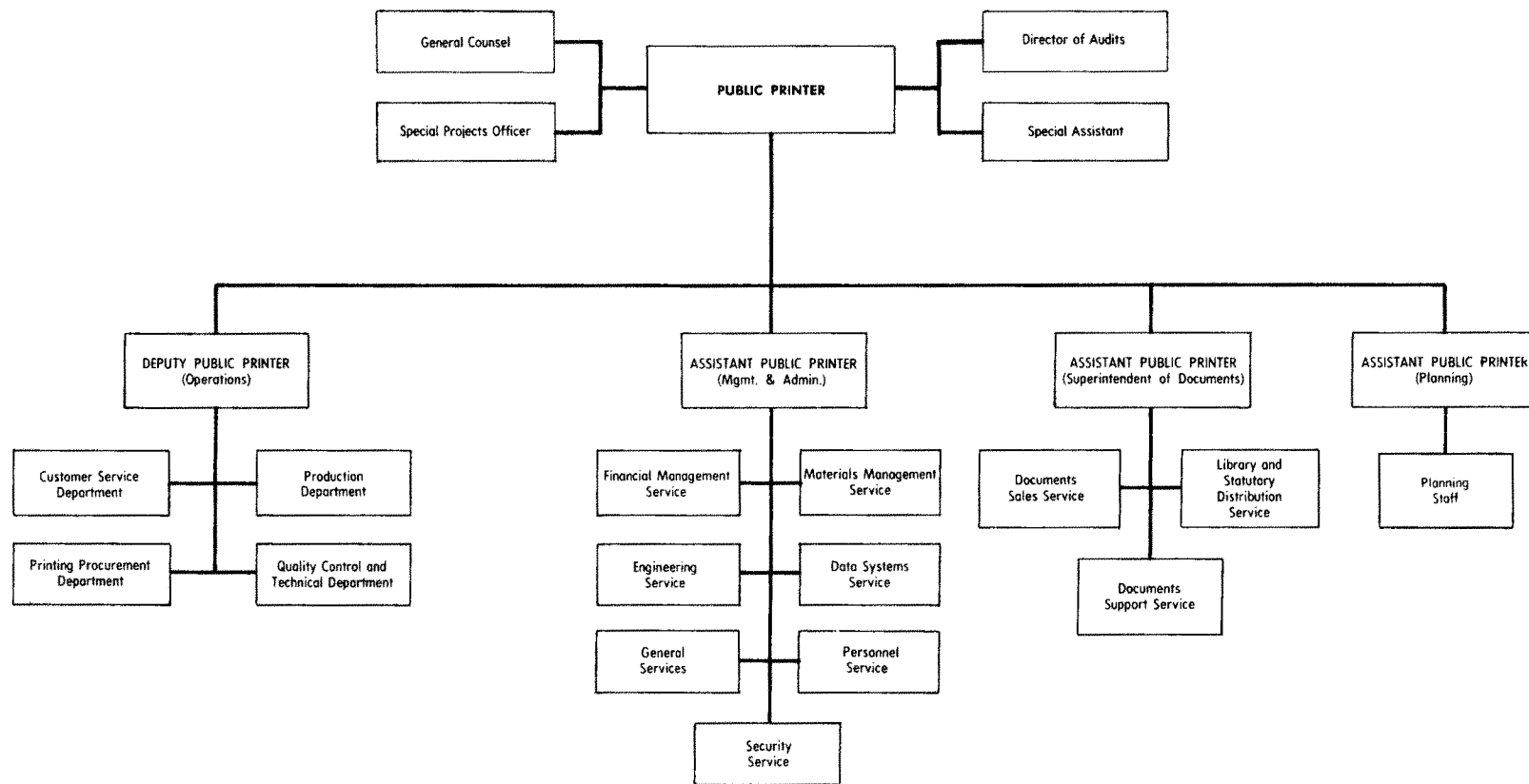


ANNUAL REPORT
OF THE
PUBLIC PRINTER
Fiscal Year 1978

UNITED STATES GOVERNMENT PRINTING OFFICE



PRINCIPAL EXECUTIVES OF THE
UNITED STATES GOVERNMENT PRINTING OFFICE

John J. Boyle
Public Printer

Samuel L. Saylor
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

Claiborne Pell, Senator from Rhode Island
Chairman

Frank Thompson, Jr., Representative from New Jersey
Vice Chairman

Howard W. Cannon, Senator from Nevada
Member

Mark O. Hatfield, Senator from Oregon
Member

Augustus F. Hawkins, Representative from California
Member

William L. Dickinson, Representative from Alabama
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. Two of the major publications printed are the Congressional Record and the Federal Register. The GPO furnishes blank paper, inks and similar supplies to Government organizations on order. It prepares catalogs and distributes and sells Government publications. Over 25,000 different publications are sold by mail order and government bookstores nationwide. The GPO administers the Depository Library Program which provides selected government publications to libraries throughout the country. The distribution of Consumer Product Information to the general public is also performed by the GPO on a reimbursable basis for the General Services Administration.

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 1978 amounted to \$591 million which consisted of \$322 million for printing and binding services purchased commercially, \$177 million produced in-house, \$20 million for the sale of blank paper and other services, \$28 million for services associated with the distribution of publications to depository libraries and other related services, and \$44 million for sales of publications to the general public.

During the fiscal year, the daily Federal Register was converted to electronic photocomposition. Additionally, the entire Code of Federal Regulations was input to an electronic text data base. Concurrent personnel increases in the Electronic Photocomposition Division and decreases in the Composing Division indicate the active change in methodology. Programs designed to retrain journeymen from the Composing Division are being utilized to provide a smooth transition from hot metal to photocomposition.

During the fiscal year, on-going cost-reduction efforts were reflected by a decrease of 340 employees. The total of 7,574 employees as of September 30, 1978, represents a decrease of more than four percent since the end of fiscal year 1977 and is the lowest total employment since January 1967.

To support the commercial procurement of printing, the Printing Cost Calculating System, which provides computerized abstracting of print orders, and the Quality Assurance Through Attributes Program, which provides control over the quality of work produced, have been implemented and will be expanded for further effectiveness.

Various steps were taken by the Superintendent of Documents to provide continued improvement of service. Consideration is being given to the use of credit cards and establishment of a toll-free telephone number. Automated systems have been expanded to provide the means to handle anticipated increases in sales volume without requiring an increase in personnel.

THE PUBLIC PRINTER'S PERSPECTIVE

Emphasis continues toward 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.

The largest single long-range 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. Approval was received from the Committee on Public Works and Transportation of the U.S. House of Representatives during fiscal year 1978 which permits advancement toward this goal. Efforts are continuing to provide actions necessary to gain Senate approval for the building.

The conversion to electronic photocomposition is reaching fruition with the Federal Register, as well as an increasing amount of Congressional work, now being produced by this process.

Management techniques such as Zero Base Budgeting and Management by Objectives continue to provide the opportunities to utilize the expertise of all supervisory levels and achieve optimum control of workflow, rate of productivity, and utilization of resources.

The use of automated systems has expanded in various areas including daily labor reporting through the Production Reporting for Operations, Budgeting, and Expenditures (PROBE) System, which is now fully implemented in all metropolitan Production and Superintendent of Documents areas. Systems to improve control over production flow, inventories of paper, materials and publications, etc., are in various stages of implementation.

The effectiveness of the Sales of Publications Program continues to be improved through automation. Continued exploration of meaningful methods and techniques such as the use of credit cards, toll-free phone numbers, and improved overall customer service practices, will be pursued to achieve the goal of improved service.

PAGE	CONTENTS
II	ORGANIZATIONAL CHART
III	PRINCIPAL EXECUTIVES
V	FOREWORD
VII	HIGHLIGHTS
IX	THE PUBLIC PRINTER'S PERSPECTIVE
1	STAFF ACTIVITIES
1	General Counsel
1	Office of Audits
2	Special Assistant to the Public Printer
3	DEPUTY PUBLIC PRINTER (Operations)
3	Perspective
4	Customer Service Department
4	Planning Service Division
5	Plant Planning Division
5	Typography and Design Division
6	Printing Procurement Department
8	Production Department
8	Graphic Systems Development Division
9	Electronic Photocomposition Division
10	Composing Division
11	Letterpress Division
12	Offset Division
13	Binding Division
14	Library of Congress Branch
15	Quality Control and Technical Department
17	ASSISTANT PUBLIC PRINTER for Management and Administration
17	Perspective
18	Data Systems Service
19	Engineering Service
19	Financial Management Service
20	General Services
21	Materials Management Service
22	Personnel Service
23	Security Service
25	ASSISTANT PUBLIC PRINTER (Superintendent of Documents)
25	Perspective
26	Documents Sales Service
26	Library and Statutory Distribution Service
27	Documents Support Service
29	ASSISTANT PUBLIC PRINTER (Planning)
29	Perspective

31	STATISTICAL APPENDIX	
32	Statement of Assets, Liabilities and Investments	1
33	Revolving Fund - Consolidated Statement of Revenue and Expense	2
34	Other Funds - Status of Appropriations and Other Fund Balances	3
35	Other Funds - Statement of Payments from Appropria- tions to the Revolving Fund	4
36	Revolving Fund - Amounts Due U.S. Treasury from Sale of Publications	5
37	Revolving and Other Funds - Statement of Changes in Financial Position	6
38	Footnotes to Financial Statements	
39	Significant Accounting Policies	
40	Statement of Classes and Billings for Work - GPO, Field Printing Offices, and Commercially Procured Work	7
41	Statement of Classes and Billings for Work - GPO, Exclusive of Work Performed by the GPO on Commercially Procured Work	8
42	Statement of Classes and Billings for Work - Commercially Procured Including GPO Work Performed Thereon	9
43	Billings to Congress and Federal Agencies	10
46	Publications Furnished Congress, Executive Departments, and Independent Government Establishments	11
48	Schedule of Accounts Receivable, Government Agencies (Printing and Binding Operations)	12
50	Comparative Statement of Billings for Work	13
51	Schedule of Equipment and Building Appurtenances	14
52	Employees on the Roll	15
	Production Statistics	
53	Deputy Public Printer (Operations)	16
56	Assistant Public Printer for Management and Administration	17
58	Assistant Public Printer (Superintendent of Documents)	18

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.

