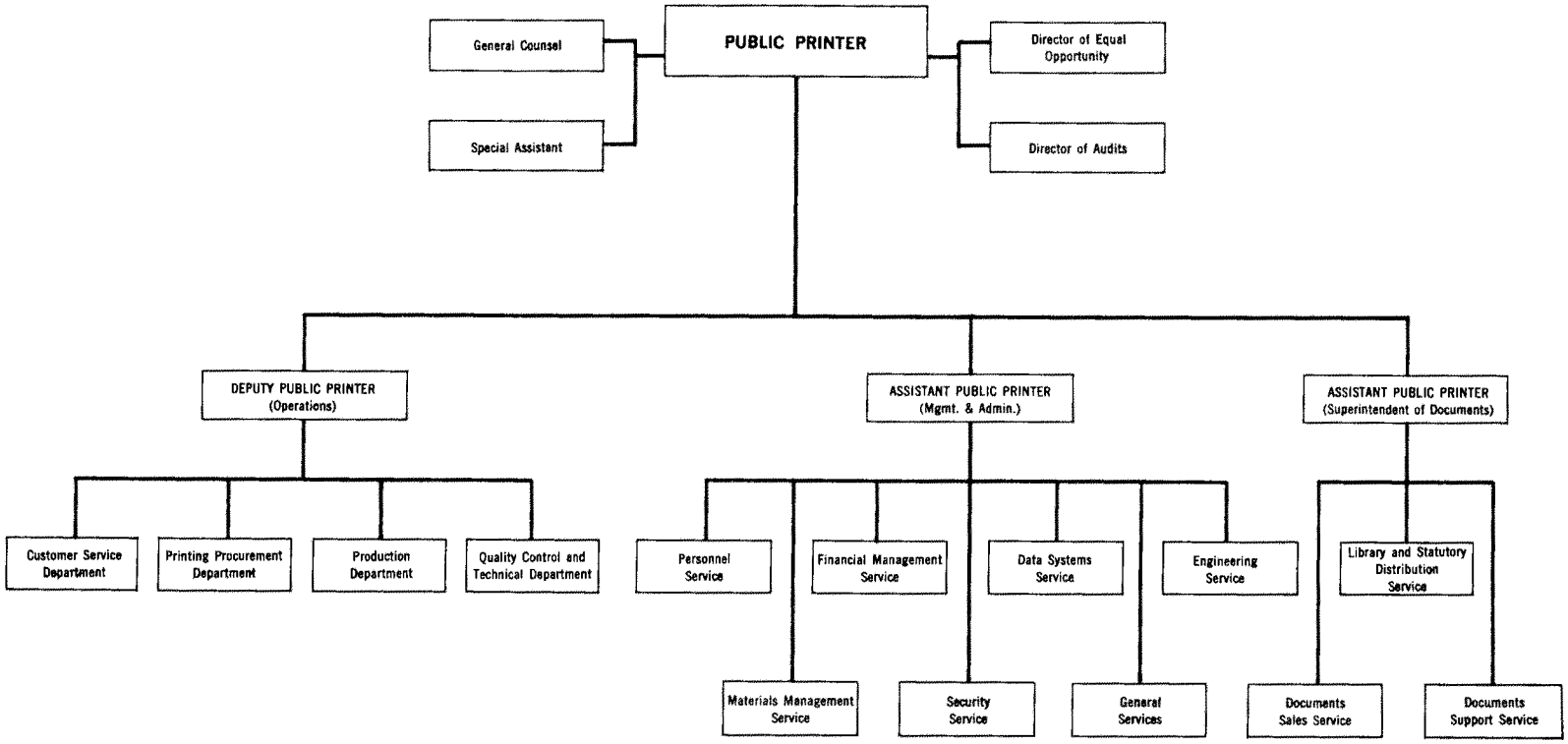
ANNUAL REPORT

OF

THE PUBLIC PRINTER

Fiscal Year
1975

UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART



PRINCIPAL EXECUTIVES OF THE UNITED STATES
GOVERNMENT PRINTING OFFICE

Thomas F. McCormick
  Public Printer

John J. Boyle
  Deputy Public Printer

Walter C. DeVaughn
  Assistant Public Printer (Management and Administration)

Wellington H. Lewis
  Assistant Public Printer (Superintendent of Documents)

MEMBERS OF THE JOINT COMMITTEE ON PRINTING

Howard W. Cannon
  Chairman

Wayne L. Hays
  Vice Chairman

James B. Allen
  Member

Mark O. Hatfield
  Member

John Brademas
  Member

William L. Dickinson
  Member

Denver Dickerson
  Staff Director

FOREWORD

The Government Printing Office began operations in accordance with Congressional Joint Resolution 25 of June 23, 1860. The act stated that the Superintendent of Public Printing was authorized and directed to have executed the printing and binding authorized by the Senate and House of Representatives, the Executive and Judicial Departments, and the Court of Claims.

The Government Printing Office is part of the Legislative Branch and is under the direction of the Public Printer of the United States. The Public Printer is required by law to be a practical printer versed in the art of bookbinding and is appointed by the President with the advice and consent of the Senate.

The Congressional Joint Committee on Printing acts as a board of directors of this Office. The activities of the Government Printing Office are outlined and defined in the act of October 22, 1968, as amended (82 Stat. 1238; 44 U.S.C.).

The GPO executes orders for printing and binding placed by Congress and Departments and establishments of the Federal Government. It furnishes blank paper, inks and similar supplies to all Government activities on order. It prepares catalogs and distributes and sells Government publications. Over 25,000 different publications are sold through mail orders and government bookstores throughout the United States. It administers the Depository Library Program through which selected government publications are made available in libraries throughout the country.

GPO invites bids from commercial suppliers on a wide variety of printing and binding services. It awards and administers contracts, and maintains liaison between ordering agencies and contractors.

FISCAL YEAR 1975 HIGHLIGHTS

Most facets of printing and binding provided by the Government Printing Office during 1975 were greater than the preceding fiscal year. Total dollar volume aggregated $439.7 million. This was $73.6 million, 20 percent, greater than 1974, and $148 million greater than 1973. The two year growth was 51 percent. Procurement of printing from commercial sources was 66.8 percent of the total dollar volume for 1975 compared with 64 percent in fiscal year 1974.

Modernization efforts during the past year included the installation of an optical character reader/text processing system which was initially used to produce congressional work. The system provides the capabilities for copy editing, updating, and data retrieval from storage through the use of special purpose video display terminals. It is anticipated that a 20 percent cost reduction will result from hearings produced with this system. Six new offset presses, replacing obsolete equipment, were placed in operation during the year. Many congressional publications have been converted to the adhesive binder which was installed last year resulting in lower cost and a better product. An automatic gathering, sewing, and folding machine, used to manufacture U.S. passports, was also placed in operation during 1975.

The Environmental Impact Study for a proposed new main printing facility was initiated and is expected to be completed early in fiscal year 1976.

Several new management methods and processes have been initiated or greatly refined during this year. Those expected to have major impact are:

-- Management by Objective which was formally adopted throughout the Office in August 1974 to define, systematically plan, measure progress and meet objectives at all organizational levels.

-- Automated data services planning for which new policies and procedures were introduced to develop orderly and workable selection, approval and implementation of major computer oriented projects.

-- Internal budgeting, work measurement and productivity standards development were refined and strengthened to further coordinate and integrate resources with workload.

A pilot project on the use of microfilm was begun. It involves conversion of the Code of Federal Regulations from hard copy to microfilm for distribution to selected depository libraries. If this test is successful, the Code will be available to all depository libraries in microfiche. It is expected that this will reduce the cost of the Depository Library Program by $320,000 annually.

Physical consolidation of certain activities under the Superintendent of Documents has been partially completed and some new automated systems brought on line. These have improved the effectiveness of Documents programs.

Fiscal year 1976 will see an increase in the amount of composition produced on photocomposition equipment and a continuing decrease in overtime hours in the hot-metal typesetting operations. The text processing capacity of the Electronic Photocomposition Division will more than double in fiscal year 1976 and new phototypesetting equipment will provide increased flexibility. New processes in the platemaking area will become operational which may soon replace our present relief platemaking processes. Purchased printing by the regional field offices is anticipated to increase in volume in fiscal year 1976 as agencies decrease the amount of work produced in-house.

During fiscal year 1976 an Office of Assistant Public Printer for Planning will be established. The principal purpose of this activity will be to determine the appropriate alternatives to insure the agency's mission is accomplished in the most efficient, effective, and economical manner with particular emphasis on utilizing new technology by the Government Printing Office and its customers.

It is expected that sales of government publications to the general public and distribution to the depository libraries will increase. New facilities, new systems and increased productivity will be required to handle these increases. Action in these areas has started and will permit handling of greater volume more efficiently.

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STAFF ACTIVITIES

OFFICE OF 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 legislation, procurement, personnel actions, labor-management relations, litigation, and claims.

In discharging this responsibility the Office of the General Counsel (1) provides all legal services relating to the procurement and disposal of all real and personal property, including determination and settlement of disputed procurement and other contracts and claims, (2) drafts and comments on all legislation affecting the Office, (3) investigates torts and claims and approves their disposition, (4) determines the legality of internal instructions, policies and practices, (5) provides hearing examiners for grievances processed under internal Government Printing Office procedures, (6) provides agency representatives for Equal Opportunity complaints, negotiates settlements of Equal Opportunity matters, (7) acts as legal advisor to agency representatives in adverse action appeals and hearings convened by the Civil Service Commission, (8) prepares litigation reports for use by the Department of Justice and the U.S. Attorneys in court cases and otherwise assists therein, (9) furnishes services of attorneys to act on Government Printing Office Contracts Appeals Boards, and (10) reviews and coordinates union contract matters.

		FY 1975	FY 1974	FY 1973
Personnel	Number of Employees	10	9	5

Activities

The amount and complexity of the workload increased over fiscal year 1974 in three areas. The contract disputes and appeals increased from one in fiscal year 1974 to 10 cases in 1975, Equal Opportunity hearings increased from four to nine in 1975 and litigations including class action increased from four in fiscal year 1974 to five in fiscal year 1975.

During the year Public Law 93-359, dated July 25, 1974 authorized the Government Printing Office to waive certain claims of the United States arising out of erroneous payments of pay and allowances, bringing the Government Printing Office into line with other Federal agencies which already have this statutory authority; and Public Law 93-459, dated October 20, 1974 amended Title 44, United States Code, to provide statutory accountability of certifying officers of the Government Printing Office similar to the accountability of other Government certifying officers and provided that they may submit vouchers to the General Accounting Office for advance rulings.

Cases A precedent-making case worked on during this year involved the liability of the Public Printer and the Superintendent of Documents for money damages for invasion of privacy.

The suit has its genesis in the printing and distribution of a House Report, an investigative report of a Public School System. The case reached the Supreme Court on the procedural issue of the immunity of the officials under the Speech and Debate Clause of the Constitution and the judicially fashioned doctrine of official immunity. At the conclusion of the Supreme Court proceedings, the only defendant parties remaining were the Public Printer and the Superintendent of Documents, the Court having affirmed the judgment of the lower courts dismissing the suit as to the other defendants. Inasmuch as the Court dealt only with the issue of immunity and did not have facts before it regarding the extent of the publication and distribution of the Report, the case was remanded to the lower courts. The question remaining, therefore, was to determine if the publication and distribution of the Report were within the sphere of legitimate legislative activity so as to cover the Public Printer under the umbrella of the immunity of the Speech and Debate Clause of the Constitution.

Further proceedings in the District Court based upon affidavits of present officials of the Government Printing Office resulted in a dismissal of the action. The plaintiff appealed to the Circuit Court of Appeals where the matter is presently pending.

Another case arose out of a motion filed in October 1974, seeking to have a non-GPO employee seated on the Public Printer's Wage Advisory Committee which was to consist solely of GPO employees. The person had to be ejected from the meeting and the Government Printing Office building. He filed an action against the Public Printer and another official seeking $50,000 compensation and $500,000 in punitive damages. An answer was filed by the Government denying any improper action had occurred, and in January 1975 the case was dismissed for lack of prosecution.

In another case the plaintiff, a former employee, was suspended indefinitely by GPO in November 1973, pending disposition of criminal charges brought against her for murder, assault and battery in connection with a fellow employee. Plaintiff declared that she was improperly suspended and sought reinstatement in a complaint filed in February 1975 for declaratory judgment and other relief. The complaint was dismissed by the Court without prejudice.

