

Annual Report

of

The Public Printer

Fiscal Year 1974

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PREFACE

The Annual Report of the Public Printer is prepared and submitted to Congress at the opening of the legislative process. This report contains information on all major activities, in a brief narrative form, and an appendix with statistical information and data on the financial condition of the Government Printing Office.

Several organizational changes were made in Fiscal Year 1974. The Planning Department was retitled Customer Service Department to more aptly describe its primary function. The Tests and Technical Control Service was retitled Quality Control and Technical Department and was transferred from Management and Administration to the Operations Department.

Income from both printing and binding and Public Documents sales increased; the former was \$366.1 million in Fiscal Year 1974 compared with \$291.7 million in FY 73, while documents sales for FY 74 totaled \$34.3 million compared with \$23.7 million the previous fiscal year.

Commercially-procured printing and binding continued to rise, reaching \$222.5 million in Fiscal Year 1974, compared with \$165.7 million in FY 73. Continued implementation of the Federal Printing Program is the prime reason for this increase.

A 105.1 percent increase in Blank Paper and Envelope costs can be attributed to major price escalations even though GPO purchased less than 11 percent more paper than in the previous year, while quantities of envelopes purchased decreased 29.1 percent. Overall tonnage increased more than 12 percent.

Public Documents, operating as a separate entity for the first time, underwent reorganization and some relocation. Preparation was begun for a Depository Library micropublishing project, and a program manager hired. Three more bookstores were opened -- in Milwaukee, Wisconsin; Seattle, Washington; and Jacksonville, Florida -- bringing to 24 the total number of retail outlets. In addition, a temporary bookstore was established at EXPO '74 in Spokane, Washington.

STAFF ACTIVITIES

Office of General Counsel

The General Counsel is the chief legal officer of the Government Printing Office and is responsible for providing legal services primarily in the areas of legislation, business and commercial law, torts, personnel actions, labor-management relations, litigation, claims, and investigations.

In discharging this responsibility the Office of the General Counsel (i) provides all legal services relating to the procurement and disposal of all real and personal property, including determination and settlement of disputed procurement and other contracts and claims, (ii) drafts and comments on all legislation affecting the Office, (iii) investigates torts claims and proves their disposition, (iv) determines the legality of existing and proposed internal instructions, policies and practices, (v) provides hearing examiners for adverse action appeals and grievances processed under internal Government Printing Office procedures, (vi) provides agency representatives for internal Equal Employment Opportunity complaints and investigators in such complaints originating in other Federal agencies, and effects settlements of Equal Employment Opportunity matters, (vii) acts as legal advisor to agency representatives in adverse action appeals and hearings convened by the Civil Service Commission, (viii) prepares litigation reports for use by U.S. attorneys in court cases, (ix) furnishes services of attorneys to act on Government Printing Office Contract Appeals Board, and (x) reviews and coordinates union contract matters.

Additional attorney staff members have been added to keep up with the ever increasing caseload.

During the year the Office of General Counsel received over 500 written requests for formal legal opinions, in addition to over 600 requests for informal opinions. Approximately 321 written legal opinions were issued in 1974.

The areas of the opinions ran the gamut from claims to court cases. They included opinions concerning Congressional inquiries, proposed legislation, depository libraries, EEO complaints, labor-management relations and contracts, wages, grievances, adverse actions, security matters, GPO regulations, etc.

A substantial amount of the work involved the myriad of problems in connection with the vast amount of procurement contracts entered into and processed during the year, including assignments, bankruptcies, IRS levies, award protests, review of solicitations, bid errors, defaults, recovery of excess costs, drafting of contracts and special clauses, novations, recovery of Government property, rejected products and contract appeals.

Equal Employment Opportunity Office

The EEO Office is responsible for assisting the Public Printer in the implementation of a program to promote equal opportunity in employment and personnel practices within the Government Printing Office. The program is conducted in accordance with the Equal Employment Opportunity Act of 1972 and current Civil Service Commission rules and regulations published in the Federal Personnel Manual.

The EEO Office, through its continuing practice of reviewing promotion actions, assures fair and equal consideration of minorities and women in filling responsible positions.

In accordance with GPO Federal Merit Promotion Program procedures, the EEO Office is represented on each promotional panel. During the past year staff members served on 93 promotion panels and reviewed 155 promotion actions.

The EEO Office provides precomplaint counseling service and processed complaints of discrimination as follows:

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Number of employees counseled....	453	674	681
Number of formal complaints processed	14	10	2
Number of informal resolutions ..	53	130	110

The statistics above do not include employees who had problems which were not EEO related, and were referred to appropriate sources for assistance.

<u>Personnel</u>	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Number of employees:			
Full-time	10	8	8
Part-time	45	53	30

At the end of the year, the EEO Office was staffed by an EEO Director, an EEO Officer, a Sixteen-Point Coordinator, a Federal Women's Program Coordinator, four EEO Specialists, one Secretary and one Clerk-typist. The part-time staff consists of 22 counselors assigned to the Central Office; 15 counselors assigned to field installations; 3 Federal Women's Program coordinators; and 5 EEO committeepersons at the Departmental Service Office.

The Sixteen-Point Coordinator is concentrating on recruiting Spanish-speaking persons locally and in other geographical areas. The Coordinator has conducted a census of Spanish-surnamed employees at the Government Printing Office. The results of the survey have portrayed a more realistic profile of Spanish-surnamed representation at GPO.

Affirmative Action Plans for the current fiscal year have been completed and approved by the Civil Service Commission. All Department/Service Heads will be held accountable for implementing their respective segments of the plan. Periodic follow-ups will be made by EEO Specialists assigned to the particular Departments and Services to assess progress.

The Director of EEO established an Upward Mobility Task Force to study administrative and clerical jobs in the Government Printing Office.

Easter religious services included, for the first time, a service for the deaf.

Child care facilities are now available for GPO employees in cooperation with local churches.

Steps have been taken to eliminate the use of part-time EEO counselors and other part-time personnel working in EEO. More emphasis has been placed upon Upward Mobility. Action has been taken to recruit full-time EEO investigators, resulting in better quality of service and monetary savings.

Office of Audits

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

During the year, audit work was performed on management and operating practices pertaining to Central Office and field procurement activities, data processing operations, billings submitted by selected commercial contractors, preparation and processing of Requests for Personnel Action, GPO Bookstores and Distribution Centers, financial accounts and related transactions, utilization of GPO transportation vehicles, and the Cafeteria. Verifications were made of GPO's change, coupon and imprest funds and the adequacy of physical inventory procedures of materials and supplies and order processing controls were reviewed. We also performed follow-up reviews on data processing, authorization of refunds

by order processors, preparation and processing of Standard Forms 52 and inventory procedures for materials and supplies. The General Accounting Office was assisted in its audit of GPO operations and financial statements and related transactions.

The Office of Audits commented on 22 proposed GPO instructions and revisions to proposed instructions and performed 20 reviews as a result of requests from top management including two comprehensive EEO investigations and the relocation of certain organizations to Union Center Plaza and filling space created by the move to Union Center Plaza.

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Audit Reports Issued	27	28	42

An Acting Director of Audits was appointed on April 28 to succeed the former Director who became Comptroller. Procedures and controls were strengthened and improved, resulting in overpayments in excess of \$20,000 being recovered from contractors and the net profit of the cigar stand in the Cafeteria increasing from \$900 in FY 1972 to more than \$14,000 in FY 1974.

At year end, approximately 30 audits were in progress.

OPERATIONS DEPARTMENTS

Printing Procurement Department

The Printing Procurement Department is responsible for providing printing, binding, and related products and services required to be produced in field printing offices or procured from commercial sources. Contracts are established and administered for printing procured commercially. 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.

Administrative Order No. 14, revised December 15, 1970, superseded by Government Printing Office Instruction 105.1, July 9, 1971, established the Department of Printing Procurement, combining into one department the activities of Central Office Printing Procurement, Commercial Specifications, and Regional Printing Procurement, formerly under Purchasing Division, and Field Service Activities, formerly a separate division.

The cost of printing procured commercially during Fiscal Year 1974 increased \$35.3 million (35%) in the Central Office Printing Procurement

Division and \$18.1 million (35%) in the Regional Printing Procurement Division. This is a total increase of \$53.4 million (35%) over Fiscal Year 1973. Much of the increase can be attributed to the increased cost of paper to our suppliers. The price that the Government Printing Office is paying for paper purchased for in-plant production has risen almost 39 percent over the past 12 months.

The total number of jobs processed by the Department increased from 178,485 in Fiscal Year 1973 to 181,364 in Fiscal Year 1974, the smallest increase for the last eight years. This is partly due to the fact that many agencies are following the recommendation of the General Accounting Office (Opportunities for Savings in the Procurement of Tab Paper) and combining many requirements into one large order. In addition, inflation has caused many agencies to eliminate publications or forms because of limited funds.

While income has increased, in-plant production in the Field Printing Offices for the third consecutive year has decreased. Press impressions were down but number of forms run increased, reflecting the changing nature of work produced. The number of personnel on the rolls also declined. Both trends can be attributed to the impact of the Federal Printing Program.

Comparison of Major Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
	(In thousand dollars)		
Printing and Binding procured commercially:			
Central Office (est.)	\$136,576	\$ 98,752	\$ 92,289
Regional Offices (est.)	70,945	54,852	37,531
Total Value	<u>\$207,521</u>	<u>\$153,604</u>	<u>\$129,820</u>
Number of jobs processed:			
Central Office:			
Bid jobs	14,052	13,279	13,617
Print Order jobs	<u>45,506</u>	<u>50,459</u>	<u>55,508</u>
Total	<u>59,558</u>	<u>63,738</u>	<u>69,125</u>
Regional Offices:			
Bid jobs	20,196	18,672	13,247
Print Order jobs	<u>101,610</u>	<u>96,075</u>	<u>82,494</u>
Total	<u>121,806</u>	<u>114,747</u>	<u>95,741</u>
Total Jobs	<u>181,364</u>	<u>178,485</u>	<u>164,866</u>

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Printing and binding produced in Field Printing Offices	\$9,199,447	\$7,908,996	\$8,476,325

Fiscal Year 1974 proved to be the most difficult year that this Department has ever experienced because of the critical paper shortage and unstable prices.

Many suppliers, who were being allocated paper by the mills based on their previous year's purchases, complained that their allocations were being reduced significantly. To make matters worse, the largest producer of "forms bond" paper announced that this product would be phased out completely by 1975. Faced with the prospect of only being able to supply a percentage of the printing that they had produced in previous years, many suppliers decided to reduce their Government business.

At our suggestion, many agencies agreed to the substitution of alternate papers sometimes resulting in a considerable savings to the Government. Long term paper commitments became a thing of the past as mills began quoting price in effect at time of shipment. It was impossible for suppliers to accurately predict their paper costs to bid on our more than 1,100 term contracts. Many chose not to bid at all.

A price redetermination clause, using the Industrial Commodities Index as a base, was developed and incorporated into many term contracts. In addition, the term of some of the larger contracts was reduced from 12 to 6 months. The initial response from industry was gratifying.

Savings to Government agencies in excess of \$2,142,000 were realized as a result of specification changes suggested by our specialists plus our refusal to award contracts for bids that were unreasonable or unrealistic.

The Income Tax Program also felt the effect of the rapidly increasing prices. The total value of the program jumped from \$7,194,576 in Fiscal Year 1973 to \$13,483,400 in Fiscal Year 1974.

The new system for small purchases which was implemented in Fiscal Year 1973 was expanded to encompass orders up to \$2,500 in Fiscal Year 1974. This time-saving procedure is being widely used in all of our offices.

With the lifting of price controls, revised prices were placed into effect in all of the Field Printing Offices. This has resulted in the reversal of a losing trend enabling the Field Printing Division to finish the year with a profit.

Modernization in the Field Printing Division was directed toward acquiring equipment that would contribute to the more efficient production of work not readily procurable. A web offset perfecting press was purchased for use in the production of the Commerce Business Daily in the Chicago Field Printing Office. In addition, an Encomatic Plate Processor was installed in the Departmental Service Office as a means of increasing productivity and reducing costs in that operation.

The microfiche program, which we administer for the Defense Supply Agency, has saved in excess of \$7,500,000 after one year's activity. Savings are based on cost of previously procured hard copy compared to the cost of microfiche.

The computer program for the abstracting and evaluation of print orders for the flat sheet forms general usage contracts in the Regional Offices was extended to include the three book and pamphlet general usage contracts. Remote terminals were installed in the Atlanta and Philadelphia offices. Previously a terminal had been installed in the Washington regional office. Terminals are scheduled for installation in eight additional regional offices during Fiscal Year 1975.

At the suggestion of this Department, several production changes were made in the Marginally Punched Continuous Forms Contract. Binding was changed from Smyth sew to adhesive binding at a savings of \$1,000 per issue. In addition, the Linotron was utilized in the preparation of composition for the contract at a savings of 158 production hours.

Customer Service Department

The Customer Service Manager directs and coordinates the activities of three divisions: Planning Service, Plant Planning, and Typography and Design.

