

Annual Report
of
The Public Printer

Fiscal Year 1958

**Financial Management Service
General Accounting Branch
Work In Process Section**

LETTER OF TRANSMITTAL

U. S. Government Printing Office
Washington 25, D. C.
January 3, 1959

To the Congress of the United States:

This report, submitted pursuant to the provisions of the Act of January 12, 1895 (sec. 19, ch. 23, 28 Stat. 603) covers the work of the Government Printing Office for the fiscal year ended June 30, 1958.

Under the 1940 Legislative Branch Appropriation Act, the requirement for the printing of an annual report was suspended, and subsequent appropriation acts have extended this authorization.

Total charges of the Government Printing Office for the fiscal year 1958 amounted to \$87,166,185.77. Of this amount, approximately \$9,500,000 represented billings to the Congress. The number of congressional and departmental orders received fell off from 95,279 to 92,671. Charges for private orders to Members of Congress amounted to \$132,158.26.

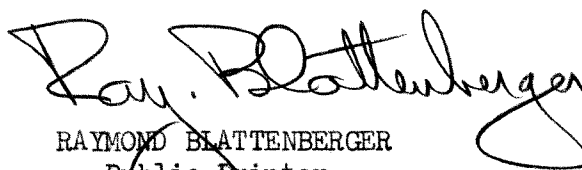
Field Service and Departmental Service Office operations declined in dollar volume from \$4,235,087.70 to \$4,117,471.58.

Total number of employees on the rolls (including the Field Service Division) dropped from 6,310 to 6,255.

The improved coordination of reorganized Offset Division operations in the relatively new Offset Division continues to provide economies and greater efficiency.

In the latter part of the last fiscal year, wage increases were granted to all craft employees under the Kiess Act for the sixth consecutive year. The increases in the several crafts trades were in line with the weighted average of commercial scales established in the 25 principal cities. There was no increase in our charges to our various customer agencies despite the wage increases, including the general pay raise for graded employees, and our labor charges continue at the rates set in 1954.

Officials in all branches of the Government have written letters during the year commending the service of the Office. I am pleased to report that the plant is operating efficiently and economically and providing to all agencies the services they represent as necessary.


RAYMOND BLATTENBERGER
Public Printer

PERSONNEL DIVISION

During the 1958 fiscal year the Division of Personnel continued to make improvements in its program performance. The united efforts of employees and supervisors resulted in more economical and effective management.

The Division budget for personal services for fiscal year 1958 was \$895,020. The increase over the \$880,720 allotted for fiscal year 1957 was granted to provide 6 additional guards to strengthen our security program. Through efforts to reduce expenses, we were able to operate at approximately \$860,000, which was about \$35,000 less than the amount allocated.

All hourly-salaried employees were granted a wage increase during the year, including those in the Field Service Division.

During November and December 1957, a regular inspection of our personnel actions and procedures was made by the Civil Service Commission. The report of this inspection shows general compliance with Civil Service rules and regulations. The only recommendation made in this report, which has been put into effect, was that the Office discontinue accepting applications for temporary employment from persons without Civil Service status unless the Commission has issued authority for temporary (pending establishment of a register) appointments and there is a reasonable likelihood of appointment. Several suggestions made concerning various aspects of the personnel program have been adopted, while others are still being considered.

To comply with Civil Service Departmental Circular No. 927 of January 6, 1958, the Public Printer approved the issuance of Personnel Bulletin No. 65, Supplement No. 2, dated April 1, 1958, to establish employee promotion policy guidelines. Promotion plans will be developed for all groups of employees not already covered.

On April 21, 1958, Personnel Bulletin No. 113 was issued to all Composing Division journeymen, outlining the methods of qualifying for the position of Printer-Proofreader, as a further effort to obtain sufficient eligibles to meet Office requirements.

Distribution of service pins began on April 16, 1958 to employees having 15, 30 and 40 years of service. Presentations were made in each section, day and night, by the Public Printer. Approximately 55% of our employees have at least 15 years of Federal and military service, about 8% have at least 30 years of service and almost 1% have 40 years of service or more.

On May 12, 1958, a group of 75 apprentices entered on duty for training in various trades.

Instructions were issued during the year covering Performance Rating Plans established under Public Law 873, 81st Congress. These instructions were revised to place greater emphasis on the importance of the ratings and to insure that all employees are informed of their ratings and that they clearly understand what duties they are to perform.

Training representatives were appointed during the year and a printed check list was issued to them for their guidance in the orientation of new employees. It is planned to have group meetings of representatives to improve this program.

During the year, promotion examinations were given for Power Plant Operative Trainee and for supervisory positions in the Electrical and Guard Sections.

The Government Printing Office Board of U. S. Civil Service Examiners during the year received and rated 3,860 applications. A total of 723 placements was made from registers maintained by the Board. The apprentice examination, which closed August 2, 1957, accounted for 1,376 of the applications rated by the Board.

As a result of continuing during the year established policy of restricting appointments except in extreme emergency, the number of full-time employees on the rolls was reduced from 6,310 on July 1, 1957 to 6,255 on June 30, 1958, a decrease of 55.

Under the direction of the Medical Officer, 3,600 employees received Asian Flu inoculations without cost to them. The number of treatments in the Medical Section to employees increased from 37,470 for the previous year to 42,494 during the year ended June 30, 1958.

It is anticipated that Field Service Regulation No. 1, now in the process of revision, will be completed in the early part of fiscal year 1959.

Authorization is expected to be incorporated in the Legislative Appropriation Act of 1958 so that all positions in the Office, including those in the Division of Public Documents, may be paid under the Kiess Act.

DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts consists of the immediate Office of the Comptroller, Appropriation Accounting and Auditing Section, Billing and Collecting Section, Composition Measuring Section, Computing Section, Cost Accounts Section, General Files Section, Machine Accounting Section, Pay Roll and Time Records Section, and Traffic Section.

This Division performs the functions involving all fiscal and legal matters, including the handling of finances; accounting; book-keeping; cost recording; current cost analysis; measuring ems of type in composition; audit of vouchers for supplies and materials and for printing done by contract; computing charges for all printing and binding jobs, blank paper and supplies furnished; record keeping and billing in connection with jobs produced during the fiscal year; receiving remittances from Government agencies for printing, binding, blank paper, and supplies furnished by the Office; and collecting all monies due the Office from claims, damages, and sales of Government property. It is responsible for all budget work; studies in connection with rates for printing and binding operations, and their readjustment; compilation

of cost of each printing job as the work progresses through the plant; preparation and audit of pay rolls; administration of the annual and sick leave laws and regulations; reports with reference to retirement deductions; preparation of financial and cost statements, statistical tables, and reports for use of the Office in general and management officials of the operating divisions in particular; performances of all functions necessary in connection with the administrative processing and determination of claims for and against the Government Printing Office; and the rendering of decisions and furnishing of advice with respect to the applicability of the laws.

All fiscal and legal matters, which include the handling of finances, cost estimates, appropriations, pay rolls, legal work, budgets, computing cost analysis, billing, accounting, bookkeeping, auditing, rate-making, and statistics are under the supervision of the Comptroller.

The operations of this Division are reflected in the statistical tables to be found in the Appendix.

PURCHASING DIVISION

The dollar value of Purchasing Division procurement activity decreased about 5% from the previous year, from \$53,018,884.57 to \$50,376,945.53. The breakdown is as follows: Commercial printing \$27,234,712.31; paper, envelopes and cartons, \$20,648,651.23; material and supplies, \$2,058,108.24; and machinery and equipment \$435,473.76.

It is noteworthy that the value of commercial printing increased by about \$4,500,000 while the cost of paper declined \$5,000,000. A substantial decline in the cost of paper was instrumental in this drop, as the tonnage was almost the same.

Tonnage of paper purchased was almost identical with the previous year, the figures being 164,197,948 pounds in 1958 and 164,763,142 pounds in 1957.

Coverage on our quarterly contracts was 100% throughout the year. There was a steady decline in the cost each quarter, with the cumulative decline of 11% for the year. This followed a decrease of 15% last year.

The average cost of all grades of paper was approximately 13.3 cents per pound.

The average paper inventory was 26,928,284 pounds, a decline of nearly 6,000,000 pounds from the previous year. This figure does not include an average of about 4,000,000 pounds on hand awaiting release from Tests.

During the fiscal year ending June 30, 1958, the workload of the Stores Section showed a continuing increase in volume. Paper and envelope receipts decreased approximately 5%; however, the inventory

decrease during this period reflects a greater volume handled. Shipments of printed matter and blank paper to out-of-town destinations reached a new high of 69,098,412 pounds for a daily average of 140 tons. Waste-paper shipments increased 5% and shipments of waste metal increased 25%.

The incoming telephone traffic, including local, Government, long-distance, information, and also miscellaneous calls within the Government Printing Office average 600 calls during the peak hours of the day. There were 187,436 outgoing message-unit calls at a cost of \$7,040.72. Long-distance calls completed amounted to 4,214 at a cost of \$5,465.80. The majority of these are charged to jacket numbers.