Some other cases included five brought under Title VII of the Civil Rights Act, one of which was declared by the Court to be a class action. Two of these suits were decided in favor of the Government Printing Office and the remaining three are pending before the Court.

EQUAL OPPORTUNITY OFFICE

The Equal Opportunity (EO) Office is responsible for assisting the Public Printer 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.

The EO Office assists in the formulation and implementation of an affirmative action plan covering such elements as: 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, age, or national origin. In addition, the Office periodically advises the Public Printer on procedures, regulations and other matters pertaining to the EO program.

Production Analysis

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

	FY 1975	FY 1974	FY 1973
Number of Employees Counseled	357	453	674
Number of Formal Complaints Processed	22	14	10
Number of Informal Resolutions	80	53	130

In accordance with GPO Federal Merit Promotion Program procedures, the EO Office is represented on each promotion panel. During the past year, staff members served on 94 promotion panels and reviewed 209 promotion actions.

Personnel

Number of Employees

Central Office			
Full Time	14	11	8
Part Time	30	41	36
Field			
Part Time	49	17	12
Total	93	69	56

At the end of the year, the Equal Opportunity Office was Staffed by an EO Director, two EO Officers, a Spanish Program Coordinator, a Federal Women's Program Coordinator (FWPC), four EO specialists, two EO investigators, and two secretaries. The staff members in the field installations consisted of 14 counselors, three Field Service FWPC's and 32 EO Committee persons.

Significant Achievements

New Spanish American hires increased the GPO total of Spanish American employment to 176 at June 30, 1975, an increase of 30.

The Director and key staff members conducted an orientation of top management in the concepts, principles, laws, and regulations pertaining to the agency's EO Program. In addition, a much broader EO Training Program entitled "EO Training for GPO Supervisors" was offered. This nine-hour course was conducted by staff persons and was presented to enable management to identify problem areas of particular EO concern, and to foster better relationships between employees and management in the work environment. The course stressed management's responsibility for EO results.

Future Plans

Greater use of statistical models and studies will be utilized by the EO Office to enhance the assessment of EO progress throughout the agency. Turnover studies and morale evaluations will be made. More frequent and timely reports regarding the findings will be made available to top management as well as Department and Service Heads.

SPECIAL ASSISTANT

The Special Assistant to the Public Printer performs certain staff duties and is responsible for public information, and serves as the focal point of contact with industry and trade associations and private industry.

During fiscal year 1975, this Office:

a. Made contact with and established good working relationship with trade and general press. Many positive articles have resulted.

b. Assisted in the development of agency workshop programs designed to improve GPO/agency relations and effectiveness of Federal graphics.

c. Coordinated a slide presentation on history, mission, organization, and scope of activities of GPO. Copies will be made for training and original was shown to the National Endowment for the Arts.

d. Coordinated with Customer Service in developing programs to bring about better cooperation among agency editors, designers and printing officers.

e. Served as liaison for visits by national and international printing officials.

f. Compiled centralized speech file.

g. Assisted in the development and execution of the first executive seminar outside the Central Office.

Future Plans

This Office plans to accelerate a number of external and internal public information programs.

Working with the Customer Service Manager, the Office will continue to present seminars and workshops to agencies and graphics-oriented organizations on how to get more out of the printing dollar.

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. The Office of Audits maintains liaison with the General Accounting Office and other outside audit activities.

Activities

During the year, the Office of Audits reviewed cash handling procedures and controls; initiated a comprehensive examination of GPO pay policies and procedures; evaluated management and operating practices pertaining to: selected Field Printing Offices and Regional Printing Procurement Offices; Pueblo Distribution Center; billings submitted by selected commercial contractors; Documents Area order processing controls; Customer Deposit Accounts; and Agency complaints about printing. Follow-up reviews were performed on procedures related to handling of cash and other negotiable instruments; billing and collection procedures of the Government Accounts Section and batch controls system for processing customers' orders for publications. The staff members worked with representatives of the General Accounting Office (GAO) in its annual audit of GPO's financial statements.

During fiscal year 1975, the Office of Audits established a procedure to test turnaround times of orders submitted for publications; conducted three tests using this procedure, and reported on the results. Also, the staff verified GPO's change, coupon and imprest funds on a quarterly basis and responded to 22 special requests from top management. The staff also responded to three requests for staff assistance from Employeee Relations Branch of Personnel Service and the Security Officer.

The Office of Audits worked closely with operating personnel and GAO to develop sampling plans which were used at fiscal year end to value GPO's inventories.

		FY 1975	FY 1974	FY 1973
	Audit Reports Issued	37	27	42
Personnel	Number of Employees	11	8	9

Significant Achievements

As a result of the audit work performed, procedures and controls were strengthened and improved. The Office of Audits made recommendations to GPO management which would increase revenue and/or reduce costs by a total of $206,000. Included in this total are overpayments amounting to over $40,000 that were recovered from printing and binding contractors. This represents an increase in cash recovery of $7,500 over fiscal year 1974.

Future Plans

The Office of Audits plans to establish a career development program for auditors by having them assigned to various work areas within the Government Printing Office for specified periods of time. The purpose of the program is to attract qualified people and train them to be competent managers.

DEPUTY PUBLIC PRINTER (OPERATIONS)

The Deputy Public Printer performs such duties as are assigned by the Public Printer and acts as Public Printer in the absence of the Public Printer in accordance with Title 44 of the U.S. Code and other applicable laws. He is responsible for direction of planning and production of printing and binding through in-house facilities and contractors. In this capacity, he supervises and coordinates the activities of the Managers of the Customer Service, Printing Procurement, Production, and Quality Control and Technical Departments. The production statistics of these Departments are shown on pages 51 to 54 and certain data are summarized under each Department below.

Perspective

Fiscal year 1976 will see an increase in the amount of composition produced on photocomposition equipment and a continuing decrease in overtime hours in the hot-metal typesetting operations. The text processing capacity of the Electronic Photocomposition Division will more than double in fiscal year 1976 and new phototypesetting equipment will provide increased flexibility. New processes in the platemaking area will become operational which will soon replace our present relief platemaking processes. Purchased printing in the Regional Procurement Offices is anticipated to increase in volume in fiscal year 1976.

CUSTOMER SERVICE DEPARTMENT

The Customer Service Manager directs and coordinates the activities of the Planning Service, Plant Planning and Typography and Design Divisions. He serves as the Government Printing Office representative with the Joint Committee on Printing (printing and binding regulations). He advises the Public Printer and Deputy Public Printer on methods to improve GPO's ability to serve its customers.

PLANNING SERVICE DIVISION

The duties and responsibilities of this Division are serving as liaison between the Office and its customers in the Federal Government in connection with their printing and binding orders; receiving, reviewing, recording, preliminary planning and processing of orders; coordinating in the development of schedules for printing and binding services in cooperation with other Office personnel, maintaining informational and communication services related to work in process; picking up and delivering copy and proofs, and performing other related work.

Production Analysis

The total number of print orders and requisitions received in fiscal year 1975 decreased from 112,562 in fiscal year 1974 to 105,060 or about nine percent. The decreased number of orders and requisitions is attributed to the tightened economy

and increasing services furnished by the Regional Procurement Offices. However, this trend has leveled off now that the Federal Regional Printing Procurement Program has been fully established.

Significant Achievements

The Congressional Information Section was reorganized which resulted in better response to Congressional needs and reduction in overtime.

PLANT PLANNING DIVISION

The responsibilities of the Plant Planning Division are to: plan, estimate and prepare production schedules for plant production; prepare jackets covering requisitions for blank paper and miscellaneous supplies; and control inventories of paper and envelopes within the Office and printing contractors' plants.

Production Analysis

The overall production decreased about 10 percent in fiscal year 1975 over fiscal year 1974. For example, jobs scheduled dropped from 30,218 to 28,440, firm estimates dropped from 11,962 to 9,088 and blank paper requisitions dropped from 6,841 to 5,905 (see detailed production statistics on page 51).

Significant Achievements

Savings of over $185,000 in the cost of printing resulted from recommendations by Division technicians. For example, the Civil Service Commission saved over $39,000 through a suggested change in format; Housing and Urban Development accepted the suggestion to change a job from saddle stitch to paste-on-press which resulted in a $25,000 savings; the Department of Army saved over $30,000 by changing a job from sewn to adhesive binding; and the General Services Administration saved more than $25,000 by changing a type of paper and method of packaging.

TYPOGRAPHY AND DESIGN DIVISION

This Division is charged with the responsibility of providing design, illustration, consultation, and quality control services to all Government agencies and the Departments and Services of the Government Printing Office.

Production Analysis

While some of the work in this Division continued to decline from previous years, such as the number of jackets processed (see page 51), orders for photoengraving and halftones and line cuts have increased from 9,935 in 1974 to 10,169 in 1975, a 10 percent increase.

Significant Achievements

The Technical Review Section technicians were responsible for savings of nearly $75,000 during the year, which does not include economies affected in conferences prior to completion of specifications and the preparation of finished artwork.

The Interagency Training Program "Editorial Planning for Printing Production" was held as scheduled during the past fiscal year and 260 persons were enrolled in two sessions.

Sixty-five persons attended the first annual Government Printing Office "Design Focus" seminar for Federal artists and designers. This program included guest speakers of local and national stature from both private and federal sectors of the designed community.

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. 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.

Production Analysis

The value of printing procured commercially during fiscal year 1975 when compared with fiscal year 1974 increased $32.3 million (23 percent) in the Central Office and $26.4 million (37 percent) in the Regional Offices. This was a total increase of $58.7 million for the year which was primarily the result of the generally inflationary market of fiscal year 1975. The total number of jobs processed increased slightly (3.5 percent) from 181,364 in 1974 to 187,833 in 1975.

Significant Achievements

A Multilith Press Model 4250 and Rotomatic 50-bin gathering machine were installed in the Commercial Printing Specifications Division to facilitate the preparation of commercial printing specifications. This has provided increased reproduction capacity at a lower cost and has virtually eliminated the hand gathering bottleneck that has plagued this operation for a number of years.

Computer terminals for abstracting and evaluating bids on print orders were installed in six more Regional Offices during fiscal year 1975. A total of nine Regional Offices now have this capability. It is estimated that 5,700 man-hours, or approximately $47,000 will be saved annually as a result of this capability.

The conversion of the bid forms on the contract for marginally punched continuous forms to Optical Character Recognition (OCR) enabled the reduction of keypunching delays of as much as two weeks which had previously been encountered in processing the more than 200,000 individual bid items that were received.

A "single jacket concept" for term contracts was adopted. In the past, a separate jacket was assigned for each month of the contract term, but now only one jacket per fiscal year will be required. This has reduced errors and saved a considerable amount of processing time and storage.

Future Plans

A committee has been established for reviewing all term contracts for possible conversion to a basic format pricing structure. This concept will permit the automation of abstracting print orders on multiple award-type programs in both the Central and Regional Offices.

PRODUCTION DEPARTMENT

The Production Department is responsible for all "in-plant" printing production. This Department has direct responsibility for the Binding, Composing, Electronic Photocomposition, Letterpress, and Offset Divisions. The Delivery Section, Congressional Record Indexers, and Congressional Details also are the responsibility of the Production Manager. In addition, a Library of Congress Branch plant is operated in the Washington Navy Yard to produce catalog cards for the Library of Congress.

BINDING DIVISION

The mission of Binding Division is to perform binding and finishing operations on printed and blank sheets according to the requirements of Congress and other Federal agencies.

Production Analysis

Production records for the past three fiscal years show an increase in most categories of Congressional work. For example, over 23,000 copies of legislative bills were processed, a 15 percent increase over last year. More than 1,500 hearings were processed, a 10 percent increase over last year, and over 12 million copies of the Federal Register were processed, a 13 percent increase over fiscal year 1974.

The overall volume of work performed by the Division declined slightly during fiscal year 1975 due to the trend toward increased commercial procurement of work for executive agencies. The volume of work produced by the Binding Division is now primarily related to Congressional activity.

Significant Achievements

During the past fiscal year the Binding Division's efforts were especially directed toward providing better service to Congress. Several new pieces of equipment were installed which will allow the Bindery to meet production requirements more efficiently and at a reduced cost. For example, two new faster folding machines were installed expediting deliveries of Congressional Bills. Also, two Nordson Hot-melt Applicators were installed on the mailing machines in the Record Room which resolved difficulties encountered in wrapping the Congressional Record and the Federal Register.

COMPOSING

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 customer agencies, resolves printing problems of others, and provides guidance and technical advice upon request.