Planning Service Division

The duties and responsibilities of this Division are liaison between the Office and its customers in the Federal Government in connection with their printing and binding orders; receiving, reviewing, recording, preliminary planning and processing of orders; coordinating in the development of schedules for printing and binding services in cooperation with other Office personnel; maintaining informational and communication services related to work in progress; picking up and delivering copy, proofs, "hot" jobs, and portions of jobs inter-office and for the agencies and the Congress; and performing related incidental similar work.

Production Analysis

<u>Orders Received</u>	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Requisitions	64,159	72,215	74,720
Print Orders	48,403	54,007	61,116
Total	112,562	126,222	135,836
Jackets issued	47,843	47,121	49,900
Open jackets issued	7,381	7,307	7,518
Informal estimates	249	238	291
Spoilages processed	1,131	891	983
Waivers issued	249	302	349
Depository library distribution schemes developed	11,872	14,193	14,934

The total number of requisitions and print orders received has decreased 10.8 percent from FY 1973. The number of requisitions is decreasing because the Federal Regional Procurement is expanding, and more Government printing is procured directly through the Regional Procurement Offices. This trend should eventually level off as the local agencies continue to send their normal volume of work through this Office, and at the same time produce less work in-house. The number of print orders received has also decreased because of the establishment of new contracts and the option of the local Federal agencies to procure directly through the Regional Procurement Offices. There has, however, been a significant change in the overall workload in Planning Service because of the appreciable increase in commercial programs and high priority work requiring special handling. In addition, more work has resulted from increased distribution problems on contracts where the agency is permitted to deal directly with the contractor. As more and more jobs are produced commercially, the work of the Special Services Section will increase proportionately because of the amount of work and meetings necessary to handle and administer these programs.

While the number of regular jackets issued remained stable, the open jackets issued in FY 1974 have increased slightly. This is because more local agencies are using GPO general purpose contracts, and because several Departments have been given permission to ride contracts made for other agencies. The number of open jackets issued during FY 1975 should decrease significantly with the adoption of the "one jacket per year" concept which will be put into effect in the near future.

Plant Planning Division

The principal responsibilities of the Plant Planning Division are to schedule and prepare jackets for production within GPO and for

commercial printing by contractors; plan, firm-estimate and prepare and schedule jackets for printing and binding requisitions and print orders accepted for Plant production; make such further firm and informal estimates as requested by the Congress, Documents Area and Printing Procurement Department of this Office and the other Governmental departments and agencies; develop sales prices on publications sold by Documents; prepare and schedule jackets for purchase orders and requisitions for blank paper and miscellaneous supplies; and govern and control maintenance of inventories of paper, envelopes, etc. in the Office and commercial contractors' plants.

Production Analysis

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Printing and Binding:			
Production Plans developed ..	18,583	20,035	20,828
Estimates made --			
Formal (firm)	11,962	14,450	16,426
Informal	5,839	3,292	3,307
Spoilage	840	885	819
Line Count, Cong. Hearings --			
25-line pages	186,643	132,660	175,954
Sales Prices developed	11,847	13,458	11,852
Map orders	62	78	86
Jackets prepared --			
Regular and Print Order....	29,675	31,498	31,758
Open	1,207	1,337	1,326
Jackets Scheduled	18,583	20,035	20,828
Jackets, etc., copied (Xerox)	236,259	193,415	232,989
Paper and Materials:			
Purchase Requests prepared --			
Inventory control	2,619	3,468	3,575
Special purchases	540	748	674
Stores Orders prepared	409	401	487
Transfers processed --			
Commercial procurement	1,533	2,193	2,671
Field Service	974	1,074	1,266
Blank Paper and Supplies --			
Requisitions received	6,841	7,325	8,195
Jackets prepared	11,384	12,171	13,136
Releases granted	10	8	3

The preceding table shows an overall decrease of 10.6 percent from the previous fiscal year in the Division's four principal activities: production plans developed, jackets prepared, firm estimates made, and jackets scheduled. Increases or decreases are to be anticipated since the governing factor in assigning work jackets for in-plant production is the amount of work represented in respect to the production capabilities of the plant, rather than the number of jackets issued.

During the fiscal year, 959 hours of overtime were required in Plant Planning, an increase of 111 percent over Fiscal Year 1973. Nearly 65 percent of this overtime was to provide coverage for the Congress and the production divisions. The other 35 percent was due to the repricing of all publications in storage by Public Documents.

Typography and Design Division

The principal responsibilities of this Division are to provide design, artwork, and consultation services for all Government agencies and the Government Printing Office.

The total number of jackets processed through the Division decreased by 25 percent and the number of jobs received from the Production Planning and Scheduling Committee for color consideration decreased by 26 percent. Actual work performed has increased due to the high level of sophistication and increased complexity of jobs. Also new technologies, techniques and material shortages in the industry have necessitated more thorough evaluation and production planning.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Conferences with Departmental representatives	910	926	842
Number of persons attending	1,680	1,775	1,442
Agencies and bureaus represented	239	165	156
Jackets received from Scheduling Committee and processed for reference to color, etc.	5,197	7,053	7,644
Total number of jackets processed	6,875	9,225	8,613
Orders for photoengraving	1,470	1,579	1,738
Halftones and linecuts ordered	8,465	9,158	9,091
Finished art pieces	9,595	11,781	8,105
Layout sketches	1,202	1,980	1,328
Illustrations retouched (pieces)	233	946	1,071
Dummy pages pasted	4,347	8,167	4,135
Photographic Requests	1,832	3,187	3,045
Finished Photo Pieces	27,165	30,183	22,656

When compared with Fiscal Year 1973, the number of pieces of finished artwork decreased slightly, layout sketches decreased by 39 percent, and the number of dummy pages pasted-up decreased by 46 percent. The number of illustrations retouched decreased by 75 percent due to the absence of the Congressional Pictorial Directory retouching that is accomplished in alternate years. The fact that chargeable hours have shown no significant change is a clear indication of the complexity of the work we are now processing.

Simple preparation of cover and title pages has grown to complete comprehensive visuals of the entire product, plus the incorporation of more and more color. Again this year we feel that this demand for total design is mostly due to the impact of the Federal Design Assembly. There has been a sizable increase in the amount of work done for in-house personnel, such as flip charts, audio-visual presentations, briefing material, etc.

As part of our regular work the Division was concerned with the printing of a number of important or unusual books or programs which should have special mention.

Public Papers of the Presidents, Richard Nixon, 1972. This year, in addition to the frontispiece, an 8-page, full color signature was added to the book. Typography and Design designed the signature, made mechanicals, inspected press sheets and processed the entire book of 1,382 pages from manuscript to finished product through the plant. The book was printed on 50 percent rag English finish and was case-bound in dark navy blue cloth, stamped in light blue and gold.

Select Committee on Presidential Campaign Activities, Senate. Over a five-month period T&D developed approximately 60 40"x60" charts from extremely complicated data furnished by the Committee. In almost all cases these charts demanded much handlettering, plotting and photography for enlargement to the 40"x60" size which was needed to be effective in the large hearing room. Numerous 8"x10" charts were also produced, with 15 to 30 copies of each for use by each Committee member. The last project consisted of 20 sets of 17"x20" multicolored charts. These individual projects had extremely short deadlines.

1973 Yearbook of Agriculture, "Handbook for the Home". The format, dummy, cover, end sheets and spot art were completely designed in T&D. The trim size is 5 3/4"x9", containing 400 pages of text with 300 black and white illustrations, all sized in T&D. The end sheets printed in Brown PMS-476, and the White Kraftco cover was varnished and printed in three colors: PMS-307 Blue, PMS-207 Red and PMS-109 Yellow. The text was set in 9/10 Caledonia with Futura Medium display heads. The printing quantity was 245,000. Printing and binding was completed in GPO and quality-controlled by this Division.

The Capitol Magazine, By Law. This magazine is a pictorial history of 112 pages with a 4-color process cover and a 16-page color signature. This sixth edition was revised by T&D and repaginated to insert the color signature. The pages provide a glimpse of how Congress works; the illustrations reflect our political history. The trim size was 10 1/2"x13 7/8" with printing quantity of 575,000 copies. T&D completely organized the magazine from a rough department draft and provided press sheet inspection at the contractor's plant for quality control.

America's First Medals, Treasury. This was one of GPO's biggest jobs, with a quantity of 3,500,000. This is a mail advertisement folder, printed on 140 lb. White Dull-Coated Offset paper with four-color illustrations of twenty medals (silhouette-duotones). Trim size 7 9/16" x 13 1/2", folds to 7 9/16" x 3 3/8". T&D established the format, designed the folder, created complete camera copy, including photocopying from actual medals.

Fifty Birds of Town and City, Interior. Size: 5 7/8" x 9 1/8". This 50-page book contained 52 4-color illustrations. T&D designed, prepared mechanicals and sized the illustrations for both paper and case-bound editions.

The interagency training program "Editorial Planning for Printing Production" was held as scheduled during the past fiscal year. The fall 1973 class was held from October 15 through November 8, and the spring 1974 class was held from March 18 through April 12. A total of 257 persons were enrolled in these two series of lectures, and 230 of these received a certificate of completion.

There were 40 departments and independent agencies represented.

In addition to our regularly scheduled programs we are now preparing a seminar titled "Design Focus '75". This seminar is scheduled to begin on February 3, 1975. It is a direct result of a request by the Executive Office to improve design in Government. The program will give designers already involved in Government activities the opportunity for continuing training and exposure to new techniques and the stimulation of association with a wider circle in the design community at large.

Production Department

The Production Department is responsible for all in-plant printing production. The administrative functions are the prime responsibility of the Production Manager and his staff. Reporting to the Deputy Public Printer, this department has direct responsibility for the Composing, Binding, Offset, Letterpress, and Electronic Photocomposition Divisions, and, to no less a degree, is responsible for the Library of Congress Printing Branch, as well as the small installations at the Smithsonian Institution and Interior Department. The Delivery Section, Congressional Record Indexers, and Congressional details are vital responsibilities of this Department.

Composing Division

The division's responsibility is to accept manuscript material from Congress and Federal agencies, furnish galley and/or page proofs to the customer by "hot metal" process, correct returned proofs, and provide type or reproduction proofs to other divisions in the advancement

of a publication to delivery. As a service, the division furnishes printing specialists to Congress and the agencies, resolves printing problems of others, and provides guidance and technical advice upon request.

The division consists of six sections--Monotype, Job, Linotype, Hand, Proof, and Patents. Each section operates on a two-shift basis and, where necessary, on a 24-hour basis to assure that the service expected of the Office is forthcoming. In addition, there is a small composing unit physically located in the Supreme Court Building where the opinions and decisions of the Justices are processed under security conditions.

The printing requirements of the second session of the 93d Congress were very demanding during this reporting period. Due to pending Impeachment Proceedings, committees were compelled to advance their schedules. This caused an abnormal workload in the divisions. This factor, coupled with the ever-increasing size of the daily Federal Register and the increased number of issues of the daily Congressional Record, have taxed the capabilities of both day and night shifts. Overtime hours increased substantially over the previous year because of the above and also because of the steadily increasing workload and short schedule requirement of legislative work. Procedure 113, the hot metal procurement contract, was put to the test during this reporting period. An alltime high of 110,386 folios of Congressional copy, representing 190 different hearings, was purchased commercially via this program--a 130 percent increase over Fiscal Year 1973.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Total Payroll	<u>\$34,458,061</u>	<u>\$29,801,922</u>	<u>\$30,492,816</u>
Overtime hours, Shift 1	331,493	231,069	275,290
Overtime hours, Shift 2	<u>493,206</u>	<u>351,612</u>	<u>451,900</u>
Total	824,699	582,681	727,190

The division payroll for the fiscal year increased by \$4,656,139, for a total of \$34,458,061. The increase in payroll is attributable to the extended period Congress was in session during the year, demanding schedules of a massive workload requiring excessive overtime hours, and a \$.60 increase in the wage structure of craft employees. The night shift accounts for 55.4 percent of the payroll and the day shift for 44.6 percent.

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Composition of Measurable Type:			
Machine hours	520,208	465,489	539,185
Ems (thousands)	2,121,914	1,980,516	2,249,819
Ems per hour	4,299	4,458	4,394

Above includes classified work and apprentice production.

The decrease in ems per hour is a cause of concern, representing a considerable loss when 520,208 hours of measurable time are involved in the loss rate. There have been factors that might have contributed to some degree to the decreasing of operators' averages. The necessity for excessive detailing of employees to other classifications of work during extremely heavy workload periods, such as lengthy, continuous sessions of Congress, is one of them.

The Congressional Record is the major responsibility of the Night Composing Division. The largest Record in the past year contained 648 pages and was printed in two parts. Compared with last year, the Record consisted of 26 more issues for an average number of pages per issue of 224 and a total increase of 6,661 pages amounting to a 17 percent increase over the previous year.

The Federal Register is a responsibility of day Linotype Section. The Register is published under the supervision of the National Archives and Records Service. Compared with last year, the Federal Register in Fiscal Year 1974 had one more issue but was 6,925 pages larger--a 23 percent increase in size, this following a 21 percent increase the previous year. The Register for 1974 totaled 36,521 pages printed in 253 issues for an average of 144 pages per issue as compared to an average of 117 pages in the previous year. The Register has now more than doubled the 1970 page total of 17,709. Difficulties in production were increased with late receipt of urgent copy from regulatory agencies during the year.

