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# Federal Printing Program

Report on a
study directed by
the Joint Committee
on Printing

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# Federal Printing Program

Report on a
study directed by
the Joint Committee
on Printing



U.S. Government Printing
Office, Washington, 1967

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## ACKNOWLEDGMENT

Deep appreciation is expressed to the many representatives of the Government Printing Office and the printing and publications branches of the executive departments.

The Joint Committee on Printing will always be grateful for the cooperative assistance extended by them in connection with the preparation of questionnaires and/or the development and evaluation of information contained in this report.

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[Joint Committee Print]

# FEDERAL PRINTING PROGRAM

## Introduction

Approximately 2 years ago, the Joint Committee on Printing acted affirmatively on a recommendation of its staff director that a study of the Federal printing program be made with a view to effectuating the realinement of some of its elements.

That broad, deep, significant project now has been nearly completed and the report covering it includes almost all known printing facilities operated by departments and agencies of the Government, including the Government Printing Office, but excludes the Bureau of Engraving and Printing of the Treasury Department, facilities operated by the Central Intelligence Agency, and plants operated by the Department of State and the U.S. Information Agency outside of the United States, as well as tactical printing plants operated by military department elements.

The report also includes information relating to department and agency printing management and publications activities, together with printing procurement and the sale and distribution of Government publications. Most of the data used was obtained from answers to questionnaires which were developed with the cooperative assistance of representatives of departments and agencies having the greatest printing needs.

The subject findings irrevocably confirm the necessity, in the best interests of the Government and the private printing industry as well as the printing paper industry, to effect important realinements.

A major area yet to be covered concerns map and chart printing plants. This is a special and difficult class of printing production to meet special and difficult end-use needs in frequent instances. Consequently, special consideration will be given to the several large plants in this category, with a view to achieving the maximum level of consolidation consistent with effective production practices and policy direction.

Title 44 of the U.S. Code is presently being drafted for revision and recodification. This Code project is merely to up-date the provisions for more expeditious workability and to eliminate noneffective sections. No substantive changes will be made in the proposed draft. Conclusions developed through study and consideration of the Federal Printing Program may eventually lead to requests for legislation to amend sections of the present title where changes are indicated for the betterment of the Federal Printing Program.

## Sources of Information Used in the Study

The study of the Federal printing program which was authorized by the Joint Committee on Printing at its meeting of March 4, 1965,

was based on data covering fiscal year 1964. The detailed information reported by departments and agencies through the use of questionnaires developed in cooperation with representatives of departments and agencies having the greatest needs for printing supplemented some information which the joint committee already had for that fiscal year, thereby reducing the reporting burden which would have resulted if complete information for fiscal year 1965 had been used. Due to the broad scope of the study, separate sets of questions were used for the following subject areas covered by the study:

Publications Management.
Printing Production.
Printing Procurement.
Sale and Distribution of Government Publications.

An explanation of these subject areas and an enumeration of information which was sought concerning each is as follows:

## PUBLICATIONS MANAGEMENT

The term "publications management" refers to the establishment of publications policies, standards, systems, and techniques and their effective and economical utilization in mission support. Its scope extends from the creation of any document or form through the end use of the printed product. Included are the interdependent phases of format control, review and editing, determination of quantitative requirements, and determination of end use requirements, as well as administration and control of the funds allocated for printing support.

Information concerning Publications Management was to be reported at the department or field agency level, wherever publications management activity is conducted, includes the following:

1. Organization and mission of the publications management function, including the enabling legislation and regulatory controls under which it is authorized to operate.
2. Extent to which non-Government sources are employed to publish Government works.
3. Extent to which Government-owned, contractor-operated printing and distribution facilities are operated and their cost.
4. Policies concerning copyright of Government works which are printed by commercial sources.
5. Practices followed in the procurement of printing as a part of service or equipment contracts or under grants.
6. Cost of administering the publications management function in each agency.
7. What management or operational problems exist which could be solved through changes in the existing legal and regulatory provisions governing public printing, binding, and distribution? Specific recommendations for solutions were invited.

## PRINTING PROCUREMENT

The term "printing procurement" refers to activities which requisition printing and binding from the Government Printing Office, open-end contractors established by GPO, the GPO Departmental Service Office, and other Government plants which require reimbursement, and procure or prepare specifications and requisitions for procurement from commercial sources.

Information concerning Printing Procurement was to be reported by individual procurement offices regardless of their location within departments and agencies, includes the following:

1. Organizational activities engaged in printing procurement functions and their cost of operation.
2. Sources from which printing is procured.
3. Value of printing procured from each source.
4. Timeliness of printing needs.
5. Extent to which printing procurement is accomplished by negotiation in lieu of competitive bidding.
6. Distances from points of procurement to points of printing.
7. Value of printing procured as a part of equipment and service contracts.

## PRINTING PRODUCTION

The term "printing production" refers to the product of all "printing plants" as defined by Government Printing and Binding Regulations issued by the Joint Committee on Printing, except those plants engaged primarily in producing maps and charts, regardless of whether the cost of operation is financed from appropriated funds or by the use of industrial or revolving funds.

Information concerning Printing Production was to be prepared by individual printing plants referred to above regardless of their location, supplemented that information reported on JCP Form 1, including the following:

1. Estimates of the percentage of work, by categories, produced in each plant.
2. Assigned mission or task of each printing production facility.
3. Distance from printing plant to each point of approval for printing.
4. Distance from printing plant to each ordering office.
5. Distance from printing plant to each point where bulk shipments are made.
6. Number of personnel in plant and extent to which overtime is worked.
7. Timeliness of printing services provided.
8. Average backlog of work in each plant.
9. Names of Federal agencies and their ordering offices which use plant.
10. Percentage of total plant workload required for work of each security classification.

## SALE AND DISTRIBUTION OF GOVERNMENT PUBLICATIONS

Questions relating to the distribution of Government publications and forms are concerned with the major publication and forms distribution facilities of Government departments and agencies, whether operated directly by the Government or by Government contractors. The questions are not concerned with minor distribution systems; i.e., systems which do not hold more than 30 days' supply of publications or forms for distribution.

Questions relating to the sale of publications are concerned with the sale of printed publications, microform publications, or publications on magnetic tape, by clearinghouse facilities of departments and agencies. The questions are not concerned with the sale and distribution of forms and publications through the Superintendent of Documents.

Information relating to the sale and distribution of Government publications was to be reported at the department or agency level and included the following:

1. How initial distribution and resupply of publications is determined in each agency.
2. Extent of physical facilities used and their locations.
3. Volume of forms and publications distributed.
4 Cost of operating distribution facilities in each agency.
5. Percentage of classified material distributed by each facility.
6. Supply of legislative material and cost of reprinting copies not available through existing procurement procedures.
7. Extent to which departments and agencies maintain their own depository library programs.
8. Extent to which departments and agencies supply their publications which are not printed through the Government Printing Office to the Smithsonian Institution for international exchange.
9. Operational practices and policies of clearinghouse facilities.
10. Extent to which clearinghouse facilities distribute and sell publications.

## Digest of Findings

The following digest of findings relating to the publications, printing, printing procurement, and distribution activities of individual Government establishments has been prepared from information developed by the study. All data are for fiscal year 1964 except where otherwise stated.

### DEPARTMENT OF AGRICULTURE

The management of publications and forms in the Department is conducted generally on a centralized basis; however, it is decentralized to constituent agencies as to control of funds and manuscript preparation and editing. Field offices are delegated printing and publishing authority by some agencies, including the Forest Service and, to some extent, the Agricultural Research Service. Two agencies, the Agricultural Stabilization and Conservation Service and the Farmers Home Administration, distribute their own publications.

*Procurement*

Total printing procurement of the Department was $5,433,380 of which $3,829,239 (70 percent) was procured from the Government Printing Office with 2 percent required in up to 10 days, 12 percent 10 to 30 days, 86 percent in over 30 days. Procurement from the Departmental Service Office totaled $189,522 (3.5 percent) with 28 percent required in up to 10 days, 46 percent 10 to 30 days, 26 percent in over 30 days. Procurement from other Government plants totaled $740,849 (14 percent) with 32 percent required in up to 10 days, 45 percent 10 to 30 days, 22 percent in over 30 days. Contract procurement totaled $673,770 (12.5 percent) with 18 percent required in up to 10 days, 47 percent 10 to 30 days, 35 percent in over 30 days.

Procurement of reprints of articles by Government authors aggregated 412,075 copies of 1,444 articles at a total cost of $73,596.

*Production*

Additional printing services were provided by 10 plants operated by the Department and employing a total of 151 persons who worked 2,237 hours overtime. The largest plant (in Washington, D.C.) employed 104 persons with an operating cost of $922,751. Operating cost of the other nine plants was $242,563. Total for all plants was $1,165,314. Delivery times were 17 percent same day, 23 percent 1 to 3 days, 26 percent 4 to 10 days, 30 percent 11 to 30 days, 4 percent over 30 days.

*Distribution*

Distribution was made by the Department from 24 facilities of which 19 were in the Metropolitan Washington, D.C., area, the remainder in 5 other cities. The largest facility was located in Arlington, Va., with an operating cost of $143,330. The other 23 facilities' aggregate operating cost was $200,017. Total operating cost for all



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facilities was $343,347. Distribution was to both Government and public users.

*Clearinghouses*

Seven clearinghouse facilities were operated in Washington, D.C., at a total cost of $233,047. Fields of specialization were: Agricultural research, foreign agriculture, forestry, general agriculture, agricultural economics and cooperation, rural electrification, soil conservation. A total of 5,716,849 copies of material was distributed in printed and duplicated form to other Government agencies and to the public.

## DEPARTMENT OF COMMERCE

Publications management is centralized for the departmental aspect of publications. Larger bureaus have centralized publications management within their areas of interest. The Department sold 25,488,099 copies of publications to the public for which it received $2,689,009. Page charges paid to commercial publishers for 462 articles, 1,583 pages, totaled $62,234. Average cost per page $39. Reprints of 304 articles aggregating 114,918 copies were procured at a total cost of $16,861.

*Procurement*

From eight procurement offices, of which seven were in the Metropolitan Washington, D.C., area the Department procured a total of $7,720,485 of printing. Of this, $6,073,754 (79 percent) was procured from the Government Printing Office, with 12.5 percent required in under 10 days, 44.2 percent 10 to 30 days, 43.3 percent over 30 days. Procurement from the Departmental Service Office totaled $326,045 (4 percent), with 56 percent required in under 10 days, 37 percent 10 to 30 days, 6 percent over 30 days. Procurement from other Government agency plants totaled $388,118 (5 percent) with 22 percent required in under 10 days, 40 percent 10 to 30 days, 38 percent over 30 days. Contract procurement totaled $932,567 (12 percent) with 9 percent required in under 10 days, 51.2 percent 10 to 30 days, 39.8 percent over 30 days.

*Production*

Additional printing services were provided by the Department's six plants (two in Washington, D.C., and four in four other cities) employing a total of 90 persons who worked 15,666 hours of overtime. Four percent of the production in the Boulder, Colo., plant was classified. Operating cost of the six plants was $1,054,927.

*Distribution*

Fifteen distribution facilities were operated at a total cost of $1,539,009. Eight were in the Metropolitan Washington, D.C., area, the remainder were in seven other cities. Distribution was to both Government and public users.

*Clearinghouses*

Six clearinghouse facilities were operated at a total cost of $1,324,-359. Individual facilities, locations, and fields of specialization were: Department of Commerce, Washington, D.C., general commerce publications; Bureau of Census, Washington, D.C., Census Bureau publications only; National Bureau of Standards, Washington, D.C.,

scientific, technical engineering; National Bureau of Standards, Boulder, Colo., cryogenics; Weather Bureau, Washington, D.C., weather information; Coast and Geodetic Survey, Washington, D.C., nautical, aeronautical charts. A total of 4,330,313 copies of material were distributed in printed, duplicated, and microfiche form. Sales income from this was $2,986,349.