Court cases constituted the majority of the legal work performed by the staff. The total number of court cases increased slightly but the overall degree of complexity escalated due to an increase in the number of Civil Rights class action cases which involved a considerable number of persons.

Significant Achievements

All court cases completed during the year, including seven civil rights cases, were decided in favor of the Government Printing Office.

An "exception" clause in the GPO multiple award contracts, which gives GPO the right to award individual print orders rather than awarding all print orders to an aggregate low bidder, was upheld by the United States Court of Claims. This procedure has and will continue to result in significant savings to customer agencies.

New Civil Service regulations for administering Civil Rights class complaints coupled with the Civil Service Reform Act of 1978 and the Ethics in Government Act of 1978 will probably result in increasing the number of required legal actions.

Future Plans

OFFICE OF AUDITS

The Office of Audits is responsible for conducting comprehensive audits of GPO operations, functions, and/or organizational units in Washington, D.C., and at 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 and Field Printing Offices, GPO's payroll system, Documents Area, billings submitted by selected commercial contractors, and financial accounts and related activities.

<u>Significant Achievements</u>	As a result of these reviews, 44 audit reports were issued making recommendations to GPO management to enhance the economy, efficiency, and effectiveness of GPO operations. Implementation of these recommendations should result in substantial savings.
-------------------------------------	--

A comprehensive review of GPO's payroll system was performed by using computer assisted auditing techniques. The Office of Audits also made a complete review of GPO's financial statements and provided follow-up on prior GAO audit recommendations.

<u>Future Plans</u>	During fiscal year 1979, the Office of Audits will expand its use of computer assisted auditing techniques to increase its audit coverage and will supply added effort to evaluate internal controls to detect and prevent fraud and contractor abuse.
-------------------------	--

Emphasis will be given to production areas where conversion is taking place resulting from changes in technology.

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 and trade press, trade organizations, and the printing industry; coordinating tours of the GPO by approved visitors; serving as secretary of executive staff conferences; and performing other staff duties for the Public Printer.

<u>Significant Achievements</u>	A slide-tape presentation describing the mission and functions of GPO was reproduced and copies were made available for viewing by librarians, Federal agency personnel, potential contractors, foreign visitors, and the general public.
-------------------------------------	---

A total of 116 tours of the GPO were conducted including 16 Foreign Visitor tours.

<u>Future Plans</u>	All media forms will be explored to provide dissemination of information concerning GPO plant operations which could be of interest or use to the commercial printing industry or other government agencies.
-------------------------	--

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 the 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 production automation is very evident in the fiscal year 1978 statistics. The personnel complement for electronic photocomposition functions increased significantly. To support this increased activity, the retraining program for employees being transferred from the Composing Division is being continued. The Graphic Systems Development Division was created to design and modify electronic graphic systems. The number of hot metal ems set and the Composing Division workforce decreased substantially.

Perspective

As our production methods change, the press impressions will decrease in letterpress and increase in offset. New offset presses are being installed that will significantly increase offset output capacity to enable that portion of the letterpress work which cannot be procured commercially to be converted.

Other changes in production requirements are reflected in the planned phasing out of the Library of Congress Branch, the increase in the Bindery of inserted and adhesive bound work coupled with a decrease in side-wire stitched work, and acquisition of new wrapping and cartoning equipment.

The total effort toward improving plant production by modernization of equipment is geared toward reducing personnel costs while providing the capability of producing an expanding non-commercially procurable workload.

Printing and binding work procured commercially continued to increase with the dollar value of work procured reflecting a 17 percent gain over fiscal year 1977.

In an effort to increase the quality of printing and binding work procured commercially through the GPO, the Quality Assurance Through Attributes Program has been expanded to include provisions in many term contracts.

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 with customer agencies; 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 97,751 requisitions and print orders during fiscal year 1978, a slight increase over the previous year. The overall workload, including more requests for expeditious service, high priority work, and increasing Congressional work, have all continued to challenge the division.

Production Analysis

Over 350 conferences were attended or held by representatives from this Office with customer agencies and commercial contractors concerning all phases of planning.

Significant Achievements

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 be to continue to utilize improved methods such as expansion of electronic photocomposition, micrographics, ink-jet printing, and other new technologies, together with an improved internal information management system, to minimize agency complaints by providing maximum service through timely response to agency needs and meeting scheduled delivery dates.

Future Plans

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 28,347 regular, print order, and open jackets during fiscal year 1978 down five percent from 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 \$266,000 as a result of these changes, including a savings of over \$71,500 on one job through a change to overprint in ink rather than utilizing imitation gold.

Significant Achievements

Concerted efforts will be devoted to looking into better ways and means to provide the most economical methods of production without sacrificing quality or schedules. The implementation of the Operations Management Information System (OMIS) should be beneficial in such areas as scheduling, planning, pricing and inventory control.

Future Plans

TYPOGRAPHY AND DESIGN DIVISION

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

The Typography and Design Division processed 5,280 jackets during fiscal year 1978. 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 and conferences with customer agencies for planning and design and art services, including audiovisual presentations, continued at a high level.

Production Analysis

Microfilm development, which has become an established segment of the Photographic Section, increased 14 percent over the previous fiscal year. Overall photographic output reflected an increase of 72 percent.

Significant Achievements Conferences with customer agencies for preliminary planning, designing, and establishing specifications were continued this fiscal year. These conferences provide agencies with the means to become effective and efficient in ordering printing and binding thereby realizing savings in costs.

A comprehensive plan for the modernization of the photographic facility has been developed and should permit more effective operations.

Future Plans The 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 1979 and the staff is geared to provide effective service.

The National Endowment for the Arts has selected GPO to redesign the graphics for the White House Conference on Families.

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.

Production Analysis The value of printing and binding procured commercially by the Central Office during fiscal year 1978 amounted to \$161 million, an increase of 21 percent over the previous year. The value of printing and binding procured by Regional Printing Procurement offices amounted to \$142 million, an increase of 12 percent over fiscal year 1977. The number of individual jobs procured by the Central Office amounted to 57,000 and the number procured by Regional offices was 168,000, up 14 percent and eight percent respectively. Departments and agencies are continuing to expand their participation in the Federal Printing Procurement Program.

The Printing Cost Calculating System (PCCS), which enables computer extracting of print orders, has been expanded. Use of the system enables GPO to achieve more effective and efficient allocation of commercial jobs while providing increased productivity.

Significant
Achievements

The Quality Assurance Through Attributes Program provisions were included in the specifications of selected term contracts. Central Office attributes were applied to pilot jobs randomly selected prior to bid. Inspections were conducted to test the attributes and minor modifications have been made where necessary to provide better quality printing in the future.

The total dollar value of printing procured commercially increased about 17 percent in the total Department with a two percent decrease in personnel.

Word-processing systems were installed during the year in the specification writing process. Utilization of these systems is part of the total effort to increase productivity and decrease cost in the procurement operation.

The Department anticipates equipment purchases for fiscal year 1979 which will include new computer terminals and facsimile equipment for the Regional Printing Procurement offices.

Future
Plans

Plans will be developed to reorganize the sections and to expand the space for Central Office Printing Procurement Division to provide more effective workflow.

The Quality Assurance Through Attributes Program is proving to be successful and will be expanded in the future into the Regional Printing Procurement offices as well as the Field Printing Office during fiscal year 1979.

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

GRAPHIC SYSTEMS DEVELOPMENT DIVISION

The Graphic Systems Development Division was created on July 1, 1978, to separate the design and development activities from the operations functions. The Development Section of the Division is responsible for the design of new electronic graphic systems for our customers and necessary modifications of existing systems. The Planning Section of the Division is responsible for applying these systems to the specific processing requirements for individual jobs by developing job formats.

Over 350 formats were created for new work assigned to the VideoComp 500 photocomposers and are on disk for these jobs.

<u>Production</u>	Additional jobs are being converted from Linotron
<u>Analysis</u>	to VideoComp production.

System design work included the installation of a mechanized system for photocomposition of the daily Federal Register and the Code of Federal Regulations. Refinements to the Automated Composition System allow for more complex typographic formats to be processed and increases the range of work that can be converted to electronic text processing and photocomposition.	
<u>Significant</u>	
<u>Achievements</u>	

An interactive system was developed and installed at the Office of the Federal Register for use in updating the text data base of the Code of Federal Regulations from the daily Federal Register text file.

Additional refinements will continue to be made to the Automated Composition System. Necessary software support will be provided as data communications capability between GPO and remote locations is installed. Improvements will be made to the Bill Drafting System to reduce processing time and improve production control procedures. The National Zip Code Directory for the Postal Service will be converted from Linotron to Videocomp production resulting in an improved product and savings in production and handling costs.

Future
Plans

ELECTRONIC PHOTOCOMPOSITION DIVISION

The Electronic Photocomposition Division is responsible for producing photocomposition using input data produced in the Division and provided by customer agencies and commercial contractors. The Division also uses electronic text processing systems, equipped with video-display keyboard terminals and optical character readers, to convert text matter to computer-readable form. In addition to creating input data for the photocomposers these systems are also the means for continuous maintenance (updating) of large text data bases that are reprinted periodically. The Division provides technical assistance and consulting services to customer agencies and their contractors to enable them to adapt their composition needs to the GPO systems.

With the exceptions of the functions of inspecting-assembling, optical character reading, and production on machines which were replaced by more modern equipment, all operations showed substantial workload increases. As a direct result of the increasing workload, personnel employed by the Division increased by 113 percent over the previous year. The number of chargeable hours increased by almost 200 percent.

Production
Analysis

Optical character reading declined because customer agencies generally submit data for composition either as conventional manuscript or on magnetic tape.

The Division continued to serve as a major vehicle for increasing the use of electronic text processing and photocomposition in the Federal Government. The growing use of these processes resulted in an organizational realignment to create a separate Division to perform those functions related to the design and development of graphic systems.

Significant
Achievements

Total conversion of the daily Federal Register from traditional hot metal production to photocomposition was completed on January 9, 1978, when the first issue entirely from photocomposed text was produced. The conversion to an electronic text data base of the entire text of the CFR, consisting of approximately 70,500 pages in 141 volumes, was also completed.

Programs for retraining employees with hot metal composing skills in the areas of photocomposition were expanded. A major development in this area was hiring the services of a commercial firm which specializes in teaching keyboarding skills.

