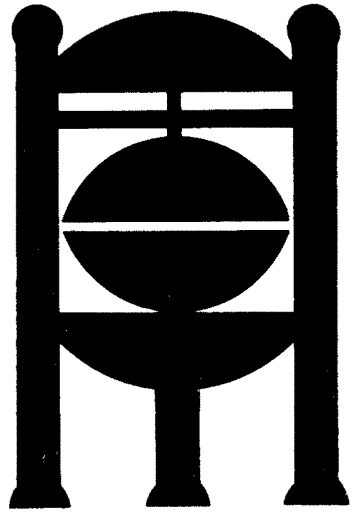
annual report of the PUBLIC PRINTER



For
the 15-Month Period
Ended
September 30, 1976

Financial Management Service
General Accounting Branch
Work In Process Section

ANNUAL REPORT

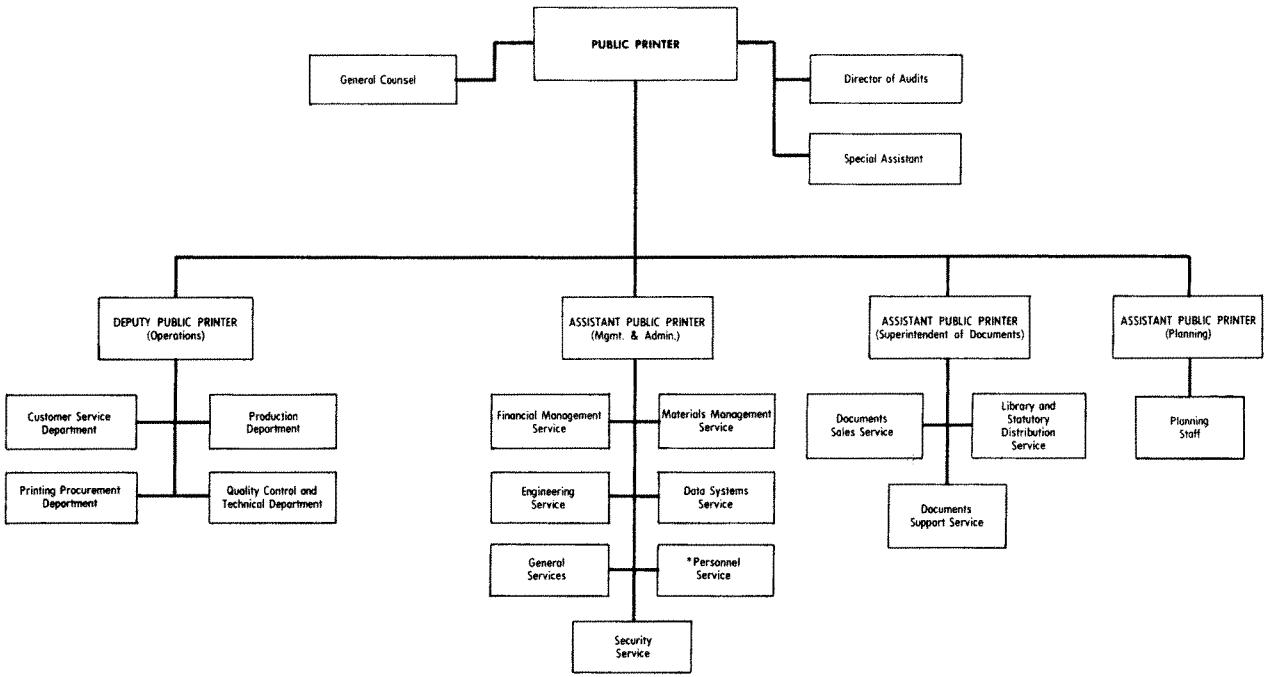
OF

THE PUBLIC PRINTER

For the 15-Month Period Ended

September 30, 1976

UNITED STATES GOVERNMENT PRINTING OFFICE



* The Director of Personnel also serves as Director of Equal Opportunity and in this capacity reports directly to the Public Printer.

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 for Management and Administration

Carl A. LaBarre
Assistant Public Printer (Superintendent of Documents)

Wellington H. Lewis
Assistant Public Printer (Planning)

MEMBERS OF THE JOINT COMMITTEE ON PRINTING

Frank Thompson, Jr.
Chairman

Howard W. Cannon
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 on March 4, 1861, 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.

HIGHLIGHTS

The products and services provided by the Government Printing Office for the 15-month period ended September 30, 1976, amounted to $634 million which consisted of $309 million of printing and binding services purchased commercially, $196 million produced in-house, $23 million for the sale of blank paper and other services, $52 million for services associated with the distribution of publications to depository libraries and other related services, and $54 million of sales of publications to the general public. After adjustment, printing and binding orders for the 15-month period increased by 3% from 1975, and Documents sales orders increased by 12% over the preceding year. The General Sales program was operated on a self-sustaining basis toward the end of the period.

A long-range planning staff was established and assigned the responsibility of assessing the environment in which the Government Printing Office will be conducting its operations in the future, and keeping the Public Printer informed as to activities and trends which will impact on the Office's mission.

Major modernization efforts during the period include: new electronic-composition unit, second text processing system with eight video-display terminals, and a system for producing relief printing plates from photopolymer materials. This equipment increased the Government Printing Office's productive capacity and resulted in substantial savings. The number of pages produced for the Federal Register increased 16.5% and for the Congressional Record 8.2% over 1975 levels. These increases were handled with less than a 1% increase in personnel. Approximately 7,000 pages of Privacy Act Information were produced on the photocomposition systems with resultant cost savings of $665,000. Plans have been made for expansion of the photocomposition capabilities within the Office, and seven obsolete presses have been replaced.

The Production Reporting for Operations, Budgeting, and Expenditures (PROBE) system was expanded. This system will save about $900,000 annually when it is fully operational. The groundwork was completed to fully implement Zero-Base Budgeting throughout the Government Printing Office. Significant savings are expected from this budgetary technique. In addition, savings in excess of $2 million were realized when ordering agencies implemented technical suggestions offered by the Government Printing Office and savings of $559,000 resulted from expansion of the Management by Objectives Program and enhancement of certain data processing procedures.

THE PUBLIC PRINTER'S PERSPECTIVE

Plans to relocate the Government Printing Office in the New York Avenue industrial corridor in the District of Columbia will continue to receive top priority in the coming fiscal year. The site has been approved by the National Capital Planning Commission and the District of Columbia Government. It is estimated that cost savings of approximately $11 million would be achieved immediately in a new facility because of greater efficiency of material handling operations. There is also potential for additional savings of $11 million because the building will be designed to permit installation of the most modern up-to-date equipment. Efforts will continue to obtain approval and funding of the project by the appropriate Congressional Committees

Fiscal Year 1977 will see an increase in the amount of composition produced on electronic photocomposition equipment as we continue to expand the capabilities of this technology. This expansion will provide increased flexibility, better service for our customers, and reduced composition costs.

The volume of printing and binding is expected to increase and we must be prepared to handle the increased workload. In order to accomplish this without materially increasing costs, ways will have to be found to increase productivity. Obsolete equipment will be replaced, new productivity standards will be established, and technological changes will be introduced to accomplish our mission in the most economical and efficient manner. New management techniques will be initiated with particular emphasis being placed on innovative ideas. Zero-base budgeting will be initiated to improve control, productivity, and cost-beneficial utilization of GPO resources.

New major efforts in automation will be started to support the Sales of Publications Program to improve order processing, inventory control, and customer information. The General Sales Program was operated on a self-sustaining basis toward the end of 1976 and this will continue in Fiscal Year 1977. Strategic program planning will continue as more sophisticated methods and techniques will be applied to improve the quality of the long-range planning.

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STAFF ACTIVITIES

OFFICE OF THE GENERAL COUNSEL

The General Counsel is the chief legal officer of the Government Printing Office and is responsible for providing legal services in all areas of law affecting the Government Printing Office.

Function

In discharging this responsibility the Office of the General Counsel provides all legal services, primarily relating to (1) providing legal advice on the procurement of printing and procurement and disposal of all real and personal property, including determination and settlement of disputed procurement contracts and claims, (2) drafting and commenting on all legislation affecting the Office, (3) investigating and disposing of torts and claims, (4) providing legal advice on the legality of internal instructions, policies, practices, and agreements, (5) providing hearing examiners for grievances processing under internal Government Printing Office procedures, (6) to providing agency representatives for Equal Opportunity matters, (7) acting as legal advisor to agency representatives in adverse action appeals and hearings convened by the Civil Service Commission, (8) preparing litigation reports for use by the Department of Justice and the U.S. Attorneys in court cases, and otherwise assisting therein, (9) furnishings services of attorneys to act on Government Printing Office Appeals Board, (10) reviewing and coordinating union contract matters, (11) counseling on questions of possible conflicts of interest, and (12) questions of law under Title 44 and other titles of the United States Code.

Activities

The workload was heavy in this period in two important areas. There were 55 Equal Opportunity Complaints and 18 court cases. The 18 court cases processed during Fiscal Year 1976 included 11 under Title VII of the Civil Rights Act (including 3 class actions), 2 Adverse Actions, and 1 case each of injunction, bankruptcy, tort, immunity, and assault and battery.

Recently the Supreme Court, in Chandler v. Rouderbush, ruled that Government employees are entitled to full trials when they sue the Government under the Civil Rights Act. In view of this, complainants in the future may be more likely to waive an administrative hearing and go directly into court. Also as a result, the Government Printing Office cases will be moving to trial during Fiscal Year 1977, and the General Counsel's Office, as well as the Departments and Services, will have to devote substantially more time and work to depositions, answering interrogatories, pre-trial preparation, trials and appeal work.

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 15-month period, the Office of Audits reviewed the management and operating practices pertaining to Central Office, Regional Printing Procurement Offices and Field Printing Offices; data processing operations, billings submitted by selected commercial contractors; financial accounts and related activities; ordering policies and procedures for the Documents Area Sales Program, and customer complaints about nonreceipt of publications. Verifications were made of GPO's change, bookstore, and imprest funds and the adequacy of physical inventory procedures for materials and supplies, paper and publications for sale. The Office performed follow-up reviews on the automation of the bidders list, the San Francisco Regional Printing Procurement and Field Printing Offices, the Batch Control System for processing Documents Area customer orders, procedures for furnishing publications to the Distribution Centers, and the operations of the Deposit Accounts Section. The Office of Audits also assisted the General Accounting Office in its review of the GPO operations and financial statements and related transactions.

The Office of Audits tested the turnaround time of orders submitted for publications, tested GPO's internal mail handling system and responded to several special requests from top management. The Office of Audits also developed sampling plans which were used to test the accuracy of GPO's inventories prior to the close of the period.