Comparison of Activities

	FY 1974		FY 1973		FY 1972	
	<u>Issues</u>	<u>Pages</u>	<u>Issues</u>	<u>Pages</u>	<u>Issues</u>	<u>Pages</u>
Congressional Record .	202	45,195	176	38,534	220	50,794
Record Index	33	2,685	19	2,299	23	2,255
Federal Register	253	36,521	252	29,596	257	24,352
Federal Register Index	12	600	14	664	12	589

Hot metal produced patents showed a 5 percent decrease in patents over the preceding year from 275 patents issued weekly in the previous year to 261 in the present reporting period.

<u>Year</u>	<u>Number of Patents</u>	<u>Average Issue</u>
1973-74	13,579*	261
1972-73	14,305	275
1971-72	19,083	360

* Figures include 214 plant patents and 374 re-issues.

There was a 10,541 (15 percent) increase in the total number of patents printed during this fiscal year with a data base increase of 20 percent to 66,299 patents. While hot metal patents produced were down 5 percent, the total number of pages of patents and related publications increased by 494. The hot metal portion of the Official Gazette averaged 152 pages per issue. With the heavy increase in data base patents the division was required to process 18,072 folios of copy by hot metal procedures for incorporation into photocomposition produced material.

Letterpress Division

This division consists of five sections all concerned with production of printing plates, storage of reproducibles, and printing by the letterpress method. All sections, with the exception of Postal Card, are primarily involved with the short-run, accelerated printing demands of the Congress. The Federal Register and Congressional Record continue to demand much of the time and talent of this division. The Federal Register recorded a 23 percent increase in pages--6,925 pages over Fiscal Year 1973--for an issue average of 144 pages. This is an increase from the 117-page average of the previous reporting period. With the exception of these two publications and the Postal Card Section, work in all other areas of press continued to show a slight decline. The workload in Postal Card Section increased by 27 percent over the previous fiscal year, attributable to the postal rate change which occurred during this reporting period. This demand for postal cards is expected to continue.

Four new Kluge Platen Presses were placed in operation in the Enrolled Bill Section. The form lock clamps were modified so as to accommodate our existing chases.

The casing machine for small cartons is now ready for production. Tests have shown that we can expect a substantial increase in production and elimination of virtually all hand operations in the Postal Card Section.

Twelve new chases were ordered for the Condor Presses. These and all other Condor chases will be modified to increase their versatility. With slight alterations they can be utilized on the Group 32 and Group 33 presses.

The new Record Press has performed successfully during its first full year in production. A complete overhaul of the three older presses has begun, starting with Press 617. It is estimated that it will take 6 months to dismantle and overhaul each press.

Four presses were removed during Fiscal Year 1974 as surplus. Two additional presses are in the process of removal.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
No. of forms put to press	93,188	95,869	89,905
Congressional Record issues	202	176	220
Congressional Record pages	45,356	38,680	50,896
Federal Register issues	253	252	257
Federal Register pages	37,640	30,492	25,336
Postal Cards produced	880,230,500	690,980,500	809,740,000
Platemaking facility major production items (sq. in.):			
Electrotype Flat Plates	355,464	265,918	242,578
Electrotype Curved Plates ..	55,062	102,599	128,165
Stereo Flat Plates	537,634	512,983	582,906
Stereo Curved Plates	6,155,008	5,015,225	5,397,495
Photoengraving Copper Plates	31,528	60,343	66,569
Photoengraving Magnes. Plates (all types)	379,627	451,886	528,987
Dycril Plates, all flat and curved	166,447	236,567	228,078
Magnes. Wraparound Plates ...	119,325	268,750	303,150

Offset Division

This division processes reproducibles to a printed product by means of lithography which involves photography, platemaking, and presswork. The trend of an increasing Congressional workload in this division is highlighted by a 35.5 percent increase in pages produced. The overall average number of makereadies (all classes of work) increased by 8.2 percent while press impressions (all classes of work) decreased by 5.75 percent. These contrasting percentages result from the increase of short-run Congressional forms required as against the decrease in the longer-run agency jobs. The use of offset web presses to produce signatures of the Federal Register and Congressional Record increased during this reporting period. Overall, the workload in the Offset Division showed an increase from Fiscal Year 1973.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Offset Copy Preparation Section:			
Plant Jackets	9,533	10,804	10,931
Commercial Jackets	6,119	6,770	7,598
Commercial (Print Order)	1,786	2,791	1,830
Total	<u>17,438</u>	<u>20,365</u>	<u>20,359</u>
Congressional Work (pages)	1,302,851	961,135	1,064,798
Official Gazette and Trade Marks:			
Pages	27,420	23,704	23,104
Illustrations	70,282	60,084	70,239

Comparison of Activities - (Continued)

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Photocomposition Hand Work:			
Data Base Official			
Gazette (pages)	16,686	16,516	15,401
Data Base Specifications			
(pages)	326,577	268,112	273,741
Xerox Proofs	1,000,374	743,765	760,946
Offset Negative Section:			
Negative	1,095,611	1,104,869	1,013,675
Square Inches of Film*	86,040,273	72,378,248	62,106,664
Proofs	1,201,784	504,479	777,707
Proofs (color key)	10,670	11,791	11,529
Offset Plate Section:			
Number of Plates	78,461	74,354	71,894
Offset Press Section:			
Makereadies	80,717	74,573	74,165
Impressions	283,656,859	301,526,610	315,706,835

*Does not include 174,467 offset negatives and 12,931,977 square inches of film produced by the Photoengraving Section.

Binding Division

The Binding Division includes the Pamphlet, Blank and Book Sections. The Pamphlet Section operates on a three-shift basis. In addition to most of the folding, gathering and inserting work this section binds and distributes the Congressional Record and Index, the Federal Register, U.S. Passports and most of the drilling, punching, wire and plastic binding, wrapping, banding and distribution for the Office. The Book Section performs hand binding, specialty work, case binding, sewed paper cover books and stamping operations.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
	(In thousand units)		
Folding (sheets)	297,280	289,992	323,189
Gathering (complete books) ..	28,142	22,298	22,671
Inserting (complete books) ..	49,405	57,555	58,000
Congressional Record copies .	9,858	8,705	10,836
Congressional Record pages ..	45	39	51
Federal Register copies	10,758	9,555	7,052
Federal Register pages	37	29	25
Passports (2 up)	1,593	1,498	1,487
Gathering (flat sheets)	5,986	5,877	7,033

Comparison of Activities - (Continued)

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
	(In thousand units)		
Drilling (sheets, etc.)	565,590	803,840	884,676
Punching (sheets, etc.)	9,956	12,923	18,466
Cutting (sheets)	155,650	95,534	169,835
Wrapping (hand and machine) .	1,273	1,329	1,762
Banding (hand and machine) ..	1,633	1,586	1,423
Adhesive Bound Books	3,803	1,142	0
Sigs Sewed (machine)	63,716	86,018	90,131
Books cased-in	1,425	1,367	1,984
Cases made	1,341	1,371	2,395
Pamphlets covered	1,778	2,951	3,152
Gathering (books, etc.)	5,777	3,286	4,207

Congressional demands on the Binding Division continued heavy in Fiscal Year 1974. There was an increase in most categories of Congressional work. The number of copies produced of the Congressional Record and Federal Register increased significantly over Fiscal Year 1973.

Several new pieces of equipment were delivered during Fiscal Year 1974. The largest project undertaken during this period was the change in United States Passport production from hand operations to an automatic sewing and folding machine. Problems with stitch length and thread were encountered during this production conversion. These problems were resolved and the machine is now producing more books per day than originally estimated.

Electronic Photocomposition Division

The Electronic Photocomposition Division produces photocomposition on manually-operated photomechanical and tape-operated electronic phototypesetting machines. Computers are utilized to control automated phototypesetting systems. The division provides information and services to the agencies to enable them to adapt suitable publications to these systems.

Linofilm keyboards and photographic units are used primarily to set manuscript containing complex mathematical equations and technical information. Fotosetter machines produce paper or film positives which are converted to camera copy of forms, certificates, and other suitable publications. Auxiliary equipment such as paper tape perforators and tape converters contribute input to the photo units.

The Linotrons produce complete page photocomposition at high speed using magnetic tape. The magnetic tape which drives the Linotron is written on the Government Printing Office and commercial contractor computers which have been programmed to convert magnetic tape furnished by agencies to a configuration required by Linotron.

Film and paper processors are used in conjunction with the phototypesetting machines to develop the images to either positive or negative form. Proof-reading and revising is performed on all manually keyboarded material, and photocomposed pages produced on the Linotron are inspected and assembled within the Division.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Linotron (pages)	605,887	628,888	707,280
Linofilm keyboards (folios) ...	13,005	9,598	8,428
Justowriter keyboards, tape perforated for Linofilm (1/2 galleys)	0	730	704
Linofilm Photographic Units:			
Keyboard tape (1/2 galleys) .	9,753	7,198	6,321
Furnished magnetic tape (1/2 galleys)	2,136	2,486	3,716

Linotron page production decreased 3.7 percent during Fiscal Year 1974, from a total of 628,888 in Fiscal Year 1973 to 605,887 in Fiscal Year 1974. The loss of 70,421 pages of Census work represents 11 percent of the total pages photocomposed in 1973. However, total Linotron page production decreased only 3.7 percent in Fiscal Year 1974 which indicates a 7.3 percent increase in new work.

The Linofilm systems and supporting operations reported increased activity in Fiscal Year 1974. The Linofilm keyboards showed a slight increase of 3 percent in chargeable hours from 15,057 hours in 1973 to 15,475 hours reported in 1974. Author's alterations consumed over 35 percent (5,412 hours) of the chargeable Linofilm hours and consisted primarily of changes set on Patent Specifications. Book composition increased 5 percent on the keyboard in Fiscal Year 1974 from 3,228 hours reported in FY 73 to 3,395 hours reported in FY 74.

The United States Patent Office will discontinue the bulk of the hot metal patent work in Fiscal Year 1975. It is anticipated that as a result of this decision, the workload will increase in the Linotron area. Work was started to convert the present Linotron character generator system into a digital character system. Target date for completion is August 1975. Overtime hours decreased by 45 percent during this reporting period.

Night Production Manager

The primary responsibility of the Night Production Office is to supervise the printing and delivery of the Congressional Record and to correlate this delivery with the production of Congressional bills, committee prints, documents, hearings, reports, and committee print tables while rendering all possible assistance to requests for help in advancing departmental work.

Congressional Record

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Number of issues	202	179	220
Number of pages	45,356	38,680	50,996
Average pages per issue ..	225	216	232

The heaviest volume of Congressional Record printing was encountered during the week beginning with the July 30 issue. This one week--July 30 to August 4, 1973--the Congressional Record totaled 1,944 pages. The week began with the Congressional Record of Monday, July 30, 1973, totaling 256 pages. Tuesday, July 31, the Record comprised 336 pages; Wednesday's Record of 352 pages was followed by 352 on Thursday, 320 on Friday, and part 2 of Friday's Record was printed Saturday, August 4, and totaled 328 pages.

The two largest single issues, published August 1 and 2, 1973, totaled 352 pages each. During the fiscal year, 3,244 Record pages were printed by the Offset Division. In all, in Fiscal Year 1974, there were 52 issues printed which consisted of 288 pages or more while 31 of these Records exceeded 300 pages. Five issues were published in two parts.

Delivery Section

This section is responsible for local deliveries to the Congress and Executive Departments, shipping of classified mail, and passenger car service for the convenience of the Office. The fuel shortage caused the Delivery Section to reorganize the delivery routes and to restrict nonessential use of its vehicles. Through this effort we were able to reduce fuel consumption and made it through the crisis with a minimum of difficulty.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Shipments	175,000	172,195	169,800
Mileage	423,446	449,826	430,516
Pickups	5,300	6,825	6,535
Accident Rate	23.39	8.89	11.61

Library of Congress Branch

The Library of Congress Branch, physically located at the original Navy Yard complex in Building No. 159, was established to meet the requirements of the Library of Congress for catalog cards and proof-sheets. This is accomplished with a combined letterpress and offset reproduction process. Titles received for composition in both roman and foreign language alphabets have remained constant during this

reporting period. Requests in all other areas continue to decline. Plans to install additional production lines to produce original catalog cards are still dependent upon the Library of Congress. Three lines that reproduce previously printed cards are in operation. At this time, no decision has been reached as to when the Library will begin reproduction of original cards by the magnetic tape process. This process is expected to reduce the workload by approximately 40 percent.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Total catalog cards	90,328,177	109,967,957	122,937,275
Total proofsheets	10,698,933	13,849,415	15,961,925
Total forms printed	81,414	92,022	96,229
Total press impressions	21,876,933	27,040,459	29,967,351
Total copies printed	106,704,554	130,380,333	146,821,955

Quality Control and Technical Department

The Quality Control and Technical Department is responsible for the laboratory testing of paper, inks, bookbinding materials, metals, chemicals and miscellaneous supplies utilized in the printing and binding operations, and the manufacture of select supply items such as inks, type metals, adhesives, etc. The Department makes cost reduction studies and conducts the necessary developmental work to improve quality, effect economies and resolve problems that arise in the various production departments. Ancillary functions include the maintaining of adequate inventories of press rollers, the development of procurement specifications, monitoring materials and work environments for health hazards to insure compliance with EPA and OSHA regulations, maintaining liaison with regulatory agencies and the various technical organizations engaged in related work, and providing technical service and support to the plant, the Joint Committee on Printing and other governmental agencies as requested.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Total samples tested	15,026	14,062	15,630
Manufactured printing inks			
(pounds)	174,074	173,289	214,235
Purchased printing inks	150,906	201,862	189,441
Press rollers purchased	850	822	1,032
Bindery glues manufactured			
(pounds)	91,460	180,950	166,385
Adhesives manufactured			
(pounds)	136,075	130,562	136,622
Type metal returned for remelting (pounds)	11,732,937	11,898,023	12,199,677

A new Huygen Model 2100 Digital Bench Opacimeter was purchased as a replacement for our old 40-year old Bausch & Lomb instrument. This old meter had become obsolete and it was impossible to buy replacement parts for it.

