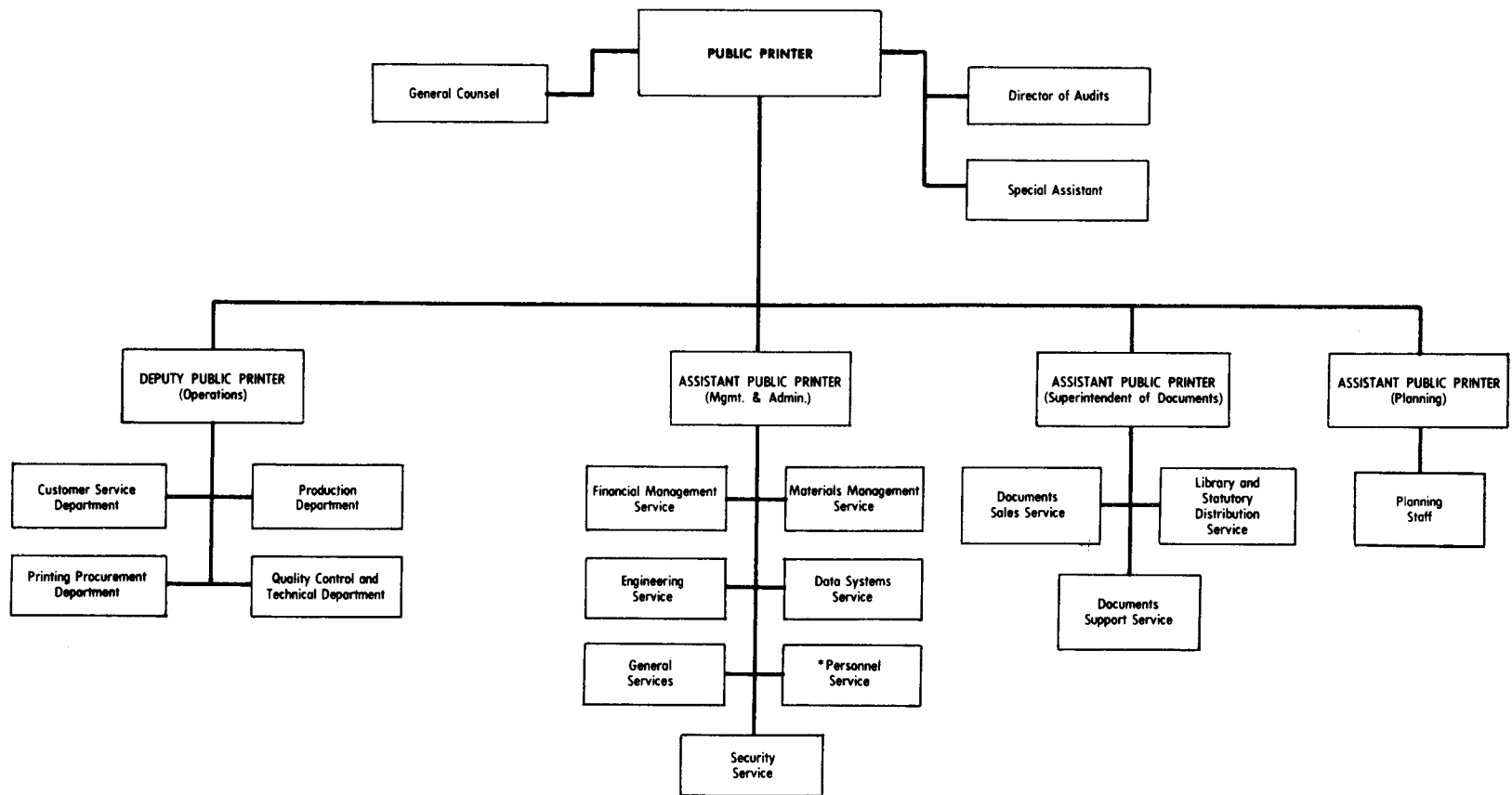


ANNUAL REPORT
OF THE
PUBLIC PRINTER
Fiscal Year 1977

UNITED STATES GOVERNMENT PRINTING OFFICE



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

PRINCIPAL EXECUTIVES OF THE UNITED STATES
GOVERNMENT PRINTING OFFICE

Thomas F. McCormick
Public Printer

John J. Boyle
Deputy Public Printer

Walter C. DeVaughn
Assistant Public Printer for Management and Administration

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

Wellington H. Lewis
Assistant Public Printer (Planning)

MEMBERS OF THE JOINT COMMITTEE ON PRINTING

Howard W. Cannon
Chairman

Frank Thompson, Jr.
Vice Chairman

James B. Allen
Member

Mark O. Hatfield
Member

Augustus F. Hawkins
Member

William L. Dickinson
Member

Denver Dickerson
Staff Director

FOREWORD

The Government Printing Office began operations on March 4, 1861, in accordance with Congressional Joint Resolution 25 of June 23, 1860. The act stated that the Superintendent of Public Printing was authorized and directed to have executed the printing and binding authorized by the Senate and House of Representatives, the Executive and Judicial Departments, and the Court of Claims.

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

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

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

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

HIGHLIGHTS

The products and services provided by the Government Printing Office for fiscal year 1977 amounted to \$539 million which consisted of \$274 million for printing and binding services purchased commercially, \$159 million produced in-house, \$18 million for the sale of blank paper and other services, \$45 million for services associated with the distribution of publications to depository libraries and other related services, and \$43 million for sales of publications to the general public.

The Office enhanced its electronic photocomposition capabilities by relocation of the Electronic Photocomposition Division in totally new quarters with fully modernized work areas. Concurrently, additional supervisory and operating personnel positions were established to provide improved organizational operations. Training programs for journeymen from the Composing Division were implemented to provide necessary skills for a smooth transition from hot metal to photocomposition. In Letterpress, preliminary transition was made to print from photocomposition and repro copy on the Record presses through the use of the photopolymer platemaking system. This ability will extend the life of letterpress equipment and defer the purchase of replacement machinery. Due to the projected increases in demand for offset printing, purchase awards were issued for web and perfecting presses during fiscal year 1977.

Cost-reduction efforts are reflected by the fact that, even though the volume of work has been increasing over the years, we are operating with fewer employees. The total of 7,914 employees as of September 30, 1977, is down 312 from September 30, 1976, and is the fewest number of employees on the rolls since January 1968.

Zero Base Budgeting (ZBB) was fully implemented throughout GPO during fiscal year 1977. The Office achieved improved coordination of the Internal Expense Budget, Management by Objectives (MBO), and Productivity and Work Measurement programs through this connecting link.

In another step to provide more timely processing of orders and increased accuracy of operations, the Documents area expanded warehouse operations and initiated a retail distribution facility at Laurel, Maryland. Additionally, improved systems were initiated which will permit handling of anticipated increases in workload without increasing personnel.

THE PUBLIC PRINTER'S PERSPECTIVE

Major emphasis will be given to achieve a more cost-effective Government Printing Office resulting in a competitive operation that will ensure the job security of GPO's employees and, also, permit commercial procurement of work that the Office is not equipped to do or on which it cannot meet the requested schedule.

Paramount in the Office's cost reduction effort continues to be the relocation of the Government Printing Office into a modern plant permitting greater efficiency through improved material handling operations and use of modern equipment. Shorter term, but significant, cost reduction factors will include continued application of new technologies, such as electronic photocomposition; increasing overall productivity; and reducing overtime through improved workflow control.

Through the use of management techniques such as Zero Base Budgeting, the Office will continue to call upon the expertise of all supervisory levels to achieve optimum control of workflow, rate of productivity, and utilization of resources. Closely coupled to this is the need for complete cooperation of all employees which can be achieved by the overall improvement of our labor/management and equal opportunity programs. The entire GPO family together must strive for the most efficient methods to accomplish its mission.

The use of automated systems will be expanded in various areas including daily labor reporting through the Production Reporting for Operations, Budgeting, and Expenditures (PROBE) System, control and analysis of daily operations, control of inventories of paper, material, and publications, etc., to ensure timely awareness of cost and production factors and enable effective management decisions.

For further production control, a new tracking system is being considered that would utilize data automation to report on the flow of individual jobs through the plant.

Large strides have been made in the effectiveness of the Sales of Publications Program through automation support. Continued exploration and implementation of more sophisticated methods and techniques will be geared to achievement of a system of complete integrity. As a result of Public Law 95-94, the financing of Documents programs will be changed. The General Sales Program will be financed entirely from sales receipts while the distribution of free Consumer Information publications for GSA will be on a reimbursable basis.

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STAFF ACTIVITIES

OFFICE OF THE GENERAL COUNSEL

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

The type of legal service changed substantially compared to fiscal year 1976 and earlier, primarily due to the expanded nature and comprehensiveness of the cases. Court cases increased 72 percent from fiscal year 1976, 31 compared to 18. Civil rights cases included more class complaints over previous years as well as an increase in individual cases. The civil rights cases occupied over 60 percent of the staff's time.

Significant Achievements

An historical precedent in the printing and distribution of a congressional report was established in the court case Doe v. McMillan. Litigation from the U.S. District Court to the Supreme Court resulted in a decision in favor of the Public Printer and the Superintendent of Documents. This litigation held that these two officials are protected by the official immunity under the Speech or Debate Clause of the Constitution as well as under the qualified immunity doctrine (judicial immunity) which covers acts done in good faith and with a reasonable belief in their legality.

All bid protests made to the General Accounting Office during the year were decided by the Comptroller General of the United States in support of the actions of the Government Printing Office.

The staff is gearing for a greater expenditure of time, effort and resources in preparing and processing civil rights cases. This will be due to the increased involvement in major issues of importance concerning the policies, practices, procedures and functioning of the Government Printing Office. Some of the cases will challenge the historical practices related to the craft system, and carry potential claims of millions of dollars.

Future Plans

OFFICE OF AUDITS

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

During the fiscal year, the Office of Audits conducted reviews of the management and operating practices pertaining to Central Office, Regional Printing Procurement Offices, data processing operations, billings submitted by selected commercial contractors, and financial accounts and related activities.

As a result of these reviews, 41 audit reports were issued making recommendations to GPO management to enhance the economy, efficiency, and effectiveness of GPO operations. Possible savings from these recommendations were in excess of \$1 million. Engineering, data processing, financial management and document sales were areas where improvements were suggested.

Significant Achievements

A new 5-year audit plan was developed whereby priority rankings were assigned auditable areas on the basis of congressional or Public Printer interest, dollar magnitude of resources in the program and other factor

The Audit Staff implemented formalized follow-up procedures on previous audit recommendations. Two status reports concerning action to date on outstanding recommendations were issued during fiscal year 1977.