The composition transition of Congressional bills, originating in both the House and Senate, began as a photocomposition production project in August 1978. Similar procedures were used to capture the U.S. Code in a computer-readable form. During fiscal year 1978, 15 volumes of the U.S. Code--11 of text and four of index totaling 17,325 pages--were processed in the Division for reprinting.

An Interactive Page Makeup System was placed in operation in February 1978. This system permits an operator to arrange text matter in complex page formats on a video screen.

Continued expansion of the Division is expected as a consequence of plans to convert 80 percent of all GPO composition to photocomposition by fiscal year 1982. In addition, it is anticipated that new cost-effective applications for electronic text data base maintenance will be found that will further add to the overall workload.

The Appendix to the Budget of the United States has already been captured in the form of a text data base and will be produced for fiscal year 1980 in the Electronic Photocomposition Division. One of the major development projects currently in progress is the exploration ways to increase the data storage capacity of the text editing systems. The total storage capacity of all of our systems is currently between 450 and 500 million bytes. A need is materializing to expand to between 700 million and one billion bytes.

Future Plans

One of the major factors expected to influence our operations in the near future is the expansion of micropublishing in the Federal Government. A report issued in March 1977 by the Graphic Arts Technical Foundation predicts that the use of this media by Federal agencies to produce and distribute information will grow sharply each year over the next five years. The effect of this expansion on electronic graphics in the GPO could be substantial because of the potential for recording the output of photocomposers directly on roll microfilm or microfiche.

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, and provides guidance

and technical advice upon request. A continuing responsibility has been to provide assistance for a smooth transition from hot metal to photo-composition.

This past year has been a very productive year in most areas considering the transitional phase from hot metal production. Over 1.3 billion ems of hot metal type were produced in fiscal year 1978, down 200 million ems from the previous year.

Production
Analysis

During the year, the Congressional Record Index and the Federal Register were converted to photo-composition. The Composing Division, however, continues to aid in proofreading. The number of pages of the Congressional Record amounted to 43,477 in 1978, an increase of 7,800 over fiscal year 1977. Total employment in the Composing Division decreased by 18 percent in 1978 with the majority of the employees being transferred to other Divisions.

The Composing Division has continued to meet production requirements with a declining workforce and will continue to carry out its responsibilities in the same manner in the future.

Significant
Achievements

The transfer of the Federal Register program from the Composing Division to Electronic Photocomposition was completed during this fiscal year. Employees have been assigned into training programs in the Offset and Electronic Photocomposition Divisions.

Future
Plans

A Proofreader Training Program is planned to provide the Office with a continuing supply of qualified proofreaders.

LETTERPRESS DIVISION

The Letterpress Division is responsible for meeting congressional requirements for printing produced by the letterpress process and to print other jobs assigned to the division such as postal cards and miscellaneous departmental work, primarily job work. This task is accomplished by the functions of the Main Press, Postal Card, Electrotype, Photoengraving and Stereotype Sections.

A total of 296 million impressions was reported during fiscal year 1978. This was 12 percent below the previous 12-month period and reflects the Division's reduced workload caused by the transition from hot metal to photocomposition. The Congressional Record and Federal Register total impressions were 69 million, or 15 percent below last year primarily because of a change in the number of copies of the Record printed for distribution to constituents. Letterpress postal card production was 752 million which was 54 percent higher than last year's production. The Letterpress Division workforce decreased by 38 employees, 10 percent, which is a three percent greater decrease than what was anticipated at the beginning of the year.

Production
Analysis

The transition of the Federal Register to photocomposition is now completed and the entire issue is now printed with photopolymer plates.

Significant
Achievements

Since the photopolymer plate rooms have been completed, the Division is now ready to print the Congressional Record from photocomposition or repro copy.

During fiscal year 1979, three new envelope presses will be in operation to provide improved print quality using the dry offset method.

Future
Plans

New flat magnetic bases are on order and due to arrive in early fiscal year 1979. With these unit the Division will be able to print anything from photocomposition on any flat bed press.

During fiscal year 1979, one of the three original cylinders on the postal card presses will be redesigned for the mounting of magnetic saddles. After installation, the saddles will reduce the makeready and imposition time by 75 percent.

OFFSET DIVISION

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

During fiscal year 1978, the impressions for web and sheet fed presses were 273 million. The Division anticipates an increase in press production for next year as a result of new equipment being installed.

Production
Analysis

The principal achievement of the Division was the modernization of the Web Unit of the Offset Press Section where three 25-inch, single unit, Group 86 web presses were installed and placed in operation. In addition, purchase awards were issued for two 50-inch, two unit, Group 88 web presses.

The daily Federal Register was converted from hot-metal makeup to a photocomposition format. As a result of installation of magnetic saddles on letterpress equipment, negatives produced can be used for photopolymer or regular plates. Major challenges in the conversion were improving the makeup of incomplete pages, the insertion of illustrations and tabular matter, the line corrections, and the mounting of true printing folios.

Significant
Achievements

Savings were realized as a result of the designing and installation of a central chemical dispensing system in the Camera Unit of the Offset Negative Section. This system dispenses concentrated chemicals through an overhead distribution line to five film processors.

The planned completion of the new plateroom installation, which will complete the realignment of the Division, will result in improved production workflow and a safer operation. The successful completion of the division's modernization program will provide the capability to meet the increasing demands for offset printing.

Future
Plans

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 1978 indicates increases in some operations and decreases in others with very little net change. The daily Federal Register decreased in the number of printed pages but increased in the total number of copies produced by over one-half million.

Production
Analysis

Pamphlet Section is continuing to experience a slight decrease in folding operations as well as a decrease in book gathering. However, the quantity of inserted books and adhesive bound books increased. This indicates a trend of less side-wire stitched work. The U.S. Passport production in the Blank Section continues to increase with production totaling one-half million more than fiscal year 1977.

The establishment of the "Work Control Unit" is resulting in all jobs being monitored from entry into the Binding Division through necessary production stages to verify delivery to the shipping platform. It is becoming a viable tool for production control.

Significant
Achievements

The installation of three plastic stretch wrap machines is now underway. Anticipated results will be a more successful method of securing skids and pallets for in-house movement of loads as well as external shipments.

An additional book cartoning machine was acquired and will result in expediting production on many large cartoning jobs.

Plans are underway to modernize the Congressional Record Room with the intent to adhesive bind both the Congressional Record and the Federal Register. This planned system will affix certain data, such as the

Future
Plans

zip code address, to the front cover of each issue through an ink jet spray system. A semi-automatic conveying system from pressroom to bindery will be installed which will deliver signatures directly to the gathering machines. Cost savings of this project will allow the system to pay for itself in a short time and the changes will decrease the time it takes to mail the Record and Register.

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 as well as job work for the Library. This is accomplished with a combined letterpress and offset operation.

All phases of letterpress work showed a decline this fiscal year.

Production
Analysis

This decline is the continuation of a trend which began over two years ago with the cutback in the number of titles received and reduction of personnel on board, and is expected to continue in the future.

A continued reduction of personnel in both letterpress and offset reflects the decrease in workload during the transitional period prior to transferring the function to the Catalog Distribution Service. The workload for letterpress has in all probability reached the level it will maintain for the foreseeable future.

Significant
Achievements

Purchase of an electrostatic camera-processor resulted in a savings for the Branch during this fiscal year.

Although it is difficult to develop a firm estimate of the Branch's future workload requirements, it appears that the workload will decrease this fiscal year's requirements and the staffing will be adjusted accordingly.

Future
Plans

A reduction of at least 50 percent of the remaining offset work will result due to the installation of a photocopy system in the Catalog Distribution Service of the Library of Congress. Plans are being formulated to transfer the Branch offset equipment to the Catalog Distribution Service, and phase out the operation, resulting in a loss of eight positions. Therefore, all that will remain is the letterpress operation.

QUALITY CONTROL & TECHNICAL DEPARTMENT

The Quality Control and Technical Department develops and coordinates the GPO Quality Program. It 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 11,428 (increase of 12 percent). Printing inks manufactured totaled 115,446 pounds (decrease of 38 percent) and purchased printing inks totaled 191,252 (increase of 24 percent). The overall quantity of ink decreased about 10 percent. Type metal issued decreased about 18 percent which is a reflection of the conversion from hot metal composition.

Production
Analysis

Requirements continued during this fiscal year for security ink used in printing documents for the State and Defense Department and 22 such inks were developed. Several specialty printing inks were developed for the Copyright Office, Library of Congress, and the U.S. Postal Service. The ink for the Copyright Office is required to last for 150 years and to incorporate an identifying feature.

Significant
Achievements

Over 100 jobs were successfully applied to the Quality Assurance Through Attributes Program (QATAP) leading to a revised attribute package and a QATAP Technical Manual.

The Government Printing Office War on Waste Program, started four years ago, continues to show excellent results. In the control of paper waste management now has available to it a monthly report which shows the total amount of paper waste broken down by operating division. Responsible officials take necessary action whenever inordinate waste is reported. So effective has the program been that for fiscal year 1978 waste paper from all sources is well below the printing industry average.

A quality related recording system for customer complaints was developed and monthly reports are being supplied to management.

The number of defective books produced was reduced due to the use of process controls established for the adhesive binder. Additionally, a study of the Departmental Service Office for printing and binding processes was forwarded for approval and implementation.

Design of process controls, assistance in selection of process control equipment, and the training of necessary quality control personnel will continue to be stressed. The QATAP will be extended to the Regional Printing Procurement Offices and to work produced in-house early next year.

Future
Plans

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

The dissemination of technical information to all levels of management will continue through the use of a Technical Bulletin and individual special studies.

Two technical reports will be prepared entitled "Measurement of Color and Color Difference" and "Specialty Papers".

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.

The Services within the Management and Administration area are actively seeking improved methods to accomplish their mission and are implementing changes on an on-going basis. Indicative of the advances being made are systems for Federal Register Data Collection, which produces automatic monthly billings; Simplified Intragovernmental Billing and Collecting, which provides immediate collection from customer agencies; and Production Reporting for Operations, Budgeting, and Expenditures, which is now

Perspective

collecting over 84 percent of the Central Office labor hours and production statistics. Improvements have been realized in employee welfare by establishing two new EEO advisory committees and according full wage negotiation and appeal rights for Printing Plant Workers, Journeyman Bindery Workers, and the Monotype Occupational Group.