Production Analysis

The Division consists of six sections--Monotype, Job, Linotype, Hand, Proof, and Patents. Each section operates on a two-shift basis and, when necessary, on a 24-hour basis to assure that the service 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 security conditions.

The total number of ems set in fiscal year 1975 shows a decrease from 2.23 billion to 2.03 billion, a nine percent decline. The principal reason for the decline is due to certain patent work and other tabular matter being procured commercially and/or produced by photocomposition within GPO. The trend from hot-metal typesetting toward photocomposition and other methods of reproduction is expected to continue.

The largest single issue of the Congressional Record was produced this year which consisted of 608 pages and was printed in two parts. Also, the largest issue of the Federal Register was printed this year. It consisted of 960 pages and was printed in two parts and three sections. The Federal Register continued its trend of larger daily issues in fiscal year 1975 with a 17 percent increase in printed pages. Compared with last year, the Register had six more issues and 7,004 more pages, with an average pages per issue increase of 24, or 168 pages per average issue. The Register has now grown 60 percent over the 1970 page total of 17,709. The Congressional Record and Federal Register pages for fiscal year 1975 as compared with preceding years follow:

	FY 1975		FY 1974		FY 1973	
	Issues	Pages	Issues	Pages	Issues	Pages
Congressional Record	197	44,014	202	45,195	176	38,534
Record Index	20	2,738	23	2,685	19	2,299
Fed. Reg.	259	43,525	253	36,521	252	29,596
Fed. Reg. Index	14	639	12	600	14	664

ELECTRONIC PHOTO-COMPOSITION DIVISION

The Electronic Photocomposition Division produces photocomposition on manually-operated photomechanical and tape-operated phototypesetting machines. An Optical Character Recognition System (OCR) and a Text Editing Processor are used for capturing original typed manuscript copy and performing file corrections and updating. The Division provides information and consulting services to customer agencies to enable them to adapt their composition needs to these systems.

Production Analysis

The Linotron production of 708,034 pages in fiscal year 1975 represents the highest production achieved on the system since installation in 1967. This is an increase of 102,147 pages, 17 percent, over the number of pages produced during fiscal year 1974.

Significant Achievements

Congressional Hearings have been by far the largest volume of work produced through the OCR/Text Editing System. Approximately 14,500 manuscript folios were processed by this new system during the latter part of fiscal year 1975 compared with none in fiscal year 1974. The majority of these folios were for the Senate Appropriations Committee which submitted OCR scannable ready copy to GPO.

During fiscal year 1975, the highest total production through the Linotron System was Patent Specifications which totaled 396,032 pages this fiscal year compared with 337,854 pages last fiscal year.

The Official Gazette pages totaled 19,722 this year as compared with 16,385 pages for fiscal year 1974. This reflects a 17 percent increase for the Patent Specifications and a 20 percent increase for the Official Gazette.

Specifications were developed and bids submitted for a new high-speed mathematical photocomposing system with supporting software. The new system will replace the current Linofilm System and Fotosetter equipment and will expand the typesetting flexibility of the Division.

LETTERPRESS DIVISION

The primary mission of the Letterpress Division is concerned with Congressional requirements for printing produced by the letterpress method. This task is accomplished by two press sections: Main Press and Postal Card, and three Plate Sections: Photoengraving, Stereotype, and Electrotype.

Production Analysis

Total press impressions increased slightly, (two percent) from 393.2 million in 1974 to 402.5 million in 1975, due to a large number of issues of the Federal Register. The increase was achieved even though there was a 36 percent decrease in the number of postal card impressions.

In addition to normal production, the postal card presses produced, for the first time in fiscal year 1975, a total of 20.9 million kraft wrappers.

Significant Achievements

The casing machine acquired for production of small cartons in the Postal Card Section has proven to be a vital improvement in casing of postal cards and has resulted in a decrease of about 5,000 man-hours per year in this operation.

A joint effort between the Letterpress and Offset Divisions for use of photopolymer plates is proving advantageous. Photopolymer plates are being used to produce passports and plans are being formulated to purchase a suitable photopolymer platemaking system for utilizing these plates in the Letterpress Division which should result in reduced platemaking costs.

OFFSET DIVISION

The Offset Division is responsible for the production of printed matter by the use of rotary sheetfed and web offset presses. The Division performs preparatory tasks according to specifications for work to be procured from commercial sources. It inspects and stores lithographic reproducibles manfactured in the plant or commercially.

Production Analysis

The number of press impressions produced by this Division declined from 283.7 million in fiscal year 1974 to 269.6 million in fiscal year 1975, a five percent decrease. This continued decline reflects a trend toward increased procurement from commercial sources.

Significant Achievements

Successful conversion of United States Passport printing from the letterpress process to a combination of dry and wet offset printing was accomplished. A better quality of passport printing has resulted.

Procurement and installation of six 19" x 25" Harris Group 83 presses with Dahlgren Dampening Systems was completed. These presses replaced six obsolete presses which required continuing expensive repairs to remain operational. The new press design and improved quality capability will result in better printed products at reduced costs.

QUALITY CONTROL AND TECHNICAL DEPARTMENT

The Quality Control and Technical Department is responsible for the laboratory testing of paper, inks, bookbinding materials, metals, chemicals, and miscellaneous supplies, and the manufacture of select supply items. The Department makes cost reduction studies and conducts the necessary developmental work to improve quality, effect economies, and resolve problems that arise in the Customer Service, Production, and Printing Procurement Departments. Technical support is provided to the various quality control elements in the Office through the Quality Control Division. Technical support and service is also provided to the Joint Committee on Printing and customer agencies.

Production Analysis

The total number of material samples tested during the year amounted to 11,814. This number represents a sizable decrease of 21 percent from last year's total. The decrease is the result of a policy decision made in January 1975 to limit testing to those items bought on specification and to eliminate testing of brand name items. The objective was to provide additional time for work on cost reduction studies and product improvement.

Significant Achievements

The Composing Division, through joint effort with this Department realized a reduction of 61 percent in GPO's consumption of tinantimony alloy, an expensive type metal correction material. This reduction will result in savings in excess of $100,000 annually.

The linotype metal inventory was identified as being excessively high for present production needs and 400,000 pounds of this metal were sold and an additional 100,000 pounds were offered as partial payment for 100,000 pounds of monotype metal.

ASSISTANT PUBLIC PRINTER (MANAGEMENT AND ADMINISTRATION)

It is the responsibility of the Assistant Public Printer for Management and Administration (M&A) to provide the support services essential to ensure effective functioning of all operating Departments of the Office. The Assistant Public Printer (M&A) supervises the Comptroller and the Directors of Data Systems, Engineering, General Services, Materials Management, Personnel and Security; coordinates their operations; and advises the Public Printer on policy matters. Statistics applicable to these Services are shown on pages 55 and 56 and certain data are summarized under each Service.

Perspective

Fiscal year 1976 will see further implementation and synchronization of the Annual Operating Plan whereby the various GPO Management Programs are appropriately integrated to more effectively utilize and control GPO resources. Work measurement units and standards will be further refined and will be used in justifying manpower needs to accomplish anticipated workloads. The budget request by each manager, based on work measurement units and standards, will be closely coordinated with our "Management by Objectives" program, so that realistic goals can be defined and implemented. Several major automation projects are to be further refined and updated, and data automation services extended to utilize the full capabilities of the IBM 370/145 system to be obtained in fiscal year 1976.

DATA SYSTEMS SERVICE

The Data Systems Service is responsible for providing GPO with computerized data processing services and regular reports on a timely basis. It also provides technical advice and initiates the development of systems and programs which will effectively meet office-wide managerial and operating requirements.

Significant Achievements

During fiscal year 1975 the Service completed 20 computer systems surveys, and was working on 59 others. More than 300 new computer programs were implemented or were in process, and 296 programs were revised or in the process of revision.

More efficient equipment occupying less space was installed; modifications to the existing IBM/360 system provided better capability at reduced rental costs.

The automation of the monthly Foreman's Reporting System was completed and implemented. It now requires 2.75 hours of computer time to complete an operation which previously required 216 hours of electronic accounting machine time plus 33 hours of computer time. Reports are now being developed and issued more timely.

The first phase of work-in-process inventory automation has been completed and the report time has been reduced from 20 to 10 workdays with associated cost savings.

More timely reporting has resulted from the automation of the unit cost books maintained by the Financial Management Service.

The Leave Reporting system has been improved with savings resulting in computer processing time, elimination of a file of over 4,000 punched tabulating cards, and the elimination of about 17,000 printed pages produced annually. An estimated 25 percent of computer processing time is being saved, and one 300 page biweekly report has been eliminated due to the improvement of payroll programs.

Production of the index portion of the Documents Area Monthly Catalog by means of computer aided photocomposition (Linotron) was initiated. This process has reduced production lead time.

The computer systems were converted to OS/360 in-house in three months instead of six to twelve months estimated by contractor. Consequently, service was improved in the operation much quicker than estimated.

Future Plans

The future plan is to commit systems design and computer personnel to the priorities established by the Automated Data Services Steering Committee. These include replacement where justified of installed operating systems by more efficient operating systems, implementation of the Publications Receipt and Control System (PRCS), automation of the composition of the Federal Register Program, conversion to standard programing languages, the development of formal operating standards and procedures for system and program development, and the improvement of systems documentation.

ENGINEERING SERVICE

The Engineering Service is responsible for the management and maintenance of all GPO facilities, machinery, and equipment in consonance with an effective and safe working environment for employees. It provides professional engineering assistance when required for studies, planning, systems development, and purchase proposals. The Service is composed of Engineering, Industrial Systems, and Buildings Divisions and has 490 full time employees.

Significant Achievements

Under supervision of the Engineering Service, contract construction on Phase II of the GPO's $13 million two phase air conditioning project is 70 percent complete and progressing satisfactorily. The refurbishing for use by other GPO services of space vacated by Superintendent of Documents is proceeding satisfactorily. During the year, the Engineering Service installed over 40 major items of equipment throughout the GPO, including six offset presses, eight casting machines and two carton sealers. Two large screw type air compressors were installed in the power plant to meet GPO compressed air requirements.

The Engineering Service prepared specifications for, installed, tested, and turned over to production personnel the OCR/Text Editing System. A TV security system was installed in the mail room and guard office. The Engineering Service developed a plant layout for GPO's Laurel II facility and designed a materials handling system for the Order Processing Division. It developed a plant layout for enlarging Electronic Photocomposition operations.

The Engineering Service contributed to preparation of an Environmental Impact Statement regarding the GPO's proposed relocation.

During the year, the Service was able to achieve a reduction of more than three million kilowatt hours in electric power consumption and equally significant reductions of gas, steam, and water consumption as a result of its effective implementation of the Energy Conservation Program.

Future Plans

It is anticipated that the demand for engineering planning services will continue at a high level. As the air conditioning project nears completion, attention can be turned to planning and updating of a number of drawings and specifications for deferred projects.

FINANCIAL MANAGEMENT SERVICE

The Financial Management Service provides financial management and productivity and work measurement services to meet office-wide managerial and operating requirements. These services are accomplished through an Accounting Systems and Procedures Staff and seven division heads who report to the Comptroller. Divisions are established for Budget, Cost and Property, Examination and Certification, General Accounting, Production Billing, Productivity and Work Measurement, and Rates and Investigations. These Divisions oversee the effective employment of financial resources according to plan and ensure that Government Printing Office printing and binding operations obtain revenues with which to meet expenses, and that all GPO programs are administered within the appropriate resource limitations.

Significant Achievements

In accordance with office-wide emphasis of planning, control, and productivity, a system of budget call estimates was initiated by sub-object class and provided to all Departments and Services for guidance in preparing their respective budget estimates. The estimates are supported by the Budget Division's monthly analysis of budgeted costs compared with actual costs and include an objective of relating the funds requested by each cost center to its projected manpower requirements - which in turn are based on work measurement units. In addition to objectives which have been formally set up for inclusion in the MBO Program, estimates are to

be added for each functional area in terms of the immediate objectives whose attainment is planned during a particular fiscal year period. Budgeting, productivity and work measurement, and management by objectives are thus interrelated in the planning process.

The Central Office work-in-process inventory was converted from punched cards to disc files. New procedures developing out of the automated file system have made possible inventory transfers out of work-in-process which correspond to physical reality, and made it possible to send out billings for finished work in a more timely manner.