## DEPARTMENT OF THE AIR FORCE

All Air Force printing and publications management is centralized in the Publishing Division, Directorate of Administrative Services, Headquarters, USAF. A major portion of the Air Force's "departmental" printing is processed and procured within that division. However, certain major air commands have been delegated authority to approve, process, and procure "departmental" printing in connection with their assigned Air Force-wide responsibilities. The approximately 90,000 technical orders procured and/or produced by the Air Force Logistics Command and the Air Force Systems Command are an example of such delegation. Others are: supply manuals, catalogs, and stock lists (Air Force Logistics Command); security manuals and instructions (U.S. Air Force Security Service); and flight information publications (Aeronautical Chart and Information Center).

Three printing facilities were operated for the Air Force by contractors at a total cost of $1,236,180. These were: (1) Space Systems Division, Inglewood, Calif., at a total operating cost of $523,546; (2) Arnold Engineering Development Center, Arnold Air Force Station, Tenn., at a total operating cost of $123,053; and (3) Air Force Eastern Test Range, Patrick Air Force Base, Fla., at a total operating cost of $589,581. A Publications Distribution Center is currently operated under contract at Middle River, Md. The contractor's bid price for fiscal year 1965 was $1,106,656. (Space occupied by this distribution facility is 265,445 square feet at a rental fee for this Government-owned building of $0.60 per square foot.)

In addition to procurement of publications and forms from Government and commercial printing facilities, the Air Force issued 114 contracts under which contractors may publish data derived from the contracts with assignment of copyright and royalty-free license to the Government for reprinting. During the same period 128 grants were made with similar provisions. Publishers were paid $44,576 for reprints of 419 articles prepared by Government authors.

The Air Force operates 10 industrially funded printing plants. Personnel engaged in top echelon printing plant management at Headquarters USAF and command levels are paid from appropriated funds. Thus, each plant bears no part of these costs.

*Procurement*

Total reported printing procurement was $38,681,398. Approximately 25 percent was ordered from the Government Printing Office. Additional printing valued at $188,200 was ordered from the GPO Departmental Service Office in Washington. Most of the printing ordered from the Government Printing Office was not required within 30 days. Most of that obtained from the GPO Departmental Service Office was required within from 10 to 30 days. The total printing

procurement by Headquarters, USAF (AFDASD and AFDASH) from all sources amounted to $13,413,946. Of this amount, procurement in the amount of $422,356 was obtained from the Defense Printing Service in the Pentagon; procurement in the amount of $2,569,412 was obtained by the use of open-end contracts established by the Government Printing Office; and the remainder was obtained from Government plants, including the Bureau of Engraving and Printing in Washington, GSA plants in Washington and New York, and the GPO Field Service Office in Denver, Colo. Most of the printing obtained by the use of GPO open-end contracts was required within less than 30 days and most of the printing obtained from the Defense Printing Service in the Pentagon was required within 10 days. Headquarters, USAF reported no direct procurement of printing either by formal advertising or by negotiation, nor by use of term contracts prepared by GPO for tabulating card procurement.

The Air Force Logistics Command procured a total of $10,448,931 of printing through 10 procurement offices. The largest of these, Wright-Patterson AFB, procured $4,490,461. The next largest printing procurer, the Air Force Systems Command, procured printing valued at $6,969,429 through its 13 installations. Norton AFB at San Bernardino, Calif., the largest of these, procured $5,861,939 of printing. Most of the printing procured by the Air Force was obtained by formal advertising and was required within 30 days. Procurement totaling $498,511 by all Air Force installations was reported to have been by negotiation, the greater part of which was required within from 10 to 30 days. Tabulating card procurement by GPO term contract totaled $901,550. Total procurement of printing as a part of equipment contracts amounted to $5,696,336 and as a part of service contracts amounted to $2,056,413.

*Production*

Thirty printing plants were operated by the Air Force at a total cost of $12,681,265 of which 20 were operated by use of appropriated funds at a cost of $4,971,743. Ten plants were financed by industrial funding at a cost of $7,709,522.

The largest plant was at Wright-Patterson AFB, Dayton, Ohio. Cost of operation was $1,789,233. The second largest plant was at Kelly AFB, San Antonio, Tex. Cost of operation was $1,018,011. Administrative and technical publications were the chief product of Air Force plants. A total of 292 military and 1,382 civilian personnel were employed in all Air Force printing plants. The largest plant outside the United States was at Wiesbaden, Germany. Operating cost was $700,967.

The greater part of all printing produced in Air Force plants was approved for printing, ordered, and distributed within the area where the plants were located. Most of the printing produced in Air Force plants was required within 10 days and a substantial part was required the same day ordered. Nine plants produced work totaling $293,435 for other agencies, principally for the Army. Only 11 of the 30 plants reported more than 5 percent of the work had a security classification of "Confidential" or above.

*Distribution*

Air Force publications are distributed through 29 installations within the United States and abroad. Total cost of operation was

$5,168,632. The largest of these installations is located at Middle River, Md., and is operated under contract although physically located in a Government-owned building.

Some Air Force publications which are not limited to Government use are distributed to depository libraries upon request and in some instances the Office of Scientific and Technical Information makes arbitrary selection of Air Force publications for distribution to depositories having known interest in research and development. The value of publications distributed to depository libraries by the Air Force was reported at $12,000. An international exchange program is conducted by the Air Force Cambridge Research Library. Until fiscal year 1965 the Department of Commerce acted as the clearinghouse facility for release of unclassified technical data to the public, and the Defense Documentation Center acted as the clearinghouse facility for release of classified data to the public.

The following air materiel areas of the Air Force Logistics Command now sell technical orders to the public: Warner Robins, Ga., Oklahoma City, Okla., Middletown, Pa., Sacramento, Calif., Ogden, Utah, Mobile, Ala., San Antonio, Tex., and San Bernardino, Calif.

## DEPARTMENT OF THE ARMY

Management of publications and forms is centralized in the Office of the Adjutant General which also issues indexes of forms and publications of Army-wide applicability. In addition to the procurement of printing from Government and commercial facilities, the Army paid publishers $100,818 for publishing 555 articles aggregating 2,483 pages of Government-sponsored writing; it also paid publishers $29,333 for publishing 191 articles aggregating 1,247 pages of Government conducted writing. Three hundred and fifty-eight manuscripts were turned over to commercial sources as public domain material without conditions or restrictions. One hundred and seventy of these manuscripts emanated from the Biological Laboratory and 160 contracts for equipment, research or services provided that the contractor may publish data derived from the contract with an assignment of copyright and royalty-free license to the Government for reprinting. The Biological Laboratory issued 105 such contracts. The Army Research Office made 33 grants which provided that the contractors may publish data with an assignment of copyright and royalty-free license to the Government for reprinting. Twenty-three elements of the Army obtained reprints of 934 articles from commercial publishers at a total cost of $64,161. Walter Reed Institute of Research was the largest procurer of these reprints, obtaining 228 at a cost of $25,981.

*Procurement*

The Army reported total printing procurement in the amount of $35,512,981. Of this amount, approximately 20 percent was ordered from the Government Printing Office which allocated less than 1 percent of this amount to the GPO Departmental Service Office in Washington for production. Five percent of printing ordered from the Government Printing Office was required within 10 days, 30 percent in 10 to 30 days, 65 percent over 30 days.

The Office of the Adjutant General in Washington, D.C., procured approximately 85 percent of all printing required by the Army. Of

this amount $1,424,532 was obtained from the Defense Printing Service in the Pentagon and from the Bureau of Printing and Engraving. Printing from these sources constituted 4 percent of the total procurement. Approximately two-thirds of the printing ordered from the Defense Printing Service was required within 10 days.

Publications and forms in the amount of $15,807,969 (43 percent of all Army printing procurement) were procured from commercial sources by GPO open-end contracts for the use of widespread elements of the Army. Approximately 20 percent of the printing obtained by use of these contracts was required within 10 days, 32 percent 10 to 30 days, and 48 percent in over 30 days.

Forms in the amount of $1,076,808 were procured by formal advertising after receipt of waiver from the Government Printing Office or the Joint Committee on Printing. Forms and publications procured by negotiation aggregated $1,551,297. The formally advertised procurements were not required within more than 30 days. The negotiated procurements ranged from approximately 3 percent required in up to 10 days, 24 percent 10 to 30 days, to 73 percent in more than 30 days.

Tabulating cards in the amount of $1,692,704 were procured by the use of GPO term contract. The Office of the Adjutant General and three other procurement offices of the Army within the Washington, D.C., area procured marginally punched continuous forms in the amount of $2,091,744, most of which was procured by use of the GPO term contract.

Approximately one-half of all printing procured by the Office of the Adjutant General from Government printing facilities originated or was approved for printing within the Washington, D.C., area. Twenty-one percent originated or was approved for printing at distances more than 100 miles from that Office. Seventy-four percent was obtained from printing facilities within the Washington, D.C., area; whereas 8 percent was obtained from printing facilities more than 100 miles distant.

In addition to the procurement of approximately 85 percent of the total Army printing by or through the Office of the Adjutant General, 110 additional offices reported the procurement of printing. The largest amount procured by any of these 110 offices was procured by Missile Command at Redstone, Ala., in the amount of $223,762. Most of the printing procured by these 110 offices was approved for printing within the area where the procurement offices were located and also printing was obtained in most instances from Government plants located within areas where the procurement offices were located. Government plants operated by other components of the Department of Defense constituted the major source of procurement from Government plants with some procurement being obtained from Government Printing Office field service offices. Total procurement by formal advertising amounted to $224,666 and total procurement by negotiation amounted to $904,929. Procurement of tabulating cards by use of the GPO term contract amounted to $208,873. Most of the printing procured by negotiation was required within 30 days and a substantial part of it was required within 10 days. Printing was procured as a part of service contracts by five procurement offices in the total amount of $242,917.

*Production*

In addition to printing which is procured from Government and commercial plants, the Army operates 87 printing plants, exclusive of map and chart and tactical printing plants, to provide timely printing services for its widespread needs. These needs vary, depending on the activities served, and include printing of a security classification which is not suitable for procurement from commercial sources. The total cost of operating these 87 plants was $16,927,572. The plant at Redstone, Ala., incurred the greatest cost of operation, $985,960. The second largest plant, located at Kawasaki City, Japan, reported an operating cost of $985,582. The third largest plant at Roedelheim, Germany, reported an operating cost of $778,546. With but few exceptions, the printing produced in Army plants originates, is approved, and distributed within the immediate area where the plants are located. A total of 354 military and 1,826 civilians in the 87 Army plants worked a total of 125,983 hours overtime.

*Distribution*

Distribution of Army publications was by 57 facilities within the United States and abroad. These facilities were operated at a cost of $7,037,765. The distribution of most publications is made through the Army AG Publications Center at Baltimore, Md., which reported a cost of operation of $2,296,519; and the Army AG Publications Center at St. Louis, Mo., reported a cost of operation of $2,240,035. The largest overseas distribution facilities are located in Germany and Japan. The Army Publications and Training Aids Center at Roedelheim, Germany, reported a cost of operation of $289,162. The Army Printing and Publications Center at Kawasaki, Japan, reported a cost of operation of $236,412. As many as 42,000 publication titles and 4,242 form titles are carried in stock by the larger publication distribution facilities. Most Army distribution facilities reported the distribution of classified publications.

## DEPARTMENT OF THE NAVY

There are 15 Navy Publications and Printing Service Offices and 16 Navy Publications and Printing Service branch offices. The NPPSO's and NPPBSO's are field activities of the Navy Publications and Printing Service and their relationship to other activities of the Department, in the area of publications management, is analogous to the relationship of NPPS to the components of the Navy Department. Each NPPSO and each NPPBSO has a publications management staff, and each major field activity has a publications contact representative who is the sole liaison with the cognizant NPPSO or NPPBSO. The Department of the Navy reports that 2,204 man-years were devoted to publications management efforts. Within the publications management area are certain departmental operational functions which support the publishing of printed material. These operations, which are called publishing support functions, involve such matters as forms standardization, analysis, design, construction, coordination and use; review functions over printed material for necessity, conformance to standards and regulations, typography and design, copy preparation, proofreading, etc.

Within the Department of the Navy there is only one Government-owned, contractor-operated printing facility which is located at the

Alleganey Ballistics Laboratory, Cumberland, Md. The mission of this printing plant is to produce "in-house" the printing and reproduction requirements necessary to support this research and development facility.

