

ANNUAL REPORT
of
THE PUBLIC PRINTER
FISCAL YEAR 1954

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LETTER OF TRANSMITTAL

U.S. Government Printing Office
Washington 25, D. C.
January 3, 1955

To the Congress of the United States:

This report, submitted pursuant to the provisions of the act of January 12, 1895 (sec. 19, ch. 23, 28 Stat. 603) covers the work of the Government Printing Office for the fiscal year ended June 30, 1954.

Under the 1940 Legislative Branch Appropriation Act, the requirement for the printing of an annual report was suspended and subsequent appropriation acts have extended this authorization. Therefore, the distribution of an annual report has been limited to this abridged version. All pertinent statistics are to be found in the tables of the Appendix beginning at Page 17.

In the fiscal year 1954, total charges of the Government Printing Office amounted to \$71,280,536.48. Of this amount approximately \$9,000,000 represented charges to the Congress. The number of orders received was down about 6.2 percent.

Field Service Division operations went up slightly, from \$3,997,697.34 to \$4,023,387.55.

Total number of employees on the rolls dropped from 7,339 to 6,811, a decrease of 7.2 percent while the volume of work was declining 4.1 percent.

Under a business-type budget, established for the first time in this Office, overhead costs were reduced \$800,000 and approximately \$200,000 was saved in premium pay to employees for night work by changes in shifts and the virtual elimination of the second shift. The Office went on a revolving-fund system of financing at the beginning of the year. Before six months of the year had elapsed under the new financing program, I was able to make arrangements for the return of \$5,000,000 of capital to the U. S. Treasury.

In February 1954, I reduced the scale of prices by 5 percent, the first cut in the charges for public printing and binding in more than 20 years.

In April and May wage increases were granted to journeymen craftsmen in the several trades, in line with the weighted averages of commercial wage scales established in the 25 principal cities. After a close study of their effect on Government Printing Office charges, it was determined that these increases could be absorbed without raising rates. That is, the 5 percent reduction made in February was continued throughout the year, and is still in effect except for further reductions to be described hereafter.

In March all offset operations were reorganized and consolidated in a new Division of Offset. I am confident that my next report will reflect large savings through the increased efficiency and economy which will result from this reorganization. Reduction of personnel from this and other changes made in the Office was accomplished with practically no enforced separations, resignations and retirements being almost sufficient in numbers to bring about the 7.2 percent decrease.

Rigid tightening of security regulations, by a return to war-time restrictions and the appointment of a full-time security officer, has put the handling of all classified printing on a safe basis. All responsible officials have been subjected to full-field investigations, which will be extended, when approval is secured, to all persons engaged in any processing of such material.

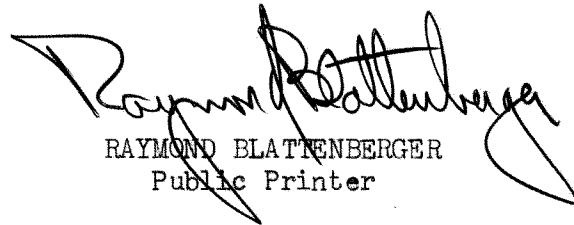
During the year, I established a Committee on Modernization of Machinery and Equipment. The committee received from all divisions the estimate of their projected requirements for replacements or additions over a 10-year period. Then each division's requests for 1954 procurement (as well as the long-term program) were reviewed by the Committee, which recommended no purchases unless each justification submitted promised and proved a definite monetary saving. The Committee will subsequently review each year's requests in the same manner. The estimated cost of machinery to be purchased in 1954 is \$1,187,325.63.

The requests approved for 1954 under the foregoing procedure will save \$302,752 in the first year of operation and, projected over a normal 15-year depreciation period, will result in estimated gross savings of \$4,541,280.

Fifty new machines were installed in the Production Divisions, including eight new presses, six of which were for the Offset Division. Eighty-four machines were returned to stores for sale to the highest bidder or for removal to new locations, in accordance with the policy of the Office against any over-all increase in production facilities.

During the year, many of the agencies have written letters highly commending a steady improvement in the service rendered by the Office or in recognition of publications produced under extraordinarily short schedules.

I am pleased to be able to report satisfactory progress toward the objective of putting the Office on a completely efficient and economical basis of operation and look forward to further success along this line in the coming fiscal year.



RAYMOND BLATTENBERGER
Public Printer

ACCOUNTING

The program initiated at the commencement of revolving-fund financing, in fiscal year 1953, was continued during the current year. That program provided for (a) such revisions in accounting structure and methods as to fulfill basic requirements incident to the change to revolving-fund financing from direct appropriation financing, and (b) evaluation of accounting and reporting in the light of operations, in the interest of producing the most realistic, informative and useful data; at the same time weighing its usefulness against cost of ascertainment.

The most vital changes in basic system structure (item (a) above) were accomplished by the close of the fiscal year 1954.

Incident to the overall program, the following are indicative of the areas in which progress has been made:

- a. Installation of revised cost accounting system, achieving full integration with general accounts, coordination with budget and other reporting requirements, etc.
- b. Inventorying, recording and devising procedure in connection with securing financial control over plant and equipment and providing for systematic depreciation thereof.
- c. Progress toward realization of an internal budgeting and coordinate reporting system.
- d. Bringing under financial control all values incident to the acquisition and sale of public documents and assuring realistic ascertainment of the operating results of this activity.

These, together with collateral developments, are producing better results and economies. Of significance is the announcement during the year of a 5 percent reduction in most rates used in billing for services rendered various departments of Government. An example of expense reduction is the decrease of 40 employees in the Office of the Comptroller—a percentage reduction of 10.2. It is considered that simplified or otherwise improved procedures have substantially contributed toward the realization of these results.

Public Law 178 of the 83rd Congress provided a revolving-fund for financing of the Government Printing Office (excepting the Office of the Superintendent of Documents) effective with the fiscal year beginning July 1, 1953. In pursuance thereof, the balances of unexpended appropriations, inventories, plant (except buildings and land), and other assets and liabilities were incorporated into the fund, together with an additional appropriation of \$1,000,000.

The conversion to cycle financing as per the revolving fund has facilitated the adoption of policies more in line with commercial practice. For example, a long-range plant modernization program has been initiated--designed to increase efficiency and cut cost of operations.

The Comptroller General of the United States formally approved the accounting system as to its basic principles, standards and related requirements on August 17, 1954.