The high volume operation of accounting for bills of lading has also been automated and placed on a current basis. Automation of the recording of essential pricing data in unit cost books was accomplished, eliminating the manual posting of data to worksheets. Billing time for printing and binding work was, on the average, reduced by 30 percent during fiscal year 1975.

Disbursements as well as billings were expedited. To verify GPO expenses for contract printing, freight, paper and materials, and other items, fifty voucher examiners processed over one quarter million vouchers for payment. Eighty percent of the vouchers presented for payment were processed within 10 days following receipt.

Future Plans

The GPO and Field Service Scale of Prices will be revised and updated to assure adequate recovery of costs. An expansion of the Budget Program with improvement in budgetary procedures is anticipated. In accordance with continued emphasis on our participation in the Federal Productivity Program, productivity and work measurement standards will be developed for additional areas of the Office. The Property Management Program will be improved by development of additional physical inventory procedures for paper and publications for sale. Plans are also being implemented to revise the capitalized equipment reports.

Automation of financial systems, which has been designated a priority undertaking by the ADP Steering Committee, will be implemented in fiscal year 1976. A review and analysis of all Financial Management Service operations will be continued in an effort to improve paperwork flow and methods and develop systems which will provide more accurate and timely financial data.

GENERAL SERVICES

General Services provides a comprehensive range of general and administrative services, management and systems analyses, and a responsive management information system in support of office-wide managerial and operating requirements. These services are achieved through the administration of the

following major activities: (1) paperwork management and word processing, (2) telecommunications and space management programs, (3) management and systems analyses, (4) management information program, and (5) administrative services, including but not limited to: parking, subscription control, conference room schedules, general files, and administrative postage.

Significant Achievements

During fiscal year 1975, General Services issued 166 GPO Directives and processed 929 requisitions for the production of GPO forms and other internal printing. General Services supervised the destruction of 1,050 cubic feet of records and the transfer of 642 cubic feet of GPO records to the Federal Records Center at St. Louis. It also, supervised the GPO pay parking program during its first full year of operation, and issued over 1,600 permits for the seven GPO parking lots.

Under the telecommunications program, more than 20,000 teletype messages were sent and over 4,000 incoming messages were received. Final measures were taken to implement the installation of a new GSA Centrex telephone system, including a modern automatic call distributor.

In the paperwork management area a new GPO Forms Management Program was implemented. A revised version of the GPO Directives System modified the level of approval for certain policy directives and effectively reduced the flow of routine papers to the Office of the Public Printer. Various types of word processing equipment were evaluated in an operational environment in accordance with the provisions of a new directive implementing the Word Processing Program. Measures were taken to improve managerial control over purchases of property and services by revising required approval levels necessary to initiate purchase orders.

Management analysis activities extended into a comprehensive study of GPO receiving and shipping facilities, with the resulting recommendations accepted, but not fully implemented at the end of the year. An analysis of GPO administrative postage charges for fiscal year 1975 resulted in payments to the Postal Service being reduced from $498,000 to $273,190, a savings of $224,810.

Future Plans

Broader participation in the paperwork management area is anticipated. Areas which are to receive attention include the revision of record retention schedules, the central files area, correspondence control, and word processing. An important planning project is the telecommunications system required for the proposed new GPO building. The Space Management program will continue to require major effort in planning the utilization of areas in the Central Office which have been vacated by Documents functions moving to other locations.

MATERIALS MANAGEMENT SERVICE

The Materials Management Service is responsible for the acquisition of equipment; materials and supplies; commercial services; transportation services; receiving and shipping; maintaining stores inventories and 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 customer agencies.

Significant Achievements

More than 10,000 purchase orders were issued during fiscal year 1975. The dollar value of procurement activities during the year amounted to $60.7 million, which represents a decrease of $32.9 million compared with the previous fiscal year, a decline of 37 percent. A major cause of this decline is a 40 percent decrease in expenditures for blank paper and envelopes and a 37 percent decline in pounds of paper purchased. Fiscal year 1974 corresponded to a period of paper shortage in the United States. It was a period of high price and low availability, with the result that Federal agencies and contractors turned to the GPO as the only available source of supply. By fiscal year 1975, conditions had eased and there was, for example, a 15 percent decline in the value of paper furnished contractors. A relatively small increase of 12 percent in materials and supplies expenditures during fiscal year 1975 is attributable to normal inflationary trends and a five percent increase in the number of purchase requests processed. A reduction of $6.1 million in services, transportation, communications, and travel as compared with fiscal year 1974 is the result of a $8.5 million decrease in postal charges, offset by a $2.4 million increase in the cost of GSA space rentals.

The Traffic Division negotiated reduced freight rates with various shippers as authorized under Section 22 of the Interstate Commerce Commission Act, resulting in a savings to the Government Printing Office of approximately $718,110.

Future Plans

The Materials Management Service will continue its performance of purchasing and contracting activities so as to obtain promptly and on the best possible terms the goods and services necessary to perform GPO activities. It will be working together with the Financial Management Service to improve inventory procedures in order to ensure effective control and the optimum use of resources.

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 policies of the Public Printer.

Significant Achievements

A training program was developed and implemented for printing specialist trainees, entering at the GG-5 level.

The first executive retreat for top GPO officials was planned and conducted in the fall of 1974. The 2 1/2 day conference, which was held at the Belmont Center in Maryland, provided a group process workshop designed to develop team-building techniques among executive level managers.

A Drug Abuse Program was established with publication of a GPO Instruction on the subject, dated November 13, 1974. This rehabilitation program, along with the Alcoholism Program is conducted in the Occupational Health Division by staff advisors under the supervision of the Medical Officer.

The Employment Branch was reorganized into two areas of functional responsibility - the Staffing Section and the Special Programs and Employee Assistance Section. This action will permit more efficient use of resources and eliminate the need for the Assistant Chief, Employment Branch.

The Position Management Branch identified and described 24 "bridge jobs" to implement the new Upward Mobility Program of the Government Printing Office. These jobs serve as "bridges" to positions having higher level duties.

The number of employees availing themselves of the services of the personnel counselor increased by approximately 50 percent. The advice offered was expanded to include such areas as medicare, housing, and veterans affairs.

Future Plans

In the area of supervisory training, the Career Development Branch is currently in the process of formalizing the on-the-job training phase of the Supervisory Development course (GPO-1) and revising the Management Development course (GPO-2). The Supervisory Safety Program will be implemented for approximately 500 supervisors.

As part of the Office's Upward Mobility Program, the hiring and training of at least 25 unskilled worker-trainees to be qualified clerk-typists is anticipated.

With over 95 percent of GPO employees represented by labor organizations, the Labor-Management program has become increasingly significant. It is anticipated that GPO Instruction 630.1A, Labor Management Relations in the Government Printing Office, will soon be revised to reflect the greatly expanded scope of bargaining in the Federal Service resulting from the amendment of Executive Order 11491.

SECURITY SERVICE

The Security Service provides a program of security for Government Printing Office personnel and plant facilities, including law enforcement, investigative and protective services in support of office-wide managerial requirements and policies.

Significant Achievements

At the beginning of the fiscal year, the number of assaults on GPO employees in close proximity to GPO Central Office increased and caused considerable concern for the safety of GPO employees. To deal with the problem, special police patrols were established for the areas immediately adjacent to Central Office facilities. As a result of the intense patrolling and increased police visibility, no further assaults or robberies of GPO employees have been reported from approximately early August 1974, when the outside patrolling was instituted.

As a result of closing a non-essential employee entrance, five protective service personnel were reassigned to provide security coverage for newly acquired leased office and warehouse space. Two other posts were determined non-essential and discontinued, releasing three men for other duties. These realinements of protective coverage saved approximately $96,000 annually.

In order to increase the efficiency and capabilities of our protective service force, a program was established to provide formalized professional training to a selected number of personnel at the Federal Law Enforcement Training Center, Department of the Treasury. Twenty-seven special policemen and nine supervisory policemen were trained during fiscal year 1975.

Future Plans

Manpower utilization will be scrutinized to eliminate unnecessary tasks and insure that personnel are utilized in the most efficient and productive manner. Efforts will continue to develop and maintain a highly efficient and professional security force.

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)

The major responsibilities of the Office of the Assistant Public Printer (Superintendent of Documents) are the sale of government publications, the compilation of catalogs and indexes of government publications, the distribution of government publications to depository libraries, and the mailing of publications for Members of Congress and Government agencies. The Office fulfills these responsibilities through the Documents Sales Service, the Documents Support Service, and the Library and Statutory Distribution Service. Statistics applicable to these Services are shown on page 57 and certain data are commented on below.

The Superintendent of Documents receives approximately two and one-half million letters of inquiry and four and one-half million sales orders annually. In addition, more than one-half million customers are served by twenty five government bookstores. During fiscal year 1975, 131 million publications were distributed, including 38.2 million publications distributed at the expense of other Government agencies, and 11.8 million publications distributed to 1,170 depository libraries. During the year over 43,000 documents were cataloged, and mailing lists containing 3.2 million addresses were maintained. Total sales to the public amounted to $34.5 million of which $4 million were derived from bookstore sales.

Perspective

Increases in sales and in the requirements of the Depository Library Program are expected to be moderate in terms of volume; emphasis will be placed on achieving a significant improvement in the quality of operations. A major objective of the Superintendent of Documents will continue to be the increased use of modern data processing technology in order to reduce order processing time and to perform all of the necessary cataloging, sales, and distribution functions with greater efficiency.

PUBLICATIONS RECEIPT AND CONTROL SYSTEM (PRCS)

PRCS, an on-line, interactive data base, ADP teleprocessing system, designed to automate the warehouse inventory control of the approximate 25,000 titles of bulk warehoused publications became operational on December 23, 1974. The total system is comprised of 17 transactions program modules. It tracks bulk publications from the time a printing order is initiated through the warehouse receiving, locating, and subsequent shipping to users. There are 192 data elements available in the data base for use by 20 workstation terminals. The daily transactions processed through these workstations are being accumulated and manipulated to produce 11 different daily management information batch reports and 9 weekly summary reports. Some adjustment and modifications will be required for perhaps the first year of operations.

DOCUMENTS SALES SERVICE

The Documents Sales Service is responsible for the availability and sales to the public of government documents. It requisitions sales copies; maintains inventory records; warehouses publications; receives mail and telephone orders; processes orders; answers inquiries; handles complaints and adjustments; and picks, packs, labels, and mails sales copies to customers. It operates six bookstores in the Washington, D.C. metropolitan area, and 19 bookstores in other cities. It also distributes selected documents through two distribution centers.

Significant Achievements

Planning and development began on a direct, on-line subscription fulfillment system in the Order Division. This 30 month project has the highest priority under the data automation plan for Documents. A project group comprised of personnel from Documents and Data Systems Service was established to carry out the project. With the exception of a limited number of essential modifications, the current system will be frozen, pending implementation of the new subscription fulfillment system. The new system is scheduled to be operational by December 1977.

Investigation began in March 1975 into methods and types of hardware and software that might be used in implementing the first phase of an automated system for processing and controlling retail orders for publications. The initial objective is to centralize reference data input and establish a single, on-line file for Order Division personnel to use for reference and to produce picking tickets. Further steps will be continued during the next fiscal year as part of the data automation plan. Efforts to purify the existing microfiche publications reference file (PRF) were ongoing throughout the year, and significant improvement was made.

The reduction of our mailing list for "Selected U.S. Government Publications" commenced. When completed, it is anticipated that this reduction program will reduce the cost of printing and mailing "Selected U.S. Government Publications" more than $400,000 per year.

DOCUMENTS SUPPORT SERVICE

The Documents Support Service is comprised of three divisions which are responsible for directing work-supporting and management services. The Administrative Division is charged with correspondence control, personnel program administration in liaison with Personnel Service and clerical and mailing supply management. The primary functions of the Analysis and Review Division are the analyses, development, review and recommendation of changes to present policies, programs, and procedures. The Receipts and Accounts Division is responsible for mail receipt and distribution; receipt, deposit and refund of customer remittances for sales publications; and maintenance of special accounts.

Significant Achievements

The Daily Status Report was expanded to include 115 different operations being tracked daily in the system. A high of 510 productive man-days of effort has been recorded. Important features added during the year include man-days of direct effort applied, the daily computation of units processed per man-day, the daily computation of a ninety-day moving average of production per man-day for most operations, and a daily computation of the percentage of average work produced.

Productivity became more closely scrutinized by GPO top management as backlogs mounted. After five months of analysis by Support Service personnel and adoption of new procedures in the Receipts Branch, productivity increased 18.5 percent in opening and certifying new incoming mail. This improvement contributed to the reduction of the average daily backlog from 35,190 for the month of January 1975 to 10,000 for June 1975.