Significant Achievements

The Office of Audits issued 47 audit reports making recommendations to GPO management which enhanced the economy, efficiency, and effectiveness of GPO operations. Procedural controls were strengthened and improved resulting in recovery of overpayments to printing and binding contractors in excess of $31,000.

Future Plans

During this period, the Office of Audits implemented Phase I of an automated data program which summarizes, samples and prints detailed computerized data The automated program permits the auditors to obtain detailed data quickly and accurately. In Fiscal Year 1977, this office plans to develop other automated programs in order to streamline operations.

SPECIAL ASSISTANT

The Special Assistant to the Public Printer performs a variety of staff duties for the Public Printer, and serves as the focal point of contact with industry and trade associations.

During the 15-month period: (a) nearly 100 telephoned press inquiries were received; (b) approximately 149 tours involving requests from: graphic arts junior and senior high school classes usually consisting of approximately 35-50 students; Congress for staff members and constituents; Federal government employees who have dealings with GPO or are in the printing and publications area; graphic industry and unions; graphic arts and library science instructors and writers, film crews for TV, radio, magazines, newspapers reporters of same. This number also includes "VIP" tours from Department/Agency officials, as well as graphic arts industry leaders; (c) approximately 20 tours were conducted for foreign visitors. Some headed businesses; some were government officials and private citizens working in graphic arts; some came to do research in printing, publications, patents, etc.; (d) assisted in establishment of Public Printer's Interagency Council on Printing and Publications Service; and (e) wrote 13 speeches for the Public Printer and made 21 presentations.

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.

During the 15-month period ended September 30, 1976, the number of pages composed by the photocomposition process exceeded that produced by the hot-metal process for the first time. This trend will continue in Fiscal Year 1977 with the installation and operation of additional text processing and phototypesetting equipment. Commercial contracts for converting raw manuscript into machine readable copy and increased agency use of word processing equipment will further increase the use of photocomposition. Replacement of outmoded, obsolete, or worn out equipment in the press and bindery areas will continue in Fiscal Year 1977 at the same rate as in the 15-month period. Although the period saw a decline in the dollar value of work procured commercially by the Central Office with an increase in the value of work procured by the Regional Printing Procurement offices insufficient to offset the decline, the increase in actual volume of work procured is expected to continue at the present rate in Fiscal Year 1977. The decrease in total value of procured printing is attributed to lower bid prices as a result of increased competition in the commercial printing industry.

Perspective

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 to 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

This Division is responsible for 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 the development of schedules for printing and binding services in cooperation with other Office personnel; maintaining informational and communication services related to work in progress; pick-up and delivery of copy, proofs, rush jobs, and portions of inter-office jobs for the Agencies and the Congress; and performing related incidental work.

Production Analysis

The Planning Service Division processed 120,993 requisitions and print orders during the 15-month period. The overall workload, including direct-handle program liaison, more requests for expeditious service, high priority work, and increasing Congressional work, have all continued to challenge the division.

Significant Achievements

Normally, Congressional conference reports are set first in bill style (14 point type) for staff meetings of the Legislative Counsels and later reset in report style (10 point type) when filed in the Senate or House. The Congressional Information Section suggested that the GPO set the material only in report style, shoot the proofs at 129 percent and furnish the Legislative Counsels dylux proofs for their meetings. This procedure has been followfor the Tax Reform Report with a cost savings of approximately $65,000. The Legislative Counsels have wholeheartedly accepted this procedure and have agreed that all future conference reports should be handled in this manner.

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 Plant Planning Division prepared 35,414 regular and print order jackets during this period. All one-time work received by the Office was scheduled by the Production Planning and Scheduling Committee for either Commercial Procurement or for in-house production if GPO production equipment was idle or the job was nonprocurable.

Significant Achievements

Changes in production plans or methods requested by agencies produced a savings in excess of $298,406. Several of the larger savings are listed as follows: Department of Army accepted GPO's suggestion to change wrapping techniques which saved them $200,040. U.S. Postal Service agreed to reduce camera copy on their job for 57,000,000 forms and saved $38,832. Defense Mapping Agency accepted the suggestion to change stock on their Sight Reductions Tables for Air Navigation from 25% buff opacified bond stock to 100 lb. offset paper for a savings of $48,176.

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

The Typography and Design Division processed 8,486 jobs during the 15-month period. This work increase, which included many colorful commemorative prestige jobs, was largely due to added demands for Bicentennial materials and displays. In addition, GPOsponsored exhibitions such as the "Printers in Revolution" show in Union Center Plaza, utilized the talents of this division. Quality control press sheet inspections were more numerous, conferences with customer agencies for planning and design and art services, including audiovisual presentations, continued at a high level, and microfilm development became increasingly important.

Significant Achievements

The technicians of our Technical Review Section were responsible for an estimated savings of $242,900 during the period. This figure does not include economies effected in Typography and Design conferences prior to completion of specifications and the preparation of finished artwork. The savings resulted from changing paper stocks, eliminating excessive numbers of ink colors, and reducing or eliminating wasteful or unnecessary production processes.

The Interagency Training Program "Editorial Planning for Printing Production" was held as scheduled during the period. The fall 1975 class was held from October 20 through November 13, and the spring 1976 class was held from April 12 through May 6. Two hundred and seventy-nine persons were enrolled in these two series of lectures.

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.

The value of printing procured commercially by the Central Office Printing Procurement Division during the 15-month period amounted to $164,048,801.

Production

The value of printing procured by the Regional Printing Procurement Division amounted to $125,679,331. The number of individual jobs procured by the Central Office amounted to 72,075 and the number procured by Regional Printing Procurement Division was 180,539. An analysis of the workload shows government agencies are continuing to implement the Federal Printing Procurement Program.

The workload decline in the commercial printing industry that developed during the second half of Fiscal Year 1975 and resulted in much more economical bid prices on Government work, continued through the 15-month period. Consequently, even though volume was off approximately $30 million, an analysis indicates that more printing was procured during the 15-month period ended September 30, 1976 than the comparable preceding period.

The bid prices that were received on the million dollar accelerated schedules book and pamphlet program in the Central Office were approximately 20% less than Fiscal Year 1975 prices. This same trend was reflected in the bids on many large dollar volume contracts. In the area of business forms, the savings were even greater. The price of some business forms dropped to less than 50% of the average price during the first half of Fiscal Year 1975.

Significant Achievements

At the direction of the Joint Committee on Printing, several departmental printing plants were surveyed to determine how much work being produced in Federal plants could be procured commercially. As a result of the survey, several agency plants may be reduced to duplicating installations. Full compliance with the Federal Printing Program could lead to a rapid growth in GPO regional offices.

Savings to Government agencies in excess of $1,450,000 were realized as a result of specification changes suggested by GPO printing specialists plus the policy of not awarding contracts where bids are unreasonable or unrealistic. The utilization of suggestions offered by the Printing Procurement Department to the Postal Service resulted in savings estimated to be in excess of $500,000.

PRODUCTION DEPARTMENT

The Production Department is responsible for all "in-plant" printing production. The administrative functions are the prime responsibility of the Production Manager and his staff. Reporting to the Deputy Public Printer, this department has direct responsibility for the Composing,

Binding, Offset, Letterpress, and Electronic Photocomposition Divisions, and also for the Library of Congress Printing Branch, as well as the small installations at the Smithsonian Institution and Interior Department. The Delivery Section, Congressional Record Indexers, and congressional details are also responsibilities of this office.

BINDING DIVISION

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

Analysis of production during the 15-month period shows still another increase in most categories of Congressional work. The Federal Register also shows a substantial increase in the number of printed pages and the total net copies produced. Frequently, the total pages on an issue of the Federal Register exceeds that of the Congressional Record. Production figures indicate an increase of 1,045,000 copies produced in the period.

Production

Pamphlet Section is experiencing a decrease in folding operations, but an increase in book gathering and book inserting. This is in direct relation to the number of copies being produced on web presses. Apparently, this will become the trend with the installation of the new offset web presses.

The U.S. Passport operation in the Blank Section is steadily increasing. The approved purchase of two numbering machines will aid in the quality of this important operation.

The Book Section adhesive binder is still showing a quantity increase while the number of sewn books is on the decrease. These two operations are in direct relationship to each other and the sewn method is definitely the more expensive. Further savings are anticipated with the pending purchase of two automatic feeder attachments for the sewing machines.

Significant Achievements

As to be expected during an election year, the planned adjournment of Congress caused a tremendous influx of work with stringent delivery deadlines in the production areas. All areas were affected. Great demands were placed not only on our personnel but also on our equipment. One area in particular, the Congressional Record Room, did an outstanding job as shown during the selected time period of September 13, 1976, through October 6, 1976. This period of 18 workdays proved to be one of our most productive, as indicated by the extra editions of both the Congressional Record and the Federal Register.

COMPOSING DIVISION

The Composing Division's responsibility is to accept manuscript from Congress and Federal Agencies, furnish galley and/or page proofs to the customer, correct returned proofs and provide type or reproduction proofs to other divisions for completion. This was accomplished by using the hot metal process. The Division also has the primary responsibility of producing our two daily publications, the Congressional Record and the Federal Register. As a service, the Division furnishes printing specialists to Congress and agencies, resolves printing problems of others, and provides guidance and technical advice upon request. An additional responsibility has been to provide assistance for a smooth transition from hot metal to photocomposition.

Production Analysis

The 1st session of the 94th Congress adjourned on December 19, 1975; the 2d session of the 94th Congress convened on January 19, 1976, and adjourned on October 1, 1976. The 8-1/2 month session was the shortest in recent years. The decision of the Appropriations Committees to complete and publish their hearings prior to the August recess and the substantial increase in work generated by the newly created Budget Committees were reflected in an abnormally heavy workload during the period March through July. Early in this period and for the balance of the fiscal year, composition was procured from commercial sources for less critical material, allowing the division to concentrate its efforts on work of a more urgent nature. The Federal Register was a continuing production problem during the year with a growth rate average increasing from 180 to 205 pages per issue. A total of 69,964 pages was printed. Total pages produced increased by 16.5 percent. Significant relief in proofreading was obtained when the Office of the Federal Register agreed to reduce to one reading the Proposed Regulations and Notice sections.

This past year the Composing Division has been able to effectively deal with the problem of meeting production requirements with a declining and unbalanced workforce. This will continue to be a problem in the future, but with the experience gained this year, the impact should be minimized.

Significant Achievements

The Congressional Record continues to be the primary challenge and accomplishment for the Night Composing Division to which they can point with pride. This past 15-month period shows an approximate 8.2% increase in the number of pages produced.

