technical Department, is responsible for the laboratory testing of paper, inks, bookbinding materials, metals, chemicals and miscellaneous supplies utilized in the printing and binding process, and the manufacture of select supply items - inks, metals, adhesives, etc. The Department also conducts such research and development as is necessary to improve product quality or resolve problems in the various operating units. Ancillary functions include the development of procurement specifications, monitoring materials and work areas for health hazards, maintaining technical liaison with regulatory agencies and the various technical organizations engaged in related work, and providing technical service and support to the operating units, the Joint Committee on Printing and other Government agencies as requested.

Comparison of Activities

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

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Paper and Envelopes (Materials Mgmt.)..	4,856	6,036	8,629
Printed Matter (Printing Procurement)..	3,986	3,884	2,818
Metals.....	881	906	946
Printing Inks.....	2,623	2,768	2,027
Ink-Making Materials.....	159	186	275
Bookbinding Materials.....	394	682	534
Adhesives & Adhesive Making Materials..	139	113	166
Oils and Greases.....	178	178	162
Chemicals.....	68	91	72
Offset Supplies.....	61	60	54
Environmental Control Tests.....	24	--	--
Miscellaneous.....	693	726	536
Printing Inks Manufactured (lbs.).....	173,289	214,235	219,663
Bindery Glue Manufactured (lbs.).....	180,950	166,385	148,955
Adhesives Manufactured (lbs.).....	130,562	136,622	178,680
Type Metal Corrected (lbs.).....	12,303,348	12,721,163	13,846,285
Silver Recovered (troy ounces).....	2,681	2,777	2,612

The basic elements of a micropublishing laboratory were established to support the work required to implement and control the microfiche procurement generated by the Minicats program. Problems have been minimal but the recent switch from COM to graphics suggest that the Office commitment to this effort may have to be expanded.

The Service has continued its support of the Technical Association of the Pulp and Paper Industry program of evaluating and updating association test methods every five years. During the past year, members of our staff have commented on proposed revisions and have been responsible for the revision and updating of four test methods that are of interest to the Office.

Several air pollution monitoring programs are being given our immediate attention. These include tests for the presence of pollutants such as heavy metals, ozone, isopropyl alcohol, carbon monoxide, dust, and ink or oil mists. The solvent vapor levels have been measured in our electrotpe blocking and platemaking rooms, and found to be below the threshold limits for the solvents being used therein.

Materials Management Service

The Materials Management Service is responsible for: The acquisition of materials, equipment, and supplies; commercial services; transportation services; receiving and shipping; maintaining current inventory records of paper, envelopes, materials and supplies; initiating and accounting for the shipment of Government Post Cards; and providing authorized support to Government Printing Office operations and other Federal agencies.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Purchase Orders drawn.....	11,678	13,294	13,051
Value of Purchase Orders drawn	\$53,843,563*	\$39,237,304	\$33,249,563
Paper purchased by pounds.....	128,111,029**	128,774,830**	125,736,774
Paper purchased by sheets.....	21,912,486	22,922,826	14,893,936
Envelopes, each.....	203,836,150	232,238,950	219,189,729
Containers, each.....	2,935,391	3,454,816	3,199,081

*Includes increased mailing costs due to Public Law 92-607, which is not included in prior year expenditures.

**Includes 14,030,000 (1973) and 10,611,000 (1972) pounds of newsprint. Newsprint poundage was not included in the 1971 annual report figure.

The value of our procurement activities during Fiscal Year 1973 amounted to \$53,843,563. This represents an increase of \$14,606,259 when compared to the previous fiscal year. The increase in expenditures for Machinery and Equipment can be attributed to the overall higher prices being paid for capital goods, plus a small increase in the number of procurements for this category. The entire increase in services, transportation, communications, and travel of \$11,897,503 plus an additional \$1,934,367 is attributed to increased mailing costs of \$13,813,870 due to Public Law

92-607 (Supplemental Appropriation Act of 1973) which placed the U.S. Postal Service on an equitable income basis for postal services provided to federal agencies. Excluding postal services, costs for other services, transportation, communications, and travel actually decreased 3.7%.

Sharp increases in paper prices, particularly in the fourth quarter, accounted for all of the \$2.6 million increase in blank paper, envelopes, and cartons, since the quantities of all three categories declined in FY 1973 as compared to FY 1972.

The biweekly average inventory of paper during Fiscal Year 1973 amounted to 31,517,929 pounds. This figure included an average of 1,926,742 pounds in the plants of commercial printing contractors and 7,273,851 pounds on hand awaiting release. The high point in paper inventory of 37,055,505 pounds occurred during the biweekly period of January 22, 1973 through February 2, 1973, and the low point of 29,141,744 pounds occurred during the biweekly period of May 29, 1973 through June 8, 1973.

PUBLIC DOCUMENTS DEPARTMENT

The major responsibilities of the Public Documents Department are the sale of Government publications, the compilation of catalogs and indexes of Government publications, the distribution of Government publications to depository libraries, and mailing of publications for Members of Congress and Government agencies.