PERSONNEL

Personnel activities of the Office were highly rated by inspectors of the Civil Service Commission, with only a few minor corrections being required to bring about full compliance with the Civil Service Commission regulations or recommendations.

A program of Development and Work Coordination for Supervisors inaugurated during the latter part of the year promises to be productive of improved relations between the several divisions.

While there was a large reduction in our roster of personnel, only 75 employees were actually separated by reduction in force and fewer than ten of these had permanent status. The other separations were by retirement or resignation or separation for cause. This excellent record was achieved by diligent effort in the Personnel Division to effect suitable reassignments of personnel from divisions being reduced. Turnover in the main Office amounted to 10.8 percent. A summary of personnel statistics follows:

Statistical Summary Activities of the Appointment, Retirement, and Records Section for Fiscal year 1954			
	<u>GPO</u>	<u>FSO</u>	<u>Total</u>
<u>Full time employees</u>			
Employees on rolls, June 30, 1953	6867	472	7339
Employees on rolls, June 30, 1954	6362	449	6811
<u>Intermittent - W.A.E. Employees</u>			
Employees on rolls, June 30, 1953	178	0	178
Employees on rolls, June 30, 1954	114	0	114
<u>Turnover Rate (full-time employees)</u>			
Fiscal year 1953	10.8%	21.7%	11.5%
Fiscal year 1954	10.1%	19.02%	10.5%
<u>Turnover Rate (Intermittent-W.A.E.)</u>			
Fiscal year 1953	94%	0	94%
Fiscal year 1954	56.1%	0	56.1%

	<u>GPO</u>	<u>FSO</u>	<u>Total</u>
<u>Employees in Pay Status</u>			
Total employees in pay status June 30, 1953	6836	470	7306
Total employees in pay status June 30, 1954	6402	446	6848
Full-time employees	6348	446	6794
Part-time employees	54	0	54
Total employees on extended leave without-pay, June 30, 1954	14	3	17

PURCHASING

The procurement activity of the Purchasing Division held at almost the identical dollar value as during the preceding fiscal year. The dollar value of \$37,400,000 is a decline of only about three percent from the previous year. A breakdown of these figures in round numbers, shows that commercial printing amounted to \$16,400,000; paper and envelopes totaled \$17,200,000, and all other supplies and services accounted for \$3,800,000. This breakdown shows a decline of about 20 percent in purchases of machinery and materials and 15 percent on commercial printing.

The number of orders drawn totaled 17,253 as compared to 19,367 in 1953, a decrease of about 11 percent.

Our purchases of paper declined six percent from the previous year. Total purchases amounted to 124,419,612 pounds as compared with 132,187,188 pounds in 1953. The number of orders placed decreased two percent to 2,743.

Complete coverage was obtained on all quarterly contracts for the first time in many years. Prices were steady throughout the year, reflecting an overall decline of about two percent.

Our inventory declined more than 5,000,000 pounds during the year, from 24,527,522 pounds to 19,338,028 pounds. This is the lowest level of paper carried in stock in 13 years.

PLANNING

Orders processed during the year declined from 94,552 to 88,639. Other statistics of the Planning Service Division are as follows:

	<u>1952</u>	<u>1953</u>	<u>1954</u>
Jackets issued.	68,988	63,104	54,985
Open Jackets issued	2,800	3,555	2,891
Jackets and orders for commercial procurement	18,189	16,256	15,446
Schedules established	63,690	57,123	51,723
Informal estimates.	290	306	255
Value of work, plant and commercial	\$89,072,047	\$71,251,321	\$68,907,373
Waivers issued	2,125	1,851	1,660

Many large savings to the Government result from the detailed production plans developed in the Plant Planning Division, and even from suggestions offered in the Division of Planning Service while work is in the reviewing or scheduling stages. For example, although the Office has a recurring economy amounting to about a quarter million dollars annually from the redesign of income-tax forms three years ago, next year there will be a further saving of \$158,750 by substitution of 36-pound paper for 40 pound and by elimination of self-mailing seals. Savings on hundreds of other jobs range from a few dollars to many thousands.

Studies made on Patent Office printing show already accepted or potential economies of about \$107,000. These surveys of Patent Office work have been practically a year-round operation, having as their objective the maximum savings possible on this item of public printing.

The Planning Manager proposed and the Joint Committee on Printing approved the elimination of certain material carried from the Daily Record to the Bound which will cut about \$100,000 annually from the cost of the Congressional Record.

Close control over use of color printing, elimination of waste in composition, space, layout and design have also brought about extensive economies.

Increasingly good service from paper suppliers, close supervision of inventories, and adequate warehousing facilities have removed many of the problems experienced in the past in the maintenance of paper supplies.

PRODUCTION DIVISIONS

In the Production Divisions the second shift was virtually eliminated to save the cost of premium pay and recover production time lost by overlapping of personnel. The saving resulting from this action amounted to approximately \$200,000.

The Night Composing Division worked 108,637 hours of overtime to satisfy urgent demands for the Congressional printing.

Renewed emphasis has been placed on classified printing. A large number of employees and officials have been subjected to full-field investigation and security cages were constructed, wherever it was necessary, to isolate such work.

Additional space is sorely needed in the Bindery workrooms.

Air-conditioning of many workrooms has benefited the morale of employees and increased their production.

Congressional Record and Congressional Printing

More than average activity in the Congress resulted in 152 issues of the Record, totaling 19,908 pages, an average of 130.9 pages, the highest in many years. Approval of an Office proposal to eliminate from the Bound Record extraneous material of the Appendix will result in an annual saving of \$100,000.

Bill printing, in number of forms, increased to 12,727, a gain of 16 percent over last year. House and Senate Calendars amounted to 75,004 pages, nearly twice the number corrected and printed in the previous year.

Committee hearings printed amounted to 464, 35 percent over the previous year. Appropriation hearings contained 38,799 pages. Many of these hearings exceeded 2,000 pages each and three had more than 3,000 pages.

The Internal Revenue Code was in process of development since September 1953. After being printed and proofed many times in its developmental stages, the final print in slip-law form, made 1,024 pages, of which more than 50,000 copies were produced.

The Budget and Appendix, printed in two parts, totaled 1,826 pages.

Binding Division

There was a slight decline in workload during the year, including commercial contract printing delivered to this division for folding or other finishing operations. Thirty-five obsolete pieces of equipment were disposed of and replacement or new requirements resulted in the installation of 33 new machines.