The Federal Register shows an even larger increase. However, much of the increase came from camera copy or by photocomposition. This publication is the primary publication produced on the day shift and presents the same challenges as the Congressional Record does to the night force.

The Supreme Court releases 428 opinions this past session which is the highest number released. These opinions consisted of 4,675 pages which is an increase of 1,138 pages over the last session. The opinion pages are handled three or four times, before final approval, which created the need for additional help especially near the closing of the session. This is reflected in the reduction of the pages handled for the Term and Bound Volumes.

ELECTRONIC PHOTOCOMPOSITION DIVISION

The Electronic Photocomposition Division produces photocomposition on manually-operated photomechanical and magnetic tape-operated phototypesetting systems. Optical Character Reader Systems (OCR) and Text Editing Processor Systems are used for capturing original typed manuscript copy and performing file maintenance operations. The division also provides information and consulting service to customer agencies to enable them to adapt their composition needs to these systems.

Linotron page production increased 20.5 percent over the previous comparative period, 1,066,894 pages against 885,052. This increase is directly attributable to new jobs that have been processed through OCR/Text Editing Systems. The majority of this work is Congressional Hearings.

The OCR/Text Editing Systems reported a total of 3,563 manuscript folios keyboarded during this period. Of this total, 1,140 were Congressional Hearings. A total of 52,514 folios was keyboarded by commercial contractors for OCR input. These folios were scanned, updated and processed through the composing systems.

The OCR systems reported a total of 62,000 scanned pages during the reporting period. Customer agencies provided approximately 10,000 of these OCR input pages.

Privacy Act information was printed in the Federal Register during this period. A total of 7,000 pages were produced by photocomposition which represented 87 recordkeeping systems throughout the Government. The input devices used were: department submitted OCR manuscript copy, OCR copy procured from a contractor, magnetic tape, and data keyboarded by GPO through the Text Editing System. The information from the recordkeeping systems originally published are now compiled into a cumulative file for subsequent use to udpate and print a separate volume of the Code of Federal Regulations. A cost reduction of approximately $665,000 was realized by using the photocomposition systems on the Privacy Act.

Significant Achievements

The Congressional Record Index and the Federal Register Monthly Index are now being composed on automated systems within GPO as is the History of Bills and Resolutions. The annual bound edition of the Congressional Record Index will be composed on these systems in the future.

LETTERPRESSS DIVISION

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

Production Analysis

The Federal Register and Congressional Record continue to demand much of the production time. The purchase of magnetic saddles for the Record presses and the acquisition of a photopolymer platemaking system enables the division to print the photocomposed Federal Register from photopolymer plates. This capability of printing from type or from negatives will ease the conversion from hot metal to photocomposition.

Significant Achievements

New milestones were reached this period in producing the Congressional Record. The largest Congressional Record produced which was run entirely by the letterpress method occurred on July 1, 1976, and totaled 416 pages. The largest one produced using both letterpress and offset took place on July 2, 1976, and consisted of 424 pages. The largest 5-day input occurred during the week of September 27 through October 1, with production taking 9 days to complete. The total number of pages produced for the Congressional Record for this period amounted to 3,328.

OFFSET DIVISION

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

Production Analysis

The pattern of increased use of web offset for production of the Congressional Record and Federal Register continued in the 15-month period. There were 5,060,600 total impressions produced on the Congressional Record and 55,214,350 total impressions for the Federal Register, or a grand total for the combined jobs of 60,274,950 impressions.

The introduction of an Automatic Blanket Washer System in presswork operations was achieved with excellent results. The system provides clean and ry blankets automatically with pushbutton convenience and a minimum of press downtime. Five units are in operation and eight additional units are planned. Total results are cleaner reproduction with less paper waste, a safer operation for pressroom personnel and the elimination of messy scrub rags.

Significant Achievements

Copy Preparation Section introduced a new positive paper for application in the automatic imager. The material has eliminated the problem of chemical contamination and greatly improved the quality of the reproductive image. In addition, the material has a tendency to remain flat. The elimination of processing curl in the material has been very beneficial to pasteup operations.

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 utilized in the printing and binding operations, and the manufacture of select supply items such as inks, type metals, and adhesives. The Department makes cost reduction studies and conducts the necessary developmental work to improve quality, effect economies and resolve technical problems that arise in the Customer Service, Production and Printing Procurement Departments. Technical support is also provided to the various quality control elements in the Office through the Quality Control Division. Ancil- ary functions include the maintaining of adequate inventories of press rollers and printing inks, the development of procurement specifications, monitoring materials and work environments for health hazards to insure compliance with EPA and OSHA regulations, maintaining liaison with regulatory agencies and the various technical organizations engaged in related work, and providing technical service and support to the plant, the Joint Committee on Printing and other governmental agencies.

The total number of material samples tested during the 15-month period amounted to 14,765 and printing inks manufactured amounted to 320,718 pounds. Of this amount 137,163 pounds were sold to various government departments. A total of 716 press rollers were purchased during the 15-month period.

Production Analysis

Three new paper specifications were developed: (1) Optical Character Recognition (OCR), (2) Plain Copier, Xerographic, White, Natural and Colored, and (3) White Matte Coated Offset Book. In addition, a joint effort with the Technical Subcommittee of the Joint Committee on Printing Paper Specifications Committee has been undertaken to modernize all of the Specifications in the Government Paper Specifications Standards. A target date of January 1977 has been established to reprint this valuable document last printed in 1972.

Significant Achievements

A Quality Control Division was established and staffed during the 15-month period. This division is charged with the development and coordination of quality systems for products procured and manufactured in the Office through inspection and sampling; process controls; specifications and standards; special studies and projects; and informational feedback systems. It also supplies statistical and mathematical support services to the other division and provides technical assistance in solving quality control problems.

LIBRARY OF CONGRESS BRANCH

The Library of Congress Branch produces catalog cards and proofsheets for the Catalog Distribution Service of the Library of Congress and also job work for the Library. This is accomplished with a combined letterpress and offset process.

Production Analysis

A cutback in titles received of 50 percent and letterpress copies produced by 36 percent has been experienced in 1976. Cards printed from plates furnished increased by 42 percent and cards printed from plates produced declined by 38 percent. Overall production of all presswork by offset declined 5 percent. Because of a recent decrease in the impressions required on the furnished plates a further decrease is expected in the coming year.

ASSISTANT PUBLIC PRINTER FOR 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 58 and 59 and certain data are summarized under each Service.

Perspective

During Fiscal Year 1977, zero-base budgeting will be implemented and become an integral part of the Annual Operating Plan. The Productivity and Work Measurement, Budget, and Management by Objectives Programs will be fully interfaced with zero-base budgeting to improve control, productivity, and cost/benefit utilization of GPO resources. Additional automation projects are scheduled for implementation to further support Officewide programs and to eliminate manual and EAM functions and effect improved utilization of our computer systems. The automation of the daily collection of labor and production information for cost accounting and payroll systems will be expanded throughout the Production Department and Public Documents area. The materials inventory system will be automated in order that complete control from initiation through replenishment will be handled via a computer. It is anticipated that GPO will be granted a hearing before the House Public Works and Transportation Committee early in Fiscal Year 1977, and the plans for the new building will be approved.

DATA SYSTEMS SERVICE

The Data Systems Service is responsible for providing computer services; supporting functions; and developing related policies, systems and programs to meet Office wide managerial and operating requirements.

Significant Achievements

During the period significant progress was made in the acquisition, installation and modification of equipment; software systems; specialized software programing aids; performance monitors, and vendor furnished code.

The installation of the system 370/145 computer which replaced the system 360/40 was a significant step forward in our overall modernization program. This system was further improved by the installation of large capacity disk drives and high speed tape drives. A Card Reader/Punch was installed on the system 370/145 to eliminate EAM processing and support the punching and printing of payroll checks.

Procurement action for a complete Burroughs Computer System (processor, peripherals, and CRT terminal) was initiated during this period to support the new Documents' retail order entry application.

The Central Office Work in Process automation effort was completed. Many other enhancements were derived and as a result annual savings of $123,000 were realized. A change to microfilm output rather than hard copy produced additional annual savings of $36,000.

The Budget Reporting System showing actual expenses versus budgeted amounts was automated and reports are produced on a monthly basis.

The automation project for the daily collection of labor and production information, known as PROBE, was implemented and is expected to provide savings of over $900,000 annually. In addition, the editing of input at terminals has increased the accuracy of the output products. The time necessary to produce daily cost accounting reports which are used in the production areas has been cut in half.

The next year's automated goals are in response to the Automated Services Steering Committee's priorities. These priorities now include 57 "A" priorities amounting to 66,765 system analysis and computer programing manhours. In order to fulfill this great workload, productivity improvement will be necessary. The Service expects to (1) acquire and implement Systems Language One, (2) improve project management and control techniques, (3) improve the current efforts to integrate the proper use of minicomputers and (4) utilize software that is available from other sources.

<u>Future Plans</u> Plans have been made to install a comprehensive, automated tape library management system. This will permit better scheduling of the computer workload.

Also, plans have been made to install a comprehensive Data Base Management System during the year. This will provide GPO with a centralized and tightly controlled data base, and will facilitate the conversion of various batch systems to on-line systems where practical.

ENGINEERING SERVICE

The Engineering Service is responsible for providing all disciplines of professional engineering assistance for studies, system development, purchases and planning services plus the management and maintenance of all GPO facilities, machinery and equipment in consonance with an effective and safe working environment for employees in order to meet the operational and economic requirements of the Office.

Significant Achievements

The Service worked with and acted as coordinator in conjunction with GSA, National Capital Planning Commission, D.C. Municipal Planning Office and contractors in finalizing and filing the Final Environmental Impact Statement regarding GPO's relocation. Over 90 specifications were developed for various equipment items, materials and systems. Studies were completed in various production areas. The Service worked in conjunction with the Production Department in developing plans to provide adequate facilities to produce the Federal Register by photocomposition techniques. A rearrangement of Letterpress Division to improve material flow and initiate production efficiencies, and a plan for Offset Division was developed to more efficiently utilize space and equipment.

Future Plans

The Engineering Service will continue to work closely with the Production Department in providing necessary technical support to install new machinery and equipment while maintaining existing equipment and facilities. The air-conditioning renovation project is scheduled for completion early in FY 77.

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 by three division heads who report to the Comptroller. Divisions are established for Accounting Systems and Procedures, Budget and Management, and Financial Operations. 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.

The Productivity and Work Measurement Program was expanded to include all Government Printing Offfice organizations. Workload indicators were

established for all cost codes and the indicators are continuously monitored and updated. All proofreaders were also included in the Ems Measurement System.