Comparison of Activities

	<u>FY 1973</u>	<u>FY 1972</u>	<u>FY 1971</u>
Amount of Appropriation.....	\$29,762,000	\$14,829,900	\$12,236,000
Number of Sales Orders.....	4,845,087	4,749,308	4,352,343
Amount of Sales.....	\$23,299,689	\$22,500,000	\$22,076,179
Miscellaneous Receipts.....	\$ 4,953,000	\$ 8,622,321	\$ 9,798,091
Number of Letters of Inquiry.....	2,473,659	2,682,102	2,316,077
Publications Received for Departmental Free Distribution....	67,934,621	74,687,523	102,033,292
Publications Distributed Free for other Government Agencies...	64,040,340	95,045,635	94,501,373
Number of Publications Sold.....	78,000,000	78,000,000	78,000,000
Number of Publications Distributed to Depository Libraries....	12,490,228	11,841,888	12,663,137
Total Publications Received.....	254,033,860	200,072,802	241,051,568
Total Publications Distributed....	193,718,249	240,697,292	243,128,577
Customers Served by GPO Bookstores.....	700,957	617,179	539,711
Amount of Bookstores Sales.....	\$ 3,747,532	\$ 3,123,183	\$ 2,858,178
Number of Mailing Lists Maintained.....	1,186	1,164	1,266
Number of Addresses on Mailing Lists	3,835,081	3,386,439	3,055,626
Total Copies of Available Sales Publications	115,974,975	59,553,645	68,237,528
Number of Documents Cataloged....	45,058	45,742	50,538
Number of Depository Libraries....	1,121	1,084	1,054

On February 28, 1973 a request was sent to the Joint Committee on Printing by the Public Printer to contract for feasibility and design studies of an automated order processing system. The request was approved, marking the first step towards a totally automated Publications Management System for the Public Documents Department. Since that time, a contract has been established with the National Archives and Record Service and a special task force has been established to design an integrated administrative/operational system for the Public Documents Department and for other GPO activities. Three departmental personnel are detailed to the task force full time and one on a part-time basis.

During the fiscal year, maximum effort was devoted to modernization of mailing lists by conversion from the Elliott Stencil system to the automated system. In October 1972, it was proposed to convert the remaining 650,000 Elliott stencils to the automated system, by using the attrition method in conjunction with a contractor for bulk processing. In mid-December 1972, approval was given to proceed with the suggested conversion. A conversion desk was established to control all conversions processed by the contractor. On April 9, 1973, a new contract was let to process conversions. All paid subscription files (610,000) were converted to the automated system by May 31, 1973. The remaining stencils (40,000) were the departmental mailing lists and the conversion was completed on June 26, 1973. All production for mailing can now be provided from Videograph machine or the IBM 360 for 3x5 labels.

The Documents Department is now using ATS Terminals to update subscription lists. This method is faster and has reduced update time substantially.

By November 1972, warehouse storage trends indicated the need for additional bulk warehouse space. The Joint Committee on Printing approved an emergency warehouse request for 50,000 additional square feet of space. A lease was signed in May 1973 for 36,700 square feet of modern warehouse space for occupancy in early FY 74, near the Virginia warehouse location.

With 10 additional clerks on the Order Desk, incoming calls to the Inquiries Section were answered promptly. Customers expressed their appreciation for this quick response. The ordinary mail was researched, answered and mailed back to the customers within seven working days.

Twenty-two GPO bookstores are presently serving sixteen major U.S. cities, as well as the Washington, D.C. metropolitan area. With the completion of the Milwaukee bookstore, the number of stores outside Washington, D.C. will increase to seventeen. These stores are dispersed throughout the United States in a pattern similar to existing population concentrations within the country.

A Document's pricing study resulted in development of mathematical formulas that can be used to update pricing scales on the computer in much less time than previously.

In January 1973, the Documents Department assumed the responsibility for processing Consumer Product Information orders.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 1973

ASSETS	Revolving fund	Other funds(a)	Combined funds	LIABILITIES AND INVESTMENT	Revolving fund	Other funds(a)	Combined funds
FUND BALANCES WITH U.S. TREASURY							
AND CASH:							
Fund balances in U.S. Treasury	\$ 9,223,151	\$ 8,084,946	\$ 17,308,097	Accounts payable	\$ 28,858,767(d)	\$ 5,821,210(e)	\$ 34,679,977
Cash on hand and in transit	2,051,549	---	2,051,549	Accrued salaries and wages	2,131,779	229,547	2,361,326
	11,274,700	8,084,946	19,359,646	Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,968,395	---	2,968,395
	108,237,091(b)	149,834	108,386,925	Employees' accrued annual leave	4,865,246	442,133	5,307,379
	915,390	---	915,390	Customers' deposits, prepaid subscriptions and unearned income	7,712,763(f)	---	7,712,763
	3,404	---	3,404		46,536,950	6,492,890	53,029,840
	109,155,885	149,834	109,305,719		85,315,383	---	85,315,383
	10,864,041(c)	---	10,864,041		37,181,647(g)	---	37,181,647
	24,774,341	---	24,774,341		---	4,566,179	4,566,179
	8,495,198	---	8,495,198		---	---	4,953,393
	44,133,580	---	44,133,580		---	4,566,179	132,016,602
	15,056	---	15,056		---	---	---
	---	9,085,173	9,085,173		---	---	---
	---	1,263,606	1,263,606		---	---	---
	36,292,630	10,348,779	46,641,409		---	---	---
	36,292,630	26,884,478	63,177,108		---	---	---
	26,884,478	7,524,490	34,408,968		---	---	---
	9,408,152	2,824,289	12,232,441		---	---	---
	\$173,987,373	\$11,059,069	\$185,046,442		\$173,987,373	\$11,059,069	\$185,046,442
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GOVERNMENT PRINTING OFFICE