The biggest program handled in the Bindery was the processing of the Internal Revenue forms. A few statistics indicate the extraordinary amount of work involved:

Number of work jackets.	76
Total number of copies.	462,862,812
Wraps	2,251

Rubber banded.	33,526
Ties	656,662
Wraps and ties	5,129
Cartons	304,123
Delivery destinations.	14,367

The always-present space problems of the Bindery are accentuated when the revenue forms are running.

The safety program has been instrumental in reducing lost-time injuries in this division to the lowest point in several years.

Composing Division

More than 2-1/3 billion ems of type were set during the fiscal year 1954, a slight increase over last year's production. About 10 million pounds of type metal was used.

Letterpress Division

The printing of income tax forms in this division, our largest single program, required 39,780,277 press impressions over a 55-day working period. These forms used 133,000 pounds of printing ink.

The magnesium plates now used in this division for many classes of work are bringing about economical and efficient production after a short period of experimentation.

Postal cards of all kinds produced in the Postal Card Section totaled 2,480,100,000, showing a steady rise in requirements after the change in rate to 2 cents. The cost per thousand cards to the Post Office was reduced approximately 10 percent.

Offset Division

This division was established in March 1954 by consolidation of personnel, equipment and operations previously the responsibility of a number of divisions. During the year, six new presses were installed to replace old and obsolete letterpress equipment. A 40 x 40-inch camera also was purchased and placed in operation. The division produced more than 34-1/2 million inches of platemaking and ran more than 127 million press impressions.

Platemaking Division

The complete square-inch production of all types of printing media--engravings, negatives, plates and stereotypes mats was 43,908,816 square inches. Printing media shipped to contractors for commercial printing jobs totaled 782,522.

Library of Congress Branch

Library Cards printed in the Library Composing Section decreased from 32,208,323 to 30,094,325. These cards are set in more than a hundred languages and dialects in Roman, Greek, Hebrew and Cyrillic and Gaelic alphabets. Binding, rebinding and lettering of books also fell off from 58,497 to 56,383, but repairs to the Library's volumes increased from 4,575 to 13,877.

Field Service Division

This division maintains plants and offices in Chicago, Denver, New York, San Francisco, Seattle, Washington, D. C., as well as the Government Printing Office--Department of State Service Office, also in Washington. The combined dollar output was \$4,023,387.45, an increase of about \$25,000 over the previous year. Full-time employees on the rolls declined from 472 to 449.

DIVISION OF TESTS AND TECHNICAL CONTROL

The Office tested 12,048 samples during the year and rejected 412 deliveries for non-compliance with specifications. Paper received totaled 137,585,661 pounds, of which 8,725,960 pounds, or 6.34 percent, was rejected for deficiencies. During the year, many changes were made in paper specifications; the number of lots or grades was reduced by elimination or consolidation and a number of weight standards were revised. These changes were all made in the interest of economy, to make our specifications conform more nearly to paper trade customs or to improve our relations with dealers by broadening the basis for bidding.

The division cooperated with other agencies in research and experiments on the printing of paper containing bagasse, wheatstraw and other agricultural residues, and carried on its normal function of tests and experiments with inks, adhesives, chemicals, type and plate metals and other regular supplies and materials used by this Office.

MAINTENANCE DIVISION

The maintenance force was reduced by a total of 35 employees without seriously affecting program or losing highly skilled mechanics.

Postal card handling has been made fully automatic, thereby reducing the personnel of the Postal Card Section by approximately 42.

Other important work of the division included:

- Installation of new offset presses and camera.
- Replacement of water, air, oil and steam piping.
- Removal of Roller Casting Room from second to fifth floor to permit installation of presses.
- Building of grills and cages for production of classified printing.
- Installation of air-conditioning and ducts in many areas of Office.
- Remodeling of Book Store and installation of conveyor belt from Shipping Section to Store.
- Installation of four hydraulic docks in the Warehouse.

The Building Section made extensive repairs to the Government Printing Office properties, and the Carpenter and Paint Section has maintained the buildings in excellent condition and appearance.

The Machine Shop had an active year, with 84 machines being returned to Stores and 50 new machines being installed. The removals and installations were in addition to repair and maintenance work on all running equipment.

Our electrical system requires continuous maintenance, repairs and extension and during the year the Electrical Section answered calls for 263 maintenance job orders and 17,583 for service.

Safety work, the responsibility of this division, has resulted in an all-time low in disabling injury frequency and severity rates. The Office received from the National Safety Council an Award of Honor and a First Place award for the lowest frequency rate among the printing companies entered in the Council's contest. The Council also awarded the Office two Awards of Merit for sustained periods without injuries.

DIVISION OF PUBLIC DOCUMENTS

Number of orders received, totaling 2,212,096, broke all previous records. Sales aggregated \$4,819,301.82. Miscellaneous receipts turned into the United States Treasury amounted to \$1,901,360.74. More than 3,800,000 copies of publications were mailed to depository libraries and 66,730,000 were mailed by the division for other Government agencies. In addition, the division filled 686,025 orders for mailing of 12,005,655 copies of Agriculture Department publications from that department and Members of Congress. Blank lists sent to Members of Congress for distribution to their constituents totaled 11,170,432. Nearly 46 million publications were sold and total distribution of publications amounted to 130,605,359.

APPENDIX

Statistical Summary
Activities of the Appointment, Retirement, and Records Section
for
Fiscal Year 1954

	<u>GPO</u>	<u>FSO</u>	<u>TOTAL</u>
<u>Full time Employees</u>			
Employees on rolls, June 30, 1953	6867	472	7339
Employees on rolls, June 30, 1954	6362	449	6811
<u>Intermittent - W.A.E. Employees</u>			
Employees on rolls, June 30, 1953	178	0	178
Employees on rolls, June 30, 1954	114	0	114
<u>Turnover Rate (full-time employees)</u>			
Fiscal year 1953	10.8%	21.7%	11.5%
Fiscal year 1954	10.1%	19.02%	10.5%
<u>Turnover Rate (Intermittent-W.A.E.)</u>			
Fiscal year 1953	94%	0	94%
Fiscal year 1954	56.1%	0	56.1%
<u>Employees in Pay Status</u>			
Total employees in pay status June 30, 1953	6836	470	7306
Total employees in pay status June 30, 1954	6402	446	6848
Full-time employees	6348	446	6794
Part-time employees	54	0	54
Total employees on extended leave- without-pay, June 30, 1954	14	3	17