During the period, the Office of Audits further utilized an automated data processing program originally implemented in fiscal year 1976, which summarizes, samples, prints computerized data, and improves audit capabilities by providing analyses of broader scope in a shorter period of time. In fiscal year 1978, the office plans to expand this audit tool by training additional staff members in its usage.

Future Plans

SPECIAL ASSISTANT TO THE PUBLIC PRINTER

The Special Assistant to the Public Printer is responsible for providing GPO information to and maintaining good relations with the general public, trade organizations, and industry; coordinating tours of the GPO by approved visitors and public appearances by the Public Printer; serving as secretary of executive staff conferences; and, performing other staff duties for the Public Printer.

During the fiscal year, requests from the television industry were responded to which resulted in coverage on the "Today" show; the "Weekend" show; the Walter Cronkite evening news; a Los Angeles TV local show; and about two dozen other cities through the Capital News Bureau.

<u>Significant</u>	
<u>Achievements</u>	

The Office utilized a slide-tape presentation to describe the mission and functions of the GPO for visitors and for circulation throughout the country to trade and industry associations.

Approximately 185 news media inquiries were answered by providing data that was used for over 50 articles concerning the GPO.

The improvement of the coverage received by GPO will be explored through use of all media forms and expanded dissemination of positive information concerning plant operations.

<u>Future</u>	
<u>Plans</u>	The use of a videotape recorder will be explored for internal and external use.

DEPUTY PUBLIC PRINTER (OPERATIONS)

The Deputy Public Printer performs such duties as are assigned by the Public Printer and acts as Public Printer in the absence of the Public Printer in accordance with Title 44 of the U.S. Code and other applicable laws. He is responsible for direction of planning and production of printing and binding through in-house facilities and contractors. In this capacity, he supervises and coordinates the activities of the managers of the Customer Service, Printing Procurement, Production, and Quality Control and Technical Departments.

The conversion to electronic photocomposition has continued with the physical relocation of the Electronic Photocomposition Division into expanded, modern facilities and acquisition of additional equipment to meet the new workload requirements. Individual items involved in conversion include the Federal Register, the Code of Federal Regulations, the daily Congressional Record Index, and selected other congressional work. The press areas are effectively providing

Perspective

support for this conversion by readjusting their capabilities accordingly--Letterpress by adding the photopolymer platemaking system and Offset by initiating action to procure 10 new presses. Although fiscal year 1977 saw a decrease both in the value and quantity of jobs procured through Central Office Printing Procurement Division, increased procurement through Regional Printing Procurement Division resulted in an overall increase in procured work. Through the use of improved procurement techniques, the cost of printing procured commercially increased only by a small percentage over fiscal year 1976 prices, thereby aiding customer agencies to remain within their budget for printing.

In an effort to constantly monitor the flow of individual jobs through production, a new tracking system is being planned.

CUSTOMER SERVICE DEPARTMENT

The Customer Service Manager is responsible for the activities of the Planning Service, Plant Planning, and Typography and Design Divisions and provides advice to the Public Printer and Deputy Public Printer on methods to improve GPO's ability to serve its customers.

PLANNING SERVICE DIVISION

The Planning Service Division is responsible for liaison between the Office and its customers; receiving, reviewing, recording, preliminary planning and processing of orders; coordinating the development of schedules for printing and binding services; maintaining informational and communicational services; pickup and delivery of copy, proofs, etc.

The Planning Service Division processed 96,127 requisitions and print orders during fiscal year 1977. The overall workload, including more

<u>Production</u>	requests for expeditious service, high priority
<u>Analysis</u>	work, and increasing Congressional work, have
	all continued to challenge the division.

Included in production changes recommended by Division personnel and resulting in savings to customer agencies were elimination of cut-in index to Senate Telephone Directory (\$15,000); conversion to photo-composition on Court of Claims "Monthly Decisions" (\$120,000); and, use of offset	
<u>Significant</u>	instead of engraving for inaugural invitations
<u>Achievements</u>	(\$71,000).

Over 250 meetings were attended or held by representatives from this Office with customer agencies, and commercial contractors concerning all phases of planning.

Numerous commendations were received from Congress and agencies for the efforts to meet requirements of individual jobs.

The future plans of the Planning Service Division will continue to be	
<u>Future</u>	finding improved methods to minimize agency
<u>Plans</u>	complaints by providing maximum service through
	timely response to agency needs and meeting
	scheduled delivery dates.

PLANT PLANNING DIVISION

The Plant Planning Division is responsible for planning, estimating and preparing production schedules for plant production; preparing jackets covering requisitions for blank paper and miscellaneous supplies; and controlling inventory levels of paper and envelopes within the Office and printing contractors' plants.

The Plant Planning Division prepared 29,895 regular, print order, and open jackets during fiscal year 1977. All one-time work received by the Office was scheduled by the Production Planning and Scheduling Committee for either commercial procurement or for in-house production if GPO production equipment was idle or the job was nonprocurable.

Production Analysis

Many changes were recommended by Division personnel to decrease costs on individual jobs. Customer agencies realized savings of over \$380,000 as a result of these changes, including a savings of over \$79,000 on one job through a change in paper.

Significant Achievements

Concerted efforts will be devoted to investigating better ways and means to discover the most economical methods of production without sacrificing quality or schedules.

Future Plans

TYPOGRAPHY AND DESIGN DIVISION

This Division is responsible for providing design, illustration, consultation, and quality control services to all Government agencies and the departments and services of the Government Printing Office.

The Typography and Design Division processed 9,859 jobs during fiscal year 1977. The division influenced the design of a large volume of printing and received numerous accolades for services provided. Quality control press sheet inspections were more numerous, conferences with customer agencies for planning and design and art services, including audiovisual presentations, continued at a high level.

Production Analysis

New operations and classes of work were established for the microfilm production process to provide improved cost collection and subsequent cost recovery for this service.

Conferences for preliminary planning, designing and establishing specifications increased 12 percent over fiscal year 1976 and remain an important contribution to customer agencies by eliminating problems before they become costly.

Significant Achievements

Modernization of equipment and improvements accomplished this fiscal year included the installation of new work-unit furniture; creation of a customer conference area; a redesigned color inspection booth; procuring a repro waxer and a 35mm camera.

The general overall increase in the use of color has increased the percentage of jobs that require T&D quality control proof and press inspections. It is anticipated that this trend will continue through fiscal year 1978 and the staff is geared to provide effective service.

Future Plans

In response to GPO's being selected by the National Endowment for the Arts, the graphics for the White House Conference on Libraries and Information Science will be completely redesigned.

A feasibility study will be conducted to determine the advantages of a small TV and motion picture studio to develop training media, etc.

PRINTING PROCUREMENT DEPARTMENT

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

The cost of printing procured commercially by the Central Office during fiscal year 1977 amounted to \$133,184,927. The cost of printing procured by the Regional Printing Procurement Division amounted to \$126,266,761. The number of individual jobs procured by the Central Office amounted to 50,080 and the number procured by Regional Printing Procurement Division was 155,714. An analysis of the workload shows government agencies are continuing to implement the Federal Printing Procurement Program.

Production Analysis

The newly-expanded Contract Compliance Section took steps to achieve on-time scheduling; contractor performance monitoring; warnings for delinquencies; and necessary withholding of contract awards.

The policy of surveying departmental printing plants, which was initiated at the direction of the Joint Committee on Printing during fiscal year 1976 to determine whether work being produced in Federal plants can be procured commercially, was expanded in fiscal year 1977. These surveys have had a direct bearing on the marked increase in regionally procured work.

Significant
Achievements

Phase Two of the new "Quality Assurance Through Attributes Program" was implemented. Eighteen seminars were conducted nationwide to introduce the program to Federal agencies and commercial contractors.

The value of printing procured commercially increased about 9 percent mainly due to an increase of 20 percent in printing procured by the Regional Printing Procurement Division.

The Central Office divisions were moved into expanded quarters permitting the elimination of the night shift.

Basic formatted programs, which were implemented for computerized abstracting of print orders, increased efficiency in placing work. Four heavily used contracts were converted to computer application reducing the manhours required from in excess of 200 to approximately 15 hours.

A new modern copier will be installed at the Departmental Service Office to provide a quicker and more economical service to the customer agencies. This copier would also retrieve the

Future
Plans

duplicating work previously performed in GPO field offices and now being produced by agencies.

A duplex tandem multilith is planned for the Commercial Printing Specifications Division to expand capabilities to handle the expected workload.

PRODUCTION DEPARTMENT

The Production Department is responsible for all "in plant" printing production. The administration functions are the prime responsibility of the Production Manager and his staff. Reporting to the Deputy Public Printer, this department has direct responsibility for the Composing, Binding, Offset, Letterpress, and Electronic Photocomposition Divisions, and also for the Library of Congress Printing Branch, as well as the small installations at the Smithsonian Institution and Interior Department. The Delivery Section, Congressional Record Indexers, and congressional details are also responsibilities of this office.

BINDING DIVISION

The Binding Division is responsible for all finishing operations on work processed in the Government Printing Office.

Analysis of production during fiscal year 1977 shows a decrease in most categories of Congressional work. The Federal Register shows an increase in the number of printed pages and a decrease in the total net copies produced. Frequently, the total pages in an issue of the Federal Register exceeds that of the Congressional Record. Production figures indicate a decrease of 727,881 copies produced in the period.

Production Analysis

Pamphlet Section is still experiencing a decrease in folding operations, but an increase in book gathering. This is in direct relation to the number of copies being produced on web presses.

This was the trend last year as well as this year.

The U.S. Passport operation in the Blank Section is steadily increasing as a result of new production methods which have had a significant impact on bindery operation costs.

An initial yearly savings of \$550,000 is anticipated as a result of a manning change that allowed the removal of all journeymen bindery workers as standard crew members on buckle type folding machines.

Significant Achievements

The installation of automatic feeders on two sewing machines, has resulted in approximately triple the production on these machines.

Installation of a new inserter has resulted in an increase of over 40 percent in production. Additionally, savings are being realized from the in-line cover feeder which is incorporated into the inserter.

A realignment of machinery in the Book Section will be implemented to achieve a more effective flow of production.

Production control will be improved on jobs, from entry into the bindery to verified delivery on the shipping platform, through establishment of a "work control unit".

Future
Plans

Three plastic stretch wrap machines will be procured to completely enclose skid/pallets in safe, clear plastic.

The Congressional Record Room will be modernized with the intent to adhesive bind both the Congressional Record and the Federal Register. This system will affix certain data, such as zip code address, to the front cover of each issue through an ink jet spray system. A completely modern conveying system from pressroom to bindery will be installed to enhance the productive output and decrease the margin of error in each press run, since Bindery personnel will no longer manually place press signatures into the gathering machine pockets.