During the fiscal year ending June 30, 1958, 7,456 teletype and 3,721 telegraph messages were received and transmitted over these teleprinters. The total charge for rental and service on these machines was \$7,341.95.

There was a net decrease of four employees in the Purchasing Division compared to 1957. Breakdown by sections is as follows:

	<u>1958</u>	<u>1957</u>
Office of Director - Contract Section	34	35
Printing Procurement	42	43
Stores	189	191
Telephone & Communications	<u>5</u>	<u>5</u>
Total	270	274

MAINTENANCE DIVISION

Personnel in the Division on June 30, 1958 was 284 as compared to 293 on June 30, 1957--a reduction of 9. This reduction included 2 carpenters and 4 electricians.

The engineering staff worked closely with the Henry Adams Engineering Company in the preparation of specifications and drawings for the air-conditioning and electrical-modernization job. The specifications were let out at the end of the fiscal year. The time of completion of the project, as stated in the specifications, is as follows:

1. March 1, 1959 for the electrical work.
2. 450 calendar days from the date the contractor is notified to proceed for the air-conditioning.

During the year 4 elevators were converted to automatic operation, specifications were written and orders placed for conversion of 6 additional freight elevators. There are at present 23 automatic elevators--9 passenger and 14 freight--operating in the Office. They are giving good service but require constant servicing along with a well-planned program of preventive maintenance.

The Public Buildings Service, General Services Administration, was requested to make a complete inspection of our elevators in October 1957.

This inspection revealed many unsatisfactory conditions that did not comply with elevator codes of the Federal Government. Repairs were started immediately and, in May 1958, at the next inspection, all the elevators, with the exception of the large freight in the garage, received the certificate of approval.

The installation of two water-chilling, 60-ton refrigeration machines, started in the previous year, has been completed. They replaced two 50-ton units which had deteriorated beyond the point of economical maintenance. The Office is now assured of an adequate supply of chilled water for drinking purposes and the additional requirement for process water. The available capacity of this system will provide stand-by cooling for air-conditioning the proposed electronic data-processing-machine room in the Division of Finance and Accounts over weekends, or whenever cooling from the new main plant is not available. A considerable saving, amounting to perhaps \$5,000, will result from this use of off-peak capacity.

Negotiations with the Navy Department resulted in the acquisition of a 100-kw Diesel electric generator, with declared value of \$5,000, to provide emergency power for our Civil Defense shelter areas. It was transferred without exchange of funds. It is now being installed, together with electrical connections to provide emergency lighting, ventilation, and basement-drainage facilities, as well as a considerable portion of our existing emergency hall and stairway lighting.

A hydraulic extrusion adhesive system has been approved for attachment to the Kidder press, GPO No. 9206, and this system will apply adhesive in continuous strips to a paper web and eliminate the gluepots and wheels that have been a source of annoyance because of the daily cleaning problem. This system is of the closed, hydraulic type, utilizing a ten-speed transmission, positive displacement pump and meter blocks. The adhesive flows from a tank into the pump, then under a low hydraulic pressure, through meter blocks and tubing into nozzles, where it is extruded onto the paper web. This closed system will permit the adhesive to remain fluid indefinitely and require only periodic cleaning. It is hoped that all of the gluepots now mounted on the presses will eventually be replaced with extrusion systems.

Safety: The Office has for many years participated in the activities of the National Safety Council, the Federal Safety Council, and the Federal Fire Council. The Safety Officer serves as a member of the Programs Committee of the Federal Safety Council and completed a term as General Chairman of the Printing and Publishing Section of the National Safety Council during the last fiscal year.

The Bureau of Employees Compensation reports a frequency of 5.3 and a severity rate of 196 for 1956, the latest available figure. Our rates for 1957 were substantially unchanged from the preceding year. The frequency rate is 66% of that for all Federal establishments; the severity rate is 70% of the Government-wide rate.

Statistics of Workload

Maintenance Job Orders Completed.....	493
Monthly Job Orders Completed.....	1,116
Maintenance Service Calls Completed	
Day Shift.....	25,997
Night Shift.....	<u>13,471</u>
	39,428
New Machines Installed.....	14
Overhauls of Machinery.....	10
Machines Moved.....	13
Drawings and Sketches Prepared.....	238
Suggestions Processed by Maintenance Division.....	99
Suggestions Submitted by Maintenance Employees.....	36 ¹ / ₂
Net Savings of Suggestions by Maintenance Employees.....	\$320.

Cumulative Analysis of All Maintenance Work During Fiscal Year:

	Labor	Material	Total
Repairs	\$753,092.68	\$151,267.74	\$904,360.42
Overhauling	18,824.94	17,336.87	36,161.81
Inspection	197,753.60	4,695.50	202,449.10
Moving	50,881.41	6,033.21	56,914.62
Operating	491,016.14	4,211.20	495,227.34
Cleaning	76,395.35	858.13	77,253.48
Minor New Work	55,433.49	13,690.10	69,123.59
Installation	16,458.91	3,370.15	19,829.06
New Work	220,697.15	59,024.07	279,721.22
Lubrication	21,417.66	591.39	22,009.05
Services to other sections	45,663.16	6,976.34	52,639.50
	<u>\$1,947,634.49</u>	<u>\$268,054.70</u>	<u>\$2,215,689.19</u>

DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested 11,764 samples during the year as follows:

Paper and Envelopes.....	8,533
Metals.....	1,034
Inks.....	294
Ink-making Materials.....	266
Bookbinding Textiles.....	590
Bookbinding Leathers.....	26
Adhesives and Adhesive-making Materials.....	92
Oils and Greases.....	123
Chemicals.....	181
Miscellaneous.....	625

There were 354 rejections for noncompliance with specifications. these, 300 were of paper, 24 of envelopes and 30 of miscellaneous materials. Paper rejections amounted to 8,319,552 pounds--5.29% of our total procurement. The rejections were for reasons tabulated below:

<u>Deficient in</u>	<u>Number of Deliveries</u>	<u>Pounds</u>
Brightness	15	526,318
Bursting strength	13	277,136
Expansivity	2	285,370
Excessive curl	1	15,857
Folding endurance	29	484,635
Ink absorption	1	5,120
Moisture content	1	10,796

Most of this paper was subsequently accepted at a discount, resulting in a reduction of paper cost of approximately \$29,000.00.

Of 105,802,407 envelopes, 1,902,614 were rejected, principally for deficiency in bursting strength, adhesive quality or opacity.

The Division manufactured 245,409 pounds of printing ink, including mimeograph, multilith, stamp-pad and numbering-machine ink, standardized 12,596,746 pounds of type metal and produced 129,815 pounds of molded glue, 119,000 pounds of adhesives and 2,223 press rollers requiring 24,724 pounds of composition.

Innumerable specifications for supplies and materials were prepared or revised to keep them up to date and tests and experiments on the use of supplies were carried on continuously.

PLANNING DIVISIONS

The Divisions of Planning Service, Plant Planning, and Typography and Design, under the direction of the Planning Manager, processed 92,671 jackets--within 1,608 of the five-year high reached in 1955. The planning of this work was done with the smallest number of employees on the Planning Division rolls since 1952.

The exceptional volume and urgency of congressional printing orders and the end-of-the-year demands on the plant have resulted in an undiminished flow of work to commercial contractors.

There have been large savings on individual jobs and programs through careful planning in these divisions and many instances of service which reflect credit to the Office. Conversion to offset has enabled the Office to produce a great number of jobs more promptly, more efficiently and more economically.

During the year, the Planning Manager and division officials have been engaged in numerous studies and committee assignments designed to improve and simplify our operations, and a number of them have achieved these

objectives. Planning and Production officials once more participated in a workshop-and-lecture project for Federal editors which was considered to be mutually enlightening and helpful. Other studies and projects are still being carried on with every assurance of eventual benefit.

The need for a method of integrating commercial composition into the plant operation has resulted in two contracts for this purpose, and the current one, correcting certain inadequacies in the first attempt, helped to break the composition backlog at peak periods and resulted in more stabilized conditions in all sections of the Office.

Great pressure has been applied by customers to speed up many categories of work, such as huge programs of census reports, items pertaining to aviation, navigation, business, labor, agriculture, interior affairs, health, education, welfare, foreign affairs, reports of special commissions, items related to special events, legislative reference work of the Library of Congress, court items such as briefs, transcripts, decisions, work for military agencies (including military recruiting work), civil defense items, etc. The list could include almost every category of work. Even the scientific reports of such agencies as Smithsonian Institution and Departments of Agriculture and Interior and water-supply papers from Interior, formerly produced on long schedules and, more or less as "filler work", are now demanded on relatively short schedules.

Congressional work has increased in volume over the past several years and its demands for fast and special service has increased also.

The nature of work procured from commercial firms continues to change from the relatively simple forms to more complex ones; from simple pamphlets and books to more elaborate and individualized ones. Work requiring color process and special processes has increased in accordance with the trend of past years. The simple items, such as tabulating-machine cards, cut forms, etc. continue to diminish in number and now form a very small segment of the work procured.