Personnel Actions by Types of Actions
for
Fiscal year 1954

	<u>GPO</u>	<u>FSO</u>	<u>TOTAL</u>
I. <u>Appointments</u>			
Probational	13	0	13
Indefinite	28	23	51
Temporary Limited	85	22	107
Reemployment after Military Service	31	3	34
From other Federal Agencies	4	4	8
Restoration (Direction of C.S.C.)	1	0	1
Reemployment after RIF	1	0	1
Excepted (Full Time)	2	0	2
Excepted (Intermittent W.A.E.)	20	0	20
TOTAL	<u>185</u>	<u>52</u>	<u>237</u>
II. <u>Separations</u>			
Quit	186	28	214
Reduction in Force	75	27	102
Discharged	88	4	92
Military	14	0	14
To other Federal Agencies	33	9	42
Termination	65	3	68
Separation (Displacement)	0	5	5
Death, Retirement, etc.	208	2	210
Separation (Intermittent W.A.E.)	<u>82</u>	<u>0</u>	<u>82</u>
TOTAL	<u>751</u>	<u>78</u>	<u>829</u>
Retirements:			
Age	9	0	9
Disability	71	1	72
Optional	93	0	93
Men	127	1	128
Women	46	0	46
Death:			
Men	26	0	26
Women	9	1	10
III. <u>Changes</u>			
Conversions	11	5	16
Promotions	334	43	377
Demotions	180	19	199
Administrative, Longevity and Periodic Pay Increases	670	55	725
Wage Adjustments	3153	574	3727
(Processed on IBM - 3020,			
Intra-Office Transfer	1380	20	1400
Reassignments	245	4	249
Indefinite Actions Made Permanent	149	44	193
Miscellaneous (Name Changes, Changes in Title, Corrections, etc.)	295	48	343
Suspensions and Return to duty from Suspensions	<u>60</u>	<u>1</u>	<u>61</u>
TOTAL	<u>6509</u>	<u>814</u>	<u>7323</u>

Fiscal Year 1954

	<u>GPO</u>	<u>FSO</u>	<u>TOTAL</u>
<u>Full Time</u>			
Appointments	165	52	217
Separations	669	78	747
Total on rolls June 30, 1953	6867	472	7339
Total on rolls June 30, 1954	6362	449	6811
Transferred GPO to FSO - 3			
W.A.E. changed to full-time - 2			
<u>W.A.E.</u>			
W.A.E. employees on roll June 30, 1953			178
Appointments			20
Separations			82
W.A.E. changed to full-time			2
W.A.E. employees on roll June 30, 1954			114

ASSETS

Cash in U. S. Treasury		\$19,993,702.42.
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Accounts Receivable:

Govt. Agencies - P & B Operations	\$ 6,174,088.19	
Other - P & B Operations	23,313.95	
Unbilled - P & B Operations	148,336.93	
Govt. Agencies - Sale of Publications	56,973.19	
Other - Sale of Publications	<u>50.75</u>	6,402,763.01

Inventories:

Work in process	10,620,047.16	
Finished Work	2,438,326.86	
Stores	<u>5,425,830.08</u>	
Publications for Sale	2,798,786.31	
Less: Reserve for Obsolescence	<u>500,000.00</u>	
Net Publications	<u>2,298,786.31</u>	20,782,990.41

Deferred and Undistributed Charges		CR 3,850.40
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Equipment and Building Appurtenances	13,635,535.54	
Less: Allowance for Depreciation	<u>8,355,279.13</u>	5,280,256.41

Lands and Structures (non-depreciable)		<u>9,085,172.60</u>
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TOTAL ASSETS		\$61,541,034.45
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LIABILITIES

Accounts Payable:

Govt. Agencies - P & B Operations	\$	55,896.21	
Other - P & B Operations		2,810,712.42	
Other - Sale of Publications		12,100.39	
Govt. Agencies - Sale of Publications		<u>0.00</u>	\$ 2,878,709.02

Accrued Expenses:

Payrolls		925,517.70	
Leave		4,026,862.88	
Congressional Printing & Binding chargeable to 1953		<u>2,691,303.51</u>	7,643,684.09

Deferred Credits:

Advance Billings - P & B Operations		1,936,699.61	
Other Advances Received - P & B Operations		22,595.47	
Depositor's Accts- Sale of Publi- cations		298,410.89	
Coupons Outstanding - Sale of Publications		<u>194,182.70</u>	2,451,888.67

Deposit Fund Liabilities:

Savings Bond Deductions		20,921.56	
Federal Tax Withheld		1,281,590.61	
Suspense		<u>0.00</u>	<u>1,302,512.17</u>
TOTAL LIABILITIES			<u>\$14,276,793.95</u>

INVESTMENT OF U. S. GOVERNMENT

Principal of Fund:

Appropriations	\$	0.00	
Paid in Capital - P & B Operations		34,037,913.29	
Paid in Capital - Public Documents		2,301,143.83	
Nondepreciable Capital - Value of Lands & Structures		<u>9,085,172.60</u>	<u>\$45,424,229.72</u>

Retained Earnings:

Retained Income from P & B Operations		0.00	
Retained Income from Sale of Public Documents		<u>1,840,010.78</u>	<u>1,840,010.78</u>

TOTAL INVESTMENT OF U. S. GOVERNMENT			<u><u>\$47,264,240.50</u></u>
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TOTAL LIABILITIES AND INVESTMENT OF U. S. GOVERNMENT			<u><u>\$61,541,034.45</u></u>
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The above statement does not include \$1,000,000 appropriated per Public Law 178, which was taken into the fund subsequent to July 1, 1953. On the other hand, the above is inclusive of \$6,840,010.78 which was deposited in the Treasury during the fiscal year 1954 - \$5,000,000 of which reduced the Fund Principal and \$1,840,010.78 which is designated above as retained earnings.