A new Polarizing Microscope and Camera was purchased for use in determining the proper crystalline structure of pigments and toners. It will also be an invaluable aid in helping us identify the nature and source of small contaminations in the printing process.

A new La Ray Falling Rod Viscometer was procured to assist us in the measurement of the visco-elastic characteristics of printing inks.

A new high-speed disperser was procured as a replacement for a propeller type Lighting Mixer for use in the production of resinous and miscellaneous adhesives. This disperser will effect substantial savings in labor costs and enable us to produce more thoroughly and uniformly mixed adhesives.

A new circulating constant temperature bath was purchased as a replacement for an old obsolete bath that was 43 years old and no longer repairable.

MANAGEMENT AND ADMINISTRATION SERVICES

General Services

General Services, formerly the Administrative Staff, reporting to the Assistant Public Printer (Management and Administration), is responsible for developing and administering those Office-wide administrative management programs which are not the assigned responsibilities of other GPO organizations. These Office-wide programs include management assistance and analysis, management information, paperwork management, space management, systems analysis, and other selected functions such as the GPO Parking Program and the GPO Telecommunications Program.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
GPO internal printing and binding			
requisitions processed	976	1,079	1,058
GPO Directives processed	166	164	180
Number of parking lots	8	18	20
Number of parking spaces	943	772	1,554
Number of parking permits	1,593	1,796	1,567
Local message units (C&P)	812,826	799,052	824,027

Comparison of Activities - (Continued)

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Local message cost	\$ 36,587	\$ 32,812	\$ 28,892
C&P charges for rentals, installations, etc.	197,759	183,314	139,382
Federal Telecommunications System (FTS) cost	163,640 *	83,415	86,000

* Increase reflects adjusted billings by GSA based on their Fiscal Year 1973 sampling of calls which indicated increased usage.

During Fiscal Year 1974, the Industrial Cleaning and Security functions were transferred from General Services. The Industrial Cleaning Service was transferred to Engineering Service, while the Security function was made a separate Service. The Forms, Records and Central File functions were transferred to General Services from Financial Management Service. This transfer of functions has better aligned and strengthened the controls over these operations. In addition to the transfer of these activities, the management analysis capability of General Services was bolstered by the transfer of personnel to General Services from related areas of Public Documents and the Financial Management Services. During the last quarter of the fiscal year, the GPO Pay Parking Program was developed and implemented. Costs incurred in maintaining the parking lots and administering the program are recovered by charges to carpool captains and others who use the parking lots. A payroll deduction system for this purpose was developed and implemented by the end of the fiscal year.

Assistance was provided to Data Systems Service and Materials Management Service in the development and implementation of an improved inventory control system for materials and supplies. Procedures were developed and implemented to establish control and accountability for the use of GPO-owned transportation vehicles. Layouts and floor plans were developed during the fiscal year to facilitate the move of some GPO organizational units to newly-leased space in Union Center Plaza. Layouts and floor plans were provided for the Central Mailroom on the first floor of Building 1.

Security Service

The Security Service is responsible for the conduct of investigations; for the personnel, physical, and document security programs; and for conducting liaison with law enforcement, security and investigative agencies.

The majority of functions performed by the Security Service are preventive type functions. Fiscal Year 1974 represented the first full year that physical security had been in existence.

Number of Employees on the Rolls

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Security Office	126	131	122

During the past year investigation of the discarding of thousands of Public Documents' publication orders into trash receptacles resulted in the dismissal of several employees and the discontinuance of the practice. Investigation of the theft of U.S. funds and destruction of mail during delivery led to the arrest and termination of employment of a Public Documents' employee. Security and inventory control procedures developed in cooperation with the Materials Management Service resulted in the reduction of inventory shortage of bulk paper in Building No. 4.

Personnel Service

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

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Employees trained	1,431	3,099	2,198
Treatments in Occupational Health Division	47,309	42,995	43,891
Total issuances	39	87	112
Appointments	1,292	1,721	1,840
Separations	1,463	2,008	1,421
Total Personnel Actions	20,094	18,453	19,502
Positions Classified (by survey)	2,483 *	559	1,260
Individual Classification Actions (including appeals completed)	2,814	2,963	1,977
Labor-Management agreements negotiated	1 **	5	5

* The increase in positions classified is attributed to major reorganizations and a shift in emphasis from maintenance review surveys to use of position management survey techniques.

** Pending.

Comparison of Activities - (Continued)

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Corrective Actions	250	265	249
Outstanding Performance			
Awards	2	18	22
Special Achievement Awards .	75 ***	656	661

*** The decrease in special achievement awards given to employees is attributed to a change in processing awards.

An apprentice class graduated on July 19, 1974. Forty-five apprentices reached journeyman status during the fiscal year.

A new formula for determining the wages of craft uprates was established. Craft uprates are now paid based on the rate of the highest paid journeyman supervised. Previously, the wages had been based on the rate of pay of the largest group of journeymen supervised.

The Public Printer offered a 12% increase to all crafts. This offer was accepted by all crafts whose anniversary dates fell within this fiscal year and was approved by the Joint Committee on Printing. The Committee also unanimously approved the Public Printer's suggested establishment of a wage study advisory group for determining GPO craft wages in 1975, and, possibly, beyond that date. This advisory group will consist of an equal number of management and craft wage committee members.

A total of 423 vacancy announcements were issued, compared with 125 in Fiscal Year 1973. With the policy of posting all vacancies except those filled from promotion rosters, this trend will continue to accelerate. Additionally, all announcements now contain knowledge, skills, and abilities specially developed for the position.

Columbia Typographical Union won exclusive recognition on December 26, 1973, to represent employees at the Departmental Service Office.

The Washington Printing Pressmen & Assistants' Union, Local No. 1, was certified as the exclusive representative of Stereotypers and Electrotypers on July 3, 1973.

Financial Management Service

Financial Management Service directs the financial affairs of the Government Printing Office to develop, recommend and upon approval, implement those financial management policies, plans and programs, within the constraints of law and regulations, which will most effectively enable the Assistant Public Printer (Management and Administration) to assist the Government Printing Office in accomplishing its mission.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Collections	\$445,628,491	\$370,904,361	\$272,170,747
Disbursements	541,284,149	460,651,704	342,564,731
Savings Bonds issued	81,552	81,627	75,468
Vouchers processed	250,723	258,000	237,000
Commercial print orders processed	160,571	146,385	127,634
Government bills of lading accounted for and paid .	45,557	42,719	39,038
Payroll disbursements	\$118,689,000	\$108,518,000	\$101,977,000
Personnel actions processed	11,973	15,650	20,171
Employee Data Base submissions	27,197	26,936	13,735
Type measured (thousand ems)	2,121,914	1,980,516	2,249,819

The Departmental Service Office price schedule was completely revised and new corresponding hour costs were developed and implemented to provide equitable cost recovery in this area of the Field Printing Operations.

A Government Printing Office productivity measurement orientation program has been formulated. This program will advise the Government Printing Office managers, superintendents, foremen, etc., of efforts for "Measuring and Enhancing Productivity in the Federal Government".

The responsibility for preparation of financial statements for Public Documents was transferred to Financial Management Service during the year. This action centralized the responsibility for preparation of Government Printing Office financial statements.

A daily work status reporting system was established in the Accounts Payable and General Ledger Section; and a project control system was established in the Financial Reporting Section. These efforts have been very effective in controlling and increasing production.

The Financial Management Service was reorganized on May 23, 1974. This reorganization provides a better distribution of employees, reassignment of functions and should result in a smoother and faster work flow. This will enable the Service to better fulfill its mission in an effective, efficient and economical manner.

Data Systems Service

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

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Computer Systems Surveys			
completed	24	24	15
New Computer Programs			
completed	165	120	131
Revised Computer Programs			
completed	297	347	410
Tabulating Cards Processed			
(millions)	32.7	31.4	29.6
Computer Jobs Processed			
(2nd time reported)	79,115	61,316	0

During the year we worked closely with the Materials Management Service and the General Services Administration to acquire leased equipment on terms most favorable to the Office, consistent with current needs and anticipated requirements. These actions included 24-month, fixed-term leases, procurement through the GSA ADP revolving fund and surplus lists, third-party leasing arrangements, and direct purchases.

Major equipment changes included the replacement of a System 360 Model 50 central processing unit with a System 360 Model 65 central processing unit; the third-party leasing of System 360 Model 40 and System 360 Model 50 central processing units; the purchase of two Model 2314 disk storage devices; the acquisition of additional plug-to-plug compatible core storage for the System 360 Model 65 and the System 360 Model 50 which increased them to 1,024,000 bytes each; and the replacement of almost all of our supporting peripheral devices and punch-card accounting equipment under third-party leasing arrangements.

Not only was the above equipment acquired on more favorable terms, but in several instances the equipment acquired was superior in speed and reliability when compared to the outgoing equipment. As a direct result of these actions, we expect to save an average of \$270,916 in rental costs per year over the next three years.

The General Accounting Office conducted an on-site audit of Data Systems Service operations from November 1973 until May 1974. A number of audit recommendations were placed into effect. This included the establishment of an Automated Data Services Steering Committee, headed by the Public Printer; and A Systems Review Task Force consisting of Data Systems personnel. The latter began reviewing installed systems with a view to incorporating edits and job streamlining procedures which would provide quick pay-off in accuracy and economy of effort. This proved to be an excellent move, and a number of improvements were made

to our daily paper inventory applications. Computer run time was reduced 75 percent and manned operations 30 percent.

The Marginally Punched Continuous Forms Contract for Printing Procurement was transferred from Linofilm to Linotron composition. The edit program produces fully made-up pages by generating not only the bids but the overlay headings. Instead of four individual composition runs via Linofilm we now have one composition Linotron run.

The Monthly Catalog System, for data collection through remote terminals, computer processing and printout to be used in formatting for composition, was implemented. Additional changes are currently in process to print the Monthly Index and Catalog through Linotron processing.

Engineering Service

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

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Maintenance service calls ...	30,445	29,333	29,439
Maintenance job orders	211	218	271
Specifications for new machinery and equipment ...	68	41	43
Machines installed	26	25	21
Machines relocated	19	44	58
Electric power (kw.-hr.)	41,833,000*	44,122,000	44,633,000
Gas (cu. ft.)	14,930,700*	15,683,500	14,003,300
Water (gals.)	238,801,245*	210,581,950	164,438,210
Steam (estimated lbs.)	39,047,500*	44,630,000	44,825,000

*Decrease in electric power, gas, and steam consumption is the result of the Energy Conservation Program.

The Engineering Service organized, compiled and developed justification for the relocation of GPO including the preliminary site survey study for the new building and the rationale for acquisition by the General Services Administration.

The Engineering Service designed and installed an incremental inch button on four sheetfed offset presses. This is a safety device developed to prevent hand injuries during the blanket and plate washing process by limiting the circumferential movement of the blanket and plate cylinders, through use of an electronic timing device, with each depression of the inch button. The information regarding this device was disseminated throughout the printing industry for utilization.

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 to Government Printing Office operations and other Federal agencies.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Purchase Orders drawn	10,506	11,678	13,294
Value of Purchase Orders			
drawn	\$93,481,408	\$53,843,563	\$39,237,304*
Paper purchased by pound .	143,858,631	128,111,029	128,774,830
Paper purchased by sheets.	22,511,722	21,912,486	22,922,826
Envelopes, each	144,591,690	203,836,150	232,238,950
Containers, each	2,623,656	2,935,391	3,454,816

*Does not include \$12,702,100 for Fiscal Year 1972 increased mailing costs due to Public Law 92-607.

The value of our procurement activities during Fiscal Year 1974 amounted to \$93,481,408. This represents an increase of \$39,637,845 when compared to the previous fiscal year. A 105.1 percent increase in expenditures for Blank Paper and Envelopes can be attributed to major price escalations experienced throughout the year, since the quantities of paper purchased only increased 10.9 percent while the quantities of envelopes purchased decreased by 29.1 percent in FY 1974 as compared to FY 1973. The relatively small increase of in-services, transportation, communications, and travel is due to increased mailing costs resulting from Public Law 92-607 (Supplemental Appropriation Act of 1973) which placed the U.S. Postal Service on an equitable income basis for postal services provided to Federal agencies. A contract for approximately \$8.9 million for the improvement of air-conditioning and related services accounted for the large increase in expenditures for Machinery and Equipment.