TABLE 2

REVOLVING FUND
COMPARATIVE CONSOLIDATED STATEMENT OF INCOME AND EXPENSES
FISCAL YEARS ENDED JUNE 30, 1973 and 1972

	Fiscal Year <u>1973</u>	Fiscal Year <u>1972</u>	Increase or Decrease (-)
INCOME			
Printing and binding services performed for Government agencies and Congress	\$271,166,308	\$241,863,011	\$29,303,297
Document sales to the public	23,135,570(a)	22,908,415	227,155
Appropriation for increased mailing costs (TABLE 3)	6,214,000	12,702,100	-6,488,100
Services associated with document sales: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	15,693,239	9,078,521	6,614,718
Services associated with depository libraries, cataloging and indexing, and distributions for other agencies: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	7,942,328	6,169,750	1,772,578
Blank paper sales: Receipts from other Government agencies	11,642,180	10,378,398	1,263,782
Other	<u>797,815</u>	<u>572,628</u>	<u>225,187</u>
TOTAL INCOME	<u>336,591,440</u>	<u>303,672,823</u>	<u>32,918,617</u>
DIRECT COSTS			
Labor	73,872,953	77,879,962	-4,007,009
Material	23,442,563	24,910,592	-1,468,029
Purchases of printing	<u>151,768,736</u>	<u>129,819,778</u>	<u>21,948,958</u>
TOTAL DIRECT COSTS	249,084,252	232,610,332	16,473,920
GENERAL AND ADMINISTRATIVE COSTS			
TOTAL COSTS	<u>76,034,584</u>	<u>62,682,977</u>	<u>13,351,607</u>
TOTAL COSTS	<u>325,118,836</u>	<u>295,293,309</u>	<u>29,825,527</u>
NET INCOME TO THE REVOLVING FUND			
NET INCOME TO THE REVOLVING FUND	11,472,604	8,379,514	3,093,090
Less amount payable to the United States Treasury (TABLE 5)	<u>4,953,393</u>	<u>8,240,076</u>	-3,286,683
NET INCOME RETAINED BY THE REVOLVING FUND	<u>\$ 6,519,211</u>	<u>\$ 139,438</u>	<u>\$ 6,379,773</u>
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND			
Balance - July 1, 1972	\$ 30,662,436		
Add:			
Net income retained by revolving fund	<u>6,519,211</u>		
Balance June 30, 1973 (TABLE 1)	<u>\$ 37,181,647</u>		

(a) Document sales to the public does not include unfilled cash orders of \$2,146,059 for Fiscal Year 1973. For fiscal year 1972, document sales to public included unfilled cash orders of \$2,939,809.

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AT JUNE 30, 1973

	Appropriation for printing and binding for the Congress	Appropriation for the Office of the Super- intendent of Documents	Other	Total
Balances at July 1, 1972	\$ 4,442,235	\$ 290,004	\$2,467,192	\$ 7,199,431
Additions:				
Appropriations for fiscal year 1973	46,500,000	29,762,000		76,262,000
Reimbursements	---	352,806	---	352,806
Increase in investment in furniture	---	---	149,945	149,945
TOTAL	<u>50,942,235</u>	<u>30,404,810</u>	<u>2,617,137</u>	<u>83,964,182</u>
Less:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding (TABLE 4)	49,287,779	---	---	49,287,779
Increased mailing costs (TABLE 4)	---	6,214,000	---	6,214,000
Sales distribution (TABLE 4)	---	15,693,239	---	15,693,239
Other expenses	---	7,942,328	---	7,942,328
Unobligated funds returned to U.S. Treasury	---	25,676	---	25,676
Depreciation on buildings and furniture and fixtures	---	---	117,253	117,253
Increase in liability for employees annual leave, Office of Superintendent of Documents	---	---	117,728	117,728
TOTAL DEDUCTIONS	<u>49,287,779</u>	<u>29,875,243</u>	<u>234,981</u>	<u>79,398,003</u>
Balances at June 30, 1973 (TABLE 1)	\$ <u>1,654,456</u>	\$ <u>529,567</u>	\$ <u>2,382,156</u>	\$ <u>4,566,179</u>
UNOBLIGATED BALANCES OR OVEROBLIGATION (-)				
Appropriation balance at June 30, 1973 (as above)	\$ 1,654,456	\$ 529,567		
Less:				
Obligations	<u>31,411,537</u>	<u>529,567</u>		
Unobligated balance or overobligation	- <u>\$29,757,081(a)</u>	\$ <u>---</u>		

(a) To be funded from subsequent years appropriations.

OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEARS ENDED JUNE 30, 1973 AND 1972

	Fiscal Year <u>1973</u>	Fiscal Year <u>1972</u>	Increase or Decrease (-)
Payments from congressional printing and binding appropriations to revolving fund:			
Congressional Record	\$ 5,840,300	\$ 9,049,647	\$-3,209,347
Hearings	13,538,688	9,666,202	3,872,486
Miscellaneous printing and binding	6,581,284	5,463,536	1,117,748
Bills, resolutions, and amendments	5,509,849	4,350,193	1,159,656
Miscellaneous publications	3,191,560	4,218,638	-1,027,078
Federal Register	4,341,387	3,085,278	1,256,109
Committee prints	3,161,358	2,285,347	876,011
House and Senate calendars	1,380,230	1,233,776	146,454
Documents	1,277,851	1,154,881	122,970
Supplements to the Code of Federal Regulations	1,962,591	1,111,181	851,410
Committee reports	1,482,430	1,310,261	172,169
Franked envelopes	634,766	617,785	16,981
Publications for international exchange	335,490	358,987	-23,497
Document franks	<u>49,995</u>	<u>50,637</u>	<u>-642</u>
TOTAL PAYMENTS (TABLE 3)	<u>\$49,287,779</u>	<u>\$43,956,349</u>	<u>\$ 5,331,420</u>
Payments from Superintendent of Documents appropriations to the revolving fund:			
Sales distribution expense (TABLE 3)	\$15,693,239	\$ 9,078,521	\$ 6,614,718
Increased mailing costs (TABLE 3)	6,214,000	12,702,100	-6,488,100
Distribution for other agencies	1,936,224	2,153,194	-216,970
Depository library distribution	5,133,329	3,353,533	1,779,796
Cataloging and indexing	<u>872,775</u>	<u>663,023</u>	<u>209,752</u>
TOTAL PAYMENTS	<u>\$29,849,567</u>	<u>\$27,950,371</u>	<u>\$ 1,899,196</u>