A pilot study was successfully completed of an automated source data collection system, Project PROBE, in certain selected areas. This system utilizes terminals located at the worksites for employees to input time and attendance and production data.

Significant Achievements

The number of records in the Cost Balance File was reduced from about 61,000 to about 46,000. This resulted in improved computer processing, reduction of production labor cards needed and provided more accurate reporting.

The MBO program was expanded and resulted in cost avoidance and labor savings estimated at $400,000.

Full automation of the work-in-process system was accomplished resulting in improved timeliness of jacket cost summaries and material and paper issue cost distribution.

Procedures were developed to transfer the billing functions of five Regional Printing Procurement Offices to the Central Office.

Monthly expense budget report was automated which enhanced the efficiency and timeliness of monitoring of cost center budget execution.

Future Plans

Zero-base budgeting will be fully implemented in selected organizations of GPO in 1977 and expanded to all organizations in 1978. The PROBE automated source data collection system will be expanded throughout the GPO resulting in over $900,000 savings annually.

Further automation of manual accounting routines will be implemented as well as the conversion of Field Printing work-in-process files from tab cards to magnetic storage.

The Simplified Intragovernmental Billing and Collection System (SIBAC) is to be initiated in 1977 and will expedite billings and collection of revenue.

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: pay parking, subscription control, conference rooms, general files, and administrative postage.

A new Centrex telephone system was installed in the Central Office complex which resulted in the dismantling of the outdated PBX switchboard and the transfer of the telephone information reference function to GSA.

The Service developed and published GPO Instruction 875.1, Long-Distance Telecommunications Services, to encourage the use of mailgrams and telegrams in lieu of the more costly long-distance telephone calls. Message-sending capability was improved by the acquisition of a KSR-28 teletype machine to supplement and backup other machines.

Significant Achievements

GPO Parking facilities were expanded to include a parking garage across H Street from the Central Office and to the lower basement level at Union Center Plaza. Recordkeeping for the expanded parking program was automated through the utilization of an ATS terminal for data input to the computer.

Various activities in the Paperwork Management area resulted in improved controls over printing for in-house needs as well as marked improvements in the directives system. An alphabetical subject cross-reference listing of all directives was developed and published along with the semiannual numerical listing to assist managers in accessing the system.

A management study of Documents Stock Distribution Division was completed which recommended appropriate manning levels commensurate with the workload and procedural changes to improve the productivity of the Division. A comprehensive study of the GPO receiving function was completed which included recommendations for reorganization, physical relocations, and procedural changes. Through evaluation of the most recent developments in word processing equipment capabilities and in liaison with other organizations, a systems approach was developed toward the establishment of an integrated GPO word processing system.

The Service plans to intensify efforts in paperwork management activities to include revised record retention/disposal schedules, reports control, correspondence improvement and control, and word processing. Efforts in providing input data for new building planning will continue in the areas

of telecommunications, word processing, space management, and employee parking. Management studies will continue to be provided in selected areas to improve and streamline operational systems and to recommend new concepts as appropriate.

Future Plans

This effort is planned to include the establishment of a word processing center for Documents operations at Union Center Plaza and in other areas of the Office.

MATERIALS MANAGEMENT SERVICE

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

Significiant Achievements

The 100,000 square foot Farrington Avenue warehouse vacated by Public Documents was transferred to the Stores Division in July, 1976. The majority of bulk stocks of general stores material have been consolidated in this warehouse, removing them from small storage spaces in the basement of the Central Office. Through acquisition of this space, consolidation of stocks, reduction of inventory, and better utilization of facilities, Materials Management Service terminated the lease of a warehouse. The General Services Administration has been given notice that approximately 26,500 square feet of space will be released at the Franconia warehouse early in Fiscal Year 1977; and it is anticipated that other such space will be released during Fiscal Year 1977.

Approval was received to reorganize the Stores Division and integrate the Inventory Control Unit into Stores. The necessary reassignment and reclassification of personnel are underway, as well as the physical renovations necessary to accommodate the expanded administrative operations of the division. Ultimately this reorganization, combined with the mechanization of many of the inventory recordkeeping functions, is expected to reduce the total number of personnel required while upgrading the level of work to be performed.

Through the use of existing automated equipment and of new clerical procedures such as consolidation of multiple requisitions into a single order and increased use of term contracts, the General Procurement Division has made more time available to review complex, high-dollar procurements and to respond to emergency requirements that impact on the production and operational capabilities of the Government Printing Office.

A self-service store stocking approximately 2,000 line items of common consumable office supplies, blank forms, etc., will be installed on the fifth floor of Building 1. This store will reduce paperwork and processing time, and give Stores Division personnel more time to provide support in storage and issue of repair parts, equipment, etc., to Government Printing Office operations.

Future Plans

The obsolete receiving operation at 35 G Street will be closed and the entire receiving operation of materials, supplies and equipment will be consolidated in an area formerly occupied by the Superintendent of Documents. This centralized operation, with better facilities, will be able to provide more timely processing with fewer personnel.

Specifications are being developed for acquisition and installation of software and hardware for a minicomputer system in the Stores Division. The proposed system will trace and maintain the total materials inventory from initiation of an order through receipt, storage, issue, and ultimate replenishment action.

PERSONNEL SERVICE

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

All full-time staff nurses, with the exception of two, have been certified as Occupational Hearing Conservationists, thereby qualifying under OSHA regulations as able to perform hearing tests. Every effort will be made to secure the necessary instruction for those who have not previously been so certified.

As a result of reorganization, the Equal Opportunity Division has been placed in the Personnel Service. The Equal Opportunity Division is responsible for the Federal Women's and Spanish-Speaking Programs, Counseling and Affirmative Action Programs.

Significant Achievements

New policies regarding salary retention and a limitation on pay for GG employees were published as part of the overall revision of GPO Instruction 640.7A General Pay Administration.

A Safety and Health Training Course for supervisors was conducted from February through October 1976. Four hundred and fifty four supervisors

received Certificates of Training. The supervisors explored topics that were valuable to them in developing and maintaining effective supervisory control over the safety and health aspects of their operations. The program will be continued in Fiscal Year 1977.

To inform top level executives of the problems and changes that occur within the various departments/services, an on-going program entitled "Public Printer's Problem Meetings" was developed. Meetings are conducted every 2 weeks. Three Manager's Conferences were conducted during this period to accommodate the 75 individuals identified as managers within GPO.

A GPO Advisory Committee for the Handicapped was established. The purpose of the group is to assist management in developing ways to further opportunities for GPO handicapped employees. The eight member group consists of managers, employees, and union representatives.

The Equal Opportunity Division has intensified its counseling activities as evidenced by: (1) Increase in the number of employees who sought counseling during the year, and (2) Notable improvement in percentage of resolutions of informal complaints. This increase is attributed to greater employee awareness and apparent confidence in the counseling program. Efforts to further these increases will continue.

In January 1977 the Career Development Branch will conduct the Kepnor-Tregoe APEX Program for 25 GPO executives. This program concentrates on principles of systematic problem analysis and decision making.

As a result of studies made of the Incentive Awards Program, plans have been formulated for improving the Office's program responsibilities.

Future Plans

The Employee Counseling activity, though proving to be effective, will undergo some changes for improvement in the immediate future. Rather than having employees in other locations report to the central office for counseling, a "circuit" counseling program will be established; this will permit the Employee Counselor to set certain days to visit the Eisenhower and Laurel installations to counsel employees. Both time and money will be saved through this innovation.

The Position Management Branch plans for the future include auditing 10% of all positions in all organizations of GPO and surveying all warehousing operations with continued emphasis on position management techniques which will achieve the proper balance of economy, efficiency, skills, utilization, and employee motivation.

SECURITY SERVICE

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

Significant Achievements

Efforts were continued to develop and maintain a highly efficient and professional security force. The number of thefts of Government property has been reduced to one of the lowest in the metropolitan area, and the number of assaults on employees has been reduced in the high crime areas surrounding GPO facilities. The Service has continued to assume increased responsibilities with fewer assigned personnel by improving productivity.

During the period, the Security Service conducted investigations into physical controls of plant facilities and other activities resulting in internal controls being strengthened. The Security Service was assigned the responsibility for conducting investigations of EO complaints. All EO cases were investigated well within the required timeframes.

Future Plans

Efforts will continue to improve Security Service's effectiveness and to ensure that the Service is responsive to the needs of the Office by providing further professional training and prompt investigation of alleged illegal activities. Emphasis shall be placed on increased utilization of electronic security devices to meet new requirements and to augment or improve existing security responsibilities.

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. This Office employees the use of three major services: (1) the Documents Sales Service, (2) the Library and Statutory Distribution Service, and (3) the Documents Support Service.

An upward trend is expected in both the numer of sales orders received and the number of copies shipped. Sales Orders are projected to increase approximately 10 percent annually during the next five years. Through automation and higher individual productivity, the rising workload should be handled with less than a 10 percent increase in personnel requirements. Orders will be processed and mailed to our customers within ten working days after receipt in this Office. With major effort of automation to support the Sales Program, the Superintendent of Documents will improve order procesing, inventory control, customer information, and financial accounting and reporting. Depository Library designations are expected to increase by a minimum of 25 during this year. Accordingly depository mailing will increase and it is anticipated that cataloging and classification to publications will be higher in 1977.

Perspective

Great emphasis will be placed on quality production and during the coming year all complaint mail will be recorded and controlled. These actions will result in a decrease of complaint mail and will greatly improve the tone of the complaints.

DOCUMENTS SALES SERVICE

The Documents Sales Service is responsible for the sales of Government documents in accordance with Title 44, United States Code, and other applicable laws and regulations. It conducts this program through five divisions engaged in order fulfillment functions involved in supplying Government publications and subscriptions to the public by mail order and direct sale.

The Sales Order Information System (SOIS) concept was developed as a master control program for coordinating development of a complete Sales Program computer support system. It outlines the total systems requirements and provides guidelines for systems developments, including project flowcharts and key personnel assignments. SOIS will assure an orderly and coordinated approach to system development and operations within the Documents area.

The Publications Reference File (PRF) supports retail order processing, providing key information in the forms of stock cards and microfiche. As part of the first phase of SOIS, seven Four-Phase CRT terminals, one printer and one processor to support the new on-line system, and 22 new 48X microfiche readers to support the production of PRF on mocrofiche were obtained.

The Terminals Applications Processing System was approved for procurement and this enhancement of our bulk inventory system is scheduled for completion in 1977. It is designed to simplify operations and increase system response to user demands.