Paper prices showed a substantial increase in each quarter, which resulted in a cumulative price increase of 38.287 percent for the entire year.

The biweekly average inventory of paper during Fiscal Year 1974 amounted to 32,755,654 pounds. This figure included an average of 1,260,648 pounds in the plants of commercial printing contractors and 2,031,051 pounds on hand awaiting release. The high point in paper inventory of 45,436,643 pounds occurred during the biweekly period of June 10, 1974 through June 21, 1974, and the low point of 26,657,386 pounds occurred during the biweekly period of December 26, 1973 through January 4, 1974.

PUBLIC DOCUMENTS SERVICES

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 mailing of publications for Members of Congress and Government agencies.

Comparison of Activities

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Amount of Appropriation ...	\$36,871,000	\$20,762,000	\$14,829,900
Number of Sales Orders	4,599,671	4,845,087	4,749,308
Amount of Sales	\$33,837,660	\$23,135,568	\$22,908,000
Miscellaneous Receipts	\$6,183,059	\$4,953,389	\$8,240,000
Number of Letters of Inquiry	2,678,885	2,473,659	2,682,102
Publications Received for Departmental Free Distribution	55,684,248	67,934,621	74,687,523
Publications Distributed Free for Other Government Agencies	51,932,196	64,040,340	94,045,635
Number of Publications Sold	83,268,223	78,000,000	78,000,000
Number of Publications Distributed to Depository Libraries	10,619,456	12,490,228	11,841,888
Total Publications Received	154,528,012	254,033,860	200,072,802
Total Publications Distributed	200,094,311	193,718,249	240,697,292

Comparison of Activities - (Continued)

	<u>FY 1974</u>	<u>FY 1973</u>	<u>FY 1972</u>
Customers Served by GPO			
Bookstores	696,592	715,890	617,179
Amount of Bookstore Sales	\$4,386,112	\$3,747,532	\$3,123,183
Number of Mailing Lists			
Maintained	1,150	1,186	1,164
Number of Addresses on			
Mailing Lists	3,887,939	3,835,081	3,386,439
Total Copies of Available			
Sales Publications	66,656,624	115,974,975	59,553,645
Number of Documents Cataloged .	42,801	45,058	45,742
Number of Depository			
Libraries	1,152	1,121	1,084

On February 14, 1974, the Public Printer approved an extensive reorganization of the former "Public Documents Department". The elevation of the Superintendent of Documents to the level of Assistant Public Printer, and the need to improve services to the Congress, the depository libraries, and the public, dictated the reorganization of the former structure into a more responsive organizational element with management emphasis on the total sales program and the depository and statutory distribution programs. The new organization employs the use of three major services to be supported by the standard organizational elements of divisions, branches, sections, and units. The three new services are: (1) the Documents Sales Service, (2) the Library and Statutory Distribution Service, and (3) the Documents Support Service.

Micropublishing

Major steps in preparing for possible initiation of the Depository Library Micropublishing Project were carried forward during the year. Survey questionnaires were mailed to 1,112 Depository Libraries seeking their specific preference for either a microform or hardcopy edition of some 2,800 publication categories distributed to the Depository system. Survey questionnaire responses were received from 960 libraries at the close of the reporting period. More than 29 percent of all material shipped to Depository Libraries is preferred in a microform as indicated by librarian responses.

On the basis of the survey questionnaire responses a letter was forwarded to the Joint Committee on Printing seeking authority to undertake a \$25,000 four-month pilot project which involves the conversion of documentation to a 98 frame 24:1 reduction ratio microfiche format to selected libraries for review and analysis. The Committee indicated approval for a Pilot Program in late December.

In preparation for the proposed micropublishing project briefings were provided sixteen industry, Government and library groups during the reporting period. A four-member Micropublishing Advisory Committee to the Public Printer was formed to provide guidance and advice in the planning for the proposed project.

Documents Sales Service

The Documents Sales Service is responsible for the sale of Government documents and also provides certain documents distribution services for Government agencies. Primary functions include: procurement of sales documents; marketing; inventory control; warehousing; order processing; and mail list maintenance, addressing; and mailing.

New and modern warehousing space is being acquired in Laurel, Maryland, which will prove beneficial. However, this will not relieve the severe space constraints presently on order processing activities, nor will the move of administrative personnel to Union Center Plaza bring increases in space for order processing. Overall modernization requirements relating to facilities must center on efforts to obtain new space to allow centralization of order processing and warehousing activities for increased efficiency of operations.

A new, uniform pricing schedule was established and applied to new and reprinted documents to more realistically reflect costs. Also, over one-half of on-hand stock was repriced in accordance with this schedule.

The third shift was eliminated and personnel transferred to the second shift to achieve better utilization of supervisory personnel.

"Selected U.S. Government Publications" (which presently has over 1.5 million addresses) was converted from a biweekly to a monthly issuance with a resultant savings of slightly over \$1 million annually.

The subscription fulfillment program was modernized. All records were converted from Elliott Stencil Files to magnetic tape; controls and schedules were established with Data Systems Service; the Mail List section was reorganized in a sequential production line; and the order processing time frame was reduced. This set of actions has almost completely automated the subscription program. Entry to computer is by remote terminals and OCR devices. Renewal notices are now optically scanned.

New bookstores were opened in Milwaukee, Wisconsin; Seattle, Washington; and Jacksonville, Florida, bringing the number of stores in operation to 24. The store in Philadelphia, Pennsylvania, was relocated to larger permanent quarters.

A large sales exhibit was established in the U.S. Pavilion at EXPO '74 in Spokane, Washington. That exhibit, running from May to November 1974, was the largest of its kind in which GPO has participated.

Library and Statutory Distribution Service

The Library and Statutory Distribution Service is responsible for the management of the Depository Library Program and all statutory distribution of Government publications in accordance with Titles 1 and 44 of the United States Code.

New warehouse and office space was obtained for the Library and Statutory Distribution Service on Eisenhower Avenue, Alexandria, Virginia. Approximately 56,000 square feet of warehouse and office space has been leased.

Beginning with the March Monthly Catalog, preparation was done by ATS remote terminals, providing additional indexes, subjects, titles and authors.

Documents Support Service

The Documents Support Service has three divisions which are responsible for directing work-supporting and management services necessary to the operations of the Office of the Assistant Public Printer (Superintendent of Documents). The Administrative Division has four basic areas of responsibility: correspondence control, personnel-programs administration, clerical support, and supply management. The primary functions of the Analysis and Review Division are the analysis, development, review, and recommendation of changes to present policies, programs, and procedures. The Receipts and Accounts Division is responsible for mail receipt and distribution; receipt, deposit, and refund of customer remittances for sales publications; and maintenance of special accounts.

The Correspondence Branch processed 4,050 pieces of priority mail during Fiscal Year 1974. This represents a slight decline over the total of 4,374 pieces processed during Fiscal Year 1973. In February 1974, the operation undertook control over priority mail for the entire Government Printing Office.

Mail Room Branch employees handled an average of 22,000 pieces of mail daily during Fiscal Year 1974.

An IBM copier was acquired to replace a Xerox duplicating machine formerly used by employees in the Documents area. This has resulted in savings which should amount to \$10,000 annually.

An OPEX IV letter-opening machine with conveyor for delivery of mail to work stations was placed into use on May 8, 1974. Use of the machine reduced the time to open and to extract contents from envelopes. The installation has resulted in considerable savings in man-hours.

During the year we began a program of placing approximately 70,000 deposit accounts on computer by remote terminal. This will result in better service to deposit account holders by providing them with faster service, as well as monthly activity reports.

As a result of actions by the Systems Task Force, a new mail room was constructed and occupied during the year. In accordance with the design and space-utilization concepts of the Government-wide Office Excellence Program, the area was renovated and new, modular-type furnishings were installed, including adjustable sort bins. New mail carts were also purchased and utilized. This colorful and new environment has done much to improve employee morale and operating efficiency.

A new centralized mailroom became operational during the year. It received all incoming mail which was previously received at 13 different points within GPO. This activity also undertook responsibility for receiving and sorting all mail returned to GPO as undeliverable. The return mail, which contains a substantial amount of new mail, is processed on a same-day basis. Under the previous system, the new mail may not have reached the action point for several days.

Systems Task Force

The Systems Task Force was established by the Public Printer to improve the effectiveness, efficiency, and quality of GPO mail operations and of Public Documents inventory management and sales-to-public order processing operations by designing and implementing operations management systems in those areas, and to expand the scope of this effort to analogous operations elsewhere in GPO when and if so directed by the Public Printer.

There is no pre-FY-74 operating history for comparison with last year's operations. The design functions of Phase I (Central Mailroom), Phase II (Order Opening), and Publication Receipt and Control System (PRCS) were accomplished during the fiscal year. Implementation of Phase I and Phase II (except for delay of receipt of some work movement systems equipment) were also completed. Implementation of PRCS commenced during the fiscal year but will not be completed until Fiscal Year 75.

Pre-design planning of Phase III (Order Input) did not begin until FY 1975; however, all of the facilities design and much of their implementation was completed in May and June of FY 74, and much of the FY 74 effort to develop PRCS will come to bear on the design and development of Phase III.

Miscellaneous efforts by Task Force resources included development of a proposal for relocation of Public Documents Depository Library Mailing Unit to the Alexandria warehouses and restructure of its operations. The Task Force also helped staff the team that developed the scheme for occupancy of new spaces in the Union Center Plaza.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENTS
AS OF JUNE 30, 1974

ASSETS				LIABILITIES AND INVESTMENTS			
	Revolving Fund	Other Funds (1)	Combined Funds		Revolving Fund	Other Funds (1)	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:				LIABILITIES:			
Fund balances in U.S. Treasury	\$ 23,520,306	\$11,025,791	\$ 34,546,097	Accounts payable (3)	\$ 57,423,036	\$ 1,153,101	\$ 58,576,137
Cash on hand and in transit	<u>1,550,568</u>	<u>---</u>	<u>1,550,568</u>	Accrued Salaries and Wages	2,602,804	257,273	2,860,077
	25,070,874	11,025,791	36,096,665	Amounts withheld from employee's for purchase of savings bonds and payment of taxes	3,146,092	---	3,146,092
ACCOUNTS RECEIVABLE AND ADVANCES:				Employees accrued annual leave	4,974,707	518,141	5,492,848
Accounts Receivable:				Customers Deposits, prepaid subscriptions and unearned income	<u>14,747,569</u>	<u>---</u>	<u>14,747,569</u>
Government agencies	126,955,805	199,167	127,154,972		82,894,208	1,928,515	84,822,723
Other	<u>1,544,082</u>	<u>---</u>	<u>1,544,082</u>				
Advances to employees	<u>6,308</u>	<u>---</u>	<u>6,308</u>	INVESTMENT OF U.S. GOVERNMENT:			
	128,506,195	199,167	128,705,362	Capital	92,715,383	---	92,715,383
INVENTORIES: (2)				Retained earnings reserved	7,768,622	---	7,768,622
Publications for sale, net	12,035,675	---	12,035,675	Retained earnings unreserved	33,709,101	---	33,709,101
Printing work in process, at standard value	26,669,175	---	26,669,175	Appropriations and other fund balances	---	12,175,871	12,175,871
Paper, envelopes, and other supplies at cost	<u>19,178,490</u>	<u>---</u>	<u>19,178,490</u>	Income from sales of publications payable to U.S. Treasury	<u>6,183,059</u>	<u>---</u>	<u>6,183,059</u>
	57,883,340	---	57,883,340		140,376,165	12,175,871	152,552,036
DEFERRED CHARGES	9,581	---	9,581				
PROPERTY, PLANT AND EQUIPMENT:				TOTAL LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT	<u>\$223,270,373</u>	<u>\$14,104,386</u>	<u>\$237,374,759</u>
Land and buildings, at cost	---	9,085,172	9,085,172				
Equipment and building appurtenances	<u>39,653,201</u>	<u>1,464,532</u>	<u>41,117,733</u>				
	39,653,201	10,549,704	50,202,905				
Less: Allowance for depreciation	<u>-27,852,818</u>	<u>-7,670,276</u>	<u>-35,523,094</u>				
	11,800,383	2,879,428	14,679,811				
TOTAL ASSETS	<u>\$223,270,373</u>	<u>\$14,104,386</u>	<u>\$237,374,759</u>				

TABLE 2

GOVERNMENT PRINTING OFFICE

REVOLVING FUND
COMPARATIVE CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
FISCAL YEARS ENDED JUNE 30, 1974 AND 1973