GOVERNMENT PRINTING OFFICE

TABLE 5

 REVOLVING FUND
 AMOUNTS DUE U.S. TREASURY
 FROM SALE OF PUBLICATIONS

FISCAL YEARS ENDED JUNE 30, 1973 AND 1972

	Fiscal Year <u>1973</u>	Fiscal Year <u>1972</u>	Increase or Decrease (-)
INCOME			
Income from document sales to the public (TABLE 2)	\$23,135,570(a)	\$22,908,415(a)	\$ 227,155
Appropriation for increased mailing costs	6,214,000(b)	12,702,100(b)	-6,488,100
Reimbursements by appropriations to the Superintendent of Documents	15,693,239	9,078,521	6,614,718
Other Income	<u>545,504</u>	<u>494,896</u>	<u>50,608</u>
TOTAL INCOME	<u>45,588,313</u>	<u>45,183,932</u>	<u>404,381</u>
COST OF PRINTING AND BINDING			
	<u>10,710,207</u>	<u>9,848,741</u>	<u>861,466</u>
OTHER EXPENSES			
Salaries and expenses (TABLE 3)	15,693,239	9,078,521	6,614,718
Administrative	4,631,024	2,960,052	1,670,972
Mailing costs	<u>9,600,450(b)</u>	<u>15,056,542(b)</u>	<u>-5,456,092</u>
TOTAL OTHER EXPENSES	<u>29,924,713</u>	<u>27,095,115</u>	<u>2,829,598</u>
AMOUNT PAYABLE TO U.S. TREASURY (TABLE 2)			
	<u>\$ 4,953,393</u>	<u>\$ 8,240,076</u>	<u>\$-3,286,683</u>
Status of payments due U.S. Treasury:			
Balance payable July 1, 1972	\$ 6,148,406		
Amount payable to U.S. Treasury for Fiscal Year 1973	<u>4,953,393</u>	11,101,799	
Less: Payments to U.S. Treasury during Fiscal Year 1973	<u>6,148,406</u>		
Balance Payable June 30, 1973 (TABLE 1)	<u>\$ 4,953,393</u>		

(a) Document sales to the public does not include unfilled cash orders of \$2,146,059 for fiscal year 1973. For fiscal year 1972, document sales to public included unfilled cash orders of \$2,939,809.

(b) Increased mailing costs reimbursed to Revolving Fund by Superintendent of Documents are included in OTHER EXPENSES - mailing costs.

REVOLVING AND OTHER FUNDS
STATEMENT OF CHANGES IN FINANCIAL POSITION
FISCAL YEAR ENDED JUNE 30, 1973

Funds were provide by:	
Printing and binding services performed (TABLE 2)	\$271,166,308
Document sales to the public (TABLE 2)	23,135,570
Sales of paper (TABLE 2)	11,642,180
Appropriations:	
For Congressional printing and binding	46,500,000
For the Superintendent of Documents	
\$29,762,000 plus reimbursements of \$352,806	30,114,806
Miscellaneous	<u>805,747</u>
Total funds provided	<u>383,364,611</u>
Funds were applied to:	
Operating costs - less allowance for depreciation and net change	
in accrued annual leave	372,628,779
Payments to U.S. Treasury (TABLE 5)	6,148,406
Purchase of equipment	3,191,632
Unobligated funds returned to U.S. Treasury (TABLE 3)	<u>25,676</u>
Total funds applied	<u>381,994,493</u>
Increase in working capital	\$ <u>1,370,118</u>

ANALYSIS OF WORKING CAPITAL	1973	1972	Increase or Decrease (-)
Fund balances with U.S. Treasury and cash	\$ 19,359,646	\$ 38,987,778	-\$ 19,628,132
Accounts receivables & Advances	109,305,719	95,242,359	14,063,360
Inventories	44,133,580	35,742,762	8,390,818
Deferred charges	<u>15,056</u>	<u>20,531</u>	<u>5,475</u>
	172,814,001	169,993,430	2,820,571
Less:			
Liabilities excluding employees' accrued annual leave	<u>47,722,460</u>	<u>46,272,007</u>	<u>1,450,453</u>
Total Working Capital	<u>\$125,091,541</u>	<u>\$123,721,423</u>	\$ <u>1,370,118</u>

STATEMENT OF CLASSES AND BILLING FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD PRINTING OFFICES, AND COMMERCIALY PROCURED WORK
FISCAL YEAR 1973

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	7,886,309	1,548	38,963	---	\$ 6,547,606
Federal Register	10,060,584	2,620	30,371	5,999	4,429,694
Supplement to the Code of Federal Regulations ...	1,011,094	5,160	55,582	---	2,434,680
Official Gazette	446,415	15,283	2,720	---	407,254
Specifications of Patents, Trademarks & Designs ..	3,750,529	---	90,928	---	2,993,510
Miscellaneous Publications	2,279,480,856	9,715,828	600,677	4,039,746	154,234,644
Postal Cards	696,485,750	---	---	---	1,306,087
Catalog Cards	41,309,106	---	---	---	1,022,634
Letterheads & Envelopes ..	347,723,947	---	---	---	3,243,712
Forms	5,827,497,886	---	---	---	21,641,978
Labels, Notices and Posters	998,876,642	---	---	---	9,916,849
Blank Books	41,911,153	---	---	---	1,325,375
Multiforms	2,741,425,964	---	---	---	24,185,091
Miscellaneous Binding ...	19,325	---	---	---	611,646
Binders	1,164,385	---	---	---	621,341
Miscellaneous & Microfiche	119,054,965	---	---	---	28,936,349
Blank Paper	2,632,056,686	---	---	---	11,532,958
Supplies and Services ...	41,341,055	---	---	---	286,405
TOTAL	15,791,502,651	9,740,439	819,241	4,045,745	\$275,677,813
G.P.O. Departmental Service Office	180,988,750	---	---	---	3,800,654
Field Printing Offices ..	87,175,373	---	---	---	16,770,042
GRAND TOTAL	16,059,666,774	9,740,439	819,241	4,045,745	\$296,248,509