Significant Achievements

A significant achievement in the Bookstore Program during the period was the opening of the Houston Bookstore located in a suburban shopping center. This was the first endeavor in a commercial location and indications are that it will be successful. The Forrestal Bookstore was closed leaving five bookstores in the Washington D.C. area. The Detroit Bookstore was relocated to a more accessible and advantageous site.

The consolidation of warehouse facilities and transfer of stock to the Laurel Warehouse Branch was completed without disruption or diminshment of warehouse service. Warehouse facilities at North Capitol Street, Farrington, and the temporary warehouse at Laurel have been vacated, as planned. Consolidation has allowed a reduction of personnel from 124 permanent employees to 107. Relocation of the Retail Distribution Division activity from the fifth and seventh floors of the GPO Central Office to a one-level facility in Laurel, Maryland, was completed in June 1976.

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

The Library and Statutory Distribution 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.

During this period, a total of 412 Depository Libraries were inspected. The inspections provided an opportunity for Depository Librarians to have direct contact with representatives of the Superintendent of Documents. This afforded the librarians a chance to ask questions concerning Title 44 and to cite problems they have with the implementation of the Depository Service.

The backlog in the Depository Distribution Division has been eliminated and 95 percent of all new receipts are now distributed within established time frames.

The time required to produce the Monthly Catalog has been drastically reduced. The Catalog is now produced in Machine Readable Cataloging format by using the Ohio College Library Center computer tapes.

Significant Achievements	A regional Depostory Library workshop was conducted in San Francisco in conjunction with the annual meeting of the American Library Association. In July 1976, an economic analysis of the Microform Pilot Program converting the "Code of Federal Regulations" to Microfiche for test distribution to 33 Depository Libraries was completed and approved by the Joint Committee on Printing.

DOCUMENTS SUPPORT SERVICE

The Documents Support Service is comprised of three Divisions which are responsible for directing work supporting and management services necessary to the operations of the Documents area. The Administrative Division is charged with correspondence control, including records retention; personnel programs administration in liaison with Personnel Service; clerical support; and clerical and mailing supply management. The primary functions of the Analysis and Review Division are the analysis, 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.

During this period, the Training and Graphics Section of the Administrative Division began an indoctrination program for new employees of Documents. Since July 1975, over 168 employees have been given a slide presentation on order fulfillment and then escorted through Union Center Plaza and the Main Office to get a firsthand look at Documents' operations.

The backlog of unanswered controlled correspondence was greatly reduced. A special unit was formed to expedite priority mail and select special correspondence. The overall response time to the correspondence by the group was reduced to less than 2 days as compared with 14 days in the past.

The sales of Superintendent of Documents Coupons was discontinued. By this action, incoming mail in the Receipts Branch can be handled faster as the value of coupons to be verified has been substantially reduced.

Significant Achievements	Front-ending (turn it around before it enters the system) was implemented aggressively during the latter five months of the period. The cost of making 323,000 refunds was eliminated thereby avoiding a minimum of $584,630 in cost.

Rigid controls were placed on the acceptance of orders from Deposit Account customers which greatly reduced the possibility of a customer's account being overdrawn.

The Daily Status Report was expanded to an eleven-page report monitoring 233 functions throughout the Documents operations.

ASSISTANT PUBLIC PRINTER (PLANNING)

The Public Printer's Planning Staff is responsible for assessing the environment in which the Government Printing Office will be conducting its operations in the future and keeping the Public Printer informed as to activities and trends which will impact his performance of mission.

During Fiscal Year 1977, the Planning Staff will be engaged in studies and analyses of GPO's internal and external environments in order to reveal those elements which will have significant impact on the office in the future. From these studies GPO's strategic information requirements will be developed.

Significant Achievements

In July 1975, the Assistant Secretary for Management, General Secretariat of the Organization of American States (OAS), addressed a request to the Deputy Public Printer to provide consultant service relative to the OAS printing operations. With technical support from the Superintendent, Field Printing Division, the Planning Staff provided analysis, evaluation, and strategic recommendations relative to the operation within the three-week period specified by OAS. The substantial modifications and augmentations recommended in the report have been implemented by OAS.

Future Plans

The Planning Staff will continue to analyze the environment within which the GPO interacts or which might impact upon GPO. This is a never-ending process in a strategic planning program; and as cycles are completed, progressively more sophisticated methods and techniques will be applied to the next cycle which will improve the quality of the assessments that are incrementally added to the GPO Long-Range Planning Notebook. Annually, plans are to summarize the contents of the notebook and prepare an outlook for operational planning purposes.

STATISTICAL APPENDIX

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENTS
AS OF SEPTEMBER 30, 1976
(DOLLARS IN THOUSANDS)

ASSETS

	Revolving Fund	(NOTE 1) Other Funds	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:			
Fund balances in U.S. Treasury	$ 18,508	$56,569	$ 75,077
Cash on hand and in transit	1,709	4	1,713
	20,217	56,573	76,790
ACCOUNTS RECEIVABLE AND ADVANCES:			
Accounts receivable:			
Government agencies (NOTE 2)	136,812	161	136,973
Other	894	---	894
Advances to employees	40	---	40
	137,746	161	137,907
INVENTORIES: (NOTE 3)			
Publications for sale, net	19,424	---	19,424
Printing work in process, at standard value	23,473	---	23,473
Paper, envelopes, and other supplies at cost	14,322	---	14,322
	57,219	---	57,219
PROPERTY, PLANT AND EQUIPMENT:			
Land and buildings, at cost	---	9,085	9,085
Equipment and building appurtenances	48,780	2,027	50,807
	48,780	11,112	59,892
Less: Allowance for depreciation	28,472	7,988	36,460
	20,308	3,124	23,432
TOTAL ASSETS	$235,490	$59,858	$295,348

LIABILITIES AND INVESTMENTS

	Revolving Fund	Other Funds	Combined Funds
LIABILITIES:			
Accounts payable (NOTE 4)	$ 34,469	$ 6,661	$ 41,130
Accrued salaries and wages	2,190	---	2,190
Amounts withheld from employees for purchase of savings bonds and payment of taxes	2,223	---	2,223
Employees accrued annual leave	5,216	534	5,750
Customers deposits, prepaid subscriptions and unearned revenue	22,502	---	22,502
	66,600	7,195	73,795
INVESTMENT OF U.S. GOVERNMENT:			
Capital	104,715	---	104,715
Retained earnings reserved	16,162	---	16,162
Retained earnings unreserved	38,236	---	38,236
Appropriations and other fund balances	---	52,663	52,663
Income from sales of publications payable to U.S. Treasury	9,777	---	9,777
	168,890	52,663	221,553
TOTAL LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT	$235,490	$59,858	$295,348

TABLE 1

TABLE 2

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING FUND
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976
(DOLLARS IN THOUSANDS)

REVENUE	
Printing and binding services performed for Government agencies and Congress (NOTE 5)	$505,145
Document sales to the public	53,972
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents	31,169
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies Reimbursements by appropriations to the Superintendent of Documents	20,668
Blank paper sales: Receipts from other Government agencies	18,626
Other	4,751
TOTAL REVENUE	$634,331
DIRECT COSTS	
Labor	$122,804
Material	39,969
Purchases of printing	289,727
Cost of publications sold	13,504
Cost of publications destroyed	2,635
TOTAL DIRECT COSTS	$468,639
GENERAL AND ADMINISTRATIVE EXPENSES	130,134
TOTAL EXPENSES	$598,773
NET INCOME TO THE REVOLVING FUND	$ 35,558
Less amount payable to the U.S. Treasury	23,427
NET INCOME RETAINED BY THE REVOLVING FUND	$ 12,131
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND	
Balance - July 1, 1975	$ 42,267
Add: Net income retained by revolving fund	12,131
Balance - September 30, 1976	$ 54,398

TABLE 3

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AS OF SEPTEMBER 30, 1976
(DOLLARS IN THOUSANDS)

	Appropriation			
	Printing & Binding For Congress	Superintendent of Documents	(NOTE 6) Other	Total
Balances - July 1, 1975	$ 10,021	$ 5,208	$7,006	$ 22,235
Source of funds:				
Appropriations	136,618	55,554	210	192,382
Reimbursements	---	955	---	955
Increase in investment of fixed assets	---	---	309	309
TOTAL	$146,639	$61,717	$7,525	$215,881
Use of funds:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding	$108,406	$ ---	$ ---	$108,406
General sales distribution	---	26,140	---	26,140
Special sales distribution	---	5,029	---	5,029
Distribution for other agencies	---	8,266	---	8,266
Depository library distribution	---	10,753	---	10,753
Cataloging and indexing	---	1,650	---	1,
Depreciation on buildings, furniture and fixtures	---	---	124	124
Increase in liability for employees' annual leave, Superintendent of Documents	---	---	2	2
Unobligated funds returned to U.S. Treasury	---	2,638	210	2,848
TOTAL DEDUCTIONS	$108,406	$54,476	$ 336	$163,218
Balances - September 30, 1976	$ 38,233	$ 7,241	$7,189	$ 52,663
Appropriation balance - September 30, 1976	$ 38,233			
Obligations - September 30, 1976	$ 43,515			
Unfunded obligations (NOTE 7)	$ 5,282			

TABLE 4

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976
(DOLLARS IN THOUSANDS)

Payments from Congressional printing and binding appropriations to revolving fund	
Congressional Record	$ 19,910
Hearings	23,688
Miscellaneous printing and binding	12,592
Bills, resolutions and amendments	10,121
Miscellaneous publications	7,972
Federal Register	13,032
Committee prints	6,683
House and Senate calendars	2,369
Documents	2,618
Supplements to the Code of Federal Regulations	3,541
Committee reports	3,942
Franked envelopes	1,120
Publications for international exchange	634
Document franks	76
Automation of Federal Register	108
TOTAL PAYMENTS	$108,406

Payments from Superintendent of Documents appropriations to the revolving fund	
General sales distribution	$ 26,140
Special sales distribution	5,029
Distribution for other agencies	8,266
Depository library distribution	10,753
Cataloging and indexing	1,650
TOTAL PAYMENTS	$ 51,838

TABLE 5

U.S. GOVERNMENT PRINTING OFFICE

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

15 MONTH PERIOD ENDED SEPTEMBER 30, 1976
(DOLLARS IN THOUSANDS)

REVENUE	
Document sales to the public	$53,972
Reimbursements by appropriations to the Superintendent of Documents	31,169
Other revenue	969
TOTAL REVENUE	86,110
EXPENSES	
Cost of publications sold	13,504
Cost of publications destroyed	2,635
OTHER EXPENSES	
Salaries and expenses	31,169
Postage expense	15,375
TOTAL EXPENSES	62,683
AMOUNT PAYABLE TO THE U.S. TREASURY	$23,427