The numbers of orders for the previous seven years and 1958 were as follows:

<u>Fiscal Year</u>	<u>Number of Orders</u>
1951	107,538
1952	106,017
1953	94,552
1954	83,639
1955	94,018
1956	92,904
1957	95,279
1958	92,671

During the past several years, there has been a steady decline in the number of waivers issued; in fiscal 1958 there were 1,215 compared to ,544 in 1957.

DOCUMENTS DIVISION

The Division of Public Documents, in fiscal year 1958, distributed a total of 131,500,231 publications and ordered from the Government Printing Office printing in the amount of \$3,731,828. Publications sold grossed \$6,515,428.65, an increase of about 3% over last year. Of this total, the portion turned in to the United States Treasury as earnings from the sale of publications was \$3,142,099.32.

The annual physical inventory of sales publications showed 27,056 publications in stock as of June 30, 1958. There were sold during the year 46,857,588 publications, of which 1,767,082 were sold by the Main Bookstore and its two branches. Customers visiting the Bookstores totaled 95,666 and Bookstore receipts were \$315,124.76. Periodicals and service-type publications sold on a subscription basis showed a distribution of 423,000 copies.

The addition of 7,882 new Deposit Accounts during the year brings the present total to 31,882. Depositors placed 213,061 orders for publications amounting to \$1,196,541, a substantial increase over last year.

Twelve new consigned agents in other United States Government agencies were added during the year, making a total of 211. These agents sold publications amounting to \$795,345, an increase of 9% over last year.

Sales to other Government agencies were only slightly above last year, amounting to \$364,016, an increase of 1%, but there was an increase of 56% in the number of pro forma invoices and claim vouchers prepared for State and municipal Governments.

Among established best-selling publications which continued popular during fiscal year 1958 were the Agriculture Yearbooks, Congressional Directory, U. S. Government Organization Manual, Statistical Abstract of the United States, the set of 14 posters entitled, "United States Army in Action", Description of United States Postage Stamps, and the Children's Bureau publications such as Infant Care, Prenatal Care, and Your Child from One to Six. Sale of Your Federal Income Tax reached 509,185 copies and sale of the Tax Guide for Small Business rose to 143,805 copies.

Among new publications which proved popular during the year, a Committee Print prepared by the Committee on Un-American Activities of the House of Representatives, entitled, "International Communism (The Communist Mind)" has had a sale of 25,000 copies since it appeared in March 1958. It has been especially in demand in bulk quantities by industrial plants for distribution to their personnel. A timely Veterans Administration pamphlet entitled, "Federal Benefits Available to Veterans and Their Dependents" became available in January 1958 and 71,142 copies of it have already been sold. Satellites and the United States Satellite Program became important news topics during the year and public interest in the subject was reflected in the popularity of several publications relating to the subject, among them, Introduction to Outer Space, Guided Missiles Fundamentals, and the Department of the Army pamphlet, Army Missiles and Rockets.

Publications classified, catalogued, and added to the permanent collection of the Library totaled 25,185, a drop of 1,629 from fiscal 1957. In addition to the permanent material, 20,706 pieces of ephemeral material were screened, filed by agency and series, and information entries prepared for the Appendix to the Monthly Catalog for a total workload of 45,891.

Advance classification, loans and reference, translations, and the filing and shipment for the Microprint project continued through the year without incident. Advance classification notices were furnished on 6,588 publications in the process of being printed; 1,560 loans and reference requests were handled; 888 letters were translated by members of the Library staff.

The Division distributed for Members of Congress and other Government agencies in fiscal year 1958 a total of 62,420,453 publications. Mailings for Members of Congress constituted 11,257,530 of this total.

Average full-time employment during the year was 470 and the expanded use of the special W.A.E. work force for one or two nights a week as required, was again instrumental in maintaining the work programs of the Division on a current basis.

Comparison of Activities, Fiscal Years 1956, 1957, 1958

<u>Activity</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>
Number of sales orders	2,345,511	2,458,463	2,499,935
Amount of sales	\$5,719,530.01	\$6,345,155.57	\$6,515,428.65
Miscellaneous receipts	\$2,518,332.65	\$2,900,312.59	\$3,142,099.32
Letters of inquiry	1,719,388	1,242,540	1,560,636
Publications distributed free for Government agencies	74,740,601	62,683,245	62,420,453
Publications sold	52,151,940	49,686,936	46,857,588
Publications distributed to depository libraries	3,702,436	4,719,894	4,355,026
Total publications rec'd.	152,473,303	127,111,290	125,833,145
Total distributed	148,664,722	130,815,688	131,500,231

PRODUCTION DIVISIONS

During the fiscal year 1958 out of 40,964 jackets which were closed out, 35,548 were on schedule, or a performance of 86% on time. This is better than the percentage reported last year, when 84% of the

jobs closed out were on time, and we intend to continue to strive for improvement.

Night Production Manager
(Congressional Printing)

The past fiscal year consisted of two periods of congressional activity, with practically no slack period between. The first session of the 85th Congress adjourned on August 30 and the last Record for that session was printed on September 19. The 49 issues of the Record for that period were unusually large and averaged 178.8 pages per issue. Two Records during this period made 256 pages and the last Record on September 19 made 328 pages. Senate and House reports printed during this period totaled 1,252, compared with 683 for the corresponding period of the previous year.

The Congressional Record for the second session, 85th Congress, totaled 18,224 pages and averaged 168.7 pages per issue for 108 issues. For the fourth time in the past five fiscal years the Record set a new high in average number of pages per issue. This year the total number of pages was 26,916 for an average of 171.4 pages per issue for 157 issues, as compared with 20,756 pages for an average of 149.3 pages per issue for 139 issues for the previous fiscal year.

The volume of Bill work showed a slight decrease in volume for this fiscal year over the past fiscal year as is generally the case during a second session of Congress compared to a first session. Total Bill prints handled numbered 16,076 compared with 26,161 last year and 13,885 for the last second session. Bill forms sent to letterpress totaled 11,614 compared with 11,719 the previous year. The equivalent of 1,579 16-page forms were printed in Offset Division during the fiscal year compared with 1,171 the previous year. The Bill Section also handles considerable work not strictly belonging in the bill classification, such as comparative prints, subcommittee appropriation bills containing budget material, and memoranda of amendments to appropriation bills which are printed for the Senate Appropriation Committee. This additional work is always requested as overnight production.

The number of committee calendar pages corrected and made up totaled 89,570 compared with 68,554 for the previous year. During the fiscal year the Senate Business Calendar was printed 149 times and the House Business Calendar 129 times. Total number of Calendar forms imposed numbered 8,062 compared with 5,153 forms the previous year. The calendars of the Senate and House Judiciary Committees continue to be the largest and, at their last printing, made 800 and 406 pages, respectively.

The number of committee hearings showed a slight decrease from the preceding year. The total number of hearings received was 529, of which 212 were Senate and 317 were House, compared with a total of 554 for the previous year. The hearings are steadily increasing in size as shown by the total number of galleys read--260,608 as compared with 222,025 for the previous fiscal year. Many hearings are printed in numerous parts, such as Senate Judiciary Hearing on Soviet Activity, which made a total of 83 parts of which 36 were handled during the fiscal year. Seventeen parts were handled on the labor-management hearings

of the Senate (J. 89330 and J. 21243) making a total of more than 8,200 pages.

Hearings for the Senate and House Appropriation Committees were approximately the same as last year in total number of pages and folios. Senate appropriation hearings made 10,994 pages and House appropriation hearings made 30,097 pages; a total of 41,093 pages for the year. This was an increase of only 49 pages over last year's total of 41,044. Some of the larger appropriation hearings were Senate Public Works (2 parts), 2,945 pages; House Agriculture, 2,253; House Public Works (3 parts) 3,965.

The Budget proper made 1,024 pages; the District of Columbia Budget 70 pages; and the Appendix 312 pages, for a total of 1,406 pages. This was a decrease of 205 pages from last year's total of 1,611 pages. The first of the Budget copy was received on October 31 and the last on January 4. Total number of folios received, 12,055.

Binding Division

Manpower and equipment facilities in Book and Pamphlet Sections were sorely taxed during the year by volume and schedule requirements of Congress and the agencies, but records show that the Division's performance in nearly all instances was up to Office standards. There was a slight falling off of work in the Cutting and Packing Section and a more marked reduction in operations requiring the services of the Blank Section.

There was a total of 1,219 employees in the Division on June 30, 1958 compared to 1,186 in 1957, a gain of 33. Twelve of this number are in the new apprentice class.

Composing Division

The modernization program of the Composing Division was continued during the year with the installation of 32 additional 4-magazine slug-casting machines. This completes the proposed changes as far as slug-casting machines are concerned. The effect has been to lower nonproductive machine time, reduce the amount of straight matter formerly set on monotype machines and to eliminate some overtime. Of the total ems of type set, approximately two-thirds were produced on the slug-casting machines with the remainder being handled on the monotypes.

The Division produced 2,573,745,947 ems of type, compared with 2,564,722,200 last year.