Financial Condition of Government Printing Office
as of June 30, 1954

1. Revolving Fund:

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

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

2. Printing and Binding, Government Printing Office (1954):

This appropriation was established by Public Law 178 - 83rd Congress for authorized Printing and Binding for Congress and the status is as follows:

Obligations	\$10,100,000.00
Expenditures.	\$ 5,741,001.87
Obligations Outstanding . . .	\$ 4,358,998.13

3. Salaries and Expenditures, Superintendent of Documents

Fiscal Year 1954 (appropriation):

Obligations Incurred.	\$2,709,455.53
Expenditures.	\$2,247,094.62
Obligations Outstanding	\$ 462,360.91

Fiscal Year 1953 (appropriation):

Obligations Outstanding, June 30, 1953. . . .	\$444,931.91
Obligation Adjustments (Fiscal Year 1954) . .	23,646.87
Total.	\$468,578.78
Expenditures (Fiscal Year 1954).	420,426.54
Obligations Outstanding, June 30, 1954. . . .	\$ 48,152.24

Fiscal Year 1952 (appropriation):

Obligations Outstanding, June 30, 1953. . . .	\$14,414.82
Obligation Adjustments (Fiscal Year 1954) . .	-59.14
Total.	\$14,355.68
Expenditures (Fiscal Year 1954).	14,355.68
Obligations Outstanding, June 30, 1954	0.00

Table 1 - A

STATEMENT OF FINANCIAL CONDITION
 REVOLVING FUND - GOVERNMENT PRINTING OFFICE
 PRINTING AND BINDING OPERATIONS
 AS OF JUNE 30, 1954

ASSETS

Current Assets:

Cash with U. S. Treasury.	\$ 9,868,984.37
Cash Undeposited.	0.00
Accounts Receivable:	
Government Agencies.	8,334,476.44
Other.	3,504.59
Unbilled	682,284.45
Inventories:	
Work in Process.	10,120,443.59
Finished Work.	4,188,386.50
Stores	4,321,747.77
Deferred and Undistributed Charges:	
Maintenance Division - Work in Process	59,371.20

Total Current Assets	<u>\$37,579,198.91</u>
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Fixed Assets:

Equipment and Building Appurtenances.	\$14,378,804.69
Less: Portion charged off as depreciation.	8,700,906.40
Net Equipment and Building Appurtenances . . .	<u>5,677,898.29</u>
Lands and Structures.	9,085,172.60
Less: Portion charged off as depreciation.	0.00
Net Lands and Structures	<u>9,085,172.60</u>

Total Fixed Assets	<u>\$14,763,070.89</u>
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Total Assets	<u>\$52,342,269.80</u>
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Table 1 - A

STATEMENT OF FINANCIAL CONDITION
 REVOLVING FUND - GOVERNMENT PRINTING OFFICE
 PRINTING AND BINDING OPERATIONS
 AS OF JUNE 30, 1954

LIABILITIES

Current Liabilities:

Accounts Payable:

Government Agencies.	\$ 139,707.54
Other.	2,014,752.23
Accrued Payroll	994,528.57
Accrued Leave	4,137,253.24
Accrued Liabilities--Congressional P. and B. charge- able to 1953 Appropriation . .	0.00

Deferred Credits:

Advance Billings.	1,078,420.33
Advances Received for Speeches, etc.	24,921.23

Deposit Fund Liabilities:

Savings Bond Deductions	18,988.04
Federal Tax Withheld.	1,100,787.36
Suspense Items.	242.00

Total Liabilities	<u>\$ 9,509,600.54</u>
-----------------------------	------------------------

Investment of U. S. Government

Principal of Fund:

Appropriations.	\$ 1,000,000.00
Net Value--Lands and Structures (contra).	9,085,172.60
Paid In Capital	29,477,428.35
Total Principal	<u>\$39,562,600.95</u>

Retained Earnings:

Retained Income from Operations - Unreserved.	\$ 3,270,068.31
Retained Income from Operations - Reserved.	0.00
Non-operating Income.	0.00

Total Retained Earnings	<u>\$ 3,270,068.31</u>
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Total Investment of U.S. Government.	<u>\$42,832,669.26</u>
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Total Liabilities and Invest- ment of U.S. Government..	<u>\$52,342,269.80</u>
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Table 1 - B

STATEMENT OF FINANCIAL CONDITION
 REVOLVING FUND - GOVERNMENT PRINTING OFFICE
 SALES OF PUBLICATIONS - SUPERINTENDENT OF DOCUMENTS
 AS OF JUNE 30, 1954

ASSETS

Current Assets:

Cash with U. S. Treasury. \$3,168,134.65

Accounts Receivable:

Government Agencies. 44,465.91

Other. 72.00

Inventories:

Publications for Sale. 2,700,601.31

Less: Reserve for Anticipated Unsalable Items . 410,482.00

Net Publications. 2,290,119.31

Total Current Assets \$5,502,791.77

Total Assets \$5,502,791.77

LIABILITIES

Current Liabilities:

Accounts Payable:

Government Agencies. \$ 362,201.32

Other. 13,434.28

Deferred Credits:

Depositors Accounts. 324,035.24

Coupons Outstanding. 226,171.05

Total Liabilities \$ 925,841.99

Investment U. S. Government

Principal of Fund:

Paid in Capital. \$2,445,589.14

Total Principal \$2,445,589.14

Retained Earnings:

Revenue from Sales of Public Documents \$2,131,360.74

Total Retained Earnings. \$2,131,360.74

Total Investment of U.S. Government . \$4,576,949.88

Total Liabilities and Invest-
ment of U.S. Government. . \$5,502,791.77

Table 3. Production of Principal Items
Fiscal Years 1952, 1953, and 1954.

	1952	1953	1954
<u>Central Office:</u>			
<u>Composing Division:</u>			
Measurable ems set.....	2,537,110,500	2,368,115,600	2,395,325,100
<u>Platemaking Division:</u>			
Electrotype plates—sq. in.	7,464,688	5,629,306	5,313,115
Stereotype plates—sq. in.	24,905,532	16,629,898	13,465,389
Rubber plates—sq. in.....	107,965	171,833	135,954
Rubber stamps—sq. in.....	58,380	60,315	47,232
Plastic plates—sq. in.....	12,039,120	9,632,349	7,441,965
Magnesium plates—sq. in...	-0-	16,261	186,270
Photoengravings—sq. in....	1,276,337	1,049,097	1,017,361
Offset negatives—sq. in...	182,148	171,196	195,535
<u>Letterpress Division:</u>			
Postal cards produced.....	3,285,429,120	2,095,880,000	2,434,716,684
Letterpress forms.....	166,545	144,480	147,804
Letterpress impressions....	924,990,704	828,805,420	841,048,485
<u>Offset Division:</u>			
Offset negatives and posi- tives—sq. in.....	15,283,525	15,262,871	15,604,291
Offset plates—sq. in.....	28,451,596	33,836,036	34,585,700
Offset forms.....	17,517	18,962	19,156
Offset impressions.....	123,512,409	128,536,391	127,207,017
<u>Binding Division:</u>			
Sheets folded.....	407,203,720	330,005,417	339,317,216
Signatures gathered.....	272,245,684	235,478,922	260,908,901
Signatures inset.....	3,198,841	1,778,972	1,838,600
Tipping signatures, maps, etc.....	57,991,611	48,147,052	52,885,369
Copies wire-stitched.....	147,371,543	120,613,251	122,687,444
Copies covered.....	66,471,278	67,879,699	58,488,560
Impressions stamped-all....	2,702,060	3,400,262	3,189,254
Books, signatures, etc., stripped.....	3,474,204	3,604,960	3,123,656
Signatures sewed.....	84,108,750	73,115,486	81,920,597
Sheets drilled or punched..	1,382,345,318	1,307,728,988	1,320,950,057
Sheets perforated.....	7,132,723	10,644,947	11,779,035
Books bound.....	4,025,498	2,564,137	2,461,667