Additionally, technical support is being supplied to implement systems in other areas, such as Documents' Special Accounts Reporting and Billing Control System and the Refund and Dishonored Check Control System.

Management assistance is being provided through formal presentations which tie together financial, budgetary, productivity, and MBO data; analyses of word processing equipment, inventory controls, communications; and other analytical functions.

To meet the needs of our changing Office-wide requirements, administrative assistance, such as changes in automation hardware, modifications to work areas, identification and correction of safety problems to ensure compliance with existing laws, updating of telecommunications service, improving storage areas, etc., is provided.

In the area of cost reduction and avoidance, steps are being taken by changing methods of shipments to achieve lower rates, making alterations to conserve energy usage, and leasing a new warehouse to reduce storage costs.

The future will produce additional advances including automation of analyses for forecasting of trends, automation of Standard Form 50 processing, updating of necessary equipment, and streamlining of workflow in various operational areas.

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. The Service develops related policies, procedures and controls.

Several major Documents Area systems were implemented such as the Special Accounts Reporting and Billing Control System (SARABCS); and the Refund and Dishonored Check Control System (RDCCS). Major systems developmental work continued on other Documents' applications such as the Mail List System and the Deposit Accounts System.

In other areas, the Federal Register data collection system was implemented to collect daily data and automatically produce the monthly billings; the Simplified Intragovernmental Billing and Collection System (SIBAC), which allows immediate payments to GPO for charges to other agencies, was implemented to improve cash flow; expansion continued on the PROBE system with over 84 percent of the Central Office reporting labor hours and production statistics by this method.

Significant Achievements

New systems during the year required hardware changes including two transmission control units, for adequate support. Printing capability was increased by replacing four printers with three more efficient printers. Memory capacity was expanded on the computer system with the addition of one megabyte of core storage. The old keypunch card technology was replaced with a system which provides flexible and efficient interface with the new teleprocessing systems being implemented. An internal DSS Security Study was prepared to comply with Federal Information Processing Standards applicable to computer security and privacy.

Major automation projects for Documents Area will continue with implementation of the Subscription Fulfillment System, the Cataloging and Depository Distribution System, and the Consigned Order Processing and Inventory Control System.

Future Plans

Other plans for the upcoming year call for the implementation of a pilot project to track production and procurement called the Operations Management Information System (OMIS); the automation of the General Ledger and expanded budget reporting for Financial Management Service and the installation of a new computer system to replace the current system and increase storage and processing capability.

ENGINEERING SERVICE

The Engineering Service provides 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 provided necessary support material and coordinated with GSA in obtaining House approval for the proposed GPO building.

Renovation of more than 26,000 square feet of space was provided for Personnel Service, Quality Control and Technical Department, Data Systems Service, Materials Management Service, the Production Manager and the Customer Service Manager.

The Service completed building modifications providing bookstore entrance and restroom facilities for the handicapped. These, and other facilities for the handicapped, were recognized by the District of Columbia Association for Retarded Citizens by naming GPO "Employer of the Year."

Significant Achievements

The Service developed a course and furnished training in cardiopulmonary resuscitation as well as flammable liquid handling and emergency squad training.

Energy conservation was promoted by scheduling replacement of all standard 40-watt, 4-foot fluorescent tubes with energy-efficient tubes.

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

Work will continue on such areas as elevator rebuilding, fire protection, restroom renovations, various office renovations, and to provide compliance with EPA laws and regulations.

FINANCIAL MANAGEMENT SERVICE

Financial Management Service provides financial management and productivity and work measurement services to meet Office-wide managerial and operating requirements. Some of these services include general accounting, cost accounting, ratemaking, collecting and disbursing, and zero-base budgeting.

The Production Reporting for Operations, Budgeting and Expenditures (PROBE) system was fully implemented in all metropolitan Production Department and Superintendent of Documents areas. This system provides more timely input and more accurate information in the cost records pertaining to labor hours and production statistics.

Significant
Achievements

The Simplified Intragovernmental Billing and Collection (SIBAC) system was implemented for over half of our customer agencies improving greatly our cash position.

Regular presentations integrating financial, productivity, budgeting, personnel, and MBO data were initiated during the year to provide a comprehensive management tool.

The Detailed Functional Systems Requirement (DFSR) was developed for the automated maintenance accounting system, which continues to lower costs and increases the effectiveness of our accounting functions.

Equipment will be procured to ensure the smooth implementation of the Automated Refund and Dishonored Check System and increased emphasis will be given to the full automation of existing accounting subsystems.

Future
Plans

Efforts will be continued toward the goal to bill all customer agencies under the SIBAC system and to fully automate the general ledger and related subsystems. Efforts will continue to increase the overall productivity of Financial Management Service by four percent.

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 Printing Procurement Department on word processing equipment and to the Project PROBE Committee in the area of communications.

Significant
Achievements

Management analyses and reviews were made of the MBO Program and the Five-Year Plan; lease versus purchase of 63 items; and the Inventory and Control of Ink System.

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.

Preliminary plans were completed for the acquisition of two parcels of land to improve the GPO parking facilities. Controls over parking permits was improved by the implementation of a permit exchange issuance system.

The Service developed and implemented procedures to use the GPO ATS system for maintaining records of training courses attended by GPO executives, managers, and supervisors. The file is periodically updated and printouts produced to meet the needs of management.

Plans are being finalized to relocate and consolidate organizational units into more adequate areas at the Central Office. Plans will be developed for improving the warehouse facilities in the metropolitan area. Surveys are planned in conjunction with C&P Telephone Co. to update all telecommunications services and equipment at current or reduced cost. Efforts will be increased to develop adequate record retention schedules. The Directives System and the GPO Forms program will be upgraded.

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.

A substantial savings in transportation costs was accomplished this year when the method of shipment for rush orders was changed from all air freight to a combination of surface and air freight delivery. This change was accomplished without sacrificing delivery time.

Significant
Achievements

Storage facilities were improved by the installation of metal shelving and storage conveyors. New industrial trucks were received to be used for delivery of bulk materials to production areas.

An industry-wide survey was conducted to determine the availability of paper that would meet the requirements of the Census Bureau for the 1980 Decennial Census.

Development of the Materials Management Procurement and Control System should provide more efficient records for inventory of materials. The inventory segment should be operational in early fiscal year 1979 and the procurement segment in the Spring of 1979.

Future
Plans

Negotiations will be completed to lease a 250,000 square foot warehouse. This facility will replace both the Franconia and Farrington Avenue warehouses in Virginia. Contract award is scheduled for December 1978 with occupancy by the Fall of 1979.

The Service will analyze equipment requirements to replace obsolete items. These items include a new sheeting machine, vacuum type roll handling trucks, clamp trucks, steel warehouse trailers, etc.

PERSONNEL SERVICE

Personnel Service provides a full range of personnel programs in accordance with pertinent laws, Civil Service rules and regulations, and Office policies.

Preparations were advanced to minimize possible employee dislocations resulting from changes in printing technology. Several new retraining programs were started for threatened occupations to reassign or retrain employees. Substantial progress has been made toward establishing competitive levels and retention registers.

Wage negotiations with union representatives of Printing Plant Workers, Journeyman Bindery Workers, and employees of the Monotype Occupational Group resulted in a 5.5 percent wage increase.

Significant
Achievements

This was the first time that employees in these three groups were accorded full wage negotiations and appeal rights.

Two new EEO Advisory Committees were established--the Public Printer's Council on EEO Programs, and the Federal Woman's Program Advisory Committee.

Classification surveys have been conducted in 24 of GPO's 38 field activities. Implementation of the new Factor Evaluation System of position classification has resulted in approximately 80 percent of all GG positions being rewritten.

Implementation of the recent Civil Service Reform Act will require major efforts during this fiscal year. Categories that possibly

Future
Plans

will be affected are: disciplinary actions, grievances, and the labor-management relations program.

Continuous steps are being taken to further automate Standard Form 50 to reflect within-grade increases in addition to other items in the Data Automation Plan.

A study is planned to determine the feasibility of abolishing the Printing Plant Worker and clerical promotion roster and establishing new announcement/certification procedures.

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 internal control, and protective services in support of Office-wide managerial requirements and policies.

Several investigations were conducted by the Service to determine possible fraud against the government.

Significant Achievements

The Service conducted classes on Standards of Conduct and Conflicts of Interest for the Printing Procurement Department employees to insure the integrity of the commercial printing procurement program.

A computer Security Program was developed to provide centralized guidance and uniform policy on known aspects of automation security to prevent damage to national security and to protect funds and supplies.

More emphasis and effort will be placed on the prevention and detection of possible fraudulent activities within the commercial printing procurement programs to insure their integrity.

Future Plans

Further, concerted investigative efforts will be made to reduce the increasing costs to the Government and the Government Printing Office resulting from 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 for Government agencies. The Documents Area is comprised of three major services: Documents Sales Service, Library and Statutory Distribution Service, and Documents Support Service.

A total concept of Program Management will be implemented in support of the mission. Increased attention and resources will be directed toward the Management by Objectives Program and toward improving the correlation between the MBO, the Budget, and the Five-Year Plan. Data automation will be directed toward streamlining and bringing together

Perspective

applications which are interrelated by their nature and new systems design for enhancement of service to meet our objectives. The question of computerized postage reporting will be thoroughly evaluated. This will permit more accurate monitoring of postage costs.

Emphasis will continue to be placed upon improving services to our customers by increasing productivity and reducing processing costs. A feasibility study is underway concerning the use of credit cards and toll-free numbers in our Sales Program. The use of credit cards would decrease the number of problems encountered with our foreign customers and may increase our overall sales.

Workloads in Documents' programs are expected to increase moderately and the distribution of consumer information publications should increase substantially due to marketing efforts on the part of the General Services Administration.

DOCUMENTS SALES SERVICE

The Documents Sales Service is responsible for the sale of Government documents and the distribution of free Consumer Information Publications. It conducts these programs 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.

During the past year automation programs that had commenced during the previous years were culminated, providing increased control over order processing and the sales operation. Major efforts were extended toward refinement of

Significant Achievements

inventory management and financial accounting applications to provide more accurate budgetary and planning information to the managers of the Sales Program.