Employees numbered 1,461 compared to 1,433 last year, but the number of journeymen compositors and printer-proofreaders was reduced by 33.

Letterpress Division

Job press equipment was moved on July 1, 1957, to the Main Press Division and became a part of it. The combined units are functioning well. Reductions in work allocations permit the Main Press Section to operate with 20 fewer pressmen and 14 fewer laborers than in the previous year.

During the year the Letterpress Division put to press a total of 134,928 forms for 623,237,163 impressions. This is a decrease of 5,660 forms and 54,977,707 impressions from 1957 totals. It can be attributed to the decrease in manpower and equipment and the excessive amount of idle presstime due to the conversion of many jobs to the offset process.

1956 - 147,700
1957 - 140,613 - 6,087 decrease in forms
1958 - 134,953 - 5,660 decrease in forms

Total impressions 1956, 1957 and 1958

1956 - 777,306,374
1957 - 678,214,870 - 99,091,504 decrease
1958 - 623,237,163 - 54,977,707 decrease

There has been a personnel reduction in this Division of 119 employees in the past two years as follows:

Total number of employees June 30, 1956 - 674
" " " " June 30, 1957 - 623 - decrease of 51
" " " " June 30, 1958 - 555 - decrease of 68

Postal card production was irregular because of the change in rate. Department orders backed and filled, caused a complete shutdown on May 16 and then resulted in round-the-clock production with the printing, beginning May 28, of the new 3-cent card for stocking of all Post Offices. However, the year's production exceeded the past two years as the following table shows:

1958.....3,052,888,000
1957.....2,005,949,000
1956.....2,724,879,552

Offset Division

Production in the fiscal year was as follows:

	<u>1956</u>	<u>1957</u>	<u>1958</u>
Sq. inches of negs processed	21,547,186	25,996,589	29,813,781
Sq. inches of positives processed	1,288,330	1,307,282	1,276,116
Press imp. Gr. 80, 81, 84 and 85	219,375,640	272,979,161	293,509,616

On January 1, 1958, this Division was reorganized and three new positions were created; namely, Assistant Superintendent (Day), Assistant

Superintendent (Night), and Photographer-in-Charge (Night). The position of Technical Assistant to the Superintendent was abolished. Additional personnel have not been required because of these new supervisory positions assigned. As of June 30, 1957, there were 416 assigned employees in the Offset Division, and as of June 30, 1958, 415. This employee complement remained stationary even though two major additions in equipment occurred; a third Fotosetter machine and an additional two-color press were installed.

Platemaking Division

Production of all classes of platemaking totaled 27,544,175, a decline of 7.9% from the previous year. This production by types of work was as follows for the past three years:

Square-inch Production

<u>Type of Work</u>	<u>1958</u>	<u>1957</u>	<u>1956</u>
Photoengraving	2,770,788	1,378,085	1,402,204
Electrotype	3,338,346	3,635,140	4,403,416
Plastic press plates	351,270	394,621	474,021
Plastic ad plates	10,443,266	10,938,096	8,538,096
Rubber stamps and plates	112,389	180,670	163,053
Stereo plates	7,758,858	7,906,459	8,529,562
Regular stereo mats	961,026	1,508,812	1,580,274
Syndicate stereo mats	<u>1,808,232</u>	<u>3,968,600</u>	<u>5,768,858</u>
	27,544,175	29,901,483	30,859,484

The Plate Shipping Section shipped 626,765 pieces of printing media to contractors and departments.

In the Photoengraving Section, the acquisition of light-integrating devices for our cameras permitting controlled exposure methods, new Grafare 140 Lamps for significant reduction in exposure times and a corresponding increase in quality, and the Section's modification of a Vandercook 232 Proof Press to provide automatic delivery of proof have resulted in significant cost reductions. The newly-introduced method of squaring halftone negatives in the stripping department has eliminated the need for squaring the finished metal cut, and has increased the number of halftones which may be stripped on a flat by 20%.

Personnel in the Division was reduced by 10 as a result of 5 retirements, 2 resignations, 1 transfer and 2 deaths.

Delivery Section

The count of recorded items for partial and complete deliveries this year amounted to 134,921, representing an increase of 1,301 in the number of individual shipments. Fleet mileage shows a decrease of 10,796 miles and our accident-frequency figure is 1.12 as compared with .72 for

last year. The following table gives a five-year comparison on these subjects:

<u>Fiscal Year</u>	<u>Items</u>	<u>Mileage</u>	<u>Accident Frequency</u>
1953-54	126,406	291,311	2.33
1954-55	131,118	284,076	2.06
1955-56	132,446	275,528	1.45
1956-57	133,620	277,125	.72
1957-58	134,921	266,329	1.12

There has been another slight increase in the number of pickups requested, from 2,800 to 2,823.

Personnel totals 66, the same as last year, with 50 employees on Shift 1 and 16 on Shift 3.

Library of Congress Branch

A total of 65,700 books were bound during the year compared to 64,446 processed the prior year. Although the number increased by 1,254 books this was accomplished with 3,103.9 less hours of forwarding and finishing. The following figures show a comparison of the number and style of books handled during the past 3 years:

	<u>F.Y. 1956</u>	<u>F.Y. 1957</u>	<u>F.Y. 1958</u>
Style A, laced	4,277	4,773	2,045
" B, cased	30,708	24,731	28,838
" C, quarter bound, sewed	2,608	4,282	3,955
" D, quarter bound, stitched	29,033	26,379	27,736
" E, newspapers	3,562	3,477	2,301
" F, blank books	219	302	142
" G, economy, cased	0	502	0
	<u>70,405</u>	<u>64,446</u>	<u>65,700</u>

The production of catalog cards showed an increase over the previous fiscal year. A total of 33,623,282 cards were printed as compared to 31,253,149 processed during F.Y. 1957, an increase of 2,370,133 or 7%. Also there was an increase in press forms handled from 13,425 to 13,627. The number of copies printed in job work was 6,032,316 compared to 4,408,163 or an increase of 1,624,153. The number of press forms handled jumped from 714 in F.Y. 1957 to 1,346 in F.Y. 1958.

Branch personnel rosters show a reduction of 4 in the Binding Section from 59 to 55, making a fiscal-year total of 100 employees in Binding and Composing.

Field Service Division

Consolidated figures on the value of services performed in the several Field Service Offices are as follows:

<u>Office</u>	<u>F. Y. 1956</u>	<u>F. Y. 1957</u>	<u>F. Y. 1958</u>
Chicago	\$1,044,940.10	\$1,001,049.05	\$1,022,117.74
Denver	175,979.12	465,987.09	442,103.14
Departmental Service			
Office	1,985,253.07	2,152,800.56	2,000,374.95
New York	245,144.19	247,257.51	261,068.20
San Francisco	147,733.53	192,465.90	207,674.95
Seattle	157,826.19	175,527.59	184,132.60
Total	<u>\$3,756,876.20</u>	<u>\$4,235,087.70</u>	<u>\$4,117,471.58</u>

There were 431 employees in this Division in fiscal 1958 compared to 433 last year.

APPENDIX

Personnel Actions by types of Actions
for Fiscal Year 1958

I. <u>Appointments</u>	GPO	FSO	TOTAL
Career-Conditional	284	8	292
Temporary (Limited)	154	1	155
Temporary (PER)	-	4	4
Transfer (From other agencies)	49	6	55
Return from military	5	1	6
Reinstatement (Career-Conditional)	18	-	18
Reinstatement (Career)	39	2	41
Excepted (Intermittent W.A.E.)	<u>140</u>	<u>-</u>	<u>140</u>
TOTAL	689	22	711

II. <u>Separations</u>			
Quit	142	11	153
Discharged	15	-	15
Military	6	-	6
Transfer (To other agencies)	54	5	59
Termination	96	-	96
Separation (Disqualification)	17	-	17
Death	33	1	34
*Retirement	239	7	246
Separation (Intermittent W.A.E.)	<u>103</u>	<u>-</u>	<u>103</u>
TOTAL	705	24	729

*Retirements:			
Mandatory (Age)	14	1	15
Disability	87	4	91
Optional	138	2	140
Men	181	5	186
Women	58	2	60
Death:			
Men	30	1	31
Women	3	-	3

*Retirements effective June 30 appear in report for following year.