Status of payments due U.S. Treasury	
Balance payable—July 1, 1975	$11,636
Add: Amount payable to U.S. Treasury	23,427
Less: Payments to U.S. Treasury	16,636
Reduction of prior years payable to U.S. Treasury	8,650
Balance payable-September 30, 1976 (NOTE 8)	$ 9,777

TABLE 6

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING AND OTHER FUNDS
STATEMENT OF CHANGES IN FINANCIAL POSITION
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976
(DOLLARS IN THOUSANDS)

Funds provided by:		
Printing and binding services performed		$505,145
Document sales to the public	$ 53,972	
Less adjustment of prior years earnings	8,650	45,322
Sales of paper		18,626
Appropriations:		
For Congressional printing and binding	136,618	
For Superintendent of Documents	55,554	
For GPO Project Planning	210	
Total Appropriations		192,382
Other revenue		4,751
Miscellaneous:		
Disposal of fixed assets	136	
Reimbursements to S&E appropriation	955	
Total Miscellaneous Funds		1,091
Total Funds Available		$767,317
Funds applied:		
Operating expenses, less depreciation and net change in accrued annual leave		596,143
Payments for Congressional printing and binding		108,406
Purchases of equipment		5,684
Funds returned to Treasury		19,484
Total Funds Applied		$729,717
Increase in working capital		$ 37,600

ANALYSIS OF WORKING CAPITAL	9-30-76	6-30-75	Increase or Decrease (-)
Fund balances with U.S. Treasury	$ 76,790	$ 37,655	$ 39,135
Accounts receivable and advances	137,907	119,666	18,241
Inventories	57,219	50,551	6,668
	$271,916	$207,872	$ 64,044
Less:			
Liabilities excluding employees' accrued annual leave	68,045	41,601	26,444
Total working capital	$203,871	$166,271	$ 37,600

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 $300,000 appropriation for environmental impact study which was transferred to GSA.

2/ Accounts Receivable Government is net of $509,572 allowance for doubtful accounts.

3/ Publications for sale inventory is net of $1,022,292, allowance for unsalable publications, and is computed using average cost. Printing work-in-process represents in-plant work at standard value. Paper, envelopes and other supplies are composed of $9,847,820 for paper and envelopes using the first-in, first-out (FIFO) method of valuation and $4,474,720 for materials and supplies computed on a moving average basis.

4/ Accounts Payable does not include a contingent liability of $21,474,502 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 $19,468,709 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 $1,795,887 for the Government Printing Office buildings and land, the Superintendent of Documents' furniture, machinery and equipment with a book value of $1,327,691 less the Superintendent of Documents' accrued annual leave for employees of $534,599.

7/ Obligations as of September 30, 1976, include $5.3 million which will be paid from appropriations for subsequent fiscal years. Included in the obligations are amounts for printing and binding for prior years which were estimated in accordance with practices applied on a basis consistent with that used in prior years. These amounts include many jackets pertaining to classified, sensitive and other information that may not be published or released in the immediate future.

8/ Balance payable to the U.S. Treasury is net of prior period adjustments of $8,649,967 due to accounting policy changes during the 15 month period ending September 30, 1976, for the deferral of unrealized revenue from subscription sales amounting to $12,512,430 and for the recognition of publications purchased based on invoiced cost instead of estimated cost amounting to $3,862,463.

SIGNIFICANT ACCOUNTING POLICIES

Assets, liabilities, revenue, and expenses are recognized on the accrual basis of accounting.

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 straightline 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 current 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 publications have been shipped or when services have been performed.

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

Publications for sale inventory is computed using average cost; 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
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	10,650,171	2,990	101,306	81,858	$ 20,250,554
Federal Register	16,520,759	8,932	58,124	19,784	13,477,285
Automation of Federal Register	---	---	---	---	108,261
Supplement to the Code of Federal Regulations.	103,151,914	19,750	72,316	---	5,168,188
Official Gazette	817,857	40,174	126	---	1,715,727
Specifications of Patents, and Trademarks	1,777,248	16	30,228	---	272,455
Miscellaneous Publications	3,376,458,781	12,893,081	484,673	1,438,218	265,141,237
Postal Cards	859,068,450	---	---	---	4,009,145
Catalog Cards	11,126,140	---	---	---	654,411
Letterheads and Envelopes	358,092,048	---	---	---	5,085,236
Forms	6,017,072,175	---	---	---	32,158,375
Labels, Notices, Cards and Posters	3,731,163,134	---	---	---	27,466,870
Blank Books	2,502,186	---	---	---	1,995,843
Multiforms	2,670,472,873	---	---	---	34,688,384
Miscellaneous Binding	69,930	---	---	---	1,194,962
Binders	786,237	---	---	---	650,040
Miscellaneous	89,082,035	---	---	---	20,913,805
Microfiche	32,676,516	---	---	---	1,628,006
Blank Paper	2,137,681,469	---	---	---	19,365,268
Supplies and Services	10,426,201	---	---	---	313,481
TOTAL	19,429,596,124	12,964,943	746,773	1,539,860	$456,257,533
G.P.O. Departmental Service Office	405,735,429	---	---	---	6,739,031
Field Printing Offices	1,754,954,909	---	---	---	40,877,093
GRAND TOTAL	21,590,286,462	12,964,943	746,773	1,539,860	$503,873,657

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials		$177,642,314
Value of Outside Printing	$269,414,082	
Value of Paper Furnished Contractors	6,390,189	
Total Value of Outside Printing		275,804,271
Blank Paper		19,365,268
G.P.O. Departmental Service Office	$ 6,739,031	
Field Service Offices	24,322,773	
Total Field and Departmental Service Offices		31,061,804
TOTAL AMOUNT BILLED		$503,873,657

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
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Congressional Record	10,650,171	101,306	2,990	81,858	$ 20,250,554
Federal Register	16,520,759	58,124	8,932	19,784	13,477,285
Automation of Federal Register	---	---	---	---	108,261
Supplement to the Code of Federal Regulations	103,150,814	72,316	19,750	---	5,167,316
Official Gazette	817,857	126	40,174	---	1,715,727
Specifications of Patents and Trademarks	1,777,248	30,228	16	---	272,455
Miscellaneous Publications	571,805,540	484,673	1,515,966	924,767	100,585,127
Postal Cards	859,068,450	---	---	---	4,009,145
Catalog Cards	11,126,140	---	---	---	654,411
Letterheads & Envelopes	240,010,874	---	---	---	3,557,885
Forms	1,102,332,747	---	---	---	5,042,837
Labels, Notices, Cards, and Posters	214,909,402	---	---	---	4,989,739
Blank Books	1,434,110	---	---	---	1,338,743
Miscellaneous Binding	65,703	---	---	---	1,170,174
Binders	31,114	---	---	---	3,516
Miscellaneous	7,666,261	---	---	---	14,985,658
Blank Paper	2,137,681,469	---	---	---	19,365,268
Supplies and Services	10,426,201	---	---	---	313,481
TOTAL	5,289,474,860	746,773	1,587,828	1,026,409	$197,007,582
G.P.O. Departmental Service Office	405,735,429	---	---	---	6,739,031
Field Printing Offices	1,030,057,662	---	---	---	24,322,773
GRAND TOTAL	6,725,267,951	746,773	1,587,828	1,026,409	$228,069,386

Table 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
COMMERCIALLY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Supplement to Code of Federal Regulations	1,100	---	---	---	$ 872
Miscellaneous Publications	2,804,653,241	11,377,115	---	513,451	164,556,110
Letterheads & Envelopes	118,081,174	---	---	---	1,527,351
Forms	4,914,739,428	---	---	---	27,115,538
Multiforms	2,670,472,873	---	---	---	34,688,384
Labels, Notices, and Posters	3,516,253,732	---	---	---	22,477,131
Blank Books	1,068,076	---	---	---	657,100
Binders	755,123	---	---	---	646,524
Miscellaneous	81,415,774	---	---	---	5,928,147
Miscellaneous Binding	4,227	---	---	---	24,788
Microfiche	32,676,516	---	---	---	1,628,006
TOTAL	14,140,121,264	11,377,115	---	513,451	$259,249,951
Field Printing Offices	724,897,247	---	---	---	16,554,320
GRAND TOTAL	14,865,018,511	11,377,115	---	513,451	$275,804,271

Breakdown of the Amount Billed:

Value of Outside Printing (Based on Finished Work Value)	$269,414,082
Value of Paper Furnished Contractors (Based on Amounts Billed and the Value of Paper issued	6,390,189
TOTAL	$275,804,271

Table 10

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

CONGRESS:		
Congressional Record	$ 19,910,132	
Miscellaneous Publications	7,972,029	
Miscellaneous Printing and Binding	12,590,323	
Publications for International Exchange.	634,908	
Franked Envelopes	1,119,881	
Document Franks	75,729	
House and Senate Calendars	2,369,395	
Bills, Resolutions, and Amendments	10,120,972	
Committee Reports	3,942,250	
Documents	2,617,857	
Hearings	23,688,236	
Federal Register	13,031,922	
Automation of Federal Register	108,261	
Supplement to the Code of Federal Regulations	3,541,225	
Committee Prints	6,682,637	
Total		$108,405,757
Action		786,730
Administrative Conference of the United States		19,221
Administrative Office of the United States Courts		462,211
Advisory Commission on Intergovernmental Relations		64,820
Air Force Systems Command		3,399,271
American Battle Monuments Commission		439
Appalachian Regional Commission		5,135
Board of Governors of the Federal Reserve System		9,501
Central Intelligence Agency		623,616
Civil Aeronautics Board		193,946
Commission of Fine Arts		17,461
Commission on Civil Rights		263,766
Commission on the Review of the National Policy Toward Gambling		8,533
Commodity Futures Trade Commission		28,803
Community Services Administration		250,528
Congressional Budget Office		219,394
Consumer Product Safety Commission		420,385
Council of Economic Advisers		93,675
Council on Environmental Quality		169,405
Council on International Economic Policy		167,376
Defense Intelligence Agency		312,220
Defense Mapping Agency		1,664,025
Defense Supply Agency		4,774,102
Department of Agriculture		15,245,679
Department of Commerce		9,857,104
Department of Defense		832,514
Department of Health, Education, and Welfare		30,491,666

Table 10 (Continued)