The technique of disseminating research and other findings through the practice of funding Government conducted writing by means of "page charges" to publishers of professional journals was utilized by the Department of the Navy to effect publication of 206 articles, containing 1,466 pages, with a total cost of $19,223.

The Navy Oceanographic Office sold 66,879 copies of Oceanographic publications during fiscal year 1964 for a total of $227,243. The Navy Publications and Printing Service Office in Philadelphia sold 1,986 subscriptions of Department of Defense Standardization documents for $11,916.

*Procurement*

Total procurement in the amount of $38,919,587 was reported. Of this amount, 37 percent ($14,109,582) was obtained from printing plants operated by the Navy. Approximately 16 percent was obtained from the Government Printing Office in Washington, including $91,-762 of printing obtained from the GPO Departmental Service Office. Eighteen and one-half percent of total Navy printing was procured from commercial sources by the use of contracts established by the Government Printing Office against which elements of the Navy ordered printing directly. (Forms and publications, $3,463,487; tabulating cards, $1,383,338; marginally punched continuous forms, $2,299,-242.) Twenty-seven percent of the total Navy printing was procured by elements of the Navy from commercial sources by the use of contracts established by the Navy. (Forms and publications by formal advertising, $5,065,490; and printing procured as a part of equipment contracts, $5,269,385.) All of the printing obtained from Government plants was reported to have been ordered from facilities within areas where the forms and publications were approved for printing. Eighty-one percent of the printing obtained from the Government Printing Office was required in more than 30 days. Most of the printing obtained from Navy plants was required in less than 30 days. Most printing obtained from commercial sources by the use of contracts established by the Government Printing Office for publications was required in from 10 to 30 days. The Navy reported that, in consonance with a new concept of centralized administration of printing funds expended in support of major programs and weapons systems, through contracts established with commercial concerns in the geographical areas involved, and with the local NPPSO's as contract administrators, the NPPSO is reviewing, approving, and administering the expenditure of a rapidly increasing proportion of the procurements of technical manuals and other printing required in support of these programs.

*Production*

In addition to printing which is procured from the Government Printing Office and commercial sources, the Navy operates 50 printing plants of which 29 are financed by industrial funding and 21 operate from appropriated funds. The total cost of operating these 50 printing plants amounted to $15,459,975. A total of 132 military and 1,397 civilian employees were employed who worked a total of 359,453 hours of overtime.

The cost of operating 28 industrially funded Navy plants and 1 Marine Corps plant using appropriated funds was $14,181,411. The cost of operating plants funded by appropriated funds amounted to $1,278,564. Forms and publications constituted most of the production of these plants. Most of their production was required within 10 days and a substantial part the same day. The majority of all Navy plants, including the Pentagon plant, reported the point of approval for printing, the location of ordering offices, and points to which bulk shipments are made to be within the areas where the plants are located. Of the 29 industrially funded plants, the Naples, Italy, plant incurred the greatest loss ($50,197) while the Pentagon plant showed the greatest profit ($168,969). Twenty-five plants reported printing for other Federal agencies, the greatest amount for other agencies was by the Pentagon plant which produced $2,774,000 of printing for other than Navy procurement offices. The Pentagon plant produced $1,446,000 of printing for the Army, $533,000 for the Navy, and $762,000 for the Office of the Secretary of Defense. The largest amount of printing reported produced for civilian agencies by Navy plants was by the New Orleans, La., plant which produced $129,434 of printing for 11 civilian agencies—more than one-half the cost of operating the plant. Industrially funded plants supplied $293,000 of printing for nonappropriated fund activities.

*Distribution*

Distribution of Navy publications is made through 43 distribution facilities within the United States and abroad. The largest, the Naval Supply Depot at Philadelphia, reported a cost of operation of $3,735,-982. The second largest, the Naval Supply Depot at Norfolk, reported an operating cost of $1,989,572. All Navy publications distribution facilities are housed in Government-owned space except the small branch Oceanographic Office at Wilmington, Calif., which is in rented space.

The Oceanographic Office, as a member of the International Hydrographic Bureau, exchanges copies of its publications with foreign hydrographic offices. The Bureau of Ships publications are exchanged directly with foreign governments under formal information exchange projects (IEP's) and Mutual Weapons Data Development Exchange Agreements (MWDDEA's). These agreements are formally approved by the Chief of Naval Operations and are limited to a specific subject area. All publications are screened by the respective project officers prior to release. Automatic foreign distribution of Bureau publications, without review, is prohibited.

In addition to publications, including maps, which are sold by the Oceanographic Offices, all standardization documents prepared and/or used by the DOD are sold by the DOD single stock point located at the Naval Supply Depot at Philadelphia, Pa. The Oceanographic Office reported the sale of publications in the amount of $227,243. The sale of DOD standardization documents amounted to $11,916.

## DEFENSE ATOMIC SUPPORT AGENCY

This Agency is serviced by the Army Publications Division for its printing procurement and distribution requirements, hence does none on its own. Contracts made by DASA for research require reports as

an end item. These are produced by duplicating processes by the contractors.

Additional printing requirements were produced at a cost of $209,469 in the Agency's own plant at Albuquerque, N. Mex., employing 27 persons who worked a total of 24 hours overtime. Twenty-six percent of the production was required in from 4 to 10 days, 43 percent in 11 to 30 days, and the balance in over 30 days.

Technical publications accounted for 70 percent of the production of this plant. Of the total production, 69 percent was classified material.

## DEFENSE COMMUNICATIONS AGENCY

The total printing procurement of $137,286 by this Agency was made in Washington, D.C. Forty percent was procured from the Departmental Service Office and was all required in 10 to 30 days. Sixty percent was procured from the Defense Printing Service, Washington, D.C., with 30 percent of this procurement required in up to 10 days, the balance in 10 to 30 days. Forty-nine percent of the Agency's total procurement was classified material and included in that produced by the Defense Printing Service.

The Agency has no printing plant of its own and performs no distribution of its material.

## DEFENSE INTELLIGENCE AGENCY

Procurement of printing needs (84 percent classified) originating in the Defense Intelligence Agency amounted to $504,664. Sixty percent was procured from the Government Printing Office by the Army Procurement Branch as printing procurement agent for the DIA. Required delivery time was over 30 days for all of it. The remaining 40 percent was procured directly by DIA from the Defense Printing Service, Washington, D.C. Five percent of this procurement was required in up to 10 days, the balance in 10 to 30 days.

DIA had no printing plant of its own and distribution of DIA intelligence publications was by the military sources.

## DEFENSE SUPPLY AGENCY

Publications management is centralized in Defense Supply Agency headquarters in Washington, D.C. Initiation, development of manuscript and illustration copy, and procurement and distribution is by both headquarters and field elements of the Agency with control by means of standards and budget allotments established by DSA headquarters. Current emphasis is on cutting costs. Substantial savings have been made by means of GPO open-end contracts for marginally punched continuous forms and other similar contracts.

*Procurement*

Through 13 procurement offices in 9 cities the Defense Supply Agency procured $4,225,159 of printing. Of this amount $468,566 (11 percent) was procured from the Government Printing Office with 19 percent for delivery in under 10 days, 43 percent 10 to 30 days, 38 percent over 30 days. Procurement from the Departmental Service Office totaled $228,489 (5.5 percent) with 89 percent for delivery in under 10 days, 11 percent 10 to 30 days. Procurement from other

Government agency plants totaled $247,760 (6.5 percent) with 27 percent for delivery in under 10 days, 47 percent 10 to 30 days, 26 percent over 30 days. Contract procurement totaled $3,260,344 (77 percent) with 40 percent for delivery in under 10 days, 36 percent 10 to 30 days, 24 percent over 30 days.

*Production*

Additional printing services were provided by the Agency's eight plants located in seven cities and operated at a cost of $1,332,739. The 8 plants employed a total of 236 persons who worked 16,023 hours overtime. Classified matter comprised 90 percent of the work in one plant. There was no classified work in the other plants. Delivery times were: 19 percent same day, 36.5 percent 1 to 3 days, 30.5 percent 4 to 10 days, 13 percent 11 to 30 days, 1 percent over 30 days.

*Distribution*

Distribution was performed by the Agency in four facilities located in four cities at a total operating cost of $30,029. Distribution was all to Government users. Distribution of printed matter procured on contract is largely handled by the contractor as part of the printing contract.

## DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Publications management is decentralized. The head of each constituent agency of the Department is responsible for the management of its publication and printing program. Broad policy guidelines are established at the Departmental level. Authority to deal directly with authorized sources of printing procurement is delegated to constituent agencies having a program of sufficient size to warrant it.

Category 1 manuscripts turned over to commercial sources totaled 1,734.

Category 3 contracts totaled 26 with 653 copies of publications received. There were 35 grants, publishing costs were $2,125; 1,675 copies of publications were received.

Category 4 grants totaled $5,813 with 58,455 copies of publications received.

Page charges for Government conducted writing involved 683 articles totaling 4,634 pages at a cost of $63,700. Average per page was $13.80.

Reprints of 2,069 articles by Government authors, totaling 3,200 copies, were procured at a cost of $2,940.

Printing was procured as part of service or equipment contracts to fix responsibility on the contractor for timely delivery of the end product.

*Procurement*

Printing was procured by nine procurement offices in Washington, D.C., and by 15 offices in the field. The 24 offices procured a total of $6,980,641 of printing. Of this amount $4,390,857 (67 percent) was procured from the Government Printing Office. Delivery requirements were: 6 percent under 10 days, 26 percent 10 to 30 days, 68 percent over 30 days. Procurement from the Departmental Service Office totaled $195,022 (3 percent) with delivery requirements of 4 percent under 10 days, 29 percent 10 to 30 days, 67 percent over 30 days. Procure-

ment from other Government plants totaled $777,286 (12 percent) with delivery requirements of 55 percent under 10 days, 38 percent 10 to 30 days, 7 percent over 30 days. Contract procurement totaled $1,617,476 (18 percent) with delivery requirements of 33 percent under 10 days, 40 percent 10 to 30 days, 27 percent over 30 days.

*Production*

Additional printing requirements were produced in the Agency's five plants located in Washington, D.C., Baltimore, Md., Bethesda, Md., Atlanta, Ga., and Lexington, Ky. The five plants employed a total of 209 persons who worked 50,353 hours overtime. Delivery times were: 3.5 percent same day, 15.1 percent 1 to 3 days, 36.9 percent 4 to 10 days, 36.5 percent 11 to 30 days, 8 percent over 30 days. Three percent of the work in the Atlanta, Ga., plant was classified. Total cost of operation of the five plants was $1,685,457.

*Distribution*

Distribution operations were performed by the agencies in 10 facilities of which 4 were in Washington, D.C., 3 in Baltimore, Md., and 1 each in Cincinnati, Ohio, Lexington, Ky., and Albuquerque, N. Mex. Total cost of operation of the 10 facilities was $239,396; 60 percent of the distribution was to Government users, 40 percent to public users.

Two agencies of the Department maintained arrangements for supplying publications to specific libraries or other depositories. The agencies and cost of supplying the material sent were as follows: Office of Education, $15,600; Public Health Service, $28,890.

*Clearinghouses*

Four clearinghouse facilities were operated.

The Public Health Service National Library of Medicine at Bethesda, Md., specialized in published medical literature and distributed 357,000 copies of material in printed form.

The Public Health Service National Institute of Health at Bethesda, Md., specialized in published literature in the field of mental health and distributed 200,000 copies of material in printed form.

The Office of Education Research Information Office at Washington, D.C., specialized in Office of Education research literature and distributed 10,000 copies of material in microfiche form.

The Food and Drug Administration Division of Medical Information at Washington, D.C., specialized in reports on drugs and hazardous substances. It distributed 43,200 copies of material in printed form.

Total cost of the four clearinghouse operations was $5,426,689.

## DEPARTMENT OF THE INTERIOR

*Procurement*

The Department of the Interior procured a total of $2,959,854 of printing of which $2,717,055 was procured in Washington, D.C. Seventy-eight percent of the total was procured from the Government Printing Office. Delivery dates were generally for over 30 days. A very small amount was procured from the Departmental Service Office. Approximately 19 percent was procured from other Government plants in 14 States including Alaska and Hawaii. Most delivery times ranged up to 30 days. Between 2 and 3 percent was procured on contract with deliveries generally up to 30 days.