COMPOSING DIVISION

The Composing Division is responsible for accepting manuscript from Congress and Federal agencies, furnishing proofs to the customer, correcting returned proofs, and providing type or reproduction proofs to other divisions for completion. As a service, the Division furnishes printing specialists to Congress and agencies, resolves printing problems of others, and provides guidance and technical advice upon request. A continuing responsibility has been to provide assistance for a smooth transition from hot metal to photocomposition.

Due to the early adjournment of Congress the number of pages produced for the Congressional Record decreased from fiscal year 1976. The total of 35,664 pages for 164 issues resulted in an average of 217 pages per issue. However, the Federal Register pages increased 13 percent to 63,092 for 291 issues or an average of 217 pages per issue. It is significant to note that, as a reflection of the decrease in personnel and the transition of composition to the Electronic Photocomposition Division, overtime hours in the Composing Division decreased 19 percent.

Production
Analysis

Problems arising from conversion to photocomposition have been dealt with effectively by meeting production requirements with a declining workforce. Additionally, training programs were initiated to meet the needs of the changing work requirements.

Significant Achievements

Chargeable operations increased by approximately 18 percent reflecting better utilization of resources during this fiscal year.

The transfer of all composition for the Federal Register to the Electronic Photocomposition Division will be completed before the end of fiscal year 1978. Expansion of employee training is anticipated to ensure proper transition of workload and attrition of employees.

Future Plans

ELECTRONIC PHOTOCOMPOSITION DIVISION

The Electronic Photocomposition Division is responsible for producing photocomposition using input data produced in the Division and magnetic tape provided by customer agencies and commercial contractors. The Division offers technical assistance and consulting services to customer agencies and their contractors to enable them to adapt their composition needs to these systems.

As a direct result of the transfer of composition to the Electronic Photocomposition Division, the number of chargeable hours increased 65 percent over fiscal year 1976 to 39,865. The number of employees during the same period increased 34 percent. Although the pages produced by the Linotron decreased 13 percent to 730,322, reflecting the transfer of work from the Linotron to the VideoComp, the overall page output for photocomposition through these systems increased 26 percent to 1,121,997.

Production Analysis

The Division implemented an expansion of operations to accommodate the conversion to photocomposition from the hot-metal processes. Newly modernized quarters were occupied during the fiscal year with corresponding increases in equipment to meet the needs of the expanding photocomposition operation.

Work continued on the creation of a machine-readable text data base of the Code of Federal Regulations and the U.S. Code resulting in approximately 83 percent of the CFR and 54 percent of the U.S. Code (a total of 71,000 pages) captured in the data base. The conversion of the daily Federal Register from hot metal production process to computer-assisted photocomposition processes reached the implementation stage and full conversion will be achieved early in fiscal year 1978.

Significant
Achievements

Conversion to photocomposition of Congressional work, such as House and Senate Business Calendars, Bills, Hearings, Resolutions, and Amendments took place this year. The Index to the daily Congressional Record is now being photocomposed routinely, and the Index to bound volumes for 1974 was produced by photocomposition. The 1975 edition is also in production.

Further development and enhancement of the Automated Page Composition System is planned for fiscal year 1978 which will virtually eliminate the present manual paste-up requirements.

The software system used to edit the Code of Federal Regulations is to be expanded, enabling editors at the Office of the Federal Register to update, on a weekly basis, the master data base of the affected Code of Federal Regulations titles using text matter initially captured for publication in daily Federal Register.

Future
Plans

Production of the Appendix to the Budget of the United States Government for fiscal year 1980 is in the planning stage. A contract is being written to capture from the 1979 fiscal year publication a master data base for updating to produce the 1980 edition.

Acquisition of the following additional equipment is planned for fiscal year 1978: two additional text editing processor systems; 30 video display terminals; a second interactive page make-up system; a second utility (format) processor; a second direct-entry phototypesetter; and a 16-35mm microfilming attachment for the VideoComp photocomposer.

LETTERPRESS DIVISION

The Letterpress Division is responsible for meeting congressional requirements for printing produced by the letterpress process. This task is accomplished by the functions of the Main Press, Postal Card, Electrotypes, Photoengraving and Stereotype Sections.

There was a total of 335,554,650 impressions reported during fiscal year 1977. This was 13 percent below the previous 12-month period. The reduced impressions reflect the Division's reduced workload. The Congressional Record and Federal Register total impressions were 76,951,000 or 7 percent below last year. Postal card production was 487,885,000 which was 58 percent of last year's production. The reduced workload was paralleled by an 8 percent reduction in the workforce.

Production
Analysis

The partial transition to print from photocomposition and repro copy using photopolymer plates mounted on magnetic saddles on the record presses was accomplished this fiscal year. Since early April 1977, at least one full press run per issue of the Congressional Record and Federal Register has utilized photopolymer plates. The ability to utilize the electronic photocomposition or repro copy will extend the life of letterpress equipment.

Significant
Achievements

It is anticipated that the new photopolymer platemaking room and installation of equipment will be completed early in calendar year 1978. The completion of the photopolymer platemaking system will allow the entire Federal Register and Congressional Record to be printed by this process.

Future
Plans

Three new envelope presses will be installed and will use photopolymer plates to print by the dry offset method resulting in improved print quality.

This Division is investigating obtaining new equipment for the Postal Card Section to print four-color postal cards using the indirect print, offset process with photopolymer plates. Although the transition to photopolymer plates has provided improved quality, the age of the presses and the future change in postal card sizes make acquisition of new presses imperative.

OFFSET DIVISION

The Offset Division is responsible for producing printed products by the lithographic processes and performing preparatory tasks according to specifications for work procured commercially. Lithographic reproducibles manufactured in the plant or by commercial contractors are inspected and stored by the Division.

During fiscal year 1977, the impressions for web and sheet fed presses were 278,801,836. This was a 2 percent decrease from the preceding 12-month period. The major factor in decreased production was the result of an extensive renovation in the Offset Press Section. Six new Group 85 presses and one new Group 84 press received running performance tests and were accepted by the office. Considering the removal and replacement of production equipment that occurred in the section, the decreases seem reasonable.

Production
Analysis

The principal modernization occurred in the Offset Press Section. In addition to the new presses placed in service during the year, purchase awards were issued for three Group 86 25-inch web presses; two Group 88 50-inch web presses; and five 54-inch perfecting presses. Also, purchase awards were issued for two automated roll film cameras with film transports, two automatic vertical cameras, and five film processors.

Significant
Achievements

The printing of the 1977-78 United States Government Manual was most significant. The schedule called for 8,500 copies to be printed, bound, and delivered by August 1, 1977, and the balance to be delivered later in August. Customer "OK to print" was received July 19, 1977, and all copies were delivered July 27, 1977.

To improve performance, the Offset Plate Section placed a projection platemaking system in production.

All indications reflect a constant increase in demands for offset printing. The Division plans to complete the modernization of equipment, consolidation of presses, and organization realignments as necessary to meet these requirements.

Future
Plans

LIBRARY OF CONGRESS BRANCH

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

Except for a slight increase in letterpress job work, the press operations decreased over 30 percent. This decline is a continuance of a trend which began over a year ago due to a cutback in the number of titles received and is expected to continue in the future.

Production
Analysis

A reduction of personnel in both letterpress and offset has resulted from a decrease in workload. Offset gained one classification of card work. However, this new classification is all short run (5-25 impressions) and does not reflect in productivity records the true amount of effort it requires.

Significant
Achievements

Two new replacement duplicators were acquired to minimize excessive costs in repair and down-time.

Although the officials of the Library of Congress have been unable to give a firm estimate of their future workload requirements, it appears that the workload will decrease from this fiscal year's requirements and the staffing will be adjusted accordingly.

Future
Plans

Efforts will be continued to seek ways to cut costs of materials, equipment, and labor without sacrificing the quality and services expected by the Library of Congress.

QUALITY CONTROL & TECHNICAL DEPARTMENT

The Quality Control and Technical Department is responsible for the laboratory testing of items utilized in the printing and binding operations, and the manufacture of select supply items such as inks, type metals, adhesives, etc. The Department conducts cost reduction studies and necessary developmental work to improve quality, effect economies and resolve problems that arise during production. Technical support is provided to the various quality control elements in the Office. Ancillary functions include the development of procurement specifications; monitoring materials and work environments for health hazards; and maintaining liaison with regulatory agencies and the various technical organizations engaged in related work.

The total number of samples tested during the fiscal year amounted to 10,167. Printing inks manufactured totaled 186,496 pounds (decrease of 8 percent) and purchased printing inks totaled 154,837 (increase of 19 percent). The overall quantity of ink was virtually unchanged.

Production

Analysis

Several new inks were developed including two Postal Card Inks (green and purple) for use with new photopolymer plates; six inks for printing the postal functional test deck for mailing standards; rare manuscript marking inks for the Library of Congress; permanent archival red ink for Copyright Office to comply with recently enacted laws requiring documents to last a minimum of 150 years; and "no heat" web offset ink which achieves substantial reduction in natural gas consumption by permitting printing without application of heat to effect drying.

Significant

Achievements

Contract terms were developed containing 11 printing and 16 binding and finishing attributes as part of the expansion of the Quality Assurance Through Attributes Program.

Volume 8 of the Government Paper Printing Specification Standards was issued. This new edition reflects industry practices and state-of-the-art technology. A new part 4 entitled "Acceptance Criteria" was included replacing the previous discount tables.

Several process controls were developed for the adhesive binding line.

The Quality Assurance Through Attributes Program will be further expanded and refined leading to issuance of a quality attributes manual.

Process controls will be expanded into the web offset pressroom in conjunction with the Offset Division.

Future
Plans

Support of industry groups will continue as evidenced by three papers that are being prepared for graphic arts and technical groups.

The dissemination of technical information to all levels of management will be expanded by a Technical Bulletin and individual special studies.

Control procedures for the Paper Waste Study will be developed.

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION

It is the responsibility of the Assistant Public Printer for Management and Administration (M&A) to provide the support services essential to ensure effective functioning of all operating Departments of the Office. The Assistant Public Printer (M&A) supervises the Comptroller and the Directors of Data Systems, Engineering, General Services, Materials Management, Personnel, and Security; coordinates their operations; and advises the Public Printer on policy matters. Statistics applicable to these Services are shown in table 17.

Zero Base Budgeting (ZBB) was fully implemented throughout the Office. Automation of the budget formulation system will facilitate the interfacing of ZBB with Productivity and Work Measurement, Budget, and Management by Objectives Programs. The PROBE automated source data collection system was expanded throughout the Production and Superintendent of Documents areas. Full implementation of PROBE within these areas and a study

Perspective

of its further expansion into the management and administration area is planned for the coming year. Additional automation projects were initiated to further support Officewide programs. The Simplified Intragovernmental Billing and Collection System (SIBAC) will be implemented to improve our billing and collecting services. The Materials Management Procurement and Control System (MMPCS) will be implemented to maintain the materials inventory from initiation of an order through the issue and replenishment stage.