During May 1975, the development of a new pricing concept was undertaken to revise the scale of prices for publications sold to the public that will allow for pricing more closely associated with costs. This is in line with comments made in the GAO report dated November 19, 1974, entitled "Pricing of Publications Sold to the Public." The objective of implementing the revised pricing scale is to assure the recovery of all General Sales Program costs and to return the Sales Program to a self-sustaining basis. Implementation is anticipated for January 1976.

Deposit accounts recordkeeping has been computerized. Statements were prepared by computer and in the mail by the 10th workday of the month. An aggressive campaign was begun to purge the files of accounts which had been inactive for three years or longer. Microfilm of the deposit account statements is being prepared by Computer Operations Division as a by-product of the statement preparation.

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

This Service is responsible for compilation of catalogs and indexes of government documents, distribution of government documents to depository libraries and mailing of documents for Members of Congress and Government agencies in accordance with Titles 1 and 44 of the United States Code. In fiscal year 1975, over 43,000 documents were cataloged and indexed. Eighteen new depository libraries were designated bringing the total number to 1,170. The number of publications distributed to these libraries increased by 11 percent compared to fiscal year 1974, from 10.6 million to 11.8 million. The number of statutory distributions was reduced by 26 percent, from 51.9 million publications to 38.2 million. There has been a 40 percent reduction in such distributions over the two-year period since fiscal year 1973, when the number of publications distributed was 64 million.

Significant Achievements	The reorganization and relocation of the Service has resulted in the acceleration of depository distribution through installation of better handling equipment, adequacy of space and increased personnel. This is borne out by the tripling of production during the last six months of the year over the first six months.

STATISTICAL APPENDIX

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENTS
AS OF JUNE 30, 1975
(DOLLARS IN THOUSANDS)

ASSETS

	Revolving Fund	Other Funds (1)	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:			
Fund balances in U.S. Treasury	$ 14,271	$21,468	$ 35,739
Cash on hand and in transit	1,916	---	1,916
	16,187	21,468	37,655
ACCOUNTS RECEIVABLE AND ADVANCES:			
Accounts Receivable:			
Government agencies (2)	118,029	307	118,336
Other	1,318	---	1,318
Advances to employees	12	---	12
	119,359	307	119,666
INVENTORIES: (3)			
Publications for sale, net	16,095	---	16,095
Printing work in process, at standard value	19,803	---	19,803
Paper, envelopes, and other supplies at cost	14,653	---	14,653
	50,551	---	50,551
PROPERTY, PLANT AND EQUIPMENT:			
Land and buildings, at cost	---	9,085	9,085
Equipment and building appurtenances	46,387	1,717	48,104
	46,387	10,802	57,189
Less: Allowance for depreciation	28,818	7,864	36,682
	17,569	2,938	20,507
TOTAL ASSETS	$203,666	$24,713	$228,379

LIABILITIES AND INVESTMENTS

	Revolving Fund	Other Funds (1)	Combined Funds
LIABILITIES:			
Accounts payable (4)	$ 26,886	$ 1,946	$ 28,832
Accrued Salaries and Wages	3,193	---	3,193
Amounts withheld from employee's for purchase of savings bonds and payment of taxes	1,545	---	1,545
Employees accrued annual leave	5,392	533	5,925
Customers Deposits, prepaid subscriptions and unearned income	8,031	---	8,031
	45,047	2,479	47,526
INVESTMENT OF U.S. GOVERNMENT:			
Capital	104,716	---	104,716
Retained earnings reserved	6,993	---	6,993
Retained earnings unreserved	35,274	---	35,274
Appropriations and other fund balances	---	22,234	22,234
Income from sales of publications payable to U.S. Treasury	11,636	---	11,636
	158,619	22,234	180,853
TOTAL LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT	$203,666	$24,713	$228,379

TABLE 1

TABLE 2

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING FUND
COMPARATIVE CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1975 AND 1974
(DOLLARS IN THOUSANDS)

	FISCAL YEAR 1975	FISCAL YEAR 1974	INCREASE OR DECREASE ()
REVENUE			
Printing and Binding services performed for (5) Government agencies and Congress	$418,452	$346,835	$71,617
Document Sales to the public	34,454	33,542	912
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	23,645	20,182	3,463
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	12,655	13,771	(1,116)
Blank paper sales: Receipts from other Government agencies	20,811	18,770	2,041
Other	1,122	1,298	(176)
TOTAL REVENUE	$511,139	$434,398	$76,741
DIRECT COSTS			
Labor	$ 86,449	$ 81,536	$ 4,913
Material	43,336	35,473	7,863
Purchases of Printing	263,449	205,114	58,335
Cost of Publications Sold	8,916	14,970	(6,054)
Cost of Publications Destroyed	3,004	2,691	313
TOTAL DIRECT COSTS	$405,154	$339,784	$65,370
GENERAL AND ADMINISTRATIVE EXPENSES	93,560	89,088	4,472
TOTAL EXPENSES	$498,714	$428,872	$69,842
NET INCOME TO THE REVOLVING FUND	$ 12,425	$ 5,526	$ 6,899
Less amount payable to the United States Treasury (TABLE 5)	11,636	1,230	10,406
NET INCOME RETAINED BY THE REVOLVING FUND	$ 789	$ 4,296	($ 3,507)
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND			
Balance - July 1, 1974	$ 41,478		
Add: Net Income retained by Revolving Fund	789		
Balance - June 30, 1975	$ 42,267		

TABLE 3

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AT JUNE 30, 1975
(DOLLARS IN THOUSANDS)

	Appropriation			
	Printing & Binding For Congress	Superintendent of Documents	Other (6)	Total
Balances at July 1, 1974	$ 1,585	$ 3,630	$6,961	$ 12,176
Source of Funds:				
Appropriations for Fiscal Year 1975	80,000	36,765	---	116,765
Reimbursements	---	701	---	701
Increase in investment of fixed assets	---	---	253	253
Restoration of funds	---	412	---	412
TOTAL	$81,585	$41,508	$7,214	$130,307
Use of Funds:				
Amounts paid to the Revolving Fund in payment for:				
Congressional Printing and Binding (TABLE 4)	$71,564	$ ---	$ ---	$ 71,564
Sales distribution (TABLE 4)	---	23,645	---	23,645
Other expenses (TABLE 4)	---	12,655	---	12,655
Depreciation on buildings, furniture and fixtures	---	---	194	194
Increase in liability for employees annual leave, Superintendent of Documents	---	---	15	15
TOTAL DEDUCTIONS	$71,564	36,300	$ 209	$108,073
Balances at June 30, 1975 (TABLE 1)	$10,021	$ 5,208	$7,005	$ 22,234
Appropriation Balance at June 30, 1975	$10,021	$5,208		
Unliquidated Obligations and Estimates to complete Commitments as of June 30, 1975 (7)	33,421	3,665		
Unobligated Balance Payable to U.S. Treasury	---	1,543		
Funded by Fiscal Year 1976 Appropriation	23,400	---		
Balance	$ ---	$ ---		

TABLE 4

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEARS ENDED JUNE 30, 1975 AND 1974
(DOLLARS IN THOUSANDS)

	Fiscal Year 1975	Fiscal Year 1974	Increase or Decrease ( )
Payments from Congressional printing and binding appropriations to revolving fund			
Congressional Record	$ 9,140	$13,785	($4,645)
Hearings	17,861	14,649	3,212
Miscellaneous printing and binding	10,328	9,646	682
Bills, resolutions and amendments	8,532	5,596	2,936
Miscellaneous publications	3,731	2,454	1,277
Federal Register	8,377	4,865	3,512
Committee prints	4,475	4,151	324
House and Senate calendars	1,715	1,433	282
Documents	481	3,039	(2,558)
Supplements to the Code of Federal Regulations	2,672	1,705	967
Committee reports	2,778	1,884	894
Franked envelopes	857	601	256
Publications for international exchange	546	214	332
Document franks	71	47	24
TOTAL PAYMENTS (TABLE 3)	$71,564	$64,069	$7,495
Payments from Superintendent of Documents appropriations to the revolving fund			
Sales distribution expense (TABLE 3)	$23,645	$20,182	$3,463
Distribution for other agencies	5,637	8,570	(2,933)
Depository library distribution	6,284	4,810	1,474
Cataloging and indexing	734	391	343
TOTAL PAYMENTS	$36,300	$33,953	$2,347

TABLE 5

U.S. GOVERNMENT PRINTING OFFICE

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

FISCAL YEARS ENDED JUNE 30, 1975 AND 1974
(DOLLARS IN THOUSANDS)

	Fiscal Year 1975	Fiscal Year 1974	Increase or Decrease ()
REVENUE			
Document sales to the public (TABLE 2)	$34,454	$33,542	$ 912
Reimbursements by appropriations to the Superintendent of Documents	23,645	20,182	3,463
Other revenue	622	764	(142)
TOTAL REVENUE	58,721	$54,488	$ 4,233
EXPENSES			
Cost of publications sold	$ 8,916	$14,970	($ 6,054)
Cost of publications destroyed	3,004	2,691	313
OTHER EXPENSES			
Salaries and expenses (TABLE 3)	23,645	20,182	3,463
Administrative expense	---	4,855	(4,855)
Postage expense	11,520	10,560	960
TOTAL EXPENSES	$47,085	$53,258	($ 6,173)
AMOUNT PAYABLE TO THE U.S. TREASURY (TABLE 2)	$11,636	$ 1,230	$10,406

Status of payments due U.S. Treasury	
Balance payable July 1, 1974	$ 6,183
Add: Amount payable to U.S. Treasury for Fiscal Year 1975	11,636
Less: Payments to U.S. Treasury during Fiscal Year 1975	6,183
Balance payable June 30, 1975 (TABLE 1)	$11,636

TABLE 6

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING AND OTHER FUNDS
STATEMENT OF CHANGES IN FINANCIAL POSITION
FISCAL YEAR ENDED JUNE 30, 1975
(DOLLARS IN THOUSANDS)

Funds provided by:		
Printing and binding services performed (TABLE 2)		$418,452
Document sales to the public (TABLE 2)		34,454
Sales of paper (TABLE 2)		20,811
Appropriations:		
For Congressional printing and binding	$ 80,000	
For Superintendent of Documents	36,765	
For Working Capital	12,000	
Total Appropriations		128,765
Other revenue (TABLE 2)		1,122
Miscellaneous:		
Restoration of funds	412	
Disposal of fixed assets	21	
Reimbursements to S&E appropriation	701	
Total Miscellaneous Funds		1,134
Total Funds Available		$604,738
Funds applied:		
Operating expenses, less depreciation and net change in accrued annual leave		496,772
Payments for Congressional printing and binding		71,564
Purchases of equipment		7,313
Funds returned to Treasury		6,183
Total Funds Applied		$581,832
Increase in working capital		$ 22,906

ANALYSIS OF WORKING CAPITAL	1975	1974	Increase or Decrease (-)
Fund balances with U.S. Treasury	$ 37,655	$ 36,097	$ 1,558
Accounts receivable and advances	119,666	128,705	(9,039)
Inventories	50,551	57,883	(7,332)
Deferred charges	---	10	(10)
	$207,872	$222,695	($14,823)
Less:			
Liabilities excluding employees' accrued annual leave	41,601	79,330	(37,729)
Total working capital	$166,271	$143,365	$22,906

FOOTNOTES TO FINANCIAL STATEMENTS

1/ Other funds consist of account balances of the Congressional Printing and Binding Appropriation, Office of the Superintendent of Documents Salaries and Expenses Appropriation, Site Acquisition Appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 309). Other funds do not include $300 thousand appropriation for environmental impact study which was transferred to GSA.

2/ Accounts Receivable Government is net of $188 thousand allowance for doubtful accounts established during fiscal year 1975.

3/ Publications for sale inventory is net of $2,620 thousand, allowance for unsalable publications, and is computed using the retail inventory pricing method. Printing work-in-process represents in-plant work at standard value. Paper, envelopes and other supplies are composed of $10,858 thousand for paper and envelopes using the first-in, first-out (FIFO) method of valuation and $3,795 thousand for materials and supplies computed on a moving average basis.

4/ Accounts Payable does not include a contingent liability of $19,686 thousand for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

5/ Printing and Binding services performed for Government Agencies and Congress include intra-office sales of $17,184 thousand and related profit for Printing and Binding work performed for the Superintendent of Documents Sales Program.