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials		\$114,575,262
Value of Outside Printing	\$147,294,444	
Value of Paper Furnished Contractors	2,275,149	
Total Value of Outside Printing		149,569,593
Blank Paper		11,532,958
G.P.O. Departmental Service Office	\$ 3,800,654	
Field Printing Service	16,770,042	
Total Field and Departmental Services Offices		20,570,696
TOTAL AMOUNT BILLED		\$296,248,509

Table 8

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALY PROCURED WORK
FISCAL YEAR 1973

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record ...	7,886,309	1,548	38,963	---	\$ 6,547,606
Federal Register	10,060,584	2,620	30,371	5,999	4,429,694
Supplement to the Code of Federal Regulations ..	1,011,094	5,160	55,582	---	2,434,680
Official Gazette	446,415	15,283	2,720	---	407,254
Specifications of Patents, Trademarks & Designs .	3,750,529	---	90,928	---	2,993,510
Miscellaneous Publications ..	403,366,266	1,486,744	464,726	394,306	59,100,853
Postal Cards	696,485,750	---	---	---	1,306,087
Catalog Cards	41,309,106	---	---	---	1,022,634
Letterheads & Envelopes	244,049,383	---	---	---	2,161,322
Forms	1,291,251,333	---	---	---	4,525,928
Labels, Notices & Posters	171,740,370	---	---	---	2,477,234
Blank Books	13,677,684	---	---	---	829,614
Miscellaneous Binding ..	17,115	---	---	---	601,781
Binders	4,603	---	---	---	7,838
Miscellaneous	15,874,404	---	---	---	25,442,822
Blank Paper	2,632,056,686	---	---	---	11,532,958
Supplies & Services	<u>41,341,055</u>	---	---	---	<u>286,405</u>
TOTAL ...	5,574,328,686	1,511,355	683,290	400,305	\$126,108,220
G.P.O. Departmental Service Office	180,988,750	---	---	---	3,800,654
Field Printing Offices .	<u>87,175,373</u>	---	---	---	<u>16,770,042</u>
GRAND TOTAL	5,842,492,809	<u>1,511,355</u>	<u>683,290</u>	<u>400,305</u>	<u>\$146,678,916</u>

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1973

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications	1,876,114,590	8,229,084	135,951	3,645,440	\$ 95,133,791
Letterheads & Envelopes ..	103,674,564	---	---	---	1,082,390
Forms	4,536,246,553	---	---	---	17,116,050
Multiforms	2,741,425,964	---	---	---	24,185,091
Labels, Notices and Posters	827,136,272	---	---	---	7,439,615
Blank Books	28,233,469	---	---	---	495,761
Binders	1,159,782	---	---	---	613,503
Miscellaneous & Microfiche	103,180,561	---	---	---	3,493,527
Miscellaneous Binding	<u>2,210</u>	---	---	---	<u>9,865</u>
TOTAL	10,217,173,965	8,229,084	135,951	3,645,440	\$149,569,593

Breakdown of the Amount Billed:

Value of Outside Printing (Based on Finished Work Value)	\$147,294,444
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued)	<u>2,275,149</u>
TOTAL	<u>\$149,569,593</u>

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1973

CONGRESS:

Congressional Record	\$ 6,547,606	
Miscellaneous Publications	3,191,673	
Miscellaneous Printing and Binding ...	6,580,972	
Publications for International Exchange	336,272	
Franked Envelopes	634,766	
Documents Franks	49,995	
House and Senate Calendars	1,380,230	
Bills, Resolutions and Amendments	5,509,849	
Committee Reports	1,482,430	
Documents	1,277,851	
Hearings	13,538,688	
Federal Register	4,341,387	
Supplement to the Code of Federal		
Regulations	1,962,591	
Committee Prints	<u>3,161,358</u>	
Total		\$ 49,995,668
Action		732,067
Administrative Conference of the United States		4,261
Administrative Office of the United States Courts		199,349
Advisory Commission on Intergovernmental Relations		13,103
Agriculture		8,665,710
Air Force		15,638,941
Air Force Systems Command		3,149,732
American Battle Monuments Commission		3,536
Appalachian Regional Commission		8,193
Army		33,483,908
Atomic Energy Commission		1,623,852
Board of Governors of the Federal Reserve System		4,287
Central Intelligence Agency		439,321
Civil Aeronautics Board		136,994
Civil Rights Commission		180,848
Civil Service Commission		2,072,028
Commerce		7,386,846
Commission of Fine Arts		7,950
Commission on Population Growth and The American Future ..		27,982
Council of Economic Advisers		110,150
Council on Environmental Quality		100,699
Council on International Economic Policy		9
Court of Claims		124,401
Court of Customs and Patent Appeals		4,376
Defense Mapping Agency		451,956