DATA SYSTEMS SERVICE

Data Systems Service provides a full range of data processing services. This includes feasibility studies; the design, development or procurement of computer systems and programs; and the implementation and processing of approved systems.

An administrative reorganization was approved and implemented to strengthen supervision and ensure close working relationships to better meet the goals of the Office.

Several major Documents area systems were implemented such as the Publications Reference System; the Storage and Information Retrieval System; the Retail Order Processing System; and the Depository Library Biennial Questionnaire Processing System. Major systems developmental work continued on other Documents applications such as the Subscription Fulfillment System, the Mail List System, and the Refund Control System.

Significant Achievements

In other areas, the PROBE data collection system continued to expand with over 50 percent of the Central Office now on the system. The Automated Billing System was implemented in Financial Management Service for certain job categories to generate invoices directly from the work-in-process files.

Two smaller computers were replaced with one larger model; this, together with the planned addition of a megabyte of core and more efficient disk drives, should greatly increase the reliability of the total system. The installation of the Automated Tape Library System should also increase reliability as it will prevent erroneous scratching of data files stored on magnetic tape. A contingency plan was also instituted for storing off-site master data files of information.

Major automation projects for Public Documents will continue with implementation of the Subscription Fulfillment System, Refund Control System, and the Special Accounts Reporting and Billing Control System (SARABCS).

Future Plans

Other plans for the upcoming year call for the design of the Materials Management Procurement and Control System (MMPCS); the completion of the PROBE system; and the design and implementation of a pilot project to track production and procurement called the Operations Management Information System (OMIS).

ENGINEERING SERVICE

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

The Service completed design and construction of office and operating space for Electronic Photocomposition Division, General Stores and Central Receiving, Commercial Printing Specifications Division, and the new silver recovery operation. The Service started building modifications for providing bookstore entrance and toilet facilities for the handicapped. It also installed the following: Nine new offset presses, shredding and automatic baling system, and vapor recovery system on gasoline tanks.

Significant Achievements

The following were included in over 87 specifications that were developed: phototypesetting and text equipment, two 35" x 50" web offset presses, photopolymer equipment, shredding and baling system, security systems, fire suppression and detection systems, and rebuilding of elevators.

Renovation of the air-conditioning system throughout the Government Printing Office was completed which contributed to a substantial reduction in water consumption from over 250 million gallons to approximately 47 million gallons per year. The elimination of the use of city water for once-through systems, and improved maintenance of all water dispensing equipment also contributed substantially to this reduction.

The Engineering Service will continue to work closely with production divisions to assist in completion of their plans for realignment, both in existing and future locations within GPO.

Future Plans

The deferred projects, such as elevator renovations, sprinkler systems, and thermostatically controlled radiator valves, will be expedited in fiscal year 1978.

FINANCIAL MANAGEMENT SERVICE

Financial Management Service is responsible for providing financial management, and productivity and work measurement services to meet office-wide managerial and operating requirements. These services are accomplished through the Accounting Policies and Procedures, Budget and Management, and Financial Operations Divisions which report to the Comptroller.

Zero Base Budgeting was fully implemented throughout the Office during this fiscal year. Improved coordination of the Budget, Management By Objectives (MBO), and Productivity and Work Measurement Programs has resulted.

The "Production Reporting for Operations, Budgeting and Expenditures" (PROBE) system was expanded throughout the Production Department and Superintendent of Documents areas. Terminals located at the worksites of approximately 3,500 employees, are being utilized for reporting attendance and production information. Utilization of this system and PROBE edit routines provide more timely input and ensures more accurate information in the cost records.

Significant Achievements

Implementation of new procedures for processing and controlling Government Bills of Lading, will improve the coordination between GPO and GSA. Revised procedures for processing work in the jacket review and billing area improved the accuracy and timely processing of work.

Preliminary work for the automation of the General Ledger was initiated and the accrual of purchased printing system was completed. The Field Service work-in-process inventory system was converted from a manual to an automated system achieving more timely and accurate reporting.

Consolidation and reassignment of the billing functions of Chicago, Denver, San Francisco and Seattle Regional Printing Offices to the Central Office billing operations were accomplished with no increase in manpower.

It is anticipated that the PROBE automated source data collection system will be fully implemented in all D.C. metropolitan area production and Superintendent of Documents

Future Plans

activities this fiscal year. Further, an expansion of this system to include the Management and Administration areas will be initiated.

The Simplified Intragovernmental Billing and Collection System (SIBAC) will be implemented to establish a better cash flow.

GENERAL SERVICES

General Services provides a comprehensive range of administrative services, management and systems analyses, and a responsive management information system in support of office-wide managerial and operating requirements.

Management assistance was provided to the Superintendent of Documents on word processing equipment and to the Project PROBE Committee in the area of communications.

Management analyses and reviews were made of procedures relating to handling priority mail; disposition of surplus property; and to the receipt and handling of medical supplies.

Administrative support in space management and telecommunications was provided for those organizational units which vacated space in the Central Office and relocated in the metropolitan area.

Significant Achievements

A new parking lot was acquired and has increased the parking facilities. Controls over parking permits were tightened by the addition of serial numbers to permits and improved administrative practices.

The Service developed a recommendation to purchase rather than lease six highspeed copying machines which should result in a savings of \$138,000 over a 5-year period.

It also developed and implemented procedures to use the GPO ATS system for maintaining records of training courses attended by GPO executives, managers, and supervisors, assisting in the GPO Pay Parking Program, and maintaining the GPO forms file.

General Services will begin preliminary studies to determine the feasibility and the benefits of a GPO Management Information System; analyze the telecommunications system policies and procedures to attain maximum service at a minimum cost; and closely monitor the GPO Pay Parking Program to implement innovations for improved service to employees.

Future Plans

MATERIALS MANAGEMENT SERVICE

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

All materials-receiving operations were consolidated at Central Office in one location which established a centralized, controlled operation.

The rail spur from the Washington Terminal leading into the Paper Warehouse (Building 4) was reopened after being closed for approximately 5 years due to Metro construction.

Significant
Achievements

The Service replaced outmoded Stores storage shelves with four 55-foot automated heavy duty conveyors, installed an automated overhead conveyor and other modern storage racks to substantially upgrade the storage facilities.

The Service plans to continue implementation of a Materials Management Procurement and Control System for materials handling and subsequently to include the paper inventory application. This will allow the management of both inventories with a single system.

Future
Plans

A phased program is planned to modernize the present materials handling equipment; to consolidate all shipping functions in a single unit; and to establish a self-service store which will facilitate the issuance of office supplies.

PERSONNEL SERVICE

Personnel Service is responsible for advising the Public Printer and his staff on personnel policies and programs and for administering personnel programs in accordance with pertinent laws, Civil Service rules and regulations, and the policies of the Public Printer.

Steps were taken to automate the preparation of the Standard Form 50; to automatically determine retirement annuities and service computation dates; and to automate training history files of GPO managers and supervisors.

GPO's first full-time Upward Mobility Coordinator was appointed and a part-time psychiatrist was added to the staff.

Significant
Achievements

Preparations were advanced to minimize possible employee dislocations resulting from changes in printing technology. Programs were started for threatened occupations to reassign or retrain employees instead of releasing them. In addition to the process of trying to relocate employees, retention registers were developed for use in the event reductions in force became necessary.

Two memoranda of understanding with local unions were negotiated. New regulations concerning special leave were negotiated with the unions and subsequently put into effect.

Work on automating the processing of Standard Form 50's will continue along with a control and retrieval system for processing the within-grade increases for intermittent employees.

Future
Plans

Personnel Service plans to negotiate new office regulations on sick and annual leave policy; new procedures for conducting craft wage conferences; and possibly as many as five memoranda of understanding.

The Service plans to establish retirement orientation program for our retiring employees.

SECURITY SERVICE

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

The Service recommended installation of electronic intrusion and access control devices in the new electronic photocomposition area, and in the Documents Distribution Center, Pueblo, Colorado.

Significant
Achievements

New security regulations governing the safeguarding of national security information were formulated, published and distributed to comply with Department of Defense requirements.

Assaults on GPO employees on GPO controlled and adjacent areas have decreased, even though, assaults outside of these areas have increased slightly.

This Service will place more emphasis and effort on reaching the required time frame for investigation of Equal Opportunity investigations.

Future
Plans

Further, concerted investigative efforts will be made to reduce the increasing costs to the Government and the Government Printing Office resulting from possible fraudulent claims of alleged work related injury claims.

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)

The major responsibilities of the Office of the Assistant Public Printer (Superintendent of Documents) are the sale of Government publications, the compilation of catalogs and indexes of Government publications, the distribution of Government publications to depository libraries, and the mailing of publications for Members of Congress and Government agencies. The Documents area is comprised of three major services: Documents Sales Service, Library and Statutory Distribution Service, and Documents Support Service.

Increased use and expansion of automated systems has given the Documents area the capability to effectively handle an increased workload. As a result, 95 percent of all sales mail orders will be processed within 5 days of receipt by the end of fiscal year 1978. Corresponding improvements will be reflected in Depository Library stock distribution, correspondence, complaint processing,

Perspective

etc. Necessary changes were made to accommodate the initiation of revised appropriation allocations. Under the new financing situation the General Sales Program will operate on a modified revolving fund plan. The distribution of free Consumer Information publications for GSA will be on a reimbursable basis. It is anticipated that the workloads of all Documents Programs will increase by 7 percent with revenue from the Sales Programs increasing 10 percent. Our continuing efforts to provide improved service at the lowest possible cost will be reflected in expanded automated systems, close monitoring of manpower requirements, and schedules that serve the best interests of our customers.

DOCUMENTS SALES SERVICE

The Documents Sales Service is responsible for the sale of Government documents. It conducts this sales program through five divisions engaged in the order fulfillment functions of supplying Government publications, including subscription services, to the public by mail order and direct sales through bookstores.

Fiscal year 1977 was perhaps the most significant in the history of the Documents Sales Program in terms of changes in systems and procedures resulting in a greatly expanded automated operation. During this year, the new warehouse and retail distribution facility at Laurel, Maryland, became functional.

Significant Achievements

A comprehensive automation plan called the Sales Order and Information System (SOIS) was developed to improve service by utilizing new equipment and techniques.

Sales Service future plans revolve principally around goals related to service, budget, and sales revenue/volume. Planning will be directed toward: continuing to automate and make procedural improvements to enhance the quality of service and meet the objective of processing retail mail orders in 5 workdays or less; recovering the entire cost of the General Sales Program; recovering the reimbursable costs associated with the free Consumer Information Distribution Program; and taking steps to increase the quality, volume, and revenue value of sales orders.