III. <u>Changes</u>			
Conversions to Career-Conditional	51	4	55
Conversions to Career	90	11	101
Promotions	440	35	475
Demotions	38	-	38
Administrative, Longevity and Periodic			
Pay Increases	495	21	516
Wage Adjustments	137	105	242
Wage Adjustments (Processed on IBM)	6048	402	6450
Intra-Agency Transfer	566	1	567

III. <u>Changes - Continued</u>	<u>GPO</u>	<u>FSO</u>	<u>TOTAL</u>
Reassignments	219	1	220
Miscellaneous (Name changes, changes in Title, Corrections, etc.)	228	9	237
Suspensions and Return to duty from Suspensions	<u>35</u>	<u>2</u>	<u>37</u>
TOTAL OF PERSONNEL ACTIONS	8347	591	8938

* * * *

Fiscal Year 1958

<u>Full Time</u>	<u>GPO</u>	<u>FSO</u>	<u>TOTAL</u>
Appointments	549	22	571
Separations	602	24	626
 Total on rolls June 30, 1957	 5881	 429	 6310
Total on rolls June 30, 1958	5828	427	6255
 Transferred GPO to FSO - 1			
Transferred FSO to GPO - 1			
 Part-time to full-time - 1			

<u>W.A.E.</u>	
W.A.E. employees on rolls June 30, 1957	185
Appointments	140
Separations	103
W.A.E. employees on rolls June 30, 1958	222

**FINANCIAL CONDITION OF GOVERNMENT PRINTING OFFICE
AS OF JUNE 30, 1958**

1. Revolving Fund:

Table 1-A is a statement of the financial condition of that portion of the fund relating to the printing and binding (i.e. other than sales of publications by the Superintendent of Documents) operations.

Table 1-B is a statement of the financial condition of that portion of the fund relating to sales of publications by the Superintendent of Documents.

2. Printing and Binding, Government Printing Office.

The status of these appropriations (established for authorized printing and binding for Congress, the Federal Register, and the Code of Federal Regulations) is as follows:

Appropriation 0480202 (F. Y. 1958):	
Obligations incurred.....	\$10,000,000.00
Net disbursements.....	<u>7,332,371.56</u>
Unpaid obligations 6-30-58.....	<u>\$ 2,667,628.44</u>
Appropriation 0470202 (F. Y. 1957):	
Unpaid obligations 7-1-57.....	\$ 1,830,493.56
Net disbursements.....	<u>1,830,493.56</u>
Unpaid obligations 6-30-58.....	<u>0</u>
Appropriation 046/70202 (F. Y. 1956-7):	
Unpaid obligations 7-1-57.....	\$.45
Net disbursements.....	<u>.45</u>
Unpaid obligations 6-30-58.....	<u>0</u>
Appropriation 0460202 (F. Y. 1956):	
Unpaid obligations 7-1-57.....	\$ 815,474.17
Net disbursements.....	<u>613,985.22</u>
Unpaid obligations 6-30-58.....	<u>a/ \$ 201,488.95</u>

Notes:

Additional obligations incurred:	
In excess of F. Y. 1957 appropriation..	\$ 271,356.62
In excess of F. Y. 1958 appropriation..	<u>1,500,000.00</u>
Total.....	<u>b/ \$ 1,771,356.62</u>

Total unpaid obligations 6-30-58..... \$ 4,640,474.01

a/ Transferred to appropriation 04M0202 for payment.

b/ Authorized for payment from 1959 appropriation (P. L. 85-570, 85th Congress).

Financial Condition of Government Printing Office (continued)

3. Salaries and Expenses, Superintendent of Documents.

The status of these appropriations for the Office of the Superintendent of Documents is as follows:

Appropriation for the F. Y. 1958:		
Obligations incurred.....		\$3,286,957.57
Less: Net disbursements--1958	\$2,727,645.70	
Reimbursements earned..	<u>59,799.35</u>	<u>2,787,445.05</u>
Net unpaid obligations 6-30-58		<u>\$ 499,512.52</u>

Appropriation for the F. Y. 1957:		
Net unpaid obligations 7-1-57.		\$ 369,695.03
Less: Net disbursements--1958	\$ 353,983.41	
Unobligated balance		
6-30-58.....	<u>2,882.03</u>	<u>356,865.44</u>
Net unpaid obligations 6-30-58		<u>\$ 12,829.59</u>

Appropriation for the F. Y. 1956:		
Net unpaid obligations 7-1-57.		\$ 8,998.44
Less: Net disbursements--1958	\$ 4,309.72	
Unobligated balance		
6-30-58.....	<u>4,688.72</u>	<u>8,998.44</u>
Net unpaid obligations 6-30-58		<u>\$ 0</u>

**STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING OPERATIONS
AS OF JUNE 30, 1958**

ASSETS

Current Assets:

A/Cash in U. S. Treasury.....	\$11,784,347.48
Cash on Hand or in Transit.....	1,048,797.02
Advances to Government Agencies (GSA Engineering Cost).....	109,885.83
Accounts Receivable:	
Government Agencies.....	4,341,525.64
Other.....	106,088.37
Unearned Leave (net).....	8,038.09
Unbilled.....	364,157.13
Inventories:	
Work in Process.....	11,010,203.72
Finished Work (net).....	2,899,552.09
Paper and Envelopes.....	4,061,219.39
Materials and Supplies.....	1,297,268.91
Deferred and Undistributed Charges:	
GSA Engineering Cost.....	90,114.17
Maintenance Work in Process - Capitalized.....	21,507.28
Maintenance Work in Process for Stock.....	1,357.04
Maintenance Work in Process - Other.....	8,852.58
Seattle Field Service - Remodeling Federal Warehouse.....	47,040.00
Total Current Assets.....	\$37,199,954.74

Fixed Assets:

Equipment:

Plant Machinery and Equipment.....	\$13,424,017.53
Building Appurtenances.....	3,986,825.86
Office Machinery.....	287,335.67
Furniture and Fixtures.....	837,485.01
Motor Vehicles.....	129,576.23
	18,665,240.30
B/Less: Depreciation - Equipment.....	9,905,525.31
Net Equipment.....	8,759,714.99
Lands and Structures (Non-depreciable).....	9,085,172.60

Total Fixed Assets..... \$17,844,887.59

Total Assets..... \$55,044,842.33

A/ \$4,210,330.20 committed for authorized items.

B/ Includes fully depreciated equipment 6-30-58, \$4,527,435.04.

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING OPERATIONS
AS OF JUNE 30, 1958

LIABILITIES

Current Liabilities:

Accounts Payable:

Government Agencies.....	\$ 13,479.20
Other.....	1,548,833.54

Accrued Expenses:

Payrolls Payable.....	1,713,155.96
Leave.....	2,561,035.24
Retirement Deductions and GPO Contributions.....	94,485.37
Insurance Deductions and GPO Contributions.....	4,476.46

Deferred Credits:

Advance Billings.....	745,715.46
Advance Collections.....	13,423.37

Deposit Fund Liabilities:

Savings Bond Deductions.....	19,876.49
Federal Tax Withheld.....	1,162,675.65
State Tax Withheld.....	206.83
District of Columbia Tax Withheld.....	63,992.57
Suspense Items.....	<u>898.00</u>

Total Liabilities.....	<u>\$ 7,942,254.14</u>
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Investment of U. S. Government

Principal of Fund:

Appropriations.....	\$ 1,000,000.00
Paid in Capital.....	31,218,622.33
Donated Equipment.....	<u>8,255.85</u>

Total Principal.....	32,226,878.18
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Other:

Non-depreciable Capital - Value of Lands and Structures.....	<u>9,085,172.60</u>
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Total.....	<u>41,312,050.78</u>
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Retained Earnings:

C/Reserved.....	4,210,330.20
Unreserved.....	<u>1,580,207.21</u>

Total Retained Earnings.....	<u>5,790,537.41</u>
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Total Investment.....	<u>\$47,102,588.19</u>
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Total Liabilities and Investment.....	<u>\$55,044,842.33</u>
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C/ Modernization Program

STATEMENT OF FINANCIAL CONDITION
REVOLVING FUND - GOVERNMENT PRINTING OFFICE
SALES OF PUBLICATIONS - SUPERINTENDENT OF DOCUMENTS
AS OF JUNE 30, 1958

ASSETS

Current Assets:

Cash in U. S. Treasury.....	\$ 3,813,508.59
Unconfirmed Deposits.....	-0-
Cash on Hand.....	34,170.53
Accounts Receivable:	
Government Agencies.....	56,995.52
Other.....	164.93
Depository Library Postage.....	1,016.00
Inventories:	
Publications for Sale (net).....	2,829,984.44
Postage Meter Stamps.....	<u>3,807.49</u>
Total Assets.....	<u>\$ 6,739,647.50</u>

LIABILITIES

Current Liabilities:

Accounts Payable:	
Government Agencies.....	\$ -0-
Other.....	36,854.36
Depository Library Postage.....	3,169.00
Unbilled.....	446,733.59
Deferred Credits:	
Depositor's Accounts.....	508,488.60
Coupons Outstanding.....	353,444.85
Subscription Sales.....	184,644.18
Unearned Revenue of Gift Publications.....	<u>79,185.58</u>
Total Liabilities.....	<u>\$ 1,612,520.16</u>

Investment of U. S. Government

Principal of Fund:

Paid in Capital.....	\$ 2,588,505.05
Retained Earnings: Unreserved.....	<u>2,538,622.29</u>
Total Investment.....	<u>\$ 5,127,127.34</u>
Total Liabilities and Investment.....	<u>\$ 6,739,647.50</u>