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 five workdays or less; recovering the entire cost of the General Sales Program; recovering the reimbursable costs associated with the free

Future Plans

Consumer Information Distribution Program; and taking steps to increase the quality, volume, and revenue value of sales orders.

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.

In this fiscal year, 4,800 Government documents were converted to a microfiche format and over 2.8 million microfiche were forwarded to depository libraries. During the year 261 depository libraries were inspected and the Depository Distribution Division processed and mailed 85 percent of all titles within 48 hours of receipt.

Significant Achievements

The Depository Distribution Division assumed two additional responsibilities this year that increased the workload of the Division by about five percent. The Division assumed responsibility for the International Exchange Service and the distribution of file copies.

Mechanization of the distribution functions of the different divisions will be a major concern during the coming year. A study is currently underway to develop ways to mechanize the Depository Division and the installation of a new bin and conveyor system is expected to be completed in the Statutory Distribution Division by March of the coming year.

Future
Plans

The Service is actively seeking additional warehouse and office space to house the rapidly expanding activities of all three divisions. A temporary measure is being taken to acquire an additional 6,000 square feet of warehouse space in the immediate vicinity of the current warehouse site.

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 number of pieces of regular mail controlled by the Correspondence Branch increased by 611 percent during fiscal year 1978, whereas the amount of overall correspondence controlled by the Branch increased by 183 percent. During the reporting period, word processing became a reality in Documents and approximately 130 Documents employees were trained in the use of the new central dictation system. Employees cannot only dictate over their normal office telephones, but can use any telephone to record their ideas when and where they occur.

Significant
Achievements

During 1978 many of the automated systems started in previous years were completed and brought on-line. These systems brought on-line or completed this year were PROBE, which now covers 100 percent of Documents employees; SARABCS, which automated the billing and accounting functions of the Special Accounts Branch; and the Deposit Accounts Inquiry System which provides up-to-date information on Deposit Accounts.

Other significant occurrences include the reorganization of the Receipts Branch to emphasize the front-ending of mail and the addition of a mail sorting machine in the Mail Room which increased production by 40 percent.

Increased attention and resources will be directed toward the Management by Objectives Program and improving the correlation between the Documents' Budget, Five-Year Plan, and the MBO Program.

Future
Plans

The emphasis on systems development and enhancement to existing systems will continue to expand in conjunction with the coordination and development of Documents-wide data automation plans and maintenance of the documentation for existing automated systems within Documents.

Existing INFONET applications (Daily and Weekly Status Reports and the Personnel Management Reporting Subsystem) will be converted to in-house systems.

Other plans call for production standards to be developed for all appropriate Documents' operations and a program to be developed to periodically analyze and evaluate all Documents' operations and programs.

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 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 1980 - 1984", which was approved by the Public Printer.

Perspective The planning cycle and format are reasonably well established but on-going efforts will be utilized to further improve the content and handling of substantive input.

The Staff provided technical support to several management projects, such as the composition conversion plan, production cost analyses, indexing of contractors' billings, and review of management information reports.

STATISTICAL APPENDIX

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENTS
AS OF SEPTEMBER 30, 1978
(IN THOUSANDS)

TABLE 1

ASSETS

LIABILITIES AND INVESTMENTS

	Revolving Fund	(NOTE 1) Other Funds	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:			
Fund balances in U.S. Treasury	\$ 19,393	\$51,321	\$ 70,714
Cash on hand and in transit (NOTE 9)	<u>1,585</u>	<u>---</u>	<u>1,585</u>
	20,978	51,321	72,299
ACCOUNTS RECEIVABLE AND ADVANCES:			
Accounts receivable:			
Government agencies (NOTE 2)	144,399	555	144,954
Other	342	---	342
Advances to employees	<u>33</u>	<u>---</u>	<u>33</u>
	144,774	555	145,329
INVENTORIES: (NOTE 3)			
Publications for sale, net	23,435	---	23,435
Printing work in process, at standard value	26,777	---	26,777
Paper, envelopes, and other supplies at cost	<u>13,760</u>	<u>---</u>	<u>13,760</u>
	63,972	---	63,972
PROPERTY, PLANT AND EQUIPMENT:			
Land and buildings, at cost	---	9,085	9,085
Equipment and building appurtenances	63,330	3,462	66,792
Construction work in progress (NOTE 7)	<u>1,387</u>	<u>---</u>	<u>1,387</u>
Less: Allowance for depreciation	<u>(31,004)</u>	<u>(8,523)</u>	<u>(39,527)</u>
	33,713	4,024	37,737
TOTAL ASSETS	<u>\$263,437</u>	<u>\$55,900</u>	<u>\$319,337</u>

LIABILITIES:

	Revolving Fund	Other Funds	Combined Funds
Accounts payable (NOTE 4)	\$ 50,062	\$ 3,212	\$ 53,274
Accrued salaries and wages	3,227	---	3,227
Amounts withheld from employees for purchase of savings bonds and payment of taxes	865	---	865
Employees accrued annual leave	5,544	598	6,142
Customers deposits, prepaid subscriptions and unearned revenue	<u>19,530</u>	<u>---</u>	<u>19,530</u>
	79,228	3,810	83,038
INVESTMENT OF U.S. GOVERNMENT:			
Capital	104,716	---	104,716
Retained earnings reserved	14,589	---	14,589
Retained earnings unreserved	55,130	---	55,130
Appropriations and other fund balances	---	52,090	52,090
Income from sales of publication payable to U.S. Treasury	<u>9,774</u>	<u>---</u>	<u>9,774</u>
	184,209	52,090	236,299

TOTAL LIABILITIES AND INVESTMENT OF
U.S. GOVERNMENT

\$263,437 \$55,900 \$319,337

TABLE 2

U.S. GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
 FISCAL YEAR ENDED SEPTEMBER 30, 1978
 (IN THOUSANDS)

REVENUE	
Printing and binding services performed for Government agencies and Congress (NOTE 5)	\$498,625
Document sales to the public	44,446
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents (NOTE 8)	3,615
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies Reimbursements by appropriations to the Superintendent of Documents	24,317
Blank paper sales: Receipts from other Government agencies	16,332
Other	<u>3,209</u>
TOTAL REVENUE	<u>\$590,544</u>
DIRECT COSTS	
Labor	\$108,081
Material	40,997
Purchases of printing	302,965
Cost of publications sold	12,010
Cost of publications destroyed	<u>1,973</u>
TOTAL DIRECT COSTS	\$466,026
GENERAL AND ADMINISTRATIVE EXPENSES	<u>113,156</u>
TOTAL EXPENSES	<u>\$579,182</u>
NET INCOME TO THE REVOLVING FUND	\$ 11,362
Less amount payable to the U.S. Treasury	<u>171</u>
NET INCOME RETAINED BY THE REVOLVING FUND	<u>\$ 11,191</u>
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND	
Balance - October 1, 1977	\$ 58,528
Add: Net income retained by revolving fund	<u>11,191</u>
Balance - September 30, 1978	<u>\$ 69,719</u>

U.S. GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AS OF SEPTEMBER 30, 1978
(IN THOUSANDS)

	Appropriation		(NOTE 6)	Total
	Printing & Binding For Congress	Superintendent of Documents	Other	
Balances - October 1, 1977	\$ 40,390	\$12,350	\$7,285	\$ 60,025
Source of funds:				
Appropriations	84,627	22,045	---	106,672
Reimbursements	---	4,440	---	4,440
Increase in investment of fixed assets	---	---	1,062	1,062
Restoration of funds	---	---	---	---
TOTAL	\$125,017	\$38,835	\$8,347	\$172,199
Use of funds:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding	\$ 91,856	\$ ---	\$ ---	\$ 91,856
General sales distribution	---	1,273	---	1,273
Special sales distribution	---	2,342	---	2,342
Distribution for other agencies	---	8,302	---	8,302
Depository library distribution	---	14,397	---	14,397
Cataloging and indexing	---	1,618	---	1,618
Depreciation on buildings, furniture and fixtures	---	---	290	290
Increase in liability for employees' annual leave, Superintendent of Documents	---	---	31	31
Unobligated funds returned to U.S. Treasury	---	---	---	---
TOTAL DEDUCTIONS	\$ 91,856	\$27,932	\$ 321	\$120,109
Balances - September 30, 1978	\$ 33,161	\$10,903	\$8,026	\$ 52,090
Less: Funds to be returned to U.S. Treasury	4,239	2,091		
	28,922	8,812		
Obligations	30,068	8,812		
Unfunded Obligations	\$ 1,146	\$ ---		

U.S. GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEAR ENDED SEPTEMBER 30, 1978
(IN THOUSANDS)

Payments from Congressional printing and binding
appropriations to revolving fund

Congressional Record	\$ 1,952
Hearings	24,926
Miscellaneous printing and binding	7,021
Bills, resolutions and amendments	10,205
Miscellaneous publications	7,724
Federal Register	1,795
Committee prints	7,558
House and Senate calendars	2,487
Documents	2,226
Supplements to the Code of Federal Regulations	2,588
Committee reports	5,290
Franked envelopes	813
Publications for International Exchange	1,164
Document franks	96
Automation of Federal Register	815
Details to Congress	4,804
Government Manual	94
Weekly Compilation of Presidential Documents	439
Public Papers of the President	287
Congressional Record Daily	8,959
Congressional Record Index	<u>613</u>
 TOTAL PAYMENTS	 <u>\$91,856</u>

Payments from Superintendent of Documents
appropriations to the revolving fund

General sales distribution	\$ 1,273
Special sales distribution	2,342
Distribution for other agencies	8,302
Depository library distribution	14,397
Cataloging and indexing	<u>1,618</u>
 TOTAL PAYMENTS	 <u>\$27,932</u>

TABLE 5

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING FUND
AMOUNTS DUE U.S. TREASURY
FROM SALE OF PUBLICATIONSFISCAL YEAR ENDED SEPTEMBER 30, 1978
(IN THOUSANDS)