Department of Housing and Urban Development	$ 5,061,731
Department of Justice	5,762,007
Department of Labor	5,715,460
Department of State	5,087,302
Department of Transportation	9,812,590
Department of the Air Force	27,694,691
Department of the Army	49,569,430
Department of the Interior	13,025,050
Department of the Navy	47,420,858
Department of the Treasury	6,005,036
District of Columbia	472,944
Energy Research and Development Administration	6,461,867
Environmental Protection Agency	3,978,166
Equal Employment Opportunity Commission	168,295
Export-Import Bank of the United States	53,302
Farm Credit Administration	6,750
Federal Communications Commission	936,549
Federal Deposit Insurance Corporation	47,831
Federal Election Commission	116,740
Federal Energy Administration	1,727,734
Federal Home Loan Bank Board	210,025
Federal Judicial Center	40,493
Federal Maritime Commission	17,717
Federal Mediation and Conciliation Service	38,342
Federal Power Commission	653,200
Federal Trade Commission	217,851
Foreign Claims Settlement Commission of the United States	9,986
General Accounting Office	864,125
General Services Administration	14,829,162
Great Lakes Basin Commission	111,355
Indian Claims Commission	781
Internal Revenue Service	26,171,789
International Trade Commission	119,177
Interstate Commerce Commission	493,083
Library of Congress	3,382,537
Library of Congress (GPO Library Branch)	2,382,778
National Academy of Sciences	15,655
National Advisory Council on Adult Education	4,210
National Advisory Council on Extension and Continuing Education	28,865
National Advisory Council on the Education of Disadvantaged Children	649
National Aeronautics and Space Administration	5,945,133
National Capital Housing Authority	19,942
National Capital Planning Commission	36,553
National Commission on Libraries and Information Science	15,576
National Commission on Productivity and Work Quality	114,616
National Commission on Supplies and Shortages	17
National Commission on Water Quality	38,153

Table 10 (Continued)

National Credit Union Administration	$ 182,069
National Forest Reservation Commission	4,644
National Foundation on the Arts and the Humanities	189,586
National Gallery of Art	86,050
National Labor Relations Board	752,410
National Mediation Board	11,604
National Science Foundation	733,621
National Security Agency	2,667,645
National Security Council	3,579
Nuclear Regulatory Commission	860,127
Occupational Safety and Health Review Commission	155
Office of Emergency Preparedness	27,927
Office of Management and Budget	1,442,227
Office of Technology Assessment	206,576
Office of the Special Representative for Trade Negotiations	5,813
Overseas Private Investment Corporation	2,984
Panama Canal Company	14,598
Pan American Union	2,748
Patent Office	4,438,361
Pension Benefit Guaranty Corporation	68,422
Postal Rate Commission	36,019
Privacy Protection Study Commission	1,706
Private Orders	60,570
Railroad Retirement Board	22,718
Renegotiation Board	18,377
Saint Lawrence Seaway Development Corporation	633
Sales of Publications	20,090,569
Securities and Exchange Commission	316,071
Selective Service System	119,869
Small Business Administration	986,478
Smithsonian Institution	722,044
Special Action Office for Drug Abuse Prevention	10,247
Stationery Room (House and Senate)	148,707
Superintendent of Documents - Depository Library	7,788,424
Superintendent of Documents - Other than Dep. Lib.	2,430,138
Susquehanna River Basin Commission	53
Tennessee Valley Authority	14,501
The White House Office	295,126
United States Civil Service Commission	3,573,548
United States Court of Claims	231,829
United States Court of Customs and Patent Appeals	8,040
United States Information Agency	374,307
United States Postal Service	24,019,397
United States Railway Association	403,770
United States Supreme Court	568,404
United States Tax Court	92,942
Veterans Administration	6,148,058
Water Resources Council	16,580
GRAND TOTAL	$503,873,657

Table 11

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS, AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

Action	7,243,074
Administrative Conference of the United States	3,541
Administrative Office of the United States Courts	588,965
Advisory Commission on Intergovernmental Relations	226,400
Air Force Systems Command	6,173,605
American Battle Monuments Commission	1,129
Appalachian Regional Commission	521
Board of Governors of the Federal Reserve System	24,824
Central Intelligence Agency	175,415
Civil Aeronautics Board	110,682
Commission on Fine Arts	501
Commission on Civil Rights	484,135
Commission on the Review of the National Policy Toward Gambling	25,000
Commodity Future Trade Commission	4,404
Community Services Administration	1,579,656
Congressional Budget Office	112,211
Congressional Printing and Binding	115,233,065
Consumer Product Safety Commission	5,279,917
Council of Economic Advisers	12,789
Council on Environmental Quality	126,760
Council on International Economic Policy	14,054
Defense Intelligence Agency	65,499
Defense Mapping Agency	2,045,873
Defense Supply Agency	47,450,957
Department of Agriculture	100,434,998
Department of Commerce	30,490,885
Department of Defense	1,282,609
Department of Health, Education, and Welfare	355,472,100
Department of Housing and Urban Development	115,065,490
Department of Justice	19,433,203
Department of Labor	42,183,321
Department of State	7,898,745
Department of Transportation	39,640,964
Department of the Air Force	119,836,256
Department of the Army	224,739,733
Department of the Interior	72,181,430
Department of the Navy	156,293,268
Department of the Treasury	20,032,319
District of Columbia	9,417
Energy Research and Development Administration	13,060,061
Environmental Protection Agency	74,243,300
Equal Employment Opportunity Commission	518,800
Export-Import Bank of the United States	21,707
Farm Credit Administration	8,227
Federal Election Commission	315,822
Federal Judicial Center	100,580
Federal Communications Commission	918,542
Federal Deposit Insurance Corporation	1,668,830

Table 11 (Continued)

Federal Energy Administration	21.920,552
Federal Home Loan Bank Board	206,267
Federal Maritime Commission	8,526
Federal Mediation and Conciliation Service	100,316
Federal Power Commission	599,238
Federal Trade Commission	217,722
Foreign Claims Settlement Commission of the United States	4,780
General Accounting Office	1,116,683
General Services Administration	124,660,057
Great Lakes Basin Commission	21,000
Indian Claims Commission	597
Internal Revenue Service	275,720,451
International Trade Commission	29,699
Interstate Commerce Commission	457,951
Library of Congress	3,809,801
Library of Congress (GPO Library Branch)	1,500
National Advisory Council on Adult Education	5,000
National Advisory Council on Extension and Continuing Education	12,000
National Advisory Council on the Education of Disadvantaged Children	4,000
National Aeronautics and Space Administration	13,541,815
National Capital Housing Authority	144,707
National Capital Planning Commission	4,867
National Commission on Libraries and Information Science	21,001
National Commission on Productivity and Work Quality	82,590
National Commission on Supply and Shortage	8
National Commission on Water Quality	66,525
National Credit Union Administration	1,792,663
National Foundation on the Arts and the Humanities	569,890
National Gallery of Art	1,313,840
National Labor Relations Board	844,836
National Mediation Board	5,037
National Science Foundation	645,101
National Security Agency	89,360
National Security Council	287
Nuclear Regulatory Commission	1,612,134
Office of Emergency Preparedness	49,486
Office of Management and Budget	927,102
Office of Technology Assessment	100,006
Office of the Special Representative for Trade Negotiations	6,450
Overseas Private Investment Corporation	5,851
Panama Canal Company	9,997
Pan American Union	30
Patent Office	439,120
Pension Benefit Guarantee Corporation	651,557
Postal Rate Commission	23,802
Privacy Protection Study Commission	1,500
Private Orders	7,821
Railroad Retirement Board	110,038
Renegotiation Board	5,223
Sales of Publications	180,992,994
Securities and Exchange Commission	421,082,861

Table 11 (Continued)

Selective Service System	6,034,194
Small Business Administration	10,063,235
Smithsonian Institution	2,449,382
Special Action Office for Drug Abuse Prevention	12,012
Superintendent of Documents - Depository Library	98,353,499
Superintendent of Documents - Other than Depository Library	1,962,028
Susquehanna River Basin Commission	28
Tennessee Valley Authority	104,296
The White House Office	84,190
United States Civil Service Commission	51,021,112
United States Court of Claims	208,954
United States Court of Customs and Patent Appeals	1
United States Information Agency	261,464
United States Postal Service	466,999,170
United States Railway Association	153,202
United States Supreme Court	584,720
United States Tax Court	37,949
Veterans Administration	108,657,000
Water Resources Council	6,214
GRAND TOTAL	3,383,870,873

TABLE 12

SCHEDULE OF
ACCOUNTS RECEIVABLE GOVERNMENT AGENCIES
AS OF
SEPTEMBER 30, 1976
(PRINTING AND BINDING OPERATIONS)

Action	$ 111,045
Administrative Office of the United States Courts	87,812
Advisory Commission on Intergovernmental Relations	17,283
Air Force Systems Command	313,270
Central Intelligence Agency	14,219
Civil Aeronautics Board	14,832
Commission on Civil Rights	32,399
Commission on the Review of the National Policy Toward Gambling	5,395
Commodity Futures Trade Commission	3,469
Community Services Administration	4,765
Congressional Budget Office	60,681
Consumer Product Safety Commission	53,475
Council on Environmental Quality	8,183
Defense Intelligence Agency	95,062
Defense Mapping Agency	141,319
Defense Supply Agency	300,415
Department of Agriculture	1,796,237
epartment of Commerce	1,394,621
Department of Defense	54,575
Department of Health, Education, and Welfare	3,160,140
Department of Housing and Urban Development	391,954
Department of Justice	750,871
Department of Labor	326,721
Department of State	1,090,987
Department of Transportation	1,267,485
Department of the Air Force	2,114,135
Department of the Army	8,436,997
Department of the Interior	1,581,509
Department of the Navy	7,022,445
Department of the Treasury	694,210
District of Columbia	161,938
Energy Research and Development Administration	599,482
Environmental Protection Agency	576,138
Equal Employment Opportunity Commission	18,114
Export-Import Bank of the United States	5,649
Federal Communications Commission	67,667
Federal Election Commission	23,776
Federal Energy Administration	84,192
Federal Home Loan Bank Board	17,607
Federal Judicial Center	7,255
Federal Mediation and Conciliation Service	2,362
Federal Power Commission	90,104

TABLE 12 (Continued)