	<u>1952</u>	<u>1953</u>	<u>1954</u>
<u>Library of Congress Branch:</u>			
<u>Library Composing:</u>			
Catalog cards printed.....	30,174,423	30,873,523	30,778,805
<u>Library Binding:</u>			
Volumes bound.....	60,231	58,557	56,388

	<u>(1) 1952</u>	<u>(1) 1953</u>	<u>1954</u>
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Field Service Operations:

Chicago:

Linotype slugs set.....			4,936,953
Offset negatives--sq. in.....			2,368,184
Offset plates--sq. in.....			4,826,980
Offset forms.....			13,646
Offset impressions.....			21,814,897
Letterpress forms.....			20,992
Letterpress impressions.....			15,382,422

Departmental Service,

Washington, D. C.:

Offset negatives--sq. inc....			10,983,398
Offset plates--sq. inc.....			15,523,675
Offset forms.....	(2)		185,647
Offset impressions.....			109,202,631

Dent. of State Service,

Washington, D. C.:

Production records not maintained due to confidential nature of work.

Denver, New York, San Francisco, and Seattle:

Linotype slugs set.....			311,886
Offset negatives--sq. in.....			1,683,814
Offset plates--sq. in.....			2,476,170
Offset forms.....			22,507
Offset impressions.....			25,291,035
Letterpress forms.....			10,385
Letterpress impressions.....			5,949,100

(1) Production based on new accounting system effective July 1, 1953.

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

Table 6

STATUS OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEAR 1954

<u>July 1, 1953</u>			
Class	Acquisition	Reserve	Book Value
Class I			
Plant Mach. & Equip.	\$ 9,414,000.24	\$5,839,928.86	\$3,574,071.38
Class II			
Building Appurtenances	3,153,738.62	1,940,574.10	1,213,164.52
Class III			
Office Machinery	261,280.10	123,518.61	137,761.49
Class IV			
Furniture and Fixtures	668,679.95	372,284.17	296,395.78
Class V			
Motor Vehicles	119,978.71	75,255.59	44,723.12
Total - 1953.	<u>\$13,617,677.62</u>	<u>\$8,351,561.33</u>	<u>\$5,266,116.29</u>
 <u>June 30, 1954</u>			
Class	Acquisition	Reserve	Book Value
Class I			
Plant Mach. & Equip.	\$ 9,948,749.76	\$6,008,517.87	\$3,940,231.89
Class II			
Building Appurtenances	3,343,544.21	2,069,905.41	1,273,638.80
Class III			
Office Machinery	275,223.49	141,371.53	133,851.96
Class IV			
Furniture and Fixtures	685,174.57	395,291.68	289,882.89
Class V			
Motor Vehicles	126,112.66	85,819.91	40,292.75
Total - 1954	<u>\$14,378,804.69</u>	<u>\$8,700,906.40</u>	<u>\$5,677,898.29</u>

Table 8. CHARGES FOR WORK AND TO WHOM DELIVERED DURING FISCAL YEAR
ENDED JUNE 30, 1954.

Congress:

Congressional Record.....	\$1,232,821.56
Miscellaneous publications.....	1,081,343.13
Miscellaneous printing and binding.....	854,293.78
Publications for international exchange....	87,891.15
Franked envelopes.....	174,200.18
Document franks.....	14,279.80
House and Senate calendars.....	428,434.95
Bills, resolutions and amendments.....	739,011.23
Committee Reports.....	305,532.20
Documents.....	249,002.46
Hearings.....	1,883,381.41
Federal Register.....	496,257.98
Supplement to the Code of Federal Regulations.....	<u>329,095.97</u>

Total..... \$7,875,545.80

Private Orders by Members of Congress:

Documents, Reports, Bills, etc.....	21,236.68
Speeches.....	89,786.05
Other Private Orders.....	5,753.13
Congressional Repay.....	10,822.52
Administrative Office of the U. S. Courts.....	38,251.78
Agriculture.....	2,785,399.66
Air Force.....	8,161,330.10
American Battle Monuments Commission.....	116.62
Army.....	12,893,844.15
Atomic Energy Commission.....	177,589.84
Board of Governors of the Federal Reserve System.....	1,302.07
Bureau of the Budget.....	138,700.35
Central Intelligence Agency.....	1,032,403.78
Civil Service Commission.....	307,885.36
Commerce (not including Patent Office).....	1,923,622.09
Commission of Fine Arts.....	2,959.31
Commission on Organization of the Executive Branch of the Government.....	1,323.99
Committee on Retirement Policy for Federal Personnel.....	146.55
Council of Economic Advisors.....	10,339.28
Court of Claims.....	59,908.60
Court of Customs and Patent Appeals.....	8,361.30
Defense Transport Administration.....	1,579.04
District of Columbia.....	142,204.22
Economic Stabilization Agency.....	16,718.04
Export-Import Bank of Washington.....	7,629.46
Farm Credit Administration.....	5,999.07
Federal Civil Defense Administration.....	193,441.84
Federal Coal Mine Safety Board of Review.....	8.96