Forty-two thousand six hundred and fifty copies of reprints of 178 articles by Government authors were procured at a cost of $13,113.

The agency received $19,972 in revenue from the sale of 16,208 copies of its publications.

*Production*

Additional printing services were provided by the agency's own plants as follows:

| Location | Cost | Number of persons | Over-time hours | Classi-fied work (percent) | Delivery schedules (percent) of production | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Same day | 1–3 days | 4–10 days | 11–30 days | Over 30 days |
| Portland, Oreg | $195,924 | 27 | 3,963 | ---------- | ------ | ------ | 100 | ------ | ------ |
| Boise, Idaho | 16,254 | 3 | 135 | ---------- | ------ | ------ | 100 | ------ | ------ |
| Boulder City, Nev | 41,279 | 4½ | 695 | 75 | 12.0 | 24.0 | 17 | 26 | 21 |
| Salt Lake City, Utah | 25,053 | 4 | 4 | ---------- | ------ | ------ | ------ | ------ | ------ |
| Billings, Mont | 8,316 | 3 | 390 | ---------- | 0.0 | 55.0 | 10 | 5 | ------ |
| Pittsburgh, Pa | 108,816 | 19 | 342 | .001 | .5 | .5 | 11 | 18 | 70 |
| Total field | 395,462 | 60 | 5,529 | ---------- | ------ | ------ | ------ | ------ | ------ |
| Washington, D.C | 540,666 | 69 | 8,302 | ---------- | ------ | ------ | ------ | ------ | ------ |
| Grand total | 936,128 | 129 | 13,831 | | | | | | |
| BUREAU OF INDIAN AFFAIRS SCHOOL PRINTSHOPS FOR TRAINING ONLY | | | | | | | | | |
| Phoenix, Ariz | $16,465 | 1 | ---------- | ---------- | ------ | ------ | ------ | ------ | ------ |
| Lawrence, Kans | 107,447 | 4 | ---------- | ---------- | ------ | ------ | ------ | ------ | ------ |
| Chilocco, Okla | 12,753 | 1 | ---------- | ---------- | ------ | ------ | ------ | ------ | ------ |
| Total | 136,665 | | | | | | | | |

*Distribution*

Distribution operations were performed in seven cities at a cost of $236,708.

*Clearinghouses*

Two clearinghouses were operated. One by the Bureau of Reclamation specialized in the field of reclamation and distributed 295,590 copies of printed and duplicated matter of which 20 percent went to other Government agencies and 80 percent to the public. Cost of operation was $8,753. The clearinghouse operated by the Geological Survey specialized in geology and water resources and distributed 18,000 copies of printed matter to the public. Operating cost was $9,100. This clearinghouse received $18,519 income from sales of its material.

## DEPARTMENT OF JUSTICE

*Procurement*

Printing procurement totaled $803,156 of which 95 percent was procured in Washington, D.C., and 5 percent in the field; $542,596 (67 percent) was procured from the Government Printing Office of which 2 percent was required in up to 10 days, 38 percent in 10 to 30 days, and 62 percent in over 30 days; $39,277 (5 percent) was procured from the Departmental Service Office with delivery requirements of 25 percent in up to 10 days, the remainder in 10 to 30 days; $143,493 (18 percent) was procured from other Government plants in Lompoc and San Francisco, Calif., with 5 percent required in up to 10 days

and the remainder in 10 to 30 days. Seven percent was procured on term contracts with delivery in over 30 days. Three percent was procured commercially in small purchases throughout the Nation.

*Production*

Additional printing services were provided by the agency's six plants as follows:

Administrative Division, Washington, D.C., employed nine persons who worked 244 hours overtime. One percent of the product was classified. Delivery requirements for same day were 1.5 percent; 1 to 3 days, 2.5 percent; 4 to 10 days, 55 percent; 11 to 30 days, 41 percent. Operating cost was $76,378.

Federal Bureau of Investigation, Washington, D.C., employed 47 persons who worked 99 hours overtime. Twenty-five percent of the product was classified. Delivery requirements for same day were 1 percent; 1 to 3 days, 20 percent; 4 to 10 days, 65 percent; 11 to 30 days, 14 percent. Operating cost was $492,346.

Federal Prison Industries, Inc., in 4 plants located at Leavenworth, Kans.; Lompoc, Calif.; Sandstone, Minn.; El Reno, Okla.; employed 15 civilians and 134 inmates. Forms comprised 83 percent of the production. There was no classified work. Operating cost was $502,409.

*Distribution*

Distribution was performed by the Administrative Division (cost $28,221), the Federal Bureau of Investigation, and the Immigration and Naturalization Service (cost $3,449), from Washington, D.C.

## DEPARTMENT OF LABOR

*Procurement*

The Department of Labor procured $1,629,406 of printing at its Washington, D.C., headquarters; $1,411,498 (87 percent) was procured from the Government Printing Office of which 7 percent was required in up to 10 days, 59 percent in 10 to 30 days, and 34 percent in over 30 days; $69,071 (4 percent) was procured from the Departmental Service Office of which 70 percent was required in up to 10 days and 30 percent in 10 to 30 days; $38,192 (2.5 percent) was procured from other Government plants of which 88 percent was required in up to 10 days and 12 percent in 10 to 30 days; $110,654 (6.5 percent) was procured on contract of which 78 percent was required in up to 10 days and 22 percent in 10 to 30 days.

*Production*

Additional printing services (40 percent classified) were provided by the agency's plant in Washington, D.C., at a cost of $594,126. Employees totaled 75 and worked 7,957 hours of overtime. Six percent of the production was required same day, 26 percent in 1 to 3 days, 52 percent in 4 to 10 days, and 16 percent in 11 to 30 days.

*Distribution*

Distribution was performed by the agency from six locations in the Washington, D.C., metropolitan area and from six other cities in the United States at a cost of $253,713. Ninety-four percent of initial distributions of its publications were to Government users.

*Clearinghouse*

One clearinghouse facility was operated in Washington, D.C., at a cost of $48,300. Its field of specialization was manpower and automation studies and it distributed 3,000 copies of documents.

## POST OFFICE DEPARTMENT

*Procurement*

The Post Office Department procured $5,992,972 of printing of which $5,076,619 (85 percent) was procured in Washington, D.C. The balance was procured in the field by regional offices and large city post offices. $4,454,661 (74.5 percent) of the total was procured from the Government Printing Office of which 19 percent was required in up to 10 days, 17 percent in 10 to 30 days, 64 percent in over 30 days; $126,121 (2 percent) was procured from the Departmental Service Office of which 25 percent was required in up to 10 days, 60 percent in 10 to 30 days, 15 percent in over 30 days; $272,087 (4.5 percent) was procured from other Government plants of which 70 percent was required in up to 10 days, 21 percent in 10 to 30 days, 9 percent in over 30 days; $1,140,103 (19 percent) was procured on contract of which 50 percent was required in up to 10 days, 15 percent in 10 to 30 days, 35 percent in over 30 days.

*Production*

Additional printing services were provided by the Washington, D.C., plant of the agency at a cost of $167,739. Twenty-two persons were employed and worked 5,995 hours' overtime. Five percent of the production was of classified matter. Delivery times were: 16.5 percent same day, 32.5 percent 1 to 3 days, 32 percent 4 to 10 days, 16 percent 11 to 30 days, 3 percent over 30 days.

*Distribution*

Distribution facilities were maintained in six cities at a total cost of $755,439. Distribution was to post offices and other Government users. Five percent of the material required special handling and 0.3 percent was classified.

## DEPARTMENT OF STATE

*Procurement*

The Department procured $1,094,998 of printing in Washington, D.C., of which $827,062 (75.5 percent) was procured from the Government Printing Office with 4 percent for delivery in under 10 days, 48.5 percent in 10 to 30 days, 47.5 percent in over 30 days. Procurement from the Departmental Service Office totaled $58,781 (5.5 percent) with 21.2 percent delivery in under 10 days, the remainder in 10 to 30 days. Procurement from other Government plants totaled $1,887 (0.1 percent) with delivery under 10 days. Contract procurement totaled $207,268 (19 percent) with 25 percent delivery in under 10 days, 4 percent 10 to 30 days, the balance in over 30 days.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., employing 62 persons who worked 9,443 hours overtime. Delivery times were: 67.5 percent same day, 16.7 percent 1 to 3 days, 10.5 percent 4 to 10 days, 5.3 percent 11 to 30 days.

Classified matter represented 25 percent of the production. Operating cost was $609,542.

*Distribution*

Distribution was performed by the agency in three locations in Washington, D.C., one of which was in leased quarters. Twenty percent of the material was classified and required special handling. Operating cost was $166,223.

## DEPARTMENT OF THE TREASURY

Publications management is decentralized within general guidelines established at the Department level.

*Procurement*

Total procurement amounted to $12,821,163. Procurement from the Government Printing Office totaled $6,441,560 (50 percent). Four percent was required in up to 10 day, 25 percent in 10 to 30 days, 71 percent over 30 days. Procurement from the Departmental Service Office totaled $391,593 (3 percent) with 6 percent required in up to 10 days, 46 percent in 10 to 30 days, 48 percent over 30 days. Procurement from other Government plants totaled $1,123,308 (9 percent) with 33 percent required in up to 10 days, 20 percent 10 to 30 days, 47 percent over 30 days. Contract procurement totaled $4,864,701 (38 percent) with 28 percent required in up to 10 days, 28 percent 10 to 30 days, 44 percent over 30 days.

*Production*

Additional printing services were provided by the agency's 14 plants. Five plants were located in Washington, D.C., two in New York, N.Y., two in Chicago, Ill., one each in Groton, Conn., Atlanta, Ga., Boston, Mass., Philadelphia, Pa., and San Francisco, Calif. A total of 12 military and 143 civilian employees who worked 11,068 hours of overtime manned the 14 plants. Total operating cost was $1,082,250.

*Distribution*

Distribution was made from 72 facilities in 50 States and the District of Columbia utilizing a total of 416,100 square feet at a total cost of $1,999,234. Distribution was to both Government and public users.

## ADMINISTRATIVE OFFICE OF THE U.S. COURTS

This agency is exempted from the provisions of U.S.C., title 44 by authority of 39 U.S.C. 2004 and 28 U.S.C. 753(b) as amended by Public Law 89–167. In cooperation with the Bureau of Prisons of the Department of Justice, a magazine entitled "Federal Probation" is issued. Approximately 6,000 decisions of the U.S. courts, which are in the public domain, were turned over to commercial sources for publication in fiscal year 1964. The different categories of publications issued by the agency, which involve individual management responsibilities, are not issued under policies, standards, and criteria assigned to a central point within the agency. Some circuit and district courts print their rules in Government printing plants; others have arrangements with commercial law publishers whereby copies are furnished to the courts. Many districts have rules printed locally at the court's principal place of doing business by a local legal pub-

lisher who may or may not provide the court with copies but is permitted to make the rules available to the bar for a price which will reimburse him for his costs.

*Procurement*

Total printing procurement in the amount of $378,394 was reported. Of this amount, $60,700 (17 percent) was provided by the Government Printing Office (none of which was required within 30 days); $1,683 was provided by the GPO Departmental Service Office (one-half of which was required within 30 days and one-half over 30 days); printing valued at $98,200 was obtained from other Government plants (1 percent within less than 10 days and 99 percent over 30 days); printing valued at $158,900 was procured from commercial sources (99 percent within 10 days and 1 percent over 30 days); and the remainder, consisting of tabulating cards, marginally punched continuous forms and printed envelopes, from commercial sources.

*Production*

An in-house printing facility was operated in the District of Columbia at a total cost of $164,710 which employed six persons. Fifty percent of the production of this plant consisted of forms. Ten percent of the production was required the same day; 60 percent within 10 days; 25 percent in 11 to 30 days; and 5 percent within more than 30 days.

*Distribution*

Most distribution was made from two units in Washington, D.C., containing a total of 1,300 square feet and a small unit within the stock room of the Federal Reformatory at El Reno, Okla. Total cost of distribution was reported to be $60,516. Annual reports, Judicial Conference reports, and the Federal Probation Quarterly are distributed to depository libraries in response to requests received from them pursuant to notices of publication by the Superintendent of Documents.