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Defense Supply Agency	\$ 4,142,354
Department of Defense	22,283
District of Columbia	272,574
Environmental Protection Agency	2,493,443
Equal Employment Opportunity Commission	144,266
Export - Import Bank of the United States	117,141
Farm Credit Administration	25,641
Federal Communications Commission	413,565
Federal Deposit Insurance Corporation	19,579
Federal Home Loan Bank Board	129,115
Federal Judicial Center	8,293
Federal Maritime Commission	19,251
Federal Mediation and Conciliation Service	14,112
Federal Power Commission	383,778
Federal Trade Commission	123,929
Foreign Claims Settlement	7,674
General Accounting Office	419,463
General Services Administration	10,436,251
GPO Sales	26,824,287
GPO Superintendent of Documents Depositories	3,064,903
GPO Superintendent of Documents Others	6,050,830
Health, Education and Welfare	15,525,019
House of Representatives	45,079
Housing & Urban Development	2,200,433
Indian Claims Commission	444
Interior Department	6,234,585
Internal Revenue Service	14,605,070
Interstate Commerce Commission	166,530
Joint Publications Research Service	39,442
Justice Department	3,104,225
Labor Department	3,483,605
Library of Congress	1,104,034
Library Branch	2,005,766
National Academy of Sciences	3,644
National Advisory Council on Adult Education	5,525
National Aeronautics and Space Administration	3,740,603
National Aeronautics and Space Council	13,786
National Capital Housing Authority	15,334
National Capital Planning Commission	18,856
National Commission on Libraries and Information Science	1,385
National Commission on State Workmen's Compensation Laws	5,556
National Credit Union Administration	118,003
National Forest Reservation Commission	579
National Gallery of Art	32,885
National Labor Relations Board	401,255

Table 10 (continued)

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National Mediation Board	\$ 10,553
National Science Foundation	457,993
National Security Agency	2,029,732
National Security Council	1,011
National Water Commission	1,869
Navy	26,894,858
Occupational Safety and Health Review Commission	130
Office of Aerospace Research	148
Office of Economic Opportunity	381,343
Office of Emergency Preparedness	90,698
Office of Management and Budget	1,012,547
Office of Science and Technology	37,379
Office of the Special Representative for Trade Negotiations	2
Overseas Private Investment Corporation	52
Panama Canal Company	16,054
Pan American Union	1,975
Patent Office	4,817,645
Postal Rate Commission	10,857,159
Private Orders	61,959
Railroad Retirement Board	3,421
Renegotiation Board	11,471
Securities and Exchange Commission	159,172
Selective Service System	1,240,257
Susquehanna River Basin Commission	7
Small Business Administration	647,239
Smithsonian Institution	472,660
State Department	2,642,559
St. Lawrence Seaway Development Corporation	291
Subversive Activities Control Board	2,139
Supreme Court of the United States	331,855
Tariff Commission	38,741
Tax Court of the United States	47,567
Tennessee Valley Authority	10,195
Treasury Department	2,807,762
Transportation Department	5,053,730
United States Information Agency	256,809
Veterans Administration	3,035,184
Water Resources Council	43,255
White House	200,546
GRAND TOTAL	<u>\$296,248,509</u>

Table 11

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENT,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1973

Congress	138,167,552
Action	11,103,439
Administrative Conference of the United States	2,522
Administrative Office of the United States Courts	379,749
Advisory Commission on Intergovernmental Relations	27,302
Agriculture	64,185,929
Air Force	171,484,519
Air Force Systems Command	5,926,985
American Battle Monuments Commission	5,939
Appalachian Regional Commission	87
Army	269,610,789
Atomic Energy Commission	3,911,594
Board of Governors of the Federal Reserve System	21,387
Central Intelligence Agency	109,694
Civil Aeronautics Board	39,129
Civil Rights Commission	763,772
Civil Service Commission	41,093,090
Commerce Department	29,323,242
Commission of Fine Arts	477
Commission on Population Growth and The American Future .	19,500
Council of Economic Advisers	33,844
Council of Environmental Quality	47,255
Council of International Economic Policy	7
Court of Claims	149,967
Defense Mapping Agency	910,310
Defense Supply Agency	9,313,326
District of Columbia	27,787
Environmental Protection Agency	9,769,388
Equal Employment Opportunity Commission	670,981
Export - Import Bank of the United States	210,823
Farm Credit Administration	30,257
Federal Communications Commission	754,578
Federal Deposit Insurance Corporation	87,165
Federal Home Loan Bank Board	287,310
Federal Judicial Center	900
Federal Maritime Commission	11,230
Federal Mediation and Conciliation Service	14,567
Federal Power Commission	517,123
Federal Trade Commission	232,092
Foreign Claims Settlement Commission	58,697
General Accounting Office	631,186
General Services Administration	141,957,945

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GPO Sales of Government Publications	86,989,782
GPO Superintendent of Documents, Depository Libraries ...	14,611,335
GPO Superintendent of Documents, Others	34,960,585
Health, Education and Welfare	200,357,247
House of Representatives	500
Housing and Urban Development	41,285,355
Indian Claims Commission	489
Interior Department	38,160,651
Internal Revenue Service	391,240,588
Interstate Commerce Commission	290,243
Justice Department	12,505,332
Labor Department	50,103,931
Library of Congress	2,091,222
Library Branch	9,650
National Academy of Sciences	3,000
National Advisory Council on Adult Education	10,000
National Aeronautics and Space Administration	14,937,271
National Aeronautics Space Council	8,969
National Water Commission	2,000
National Capital Housing Authority	136,535
National Capital Planning Commission	3,511
National Commission on Libraries and Information Science	2,500
National Commission on State Workmen's Compensation Laws	13,000
National Credit Union Administration	759,623
National Forest Reservation Commission	1,200
National Gallery of Art	829,381
National Labor Relations Board	227,684
National Mediation Board	4,352
National Science Foundation	20,932,684
National Security Agency	1,120,372
National Security Council	329
Navy	98,430,729
Office of Economic Opportunity	4,581,217
Office of Emergency Preparedness	486,054
Office of Management and Budget	632,126
Office of Science and Technology	53,601
Office of Special Representative for Trade Negotiations .	15
Overseas Private Investment Corporation	58
Panama Canal Company	12,618
Patent Office	4,025,274
Postal Rate Commission	220,972,218
Private Orders	4,165,380
Railroad Retirement Board	18,548
Renegotiation Board	4,884