	FISCAL YEAR <u>1974</u>	FISCAL YEAR <u>1973</u>	INCREASE OR DECREASE (-)
REVENUE			
Printing and Binding services performed for (4) Government agencies and Congress	\$346,834,873	\$279,799,137	\$67,035,736
Document Sales to the public	33,541,526	23,135,570	10,405,956
Appropriation for increased mailing costs (TABLE 3)	-0-	6,214,000	(6,214,000)
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	20,181,715	15,693,239	4,488,476
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies: Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	13,771,536	7,942,328	5,829,208
Blank paper sales: Receipts from other Government agencies	18,769,789	11,642,180	7,127,609
Other	<u>1,298,508</u>	<u>797,815</u>	<u>500,693</u>
TOTAL REVENUE	<u>\$434,397,947</u>	<u>\$345,224,269</u>	<u>\$89,173,678</u>
DIRECT COSTS			
Labor	\$ 81,536,234	\$ 73,872,953	\$ 7,663,281
Material	35,472,417	23,442,563	12,029,854
Purchases of Printing	205,114,107	151,768,736	53,345,371
Cost of Publications Sold	14,969,978	8,632,829	6,337,149
Cost of Publications Destroyed	<u>2,691,057</u>	<u>2,077,379</u>	<u>613,678</u>
TOTAL DIRECT COSTS	\$339,783,793	\$259,794,460	\$79,989,333
GENERAL AND ADMINISTRATIVE EXPENSES	<u>89,088,413</u>	<u>73,957,205</u>	<u>15,131,208</u>
TOTAL EXPENSES	<u>\$428,872,206</u>	<u>\$333,751,665</u>	<u>\$95,120,541</u>
NET INCOME TO THE REVOLVING FUND	\$ 5,525,741	\$ 11,472,604	\$(5,946,863)
Less amount payable to the United States Treasury (TABLE 5)	<u>1,229,666</u>	<u>4,953,393</u>	<u>(3,723,727)</u>
NET INCOME RETAINED BY THE REVOLVING FUND	<u>\$ 4,296,075</u>	<u>\$ 6,519,211</u>	<u>\$(2,223,136)</u>
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND			
Balance - July 1, 1973	\$ 37,181,648		
Add:			
Net Income retained by Revolving Fund	<u>4,296,075</u>		
Balance - June 30, 1974	<u>\$ 41,477,723</u>		

TABLE 3

GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AT JUNE 30, 1974

	Appropriation			
	Printing & Binding For Congress	Superintendent of Documents	Other (6)	Total
Balances at July 1, 1973	<u>\$1,654,456</u>	<u>\$529,568</u>	<u>\$2,382,156</u>	<u>\$4,566,180</u>
Source of Funds				
Appropriations for Fiscal Year 1974	64,000,000	36,871,000	4,600,000	105,471,000
Reimbursements	---	696,909	---	696,909
Increase in investment of furniture	---	---	177,007	177,007
TOTAL	<u>65,654,456</u>	<u>38,097,477</u>	<u>7,159,163</u>	<u>110,911,096</u>
Use of Funds:				
Amounts paid to the Revolving Fund in payment for:				
Congressional Printing and Binding (TABLE 4)	64,069,336	---	---	64,069,336
Sales distribution (TABLE 4)	---	20,181,715	---	20,181,715
Other expenses (TABLE 4)	---	13,771,536	---	13,771,536
Unobligated funds returned to U.S. Treasury	---	514,763	---	514,763
Depreciation on buildings, furniture and fixtures	---	---	121,867	121,867
Increase in liability for employees annual leave, Superintendent of Documents	---	---	76,008	76,008
TOTAL DEDUCTIONS	<u>64,069,336</u>	<u>34,468,014</u>	<u>197,875</u>	<u>98,735,225</u>
Balances at June 30, 1974 (TABLE 1)	<u>\$1,585,120</u>	<u>\$3,629,463</u>	<u>\$6,961,288</u>	<u>\$12,175,871</u>
UNOBLIGATED BALANCES OR OVEROBLIGATION (-)				
Appropriation Balance at June 30, 1974 (as above)	1,585,120	3,629,463		
Less:				
Obligations	<u>31,494,172</u>	<u>3,629,463</u>		
Unobligated balance or overobligation (5)	<u>-29,909,052</u>	<u>-0-</u>		

TABLE 4

GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEARS ENDED JUNE 30, 1974 AND 1973

	Fiscal Year <u>1974</u>	Fiscal Year <u>1973</u>	Increase or Decrease (-)
Payments from Congressional printing and binding appropriations to revolving fund			
Congressional Record	\$13,784,792	\$ 5,840,300	\$7,944,492
Hearings	14,648,938	13,538,688	1,110,250
Miscellaneous printing and binding	9,645,696	6,581,284	3,064,412
Bills, resolutions and amendments	5,595,976	5,509,849	86,127
Miscellaneous publications	2,453,650	3,191,560	(737,910)
Federal Register	4,864,701	4,341,387	523,314
Committee prints	4,150,595	3,161,358	989,237
House and Senate calendars	1,433,584	1,380,230	53,354
Documents	3,038,766	1,277,851	1,760,915
Supplements to the Code of Federal Regulations	1,705,500	1,962,591	(257,091)
Committee reports	1,884,482	1,482,430	402,052
Franked envelopes	601,567	634,766	(33,199)
Publications for international exchange	214,420	335,490	(121,070)
Document franks	<u>46,669</u>	<u>49,995</u>	<u>(3,326)</u>
TOTAL PAYMENTS (TABLE 3)	<u>\$64,069,336</u>	<u>\$49,287,779</u>	<u>\$14,781,557</u>
Payments from Superintendent of Documents appropriations to the revolving fund			
Sales distribution expense (TABLE 3)	\$20,181,715	\$15,693,239	\$4,488,476
Increased mailing costs (TABLE 3)	---	6,214,000	(6,214,000)
Distribution for other agencies	8,570,563	1,936,224	6,634,339
Depository library distribution	4,810,218	5,133,329	(323,111)
Cataloging and indexing	<u>390,755</u>	<u>872,775</u>	<u>(482,020)</u>
TOTAL PAYMENTS	<u>\$33,953,251</u>	<u>\$29,849,567</u>	<u>\$4,103,684</u>

TABLE 5

GOVERNMENT PRINTING OFFICE

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

FISCAL YEARS ENDED JUNE 30, 1974 AND 1973

	Fiscal Year 1974	Fiscal Year 1973	Increase or Decrease (-)
REVENUE			
Document sales to the public (TABLE 2)	\$33,541,526	\$23,135,570	\$10,405,956
Appropriation for increased mailing costs	-0-	6,214,000	(6,214,000)
Reimbursements by appropriations to the Superintendent of Documents	20,181,715	15,693,239	4,488,476
Other revenue	<u>764,577</u>	<u>545,504</u>	<u>219,073</u>
TOTAL REVENUE	<u>\$54,487,818</u>	<u>\$45,588,313</u>	<u>\$8,899,505</u>
EXPENSES			
Cost of publications sold	14,969,978	8,632,828	6,337,150
Cost of publications destroyed	2,691,057	2,077,379	613,678
OTHER EXPENSES			
Salaries and expenses (TABLE 3)	20,181,715	15,693,239	4,488,476
Administrative expense	4,855,402	4,631,024	224,378
Postage expense	<u>10,560,000</u>	<u>9,600,450</u>	<u>959,550</u>
TOTAL EXPENSES	<u>\$53,258,152</u>	<u>\$40,634,920</u>	<u>\$12,623,232</u>
AMOUNT PAYABLE TO THE U.S. TREASURY (TABLE 2)	<u>\$1,229,666</u>	<u>\$4,953,393</u>	<u>\$(3,723,727)</u>
Status of payments due U.S. Treasury	4,953,393		
Balance payable July 1, 1973			
Add: Amount payable to U.S. Treasury for Fiscal Year 1974	1,229,666		
Less: Payments to U.S. Treasury during Fiscal Year 1974	<u>-0-</u>		
Balance payable June 30, 1974 (TABLE 1)	<u>\$6,183,059</u>		

TABLE 6

GOVERNMENT PRINTING OFFICE
 REVOLVING AND OTHER FUNDS
 STATEMENT OF CHANGES IN FINANCIAL POSITION
 FISCAL YEAR ENDED JUNE 30, 1974

Funds provided by:		
Printing and binding services performed (TABLE 2)		\$346,834,873
Document sales to the public (TABLE 2)		33,541,526
Sales of paper (TABLE 2)		18,769,789
Appropriations:		
For Congressional printing and binding	\$ 64,000,000	
For Superintendent of Documents	36,871,000	
For site acquisition	4,600,000	
For electrical and air conditioning improvements	<u>7,400,000</u>	
Total Appropriations		112,871,000
Other revenue (TABLE 2)		1,298,508
Miscellaneous:		
Disposal of fixed assets	73,236	
Reimbursements to S&E appropriation	<u>696,909</u>	
Total Miscellaneous Funds		<u>770,145</u>
Total Funds Available		\$514,085,841
Funds applied:		
Operating expenses, less depreciation and net change in accrued annual leave		427,268,666
Payments for Congressional printing and binding		64,069,336
Purchases of equipment		3,959,544
Funds returned to U.S. Treasury		<u>514,763</u>
Total Funds Applied		<u>\$495,812,309</u>
Increase in working capital		<u>\$ 18,273,532</u>

ANALYSIS OF WORKING CAPITAL	<u>1974</u>	<u>1973</u>	Increase or Decrease (-)
Fund balances with U.S. Treasury	\$ 36,096,665	\$ 19,359,646	\$ 16,737,019
Accounts receivable and advances	128,705,362	109,305,719	19,399,643
Inventories	57,883,340	44,133,580	13,749,760
Deferred charges	<u>9,581</u>	<u>15,056</u>	(5,475)
	\$222,694,948	\$172,814,001	\$ 49,880,947
Less:			
Liabilities excluding employees accrued annual leave	<u>79,329,875</u>	<u>47,722,460</u>	<u>31,607,415</u>
Total working capital	<u>\$143,365,073</u>	<u>\$125,091,541</u>	<u>\$ 18,273,532</u>

FOOTNOTES TO FINANCIAL STATEMENTS

- 1/ Other funds consist of account balances of the Congressional Printing and Binding Appropriation, Office of the Superintendent of Documents Salaries and Expenses Appropriation, Site Acquisition Appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 309).
- 2/ Publications for sale inventory is net of \$1,703,680, allowance for unsalable publications, and is computed using the retail inventory pricing method. Printing work-in-process represents in-plant work at standard value. Paper, envelopes and other supplies are composed of \$15,241,756 for paper and envelopes using the first-in, first-out (FIFO) method of valuation and \$3,936,734 for materials and supplies computed on a moving average basis.
- 3/ Accounts Payable does not include a contingent liability of \$17,849,285 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.
- 4/ Printing and Binding services performed for Government Agencies and Congress includes intra-office sales of \$16,746,786 for Printing and Binding work performed for the Superintendent of Documents' Sales Program.
- 5/ Overobligation of \$29,909,052 has been authorized by Congress to be paid from appropriations for subsequent fiscal years.
- 6/ Other Funds represents \$4.6 million for the acquisition of a new site for the Government Printing Office, the book value of \$2,070,088 for Government Printing Office buildings, the Superintendent of Documents' furniture, machinery and equipment with a book value of \$809,341 less the Superintendent of Documents' accrued annual leave for employees of \$518,141.

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

Revenue generated by the printing and binding operation is recognized when entered into work-in-process.

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

Table 7

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD PRINTING OFFICES, AND COMMERCIALLY PROCURED WORK
FISCAL YEAR 1974

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	8,659,103	1,771	97,237	86,857	\$ 13,998,155
Federal Register	11,339,737	2,437	37,633	---	5,666,813
Supplement to the Code of Federal Regulations	1,242,450	13,271	46,272	---	2,493,626
Official Gazette	559,626	20,184	---	---	1,001,213
Specifications of Patents, Trademarks and Designs	2,721,438	---	67,038	---	4,747,447
Miscellaneous Publications ...	1,941,871,359	9,806,931	728,355	3,147,009	180,282,813
Postal Cards	724,031,251	---	---	---	1,981,002
Catalog Cards	36,467,065	---	---	---	1,265,525
Letterheads and Envelopes	302,960,062	---	---	---	3,399,981
Forms	6,148,844,023	---	---	---	32,765,926
Labels, Notices, Cards, and Posters	1,752,992,354	---	---	---	15,788,058
Blank Books	8,701,273	---	---	---	1,464,525
Multiforms	2,459,577,336	---	---	---	30,659,398
Miscellaneous Binding	35,252	---	---	---	687,092
Binders	1,730,360	---	---	---	489,515
Miscellaneous	23,120,155	---	---	---	13,771,002
Microfiche	15,957,535	---	---	---	885,933
Blank Paper	1,508,486,898	---	---	---	15,727,092
Supplies and Services	3,042,999	---	---	---	159,354
TOTAL	14,952,340,276	9,844,594	976,535	3,233,866	\$327,234,470
G.P.O. Departmental Service Office	173,602,146	---	---	---	5,080,603
Field Printing Offices	1,191,506,496	---	---	---	21,721,148
GRAND TOTAL	16,317,448,918	9,844,594	976,535	3,233,866	\$354,036,221
Breakdown of the Amount Billed:					
Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials					\$122,891,259
Value of Outside Printing			\$187,440,883		
Value of Paper Furnished Contractors			1,175,236		
Total Value of Outside Printing					188,616,119
Blank Paper					15,727,092
G.P.O. Departmental Service Office			\$ 5,080,603		
Field Service Offices			21,721,148		
Total Field and Departmental Service Offices					26,801,751
TOTAL AMOUNT BILLED					\$354,036,221