Future Plans

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

The Library and Statutory Distribution Service is responsible for compilation of the Monthly Catalog and Indexing of Government Documents, distribution of Government documents to Depository Libraries and mailing of documents for members of Congress and Government agencies.

The Joint Committee on Printing approved the Public Printer's request to convert various publications to the microfiche format. This action culminated a 7-year planning period and started a conversion process that should increase the amount of documentation delivered to the library community and still reduce costs.

Significant
Achievements

The Library Division implemented a new computer system making available full bibliographic descriptions through the Ohio College Library Center.

In a similar move, a direct on-line system was established between the Service and the Library of Congress to increase the flow of information and reduce the duplication of services.

During the last fiscal year, the Depository Distribution Division achieved the goal of processing and mailing 80 percent of all titles received within 72 hours of their arrival.

The Library and Statutory Distribution Service is in the process of developing system requirements for automation of the Depository Item Books and the Depository Distribution Line.

Future
Plans

Plans are also being developed to automate the Order Processing and Inventory Control functions of each branch of the Statutory Stock Distribution Division.

Micropublishing activity for the Depository Libraries is expected to accelerate dramatically during the coming year. Some 6,000 publications are expected to be converted to complete the authorizations extended by the JCP.

DOCUMENTS SUPPORT SERVICE

The Documents Support Service is comprised of three Divisions which are responsible for directing work-support and management services necessary to the operations of the Office of the Assistant Public Printer (Superintendent of Documents).

The Correspondence Control Program was expanded in 1977 to include "clerk-designated" complaint mail. By the end of the year, total controlled correspondence had increased by 58 percent.

Project "Mail Sort" was implemented to simplify initial mail processing.

The Service prepared the Consumer Guide to Federal Publications and distributed over 400,000 free copies nationally.

Significant
Achievements

The Service was also responsible for the Documents utilization of PROBE with approximately 63 percent of Documents personnel now reporting on the PROBE system.

Management attention continued to focus on quality of order processing resulting in indications that the operations error rate declined from 6 percent to 4 percent during the fiscal year. Deposit Accounts Section rescheduled their work effort to produce all billings on the 4th and 5th workdays of the month, thereby greatly reducing customer inquiries and complaints.

Workload and workforce increases are planned for correspondence control expansion and word processing implementation. The word processing system is anticipated to produce 55,000 pages per year or the bulk of Documents paperwork.

Future
Plans

It is expected that in 1978 the Daily Status Report will be phased out and that the PROBE and Documents Operations Reporting System (DORS) will be fully operational.

Other plans call for the introduction of multi-line item forms to customers, a new mail sort machine to speed up the distribution of mail, the automation of Deposit Accounts, and the implementation of the Special Accounts Reporting and Billing Control System.

ASSISTANT PUBLIC PRINTER (PLANNING)

The Office of the Assistant Public Printer (Planning) is responsible for assessing the environment in which the Government Printing Office conducts its operations and keeping the Public Printer informed as to activities and trends which impact the performance of his mission. Implicit in this responsibility is the continued reporting of the state of mission-related technology and the development of strategic options to ensure that the Public Printer's mission is accomplished in the most responsible and economical manner. Additionally, the Staff provides administrative support to, and schedules and coordinates the annual Government Printing Office Five-Year Plan.

The Planning Staff scheduled, coordinated and structured the development of the "Government Printing Office Five-Year Plan, Fiscal Years 1978-1982", approved by the Public Printer on February 4, 1977. In May 1977, the Planning Staff published the "Environmental Outlook, 1979-1983", in support of development of planning assumptions for GPO's next Five-Year Plan.

Significant Achievements

The mechanics of our processes for environmental assessment and for plan coordination appear to be sound. Opportunities still exist, however, to improve identification of managers' specific requirements for planning information.

Future Plans

STATISTICAL APPENDIX

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENTS
AS OF SEPTEMBER 30, 1977
(IN THOUSANDS)

ASSETS				LIABILITIES AND INVESTMENTS			
	Revolving Fund	(NOTE 1) Other Funds	Combined Funds		Revolving Fund	Other Funds	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:				LIABILITIES:			
Fund balances in U.S. Treasury	\$ 32,823	\$60,119	\$ 92,942	Accounts payable (NOTE 4)	\$ 57,135	\$ 2,999	\$ 60,134
Cash on hand and in transit	<u>1,963</u>	<u>---</u>	<u>1,963</u>	Accrued salaries and wages	3,317	---	3,317
	34,786	60,119	94,905	Amounts withheld from employees for purchase of savings bonds and payment of taxes	8,899	---	8,899
ACCOUNTS RECEIVABLE AND ADVANCES:				Employees accrued annual leave	5,442	567	6,009
Accounts receivable:				Customers deposits, prepaid subscriptions and unearned revenue	<u>25,098</u>	<u>---</u>	<u>25,098</u>
Government agencies (NOTE 2)	155,907	221	156,128		99,891	3,566	103,457
Other	486	---	486				
Advances to employees	<u>29</u>	<u>---</u>	<u>29</u>				
	156,422	221	156,643				
INVENTORIES: (NOTE 3) & (NOTE 7)				INVESTMENT OF U.S. GOVERNMENT:			
Publications for sale, net	21,329	---	21,329	Capital	104,715	---	104,715
Printing work in process, at standard value	26,797	---	26,797	Retained earnings reserved	16,761	---	16,761
Paper, envelopes, and other supplies at cost	15,217	---	15,217	Retained earnings unreserved	41,767	---	41,767
Construction work in progress	<u>2,459</u>	<u>---</u>	<u>2,459</u>	Appropriations and other fund balances	---	60,026	60,026
	65,802	---	65,802	Income from sales of publication: payable to U.S. Treasury	<u>22,863</u>	<u>---</u>	<u>22,863</u>
PROPERTY, PLANT AND EQUIPMENT:					186,106	60,026	246,132
Land and buildings, at cost	---	9,085	9,085				
Equipment and building appurtenances	<u>58,471</u>	<u>2,399</u>	<u>60,870</u>				
	58,471	11,484	69,955				
Less: Allowance for depreciation	<u>29,484</u>	<u>8,232</u>	<u>37,716</u>				
	28,987	3,252	32,239				
TOTAL ASSETS	<u>\$285,997</u>	<u>\$63,592</u>	<u>\$349,589</u>	TOTAL LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT	<u>\$285,997</u>	<u>\$63,592</u>	<u>\$349,589</u>

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING FUND
 CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
 FISCAL YEAR ENDED SEPTEMBER 30, 1977
 (IN THOUSANDS)

REVENUE

Printing and binding services performed for Government agencies and Congress (NOTE 5)	\$432,855
Document sales to the public	42,949
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents	24,217
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies Reimbursements by appropriations to the Superintendent of Documents	20,580
Blank paper sales: Receipts from other Government agencies	15,474
Other	<u>3,062</u>
TOTAL REVENUE	<u>\$539,137</u>

DIRECT COSTS

Labor	\$100,681
Material	32,315
Purchases of printing	259,452
Cost of publications sold	11,245
Cost of publications destroyed	<u>2,712</u>
TOTAL DIRECT COSTS	\$406,405

GENERAL AND ADMINISTRATIVE EXPENSES

105,739

TOTAL EXPENSES

\$512,144

NET INCOME TO THE REVOLVING FUND

\$ 26,993

Less amount payable to the U.S. Treasury

22,863

NET INCOME RETAINED BY THE REVOLVING FUND

\$ 4,130CHANGE IN EARNINGS RETAINED BY THE
REVOLVING FUND

Balance - October 1, 1976

\$ 54,398

Add:

Net income retained by revolving fund

4,130

Balance - September 30, 1977

\$ 58,528

TABLE 3

U.S. GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AS OF SEPTEMBER 30, 1977
(IN THOUSANDS)

	Appropriation		(NOTE 6)	Total
	Printing & Binding For Congress	Superintendent of Documents	Other	
Balances - October 1, 1976	\$ 38,233	\$ 7,241	\$7,188	\$52,662
Source of funds:				
Appropriations	93,639	48,088	---	141,727
Reimbursements	---	704	---	704
Increase in investment of fixed assets	---	---	373	373
Restoration of funds	---	1,114	---	1,114
TOTAL	\$131,872	\$57,147	\$7,561	\$196,580
Use of funds:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding	\$ 91,481	\$ ---	\$ ---	\$ 91,481
General sales distribution	---	22,338	---	22,338
Special sales distribution	---	1,879	---	1,879
Distribution for other agencies	---	4,254	---	4,254
Depository library distribution	---	12,064	---	12,064
Cataloging and indexing	---	4,262	---	4,262
Depreciation on buildings, furniture and fixtures	---	---	244	244
Increase in liability for employees' annual leave, Superintendent of Documents	---	---	32	3.
Unobligated funds returned to U.S. Treasury	---	---	---	---
TOTAL DEDUCTIONS	\$ 91,481	\$44,797	\$ 276	\$136,554
Balances - September 30, 1977	\$ 40,391	\$12,350	\$7,285	\$60,026
Appropriation balance - September 30, 1977	\$ 40,391			
Obligations - September 30, 1977	\$ 40,391			
Unfunded obligations	\$ ---			

TABLE 4

U.S. GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEAR ENDED SEPTEMBER 30, 1977
(IN THOUSANDS)

Payments from Congressional printing and binding
appropriations to revolving fund

Congressional Record	\$13,206
Hearings	19,407
Miscellaneous printing and binding	10,596
Bills, resolutions and amendments	8,950
Miscellaneous publications	7,859
Federal Register	14,245
Committee prints	6,013
House and Senate calendars	1,759
Documents	1,308
Supplements to the Code of Federal Regulations	2,918
Committee reports	3,174
Franked envelopes	756
Publications for international exchange	690
Document franks	97
Automation of Federal Register	<u>503</u>
 TOTAL PAYMENTS	 <u>\$91,481</u>

Payments from Superintendent of Documents
appropriations to the revolving fund

General sales distribution	\$22,338
Special sales distribution	1,879
Distribution for other agencies	4,254
Depository library distribution	12,064
Cataloging and indexing	<u>4,262</u>
 TOTAL PAYMENTS	 <u>\$44,797</u>

TABLE 5

U.S. GOVERNMENT PRINTING OFFICE

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

FISCAL YEAR ENDED SEPTEMBER 30, 1977
(IN THOUSANDS)