**Production of Principal Items
Fiscal Years 1956, 1957, and 1958**

	<u>1956</u>	<u>1957</u>	<u>1958</u>
<u>CENTRAL OFFICE</u>			
<u>Composing Division:</u>			
Measurable ems set.....	2,586,927,300	2,564,722,200	2,573,745,947
<u>Platemaking Division:</u>			
Electrotype plates--sq. in....	4,088,282	3,475,076	3,206,791
Electrotype molds only--sq.in.	274,444	135,990	117,430
Stereotype plates--sq. in.....	8,529,562	7,926,974	7,758,858
Stereotype mats only--sq. in..	7,349,132	4,998,897	2,769,258
Rubber plates--sq. in.....	114,375	98,876	66,569
Rubber mats only--sq. in.....	3,185	3,855	5,010
Rubber stamps--sq. in.....	45,493	77,939	40,810
Plastic plates--sq. in.....	8,835,389	11,102,887	10,548,514
Plastic mats only--sq. in.....	176,728	229,830	246,022
Magnesium plates--sq. in.....	1,036,940	1,177,291	1,070,653
Photoengravings--sq. in.....	290,037	101,921	92,013
Offset negatives and positives--sq. in.....	75,227	98,873	1,608,122
<u>Letterpress Division:</u>			
Postal cards produced.....	2,725,939,952	2,005,949,000	2,554,184,000
Letterpress forms.....	147,700	140,613	134,953
Letterpress impressions.....	777,306,374	678,214,870	623,237,163
<u>Offset Division:</u>			
Offset negatives and positives--sq. in.....	22,760,289	27,204,998	29,481,775
Offset plates--sq. in.....	46,226,832	61,157,806	71,335,724
Offset forms.....	25,336	32,317	38,573
Offset impressions.....	219,375,640	272,979,161	293,509,616
<u>Binding Division:</u>			
Sheets folded, machine.....	360,324,715	373,741,375	345,355,596
Signatures gathered, machine..	234,992,416	224,070,518	246,035,579
Signatures inset.....	1,504,207	1,254,615	1,443,503
Tipping signatures, maps, etc.	44,476,396	48,013,940	50,649,602
Copies wire-stitched, machine.	244,457,275	243,053,825	270,894,616
Copies covered.....	49,252,047	46,684,318	50,184,276
Impressions stamped - all.....	2,633,813	2,826,379	3,140,786
Books, signatures, etc., stripped.....	4,194,531	2,823,043	2,682,430
Signatures sewed.....	83,365,260	76,107,146	95,154,327
Sheets drilled or punched.....	1,443,001,583	1,298,683,030	1,353,999,109
Sheets perforated.....	12,525,731	9,685,767	9,982,294
Books bound.....	2,801,146	3,096,206	3,017,797

	1956	1957	1958
<u>LIBRARY OF CONGRESS BRANCH:</u>			
<u>Library Composing:</u>			
Catalog cards printed.....	31,793,752	30,833,727	34,217,771
<u>Library Binding:</u>			
Volumes bound.....	70,405	64,448	65,700

FIELD SERVICE OPERATIONS:

Chicago:

Linotype slugs set.....	2,943,724	2,664,009	2,751,211
Offset negatives--sq. in.....	2,501,087	2,459,188	2,554,199
Offset plates--sq. in.....	4,978,598	4,869,504	5,475,152
Offset forms.....	12,613	12,417	13,868
Offset impressions.....	22,861,922	25,562,493	25,686,388
Letterpress forms.....	16,511	14,261	11,789
Letterpress impressions.....	14,643,263	13,374,318	12,155,523

Departmental Service,

Washington, D. C.:

Offset negatives--sq. in.....	13,216,652	13,911,866	15,233,990
Offset plates--sq. in.....	14,886,647	16,814,499	17,335,562
Offset forms..... (1)	353,724	(1) 389,868	(1) 372,676
Offset impressions.....	121,653,858	125,841,943	125,745,101

**Denver, New York, San Francisco,
and Seattle:**

Linotype slugs set.....	173,173	67,061	111,541
Offset negatives--sq. in.....	2,766,804	6,945,882	6,109,360
Offset plates--sq. in.....	4,082,108	9,773,366	8,918,738
Offset forms.....	32,172	96,050	116,514
Offset impressions.....	36,459,722	59,746,931	64,565,043
Letterpress forms.....	4,613	4,566	4,972
Letterpress impressions.....	6,219,258	5,157,658	6,066,409

- (1) Includes paper plates for military catalog card project, this function being performed only in Departmental Service Office.

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1958

[illegible]

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1958
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON

Class of Work	Number of Copies	Number of Reproduced Pages Printed	No. of Type Pages Printed	Number of Publications Bound	Composition Presswork, Plat- ing, Folding, Binding, Illus- trations, Misc.	Paper Used in G.P.O.	Paper Used in Outside Printing	Author's Alterations	Outside Printing	Amount Billed
Miscellaneous Publications.....	252,072,420	767,787	255,115	79,650	\$1,587,564.45	\$195,712.62	\$3,370,040.65	\$23,889.60	\$ 9,921,596.54	\$15,098,803.86
Tabulating Cards.....	2,119,340,000	---	---	---	3,232.05	---	---	---	2,429,627.59	2,432,859.64
Letterheads and Envelopes.....	28,926,670	---	---	---	1,812.52	374.15	2,108.64	9.46	95,938.23	100,243.00
Forms, Notices and Cards.....	1,434,917,930	---	---	---	154,991.30	29,558.08	354,086.20	1,221.30	3,458,156.68	3,998,013.56
Multi-Forms.....	1,266,819,112	---	---	---	146,977.44	---	12,106.34	---	11,373,165.60	11,532,269.38
Blank Books.....	1,366,309	---	---	---	21,700.06	---	2,655.12	---	447,535.51	471,893.69
Binders.....	4,501	---	---	---	1,022.73	2.22	5.47	2.58	7,495.90	8,528.90
Miscellaneous.....	---	---	---	---	2,046.57	---	3,302.47	---	228,793.95	234,142.99
Total.....	5,103,446,942	767,787	255,115	79,650	\$1,919,347.12	\$225,647.07	\$3,744,304.89	\$25,122.94	\$27,962,333.00	\$33,876,755.02

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1958
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES AND COMMERCIALY PROCURED WORK

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Composition, Presswork, Plating, Folding, Binding, Illustrations, Misc.	Paper Used in G.P.O.	Paper Used in Outside Printing	Author's Alterations	Outside Printing	Amount Billed
Publications:										
Congressional Record.....	6,117,938	-----	44,959	23,235	\$ 1,495,680.35	\$ 347,058.67	-----	\$ 13,092.09	-----	\$ 1,855,831.11
Federal Register.....	3,552,324	-----	12,174	-----	446,092.51	53,176.21	-----	19,177.87	-----	518,446.59
Supplement to Code of Fed. Rg.....	88,921	2,052	20,577	15,236	248,427.22	16,818.07	-----	236.50	-----	265,481.79
Official Gazette.....	354,597	14,673	-----	-----	186,497.40	48,253.92	-----	11.10	-----	234,762.42
Specifications of Patents, Trade-Marks, & Designs.....	6,688,401	-----	158,886	-----	1,892,583.09	43,588.17	-----	2,824.27	-----	1,938,995.53
Miscellaneous Publications.....	540,695,668	1,205,156	990,494	1,187,368	18,940,617.89	5,389,261.38	\$3,370,040.65	514,126.67	\$ 9,921,596.54	38,135,643.13
Postal Cards.....	2,215,000,000	-----	-----	-----	361,312.56	1,459,687.44	-----	-----	-----	1,821,000.00
Catalog Cards.....	33,573,619	-----	-----	-----	307,557.25	88,125.75	-----	-----	-----	395,683.00
Tabulating Cards.....	2,119,340,000	-----	-----	-----	3,232.05	-----	-----	-----	2,429,627.59	2,432,859.64
Letterheads and Envelopes.....	198,356,701	-----	-----	-----	352,198.69	335,612.16	2,108.64	74.75	95,938.23	785,932.47
Forms, Notices & Cards.....	5,151,348,126	-----	-----	-----	4,150,494.96	4,376,020.91	354,086.20	14,311.34	3,458,156.68	12,353,070.09
Multi.-Forms.....	1,323,196,442	-----	-----	-----	252,302.94	216,527.14	12,106.34	20.90	11,373,185.60	11,854,142.92
Blank Books.....	6,311,935	-----	-----	-----	770,177.70	275,439.74	2,655.12	417.35	447,538.51	1,496,223.42
Miscellaneous Binding.....	87,810	-----	-----	-----	442,831.32	2,651.06	-----	86.35	-----	445,568.73
Binders.....	178,502	-----	-----	-----	30,878.82	6,770.89	5.47	2.58	7,495.90	45,153.66
Miscellaneous.....	-----	-----	-----	-----	1,193,881.57	65,661.43	3,302.47	3,262.40	223,793.95	1,494,901.82
Blank Paper.....	-----	-----	-----	-----	243,418.90	6,742,462.36	-----	-----	-----	6,985,881.26
Supplies & Services.....	-----	-----	-----	-----	136,453.50	-----	-----	-----	-----	136,453.50
Total.....	11,604,891,034	1,221,881	1,227,090	1,225,839	\$31,454,638.72	\$19,467,115.30	\$3,744,304.89	\$ 567,644.17	\$27,962,333.00	\$83,196,036.08
Government Printing Office Departmental Service Office.....										1,948,206.90
Field Service Offices.....										2,021,942.79
GRAND TOTAL.....										\$87,166,185.77