REVENUE	
Document sales to the public	\$44,446
Reimbursements by appropriations to the Superintendent of Documents	3,615
Other revenue	<u>660</u>
TOTAL REVENUE	<u>48,721</u>
EXPENSES	
Cost of publications sold	12,010
Cost of publications destroyed	1,973
OTHER EXPENSES	
General and administrative expenses	21,717
Salaries and expenses	3,615
Postage expense	<u>9,235</u>
TOTAL EXPENSES	<u>48,550</u>
AMOUNT PAYABLE TO THE U.S. TREASURY	<u>\$ 171</u>
Status of payments due U.S. Treasury	
Balance payable-October 1, 1977	\$22,863
Add: Amount payable to U.S. Treasury	171
Less: Payments to U.S. Treasury	12,863
Prior Period adjustment	<u>397</u>
Balance payable-September 30, 1978	<u>\$ 9,774</u>

TABLE 6

U.S. GOVERNMENT PRINTING OFFICE
 REVOLVING AND OTHER FUNDS
 STATEMENT OF CHANGES IN FINANCIAL POSITION
 FISCAL YEAR ENDED SEPTEMBER 30, 1978
 (IN THOUSANDS)

Funds provided:		
Printing and binding services performed		\$498,625
Document sales to the public		44,446
Sales of paper		16,332
Appropriations:		
For Congressional printing and binding	\$ 84,627	
For Superintendent of Documents	22,045	
Total Appropriations		106,672
Other revenue		3,209
Miscellaneous:		
Disposal of fixed assets	56	
Reimbursements to S&E appropriation	4,440	
Total Miscellaneous Funds		4,496
Total Funds Available		\$673,780
Funds applied:		
Operating expenses, less depreciation and net change in accrued annual leave		575,925
Payments for Congressional printing and binding		91,856
Purchases of equipment		5,478
Funds returned to Treasury		12,863
for period adjustment		397
Total Funds Applied		\$686,519
Decrease in working capital		\$ <u>12,739</u>

	<u>9-30-78</u>	<u>9-30-77</u>	<u>Increase (Decrease)</u>
ANALYSIS OF WORKING CAPITAL			
Fund balances with U.S. Treasury	\$ 72,299	\$ 94,905	(\$ 22,606)
Accounts receivable and advances	145,329	156,643	(11,314)
Inventories	63,972	63,343	629
	\$281,600	\$314,891	(\$ 33,291)
Less:			
Liabilities excluding employees' accrued annual leave	<u>76,896</u>	<u>97,448</u>	(<u>20,552</u>)
Total Working Capital	<u>\$204,704</u>	<u>\$217,443</u>	(\$ <u>12,739</u>)

FOOTNOTES TO FINANCIAL STATEMENTS

- 1/ Other funds consist of account balances of the Congressional Printing and Binding Appropriation, the 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 \$351,959 allowance for doubtful accounts.
- 3/ Publications for sale inventory is net of \$1,233,442, 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 \$8,043,208 for paper and envelopes using the first-in, first-out (FIFO) method of valuation and \$5,716,569 for materials and supplies computed on a moving average cost basis.
- 4/ Accounts Payable does not include a contingent liability of \$24,936,669 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 \$16,588,246 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 \$1,552,153 for the Government Printing Office buildings and land, the Superintendent of Documents' furniture, machinery and equipment with a book value of \$2,472,067 less the Superintendent of Documents' accrued annual leave for employees of \$597,946.
- 7/ Construction work in progress represents an accumulation of engineering charges for material, labor and overhead that will be capitalized and amortized upon completion.
- 8/ The General Sales Program is no longer included in the Superintendent of Documents' Salaries and Expenses Appropriation since the enactment of Public Law 95-94. The costs associated with the General Sales Program are required to be financed, beginning in fiscal year 1978, by the receipts from the sale of publications.
- 9/ The amount of cash on hand and in transit as of September 30, 1978 was determined by a proration of the total cash on hand and in transit between September 28, 1978 through October 3, 1978 counted as of October 3, 1978 and deposited in the Treasury on October 4, 1978.

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 remodeling costs, improvements and betterments to existing facilities 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.

An accounting policy change raised the criteria for asset capitalization from \$500.00 to \$1,000.00.

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 a stratified average cost that includes supplements; 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 cost basis.

TABLE 7

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD PRINTING OFFICES AND COMMERCIALY PROCURED WORK
FISCAL YEAR 1978

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Congressional Record	1,613,536	4,234	239	10,960	\$ 2,358,445
Federal Register	1,788,335	8,625	849	---	1,822,591
Supplement to the Code of Federal Regulations	1,216,375	8,437	56,965	---	3,477,040
Official Gazette	511,699	---	26,914	---	1,338,449
Specifications of Patents, Trademarks and Designs	944,407	25,460	---	---	372,527
Miscellaneous Publications	2,808,634,969	1,056,412	14,308,216	914,216	293,310,637
Postal Cards	623,307,200	---	---	---	2,566,896
Catalog Cards	5,744,136	---	---	---	465,870
Letterheads and Envelopes	690,712,350	---	---	---	9,373,403
Forms	5,472,430,471	---	---	---	32,822,978
Labels, Notices, Cards, and Posters	3,016,779,466	---	---	---	35,892,954
Blank Books	3,558,240	---	---	---	1,729,795
Multiforms	3,144,747,881	---	---	---	39,404,336
Binding	168,282	---	---	553	1,175,078
Binders	582,339	---	---	---	816,309
Miscellaneous	93,320,545	---	---	---	13,841,692
Microfiche	28,548,140	---	---	---	3,339,398
Blank Paper	1,447,435,728	---	---	---	15,265,456
Supplies and Services	2,627,832	---	---	---	99,403
Automation of the Federal Register	77,600	---	---	---	754,152
Automatic Billing	430,220	---	---	---	736,766
Federal Register (Agency Billings)	13,480,507	---	49,137	---	12,986,489
Details to Congress	---	---	---	---	4,804,427
U.S. Government Manual	95,722	---	890	---	226,709
Weekly Compilation of Presidential Documents	465,097	---	2,891	---	491,576
Public Papers of the President	14,732	---	3,771	12,697	370,908
Daily Congressional Record	4,183,592	38,313	---	---	8,959,079
Congressional Record Index	411,753	---	2,275	---	613,477
TOTAL	17,363,831,154	1,141,481	14,452,147	938,426	\$489,416,840
G.P.O. Departmental Service Office	219,309,884	---	---	---	5,676,675
Field Printing Offices	162,691,459	---	---	---	5,451,783
GRAND TOTAL	17,745,832,497	1,141,481	14,452,147	938,426	\$500,545,298
Breakdown of the Amount Billed:					
Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials					\$165,225,844
Value of Outside Printing (Less Field Service Offices)					308,925,540
Blank Paper					15,265,456
G.P.O. Departmental Service Office			5,676,675		
Field Service Offices			5,451,783		
Total Field and Departmental Service Offices					11,128,458
TOTAL AMOUNT BILLED					\$ 1,545,298

TABLE 8

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALLY PROCURED WORK
FISCAL YEAR 1978

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Congressional Record	1,613,536	4,234	239	10,960	\$ 2,358,445
Federal Register	1,745,035	8,625	849	---	1,814,832
Supplement to the Code of Federal Regulations	1,215,775	8,437	56,965	---	3,476,757
Official Gazette	511,699	---	26,914	---	1,338,449
Specifications of Patents, Trademarks and Designs	944,407	25,460	---	---	372,527
Miscellaneous Publications	289,095,061	1,056,412	1,717,605	826,601	96,685,133
Postal Cards	623,307,200	---	---	---	2,566,949
Catalog Cards	5,744,136	---	---	---	465,870
Letterheads and Envelopes	309,798,767	---	---	---	4,807,296
Forms	390,025,097	---	---	---	2,832,792
Labels, Notices, Cards, and Posters	262,515,487	---	---	---	5,490,577
Blank Books	3,252,886	---	---	---	1,548,461
Binding	24,080	---	---	553	1,152,940
Miscellaneous	17,824,158	---	---	---	10,385,550
Blank Paper	1,447,435,726	---	---	---	15,265,386
Supplies and Services	2,627,832	---	---	---	99,403
Automation of the Federal Register	77,600	---	---	---	638,950
Automatic Billing	---	---	---	---	739,387
Details to Congress	---	---	---	---	4,804,427
U.S. Government Manual	95,722	---	890	---	226,709
Weekly Compilation of Presidential Documents	455,097	---	2,891	---	490,599
Public Papers of the President	14,732	---	3,771	12,697	370,908
Daily Congressional Record	4,183,592	38,313	---	---	8,959,079
Congressional Record Index	411,753	---	2,275	---	613,477
Federal Register (Agency Billings).....	13,480,507	---	49,137	---	12,986,489
TOTAL	3,375,399,885	1,141,481	1,861,536	850,811	\$180,491,392
G.P.O. Departmental Service Office	219,309,884	---	---	---	\$ 5,676,675
Field Printing Offices	162,686,459	---	---	---	5,451,691
GRAND TOTAL	3,755,396,228	1,141,481	1,861,536	850,811	\$191,619,758

TABLE 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALY PROCURED INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1978

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Supplement to the Code of Federal Regulations	43,900	---	---	---	\$ 8,042
Miscellaneous Publications	2,519,539,091	---	12,590,611	87,615	196,629,371
Letterheads and Envelopes	381,913,583	---	---	---	4,566,107
Forms	5,082,405,374	---	---	---	29,984,939
Multiforms	3,144,747,881	---	---	---	39,404,663
Labels, Notices, and Posters	2,754,263,959	---	---	---	30,402,377
Blank Books	305,354	---	---	---	181,334
Miscellaneous	75,496,387	---	---	---	3,456,212
Binding	144,202	---	---	---	22,138
Binders	582,339	---	---	---	816,309
Microfiche	28,548,140	---	---	---	3,339,398
Automatic Billing	430,220	---	---	---	(2,621)
Automation of the Federal Register	---	---	---	---	115,202
Weekly Compilation of Presidential Documents	10,000	---	---	---	977
TOTAL	13,988,430,430	---	12,590,611	87,615	\$308,925,448
Field Service Offices	5,000	---	---	---	92
GRAND TOTAL	13,988,435,430	---	12,590,611	87,615	\$308,925,540

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1978

TABLE 10
(Page 1 of 3)