## AGENCY FOR INTERNATIONAL DEVELOPMENT

*Procurement*

Publications management functions were centralized in Washington, D.C. Public Law 87–195 exempts this Agency from procurement of printing from the Government Printing Office. Of a total procurement of $1,122,563 of printing, $36,390 (3 percent) was procured from the Government Printing Office. This was required in over 30 days. Procurement from the Departmental Service Office totaled $210,308 (19 percent) all of which was required in under 10 days. Contract procurement totaled $875,865 (78 percent).

*Production*

Additional printing services were provided by the Agency's own plant employing 21 persons who worked a total of 5,154 hours overtime. Practically all of the production of this plant was for delivery within 3 days. Cost of operation was not reported.

*Distribution*

Distribution was made from two locations in Washington, D.C. The cost of operating both was $95,453. Distribution was to both Government and public users. Classified publications amounted to 15 percent of all publications distributed.

## ATOMIC ENERGY COMMISSION

Publications management activities, although decentralized, are subject to printing and reproduction policy, procedures, and standards disseminated by the Division of Headquarters Services, Washington, D.C. The publications management program operating under these directives is divided into the following categories having the principal functions indicated:

*A. Headquarters*

1. *Division of Headquarters Services.*—Operates the AEC Headquarters printing plant, supervises the production, procurement, and distribution of AEC general-use forms and departmental printing other than those publications developed and prepared under auspices of the Division of Technical Information.

2. *Division of Technical Information.*—Conducts the AEC program for publication and dissemination of AEC and AEC-contractor originated technical and scientific information; operates that Division's extension, including the printing plant at Oak Ridge, Tenn.; supervises the preparation, production, and distribution of informational, educational, technical, and scientific publications and research and development reports produced at the Oak Ridge printing plant, including a microform program for information not required as hard copies. This Division also arranges for production, procurement and distribution of scientific, technical, and other publications not produced at the Oak Ridge plant.

3. *Other.*—Other offices within AEC Headquarters have assigned special areas of publications management, the directors of which are responsible for reviewing justifications for publications and printing.

*B. Field offices*

These offices exercise administrative control over authorized printing plants (which are 23 in number and are cost-type contractor operated, with one exception which is AEC-operated) as well as local commercial procurement or procurement through other Government field printing plants of material not produced in the AEC-authorized field printing plants. Publications and forms produced in these plants or procured commercially are administrative forms and publications, local operating procedures, research and development reports, and miscellaneous field printing items, all of which with exception of R. & D. reports which are distributed to standard distribution lists, are administrative tools of the field activity or are required by the contractors for their own use in responding to the terms of their contract, and are distributed primarily in-house. Another example is the Sandia Corp., Albuquerque, N. Mex., which has the responsibility for the preparation and production of weapons publications. Scientific and technical publications developed in the field are coordinated through the Headquarters Division of Technical Information for production or procurement.

The Atomic Energy Commission reported the sale of 1,748 publications to the public for which $2,120 was received. Two hundred and twelve thousand six hundred and nineteen dollars was paid publishers to publish 1,537 articles aggregating 7,485 pages and publishers were paid $66 for publishing two articles aggregating 7 pages. Twenty-three articles were turned over to commercial sources for publication

in book or pamphlet form for which royalties in the amount of $16,135 were received. In addition, free copies of these publications were received by the AEC. Fifteen contracts were entered into which provided that contractors may publish data derived from the contracts with an assignment of copyright and royalty-free license maintained by the Government for reprinting. AEC procured reprints of 24 articles prepared by Government authors from commercial publishers at a total cost of $916 and reprints of 715 articles obtained by Government-funded writing at a total cost of $28,817.

*Procurement*

The Atomic Energy Commission reported total procurement in the amount of $2,895,645. Of this amount $219,091 (7.5 percent) was obtained from the Government Printing Office, and $58,470 (2 percent) from the GPO Departmental Service Office in Washington. All of the printing obtained from the Government Printing Office was not required within 30 days and most of the printing obtained from the Departmental Service Office was required within from 10 to 30 days; $82,396 (3 percent) was obtained from other Government plants, including plants operated by the Government Printing Office outside of Washington, General Services Administration, CIA, Air Force, Navy, and the Bureau of Engraving and Printing in Washington. Most of the printing obtained from these sources was required within 30 days. Approximately 12 percent of the total procurement was obtained by formal advertising and most of the printing obtained by this method was required within 10 days. More than 50 percent of total AEC printing procurement was obtained by negotiation, the greater part of which is required within more than 30 days. Procurement of tabulating cards by GPO term contract amounted to $238,700 (8 percent). Total of procurement by contract (formal advertising, negotiation, term contract) was $2,535,688 or 87.5 percent of all procurement.

*Production*

In addition to the printing procured by offices of the Atomic Energy Commission and their contractors, a total of 26 printing plants, 23 of which were operated by AEC contractors reported their total cost of operation in the amount of $3,418,508. The largest of these, the plant operated by the Division of Technical Information at Oak Ridge, Tenn., reported a cost of operation of $742,118. Except in but few instances, all printing produced in these plants is approved for printing, ordered, and distributed within the areas where the plants are located. A total of 415 personnel are employed in all plants. Total overtime of 26,011 hours was worked. Printing totaling $44,709 was produced for other agencies.

*Distribution*

Distribution of AEC publications was made through 10 facilities at a total operating cost of $316,805. Distribution was almost entirely for Government use.

*Clearinghouse*

The AEC Division of Technical Information at Oak Ridge, Tenn., operated a clearinghouse facility which distributed more than 2 million copies of AEC publications to the public. The cost of operation was $65,618.

This clearinghouse facility also distributed more than 18 million pages in microphotographic form to the public and distributed 72 reels of information in computer tape form to other Government agencies.

## BUREAU OF THE BUDGET

*Procurement*

Printing and publications needs of the Bureau of the Budget exist only in Washington, D.C. More than 99 percent of the total printing procurement of $237,750 was obtained from the Government Printing Office. The GPO Departmental Service Office supplied publications and forms aggregating less than 1 percent. A lesser amount was procured from commercial sources.

Two-thirds of the publications procured from the Government Printing Office were not required within 30 days. All of the small publications and 80 percent of the blank forms procured from the GPO Departmental Service Office were required within 10 days. The annual budget document is the largest individual publication produced by the Government Printing Office for the Bureau of the Budget, the cost of which represents a major part of its total printing procurement.

*Production*

Needed additional printing services are provided by the agency's plant employing four persons. Cost of operation was $44,986. Administrative publications and directives constitute the product of this plant. One-third is required the same day, the remaining two-thirds are required within 3 days.

*Distribution*

Distribution of Bureau of the Budget publications is made from a unit in the Executive Office Building in Washington. The cost of operating this unit was $12,661. Most distribution is to Government users.

## CIVIL AERONAUTICS BOARD

*Procurement*

This agency's total procurement of $79,945 of printing was made in Washington, D.C. Sixty-six percent ($52,509) was procured from the Government Printing Office with one-third required in 10 to 30 days, the balance in over 30 days. Nineteen percent ($15,392) was procured from the Departmental Service Office with 20 percent required within 10 days, the balance within 30 days. Six percent ($5,088) was procured from local Commerce and Navy plants of which 80 percent was required in less than 10 days, balance within 30 days. Nine percent ($6,956) was contracted on waiver for delivery in over 30 days.

*Production*

Additional printing needs (all unclassified) were produced at a cost of $94,878 in the agency's own Washington, D.C., plant employing 12 persons who worked a total of 1,755 hours overtime. Twenty-seven percent of the production of this plant was for same-day delivery, 26 percent in 1 to 3 days, 34 percent in 4 to 10 days, and 13 percent in 11 to 30 days.

*Distribution*

Distribution of Civil Aeronautics Board publications was made from its Washington, D.C., office. Cost of operation: $41,744. Ap-

proximately equal amounts were distributed to Government and public users.

## CIVIL SERVICE COMMISSION

*Procurement*

The Civil Service Commission procured a total of $832,654 of printing. Ninety-five percent was procured in Washington, D.C. The balance was procured by regional offices in 10 cities outside of Washington. Eighty-three percent ($691,933) was procured from the Government Printing Office. Fifteen percent was required in up to 10 days, 33 percent in 10 to 30 days, 52 percent in over 30 days. Seven and one-half percent ($64,019) was procured from the Departmental Service Office with 37 percent required in up to 10 days, 53 percent in 10 to 30 days, 10 percent in over 30 days. Five percent ($38,538) was procured from other Government plants in eight cities outside of Washington, D.C., with 27 percent required in up to 10 days, 63 percent in 10 to 30 days, 10 percent in over 30 days. Four and one-half percent ($38,164) was procured on contract with 28 percent required in up to 10 days, 69 percent in 10 to 30 days, 3 percent in over 30 days.

*Production*

Additional printing services were provided by the agency's plants as follows:

| Location | Cost | Number of persons | Overtime hours | Classified work (percent) | Delivery schedules (percent) | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Same day | 1–3 days | 4–10 days | 11–30 days | Over 30 days |
| Atlanta, Ga | $11,167 | 1 | | | 10 | 15 | 75 | | |
| Chicago, Ill | 20,165 | 4 | 45 | 1 | 1.5 | 2 | 55 | 40 | 1.5 |
| New York, N.Y | 22,865 | 2 | 46 | 50 | 66 | | 34 | | |
| Philadelphia, Pa | 10,625 | 2 | 19 | | 16 | 30 | 30 | 24 | |
| St. Louis, Mo | 11,614 | 1 | | 1 | 26 | 22 | 29 | 23 | |
| Seattle, Wash | 7,727 | 6 | | 16 | .3 | 48.7 | 51 | | |
| Total, field | 84,163 | 16 | 110 | | | | | | |
| Washington, D.C | 128,893 | 24 | 114 | 13 | 32 | 35 | 30 | 3 | |
| Grand total | 213,056 | 40 | 224 | | | | | | |

*Distribution*

Distribution of printed matter was made by the agency from its Washington, D.C., headquarters. Operating cost: $84,446. Twelve percent of the material distributed consisted of confidential test material. One percent consisted of accountable documents.

## FARM CREDIT ADMINISTRATION

Publication and printing activities of this agency are concentrated in Washington, D.C. Total printing procurement was $11,860. Of this amount, $7,931 (67 percent) was procured from the Government Printing Office. Procurement from the Department of Agriculture plant in Washington, D.C., totaled $2,305 (19.5 percent). Contract procurement totaled $1,624 (13.5 percent).

The Farm Credit Administration operated no plant of its own.

Distribution was made from a small unit in the Department of Agriculture building in Washington, D.C., at a cost of $2,648. Most distribution was to public users.

## FEDERAL AVIATION AGENCY

Control over the publication of Federal Aviation Regulations is assigned to the Office of Management Services, as is also the development of policy and standards for FAA publications; however, supervision over facilities engaged in the procurement, production, and distribution of FAA printed matter is decentralized. FAA procured reprints of 28 articles prepared by Government authors from commercial publishers at a total cost of $3,279.

*Procurement*

Total procurement of $1,438,484 of printing was reported by 10 offices within FAA. The Office of Headquarters Operations in Washington, D.C., made 83 percent of the total procurement. Procurement from the Government Printing Office totaled $711,653 (30 percent) most of which was required within 30 days. Procurement from the Departmental Service Office totaled $19,161 (1 percent). Procurement from other Government agency plants was $157,531 (11 percent)—the greatest amount from the GSA plant in Atlanta, Ga. Contract procurement totaled $550,139 (38 percent).

Nineteen percent of procurement by the Office of Headquarters Operations was by GPO open-end contracts and was required within 30 days.

The approval for printing of 46 percent of the procurement from the Government Printing Office was made outside the Washington, D.C., area. More than 95 percent of printing produced in Government plants outside the Washington, D.C., area was approved for printing within the area where produced.

*Production*

Additional printing services were provided by the Agency's eight printing plants, operated at a total cost of $1,027,663. The largest plant, in Washington, D.C., reported an operating cost of $399,124. Administrative publications represented the greatest part of the printing produced by these plants, with the exception of the plant in Oklahoma City, Okla., which produced more training publications. With but few exceptions, all printing produced in FAA plants originated, was ordered printed, and was distributed within the areas where the plants were located. Production of much of the work of these plants was required the same day and most work was required within 3 days.