Federal Trade Commission	$ 32,075
General Accounting Office	102,406
General Services Administration	1,867,016
Great Lakes Basin Commission	16,792
Internal Revenue Service	721,920
International Trade Commission	6,157
Interstate Commerce Commission	13,512
Library of Congress	438,083
Library of Congress (GPO Library Branch)	78,286
National Aeronautics and Space Administration	715,602
National Capital Housing Authority	6,984
National Commission on Libraries and Information Science	3,772
National Commission on Productivity and Work Quality	24,050
National Commission on State Workmen's Compensation Laws	25,920
National Commission on Water Quality	4,377
National Credit Union Administration	14,049
National Foundation on the Arts and the Humanities	1,072
National Gallery of Art	36,898
National Labor Relations Board	71,648
National Science Foundation	27,553
National Security Agency	203,679
Nuclear Regulatory Commission	67,688
Office of Management and Budget	9,837
Office of Technology Assessment	40,883
Panama Canal Company	2,925
Patent Office	805,169
Postal Rate Commission	17,227
Securities and Exchange Commission	9,933
Selective Service System	2,770
Small Business Administration	60,423
Smithsonian Institution	55,831
Special Action Office for Drug Abuse Prevention	3,745
Stationery Room (House and Senate)	1,690
The White House Office	15,644
United States Civil Service Commission	558,899
United States Court of Claims	33,746
United States Information Agency	46,819
United States Postal Service	2,132,670
United States Tax Court	6,217
Veterans Administration	546,703
Water Resources Council	2,067
*Other Agencies	7,739
TOTAL	$41,841,275

*Agencies owing less than $1,000

Table 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS INDICATED BELOW

Fiscal Year	
1967	$ 196,652,072
1968	187,699,629
1969	210,067,931
1970	230,371,146
1971	223,009,079
Total, 1967 to 1971, inclusive	$1,047,799,857
1972	243,759,730
1973	296,248,509
1974	354,036,221
1975	456,140,286
1976 (15 Month Period)	503,873,657
Total, 1972 to 1976, inclusive	$1,854,058,403
Grand Total, 1967 to 1976, inclusive	$2,901,858,260
Percentage of Increase (+) or Decrease (-) Five-Year Period 1972 - 1976 over 1967 - 1971	+177%

PRINTING AND BINDING OPERATIONS
SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
AS OF SEPTEMBER 30, 1975 AND 1976

SEPTEMBER 30, 1976	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	$27,363,842	$20,279,668	$ 7,084,174
CLASS II			
Building Appurtenances	20,133,410	7,474,413	12,658,997
CLASS III			
Office Mach. & Equipment	585,783	294,622	291,161
CLASS IV			
Furniture & Fixtures	346,304	194,968	151,336
CLASS V			
Motor Vehicles	351,365	228,544	122,821
TOTAL	$48,780,704	$28,472,215	$20,308,489

SEPTEMBER 30, 1975	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	$26,597,488	$20,447,283	$ 6,150,205
CLASS II			
Building Appurtenances	18,049,210	6,878,745	11,170,465
CLASS III			
Office Mach. & Equipment	878,087	492,478	385,609
CLASS IV			
Furniture & Fixtures	1,329,774	838,972	490,802
CLASS V			
Motor Vehicles	286,756	213,325	73,431
TOTAL	$47,141,315	$28,870,803	$18,270,512

TABLE 15

U.S. GOVERNMENT PRINTING OFFICE

EMPLOYEES ON THE ROLL*

AS OF SEPTEMBER 30, 1976

Executive Offices	
Public Printer	8
General Counsel	11
Audits	9
Special Assistant	3
Total Executive Offices	31
Planning Staff	8
Operations	
Customer Service	134
Printing Procurement	725
Quality Control & Tech.	60
Production:	
Mgr., Details, Delivery & Library of Congress	240
Binding	1,101
Composition	1,531
Electronic Photocomp.	85
Letterpress	397
Offset	601
Total Operations	4,874
Management & Administration	
Data Systems	179
Engineering	511
Financial Management	357
General Services	25
Materials Management	250
Personnel	195
Security	126
Total M&A	1,643
Documents Area	
Superintendent of Docs.	14
Documents Sales Service	772
Library & Statutory Dist.	169
Documents Support Service	173
W.A.E. Program	283
Field Operations	259
Total Documents	1,670
Total GPO Employees	8,226

*INCLUDES PERMANENT, TEMPORARY, AND W.A.E. EMPLOYEES

TABLE 16

DEPUTY PUBLIC PRINTER (OPERATIONS)
STATISTICS FOR
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

CUSTOMER SERVICE DEPARTMENT

Planning Service Division

Orders received	120,993
Jackets issued	49,003
Informal estimates made	237
Spoilage reports processed	1,172
Waivers issued	205

Plant Planning Division

Schedules established	32,783
Production plans developed	12,203
Estimates made	14,880
Sales prices developed	10,231
Jackets prepared	36,556
Jackets scheduled	17,983
Jackets etc. copied (Xerox)	295,263
Purchase requests prepared	3,583
Transfers processed	2,443
Requisitions received	7,716

Typography and Design Division

Conferences held	580
Jackets processed for color etc.	8,492
Orders for photoengravings	1,903
Halftones and linecuts ordered	10,110
Furnished art pieces	10,474
Layout sketches	2,095
Illustrations retouched (pieces)	226
Dummy pages pasted	5,051
Photographic requests	2,662
Finished pieces (photo)	22,598

TABLE 16

PRINTING PROCUREMENT DEPARTMENT

Cost of printing and binding procured commercially:	
Central Office	$164,048,801
Regional Offices	125,679,331
Total cost	$289,728,132
Number of jobs processed:	
Central Office	72,075
Regional Offices	180,539

PRODUCTION DEPARTMENT

Binding Division
(in thousands)

Sheets folded	329,345
Books gathered	31,289
Books inserted	65,482
Passports made	3,405
Sheets gathered	24,654
Sheets drilled	774,522
Sheets punched	12,330
Sheets cut	204,199
Adhesive bound books	6,155
Sigs sewed (machine)	54,849
Books cased-in	1,068
Cases made	1,137

TABLE 16

Composing Division

Ems set (thousands)	2,271,778
Congressional Record issues	236
Congressional Record pages	58,936
Record Index issues	26
Record Index pages	3,332
Federal Register issues	341
Federal Register pages	69,964
Federal Register Index issues	16
Federal Register Index pages	848

Electronic Photocomposition Division

Linotron (pages)	1,066,894
Linofile (folios)	8,364
Linofilm Photographic Units:	
Keyboarded tape	5,603
Furnished magnetic tape	2,689
Output Converter Units:	
Linofilm (magnetic tape)	2,689

Letterpress Division

Congressional Record issues	236
Federal Register issues	341
Postal cards printed	1,058,920,500 *
Platemaking - major production items (sq. in.):	
Electrotype flat plates	27,659
Electrotype curved plates	2,933
Stereo flat plates	7,844
Stereo curved plates	137,646
Photoengraving copper plates	1,461
Photoengraving (all types)	25,509
Dycril plates (all flat and curved)	779
Magnesium wraparound plates	82

* Does not include 5,000,000 cards produced by Offset Division included in Offset's press impressions.

TABLE 16

Offset Division

Jackets processed	16,283
Congressional work (pages):	
Bills	111,098
Hearings, Comm. Prints, and Misc.	925,064
Senate Calendars	5,980
House Calendars	32,905
Supreme Court Decisions	4,210
Proofs processed	1,062,179
Congressional Record	7,124
Federal Register	24,120
Presidential Docs	3,052
Official Gazette and Trade Marks:	
Pages	40,698
Illustrations	77,018
Negative or positive	1,633,767
Square inches of film	102,050,922
Proofs	1,031,997
Proofs (color key)	7,563
Number of plates	99,389
Square inches of plates	180,073,421
Press machine hours	151,318
Press makereadies	102,958
Press impressions	356,909,942

QUALITY CONTROL AND TECHNICAL DEPARTMENT

Samples tested	14,765
Manufactured printing inks (lbs.)	320,718
Purchased printing inks (lbs.)	174,356
Press rollers purchased	716
Bindery glues manufactured (lbs.)	153,341
Adhesive manufactured (lbs.)	137,551
Type metal for remelting (lbs.)	14,193,718

TABLE 17

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION
STATISTICS FOR
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

DATA SYSTEMS SERVICE

Computer systems surveys:	
Completed	30
In process	37
New computer programs:	
Completed	168
In process	120
Revised computer programs:	
Completed	430
In process	114
DOS to OS converted programs:	
Completed	219
In process	68

ENGINEERING SERVICE

Maintenance service calls	37,880
Maintenance job orders	339
Specs. for new mach. & equip.	90
Machines installed	27
Machines relocated	71
Electrical power (kw-hr.)	56,625,000
Gas (cu. ft.)	3,413,400
Water (gals.)	271,883,675
Steam (est. lbs.)	136,297,000

FINANCIAL MANAGEMENT SERVICE

Appropriations received	$192,382,500
Collections	$627,106,525
Disbursements	$760,947,188
Gross Payroll	$180,647,000
No. of Savings Bonds issued	113,039
Personnel actions processed	19,923
Employee data base changes	28,141
No. of vouchers processed	346,767
Units processed	486,565
Type measured (thousand ems)	2,272,597

TABLE 17

GENERAL SERVICES

Internal printing requisitions processed	1,322
GPO Directives processed	197
No. of parking permits issued	1,968
C&P's charges	$203,076
FTS cost	$356,100

MATERIALS MANAGEMENT SERVICE

Number of purchase orders	14,424
Value of purchase orders	$81,109,982
Paper purchased (lbs.)	133,709,119
Paper purchased (sheets)	22,048,247
Envelopes purchased	276,395,650
Containers purchased	3,260,679

PERSONNEL SERVICE

Employees trained	833
Treatments in Health Division	57,358
Employees counseled - alcohol and drug	123
GPO Notices issued	78
GPO Instructions issued	29
Personnel actions	19,944
Classification actions	5,706
Labor agreements negotiated	1
Special Achievement Awards	129
Outstanding Performance Awards	4
Corrective actions	461

SECURITY SERVICE

Full field investigations requested	60
National agency checks requested	924
CSC investigative reports to CSC	462
Investigations	210

TABLE 18

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)
STATISTICS FOR
15 MONTH PERIOD ENDED SEPTEMBER 30, 1976

Appropriation	$55,554,100
Sales orders	6,170,569
Letters of inquiry	1,602,341
Publications received for Departmental free distribution	61,824,392
Publications distributed free for other Government agencies	73,714,774
Publications distributed to Depository libraries	27,568,902
Publications distributed	175,513,908
Customers served by GPO bookstores	647,898
Amount of bookstore sales	$5,754,314
Mailing lists maintained	1,214
Number of addresses on mailing lists	3,181,372
Total copies of available sales publications	42,256,457
Documents cataloged	63,500
Depository libraries	1,201
Orders for free consumer information publications	2,342,178

GPO 19.111 P 0 5

Financial Management Service
General Accounting Branch
Work In Process Section