REVENUE	
Document sales to the public	\$42,949
Reimbursements by appropriations to the Superintendent of Documents	24,217
Other revenue	<u>313</u>
TOTAL REVENUE	<u>67,479</u>
EXPENSES	
Cost of publications sold	11,245
Cost of publications destroyed	2,712
OTHER EXPENSES	
Salaries and expenses	24,217
Postage expense	<u>6,442</u>
TOTAL EXPENSES	<u>44,616</u>
AMOUNT PAYABLE TO THE U.S. TREASURY	<u>\$22,863</u>
Status of payments due U.S. Treasury	
Balance payable-October 1, 1976	\$ 9,777
Add: Amount payable to U.S. Treasury	22,863
Less: Payments to U.S. Treasury	<u>9,777</u>
Balance payable-September 30, 1977	<u>\$22,863</u>

TABLE 6

U.S. GOVERNMENT PRINTING OFFICE
 REVOLVING AND OTHER FUNDS
 STATEMENT OF CHANGES IN FINANCIAL POSITION
 FISCAL YEAR ENDED SEPTEMBER 30, 1977
 (IN THOUSANDS)

Funds provided:		
Printing and binding services performed		\$432,855
Document sales to the public		42,949
Sales of paper		15,474
Appropriations:		
For Congressional printing and binding	\$ 93,639	
For Superintendent of Documents	48,088	
Total Appropriations		141,727
Other revenue		3,062
Miscellaneous:		
Disposal of fixed assets	22	
Reimbursements to S&E appropriation	704	
Restoration of funds	1,114	
Total Miscellaneous Funds		1,840
Total Funds Available		<u>\$637,907</u>
Funds applied:		
Operating expenses, less depreciation and net change in accrued annual leave		509,783
Payments for Congressional printing and binding		91,481
Purchases of equipment		10,834
Funds returned to Treasury		9,777
Total Funds Applied		<u>\$621,875</u>
Increase in working capital		<u>\$16,032</u>

	<u>9-30-77</u>	<u>9-30-76</u>	<u>Increase</u>
ANALYSIS OF WORKING CAPITAL			
Fund balances with U.S. Treasury	\$ 94,905	\$ 76,790	\$ 18,115
Accounts receivable and advances	156,643	137,907	18,736
Inventories	65,802	57,219	8,583
	<u>\$317,350</u>	<u>\$271,916</u>	<u>\$ 45,434</u>
Less:			
Liabilities excluding employees' accrued annual leave	<u>97,448</u>	<u>68,046</u>	<u>29,402</u>
Total working capital	<u>\$219,902</u>	<u>\$203,870</u>	<u>\$ 16,032</u>

FOOTNOTES TO FINANCIAL STATEMENTS

- 1/ Other funds consist of account balances of the Congressional Printing and Binding Appropriation, Office of the Superintendent of Documents Salaries and Expenses Appropriation, Site Acquisition Appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 309). Other funds do not include \$300,000 appropriation for environmental impact study which was transferred to GSA.
- 2/ Accounts Receivable Government is net of \$405,198 allowance for doubtful accounts.
- 3/ Publications for sale inventory is net of \$1,122,563, allowance for unsalable publications, and is computed using average cost. Printing work-in-process represents in-plant work at standard value. Paper envelopes and other supplies are composed of \$9,748,777 for paper and envelopes using the first-in, first-out (FIFO) method of valuation and \$5,468,008 for materials and supplies computed on a moving average basis.
- 4/ Accounts Payable does not include a contingent liability of \$23,285,427 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.
- 5/ Printing and Binding services performed for Government Agencies and Congress include intra-office sales of \$15,085,848 and related profit for Printing and Binding work performed for the Superintendent of Documents Sales Program.
- 6/ Other funds represent \$4.6 million for the acquisition of a new site for the Government Printing Office, the book value of \$1,674,020 for the Government Printing Office buildings and land, the Superintendent of Documents' furniture, machinery and equipment with a book value of \$1,578,242 less the Superintendent of Documents' accrued annual leave for employees of \$566,760.
- 7/ Construction work in progress represents an accumulation of engineering charges for material, labor and overhead that will be capitalized and depreciated upon completion.

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

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

Revenue generated by the Sales of Publications Operations is recognized when publications have been shipped or when services have been performed.

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

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

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD PRINTING OFFICES AND COMMERCIALY PROCURED WORK
FISCAL YEAR 1977

Table 7

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Congressional Record	9,391,253	37,784	2,890	---	\$ 13,584,599
Federal Register	15,632,136	59,537	8,250	3,863	14,529,535
Supplement to the Code of Federal Regulations	1,604,111	42,114	24,254	---	4,127,379
Official Gazette	531,028	---	25,763	---	1,335,302
Specifications of Patents, Trademarks and Designs	1,190,925	20,779	---	---	283,279
Miscellaneous Publications	2,465,312,729	715,253	12,547,472	536,274	241,340,703
Postal Cards	507,320,500	---	---	---	1,956,332
Catalog Cards	6,827,048	---	---	---	735,908
Letterheads and Envelopes	394,785,183	---	---	---	5,031,274
Forms	5,480,921,604	---	---	---	29,996,549
Labels, Notices, Cards, and Posters	2,039,614,011	---	---	---	26,482,009
Blank Books	4,149,806	---	---	---	3,721,539
Multiforms	2,790,830,087	---	---	---	35,809,627
Miscellaneous Binding	23,417	---	---	---	857,644
Binders	507,387	---	---	---	676,517
Miscellaneous	78,563,082	---	---	---	16,544,439
Microfiche	26,834,263	---	---	---	2,049,180
Blank Paper	1,784,839,533	---	---	---	16,072,409
Supplies and Services	6,769,765	---	---	---	141,089
Automation of Federal Register	---	---	---	---	567,878
Automatic Billing	9,000	---	---	---	181,458
TOTAL	15,615,656,868	875,467	12,608,629	540,137	\$416,024,649
G.P.O. Departmental Service Office	159,117,960	---	---	---	6,583,787
Field Printing Offices	556,097,498	---	---	---	14,521,511
GRAND TOTAL	16,330,872,326	875,467	12,608,629	540,137	\$437,129,947

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials	\$141,778,369
Value of Outside Printing (Less Field Service Offices)	258,173,407
Blank Paper	16,072,873
G.P.O. Departmental Service Office	\$ 6,583,787
Field Service Offices	14,521,511
Total Field and Departmental Service Offices	21,105,298
TOTAL AMOUNT BILLED	\$437,129,947

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALLY PROCURED WORK
FISCAL YEAR 1977

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Congressional Record.....	9,391,253	37,784	2,890	---	\$ 13,584,599
Federal Register.....	15,632,136	59,537	7,918	3,863	14,529,535
Supplement to the Code of Federal Regulations.....	1,599,111	42,114	24,194	---	4,126,441
Official Gazette.....	531,028	---	25,763	---	1,335,302
Specifications of Patents, Trademarks and Designs.....	1,190,925	20,779	---	---	283,279
Miscellaneous Publications.....	306,330,524	715,253	1,101,322	316,641	77,524,354
Postal Cards.....	507,320,500	---	---	---	1,956,332
Catalog Cards.....	6,827,048	---	---	---	735,908
Letterheads and Envelopes.....	219,169,489	---	---	---	2,934,740
Forms.....	684,224,473	---	---	---	2,838,624
Labels, Notices, Cards, and Posters.....	162,456,497	---	---	---	4,711,569
Blank Books.....	3,761,080	---	---	---	3,516,829
Miscellaneous Binding.....	23,218	---	---	---	855,625
Binders.....	19	---	---	---	26
Miscellaneous.....	6,278,549	---	---	---	12,427,873
Blank Paper.....	1,784,813,133	---	---	---	16,072,409
Supplies and Services.....	6,769,765	---	---	---	141,089
Automation of Federal Register.....	---	---	---	---	276,708
Automatic Billing.....	---	---	---	---	---
TOTAL.....	3,716,318,748	875,467	1,162,087	320,504	\$157,851,242
G.P.O. Departmental Service Office.....	159,117,960	---	---	---	\$ 6,583,787
Field Printing Offices.....	406,021,621	---	---	---	11,118,924
GRAND TOTAL.....	4,281,458,329	875,467	1,162,087	320,504	\$175,553,953

Table 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1977

	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Supplement to the Code of Federal Regulations	5,000	---	60	---	\$ 938
Miscellaneous Publications	2,158,982,205	---	11,446,482	219,633	163,816,359
Letterheads and Envelopes	175,615,694	---	---	---	2,096,534
Forms	4,796,697,131	---	---	---	27,157,925
Multiforms	2,790,830,087	---	---	---	35,809,627
Labels, Notices, and Posters	1,877,157,514	---	---	---	21,770,440
Blank Books	388,726	---	---	---	204,710
Binders	507,368	---	---	---	676,491
Miscellaneous	72,310,933	---	---	---	4,116,566
Miscellaneous Binding	199	---	---	---	2,019
Microfiche	26,834,263	---	---	---	2,049,170
Automation of Federal Register	---	---	---	---	291,170
Automatic Billing	9,000	---	---	---	181,458
TOTAL	<u>11,899,338,120</u>	---	<u>11,446,542</u>	<u>219,633</u>	<u>\$258,173,407</u>
Field Printing Offices	<u>150,075,877</u>	---	---	---	<u>3,402,587</u>
GRAND TOTAL	<u>12,049,413,997</u>	---	<u>11,446,542</u>	<u>219,633</u>	<u>\$261,575,994</u>

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1977

TABLE 10
(Page 1 of 3)

CONGRESS:

Congressional Record	\$13,205,727
Miscellaneous Publications	7,859,023
Miscellaneous Printing and Binding	10,595,852
Publications for International Exchange ..	688,797
Franked Envelopes	756,436
Document Franks	96,770
House and Senate Calendars	1,759,072
Bills, Resolutions and Amendments	8,950,288
Committee Reports	3,173,721
Documents	1,307,968
Hearings	19,406,817
Federal Register	14,245,069
Automation of the Federal Register	502,815
Supplement to the Code of Federal Regulations	2,918,279
Committee Prints	<u>6,013,229</u>
Total	\$ 91,479,863
Action	626,187
Administrative Conference of the United States	5,463
Administrative Office of the United States Courts	412,873
Advisory Commission on Intergovernmental Relations	125,723
Air Force Systems Command	3,061,157
American Battle Monuments Commission	470
Appalachian Regional Commission	15,570
Board for International Broadcasting	8,358
Board of Governors of the Federal Reserve System	7,936
Central Intelligence Agency	546,212
Civil Aeronautics Board	181,962
Commission of Fine Arts	6,430
Commission on Civil Rights	241,031
Commission on Security and Cooperation in Europe	73,512
Commission on the Review of the National Policy Toward Gambling	20,781
Commodity Futures Trading Commission	23,944
Community Services Administration	326,544
Congressional Budget Office	253,216
Congressional Private Orders	35,908
Congressional Stationery Room (House and Senate).....	101,362
Consumer Product Safety Commission	451,380
Council of Economic Advisers	104,687
Council on Environmental Quality	124,003
Council on International Economic Policy	39,734
Defense Intelligence Agency	439,092
Defense Mapping Agency	1,520,421
Defense Supply Agency	3,553,271
Department of Agriculture	13,188,792
Department of Commerce	9,518,823
Department of Defense	591,164