*Distribution*

Eleven distribution facilities were used for the distribution of FAA publications and blank forms. The facilities were operated at a total cost of $372,748. The largest of these facilities was operated at Washington, D.C., at a cost of $171,993. Only the Washington, D.C., and Fort Worth, Tex., distribution facilities reported distribution of FAA publications to the public.

## FEDERAL COMMUNICATIONS COMMISSION

The management of publications, printing, and distribution within the Federal Communications Commission is centralized in Washington, D.C. The Office Services Division is responsible for procurement

of printing, operation of the FCC printing plant, and the distribution of FCC publications.

*Procurement*

Total procurement of printing amounted to $183,725; $170,960 of this amount was procured from the Government Printing Office, the greater part of which was not required within more than 30 days. The remainder of FCC printing was obtained from the GPO Departmental Services Office in the amount of $1,742, and by the use of GPO term contracts in the amount of $11,023.

*Production*

Additional printing services were provided by the agency's operation of a printing plant in Washington, D.C., employing 26 persons, at a total cost of $206,986. All work produced in this plant was approved for printing, ordered, and distributed within the Washington, D.C., area. Most work consisted of forms and administrative publications.

*Distribution*

The distribution of FCC publications and forms is handled by a single unit located in Washington, D.C., with an operating cost of $16,941.

## FEDERAL HOME LOAN BANK BOARD

The printing procurement, production, and distribution functions of the Federal Home Loan Bank Board are centralized in Washington, D.C., in the Administrative Services Division. Under authority of section 402(c)5, title IV of National Housing Act, June 27, 1934, as amended by section 22 of Public Law 76, 74th Congress, this agency is not required to obtain its printing needs from the Government Printing Office, nevertheless, most of the printing procured by this agency was from the Government Printing Office.

*Procurement*

Total procurement was $11,250, of which $5,415 was obtained from the Government Printing Office. Negotiated procurement directly from commercial sources amounted to $1,877 and procurement of marginally punched continuous forms by use of GPO term contract was $3,958.

*Production*

The Federal Home Loan Bank Board operated its own plant at a cost of $120,891. All printing produced in this plant was approved for printing, ordered, and distributed within the Washington, D.C., area. Fifteen persons were employed in the operation of the plant. More than 90 percent of all printing was required within 10 days.

*Distribution*

The distribution of all Federal Home Loan Bank Board printed matter is made from the printing plant in Washington, D.C. The cost of operating the distribution unit of the plant was $12,500.

## FEDERAL MARITIME COMMISSION

The Federal Maritime Commission required printing in the amount of $1,788. Of this total amount, the Government Printing Office sup-

plied $1,327. The remainder, $461, was obtained from the Department of Commerce printing plant in Washington, D.C.

## FEDERAL POWER COMMISSION

All printing and publications activities of the Federal Power Commission are conducted in Washington, D.C. Under authority of section 312 of the Federal Power Act and section 14(a) of the National Gas Act 5,753 FPC publications were sold.

*Procurement*

Total printing procurement amounted to $210,674. Of this amount, $203,380 of printing was procured from the Government Printing Office. Procurement by the use of GPO open-end contracts totaled $7,294. Fifty percent of the printing procured from the Government Printing Office was required within 30 days.

*Production*

The Federal Power Commission operated a plant in Washington, D.C., at a cost of $196,238 to provide timely service for its printing needs. Seventy percent of the work produced in this plant consisted of administrative publications, directives, etc. Eighty-five percent of the printing was required the same day and all printing was required within 10 days. Twenty-two persons were employed in the operation of the plant and 2,721 hours of overtime were worked.

*Distribution*

The Federal Power Commission makes all distribution from a facility in Washington, D.C., the operating cost of which was reported to be $24,344.

## FEDERAL TRADE COMMISSION

*Procurement*

All printing and publications activity of the Federal Trade Commission is centralized in Washington, D.C. Total procurement was $85,104. Of this amount $82,963 was obtained from the Government Printing Office. Procurement by the use of GPO open-end contracts totaled $2,141.

*Production*

In addition to printing which was procured, the Federal Trade Commission operated its own printing plant employing 13 persons at a cost of $151,466. Most of the printing produced in this plant was required the same day and all of it was required within 10 days.

*Distribution*

Distribution was made from a facility in Washington, D.C., at a cost of $13,078.

## GENERAL ACCOUNTING OFFICE

Printing and publications activities of the General Accounting Office are centralized in Washington, D.C. Under authority of 5 U.S.C. 140, 3,328 GAO publications were sold for $3,350.

*Procurement*

Total procurement of $111,407 was reported; $94,405 of this amount was obtained from the Government Printing Office, more than

one-half of which was required within more than 30 days. Printing in the amount of $7,670 was obtained from GPO open-end contracts. The Departmental Service Office supplied printing in the amount of $7,185.

*Production*

Timely printing service was obtained by the operation of the agency's printing plant employing 15 persons and operated at a cost of $186,672. The printing of reports represented approximately 40 percent of the product of this plant. Production was required within from 4 to 10 days.

*Distribution*

The distribution of all GAO forms and publications was made by a single facility in Washington operated at a cost of $107,195. Public distribution of GAO publications was made by this facility in addition to distribution to Government users.

## GENERAL SERVICES ADMINISTRATION

The function of publications management is performed by three constituents of this agency, namely, National Archives and Records Service, Federal Register, GSA Headquarters Office. Each has a centralized publications management program. National Archives and Records Service sales of publications, printed and microfilmed, totaled 105,786 copies for which $229,034 was received and credited to the National Archives trust fund.

GSA operated seven printing plants and 13 duplicating plants in 18 cities on a fee-for-service basis. These plants provided centralized printing and duplicating services for GSA and other Government agencies located within their geographical areas. Sales of printing and duplicating were reported as $3,535,084; an increase of approximately 20 percent over fiscal year 1963. Of a total of 153,232 job orders 85 percent were under $25; 52 percent were in the $1 to $5 range.

*Procurement*

GSA procured a total of $8,424,982 of printing by 22 procurement offices located in 11 cities. Of this total amount $4,287,414 (51 percent) was procured from the Government Printing Office with delivery requirements as follows: 4.2 percent under 10 days, 10 percent 10 to 30 days, 85.8 percent over 30 days. Procurement from other agency plants totaled $225,997 (2.5 percent) with 70 percent delivery under 10 days, 29 percent 10 to 30 days, 1 percent over 30 days. Contract procurement totaled $3,911,571 (46.5 percent) with 46 percent for delivery under 10 days, 47 percent 10 to 30 days, 7 percent over 30 days.

*Production*

Additional printing services were provided by the agency's seven printing plants located in Washington, D.C., and five other cities. A total of 240 persons were employed who worked a total of 16,747 hours overtime. Operating costs for the seven plants totaled $1,142,349. Printing produced for other agencies in the seven plants totaled $462,-108. Classified work in five plants ranged from 0.5 to 3 percent of total production. Delivery times were: 12 percent same day, 36 percent 1 to 3 days, 40 percent 4 to 10 days, 10.5 percent 11 to 30 days, 1.5 percent over 30 days.

*Distribution*

Distribution was performed by the agency in 14 locations in 11 cities. In 12 of the locations distribution functions were mingled with Federal Supply Service functions. Therefore no separate distribution cost figures emerge. Distribution was principally of standard forms. Cost of operation of the other two facilities, namely, Franconia, Va. and Navy Yard Annex, Washington, D.C., totaled $301,092. No classified material was handled.

## GOVERNMENT PRINTING OFFICE

The main office of the Government Printing Office is located one-half mile north of the Capitol, on the same site as the commercial printing establishment which Congress purchased in 1861 and thereafter became known as the Government Printing Office. Its close proximity to the Capitol well serves the vital needs of Congress for timely service. Branch offices are currently operated in the Supreme Court, the Smithsonian Institution, and for the Library of Congress in the former Navy Yard area. An additional element of the Government Printing Office, known as the GPO Departmental Service Office, is operated in Washington, D.C.

For many years after the Government Printing Office came into existence, Congress required most of its productive capacity. Executive branch printing was used to utilize the capacity of the office when Congress was not in session. The volume of executive branch printing has long since grown to a point where it exceeds congressional printing needs and the gap between them is widening. During fiscal year 1964, congressional printing produced in that office amounted to $17,063,279—an amount equal to approximately one-fourth the cost of all printing produced in that office. During the same period, the Government Printing Office procured printing, largely for the executive branch, in the amount of $54,355,008 from commercial sources.

*Procurement*

The procurement of printing by the Government Printing Office from commercial sources became a major function of that office immediately prior to World War II and has since continued. The printing procurement experience gained during the last quarter of a century has led that office to the development of numerous program-type contracts for printing of a repetitive nature. Such types of contracts have greatly reduced the amount of time and expense involved in the procurement of printing. During fiscal year 1964, there were 401 program-type contracts being operated by the Government Printing Office by means of which printing in the amount of $22,297,612 was procured. The remainder of GPO printing procurement was obtained by 8,737 individual procurement actions.

*Procurement procedure*

Invitations for bids are sent only to firms which have filed information with the Government Printing Office showing they have the required production facilities in the area where the product is to be delivered. Except for a relatively small amount of work procured through display bidding procedure, invitations for bids are not publicly displayed in the Government Printing Office. The rotation of opportunities to bid is made among all qualified bidders insofar as

possible. Any responsible firm may qualify to be included on bid lists by filing the required information. Statistics for fiscal year 1965 show that an average of 27.6 percent response was received from invitations to bid. Bids were invited from firms located in 46 States. Since reasonable prices were secured (measured by GPO and industry standards) it indicates that sufficient competition was generated by this system.

There were 252 open-end contracts in operation as of June 30, 1964.

GPO furnishes paper when—

(*a*) Size, weight, color, not readily obtainable by contractor.
(*b*) The job requires several weights, sizes, or colors in flat sheets.
(*c*) GPO can effect direct shipment from mill to contractor.
(*d*) Delivery date precludes mill shipment to contractor.

Contractor furnishes paper when—

(*a*) There is a multiple-award contract with various sizes of equipment involved.
(*b*) Job will be produced on web equipment.
(*c*) Sheet size is larger than stocked by GPO.
(*d*) GPO supply is short or exhausted.
(*e*) Shipping costs from GPO to printer are prohibitive.
(*f*) Special stocks are required that are not carried by GPO.

Value of paper shipped by GPO from Washington, D.C., to contractors in fiscal year 1964 was $4,129,039.

Cost to ship the paper from GPO to contractors was $43,690.

Percentage of average month's workload of paper shipped to various States was:

| | *Percent* | | *Percent* |
|---|---|---|---|
| Pennsylvania | 30.82 | Texas | 1.48 |
| Missouri | 15.82 | Georgia | 1.00 |
| Alabama | 9.39 | Virginia | .87 |
| Tennessee | 9.04 | Arkansas | .63 |
| Maryland | 8.16 | Florida | .61 |
| New York | 7.75 | Illinois | .58 |
| Indiana | 4.66 | Ohio | .28 |
| Michigan | 4.66 | Massachusetts | .19 |
| Kansas | 2.30 | West Virginia | .05 |
| New Jersey | 1.71 | | |

Value of paper shipped from mills to contractors in fiscal year 1964 was $115,701.

Cost to ship paper from mills to contractors was $2,638.

Percentage to each State where printed: New York, 37.4; Ohio, 35.9; Arkansas, 25.5; Pennsylvania, 1.2.

In addition to printing which the Government Printing Office procures itself, open-end contracts have been established by that Office for the general use of departments and agencies for marginally punched continuous forms and tabulating cards. The Joint Committee on Printing determined that marginally punched continuous forms in the amount of $24.5 million were procured by departments and agencies during fiscal year 1964. More than two-thirds of these forms were of such size and quantity range that their procurement was accomplished by use of the contract established by the Government Printing Office.