6/ Other funds represent $4.6 million for the acquisition of a new site for the Government Printing Office, the book value of $1,948 thousand for Government Printing Office buildings, the Superintendent of Documents' furniture, machinery and equipment with a book value of $990 thousand less the Superintendent of Documents' accrued annual leave for employees of $533 thousand.

7/ Unliquidated obligations and estimates to complete open commitments as of June 30, 1975, include $23.4 million which has been authorized by Congress to be paid from appropriations for subsequent fiscal years.

SIGNIFICANT ACCOUNTING POLICIES

Assets, liabilities, revenue, and expenses are recognized on the accrual basis of accounting except for Sales of Publications Operations revenue from subscription sales which is on the cash basis for one year subscriptions.

Land, buildings and equipment are stated at cost. Major improvements and betterments to existing plant and equipment are capitalized. Expenditures for maintenance and repairs which do not extend the life of the applicable assets are charged to expense as incurred.

Depreciation of the plant equipment and machinery is provided on a basis estimated by the Government Printing Office to be sufficient to write off the cost of the assets over their useful lives, using the straight-line method.

When properties are retired or otherwise disposed of, the asset and accumulated depreciation accounts are adjusted accordingly. Any resulting profit or loss is charged or credited to earnings.

Revenue generated by the Printing and Binding Operations is recognized when entered into work-in-process.

Revenue generated by the Sales of Publications Operations is recognized when non-subscription publications have been shipped or when services have been performed; revenue from one year subscriptions is recognized when the funds are received or customers are billed.

Reserved retained earnings represent funds for future acquisitions of machinery and equipment.

Publications for sale inventory is computed using the retail inventory pricing method; printing work-in-process is recorded at standard value; paper inventory is recorded at a standard cost using the first-in, first-out (FIFO) method of valuation; and the materials and supplies inventory is computed on a moving average basis.

Table 7

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD PRINTING OFFICES, AND COMMERCIALLY PROCURED WORK
FISCAL YEAR 1975

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	9,448,920	2,177	83,951	68,417	$ 8,558,333
Federal Register	12,673,556	4,387	45,365	17,409	7,938,030
Supplement to the Code of Federal Regulations	38,800,886	18,545	56,345	---	3,609,544
Official Gazette	1,052,649	31,786	---	---	1,411,755
Specifications of Patents and Trademarks	2,604,513	---	60,729	---	1,605,642
Miscellaneous Publications	2,272,554,306	14,254,876	525,771	5,013,843	217,421,907
Postal Cards	545,943,470	---	---	---	1,764,806
Catalog Cards	33,852,039	---	---	---	1,267,779
Letterheads and Envelopes	314,823,143	---	---	---	4,982,645
Forms	6,044,914,162	---	---	---	42,414,200
Labels, Notices, Cards, and Posters	2,922,357,928	---	---	---	30,993,929
Blank Books	886,632	---	---	---	574,934
Multiforms	3,325,712,476	---	---	---	54,795,920
Miscellaneous Binding	19,026	---	---	---	640,632
Binders	1,744,928	---	---	---	567,247
Miscellaneous	113,771,582	---	---	---	15,575,344
Microfiche	38,737,008	---	---	---	2,566,412
Blank Paper	1,978,697,942	---	---	---	24,344,948
Supplies and Services	4,722,385	---	---	---	181,348
TOTAL	17,663,317,551	14,311,771	772,161	5,099,669	$421,215,355
G.P.O. Departmental Service Office	208,872,225	---	---	---	5,825,000
Field Printing Offices	1,422,981,582	---	---	---	29,099,931
GRAND TOTAL	19,295,171,358	14,311,771	772,161	5,099,669	$456,140,286

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials		$123,634,515
Value of Outside Printing	$266,173,262	
Value of Paper Furnished Contractors	7,062,630	
Total Value of Outside Printing		273,235,892
Blank Paper		24,344,948
G.P.O. Departmental Service Office	$ 5,825,000	
Field Service Offices	29,099,931	
Total Field and Departmental Service Offices		34,924,931
TOTAL AMOUNT BILLED		$456,140,286

Table 8

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALLY PROCURED WORK
FISCAL YEAR 1975

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	9,448,920	2,177	83,951	68,417	$ 8,558,333
Federal Register	12,673,556	4,387	45,365	17,409	7,938,030
Supplement to the Code of Federal Regulations	38,800,886	18,545	56,345	---	3,609,544
Official Gazette	1,052,649	31,786	---	---	1,411,755
Specifications of Patents and Trademarks	2,604,513	---	60,729	---	1,605,642
Miscellaneous Publications	379,115,480	2,261,032	525,771	1,187,530	74,110,295
Postal Cards	545,943,470	---	---	---	1,764,806
Catalog Cards	33,852,039	---	---	---	1,267,779
Letterheads & Envelopes	201,772,330	---	---	---	2,768,816
Forms	876,124,111	---	---	---	3,841,446
Labels, Notices, Cards, and Posters	266,846,358	---	---	---	5,474,215
Blank Books	139,361	---	---	---	155,431
Miscellaneous Binding	18,826	---	---	---	637,500
Binders	19,402	---	---	---	3,005
Miscellaneous	18,594,854	---	---	---	10,306,570
Blank Paper	1,978,697,942	---	---	---	24,344,948
Supplies and Services	4,722,385	---	---	---	181,348
TOTAL	4,370,427,082	2,317,927	772,161	1,273,356	$147,979,463
G.P.O. Departmental Service Office	208,872,225	---	---	---	5,825,000
Field Printing Offices	1,422,981,582	---	---	---	29,099,931
GRAND TOTAL	6,002,280,889	2,317,927	772,161	1,273,356	$182,904,394

Table 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
COMMERCIALLY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
FISCAL YEAR 1975

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications	1,893,438,826	11,993,844	---	3,826,313	$143,311,612
Letterheads & Envelopes	113,050,813	---	---	---	2,213,829
Forms	5,168,790,051	---	---	---	38,572,754
Multiforms	3,325,712,476	---	---	---	54,795,920
Labels, Notices, and Posters ...	2,655,511,570	---	---	---	25,519,714
Blank Books	747,271	---	---	---	419,503
Binders	1,725,526	---	---	---	564,242
Miscellaneous	95,176,728	---	---	---	5,268,774
Miscellaneous Binding	200	---	---	---	3,132
Microfiche	38,737,008	---	---	---	2,566,412
TOTAL	13,292,890,469	11,993,844	-0-	3,826,313	$273,235,892

Breakdown of the Amount Billed:

Value of Outside Printing (Based on Finished Work Value)	$266,173,262
Value of Paper Furnished Contractors (Based on Amounts Billed and the Value of Paper issued)	7,062,630
TOTAL	$273,235,892

Table 10

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1975

CONGRESS:		
Congressional Record	$ 8,287,065	
Miscellaneous Publications	3,680,283	
Miscellaneous Printing and Binding	9,776,211	
Publications for International Exchange	528,371	
Franked Envelopes	814,598	
Document Franks	71,180	
House and Senate Calendars	1,719,864	
Bills, Resolutions, and Amendments	7,965,186	
Committee Reports	2,644,380	
Documents	466,432	
Hearings	17,745,610	
Federal Register	7,776,209	
Supplement to the Code of Federal Regulations	2,499,814	
Committee Prints	4,371,724	
Total		$ 68,346,927
Action		694,968
Administrative Conference of the United States		7,660
Administrative Office of the United States Courts		388,609
Advisory Commission on Intergovernmental Relations		53,778
Air Force Systems Command		3,054,545
American Battle Monuments Commission		429
Appalachian Regional Commission		4,348
Board of Governors of the Federal Reserve System		5,936
Central Intelligence Agency		960,329
Civil Aeronautics Board		228,595
Commission of Fine Arts		7,212
Commission on Civil Rights		295,174
Commission on the Review of the National Policy Toward Gambling		8,314
Community Services Administration		131,514
Consumer Product Safety Commission		372,140
Council of Economic Advisers		118,570
Council on Environmental Quality		165,448
Council on International Economic Policy		11,491
Defense Mapping Agency		1,045,305
Defense Supply Agency		6,725,103
Department of Agriculture		13,867,167
Department of Commerce		8,956,334
Department of Defense		976,450
Department of Health, Education, and Welfare		35,248,114
Department of Housing and Urban Development		4,523,979
Department of Justice		5,300,146
Department of Labor		4,038,050
Department of State		4,055,288
Department of Transportation		7,715,686

Table 10 (Continued)

Department of the Air Force	$ 29,145,000
Department of the Army	54,819,919
Department of the Interior	9,122,905
Department of the Navy	43,707,918
Department of the Treasury	6,440,245
District of Columbia	527,770
Energy Research and Development Administration	4,297,045
Environmental Protection Agency	3,606,262
Equal Employment Opportunity Commission	277,121
Export-Import Bank of the United States	100,345
Farm Credit Administration	18,314
Federal Communications Commission	731,821
Federal Deposit Insurance Corporation	36,306
Federal Energy Administration	973,275
Federal Home Loan Bank Board	190,970
Federal Judicial Center	28,196
Federal Maritime Commission	12,326
Federal Mediation and Conciliation Service	37,788
Federal Power Commission	650,194
Federal Trade Commission	171,752
Foreign Claims Settlement Commission of the United States	9,191
General Accounting Office	741,310
General Services Administration	22,185,966
Great Lakes Basin Commission	46,311
Indian Claims Commission	196
Internal Revenue Service	30,209,473
Interstate Commerce Commission	581,934
Joint Publications Research Service	21,118
Library of Congress	2,346,716
Library of Congress (GPO Library Branch)	2,742,084
National Academy of Sciences	3,845
National Advisory Council on Adult Education	9,129
National Advisory Council on Education Professions Development	2,735
National Advisory Council on Extension and Continuing Education	5,064
National Advisory Council on the Education of Disadvantaged Children	5,165
National Aeronautics and Space Administration	5,908,228
National Capital Housing Authority	29,198
National Capital Planning Commission	42,600
National Commission on Financing of Postsecondary Education	13,494
National Commission on Libraries and Information Science	23,478
National Commission on Productivity and Work Quality	27,872
National Commission on Water Quality	4,635
National Credit Union Administration	180,777
National Forest Reservation Commission	598
National Foundation on the Arts and the Humanities	124,354
National Gallery of Art	59,571
National Labor Relations Board	641,782
National Mediation Board	5,876

Table 10 (Continued)

National Science Foundation	$ 536,145
National Security Agency	3,738,669
National Security Council	1,682
Nuclear Regulatory Commission	53,036
Office of Economic Opportunity	52,299
Office of Emergency Preparedness	10,542
Office of Management and Budget	919,286
Office of Technology Assessment	28,124
Office of the Special Representative for Trade Negotiations	48
Overseas Private Investment Corporation	992
Panama Canal Company	17,953
Pan American Union	4,494
Patent Office	5,179,583
Postal Rate Commission	2,410
Private Orders	55,719
Railroad Retirement Board	19,903
Renegotiation Board	4,218
Saint Lawrence Seaway Development Corporation	884
Sales of Publications	17,184,033
Securities and Exchange Commission	273,126
Selective Service System	609,060
Small Business Administration	731,981
Smithsonian Institution	566,611
Special Action Office for Drug Abuse Prevention	139,208
Stationery Room (House and Senate)	196,254
Superintendent of Documents - Depository Library	4,336,854
Superintendent of Documents - Other than Dep. Lib.	1,910,813
Susquehanna River Basin Commission	40
Tennessee Valley Authority	9,983
The White House Office	304,200
United States Civil Service Commission	2,963,155
United States Court of Claims	131,290
United States Court of Customs and Patent Appeals	25,811
United States Information Agency	368,450
United States International Trade Commission	118,947
United States Postal Service	21,517,856
United States Railway Association	351,513
United States Supreme Court	392,581
United States Tax Court	58,907
Veterans Administration	5,103,307
Water Resources Council	44,538
GRAND TOTAL	$456,140,286

Table 11

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS, AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1975