<u>CONGRESS:</u>	<u>1110*</u>	<u>1120**</u>	
Congressional Record	\$ 1,952,051	\$ ---	
Miscellaneous Publications	7,400,234	323,477	
Miscellaneous Printing and Binding ..	7,017,245	---	
Publications for International			
Exchange	554,252	609,787	
Franked Envelopes	812,676	---	
Document Franks	96,139	---	
House and Senate Calendars	2,487,277	---	
Bills, Resolutions and Amendments ...	10,053,605	150,890	
Committee Reports	5,176,334	113,700	
Documents	2,094,617	131,105	
Hearings	24,926,231	---	
Federal Register	1,795,091	---	
Automation of the Federal Register ..	815,066	---	
Supplement to the Code of Federal			
Regulations	2,588,378	---	
Committee Prints	7,558,547	---	
Details to Congress	4,804,427	---	
Government Manual	93,605	---	
Weekly Compilation of Presidential			
Documents	35,362	403,512	
Public Papers of the President	286,877	---	
Congressional Record Daily	2,311,013	6,648,066	
Congressional Record Index	226,030	387,447	
Subtotals	\$83,085,057	\$8,767,984	
Total Congressional			\$ 91,853,041
Action			722,331
Administrative Conference of the United States			10,293
Advisory Commission on Intergovernmental Relations			56,475
Air Force Systems Command			2,974,863
Appalachian Regional Commission			7,910
Board for International Broadcasting			9,875
Central Intelligence Agency			545,411
Civil Aeronautics Board			453,069
Commission on Civil Rights			343,560
Commodity Futures Trading Commission			89,636
Community Services Administration			357,305
Congressional Budget Office			469,073
Consumer Product Safety Commission			626,469
Cost Accounting Standards Board			28,360
Defense Logistics Agency			3,712,839
Defense Mapping Agency			1,903,084
Department of Agriculture			16,214,523
Department of Commerce			10,607,719
Department of Defense			1,491,724

TABLE 10
(Page 2 of 3)

Department of Energy	\$ 10,656,31
Department of Health, Education, and Welfare	33,915,967
Department of Housing and Urban Development	6,849,098
Department of Justice	5,991,033
Department of Labor	7,161,594
Department of State	5,867,665
Department of Transportation	11,538,231
Department of the Air Force	25,270,923
Department of the Army	59,139,860
Department of the Interior	11,545,534
Department of the Navy	40,188,000
Department of the Treasury	5,564,964
District of Columbia	284,186
Energy Research and Development Administrator	764,436
Environmental Protection Agency	5,033,991
EOP - Council of Economic Advisers	117,030
EOP - Council on Environmental Quality	142,249
EOP - Executive Residence	7,113
EOP - Office of Administration	59,147
EOP - Office of Management and Budget	1,739,362
EOP - Office of the Special Representative for Trade Negotiations	45,381
EOP - The White House Office	252,771
Equal Employment Opportunity Commission	177,814
Export-Import Bank of the United States	46,694
Farm Credit Administration	9,27
Federal Communications Commission	1,111,584
Federal Deposit Insurance Corporation	53,763
Federal Election Commission	78,078
Federal Energy Administration	595,335
Federal Home Loan Bank Board	190,955
Federal Judicial Center	81,404
Federal Maritime Commission	96,918
Federal Mediation and Conciliation Service	32,078
Federal Power Commission	625,341
Federal Reserve System	95,411
Federal Trade Commission	447,485
Foreign Claims Settlement Commission	4,598
General Accounting Office	1,126,642
General Services Administration	17,282,750
Indian Claims Commission	5,331
Internal Revenue Service	27,957,637
International Communications Agency	414,287
Interstate Commerce Commission	1,732,928
Library of Congress	3,262,350
Library of Congress (GPO Library Branch)	1,119,864
National Aeronautics and Space Administration	5,163,718
National Capital Housing Authority	10,303
National Capital Planning Commission	36,993
National Center for Productivity and Quality of Working Life	43,600

TABLE 10
(Page 3 of 3)

National Commission on Libraries and Information Science	\$ 25,166
National Credit Union Administration	265,767
National Endowment for the Arts	108,428
National Endowment for the Humanities	194,137
National Gallery of Art	153,061
National Labor Relations Board	632,568
National Mediation Board	60,619
National Science Foundation	476,345
National Security Agency/Central Security Services	2,863,477
Nuclear Regulatory Commission	1,092,158
Occupational Safety and Health Review Commission	5,544
Office of Technology Assessment	262,013
Panama Canal Company	17,029
Patent and Trademark Office	3,274,161
Pennsylvania Avenue Development Corporation	7,951
Pension Benefit Guaranty Corporation	125,919
Postal Rate Commission	25,790
Privacy Protection Commission	10,851
Private Orders	24,142
Railroad Retirement Board	18,568
Renegotiation Board	22,642
Sales of Publications Operation	16,588,246
Securities and Exchange Commission	687,065
Selective Service System	106,244
Small Business Administration	1,524,625
Smithsonian Institution	490,479
Stationery Room (House and Senate)	135,407
Superintendent of Documents (Depository Libraries)	8,757,671
Superintendent of Documents (Other than D. L.).....	5,175,207
Supreme Court of the United States	769,884
Tennessee Valley Authority	26,402
United States Civil Service Commission	3,693,215
United States Court of Claims	131,466
United States Courts	513,960
United States District Courts	5,407
United States International Trade Commission	176,024
United States Postal Service	19,074,036
United States Railway Association	4,856
United States Tax Court	108,895
Veterans Administration	6,418,753
Water Resources Council	48,348
Other Agencies***.....	27,173
GRAND TOTAL	<u>\$500,545,298</u>

*Congressional Printing and Binding

**Printing and Binding

***Billings less than \$3,050

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS - FISCAL YEAR 1978

Action	8,141,468
Advisory Commission on Intergovernmental Relations	205,000
Air Force Systems Command	4,175,775
Central Intelligence Agency	426,453
Civil Aeronautics Board	684,017
Commission on Civil Rights	653,469
Commodity Futures Trading Commission	13,275
Community Services Administration	909,648
Congressional Budget Office	360,315
Congressional Printing and Binding	64,009,793
Consumer Product Safety Commission	4,710,989
Defense Logistics Agency	11,388,529
Defense Mapping Agency	1,487,327
Department of Agriculture	101,377,538
Department of Commerce	48,682,314
Department of Defense	2,162,373
Department of Energy	52,492,566
Department of Health, Education, and Welfare	483,236,202
Department of Housing and Urban Development	63,224,932
Department of Justice	15,192,921
Department of Labor	25,748,331
Department of State	7,876,991
Department of Transportation	40,735,064
Department of the Air Force	163,920,518
Department of the Army	277,207,099
Department of the Interior	50,131,062
Department of the Navy	215,527,231
Department of the Treasury	35,301,354
District of Columbia	15,879
Energy Research and Development Administrator	1,203,504
Environmental Protection Agency	15,125,479
EOP - Council of Economic Advisers	17,260
EOP - Council on Environmental Quality	69,710
EOP - Domestic Council	10,000
EOP - Office of Administration	17,019
EOP - Office of Management and Budget	697,589
EOP - Office of Telecommunications Policy	18,712
EOP - The White House Office	155,306
Equal Employment Opportunity Commission	462,997
Export-Import Bank of the United States	19,240
Farm Credit Administration	6,454
Federal Communications Commission	1,320,859
Federal Deposit Insurance Corporation	102,967
Federal Election Commission	297,557
Federal Energy Administration	701,363
Federal Executive Board	5,000
Federal Home Loan Bank Board	141,071
Federal Judicial Center	128,000

TABLE 11
(Page 2 of 2)

Federal Mediation and Conciliation Service	83,038
Federal Power Commission	21,573
Federal Register	13,224,968
Federal Trade Commission	1,127,383
General Accounting Office	1,481,722
General Service Administration	105,275,819
Internal Revenue Service	418,442,526
International Communication Agency	235,042
Interstate Commerce Commission	395,704
Library of Congress	11,444,623
National Aeronautics and Space Administration	9,490,046
National Capital Housing Authority	36,012
National Center for Prod. and Quality of Working Life ..	48,690
National Commission on Libraries and Information Science	57,800
National Credit Union Administration	10,789,831
National Endowment for the Arts	256,556
National Endowment for the Humanities	614,923
National Gallery of Art	2,218,353
National Labor Relations Board	536,352
National Mediation Board	22,401
National Science Foundation	316,646
National Security Agency/Central Security Service	8,204
Nuclear Regulatory Commission	974,406
Office of Technology Assessment	134,214
Panama Canal Company	27,900
Patent and Trademark Office	135,122
Pension Benefit Guaranty Corporation	588,137
Postal Rate Commission	17,658
Printing and Binding	3,935,455
Privacy Protection Study Commission	11,000
Railroad Retirement Board	9,577
Renegotiation Board	10,301
Sales of Publications Operations	37,469,893
Securities and Exchange Commission	1,033,341
Selective Service System	258,686
Small Business Administration	12,528,628
Smithsonian Institution	3,057,724
Superintendent of Documents (Depository Library)	12,656,346
Superintendent of Documents (Other than D. L.)	9,819,480
Supreme Court of the United States	701,854
Tennessee Valley Authority	82,420
United States Civil Service Commission	62,971,050
United States Courts	965,081
United States Court of Claims	101,940
United States International Trade Commission	112,026
United States Postal Service	297,147,997
United States Tax Court	19,223
Veterans Administration	68,736,602
Water Resources Council	32,670
*Other Agencies	33,221
TOTAL	<u>2,790,198,684</u>

*Less than 5,000 Publications.