*Production*

A large part of the total amount of printing produced in the Government Printing Office is of such a nature that it must necessarily be produced in Washington; however, during fiscal year 1964, 47,369,352

pounds, exclusive of postal cards and other items handled by the Post Office Department, was reported to have been shipped in bulk lots to destinations outside of the District of Columbia at a total transportation cost of $738,685. Those States to which shipments were made in excess of 1 million pounds each include the following:

| State | Pounds shipped | Total cost of transportation | State | Pounds shipped | Total cost of transportation |
|---|---|---|---|---|---|
| California | 2,697,948 | $118,854 | Pennsylvania | 4,696,068 | $28,970 |
| Georgia | 1,275,360 | 24,967 | Texas | 1,251,756 | 38,138 |
| Illinois | 1,744,464 | 23,025 | Utah | 2,599,908 | 85,729 |
| Kansas | 1,595,220 | 32,745 | Virginia | 1,283,568 | 12,562 |
| Maryland | 9,083,052 | 21,400 | | | |
| Massachusetts | 2,355,948 | 25,055 | Total | 42,111,120 | 570,040 |
| Missouri | 7,119,264 | 85,500 | 36 other States | 5,258,232 | 168,645 |
| New Jersey | 1,614,948 | 10,720 | | | |
| New York | 2,761,800 | 37,952 | Total | 47,369,352 | 738,685 |
| Ohio | 2,067,816 | 24,412 | | | |

*Service offices*

To assist in meeting the increasing need for printing services, the Government Printing Office has since 1946 operated branches referred to as "service offices." The largest of these, the GPO Departmental Service Office, provided printing services in the amount of $3,117,668 during fiscal year 1964. Printing services provided by field service offices of the Government Printing Office in Chicago, Denver, New York, San Francisco, and Seattle during the same period amounted to $2,948,786. The operation of these plants relieves the pressure on the main Government Printing Office for much work and also provides timely printing service for many departments and agencies, especially those which lack their own in-house facilities.

*Pricing and charges*

The Government Printing Office does not furnish its scale of prices to departments. It is classified as confidential except for products of a specialized nature such as postal cards, patents specifications, Official Gazette, speeches, bills, passports, etc. A cost comparison of GPO prices and commercial prices was made involving 14 items of printing having a wide range of sizes and quantities. For 11 of these items the low commercial prices were below the GPO prices; however, for 12 of these items the high commercial prices were in excess of GPO prices. Surcharges in the amounts indicated are applied to the following classes of work by the Government Printing Office:

| *Classification of work* | *Percentage of surcharge* |
|---|---|
| (*a*) Work classified as secret | 30 |
| (*b*) Work classified as confidential | 15 |
| (Surcharges on the above classifications are based on the labor cost for guarding, maintenance of additional work controls, and maintenance of special areas for production and storage.) | |
| (*c*) Urgent or priority work: | |
| Departmental work requiring special handling (urgent or priority work) | 25 |
| Departmental work where overtime is authorized in writing | 50 |
| (Surcharges on the above classifications of urgent or priority work are based on increased costs created by disruption of planned production schedules and by overtime premium.) | |
| (*d*) Congressional work | 25 |
| (This surcharge is based on additional costs resulting from night differential and overtime premium paid plus additional costs created by other than the most economical production methods and/or procedures.) | |

*Surcharges applied to printing procured from commercial sources*

The following surcharges are currently applied to the cost of printing when procured by the Government Printing Office for departments and agencies:

| | |
|---|---|
| Work classified as printing and binding (other than tabulating cards purchased on standard contract) | |
| Up to and including $10,000 | 7½ percent. |
| Over $10,000 | $750 plus 2½ percent. |
| Surcharge per purchase order, jacket or print order drawn on a purchase order: | |
| Minimum | $6. |
| Maximum | $1,600. |
| Tabulating cards purchased on standard contract: | |
| Up to and including $500 | 6 percent. |
| Over $500 | $30 plus 1½ percent. |
| Surcharge per purchase order, jacket, or print order drawn on a purchase order: | |
| Minimum | $6. |
| Maximum | $125. |

The above surcharges are based on the cost of writing specifications, soliciting bids, telephone and telegraph expenses not chargeable directly to a jacket, shipping and receiving operations, audit and payment of vouchers, and other expenses related to printing procured from commercial sources.

The following percentages of surcharges are applicable to the various functions connected with the commercial printing procurement operation:

| *Administrative function* | *Percentage of surcharge applicable* |
|---|---|
| Audit and payment | 6. 05 |
| Electronic data processing | 6. 23 |
| Computing | 2. 66 |
| Billing and collecting | . 63 |
| Traffic | 20. 37 |
| Printing Procurement Section | 26. 27 |
| Specifications Section | 28. 45 |
| Stores Section | 5. 49 |
| Offset preparation and negative operations | 3. 47 |
| Contract compliance and inspection | . 05 |
| Communications | . 33 |
| Total | 100. 00 |

*Public Documents Division*

The Division of Public Documents is closely geared to the operation of the Government Printing Office. This Division, headed by the Superintendent of Documents, functions under the direction of the Public Printer. In addition to space which this Division occupies in the main Government Printing Office buildings, its operations have grown so as to require the use of rented space. In addition to 151,155 square feet of space which it occupies in the Government Printing Office, a total of 56,156 additional square feet of rented space is occupied in other buildings in Washington and nearby Virginia and Maryland. The total cost of operating the Public Documents Division during fiscal year 1964 amounted to $12,341,870. Of this amount, the cost of printing forms and publications for sale amounted to $5,392,240. The cost of sales promotional material and related postage and envelopes required to distribute 47,897,435 pieces amounted to $236,860. No effort is made to promote the sale of Government publications through

authorized book dealers. Profit derived from the sale of Government publications constitutes a revenue-producing function of the Government. Income from the sale of publications returned to the Treasury was reported in the amount of $6,703,282 during fiscal year 1964. Seven departments contributed the Public Documents Division with revenue from the sale of Government publications in the total amount of $850,849. The largest amount of this "gratuitous revenue" was from the Department of Commerce in the amount of $810,516. Of this amount, the Coast and Geodetic Survey accounted for $644,239. In addition to the Government publications sold from the Public Documents Division in Washington, Government publications were sold by 173 Government offices throughout the United States as agents for the Public Documents Division in the total amount of $1,005,726.

The Division of Public Documents made free distribution of 85,969,215 publications for other Government agencies and also distributed 5,491,861 publications to 774 depository libraries; 1,249 mailing lists containing 2,557,161 addresses were maintained; 55,963 publications were catalogued.

## HOUSING AND HOME FINANCE AGENCY

This Agency consisted of four separate operating entities each with distinct missions. Each had a centralized publications management program.

*Procurement*

Consolidated reporting for the four entities follows. A total of $951,110 of printing was procured from four procurement offices in Washington, D.C. Of this total $667,556 (77 percent) was procured from the Government Printing Office with 0.5 percent required in less than 10 days, 8 percent in 10 to 30 days, 91.5 percent in over 30 days. Procurement from the Departmental Service Office totaled $33,179 (3.8 percent) with 15 percent required in less than 10 days, 26 percent 10 to 30 days, 59 percent in over 30 days. Procurement from other Government agency plants totaled $70,089 (8.2 percent) with 48 percent required in less than 10 days, 44 percent 10 to 30 days, 8 percent in over 30 days. Contract procurement totaled $180,386 (11 percent) with 32 percent required in less than 10 days, 25 percent 10 to 30 days, 43 percent in over 30 days.

*Production*

Additional printing needs for two entities; namely, Federal Housing Administration and Public Housing Administration, were produced in two plants, one for each entity. A total of 59 persons were employed who worked 270 hours overtime. Total operating cost of the two plants was $417,975.

*Distribution*

Five distribution facilities were operated in Washington, D.C., at five different locations. Distribution was to Government users only. Total operating cost was $204,204.

## INTERSTATE COMMERCE COMMISSION

*Procurement*

This agency procured a total of $137,340 of printing in Washington, D.C. Of this, $124,795 (90 percent) was procured from the Govern-

ment Printing Office, all for over 30-day delivery. Of the remainder $4,612 (4 percent) was procured from the Departmental Service Office and $7,933 (6 percent) on GPO open-end contract. Required delivery time from these sources was also over 30 days.

*Production*

Additional printing services (16 percent classified) were provided at a cost of $224,984 in the agency's own plant in Washington, D.C., employing 37 persons who worked 2,694 hours overtime. Sixty-five percent of the production was required same day, 20 percent in 4 to 10 days, and 15 percent in 11 to 30 days.

*Distribution*

Distribution was made by ICC from Washington, D.C., and eight regional offices. Approximately equal amounts of publications were distributed to Government and public users. Cost of operation: $17,503.

*Clearinghouse*

One clearinghouse facility was operated, specializing in ICC publications, which distributed 71,516 copies of publications in printed and duplicated form at a cost of $11,582.

This agency has a continuing cost reduction program. In the last 4½ years, through its Reduction of Paperwork Burden Committee it has relieved carriers from filing 34 million items of information formerly collected and discontinued the preparation and printing of 111 publications.

## LIBRARY OF CONGRESS

The Library of Congress publishes technical publications and book catalogs related to its mission. Some are sold by the Superintendent of Documents and some by the Library. The Library sold 42,575 copies for which it received $781,726. (This excludes Library of Congress catalog cards.)

*Procurement*

This agency procured $1,147,153 of printing in Washington, D.C., of which $1,107,707 (96.5 percent) was procured from the Government Printing Office. Five percent was required in up to 10 days, 27 percent in 10 to 30 days, and 68 percent in over 30 days. Procurement from the Departmental Service Office was $3,598 (−1 percent) of which 6 percent was required in up to 10 days, 51 percent in 10 to 30 days, and 43 percent in over 30 days. Contract procurement totaled $35,848 (3+ percent) for delivery in 10 to 30 days.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., at a cost of $166,594, and with a staff of 22 employees. Delivery times for work was not reported.

*Distribution*

Distribution is made by the Library from two locations in Washington, D.C., one in Bengies, Md., and one in Middle River, Md., at a total cost of $48,906. Publications and catalog cards constitute the workload of more than 500,000 individual items.

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

*Procurement*

This agency procured $3,494,772 of printing. $651,326 (19 percent) was procured from the Government Printing Office of which 8.5 percent was for delivery in up to 10 days, 41 percent in 10 to 30 days, 50.5 percent in over 30 days. Procurement from the Departmental Service Office was $206,460 (6 percent) with 57 percent for delivery in under 10 days, the balance in 10 to 30 days. Procurement from other Government plants was $908,251 (26 percent) with 68.5 percent for delivery in under 10 days. Procurement on contract was $1,728,735 (51 percent) with 80 percent for delivery in under 10 days.

A total of 281,040 copies of reprints of 349 articles by Government authors were procured at a cost of $58,970.

*Production*

Additional printing needs were produced in the agency's plants as follows:

| Location | Cost | Number of persons | Overtime hours | Percent of classified work | Delivery times in percent of production | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Same day | 1 to 3 days | 4 to 10 days | 11 to 30 days | Over 30 days |
| Washington, D.C. | $106,075 | 10 | 2,147 | 6 | 49.5 | 40.5 | 10 | | |
| Moffett Field, Calif. | 53,749 | 14 | 1,274 | 6 | 2.7 | 23.3 | 19 | 55 | |
| Greenbelt, Md. | 229,333 | 23 | 4,161 | 3 | 52.4 | 24.6 | 15.3 | 7.7 | |
| JFK Space Center, Fla. | 207,085 | 44 | 7,261 | .002 | | | | | |
| Hampton, Va. | 383,375 | 30 | 1,349 | 4.8 | 1.24 | 63.98 | 30.7 | 4.08 | |
| Cleveland, Ohio | 144,000 | 17 | 4,419 | 1.3 | 19.5 | 32.25 | 43 | 5.25 | |
| Houston, Tex. | 145,987 | 15 | | .0033 | 13 | 50 | 30 | 4 | 3 |
| New Orleans, La. | 536,643 | 114 | 19,028 | .06 | 58.95 | 14.2 | 25.53 | 1.2 | .12 |
| Wallops Island, Va. | 49,241 | 5 | 48 | .32 | | | | | |
| Edwards, Calif. | 21,449 | 3 | 40 | 13 | 42.5 | 47.5 | 7 | 3 | |
| Total | 1,876,937 | 275 | 39,727 | | | | | | |

Government-owned contractor-operated printing and/or distribution facilities in use within the agency were as follows:

| | Number | Cost of operation |
|---|---|---|
| J. F. Kennedy Space Flight Center, Fla | 1 | $243,085 |
| C. G. Marshall Space Flight Center, Huntsville, Ala | 1 | 26,440 |
| Michoud Assembly Facility, New Orleans, La | 1 | 564,006 |
| Mississippi Test Facility, Bay St. Louis, Miss | 1 | 29,459 |
| Wallops Station, Wallops Island, Va | 1 | 34,780 |
| Total | 5 | 897,770 |

*Distribution*

Distribution was performed by the agency from 3 facilities in the metropolitan Washington, D.C., area and from 11 other facilities outside Washington, D.C., at a total cost of $280,794. All but a negligible part was to Government users. Two percent of the material was classified.