Action	6,130,736
Administrative Conference of the United States	5,049
Administrative Office of the United States Courts	661,818
Advisory Commission on Intergovernmental Relations	150,050
Air Force Systems Command	4,083,421
American Battle Monuments Commission	934
Appalachian Regional Commission	144
Board of Governors of the Federal Reserve System	30,688
Central Intelligence Agency	127,177
Civil Aeronautics Board	178,931
Commission of Fine Arts	502
Commission on Civil Rights	523,002
Commission on the Review of the National Policy Toward Gambling	15,000
Community Services Administration	354,874
Congressional Printing and Binding	66,257,134
Consumer Product Safety Commission	4,028,781
Council of Economic Advisers	17,698
Council on Environmental Quality	93,562
Council on International Economic Policy	8,552
Defense Mapping Agency	1,173,312
Defense Supply Agency	6,917,135
Department of Agriculture	81,410,376
Department of Commerce	21,181,460
Department of Defense	32,134,376
Department of Health, Education, and Welfare	303,851,426
Department of Housing and Urban Development	110,389,588
Department of Justice	23,491,442
Department of Labor	25,641,134
Department of State	8,147,053
Department of Transportation	29,932,953
Department of the Air Force	229,554,731
Department of the Army	283,235,993
Department of the Interior	34,508,398
Department of the Navy	217,331,383
Department of the Treasury	23,611,479
District of Columbia	34,010
Energy Research and Development Administration	3,081,270
Environmental Protection Agency	21,117,471
Equal Employment Opportunity Commission	575,852
Export-Import Bank of the United States	139,498
Farm Credit Administration	10,559
Federal Communications Commission	678,897
Federal Deposit Insurance Corporation	110,271
Federal Energy Administration	22,818,515
Federal Home Loan Bank Board	206,047

Federal Judicial Center	29,280
Federal Maritime Commission	6,588
Federal Mediation and Conciliation Service	43,688
Federal Power Commission	650,771
Federal Trade Commission	65,214
Foreign Claims Settlement Commission of the United States	6,172
General Accounting Office	830,919
General Services Administration	76,781,012
Great Lakes Basin Commission	15,000
Indian Claims Commission	578
Internal Revenue Service	254,833,250
Interstate Commerce Commission	539,798
Library of Congress	2,938,925
National Advisory Council on Adult Education	4,931
National Advisory Council on Education Professions Development	5,000
National Advisory Council on Extension and Continuing Education	1,500
National Advisory Council on the Education of Disadvantaged Children	5,000
National Aeronautics and Space Administration	11,574,547
National Capital Housing Authority	144,829
National Capital Planning Commission	8,280
National Commission on Financing of Postsecondary Education	13,500
National Commission on Libraries and Information Science	21,600
National Commission on Productivity and Work Quality	21,000
National Credit Union Administration	506,502
National Foundation on the Arts and the Humanities	282,836
National Gallery of Art	2,053,343
National Labor Relations Board	537,406
National Mediation Board	6,963
National Science Foundation	960,307
National Security Agency	1,657,413
National Security Council	273
Nuclear Regulatory Commission	12,663
Office of Economic Opportunity	74,858
Office of Emergency Preparedness	18,229
Office of Management and Budget	615,105
Office of Technology Assessment	11,300
Office of the Special Representative for Trade Negotiations	500
Overseas Private Investment Corporation	199,859
Panama Canal Company	19,892
Patent Office	245,784
Postal Rate Commission	14,521
Private Orders	2,500
Railroad Retirement Board	180,001
Renegotiation Board	5,430
Sales of Publications	52,481,920
Securities and Exchange Commission	757,876
Selective Service System	5,239,449
Small Business Administration	7,049,155

Smithsonian Institution	1,262,666
Special Action Office for Drug Abuse Prevention	211,010
Superintendent of Documents - Depository Library	12,026,062
Superintendent of Documents - Other than Dep. Lib.	16,529,127
Susquehanna River Basin Commission	49
Tennessee Valley Authority	73,369
The White House Office	75,875
United States Civil Service Commission	33,578,138
United States Court of Claims	112,658
United States Court of Customs and Patent Appeals	6,205
United States Information Agency	218,626
United States International Trade Commission	21,704
United States Postal Service	124,968,468
United States Railway Association	134,928
United States Supreme Court	442,895
United States Tax Court	29,077
Veterans Administration	35,721,567
Water Resources Council	30,944
GRAND TOTAL	2,210,871,517

TABLE 12

SCHEDULE OF
ACCOUNTS RECEIVABLE GOVERNMENT AGENCIES
AS OF
JUNE 30, 1975
(PRINTING AND BINDING OPERATIONS)

Action	$ 61,078
Administrative Office of the United States Courts	81,562
Advisory Commission on Intergovernmental Relations	7,779
Agriculture	2,529,615
Air Force	2,320,921
Air Force Systems Command	390,300
American Battle Monuments Commission	14
Appalachian Regional Commission	561
Army	9,361,183
Atomic Energy Commission	10,669
Central Intelligence Agency	94,843
Civil Aeronautics Board	6,202
Civil Rights Commission	69,889
Civil Service Commission	708,980
Commerce Department	1,259,670
Commission on Fine Arts	4,413
Commission on Population Growth & the American Future	251
Commission on Review of the National Policy Toward Gambling	8,314
Community Services Administration	39,809
Consumer Product Safety Commission	36,327
Council of Economic Advisors	243
Council on Environmental Quality	42
Council on International Economic Policy	2,829
Court of Claims	255
Court of Customs & Patent Appeals	1,989
Defense Department	487,271
Defense Mapping Agency	86,707
Defense Supply Agency	697,507
District of Columbia	89,241
Energy Research and Development Administration	574,397
Environmental Protection Agency	512,137
Equal Employment Opportunity Commission	59,885
Export-Import Bank of the United States	20,142
Farm Credit Administration	427
Federal Communications Commission	148,043
Federal Deposit Insurance Corporation	460
Federal Energy Administration	270,695
Federal Home Loan Bank Board	20,569
Federal Judicial Center	9,138
Federal Maritime Commission	2,442
Federal Mediation & Conciliation Service	8,360
Federal Power Commission	132,645
Federal Reserve System-Board of Governors	791
Federal Trade Commission	59,412

TABLE 12 (Continued)

Foreign Claims Settlement Commission	$ 85
General Accounting Office	167,777
General Services Administration	3,154,687
Great Lakes Basin Commission	5,844
Health, Education, & Welfare	3,275,910
House and Senate Stationery Room	45,740
Housing & Urban Development	461,465
Indian Claims Commission	35
Interior Department	1,873,538
Internal Revenue Service	1,656,422
Interstate Commerce Commission	162,495
Justice Department	702,633
Labor Department	820,915
Library of Congress	267,535
Library of Congress Branch	238,692
National Academy of Sciences	3,845
National Advisory Council on Adult Education	8,105
National Advisory Council of Education Dev. Prof.	2,735
National Advisory Council on Educ. of Disadv. Children	5,165
National Aeronautics & Space Administration	997,762
National Capital Housing Authority	8,200
National Capital Planning Commission	3,741
National Commission on Libraries and Information Science	2,176
National Commission on Productivity and Work Quality	9,107
National Commission on State Workmen's Compensation Laws	57,416
National Commission on Water Quality	31,050
National Credit Union Administration	16,806
National Foundation on Arts & Humanities	724
National Gallery of Art	23,986
National Labor Relations Board	60,238
National Mediation Board	162
National Science Foundation	87,626
National Security Agency	193,098
National Security Council	2
Navy Department	12,092,388
Nuclear Regulatory Commission	23,505
Office of Economic Opportunity	1,624
Office of Emergency Preparedness	5,672
Office of Management & Budget	6,293
Office of Science & Technology	53
Office of Special Rep. of Trade Negotiations	2
Office of Technology Assessment	4,510
Organization of American States	342
Overseas Private Investment Corporation	22
Panama Canal Company	322
Patent Office	881,803
Postal Rate Commission	495
Postal Service	1,957,455
Railroad Retirement Board	340
Railway Association	69,715
Renegotiation Board	193
Securities & Exchange Commission	19,634

Selective Service System	$ 8,446
Small Business Administration	43,164
Smithsonian Institution	100,625
Special Action for Drug Abuse Prevention	85,648
State Department	397,335
Supreme Court of the United States	2,700
Susquehanna River Basin Commission	12
Tariff Commission	63,546
Tax Court of the United States	4,121
Tennessee Valley Authority	2,886
Treasury Department	905,765
Transportation Department	862,852
United States Information Agency	30,412
Veterans Administration	675,198
Water Resources Council	443
White House	30,190
TOTAL	$52,801,435

Table 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1966 TO 1975

Fiscal Year	
1966	$ 167,177,834
1967	196,652,072
1968	187,699,629
1969	210,067,931
1970	230,371,146
Total, 1966 to 1970, inclusive	$ 991,968,612
1971	223,009,079
1972	243,759,730
1973	296,248,509
1974	354,036,221
1975	456,140,286
Total, 1971 to 1975, inclusive	$1,573,193,825
Grand Total, 1966 to 1974, inclusive	$2,565,162,437
Percentage of Increase (+) or Decrease (-) Five-Year Period 1971 - 1975 over 1966 - 1970	+58.6%

TABLE 14

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEARS 1975 AND 1974

FISCAL YEAR 1975

	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	$26,740,638	$20,496,280	$ 6,244,358
CLASS II			
Building Appurtenances	17,336,800	6,790,307	10,546,493
CLASS III			
Office Mach. & Equipment	879,143	482,139	397,004
CLASS IV			
Furniture & Fixtures	1,152,677	838,759	313 918
CLASS V			
Motor Vehicles	276,814	211,106	65,708
TOTAL	$46,386,072	$28,818,591	$17,567,481

FISCAL YEAR 1974

	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	$25,677,354	$19,937,681	$ 5,739,673
CLASS II			
Building Appurtenances	11,781,889	6,461,324	5,320,565
CLASS III			
Office Mach. & Equipment	766,305	441,373	324,932
CLASS IV			
Furniture & Fixtures	1,142,828	820,786	322,042
CLASS V			
Motor Vehicles	284,825	191,656	93,169
TOTAL	$39,653,201	$27,852,820	$11,800,381

TABLE 15

U.S. GOVERNMENT PRINTING OFFICE
EMPLOYEES ON THE ROLL
AS OF JUNE 30, 1975, 1974 AND 1973

	FY 1975	FY 1974	FY 1973
Office of Public Printer			
Public Printer	12	12	10
General Counsel	10	9	5
Equal Opportunity	19	11	8
Audits	13	12	11
Planning Staff	2	--	--
Total	56	44	34
Operations			
Customer Service	132	131	119
Printing Procurement	718	764	754
Production			
Manager, Details & Delivery	275	277	271
Binding	1,166	1,232	1,214
Composing	1,588	1,543	1,547
Electronic Photocomposition	47	42	43
Letterpress	420	427	434
Offset	586	573	593
Quality Control & Technical	55	58	49
Total	4,987	5,047	5,024
Management and Administration			
Data Systems	166	151	143
Engineering	490	484	483
Financial Management	367	336	437
General Services	27	27	23
Materials Management	269	264	262
Personnel	313	351	335
Security	124	127	129
Total	1,756	1,740	1,812
Documents Area	1,833	1,803	1,860
TOTAL GPO EMPLOYEES ON THE ROLL	8,632	8,634	8,730

TABLE 16

DEPUTY PUBLIC PRINTER (OPERATIONS)
COMPARATIVE STATISTICS FOR
FISCAL YEAR 1975, 1974, AND 1973

CUSTOMER SERVICE DEPARTMENT

Planning Service Division

	FY 1975	FY 1974	FY 1973
Orders received	105,060	112,562	126,222
Jackets issued	53,421	55,224	54,428
Informal estimates	290	249	238
Spoilages processed	1,096	1,131	891
Waivers issued	225	249	302
Plant Planning Division			
Schedules established	28,440	30,218	30,891
Production plans developed	16,558	18,583	20,035
Estimates made	14,469	18,641	18,627
Sales Prices developed	7,681	11,847	13,458
Jackets prepared	30,671	30,882	32,835
Jackets scheduled	16,558	18,583	20,035
Jackets etc. copied (Xerox)	249,690	236,259	193,415
Purchase requests prepared	2,392	3,159	4,216
Transfers processed	2,279	2,507	3,267
Requisitions received	5,905	6,841	7,325
Typography and Design Division			
Conferences held	855	910	926
Jackets processed for color etc.	4,599	5,197	7,053
Orders for photoengravings	1,565	1,470	1,579
Halftones and linecuts ordered	8,604	8,465	9,091
Furnished art pieces	7,583	9,595	11,781
Layout sketches	1,122	1,202	1,980
Illustrations retouched (pieces)	408	233	946
Dummy pages pasted	3,494	4,347	8,167
Photographic requests	2,559	1,832	3,187
Finished pieces (photo)	24,426	27,165	30,183