Table 8, sheet 2

Federal Communications Commission.....	\$ 49,624.83
Federal Deposit Insurance Corporation.....	1,422.80
Federal Mediation and Conciliation Service.....	6,569.53
Federal Power Commission.....	66,909.60
Federal Trade Commission.....	36,318.16
Foreign Operations Administration.....	230,947.24
General Accounting Office.....	125,065.01
General Services Administration.....	1,288,366.34
Government Printing Office Sale of Government Publications...	2,013,874.99
Health, Education and Welfare.....	1,677,698.99
Housing and Home Finance Agency.....	429,354.29
Indian Claims Commission.....	68,24
Institute of Inter-American Affairs.....	498.21
Interior.....	1,127,453.06
Interstate Commerce Commission.....	206,337.43
Justice.....	785,873.73
Labor.....	433,660.34
Library of Congress.....	1,013,749.04
Mutual Security Agency.....	14,986.74
National Advisory Committee for Aeronautics.....	96,818.65
National Capital Housing Authority.....	7,524.78
National Capital Planning Commission.....	19.38
National Forest Reservation Commission.....	991.47
National Gallery of Art.....	1,045.95
National Labor Relations Board.....	201,282.98
National Mediation Board.....	5,238.31
National Science Foundation.....	14,668.32
National Security Resources Board.....	3,485.45
National Security Training Commission.....	6,302.26
Navy.....	9,441,923.19
Office of Defense Mobilization.....	16,587.88
Panama Canal Company.....	66,860.15
Pan American Union.....	5,587.62
Patent Office.....	1,739,249.61
Post Office.....	4,745,922.71
President's Advisory Committee on Government Organization....	49.84
Railroad Retirement Board.....	24,982.44
Reconstruction Finance Corporation.....	15,897.71
Renegotiation Board.....	5,429.59
Securities and Exchange Commission.....	56,436.19
Selective Service System.....	79,196.11
Small Business Administration.....	30,692.14
Smithsonian Institution.....	93,328.67
State.....	886,249.25
Subversive Activities Control Board.....	848.73
Superintendent of Documents.....	866,244.45
Supreme Court of the U. S.....	79,095.72
Tariff Commission.....	21,162.43
Tax Court of the U. S.....	17,070.18
Tennessee Valley Authority.....	22,321.03

Table 8, sheet 3

Treasury.....	\$ 5,517,678.02
U. S. Information Agency.....	34,980.60
Veterans' Administration.....	1,560,074.59
War Claims Commission.....	6,756.53
White House.....	<u>25,545.29</u>
Total.....	\$71,280,536.48

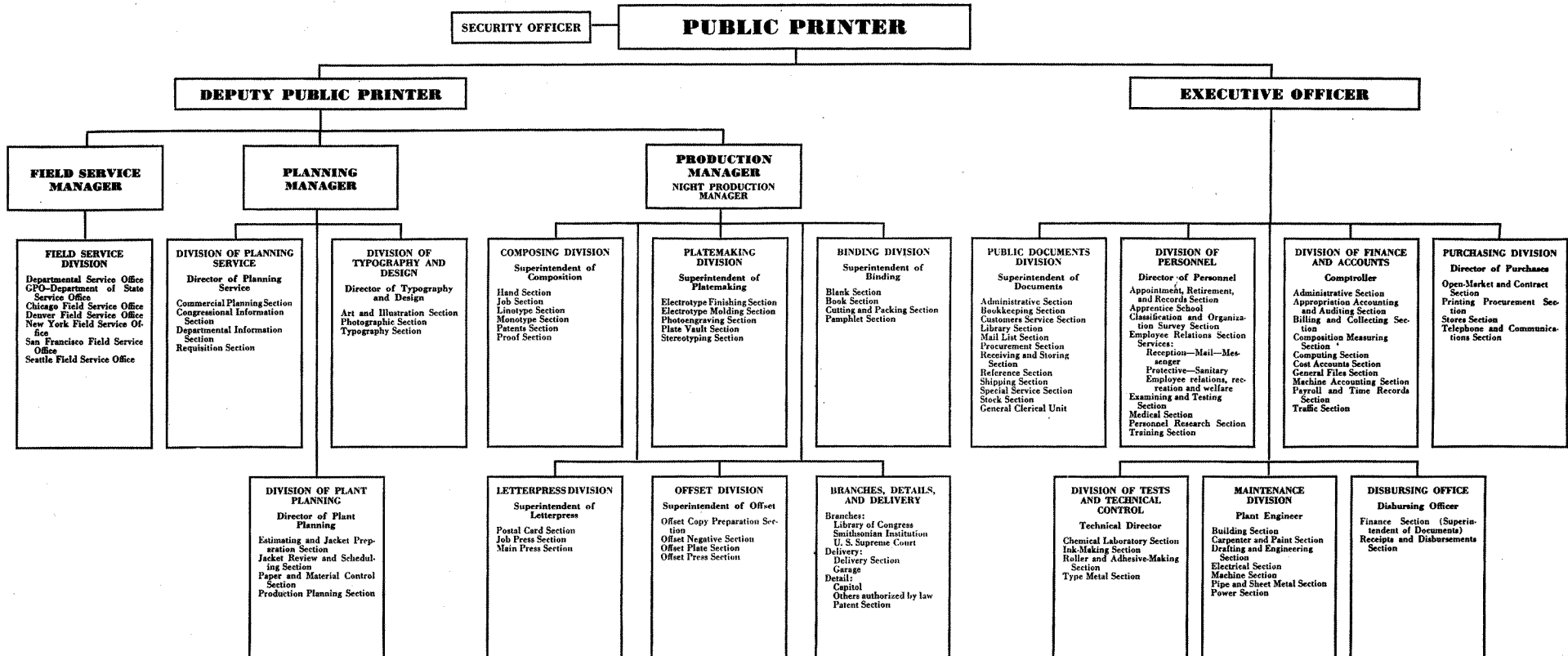
Table 9. PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS DURING THE
FISCAL YEAR 1954.