*Clearinghouse*

The agency maintained a clearinghouse facility at College Park, Md., specializing in aerospace science and technology. Cost of operation was $4,900,000. A total of 500,000 copies of material was distributed in printed and microfiche form.

### NATIONAL CAPITAL HOUSING AUTHORITY

This agency procured $8,718 of printing in Washington, D.C. Of this amount $4,596 was procured from the Government Printing Office with 10 to 30 day delivery; $2,524 was procured from the Departmental Service Office with 10 to 30 day delivery; $1,598 was procured on contract with 10 to 30 day delivery.

The agency has no printing plant and distribution is of the cupboard type.

### NATIONAL CAPITAL PLANNING COMMISSION

This agency procured $12,793 of printing in Washington, D.C., from the Government Printing Office. Delivery time was 10 to 30 days.

The agency has no printing plant and does no distribution.

### NATIONAL LABOR RELATIONS BOARD

*Procurement*

This agency procured $490,872 of printing. Of this, $315,328 (64 percent) was procured from the Government Printing Office. Procurement from the Departmental Service Office was $39,264 (8 percent). Contract procurement totaled $136,280 (28 percent) mostly contract field printing of records for litigation in U.S. courts.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., employing 16 persons. Operating cost was $163,775. Delivery schedules were 10 percent same day, 50 percent 1 to 3 days, 40 percent 4 to 10 days. None of the production was of classified matter.

*Distribution*

Distribution was performed by the agency in its Washington, D.C., headquarters at a cost of $15,348.

### NATIONAL SECURITY AGENCY

*Procurement*

This Agency procured $684,006 of printing. Of this, $91,227 was procured from the Government Printing Office with delivery in over 30 days. Contract procurement totaled $592,779 with delivery in over 30 days.

*Production*

Additional printing services were provided by the Agency's two plants. Plant A at Fort Meade, Md., employed 69 persons who worked 12,500 hours overtime. Plant B at the Naval Security Station, Washington, D.C., employed 328 persons who worked 1,254 hours overtime. Delivery schedules in plant A were 7 percent same day, 14 percent 1 to 3 days, 39.5 percent 4 to 10 days, 14.9 percent 11 to 30 days, 12.2 percent over 30 days. Delivery schedules at plant B were 98 percent for over 30 days. Classified work in plant A aggregated 72 percent, plant B 97 percent. Operating cost was not reported.

*Distribution*

The Agency performed distribution at three facilities, one at Fort Meade, Md., one at Naval Security Station, Washington, D.C., and

one at Fort Holabird, Md. Total operating cost was $1,115,523. All material distributed was classified. All distribution was to Government users.

## OFFICE OF EMERGENCY PLANNING

*Procurement*

This agency procured $35,300 of printing in Washington, D.C. Of this, $12,091 (34 percent) was procured from the Government Printing Office with over 30 days delivery requirement. Procurement from other Government plants totaled $21,707 (61 percent) with 10 to 30 days delivery required. Contract procurement totaled $1,502 (5 percent). Twenty-one jobs totaling $5,000 were classified.

The agency had no printing plant.

*Distribution*

Distribution was from the agency headquarters in Washington, D.C., at a cost of $4,186. Fifteen percent of the material distributed was classified.

## PANAMA CANAL COMPANY

*Procurement*

The Panama Canal Company is a corporate agency of the United States operated from corporate funds (title 31 U.S.C. secs. 841–852). It procured $10,445 of printing by contract.

*Production*

Most of its printed matter is produced in its own plant at La Boca, C.Z. This plant employed 66 persons who worked 7,500 hours overtime. Total operating cost was $529,138. Delivery times were 22 percent 1 to 3 days, 7.4 percent 4 to 10 days, 51.6 percent 11 to 30 days, 19 percent over 30 days.

*Distribution*

Distribution was performed by the agency from two facilities in the Canal Zone at a cost of $15,310. All distribution was to Government users.

## RAILROAD RETIREMENT BOARD

*Procurement*

The Board procured $52,690 of printing at its procurement office in Chicago, Ill. Procurement from the Government Printing Office in Washington, D.C., amounted to $14,973 (28.5 percent) with delivery in over 30 days. Procurement from other Government plants was $303 (0.5 percent) with delivery in up to 10 days. Contract procurement amounted to $37,414 (71 percent) with delivery time 10 to 30 days.

*Production*

Additional printing services were provided by the agency's plant in Chicago which employed 19 persons who worked 1,332 hours overtime. Operating cost was $175,615. Delivery times were 7 percent same day, 9.4 percent 1 to 3 days, 15 percent 4 to 10 days, 66.1 percent 11 to 30 days, 2.5 percent over 30 days.

*Distribution*

Distribution was performed from one facility in Chicago at a cost of $45,900.

## SECURITIES AND EXCHANGE COMMISSION

*Procurement*

This agency procured $34,442 of printing in Washington, D.C., of which $18,091 (52 percent) was procured from the Government Printing Office with 7.1 percent for delivery in under 10 days, 52.3 percent 10 to 30 days, 40.6 percent over 30 days. $2,955 (9 percent) was procured from the Departmental Service Office for delivery in under 10 days; $13,396 (39 percent) was procured on contract with 16 percent for 10 to 30 days delivery, the balance in over 30 days.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., employing 15 persons who worked 1,200 hours overtime. Delivery times were 2 percent same day, 18 percent 1 to 3 days, 59 percent 4 to 10 days, 15 percent 11 to 30 days, 6 percent over 30 days. Operating cost was $112,780.

*Distribution*

Distribution was performed by the agency from its Washington, D.C., facility at an operating cost of $39,600. Eighty percent of the material was distributed to public users, 20 percent to Government users, with 35 percent of the total requiring special handling.

## SELECTIVE SERVICE SYSTEM

*Procurement*

This agency procured $278,078 of printing at its Washington, D.C., office. Of this $261,508 (94 percent) was procured from the Government Printing Office with 25 percent for delivery in 10 to 30 days, the balance in over 30 days. Procurement from the Departmental Service Office totaled $6,520 (2.5 percent) with 45 percent for 10 to 30 day delivery, the balance in over 30 days. Procurement from other Government plants totaled $10,050 (3.5 percent) with delivery in over 30 days.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., employing 10 persons who worked 40 hours overtime. Delivery times were: 13 percent same day, 16 percent 1 to 3 days, 35 percent 4 to 10 days, 15 percent 11 to 30 days, 21 percent over 30 days. Operating cost was $26,850.

*Distribution*

Distribution was performed by the agency in rented space in Washington, D.C. Operating cost was $44,840. Distribution was to Government users.

The agency maintained a clearinghouse in Washington, D.C., specializing in the selective service field. Operating cost was $4,415.

## SMALL BUSINESS ADMINISTRATION

*Procurement*

This agency procured $203,045 of printing in Washington, D.C., of which $105,698 (52 percent) was procured from the Government Printing Office with 48 percent for 10 to 30 days delivery, the balance in over 30 days. Procurement from the Departmental Service Office totaled $77,560 (38 percent) with 10 percent delivered in under 10 days,

77 percent 10 to 30 days, 13 percent over 30 days. Procurement from other Government plants totaled $99 (0.5 percent) with delivery in 10 to 30 days. Procurement on contract totaled $19,688 (9.5 percent) with 63 percent for 10 to 30 day delivery, balance in over 30 days.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., employing seven persons who worked 1,297 hours overtime. Delivery times were: 66 percent same day, 20 percent 1 to 3 days, 14 percent 4 to 10 days. Seven percent of the work was classified. Operating cost was $89,975.

*Distribution*

Distribution was performed in the agency's Washington, D.C., facility at a cost of $24,833. Distribution was principally to public users.

## SMITHSONIAN INSTITUTION

*Procurement*

The Institution procured $391,744 of printing in Washington, D.C., of which $350,556 (89.5 percent) was procured from the Government Printing Office with delivery in over 30 days. Procurement from the Departmental Service Office totaled $20,705 (5.3 percent) with delivery in over 30 days. Contract procurement accounted for $20,483 (5.2 percent) with delivery in over 30 days.

Additional procurement was of reprints of articles by 73 authors, totaling 38,625 copies, and costing $7,786.

*Distribution*

Distribution was performed by the agency in Washington, D.C., at a cost of $25,940.

## U.S. INFORMATION AGENCY

*Procurement*

This Agency procured $1,098,544 of printing at its Washington, D.C., procurement office of which $106,578 (10 percent) was procured from the Government Printing Office with delivery dates as follows: 5.5 percent under 10 days, 50 percent 10 to 30 days, 44.5 percent over 30 days. Procurement from the Departmental Service Office was $12,559 (1.1 percent) with delivery of 3.3 percent under 10 days, 28 percent 10 to 30 days, 54.9 percent over 30 days. Contract procurement totaled $979,407 (89.2 percent) with deliveries as follows: 24 percent under 10 days, 22 percent 10 to 30 days, balance in over 30 days.

*Production*

Additional printing services were provided by the Agency's plant in Washington, D.C., employing 24 persons who worked 2,557 hours overtime. Delivery times were: 5 percent same day, 20 percent 1 to 3 days, 46 percent 4 to 10 days, 28 percent 11 to 30 days, 1 percent over 30 days. Five percent of the work was classified. Operating cost was $179,490.

*Distribution*

Distribution was performed by the Agency in two facilities in Washington, D.C., one in Alexandria, Va., and one in Brooklyn, N.Y. Three percent of the material was classified and 4 percent required special handling. Operating cost was $69,293.

## U.S. TARIFF COMMISSION

*Procurement*

Printing procurement was reported for this agency in the total amount of $53,924. Of this amount $49,793 (93 percent) was obtained from the Government Printing Office, three-fourths of which was reported to have been required within 30 days and the remainder within more than 30 days. Printing in the amount of $4,131 (7 percent) was obtained from the GPO Departmental Service Office and was required within from 10 to 30 days.

*Production*

Additional printing services were provided by the agency's plant in Washington, D.C., which employed eight persons and reported an operating cost of $50,074.

*Distribution*

Distribution was performed by the agency at its offices in Washington, D.C., at a cost of $696.

## VETERANS' ADMINISTRATION

*Procurement*

This agency reported procurement of $1,220,967 of printing. Of this amount $790,701 (73 percent) was procured from the Government Printing Office with delivery dates as follows: 2 percent under 10 days, 29 percent 10 to 30 days, 69 percent over 30 days. Procurement from the Departmental Service Office totaled $5,693 (0.5 percent) with deliveries of 36 percent in 10 to 30 days, the balance in over 30 days. Procurement from other Government plants totaled $950 (0.1 percent) with delivery in over 30 days. Contract procurement totaled $423,623 with deliveries as follows: 2 percent under 10 days, 28 percent 10 to 30 days, 70 percent over 30 days.

Page charges to publishers totaled $5,296.

Reprints of 707 articles, totaling 109,322 copies, were procured at a cost of $25,552.

*Production*

Additional printing services were provided by the agency's plant in Arlington, Va., employing 60 persons who worked 1,684 hours overtime. Delivery times were: 1 percent same day, 10 percent 1 to 3 days, 37 percent 4 to 10 days, 48 percent 11 to 30 days, 4 percent over 30 days. Operating cost was $457,816.

*Distribution*

Distribution was performed by the agency in its Arlington, Va., facility at a cost of $593,570.

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