**BILLINGS FOR WORK AND TO WHOM DELIVERED
FISCAL YEAR 1958**

Congress:

Congressional Record.....	\$1,855,831.11
Miscellaneous Publications.....	1,472,421.27
Miscellaneous Printing and Binding.....	1,038,359.50
Publications for International Exchange..	97,573.40
Franked Envelopes.....	198,905.48
Document Franks.....	10,068.82
House and Senate Calendars.....	465,949.14
Bills, Resolutions, and Amendments.....	716,097.65
Committee Reports.....	434,714.92
Documents.....	259,867.46
Hearings.....	2,101,188.07
Federal Register.....	518,446.59
Supplement to Code of Federal Regulations	<u>265,481.79</u>

Total..... \$ 9,434,905.20

Private Orders by Members of Congress.....	132,158.26
House and Senate Stationery Room.....	17,950.33
Administrative Office of the U. S. Courts.....	71,287.45
Agriculture.....	3,575,697.35
Air Force.....	8,782,128.88
Air Research and Development Command.....	11,701.13
Airways Modernization Board.....	8,164.20
Alaska International Rail and Highway.....	436.55
American Battle Monument Commission.....	3,963.18
Armed Services Technical Information Agency.....	10,991.54
Army.....	17,807,213.17
Atomic Energy Commission.....	320,027.32
Board of Governors Federal Reserve System.....	6,047.51
Budget.....	153,365.76
Central Intelligence Agency.....	377,200.63
Civil Service Commission.....	484,139.82
Commerce.....	4,472,729.04
Commission of Fine Arts.....	150.04
Commission of Government Security.....	24,600.71
Council Economic Advisors.....	10,627.59
Court of Claims.....	64,480.13
Court of Customs and Patent Appeals.....	7,753.55
District of Columbia.....	188,495.32
Export-Import Bank of Washington.....	17,134.39
Farm Credit Administration.....	9,963.63
Federal Civil Defense Administration.....	451,686.07
Federal Coal Mine Safety Board of Review.....	163.12
Federal Communications Commission.....	75,794.63
Federal Deposit Insurance Corporation.....	2,461.12
Federal Mediation and Conciliation Service.....	8,972.28
Federal Power Commission.....	108,513.84
Federal Trade Commission.....	51,556.39
Foreign Claims Settlement Commission.....	3,000.34

General Accounting Office.....	\$ 135,037.06
General Services Administration.....	2,932,513.03
Government Printing Office Sale of Government Publications.....	2,962,193.95
Health, Education, and Welfare.....	1,899,186.62
Housing and Home Finance Agency.....	575,102.32
Indian Claims Commission.....	45.98
Interior.....	1,944,595.92
International Cooperation Administration.....	237,634.12
Interstate Commerce Commission.....	246,764.97
Joint Publications Research Service.....	55,144.27
Justice.....	1,089,735.04
Labor.....	619,380.17
Library of Congress.....	1,219,962.36
National Advisory Committee for Aeronautics.....	114,986.89
National Capital Housing Authority.....	3,584.01
National Capital Planning Commission.....	1,595.25
National Forest Reservation Commission.....	823.65
National Gallery of Art.....	7,004.94
National Labor Relations Board.....	104,625.41
National Mediation Board.....	5,037.22
National Science Foundation.....	59,570.19
National Security Agency.....	527,144.35
National Security Training Commission.....	815.80 Cr.
Navy.....	12,071,292.56
Office of Defense Mobilization.....	11,725.84
Office of Secretary of Defense.....	95,422.59
Panama Canal Company.....	92,084.32
Pan American Union.....	5,043.52
Post Office.....	4,723,251.29
Railroad Retirement Board.....	81,991.57
Reconstruction Finance Corporation.....	404.05
Renegotiation Board.....	5,750.63
St. Lawrence Seaways Development Corporation.....	4,337.15
Security and Exchange Commission.....	67,091.39
Selective Service System.....	146,336.16
Small Business Administration.....	85,586.78
Smithsonian Institution.....	162,023.82
State.....	947,252.86
Subversive Activities Control Board.....	2,273.28
Superintendent of Documents.....	925,642.43
Supreme Court of the United States.....	89,023.31
Tariff Commission.....	15,744.38
Tax Court of the United States.....	18,030.84
Tennessee Valley Authority.....	26,459.15
Theodore Roosevelt Centennial Commission.....	1,112.27
Treasury.....	4,893,600.26
U. S. Information Agency.....	292,042.67
Veterans Administration.....	911,961.63
White House.....	48,337.47
Woodrow Wilson Centennial Commission.....	6,051.16

Total.....	\$87,166,185.77
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**PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1958**

Congress.....	33,198,778
Private Orders.....	14,380,736
Administrative Office of the U. S. Courts.....	177,887
Agriculture.....	39,737,202
Air Force.....	36,662,340
Air Research and Development Command.....	46,700
Airways Modernization Board.....	1,600
American Battle Monuments Commission.....	40,002
Armed Services Technical Information Agency.....	16,850
Army.....	121,312,754
Atomic Energy Commission.....	602,398
Board of Governors of the Federal Reserve System.....	30,894
Budget.....	534,818
Central Intelligence Agency.....	15,641
Civil Service Commission.....	3,152,470
Commerce.....	10,903,389
Commission of Fine Arts.....	2,902
Commission on Government Security.....	6,614
Council of Economic Advisers.....	12,719
Court of Claims.....	159,058
Court of Customs and Patent Appeals.....	1,299
District of Columbia.....	43,043
Export-Import Bank of Washington.....	26,219
Farm Credit Administration.....	15,157
Federal Civil Defense Administration.....	17,823,417
Federal Coal Mine Safety Board of Review.....	10
Federal Communications Commission.....	118,280
Federal Deposit Insurance Corporation.....	6,386
Federal Mediation and Conciliation Service.....	30,583
Federal Power Commission.....	76,302
Federal Trade Commission.....	27,293
Foreign Claims Settlement Commission of the U. S.....	28,260
General Accounting Office.....	292,256
General Services Administration.....	7,687,752
Government Printing Office Sale of Government Publications.....	21,447,354
Health, Education and Welfare.....	24,833,230
Housing and Home Finance Agency.....	5,788,574
Indian Claims Commission.....	1
Interior.....	7,221,328
International Cooperative Administration.....	164,404
Interstate Commerce Commission.....	601,231
Justice.....	2,226,905
Labor.....	4,226,598
Library of Congress.....	283,156

National Advisory Committee for Aeronautics.....	61,887
National Capital Housing Authority.....	661
National Capital Planning Commission.....	122
National Forest Reservation Commission.....	1,500
National Gallery of Art.....	147,026
National Labor Relations Board.....	78,731
National Mediation Board.....	6,939
National Science Foundation.....	398,292
National Security Training Commission.....	2,500
Navy.....	57,201,817
Office of Defense Mobilization.....	51,714
Office of Secretary of Defense.....	43,446
Panama Canal Company.....	52,529
Pan American Union.....	660
Post Office.....	26,703,966
Railroad Retirement Board.....	62,452
Reconstruction Finance Corporation.....	6,672
Renegotiation Board.....	122,532
St. Lawrence Seaway Development Corporation	2,520
Securities and Exchange Commission.....	91,076
Selective Service System.....	2,725,703
Small Business Administration.....	1,163,160
Smithsonian Institution.....	115,243
State.....	3,351,681
Subversive Activities Control Board.....	2,726
Superintendent of Documents.....	20,143,802
Supreme Court of the U. S.....	216,463
Tariff Commission.....	6,904
Tax Court of the U. S.....	64,524
Tennessee Valley Authority.....	91,925
Theodore Roosevelt Centennial Commission.....	18,000
Treasury.....	54,574,557
U. S. Information Agency.....	498,922
Veterans Administration.....	35,397,634
The White House.....	122,323
Woodrow Wilson Centennial Commission.....	2,500
Total.....	557,497,899

**COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1949 to 1958, INCLUSIVE**

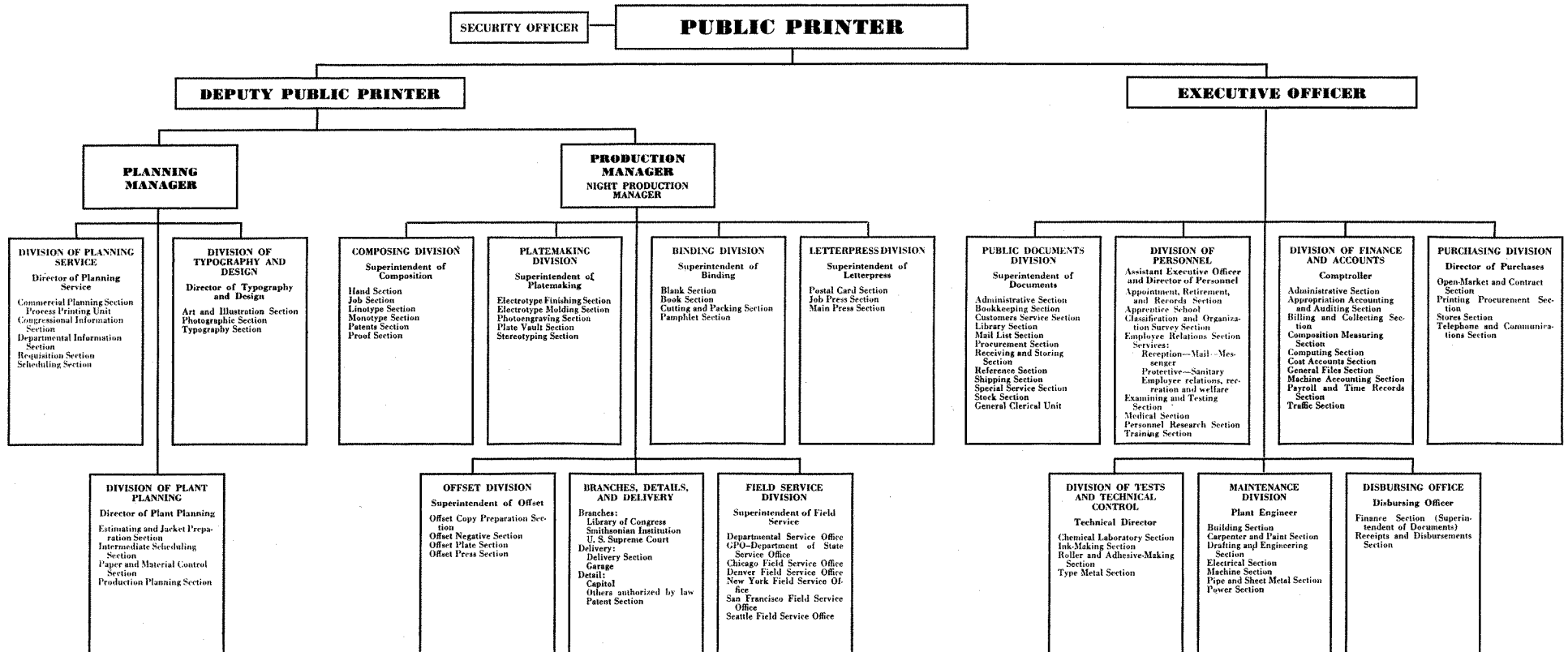
<u>Fiscal Year</u>	<u>Total Billings</u>
1949.....	\$ 53,771,185.09
1950.....	59,000,422.96
1951.....	97,008,084.23
1952.....	90,783,468.96
1953.....	<u>74,389,017.51</u>
Total, 1949 to 1953, inclusive.....	\$374,952,178.75
1954.....	71,280,536.48
1955.....	77,261,053.75
1956.....	82,453,884.66
1957.....	93,641,307.04
1958.....	<u>87,166,185.77</u>
Total, 1954 to 1958, inclusive.....	\$411,802,967.70
Grand Total, 1949 to 1958, inclusive.....	\$786,755,146.45
Percentage of increase (+) or decrease (-)	
5-year period 1954-58 over 1949-1953.....	+ 9.8%

ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
June 30, 1958

<u>DEPARTMENT</u>	<u>TOTAL</u>
Administrative Office of the U. S. Courts.....	\$ 412.65
Agriculture.....	220,716.65
Air Force.....	353,418.84
Air Research & Development Command.....	3,125.55
Airways Modernization Board.....	2,285.82
Armed Services Technical Information Agency.....	5,449.39
Army.....	730,350.54
Atomic Energy Commission.....	25,368.12
Bureau of the Budget.....	1,625.91
Central Intelligence Agency.....	70,056.41
Civil Service Commission.....	34,081.89
Commerce.....	267,080.18
Council of Economic Advisers.....	10.70
Court of Claims.....	2,353.32
Court of Customs and Patent Appeals.....	52.00
District of Columbia.....	13,959.92
Export-Import Bank of Washington.....	2,034.42
Farm Credit Administration.....	31.16
Federal Civil Defense Administration.....	61,953.06
Federal Communications Commission.....	5,000.14
Federal Deposit Insurance Corporation.....	451.12
Federal Mediation and Conciliation Service.....	430.52
Federal Power Commission.....	3,829.01
Federal Trade Commission.....	2,053.03
General Accounting Office.....	5,001.83
General Services Administration.....	350,314.20
Health, Education, and Welfare.....	93,090.32
House and Senate Stationery Room.....	3,371.27
Housing and Home Finance Agency.....	78,360.70
Interior.....	83,333.34
International Cooperation Administration.....	12,305.23
Interstate Commerce Commission.....	34,017.09
Joint Publications Research Service.....	11,842.17
Justice.....	107,570.51
Labor.....	41,545.72
Library of Congress.....	73,273.53
National Advisory Committee for Aeronautics.....	2,437.07
National Capital Housing Authority.....	45.86
National Gallery of Art.....	29.00
National Labor Relations Board.....	5,203.88
National Science Foundation.....	993.77
National Security Agency.....	30,680.79
Navy.....	804,183.10
Office of Defense Mobilization.....	3,170.80
Office of Secretary of Defense.....	4,904.94
Panama Canal Company.....	6,053.31
Post Office Department.....	355,273.59
Railroad Retirement Board.....	4,348.24

<u>DEPARTMENT</u>	<u>TOTAL</u>
St. Lawrence Seaway Development Corporation.....	93.27
Securities and Exchange Commission.....	2,443.60
Selective Service System.....	8,649.77
Small Business Administration.....	19,664.51
Smithsonian Institution.....	5,823.60
State.....	44,897.94
Superintendent of Documents.....	21,711.75
Supreme Court of the U. S.....	5,070.39
Tariff Commission.....	22.22
Tax Court of the U. S.....	90.86
Tennessee Valley Authority.....	17,413.29
Theodore Roosevelt Centennial Commission.....	14.16
Treasury.....	184,236.61
U. S. Information Agency.....	39,327.20
Veterans Administration.....	73,002.84
White House.....	<u>1,583.02</u>
TOTAL.....	\$4,341,525.64

UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART



GOVERNMENT PRINTING OFFICE ADVISORY BOARDS AND COMMITTEES REPORTING TO THE PUBLIC PRINTER

*BOARD OF INSPECTION— PAPER, ETC.	EXECUTIVE SAFETY COMMITTEE	BOARD OF AWARDS FOR MATERIAL	PAPER SPECIFICATIONS COMMITTEE	STYLE MANUAL BOARD	INVESTIGATION AND ADVISORY BOARD	INCENTIVE AWARDS COMMITTEE	BOARD OF CIVIL SERVICE EXAMINERS	CAFETERIA, RECREATION, AND WELFARE ASSOCIATION
Deputy Public Printer (Chairman) Superintendent of Composition Representative of Joint Committee on Printing	Plant Engineer (Chairman) Production Manager Comptroller Assistant Executive Officer and Director of Personnel Medical Director Chairman Safety and Housekeeping Safety Officer (Secretary) Subcommittee: Assistant Production Manager (Chairman) Assistant Plant Engineer Chief, Employee Relations Section Safety Officer (Secretary)	Director of Purchases (Chairman) Comptroller Superintendent of Binding Superintendent of Letterpress Technical Director Chief Storekeeper Subcommittee: Assistant Production Manager Superintendent of Platemaking Superintendent of Letterpress	Director of Purchases Technical Director Chief Storekeeper PAPER DISPOSAL COMMITTEE Representative from: Division of Finance and Accounts Division of Plant Planning Purchasing Division	Chairman and four active members authorized by the Public Printer with— Planning Manager Production Manager Superintendent of Composition Foreman Proof Section (day) Foreman Proof Section (night) BOARD OF SURVEY Comptroller (Chairman) Director of Purchases Plant Engineer	Chief, Employee Relations Section (Chairman) Assistant Superintendent of Binding Assistant Foreman, Proof Section Chief, Payroll and Time Records Section Assistant Plant Engineer	Deputy Public Printer (Chairman) Assistant Executive Officer and Director of Personnel Comptroller Planning Manager Plant Engineer Production Manager Assistant Production Manager, (Secretary)	Assistant Executive Officer and Director of Personnel (Chairman) Assistant Director of Personnel Production Manager Superintendent of Division Civil Service Commission Representative Secretary Panel of Examiners	Cooperative organization of employees to operate Cafeteria and sponsor recreational entertainment activities General Committee Board of Directors Recreation Advisor, Chief, Employee Relations Section Supervise Hardening Hall, Green Room, Conference Rooms, and Bowling Allys

*Established by Printing Act of January 12, 1895. All other Boards established by the Public Printer.

Approved, May 9, 1955

Raymond B. Stettin
Public Printer