TABLE 10
(Page 2 of 3)

Department of Health, Education, and Welfare	\$ 30,570,838
Department of Housing and Urban Development	4,548,962
Department of Justice	5,000,817
Department of Labor	4,653,184
Department of State	5,784,259
Department of Transportation	9,697,422
Department of the Air Force	25,352,053
Department of the Army	46,905,034
Department of the Interior	9,936,954
Department of the Navy	38,148,623
Department of the Treasury	4,339,030
District of Columbia	426,600
Energy Research and Development Administration	6,575,476
Environmental Protection Agency	3,436,299
Equal Employment Opportunity Commission	215,361
Export-Import Bank of the United States	24,953
Farm Credit Administration	10,068
Federal Communications Commission	724,876
Federal Deposit Insurance Corporation.....	58,352
Federal Election Commission	110,185
Federal Energy Administration	1,975,092
Federal Home Loan Bank Board	188,653
Federal Judicial Center	31,045
Federal Maritime Commission	19,717
Federal Mediation and Conciliation Service	31,892
Federal Power Commission	293,684
Federal Trade Commission	221,445
Foreign Claims Settlement Commission of the United States	26,025
General Accounting Office	813,375
General Services Administration	12,535,898
Great Lakes Basin Commission	27,752
Indian Claims Commission	916
Inter-American Foundation	9
Internal Revenue Service	27,212,080
Interstate Commerce Commission	340,454
Library of Congress	2,898,281
Library of Congress (GPO Library Branch)	1,751,428
National Academy of Sciences	4,844
National Aeronautics and Space Administration	4,459,763
National Capital Housing Authority	15,042
National Capital Planning Commission	30,837
National Center for Productivity and Quality of Working Life .	54,283
National Commission on Libraries and Information Science	24,098
National Commission on Supplies and Shortages	45,041
National Credit Union Administration	151,817
National Foundation on the Arts and the Humanities	154,460
National Gallery of Art	50,659
National Labor Relations Board	709,465
National Mediation Board	8,666

TABLE 10
(Page 3 of 3)

National Science Foundation	\$ 347,496
National Security Agency	2,153,329
National Security Council	2,272
Nuclear Regulatory Commission	800,396
Occupational Safety and Health Review Commission	141
Office of Management and Budget	1,255,922
Office of Technology Assessment	176,643
Office of Telecommunications Policy	11,593
Office of the Special Representative for Trade Negotiations ..	785
Organization of American States	923
Overseas Private Investment Corporation	1,694
Panama Canal Company	14,041
Patent and Trademark Office	2,648,378
Pension Benefit Guaranty Corporation	80,543
Postal Rate Commission	1,556
Privacy Protection Study Commission	11,628
Railroad Retirement Board	18,113
Renegotiation Board	11,928
Saint Lawrence Seaway Development Corporation	717
Securities and Exchange Commission	262,182
Selective Service System	58,222
Small Business Administration	1,065,459
Smithsonian Institution	554,345
Superintendent of Documents - Depository Program	7,894,774
Superintendent of Documents - Other Programs	2,899,982
Superintendent of Documents - Sales of Publications Program ..	15,085,848
Supreme Court of the United States	281,971
Susquehanna River Basin Commission	25
Tennessee Valley Authority	15,063
U.S. Civil Service Commission	2,913,985
U.S. Court of Claims	167,422
U.S. Court of Customs and Patent Appeals	1,608
U.S. Information Agency	346,055
U.S. International Trade Commission	61,413
U.S. Postal Service	14,777,306
U.S. Railway Association	6,719
U.S. Tax Court	67,005
Veterans Administration	5,179,357
Water Resources Council	9,411
White House Office	<u>261,761</u>
GRAND TOTAL	<u>\$437,129,947</u>

TABLE 11
(Page 1 of 3)

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1977

Action	5,533,651
Administrative Conference of the United States	3,595
Administrative Office of the United States Courts	777,693
Advisory Commission on Intergovernmental Relations	308,000
Air Force Systems Command	4,163,216
American Battle Monuments Commission	1,152
Appalachian Regional Commission	6,800
Board for International Broadcasting	4,062
Board of Governors of the Federal Reserve System	23,174
Central Intelligence Agency	244,827
Civil Aeronautics Board	439,191
Commission of Fine Arts	2,012
Commission on Civil Rights	586,782
Commission on Security and Cooperation in Europe	7,000
Commission on the Review of the National Policy Toward Gambling	5,550
Commodity Futures Trading Commission	33,463
Community Services Administration	624,592
Congressional Budget Office	212,969
Congressional Printing and Binding	71,558,358
Congressional Private Orders	103,000
Consumer Product Safety Commission	5,908,946
Council of Economic Advisers	9,900
Council on Environmental Quality	69,882
Council on International Economic Policy	8,010
Defense Intelligence Agency	143,546
Defense Mapping Agency	1,472,052
Defense Supply Agency	12,168,403
Department of Agriculture	77,229,655
Department of Commerce	28,913,491
Department of Defense	943,860
Department of Health, Education, and Welfare	611,257,276
Department of Housing and Urban Development	83,750,517
Department of Justice	14,331,547
Department of Labor	46,964,034
Department of State	13,021,103
Department of Transportation	34,629,344
Department of the Air Force	165,650,477
Department of the Army	183,563,215
Department of the Interior	43,140,594
Department of the Navy	198,284,819
Department of the Treasury	86,168,756
District of Columbia	16,460
Energy Research and Development Administration	18,639,533
Environmental Protection Agency	13,343,917
Equal Employment Opportunity Commission	631,185
Export-Import Bank of the United States	4,705
Farm Credit Administration	9,730

TABLE 11
(Page 2 of 3)

Federal Communications Commission	2,132,327
Federal Deposit Insurance Corporation	104,590
Federal Election Commission	251,704
Federal Energy Administration	26,237,465
Federal Home Loan Bank Board	149,554
Federal Judicial Center	117,525
Federal Maritime Commission	3,402
Federal Mediation and Conciliation Service	120,430
Federal Power Commission	301,726
Federal Trade Commission	1,327,816
Foreign Claims Settlement Commission of the United States	30,030
General Accounting Office	776,108
General Services Administration	32,676,333
Great Lakes Basin Commission	6,000
Indian Claims Commission	739
Inter-American Foundation	110
Internal Revenue Service	373,003,548
Interstate Commerce Commission	400,906
Library of Congress	7,507,743
National Aeronautics and Space Administration	10,265,898
National Capital Housing Authority	109,167
National Capital Planning Commission	573
National Center for Productivity and Quality of Working Life	72,665
National Commission on Libraries and Information Science .	18,545
National Commission on Supplies and Shortages	22,600
National Credit Union Administration	647,476
National Foundation on the Arts and the Humanities	606,757
National Gallery of Art	749,383
National Labor Relations Board	1,177,692
National Mediation Board	12,147
National Science Foundation	334,448
National Security Agency	5,736
National Security Council	243
Nuclear Regulatory Commission	1,435,045
Office of Management and Budget	819,327
Office of Technology Assessment	52,789
Office of Telecommunications Policy	22,961
Office of the Special Representative for Trade Negotiations	1,300
Overseas Private Investment Corporation	10,128
Panama Canal Company	8,169
Patent and Trademark Office	176,801
Pension Benefit Guaranty Corporation	459,587
Postal Rate Commission	17,843
Privacy Protection Study Commission	4,000
Railroad Retirement Board	30,791
Renegotiation Board	5,340
Securities and Exchange Commission	1,192,888
Selective Service System	123,651
Small Business Administration	12,366,382

TABLE 11
(Page 3 of 3)

Smithsonian Institution	6,283,557
Superintendent of Documents - Depository Library Program .	9,201,664
Superintendent of Documents - Other Programs	9,550,850
Superintendent of Documents - Sales of Publications Program	58,643,076
Supreme Court of the United States	267,267
Susquehanna River Basin Commission	35
Tennessee Valley Authority	86,926
U.S. Civil Service Commission	85,126,382
U.S. Court of Claims	130,837
U.S. Information Agency	391,149
U.S. International Trade Commission	100,388
U.S. Postal Service	58,594,380
U.S. Railway Association	1,000
U.S. Tax Court	23,170
Veterans Administration	49,165,211
Water Resources Council	86,705
White House Office	<u>109,953</u>
GRAND TOTAL	<u>2,478,574,982</u>

SCHEDULE OF
ACCOUNTS RECEIVABLE GOVERNMENT AGENCIES
AS OF
SEPTEMBER 30, 1977
(PRINTING AND BINDING OPERATIONS)

Action	\$ 53,249
Administrative Conference of the United States	4,902
Administrative Office of the United States Courts	50,731
Advisory Commission on Intergovernmental Relations	5,131
Air Force Systems Command	479,810
Central Intelligence Agency	27,755
Civil Aeronautics Board	8,570
Commission of Fine Arts	8,150
Commission on Civil Rights	18,412
Commission on Security and Cooperation in Europe	54,567
Commission on the Review of the National Policy Toward Gambling	2,236
Commodity Futures Trading Commission	2,536
Community Services Administration	51,771
Congressional Budget Office	1,950
Congressional-Stationery Room (House and Senate)	18,661
Consumer Product Safety Commission	30,043
Council on Environmental Quality	3,912
Defense Intelligence Agency	14,433
Defense Logistics Agency	345,376
Defense Mapping Agency	183,759
Department of Agriculture	1,902,234
Department of Commerce	2,410,037
Department of Defense	149,241
Department of Health, Education, and Welfare	6,499,496
Department of Housing and Urban Development	505,667
Department of Justice	607,628
Department of Labor	787,598
Department of State	721,335
Department of Transportation	1,398,595
Department of the Air Force	2,057,004
Department of the Army	9,155,381
Department of the Interior	1,805,439
Department of the Navy	12,202,907
Department of the Treasury	708,299
District of Columbia	192,455
Energy Research and Development Administration	797,933
Environmental Protection Agency	724,130
Equal Employment Opportunity Commission	9,425
Export-Import Bank of the United States	1,690
Farm Credit Administration	3,821
Federal Communications Commission	49,354
Federal Election Commission	7,118
Federal Energy Administration	98,329
Federal Home Loan Bank Board	11,958
Federal Maritime Commission	1,045

TABLE 12
(Page 2 of 2)

Federal Mediation and Conciliation Service	\$ 5,939
Federal Power Commission	17,780
Federal Trade Commission	25,306
General Accounting Office	172,718
General Services Administration	3,720,163
Internal Revenue Service	2,126,659
Interstate Commerce Commission	45,623
Library of Congress	404,942
Library of Congress (GPO Library Branch)	114,467
National Aeronautics and Space Administration	367,620
National Capital Housing Authority	2,302
National Commission on Libraries and Information Science	2,500
National Commission on Water Quality	3,486
National Credit Union Administration	5,597
National Foundation on the Arts and the Humanities	1,050
National Labor Relations Board	356,795
National Science Foundation	19,217
National Security Agency	48,590
National Security Council	1,285
Nuclear Regulatory Commission	47,129
Office of Management and Budget	11,976
Office of Technology Assessment	22,384
Office of Telecommunications Policy	4,320
Patent and Trademark Office	97,805
Securities and Exchange Commission	69,720
Small Business Administration	100,982
Smithsonian Institution	65,498
Special Action Office for Drug Abuse Prevention	3,748
Tennessee Valley Authority	1,450
U.S. Civil Service Commission	593,721
U.S. Court of Claims	1,108
U.S. Information Agency	55,635
U.S. International Trade Commission	8,825
U.S. Postal Service	1,356,720
U.S. Tax Court	4,251
Veterans Administration	526,726
Water Resources Council	3,413
White House Office	11,413
*Other Agencies	<u>6,880</u>
GRAND TOTAL	<u>\$54,609,816</u>

* Agencies owing less than \$1,000.