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 1974

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	8,659,103	1,771	97,237	86,857	\$ 13,998,155
Federal Register	11,339,737	2,437	37,633	---	5,666,813
Supplement to the Code of Federal Regulations	1,242,450	13,271	46,272	---	2,493,626
Official Gazette	559,626	20,184	---	---	1,001,213
Specifications of Patents, Trademarks and Designs	2,721,438	---	67,038	---	4,747,447
Miscellaneous Publications ...	344,854,730	1,774,279	728,355	1,115,934	71,926,384
Postal Cards	724,031,251	---	---	---	1,981,002
Catalog Cards	36,467,065	---	---	---	1,265,525
Letterheads & Envelopes	219,913,310	---	---	---	2,204,528
Forms	1,050,376,650	---	---	---	4,275,785
Labels, Notices, Cards, and Posters	338,126,820	---	---	---	3,223,879
Blank Books	5,441,763	---	---	---	362,968
Miscellaneous Binding	34,976	---	---	---	682,847
Binders	20,552	---	---	---	1,779
Miscellaneous	9,652,843	---	---	---	8,899,954
Blank Paper	1,508,486,898	---	---	---	15,727,092
Supplies and Services	3,042,999	---	---	---	159,354
TOTAL	4,264,972,211	1,811,942	976,535	1,202,791	\$138,618,351
G.P.O. Departmental Service Office	173,602,146	---	---	---	5,080,603
Field Printing Offices	1,191,506,496	---	---	---	21,721,148
GRAND TOTAL	5,630,080,853	1,811,942	976,535	1,202,791	\$165,420,102

Table 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALLY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1974

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications ...	1,597,016,629	8,032,652	---	2,031,075	\$108,356,429
Letterheads & Envelopes	83,046,752	---	---	---	1,195,453
Forms	5,098,467,373	---	---	---	28,490,141
Multiforms	2,459,577,336	---	---	---	30,659,398
Labels, Notices and Posters ..	1,414,865,534	---	---	---	12,564,179
Blank Books	3,259,510	---	---	---	1,101,557
Binders	1,709,808	---	---	---	487,736
Miscellaneous	13,467,312	---	---	---	4,871,048
Microfiche	15,957,535	---	---	---	885,933
Miscellaneous Binding	276	---	---	---	4,245
TOTAL	<u>10,687,368,065</u>	<u>8,032,652</u>	<u>-0-</u>	<u>2,031,075</u>	<u>\$188,616,119</u>

Breakdown of the Amount Billed:

Value of Outside Printing (Based on Finished Work Value)	\$187,440,883
Value of Paper Furnished Contractors (Based on Amounts Billed and the Value of Paper issued)	<u>1,175,236</u>
TOTAL	<u>\$188,616,119</u>

Table 10

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1974

CONGRESS:

Congressional Record	\$13,929,520	
Miscellaneous Publications	2,503,921	
Miscellaneous Printing and Binding	10,197,769	
Publications for International Exchange.	231,692	
Franked Envelopes	643,935	
Document Franks	46,669	
House and Senate Calendars	1,428,480	
Bills, Resolutions and Amendments	6,163,094	
Committee Reports	2,017,790	
Documents	3,053,590	
Hearings	14,764,413	
Federal Register	5,465,171	
Supplement to the Code of Federal Regulations	1,877,598	
Committee Prints	<u>4,254,109</u>	
Total		\$ 66,577,751
Action		801,804
Administration Conference of the United States		21,806
Administrative Office of the United States		283,997
Advisory Commission on Intergovernmental Relations		64,219
Agriculture		9,150,495
Air Force		17,004,091
Air Force Systems Command		3,371,438
American Battle Monument Commission		159
Appalachian Regional Commission		6,415
Army		40,148,139
Atomic Energy Commission		2,323,979
Atlantic Pacific, Inter-Oceanic Canal Study Commission ...		-0-
Board of Governors, Federal Reserve System		5,057
Central Intelligence Agency		633,665
Civil Aeronautics Board		185,273
Civil Service Commission		2,822,239
Commerce		9,459,440
Commission of Civil Rights		179,332
Commission of Fine Arts		10,435
Commission on American Shipbuilding		55,361
Commission on International Trade and Investment Policy ..		-0-
Commission on Population Growth and the American Future ..		27,020
Consumer Product Safety Commission		122,975
Council of Economic Advisors		161,098
Council of Environmental Quality		144,969
Council on International Economic Policy		66
Court of Claims		161,499
Court of Customs and Patent Appeals		35,591

Table 10 (continued)

- 2 -

Defense Mapping Agency	\$ 821,256
Defense Supply Agency	4,427,883
Department of Defense	1,088
Department of Transportation	6,977,564
District of Columbia	339,042
Environmental Protection Agency	3,192,830
Equal Employment Opportunity Commission	212,497
Export-Import Bank	92,915
Farm Credit Administration	15,441
Federal Aviation Agency	-0-
Federal Coal Mine Safety Board of Review	-0-
Federal Communications Commission	722,469
Federal Deposit Insurance Corporation	30,017
Federal Home Loan Bank Board	186,030
Federal Judicial Center	21,001
Federal Maritime Commission	30,242
Federal Mediation and Conciliation Service	17,349
Federal Power Commission	351,553
Federal Trade Commission	410,644
Foreign Claims Settlement Commission	18,927
General Accounting Office	513,152
General Services Administration	11,418,217
GPO Sales	17,261,966
GPO Superintendent of Documents Depositories	3,107,372
GPO Superintendent of Documents Others	1,838,921
Health, Education and Welfare	22,474,418
House and Senate Stationery Room	116,307
Housing and Urban Development	2,691,930
Indian Claims Commission	618
Interior Department	7,831,159
Internal Revenue Service	21,337,545
Interstate Commerce Commission	207,488
Joint Publications Research Service	61,244
Justice Department	4,013,936
Labor Department	3,171,701
Library of Congress	1,677,542
Library Branch	2,448,031
National Academy of Sciences	-0-
National Advisory Council on Extension and Continuing Education	8,389
National Advisory Council on Professions Development	10,173
National Aeronautics and Space Administration	4,619,976
National Aeronautics and Space Council	-0-
National Capital Housing Authority	13,953
National Capital Planning Commission	11,432
National Capital Transportation Agency	-0-
National Center for Information on Careers in Education .	28,620
National Commission on Financing of Post Secondary Education	23,759

Table 10 (continued)

- 3 -

National Commission on State Workmen's Compensation Laws .	\$ 57,416
National Advisory Council on Indian Education	14,273
National Council on Marine Resources and Engineering Development	-0-
National Commission of Libraries and Information Science .	2,273
National Advisory Council on Adult Education	4,713
National Credit Union Administration	100,380
National Forest Reservation Commission	346
National Gallery of Art	36,827
National Labor Relations Board	538,249
National Mediation Board	2,362
National Science Foundation	644,748
National Foundation on the Arts and the Humanities	53,416
National Security Agency	2,642,490
National Security Council	1,831
National Commission on Water Quality	58,452
Navy	33,442,225
Occupational Safety and Health Review Commission	247
Office of Aerospace Research	-0-
Office of Economic Opportunity	119,395
Office of Emergency Preparedness	53,637
Office of Technology Assessment	2,909
Office of Management and Budget	867,406
Office of Science and Technology	19,140
Special Representative for Trade Negotiations	-0-
Overseas Private Investment Corporation	176
Panama Canal Company	21,111
Organization of American States	2,369
Patent Office	7,265,464
Postal Service	15,583,766
Postal Rate Commission	365
President's Council on Youth Opportunity	-0-
Private Orders	48,672
Public Land Law Review	-0-
Railroad Retirement Board	27,132
Renegotiation Board	11,292
Securities and Exchange Commission	258,231
Selective Service System	720,659
Small Business Administration	544,950
Smithsonian Institution	459,271
Special Action Office for Drug Abuse Prevention	125,062
State Department	4,307,721
St. Lawrence Seaway Development Corporation	607
Subversive Activities Control Board	239
Supreme Court of the United States	391,733
Susquehanna River Basin Commission	27
Tariff Commission	67,672
Tax Court of the United States	62,119
Tennessee Valley Authority	14,946
Treasury Department	4,648,930

Table 10 (continued)

- 4 -

United States Information Agency	\$ 275,294
Veterans Administration	3,788,770
Water Resources Council	8,742
White House	223,137
Great Lakes River Basin Commission	<u>119</u>
GRAND TOTAL	<u>\$354,036,221</u>

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1974

Congress	56,553,422
Action	8,803,079
Administrative Conference of United States	2,930
Administrative Office of the United States	439,646
Advisory Commission on Intergovernmental Relations ...	88,500
Agriculture	55,473,265
Air Force	110,913,478
Air Force Systems Command	5,305,244
American Battle Monument Commission	1,559
Appalachian Regional Commission	168
Army	259,856,686
Atomic Energy Commission	3,785,467
Board of Governors, Federal Reserve System	33,945
Central Intelligence Agency	120,882
Civil Aeronautics Board	539,194
Civil Service Commission	48,340,993
Commerce Department	21,440,702
Commission of Civil Rights	897,561
Commission of Fine Arts	941
Commission on American Shipbuilding	8,586
Commission on Population Growth and the American Future	5,554
Consumer Product Safety Commission	1,110,617
Council of Economic Advisors	23,754
Council of Environmental Quality	88,637
Council on International Economic Policy	40
Court of Claims	132,006
Court of Customs & Patent Appeals	14,157
Defense Mapping Agency	1,288,807
Defense Supply Agency	6,904,447
Department of Transportation	35,039,152
District of Columbia	30,256
Environmental Protection Agency	90,618,845
Equal Employment Opportunity Commission	691,488
Export-Import Bank	200,812
Farm Credit Administration	8,015
Federal Communications Commission	1,050,028
Federal Deposit Insurance Corporation	162,273
Federal Home Loan Bank Board	179,604
Federal Judicial Center	7,000
Federal Maritime Commission	28,112
Federal Mediation & Conciliation Service	6,942
Federal Power Commission	413,269
Federal Trade Commission	1,042,061
Foreign Claims Settlement Commission	89,149
General Accounting Office	735,761
General Services Administration	44,106,804

Table 11 (continued)

- 2 -

GPO Sales of Government Publications	81,419,352
GPO Superintendent of Documents, Depository Libraries	19,667,945
GPO Superintendent of Documents, Others	19,100,287
Health, Education and Welfare	293,137,402
Housing and Urban Development	28,350,820
Indian Claims Commission	657
Interior Department	41,786,074
Internal Revenue Service	217,409,163
Interstate Commerce Commission	5,543,592
Justice Department	15,632,898
Labor Department	24,932,553
Library of Congress	1,050,330
Library Branch	2,250
National Advisory Council on Extension & Continuing Education	6,500
National Advisory Council on Professions Development	20,983
National Aeronautics & Space Administration	10,997,964
National Capital Housing Authority	147,118
National Capital Planning Commission	845
National Center for Information on Careers in Education	73,673
National Commission on Financing of Post Secondary Education	12,000
National Commission on State Workmen's Compensation Laws	19,625
National Advisory Council on Indian Education	5,150
National Commission of Libraries & Information Science	5,000
National Advisory Council on Adult Education	8,000
National Credit Union Administration	536,588
National Forest Reservation Commission	1,200
National Gallery of Art	567,036
National Labor Relations Board	620,833
National Mediation Board	2,672
National Science Foundation	449,810
National Foundation on the Arts & The Humanities	114,111
National Security Agency	37,917
National Security Council	883
National Commission on Water Quality	8,005
Navy	191,167,575
Office of Economic Opportunity	385,369
Office of Emergency Preparedness	137,360
Office of Management and Budget	725,767
Office of Science & Technology	114,698
Special Representative for Trade Negotiations	763
Panama Canal Company	13,089
Organization of American States	25
Patent Office	719,168
Postal Service	175,266,897
Postal Rate Commission	1,122
Private Orders	6,447
Railroad Retirement Board	37,779
Renegotiation Board	8,381

Table 11 (continued)

- 3 -

Securities & Exchange Commission	772,901
Selective Service System	8,027,137
Small Business Administration	5,597,447
Smithsonian Institution	1,295,051
Special Action Office for Drug Abuse Prevention	820,483
State Department	12,488,770
Subversive Activities Control Board	433
Supreme Court of the United States	566,461
Susquehanna River Basin Commission	6
Tariff Commission	23,962
Tax Court of the United States	44,411
Tennessee Valley Authority	184,612
Treasury Department	27,816,216
United States Information Agency	221,143
Veterans Administration	18,202,358
Water Resources Council	18,391
White House	195,353
TOTAL	<u>1,963,112,649</u>

Table 12

SCHEDULE OF
 ACCOUNTS RECEIVABLE GOVERNMENT AGENCIES
 AS OF
 JUNE 30, 1974
 (PRINTING AND BINDING OPERATIONS)