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Securities and Exchange Commission	680,941
Selective Service System	11,272,640
Susquehanna River Basin Commission	4
Small Business Administration	17,759,077
Smithsonian Institution	2,214,671
State Department	10,238,825
Subversive Activities Control Board	1,416
Supreme Court of the United States	518,817
Tariff Commission	17,143
Tax Court of the United States	21,869
Tennessee Valley Authority	69,348
Treasury Department	47,694,595
Transportation Department	28,590,472
United States Information Agency	276,623
Veterans Administration	35,096,734
Water Resources Council	49,242
White House	<u>1,243,110</u>
TOTAL	<u>2,302,621,005</u>

SCHEDULE OF
 ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
 AS OF
 JUNE 30, 1973
 (PRINTING AND BINDING OPERATIONS)

Table 12

Congress	\$ 708,202
Action	140,686
Administrative Conference of the United States	3
Administrative Office of the United States Courts	39,570
Advisory Commission on Intergovernmental Relations	345
Agriculture	1,472,297
Air Force	1,621,222
Air Force Systems Command	262,811
American Battle Monuments Commission	17
Appalachian Regional Commission	3,640
Army	8,146,712
Atomic Energy Commission	309,892
Board of Governors of the Federal Reserve System	31
Central Intelligence Agency	100,354
Civil Aeronautics Board	19,871
Civil Rights Commission	13,439
Civil Service Commission	305,475
Commerce Department	1,814,351
Commission of Fine Arts	495
Commission on Population Growth and The American Future ..	7,745
Council of Economic Advisers	892
Council on Environmental Quality	13,804
Council on International Economic Policy	5
Court of Claims	502
Court of Customs and Patent Appeals	65
Defense Mapping Agency	125,133
Defense Supply Agency	399,472
District of Columbia	183,384
Environmental Protection Agency	337,227
Equal Employment Opportunity Commission	18,555
Export-Import Bank of the United States	13,790
Farm Credit Administration	1,956
Federal Communications Commission	46,744
Federal Deposit Insurance Corporation	1,522
Federal Home Loan Bank Board	47,827
Federal Judicial Center	1,430
Federal Maritime Commission	4,664
Federal Mediation and Conciliation Service	791
Federal Power Commission	51,286

Federal Trade Commission	\$ 61,820
Foreign Claims Settlement Commission	124
General Accounting Office	89,838
General Services Administration	1,327,103
GPO Superintendent of Documents, Depository Libraries	13,330
Health, Education and Welfare	2,664,633
House of Representatives	6,351
Housing and Urban Development	247,573
Indian Claims Commission	23
Interior Department	1,304,220
Internal Revenue Service	2,056,006
Interstate Commerce Commission	43,206
Joint Publications Reserve Service	7,443
Justice Department	487,590
Labor Department	517,914
Library of Congress	80,852
Library Branch	206,827
National Advisory Council on Adult Education	5,525
National Aeronautics and Space Administration	451,977
National Capital Housing Authority	3,774
National Capital Planning Commission	2,236
National Credit Union Administration	16,965
National Gallery of Art	3,853
National Labor Relations Board	106,311
National Mediation Board	5,652
National Science Foundation	249,334
National Security Agency	136,846
National Security Council	32
Navy	5,985,893
Office of Economic Opportunity	9,951
Office of Emergency Preparedness	15,604
Office of Management and Budget	11,496
Office of Science and Technology	22
Office of the Special Representative for Trade Negotiations	2
Overseas Private Investment Corporation	10
Panama Canal Company	273
Pan American Union	508
Patent Office	219,414
Postal Rate Commission	1,423,051
Railroad Retirement Board	287
Renegotiation Board	3,629
Securities and Exchange Commission	28,380
Selective Service System	77,234
Susquehanna River Basin Commission	7

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Small Business Administration	\$ 43,448
Smithsonian Institution	178,867
State Department	289,043
Supreme Court of the United States	53,592
Tariff Commission	3,303
Tax Court of the United States	11,249
Tennessee Valley Authority	718
Treasury Department	615,964
Transportation Department	987,533
United States Information Agency	90,025
Veterans Administration	367,250
Water Resources Council	6,665
White House	<u>25,522</u>
TOTAL	\$ <u>36,762,505</u>

Table 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1964 TO 1973 INCLUSIVE

<u>Fiscal Year</u>		
1964	\$ 132,227,944
1965	131,561,835
1966	167,177,834
1967	196,652,072
1968	<u>187,699,629</u>
Total, 1964 to 1968, inclusive		\$ <u>815,319,314</u>
1969	210,067,931
1970	230,371,146
1971	223,009,079
1972	243,759,730
1973	<u>296,248,509</u>
Total 1969 to 1973, inclusive		\$1,203,456,395
Grand Total, 1964 to 1973, inclusive		<u>\$2,018,775,709</u>
Percentage of Increase (+) or Decrease (-)		
Five-Year Period 1969 - 1973 over 1964 - 1968		+48.%

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
 FISCAL YEARS ENDED JUNE 30, 1973 AND 1972