TABLE 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1968 TO 1977

FISCAL YEAR

1968	\$ 187,699,629
1969	210,067,931
1970	230,371,146
1971	223,009,079
1972	<u>243,759,730</u>
Total, 1968 to 1972, inclusive	<u>\$1,094,907,515</u>
1973	296,248,509
1974	354,036,221
1975	456,140,286
1976*	408,520,406
1977	<u>437,129,947</u>
Total, 1973 to 1977, inclusive*	<u>\$1,952,075,369</u>
Grand Total, 1968 to 1977, inclusive*	<u><u>\$3,046,982,884</u></u>
Percentage of Increase (+)	
Five-Year Period 1973 - 1977 over 1968 - 1972	78%

*Does not include \$95,353,251 billed in 19TQ.

TABLE 14

PRINTING AND BINDING OPERATIONS
SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
AS OF SEPTEMBER 30, 1976 AND 1977

SEPTEMBER 30, 1977			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	\$35,508,451	\$20,713,693	\$14,794,758
CLASS II			
Building Appurtenances	21,592,889	7,981,266	13,611,623
CLASS III			
Office Mach. & Equipment	626,626	327,090	299,536
CLASS IV			
Furniture & Fixtures	358,191	208,231	149,960
CLASS V			
Motor Vehicles	<u>384,269</u>	<u>253,494</u>	<u>130,775</u>
TOTAL	<u>\$58,470,426</u>	<u>\$29,483,774</u>	<u>\$28,986,652</u>

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

U.S. GOVERNMENT PRINTING OFFICE

EMPLOYEES ON THE ROLL*

AS OF SEPTEMBER 30, 1977

<u>Executive Offices</u>	
Public Printer	8
General Counsel	10
Audits	11
Special Assistant	3
Total Executive Offices	<u>32</u>
<u>Planning Staff</u>	<u>7</u>
<u>Operations</u>	
Customer Service	137
Printing Procurement	714
Quality Control & Tech.	48
Production:	
Mgr., Details, Delivery & Library of Congress	225
Binding	1,057
Composition	1,446
Electronic Photocomp.	139
Letterpress	362
Offset	618
Total Operations	<u>4,746</u>
<u>Management & Administration</u>	
Data Systems	170
Engineering	502
Financial Management	321
General Services	29
Materials Management	255
Personnel	148
Security	118
Total M&A	<u>1,543</u>
<u>Documents Area</u>	
Superintendent of Docs.	6
Documents Sales Service	1,112
Library & Statutory Dist.	174
Documents Support Service	191
W.A.E. Program	103
Total Documents	<u>1,586</u>
Total GPO Employees	<u><u>7,914</u></u>

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

DEPUTY PUBLIC PRINTER (OPERATIONS)
STATISTICS FOR
FISCAL YEAR 1977

CUSTOMER SERVICE DEPARTMENT

Planning Service Division

Orders received	96,127
Jackets issued	34,990
Informal estimates made	161
Spoilage reports processed	714
Waivers issued	183

Plant Planning Division

Schedules established	24,424
Production plans developed	10,509
Estimates made	13,012
Sales prices developed	8,516
Jackets prepared	29,895
Jackets scheduled	14,144
Jackets etc. photocopied	200,408
Purchase requests prepared	3,219
Transfers processed	1,793
Requisitions received	5,255

Typography and Design Division

Total number of jackets processed	9,859
Orders for photoengravings	1,617
Halftones and linecuts ordered	7,296
Furnished art pieces	6,117
Layout sketches	1,255
Illustrations retouched (pieces)	165
Dummy pages pasted	6,638
Photographic requests	909
Finished pieces (photo)	21,292

PRINTING PROCUREMENT DEPARTMENT

Cost of printing and binding procured commercially:	
Central Office	\$133,184,927
Regional Offices	<u>126,266,761</u>
Total cost	<u><u>\$259,451,688</u></u>
Number of jobs processed:	
Central Office	50,080
Regional Offices	155,714

PRODUCTION DEPARTMENT

Binding Division
(in thousands)

Sheets folded	218,499
Books gathered	30,505
Books inserted	48,278
Passports made	3,551
Sheets gathered	15,203
Sheets drilled	471,932
Sheets punched	11,490
Sheets cut	154,976
Adhesive bound books	4,793
Sigs sewed (machine)	38,739
Books cased-in	994
Cases made	1,108

TABLE 16
(Page 3 of 4)

Composing Division

Ems set (thousands)	1,611,950
Congressional Record issues	164
Congressional Record pages	35,664
Record Index issues	18
Record Index pages	2,756
Federal Register issues	278
Federal Register Index issues	13
Federal Register pages	63,092
Federal Register Index pages	760

Electronic Photocomposition Division

Photocomposition (Input):		
Video Display Terminals	folios	60,716
Video Display Terminals	cards	593,660
Linofilm Keyboard	folios	1,149
Photocomposition (Output):		
Linotron	pages	730,322
VideoComp 500	pages	391,675
Linofilm Photo Unit	1/2 gals.	1,836
Furnished Magnetic Tape	1/2 gals.	1,330

Letterpress Division

Congressional Record issues	164
Federal Register issues	291
Press makereadies	88,888
Press impressions	335,554,650
Postal cards printed	487,885,000*
Platemaking - major production items (sq. in.):	
Electrotype flat plates	13,885
Electrotype curved plates	159
Stereo flat plates	6,665
Stereo curved plates	84,882
Magnesium - flat and curved	18,377
Photopolymer wraparound plates	406
Photopolymer curved plates	28,290
Photopolymer flat plates	3,664
Rubber plates	25,632
Negatives	69,794

*Does not include 20,000,000 cards produced by Offset Division and included in Offset's press impressions.

Offset Division

Jackets processed	14,275
Congressional work (pages):	
Bills	126,034
Hearings, Comm. Prints, and Misc.	707,890
Senate Calendars	2,203
House Calendars	12,484
Supreme Court Decisions	3,811
Proofs processed	852,548
Congressional Record	3,960
Federal Register	18,944
Presidential Docs.	1,724
Official Gazette and Trade Marks:	
Pages	30,502
Illustrations	57,027
Negatives and positives	1,555,993
Square inches of film	93,712,052
Proofs	1,775,914
Proofs (color key)	7,121
Number of plates	77,405
Square inches of plates	140,084,897
Press machine hours	115,556
Press makereadies	83,575
Press impressions	278,801,836

QUALITY CONTROL AND TECHNICAL DEPARTMENT

Samples tested	10,167
Manufactured printing inks (lbs.)	186,496
Purchased printing inks (lbs.)	154,837
Press rollers purchased	686
Bindery glues manufactured (lbs.)	123,749
Adhesive manufactured (lbs.)	108,028
Type metal for remelting (lbs.)	10,149,656

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION
STATISTICS FOR
FISCAL YEAR 1977

DATA SYSTEMS SERVICE

Computer systems surveys:	
Completed	65
In process	42
New computer programs:	
Completed	242
In process	66
Revised computer programs:	
Completed	307
In process	45
DOS to OS converted programs:	
Completed	170
In process	17

ENGINEERING SERVICE

Maintenance service calls	29,186
Maintenance job orders	150
Specs. for new mach. & equip.	87
Machines installed	18
Machines relocated	20
Electrical power (kw-hr.)	50,438,000
Gas (cu. ft.)	9,689,700
Water (gals.)	46,692,600
Steam (est. lbs.)	181,009,000

FINANCIAL MANAGEMENT SERVICE

Appropriations received	\$141,727,400
Collections	\$521,573,000
Disbursements	\$636,600,000
Gross Payroll	\$148,106,000
No. of Savings Bonds issued	85,022
Personnel actions processed	12,416
Employee data base changes	24,834
No. of vouchers processed	267,304
Units processed for billing	472,806
Type measured (thousand ems)	1,611,950

GENERAL SERVICES

Internal printing requisitions processed	1,056
GPO Directives processed	152
No. of parking permits issued	2,205
C&P's charges	\$163,638
FTS cost	\$321,340

MATERIALS MANAGEMENT SERVICE

Number of purchase orders	11,621
Value of purchase orders	\$76,538,148
Paper purchased (lbs.)	104,482,338
Paper purchased (sheets)	14,764,646
Envelopes purchased	146,539,127
Containers purchased	2,092,109

PERSONNEL SERVICE

Employees trained	1,577
Treatments in Health Division	42,894
Employees counseled - (EEO)	1,001
GPO Notices issued	60
GPO Instructions issued	10
Personnel actions	23,300
Classification actions	5,859
Labor agreements negotiated	2
Special Achievement Awards	73
Outstanding Performance Awards	4
Corrective actions	274

SECURITY SERVICE

Full field investigations requested	53
National agency checks requested	609
CSC investigative reports to CSC	110
Investigations	185

TABLE 18

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)
 STATISTICS FOR
 FISCAL YEAR 1977

Appropriation	\$ 48,088,400
Number of sales mail orders	3,689,639
Letters of inquiry	788,211
Publications distributed free for other Government agencies	56,546,365
Publications distributed to Depository libraries	14,050,974
Publications distributed	126,328,925
Customers served by GPO bookstores	547,870
Amount of bookstore sales	\$ 5,599,259
Mailing lists maintained	1,286
Number of addresses on mailing lists	2,648,243
Total copies of available sales publications	45,131,489
Documents cataloged	40,369
Depository libraries	1,217
Orders for free Consumer Information publications	2,641,613