TABLE 16

PRINTING PROCUREMENT DEPARTMENT

	FY 1975	FY 1974	FY 1973
Cost of printing and binding procured commercially:			
Central Office	$167,116,000	$135,003,000	$ 99,738,000
Regional Offices	96,333,000	70,111,000	52,031,000
Total Cost	$263,449,000	$205,114,000	$151,769,000
Number of jobs processed:			
Central Office	58,043	59,558	63,738
Regional Offices	129,790	121,806	114,747

PRODUCTION DEPARTMENT

Binding Division
(in thousands)

Sheets folded	281,019	297,280	289,992
Books gathered	23,221	28,142	22,298
Books inserted	46,319	49,405	57,555
Passports made	3,084	3,186	2,996
Sheets gathered	8,562	5,986	5,877
Sheets drilled	620,966	565,590	803,840
Sheets punched	9,001	9,956	12,923
Sheets cut	96,274	155,650	95,534
Adhesive bound books	4,841	3,803	1,142
Sigs sewed (machine)	44,745	63,716	86,018
Books cased-in	1,040	1,425	1,367
Cases made	1,041	1,341	1,371
Pamphlets covered	952	1,778	2,951

TABLE 16

Composing Division

	FY 1975	FY 1974	FY 1973
Ems set (thousands)	2,028,118	2,236,215	2,075,144
Congressional Record Issues	197	202	176
Congressional Record Pages	44,014	45,195	38,534
Record Index Issues	20	23	19
Record Index Pages	2,738	2,685	2,299
Federal Register Issues	259	253	252
Federal Register Pages	43,525	36,521	25,596
Federal Register Index Issues	14	12	14
Federal Register Index	639	600	664
Electronic Photocomposition Division			
Linotron (pages)	708,034	605,887	628,888
Linofilm (folios)	11,605	13,005	9,598
Linofilm Photographic Units:			
Keyboards tape	7,854	9,753	7,198
Furnished magnetic tape	3,122	2,136	2,486
Output Converter Units:			
Linofilm (magnetic tape)	2,122	2,136	3,270
Letterpress Division			
No. of forms put to press	94,656	93,188	95,689
Congressional Record issues	197	202	176
Congressional Record pages	38,426	39,547	28,082
Federal Register issues	259	253	252
Federal Register pages	33,085	36,521	29,596
Postal Cards produced	525,138,000	880,230,500	690,980,500
Platemaking - major production items (sq. in.):			
Electrotype Flat Plates	240,087	355,464	265,918
Electrotype Curved Plates	18,248	55,062	102,599
Stereo Flat Plates	559,092	537,634	512,983
Stereo Curved Plates	7,916,295	6,155,008	5,015,225
Photoengraving Copper Plates	18,721	31,528	60,343
Photoengraving (all types)	477,520	369,995	434,702
Dycril Plates (all flat and curved)	169,171	166,447	236,567
Magnes Wraparound Plates	179,525	119,325	268,750

TABLE 16

Offset Division

	FY 1975	FY 1974	FY 1973
Jackets Processed	16,389	17,438	20,365
Congressional Work (pages)			
Bills	99,050	92,415	95,196
Hearings, Comm. Prints and Misc.	562,105	512,584	404,721
Senate Calendars	4,272	4,124	3,028
House Calendars	17,832	21,512	12,818
Supreme Court Decisions	3,828	4,186	4,149
Proofs Processed	566,252	662,382	430,771
Congressional Record	5,588	5,648	10,452
Federal Register	10,440	---	---
Presidential Docs	2,412	---	---
Official Gazette and Trade Marks:			
Pages	24,942	27,420	23,704
Illustrations	59,644	70,282	60,084
Negative or Positive	1,141,822	1,095,611	1,104,869
Square Inches of Film	71,428,150	86,040,273	72,378,248
Proofs	1,255,815	1,201,784	504,479
Proofs (color key)	5,888	10,670	11,791
Number of Plates	67,545	78,461	74,354
Square Inches of Plates	125,162,352	133,611,109	124,988,989
Press Machine Hours	106,676	199,964	117,689
Press Makereadies	75,624	80,712	74,573
Press Impressions	269,600,854	283,656,859	301,526,610

QUALITY CONTROL AND TECHNICAL DEPARTMENT

Samples tested	11,814	15,026	14,062
Manufactured printing inks (lbs)	195,912	174,074	173,289
Purchased printing inks (lbs)	135,968	150,906	201,862
Press rollers purchased	716	850	822
Bindery glues manufactured (lbs)	161,565	177,937	180,950
Adhesive manufactured (lbs)	128,109	136,075	130,562
Type metal for remelting (lbs)	12,393,144	11,732,937	11,898,023

TABLE 17

ASSISTANT PUBLIC PRINTER COMPARATIVE (MANAGEMENT AND ADMINISTRATION)
COMPARATIVE STATISTICS FOR
FISCAL YEARS 1975, 1974, and 1973

DATA SYSTEMS SERVICE

	FY 1975	FY 1974	FY 1973
Computer systems surveys:			
Completed	20	24	24
In process	59	36	38
New computer programs:			
Completed	179	165	120
In process	122	105	275
Revised computer programs:			
Completed	199	297	347
In process	97	210	97
DOS to OS converted programs:			
Completed	114	---	---
In process	56	---	---

ENGINEERING SERVICE

Maint. service calls	29,841	30,445	29,333
Maint. job orders	262	211	218
Specs. for new mach. & equip.	77	68	41
Machines installed	40	26	25
Machines relocated	26	19	44
Elec. power (kw-hr.)	38,812,000	41,833,000	44,122,000
Gas (cu. ft.)	13,024,400	14,930,700	15,683,500
Water (gals.)	214,803,000	238,801,245	210,581,950
Steam (est. lbs.)	38,781,000	39,047,500	44,630,000

FINANCIAL MANAGEMENT SERVICE

Appropriations Received	$129,065,000	$112,871,000	$ 88,873,200
No. of Savings Bonds Issued	81,762	81,552	81,627
Gross Payroll	$128,769,000	$118,689,000	$108,518,000
Personnel actions processed	18,196	11,973	15,650
Employee Data Base Changes	29,168	27,197	26,986
No. of Vouchers processed	265,507	250,723	258,000
Units processed	391,017	376,875	345,851
Type measured (thousand EMS)	1,952,472	2,121,914	1,980,516

TABLE 17

GENERAL SERVICES

	FY 1975	FY 1974	FY 1973
Internal printing requisitions processed	929	976	1,079
GPO Directives processed	166	166	164
No. of parking permits issued	1,668	1,593	1,796
Local message units (C&P)	880,693	812,826	799,052
Local message cost	$ 41,034	$ 36,587	$ 32,812
C&P's charges	$ 215,165	$ 197,759	$ 183,314
FTS cost	$ 216,302	$ 163,640	$ 83,415

MATERIALS MANAGEMENT SERVICE

Number of purchase orders	10,316	10,506	11,678
Value of purchase orders	$ 60,662,252	$ 93,577,086	$ 54,843,563
Paper purchased (lbs)	91,248,716	143,858,631	128,111,029
Paper purchased (sheets)	16,978,508	22,511,722	21,912,486
Envelopes purchased	136,639,774	144,591,690	203,836,150
Containers purchased	2,492,860	2,623,656	2,935,391

PERSONNEL SERVICE

Employees Trained	2,330	1,431	3,099
Treatments in Health Division	42,415	47,309	42,995
Employees Counseled - Alcohol and Drug	142	58	40
GPO Notices issued	55	25	56
GPO Instructions issued	23	14	31
Personnel actions	19,949	20,094	18,453
Classification actions	3,068	2,814	2,963
Labor agreements negotiated	3	1	5
Special Achievement Awards	$ 92,624	$ 13,704	$140,667
Outstanding performance awards	$ 7,030	$ 559	$ 9,497
Corrective actions	249	250	265

SECURITY SERVICE

Full Field Investigations requested	70	97	61
National Agency Checks requested	1,068	1,075	901
CSC Investigative Reports to CSC	126	266	520
Files to the Federal Records Center	32	8	58
Reports to Director of Personnel	32	53	65
Investigations	89	-	-

TABLE 18

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)
COMPARATIVE STATISTICS FOR FISCAL YEARS
1975, 1974, and 1973

	FY 1975	FY 1974	FY 1973
Appropriation	$ 36,765,000	$ 36,871,000	$ 29,762,000
Amount of Sales to Public	$ 34,454,000	$ 33,541,531	$ 23,135,568
Amount of Bookstores Sales	$ 3,967,471	$ 4,386,112	$ 3,747,532
Value of Deposit Orders	$ 7,094,106	$ 7,756,598	$ 5,791,962
Sales Orders	4,408,551	4,599,671	4,845,087
Number of Remittances	2,405,494	2,245,344	3,501,640
Customers Served by GPO Bookstores	540,746	696,592	715,890
Total Publications Distributed	130,718,234	200,094,311	198,718,249
Publications for Free Distribution	50,067,938	55,684,248	67,932,621
Pubs. Dist. Free for Other Agencies	38,226,538	51,932,196	64,040,340
Pubs. Dist. to Depository Libraries	11,791,696	10,619,456	12,490,228
Number of Depository Libraries	1,170	1,152	1,121
Number of Documents Cataloged	43,481	42,801	45,058
Number of Mailing Lists Maintained	1,237	1,150	1,186
Number of Addresses on Mailing Lists	3,226,128	3,940,062	3,835,081
Deposit Orders Processed	363,629	483,889	580,229
Government Agency Orders Processed	28,434	29,948	28,601
Congressional Orders Processed	9,478	9,787	10,123
Number of Sales Agents	150	621	340
Letters of Inquiry	2,447,412	2,678,885	2,473,659

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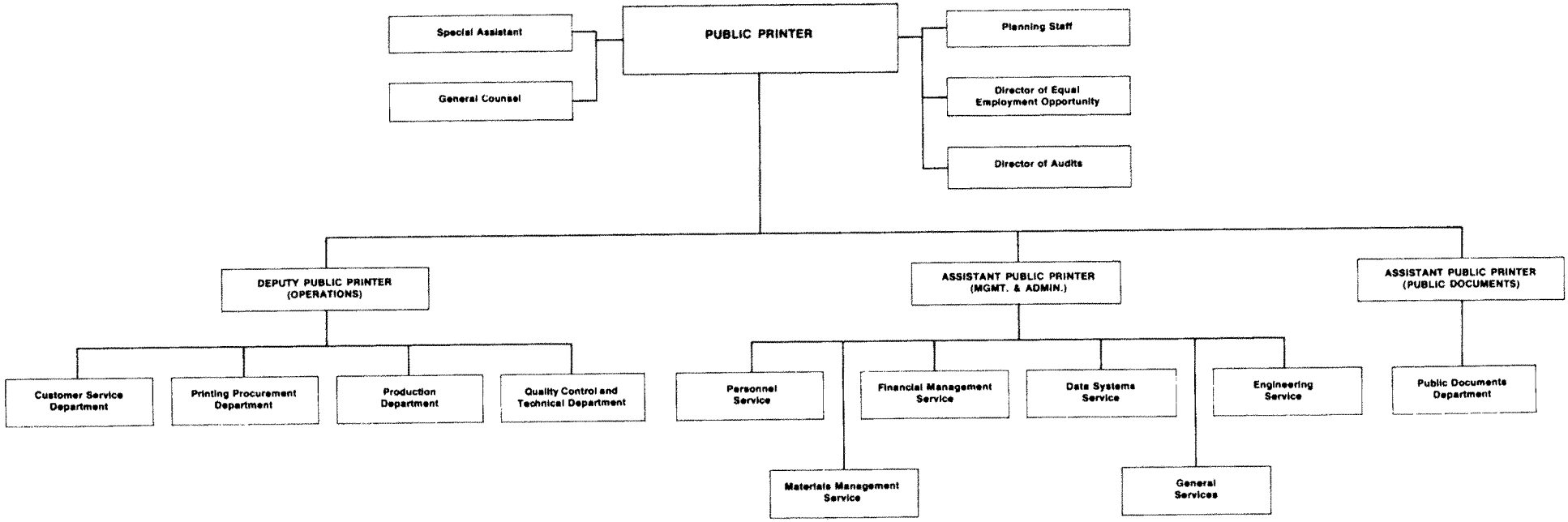
GOVERNMENT PRINTING OFFICE



Financial Management Service
General Accounting Branch
Work In Process Section