Table 14

FISCAL YEAR 1973			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	\$25,183,702	\$19,269,080	\$5,914,622
CLASS II			
Building Appurtenances	8,913,113	6,213,752	2,699,361
CLASS III			
Office Mach. & Equipment ...	787,270	442,071	345,199
CLASS IV			
Furniture & Fixtures	1,125,469	799,433	326,036
CLASS V			
Motor Vehicles	<u>283,076</u>	<u>160,142</u>	<u>122,934</u>
TOTAL	<u>\$36,292,630</u>	<u>\$26,884,478</u>	<u>\$9,408,152</u>

FISCAL YEAR 1972			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	\$23,244,459	\$18,449,526	\$4,794,933
CLASS II			
Building Appurtenances	8,125,454	5,968,541	2,156,913
CLASS III			
Office Mach. & Equipment ...	719,166	397,544	321,622
CLASS IV			
Furniture & Fixtures	1,099,303	774,268	325,035
CLASS V			
Motor Vehicles	<u>246,859</u>	<u>129,852</u>	<u>117,007</u>
TOTAL	<u>\$33,435,241</u>	<u>\$25,719,731</u>	<u>\$7,715,510</u>

PRODUCTION OF PRINCIPAL ITEMS
FISCAL YEARS 1973, 1972 AND 1971

Table 15

<u>CENTRAL OFFICE</u>	<u>1973</u>	<u>1972</u>	<u>1971</u>
<u>Composing Division</u>			
Total ems set	2,075,144,200	2,368,844,100	2,565,074,100
 <u>Letterpress Division:</u>			
Electrotype plates - sq. in.	368,517	362,481	620,557
Electrotype molds only - sq. in.	---	1,243	1,739
Stereotype plates - sq. in.	5,528,666	5,980,857	6,590,659
Stereotype mats only - sq. in.	2,979,206	767,805	5,275,540
Rubber plates - sq. in.	333,000	251,529	225,867
Rubber stamps - sq. in.	146,978	116,790	105,878
Plastic plates - sq. in.	---	72,580	158,019
Plastic mats only - sq. in.	---	980	2,980
Magnesium wraparound plates - sq. in. ..	268,750	303,150	311,750
Magnesium plates - other - sq. in.	374,202	425,345	362,613
Dycril curved plates - sq. in.	175,098	189,102	212,125
Dycril wraparound plates - sq. in.	34,400	46,225	36,550
Dycril flat plates - sq. in.	61,469	38,976	6,543
Photoengravings - sq. in.	119,831	118,767	78,125
Offset negatives and positives - sq. in.	10,780,668	12,702,867	6,899,400
Plates repaired - number of plates	11,391	9,649	17,219
Postal cards produced	690,980,000	809,740,000	947,332,000
Letterpress forms	95,932	98,938	114,182
Letterpress impressions	404,485,820	415,775,543	455,301,051
 <u>Offset Division:</u>			
Offset negatives and positives - sq. in.	72,378,248	62,106,664	60,316,258
Offset plates - sq. in.	124,988,989	119,363,513	107,224,321
Offset forms	74,569	73,995	66,571
Offset impressions	301,526,659	315,706,835	320,793,034
 <u>Binding Division:</u>			
Sheets folded - machine	304,143,752	323,188,700	342,743,371
Books gathered - machine	26,922,564	26,878,231	22,820,570
Signatures inset	324,189	571,600	1,086,202
Tippings signatures, maps, etc.	48,500,542	51,392,888	54,291,633
Copies wire-stitched, machine	79,930,384	78,121,657	88,195,296
Copies covered	7,637,863	8,551,723	8,708,583
Impressions stamped - all	3,503,846	3,661,410	3,902,606
Books, signatures, etc. stripped	2,269,619	2,708,572	2,997,449
Signatures sewed	86,222,118	91,342,906	85,953,491

	<u>1973</u>	<u>1972</u>	<u>1971</u>
<u>Binding Division: (Continued)</u>			
Sheets drilled or punched	815,999,438	930,805,838	1,062,215,489
Sheets perforated	2,565,642	6,352,534	4,141,483
Bielomatik - units produced	---	2,298,869	1,268,852
Books bound - machine	1,293,557	1,974,247	1,819,361
Hand	1,529,751	1,528,419	1,410,499
Total Books Bound	2,823,308	3,502,666	3,229,860
 <u>LIBRARY OF CONGRESS BRANCH</u>			
Catalog Cards printed	124,338,284	122,937,275	140,031,402
 <u>FIELD PRINTING OPERATIONS</u>			
<u>Chicago:</u>			
Linotype slugs set	---	---	---
Offset negatives - sq. in.	3,432,779	4,180,331	4,272,035
Offset plates - sq. in.	4,864,150	5,883,494	5,586,757
Offset forms	10,670	13,546	13,106
Offset impressions	40,111,228	42,756,249	40,412,549
Letterpress forms	1,663	1,704	2,135
Letterpress impressions	2,104,868	2,928,045	3,387,013
 <u>Departmental Service,</u>			
<u>Washington, D.C.:</u>			
Offset negatives - sq. in.	17,372,263	18,541,444	19,076,055
Offset plates - sq. in.	17,066,325	45,640,515	45,739,400
Offset forms	256,952	272,225	282,622
Offset impressions	166,041,158	198,933,676	199,593,448
 <u>Denver, New York,</u>			
<u>San Francisco and Seattle:</u>			
Linotype slugs set	---	154	---
Offset negatives - sq. in.	12,890,387	18,009,747	16,794,069
Offset plates - sq. in.	13,566,921	24,906,808	22,620,093
Offset forms	133,574	130,800	128,059
Offset impressions	77,231,474	91,460,406	92,524,722
Letterpress forms	1,028	1,170	1,747
Letterpress impressions	3,415,258	1,018,981	1,643,833