	Number of Copies
Congress (not including Congressional Record).....	19,350,371
Congressional Record.....	5,705,568
Federal Register.....	3,563,854
Supplement to the Code of Federal Regulations.....	62,750
Speeches, Congressional and Private Orders.....	11,871,472
Congressional Reply.....	8,800
Administrative Office of the U. S. Courts.....	138,400
Agriculture.....	46,509,065
Air Force.....	43,979,272
American Battle Monuments Commission.....	11
Army.....	108,244,557
Atomic Energy Commission.....	304,442
Board of Governors of the Federal Reserve System.....	13,881
Bureau of the Budget.....	391,943
Central Intelligence Agency.....	780
Civil Service Commission.....	1,848,004
Commerce.....	4,379,489
Commission of Fine Arts.....	2,011
Commission on Organization of the Executive Branch of the Government.....	40
Council of Economic Advisors.....	11,218
Court of Claims.....	122,884
Court of Customs and Patent Appeals.....	6,309
Defense Transport Administration.....	10
District of Columbia.....	26,205
Economic Stabilization Agency.....	313,967
Export-Import Bank of Washington.....	10,137
Farm Credit Administration.....	9,237
Federal Civil Defense Administration.....	2,910,652
Federal Coal Mine Safety Board of Review.....	8
Federal Communications Commission.....	36,596
Federal Deposit Insurance Corporation.....	2,804
Federal Mediation and Conciliation Service.....	7,090
Federal Power Commission.....	53,731
Federal Trade Commission.....	14,021
Foreign Operations Administration.....	101,126
General Accounting Office.....	158,923
General Services Administration.....	7,189,676
Government Printing Office Sale of Government Publications...	18,652,470
Health, Education and Welfare.....	10,034,361
Housing and Home Finance Agency.....	536,398
Indian Claims Commission.....	11
Interior.....	6,117,720
Interstate Commerce Commission.....	527,228

Table 9, sheet 2

Justice.....	2,209,249
Labor.....	3,036,779
Library of Congress.....	232,603
Mutual Security Agency.....	1,050
National Advisory Committee for Aeronautics.....	39,724
National Capital Housing Authority.....	636
National Capital Planning Commission.....	10
National Forest Reservation Commission.....	1,600
National Gallery of Art.....	33
National Labor Relations Board.....	70,782
National Mediation Board.....	6,130
National Science Foundation.....	27,578
National Security Resources Board.....	21,811
National Security Training Commission.....	10,318
Navy.....	51,520,277
Office of Defense Mobilization.....	65,783
Panama Canal Company.....	34,860
Pan American Union.....	588
Patent Office.....	6,003,233
Post Office.....	10,571,930
Railroad Retirement Board.....	7,769
Reconstruction Finance Corporation.....	16,169
Renegotiation Board.....	26,866
Securities and Exchange Commission.....	37,766
Selective Service System.....	1,568,977
Small Business Administration.....	40,017
Smithsonian Institution.....	91,812
State.....	3,327,027
Subversive Activities Control Board.....	2,495
Superintendent of Documents.....	17,807,713
Supreme Court of the U. S.....	229,172
Tariff Commission.....	11,710
Tax Court of the U. S.....	56,664
Tennessee Valley Authority.....	65,232
Treasury.....	82,257,790
U. S. Information Agency.....	252,400
Veterans' Administration.....	3,304,429
War Claims Commission.....	57,474
White House.....	14,158
Total.....	476,248,106

UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART



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

*BOARD OF INSPECTION—PAPER, ETC. Deputy Public Printer (Chairman) Superintendent of Composition Representative of Joint Committee on Printing *BOARD OF INSPECTION—BINDING MATERIAL Deputy Public Printer (Chairman) Superintendent of Binding Representative of Joint Committee on Printing *BOARD OF CONDEMNATION Deputy Public Printer (Chairman) Superintendent of Composition Representative of Joint Committee on Printing	EXECUTIVE SAFETY COMMITTEE Plant Engineer (Chairman) Production Manager Comptroller Field Service Manager Medical Director Director of Personnel Chairman Safety and Housekeeping Subcommittee Safety Officer (Secretary) SAFETY AND HOUSEKEEPING SUBCOMMITTEE: Assistant Production Manager (Chairman) Assistant Plant Engineer Chief, Employee Relations Section Safety Officer (Secretary)	BOARD OF AWARDS FOR MATERIAL Director of Purchases (Chairman) Comptroller Superintendent of Binding Superintendent of Letterpress Superintendent of Offset Technical Director Chief Storekeeper COMMITTEE ON REMELTING PLATES Deputy Public Printer (Chairman) Planning Manager Superintendent of Documents Superintendent of Platemaking	PAPER SPECIFICATIONS COMMITTEE Director of Purchases Technical Director Chief Storekeeper REQUISITION REVIEW BOARD Planning Manager (Chairman) Comptroller Director of Planning Service Chief, Requisitions Section (Planning Service) REPRODUCIBLE DESTRUCTION COMMITTEE Planning Manager (Chairman) Production Manager Superintendent of Documents	STYLE MANUAL BOARD Chairman and four active members authorized by the Public Printer with— Planning Manager Production Manager Superintendent of Composition Foreman Proof Section (day) Foreman Proof Section (night) COMMITTEE ON SIMPLIFIED OFFICE PROCEDURE Comptroller (Chairman) Director of Purchases Superintendent of Documents Assistant Director of Personnel BOARD OF SURVEY Comptroller (Chairman) Director of Purchases Plant Engineer	INVESTIGATION AND ADVISORY BOARD Chief, Employee Relations Section (Chairman) Assistant Superintendent of Binding Assistant Foreman, Proof Section Chief, Payroll and Time Records Section Assistant Plant Engineer COMMITTEE ON DEFERMENT Deputy Public Printer (Chairman) Production Manager Director of Personnel Plant Engineer Assistant Director of Personnel (Secretary)	POSTAL PLATE INSPECTION COMMITTEE Assistant Production Manager Production Manager Superintendent of Platemaking Superintendent of Letterpress SUGGESTIONS COMMITTEE Planning Manager, Acting Chairman Production Manager Comptroller Director of Personnel Plant Engineer Assistant Director of Personnel (Secretary) PAPER DISPOSAL COMMITTEE Representative from: Division of Finance and Accounts Division of Plant Planning Purchasing Division	PRINTING SURVEY COMMITTEE Representative Joint Committee on Printing Bureau of the Budget Field Service Manager Agency Council BOARD OF CIVIL SERVICE EXAMINERS Director of Personnel, Chairman Assistant Director of Personnel Production Manager Superintendent of Division Civil Service Commission Representative Secretary Panel of Examiners	CAFETERIA AND RECREATION ASSOCIATION Cooperative organization of employees to operate Cafeteria, sponsor recreational entertainment activities, supervise Harding Hall, Green Room, and Bowling Alleys. General Committee Board of Directors Chief, Employee Relations Section, Recreation Advisor
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*Established by Printing Act of January 12, 1895. All other Boards established by the Public Printer.

Approved, May 19, 1954

Raymond B. Battenberger
Public Printer