SCHEDULE OF
ACCOUNTS RECEIVABLE GOVERNMENT AGENCIES
AS OF
SEPTEMBER 30, 1978
(PRINTING AND BINDING OPERATIONS)

Action	\$ 2,366
Air Force Systems Command	346,267
Boards of Governors of the Federal Reserve System	7,648
Central Intelligence Agency	95,790
Commission on Civil Rights	4,525
Commission on Security in Europe	1,895
Community Services Administration	11,722
Congressional Budget Office	75,752
Defense Logistics Agency	399,235
Defense Mapping Agency	621,329
Department of Agriculture	210,738
Department of Commerce	258,722
Department of Defense	509,457
Department of Energy	1,021,094
Department of Health, Education, and Welfare	889,728
Department of Housing and Urban Development	70,761
Department of Justice	170,891
Department of Labor	116,515
Department of State	146,600
Department of Transportation	102,043
Department of the Air Force	2,159,396
Department of the Army	11,593,128
Department of the Interior	443,154
Department of the Navy	11,984,631
Department of the Treasury	106,491
District of Columbia	3,338
Environmental Protection Agency	75,630
EOP - Council on Environmental Quality	9,120
EOP - Executive Residence	1,594
Equal Employment Opportunity Commission	14,609
Federal Communications Commission	14,642
Federal Deposit Insurance Corporation	6,988
Federal Energy Administration	81,268
Federal Home Loan Bank Board	1,666
Federal Judicial Center	27,301
General Accounting Office	52,413
General Services Administration	638,551
Internal Revenue Service	421,275
International Communications Agency	1,232
Interstate Commerce Commission	1,355
Library of Congress	81,129

TABLE 12
(Page 2 of 2)

National Aeronautics and Space Administration	\$ 96,490
National Commission on Water Quality	3,489
National Labor Relations Board	34,758
National Security Agency/Central Security Service	102,518
Nuclear Regulatory Commission	7,317
Patent and Trademark Office	33,656
Privacy Protection Commission	5,953
Securities and Exchange Commission	3,920
Stationery Room (House and Senate)	21,368
Tennessee Valley Authority	9,048
United States Civil Service Commission	197,522
United States Courts	106,793
United States Postal Service	254,831
United States Supreme Court	32,543
Veterans Administration	32,843
* Other Agencies	<u>6,518</u>
TOTAL	<u>\$33,731,556</u>

* Agencies owing less than \$1,000.

TABLE 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1969 TO 1978

FISCAL YEAR

1969	\$ 210,067,931
1970	230,371,146
1971	223,009,079
1972	243,759,730
1973	<u>296,248,509</u>
Total, 1969 to 1973, inclusive	<u>\$1,203,456,395</u>
1974	354,036,221
1975	456,140,286
1976*	503,873,657
1977	437,129,777
1978	<u>500,545,298</u>
Total, 1974 to 1978, inclusive*	<u>\$2,251,725,239</u>
Grand Total, 1969 to 1978, inclusive*	<u>\$3,455,181,634</u>

Percentage of Increase

Five-Year Period 1974 - 1978 over 1969 - 1973

87%

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

PRINTING AND BINDING OPERATIONS
 SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
 SEPTEMBER 30, 1978

	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	\$39,022,047	\$21,832,471	\$17,189,576
CLASS II			
Building Appurtenances	23,211,355	8,655,165	14,556,190
CLASS III			
Office Mach. & Equipment	441,415	209,918	231,497
CLASS IV			
Furniture & Fixtures	193,277	100,767	92,510
CLASS V			
Motor Vehicles	<u>461,381</u>	<u>205,346</u>	<u>256,035</u>
TOTAL	<u>\$63,329,475</u>	<u>\$31,003,667</u>	<u>\$32,325,808</u>

	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>

U.S. GOVERNMENT PRINTING OFFICE

EMPLOYEES ON THE ROLL*
AS OF SEPTEMBER 30, 1978

<u>Executive Offices</u>	
Public Printer	8
General Counsel	12
Audits	13
Special Projects Officer	1
Special Assistant	3
Total Executive Offices	<u>37</u>
<u>Planning Staff</u>	<u>6</u>
<u>Operations</u>	
Customer Service	135
Printing Procurement	703
Quality Control and Technical	50
Production:	
Manager, Details, Delivery and	
Library of Congress	213
Binding	1,007
Composition	1,192
Electronic Photocomposition	271
Graphic Systems Development	16
Letterpress	324
Offset	620
Total Operations	<u>4,531</u>
<u>Management and Administration</u>	
Data Systems	171
Engineering	496
Financial Management	314
General Services	27
Materials Management	256
Personnel	132
Security	122
Total Management and Administration	<u>1,518</u>
<u>Documents Area</u>	
Superintendent of Documents	6
Documents Sales	1,038
Library and Statutory Distribution	183
Documents Support	192
W.A.E. Program	63
Total Documents	<u>1,482</u>
Total GPO Employees	<u><u>7,574</u></u>

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

DEPUTY PUBLIC PRINTER (OPERATIONS)
STATISTICS FOR
FISCAL YEAR 1978

CUSTOMER SERVICE DEPARTMENT

Planning Service Division

Orders received	97,751
Jackets issued	44,841
Informal estimates made	188
Spoilage reports processed	898
Waivers issued	165

Plant Planning Division

Schedules established	26,910
Production plans developed	11,030
Estimates made	13,174
Sales prices developed	8,330
Jackets prepared	28,347
Jackets scheduled	13,976
Jackets, etc., photocopied	211,400
Purchase requests prepared	3,055
Transfers processed	1,707
Requisitions received	5,202

Typography and Design Division

Jackets processed	5,280
Orders for photoengravings	1,732
Halftones and linecuts ordered	10,505
Furnished art pieces	6,259
Layout sketches	1,824
Illustrations retouched (pieces)	77
Dummy pages pasted	2,852
Photographic requests	1,199
Finished pieces (photo)	14,907

PRINTING PROCUREMENT DEPARTMENT

Cost of printing and binding procured commercially:	
Central Office	\$161,284,983
Regional Offices	<u>141,694,048</u>
Total cost	<u>\$302,979,031</u>
Number of jobs processed:	
Central Office	57,213
Regional Offices	168,360

PRODUCTION DEPARTMENT

Electronic Photocomposition Division

Photocomposition Input (folios):	
Video Display Terminals.....	1,133,119
Photocomposition Output (frames):	
Linotron	319,864
Videocomp	1,777,398

Composing Division

Ems set (thousands)	1,378,562
Congressional Record issues	202
Congressional Record pages	43,477

Letterpress Division

Congressional Record issues	202
Federal Register issues	262
Press makereadies	75,229
Press impressions	295,859,171
Postal cards printed	751,930,000*
Platemaking - major production items (sq. in.):	
Electrotype flat plates	1,461
Electrotype curved plates	44
Stereo flat plates	2,049
Stereo curved plates	46,962
Magnesium - flat and curved	16,605
Photopolymer wraparound plates	233
Photopolymer curved plates	64,125
Photopolymer flat plates	7,499
Rubber plates	26,000
Negatives	106,390

*Does not include 47,000,000 cards produced by Offset Division
and included in Offset's press impressions.

TABLE 16
(Page 3 of 3)

Offset Division

Jackets processed	14,232
Congressional work (pages):	
Bills	97,199
Hearings, Comm. Prints, and Misc.	854,694
Senate Calendars	2,108
House Calendars	35,063
Supreme Court Decisions	2,204
Proofs processed	1,602,002
Congressional Record	2,556
Federal Register	5,720
Presidential Docs.	2,888
Official Gazette and Trade Marks (Pages)	30,332
Negatives and positives	1,636,808
Square inches of film	96,292,044
Proofs	1,886,657
Proofs (color key)	7,999
Number of plates	84,079
Square inches of plates	146,690,472
Press machine hours	134,699
Press makereadies	77,245
Press impressions	273,069,533

Binding Division
(in thousands)

Sheets folded	217,624
Books gathered	24,439
Books inserted	57,497
Passports made	4,009
Sheets gathered	12,478
Sheets drilled	466,077
Sheets punched	12,022
Sheets cut	182,004
Adhesive bound books	5,603
Signatures sewed (machine)	40,753
Books cased-in	1,022
Cases made	1,055

QUALITY CONTROL AND TECHNICAL DEPARTMENT

Samples tested	11,428
Manufactured printing inks (lbs.)	115,446
Purchased printing inks (lbs.)	191,252
Press rollers purchased	407
Bindery glues manufactured (lbs.)	118,441
Adhesive manufactured (lbs.)	124,440
Type metal for remelting (lbs.)	8,377,575

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION
STATISTICS FOR
FISCAL YEAR 1978

DATA SYSTEMS SERVICE

Computer systems surveys:	
Completed	69
In process	30
New computer programs:	
Completed	332
In process	116
Revised computer programs:	
Completed	394
In process	142
Computer Jobs Processed	94,352
Number of Procurement Actions	160

ENGINEERING SERVICE

Maintenance service calls	32,351
Maintenance job orders	189
Specifications for new machinery & equipment	101
Machines installed	19
Machines relocated	18
Electrical power (kw-hr.)	53,132,000
Gas (cu. ft.)	13,550,500
Water (gals.)	40,222,537
Steam (est. lbs.)	203,396,500

FINANCIAL MANAGEMENT SERVICE

Appropriations received	\$106,672,000
Collections	\$521,369,000
Disbursements	\$742,951,000
Gross Payroll	\$157,496,000
Savings Bonds issued	80,232
Personnel actions processed	15,154
Employee data base changes	25,914
Vouchers processed	282,467
Units processed for billing	513,662
Type measured (thousand ems)	1,502,646

GENERAL SERVICES

Internal printing requisitions processed	1,055
GPO Directives processed	153
Parking permits issued	2,238
C&P telephone charges	\$202,585
FTS cost	\$351,132

MATERIALS MANAGEMENT SERVICE

Purchase orders	11,068
Value of purchase orders	\$64,010,637
Paper purchased (lbs.)	107,464,206
Paper purchased (sheets)	24,462,142
Envelopes purchased	142,069,700
Containers purchased	2,956,011

PERSONNEL SERVICE

Employees trained	1,539
Treatments in Health Division	43,184
Employees counseled - (EEO)	602
GPO Notices issued	75
GPO Instructions issued	5
Personnel actions	16,598
Classification actions	4,633
Labor agreements negotiated	2
Special Achievement Awards	97
Outstanding Performance Awards	8
Corrective actions	248

SECURITY SERVICE

Full field investigations requested	36
National agency checks requested	546
Investigations and Inquiries	165
EEO Investigations	33

TABLE 18

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)
 STATISTICS FOR
 FISCAL YEAR 1978

Appropriation	\$ 22,045,136
Sales mail orders	2,739,428
Letters of inquiry	748,054
Publications distributed free for other Government agencies	75,964,216
Publications distributed to Depository libraries	14,473,656
Publications distributed	148,285,938
Customers served by GPO bookstores	531,200
Amount of bookstore sales	\$ 6,098,461
Mailing lists maintained	906
Addresses on mailing lists	2,593,173
Total copies of available sales publications	45,864,061
Documents cataloged	48,978
Depository libraries	1,231
Orders for free Consumer Information publications	3,209,863