Action	\$ 38,321
Administrative Office of the United States Courts	32,398
Advisory Commission on Intergovernmental Relations	6,214
Agriculture	2,872,272
Air Force	1,290,342
Air Force Systems Command	248,669
Army	5,661,696
Atomic Energy Commission	674,507
Central Intelligence Agency	113,694
Civil Aeronautics Board	14,583
Civil Rights Commission	48,581
Civil Service Commission	536,644
Commerce Department	1,421,675
Commission on Fine Arts	2,484
Commission on Population Growth & the American Future ...	17,530
Congress	3,216,645
Consumer Production Safety Commission	101,941
Council of Economic Advisors	54
Council on Environmental Quality	1,547
Court of Claims	9,172
Court of Customs & Patent Appeals	382
Defense Mapping Agency	172,705
Defense Supply Agency	234,595
District of Columbia	217,339
Environmental Protection Agency	730,217
Equal Employment Opportunity Commission	15,235
Export-Import Bank of the United States	4,824
Farm Credit Administration	2,542
Federal Communications Commission	33,353
Federal Deposit Insurance Corporation	13
Federal Home Loan Bank Board	54,257
Federal Judicial Center	5,459
Federal Maritime Commission	7,493
Federal Mediation & Conciliation Service	552
Federal Power Commission	28,536
Federal Reserve System-Board of Governors	1,384
Federal Trade Commission	51,370
Foreign Claims Settlement Commission	146
General Accounting Office	80,674
General Services Administration	1,839,674
Health, Education, & Welfare	3,411,243
House of Representatives	33,782
Housing & Urban Development	524,175
Interior Department	1,691,591
Internal Revenue Service	568,358
Interstate Commerce Commission	62,910

Table 12 (continued)

-2-

Joint Publications Research Service	\$ 1,309
Justice Department	615,276
Labor Department	635,497
Library of Congress	212,673
Library of Congress Branch	225,355
National Advisory Council on Adult Education	4,713
National Advisory Council of Educational Dev. Prof.	68
National Advisory Council on Indian Education	14,273
National Aeronautics & Space Administration	846,778
National Capital Housing Authority	4,530
National Capital Planning Commission	94
National Commission for Post Secondary Education	154
National Commission on State Workmen's Comp. Laws	46,622
National Credit Union Administration	10,796
National Foundation on Arts & Humanities	11,519
National Gallery of Art	854
National Labor Relations Board	48,614
National Mediation Board	187
National Science Foundation	232,773
National Security Agency	165,751
National Water Commission	30,474
Navy Department	8,131,780
Occupational Safety & Health Review Commission	29
Office of Economic Opportunity	13,552
Office of Emergency Preparedness	14,440
Office of Management & Budget	2,674
Office of Science & Technology	2
Office of Special Rep. of Trade Negotiations	2
Office of Technology Assesment	2,909
Overseas Private Investment Corporation	20
Panama Canal Company	7,528
Pan American Union	43
Patent Office	40,817
Postal Service	2,755,112
Railroad Retirement Board	482
Renegotiation Board	2,208
Securities & Exchange Commission	59,604
Selective Service System	32,840
Small Business Administration	64,698
Smithsonian Institution	116,078
Special Action for Drug Abuse Prevention	6,975
State Department	692,372
St. Lawrence Seaway Development Corporation	335
Supreme Court of the United States	32,825
Tariff Commission	17,330
Tax Court of the United States	1,393
Tennessee Valley Authority	1,664
Treasury Department	726,099
Transportation Department	877,579

Table 12 (continued)

-3-

United States Information Agency	\$ 37,064
Veterans Administration	314,439
Water Resources Council	7
White House	<u>57,865</u>

TOTAL	\$43,200,813
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Table 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1965 TO 1974

<u>Fiscal Year</u>		
1965		\$ 131,561,835
1966		167,177,834
1967		196,652,072
1968		187,699,629
1969		<u>210,067,931</u>
Total, 1965 to 1969, inclusive		<u>\$ 893,159,301</u>
1970		230,371,146
1971		223,009,079
1972		243,759,730
1973		296,248,509
1974		<u>354,036,221</u>
Total, 1970 to 1974, inclusive		<u>\$1,347,424,685</u>
Grand Total, 1965 to 1974, inclusive		<u><u>\$2,240,583,986</u></u>
Percentage of Increase (+) or Decrease (-)		
Five-Year Period 1970 - 1974 over 1965 - 1969		+51.%

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEARS ENDED JUNE 30, 1974 AND 1973

Table 14

FISCAL YEAR 1974			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	\$25,677,354	\$19,937,681	\$ 5,739,673
CLASS II			
Building Appurtenances	11,781,889	6,461,324	5,320,565
CLASS III			
Office Mach. & Equipment ...	766,305	441,373	324,932
CLASS IV			
Furniture & Fixtures	1,142,828	820,786	322,042
CLASS V			
Motor Vehicles	<u>284,825</u>	<u>191,656</u>	<u>93,169</u>
TOTAL	<u>\$39,653,201</u>	<u>\$27,852,820</u>	<u>\$11,800,381</u>

FISCAL YEAR 1973			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment	\$25,183,702	\$19,269,080	\$ 5,914,622
CLASS II			
Building Appurtenances	8,913,113	6,213,752	2,699,361
CLASS III			
Office Mach. & Equipment ...	787,270	442,071	345,199
CLASS IV			
Furniture & Fixtures	1,125,469	799,433	326,036
CLASS V			
Motor Vehicles	<u>283,076</u>	<u>160,142</u>	<u>122,934</u>
TOTAL	<u>\$36,292,630</u>	<u>\$26,884,478</u>	<u>\$ 9,408,152</u>

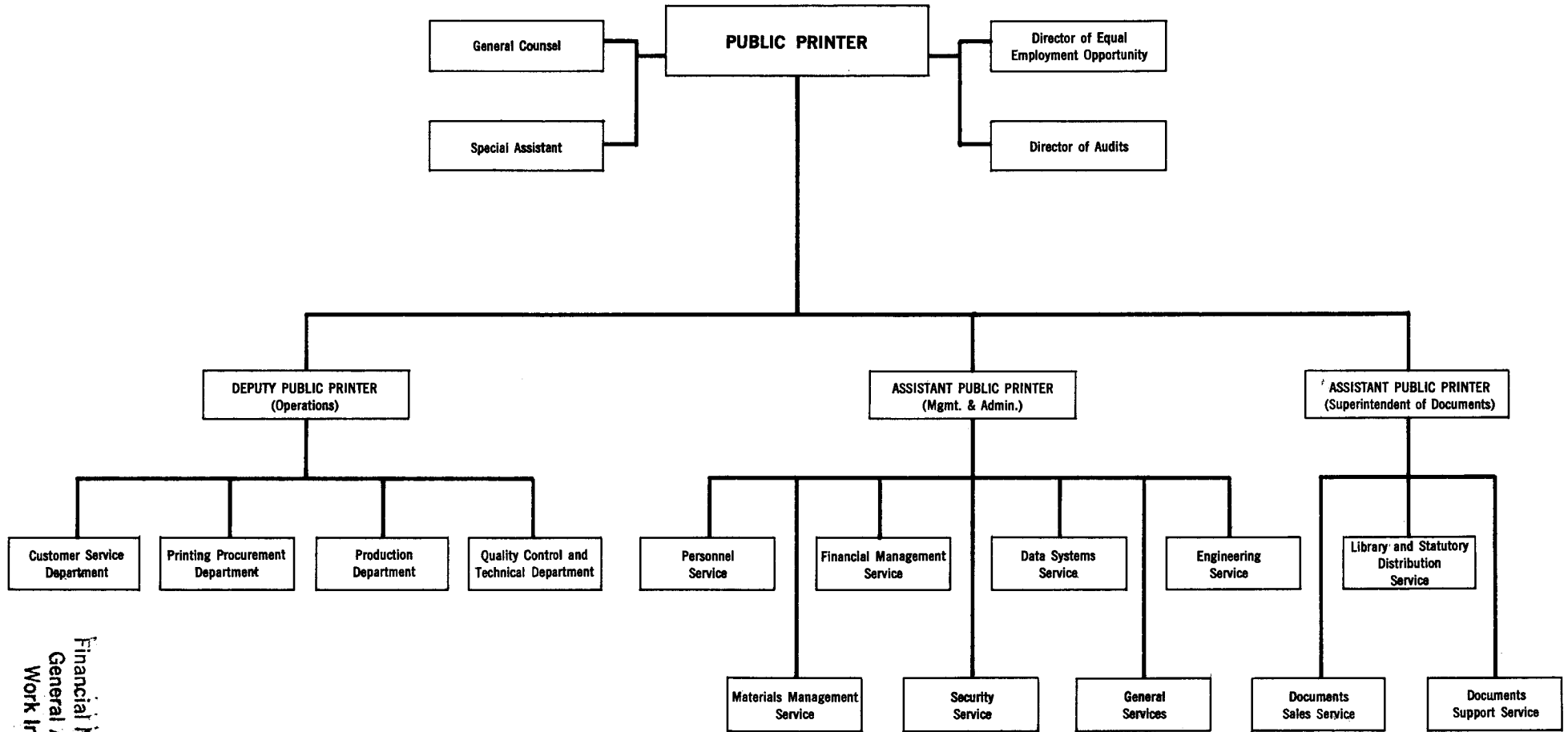
Table 15

PRODUCTION OF PRINCIPAL ITEMS
FISCAL YEARS 1974, 1973 AND 1972

<u>CENTRAL OFFICE</u>	<u>F.Y. 1974</u>	<u>F.Y. 1973</u>	<u>F.Y. 1972</u>
<u>Composing Division</u>			
Total ems set	2,236,992,601	2,075,144,200	2,368,844,100
<u>Letterpress Division:</u>			
Electrotype plates - sq. in.	410,810	368,517	362,481
Electrotype molds only - sq. in.	675	---	1,243
Stereotype plates - sq. in.	6,708,842	5,528,666	5,980,857
Stereotype mats only - sq. in.	420,000	2,979,206	767,805
Rubber plates - sq. in.	407,766	333,000	251,529
Rubber stamps - sq. in.	149,496	146,978	116,790
Plastic plates - sq. in.	---	---	72,580
Plastic mats only - sq. in.	---	---	980
Magnesium wraparound plates - sq. in.	119,325	268,750	303,150
Magnesium plates - other - sq. in.	314,685	374,202	425,345
Dycril curved plates - sq. in.	127,386	175,098	189,102
Dycril wraparound plates - sq. in.	2,150	34,400	46,225
Dycril Flat plates - sq. in.	38,521	61,469	38,976
Photoengravings - sq. in.	106,472	119,831	118,767
Offset negatives and positives - sq. in.	13,040,286	10,780,668	12,702,867
Plates repaired - number of plates	6,517	11,391	9,649
Postal cards produced	779,479,000	690,980,000	809,740,000
Letterpress forms	93,236	95,932	98,938
Letterpress impressions	393,206,319	404,485,820	415,775,543
<u>Offset Division:</u>			
Offset negatives and positives - sq. in.	86,040,273	72,378,248	62,106,664
Offset plates - sq. in.	133,661,109	124,988,989	119,363,513
Offset forms	80,712	74,569	73,995
Offset impressions	283,656,859	301,526,659	315,706,835
<u>Binding Division:</u>			
Sheets folded - machine	297,280,485	304,143,752	323,188,700
Books gathered - machine	28,141,889	26,922,564	26,878,231
Signatures inset	297,542	324,189	571,600
Tippings signatures, maps, etc.	48,066,243	48,511,427	51,392,888
Copies wire-stitched, machine	72,650,336	79,930,384	78,121,657
Copies covered	5,411,697	7,637,863	8,551,723
Impressions stamped - all	3,436,859	3,503,846	3,661,410
Books, signatures, etc. stripped	2,459,024	2,269,619	2,708,572
Signatures sewed	64,121,169	86,222,118	91,342,906
Sheets drilled or punched	590,916,759	815,999,438	930,805,838
Sheets perforated	2,360,578	2,565,642	6,352,534
Bielomatik - units produced	---	---	2,298,869
Books bound - machine	1,615,509	1,293,557	1,974,247
hand	1,341,356	1,529,751	1,528,419
Total Books Bound	2,956,865	2,823,308	3,502,666

	<u>F.Y. 1974</u>	<u>F.Y. 1973</u>	<u>F.Y. 1972</u>
<u>Library of Congress Branch:</u>			
Catalog Cards printed	90,328,177	109,967,957	122,937,275
<u>Field Service Operations:</u>			
<u>Chicago:</u>			
Linotype slugs set	---	---	---
Offset negatives - sq. in.	2,667,514	3,432,779	4,180,331
Offset plates - sq. in.	4,043,873	4,864,150	5,883,494
Offset forms	8,431	10,670	13,546
Offset impressions	38,928,158	40,111,228	42,756,249
Letterpress forms	1,351	1,663	1,704
Letterpress impressions	1,405,445	2,104,868	2,928,045
<u>Departmental Service, Washington, D.C.:</u>			
Offset negatives - sq. in.	15,694,167	17,372,263	18,541,444
Offset plates - sq. in.	42,679,302	45,942,075	45,640,515
Offset forms	255,945	256,952	272,225
Offset impressions	158,450,299	166,041,158	198,933,676
<u>Denver, New York, San Francisco and Seattle:</u>			
Linotype slugs set	---	---	154
Offset negatives - sq. in.	11,518,634	12,890,387	18,009,747
Offset plates - sq. in.	24,049,902	22,756,521	24,906,808
Offset forms	150,982	133,574	130,800
Offset impressions	76,599,835	77,231,474	91,460,406
Letterpress forms	1,055	1,028	1,170
Letterpress impressions	1,210,715	915,258	1,018,981

UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART



Financial Management Service
General Accounting Branch
Work In Process Section