

Annual Report

of

The Public Printer

Fiscal Year 1969

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PREFACE

The Annual Report of the Public Printer is prepared and submitted to Congress each year. Information on all major activities of the Government Printing Office is contained in brief narrative form. Transactions which can be digested in an appropriate form are presented in the statistical appendix to this document.

Printing demand was strong throughout the year. Business volume surged beyond that of the previous fiscal year, and exceeded the record-setting volume of 1967. Income reached a new high of over \$203½ million. Commercial procurement of printing was up over six percent while inplant volume rose about two percent. The disparity between growth of procurement and growth of inplant production can be attributed to the long-standing policy of buying all printing which properly lends itself to purchase by contract. This policy was conceived originally to establish a practical balance of inplant and commercial production in order to control growth of the Government Printing Office. It has now become not an optional, or alternative, means for securing the Government's printing needs, but an integral part of a cooperative enterprise which possesses both the capacity and flexibility for meeting burgeoning Federal printing requirements promptly and adequately.

Electronic photocomposition continues to develop as an important production adjunct. As foreseen by management, much of the information collected and stored in the Government's thousands of computer data banks cries out for publication. The acquisition of a backup Linotron system and extended capacity computer during the year provides the Government Printing Office with an unparalleled potential for economically converting electronic information to graphic reproducible form. The spectacular surge in Linotron production--a 200 percent increase--has only scratched the surface of this new field. As facility and experience grow, and tested job parameters accumulate, electronic photocomposition is expected to assume an even greater role in Government printing.

The past year has seen an unprecedented increase in document sales--nearly 350,000 additional sales orders and an increase in sales income of more than \$3 million. Mail input averaged over 26,000 pieces daily, and frequently ran as high as 60,000 pieces received in a single day. For the second consecutive year, bookstore sales have exceeded the million dollar figure. The bookstore program, with a new installation in San Francisco, appears to have made no appreciable inroads into mail order sales volume. Conversion of the address roster for the List of Selected U.S. Government Publications from plates to magnetic tape, and the use of these tapes to drive the high-speed electrostatic label printer, significantly improved the ability of the Public Documents Division to serve the public.

Space persists as the number one problem of the Government Printing Office. The diversity of demand and degree of criticality which attaches itself to the Government's requirements call for a high order of graphic arts efficiency from the Government Printing Office. Establishing and maintaining that efficiency heavily depends upon modern technology, workflow design, adequate

and properly configured production areas, and nearby convenient storage of materials and work-in-process. Over the period covered by this report, progress leading to relocation of the Government Printing Office, or to an acceptable alternative, has been negligible.

PRODUCTION DIVISIONS

By and large production presented a mixed picture during the year with the newer technologies showing strength, and those technologies associated with traditional processes losing ground. For example, offset and electronic photocomposition were major contributors to Office volume, while letterpress and platemaking declined. Conventional composition was slightly down but em-average-per-hour gained and fewer overtime hours were logged.

Binding operations slowed slightly. Overtime hours were up and analysis of this apparent paradox indicated that serious overcrowding during peak periods adversely influenced production effectiveness.

Congressional Printing

While the Congressional Record showed a decided decrease in the number of pages for the past fiscal year, this important publication continues to be our most difficult task, although a most interesting and rewarding one. One contributing factor to the decrease in the total number of pages was the fewer number of issues printed during the last half of the 1968 session. Congress was in recess during the two national conventions, and then adjourned on November 14, at least six weeks earlier than in the previous year. Only 63 issues of the Record were printed during this first 6-month period of the fiscal year, but the average daily pages totaled 213. This would indicate that most of the daily issues were above normal size throughout this first half.

During the second half of the fiscal year, or for the first session of the 91st Congress, an unusual pattern seemed to develop. The House was seldom in session on a Friday (meeting on only 3 of the 26 weekends), while the Senate frequently did not meet on Tuesdays and Wednesdays. On only 58 days during this period were both Houses in session at the same time. About one-half of the 108 issues of the Record printed during this time therefore represented proceedings of only one House. This fact greatly reduced the size of these issues, and also the total average pages for the fiscal year. There was a total of 12,480 pages printed on the days that both the Senate and House were in session, however, and this average was 215 pages per issue. These facts indicate that while the overall average pages showed a considerable decrease, still there were numerous occasions when considerable effort was needed to produce oversize issues of the Congressional Record.

Budget copy received for the fiscal year showed a slight increase, but total time and effort needed to produce the Budget jobs was greatly decreased through improved handling techniques. The Budget, as in the last fiscal year, consisted of 25 separate items as follows:

Budget, Budget Appendix, D.C. Budget, Budget in Brief, Combined Book (Budget, Special Analysis A-F, and the Appendix), Special Analysis (plus 13 separates, A-M), 6 Messages of the President (3 for Budget and 3 for D.C. Budget).

Summaries showing comparison of Budget activities are listed below:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Total folios processed.....	10,813	10,263	10,619
Number of pages (by item):			
The Appendix.....	1,111	1,142	1,316
The Budget.....	551	556	478
Special Analysis.....	278	194	188
D.C. Budget.....	60	58	76
Budget in Brief.....	72	72	72

This year showed a continuing overall growth in the production of the Codes. Although the Codes do not carry specific schedules, their sizes and the time-consuming accuracy required necessitate a large number of personnel.

	<u>1969</u>	<u>1968</u>	<u>1967</u>
U.S. Code:			
Galley.....	4,549	3,513	2,327
Pages.....	4,426	3,365	2,566
D.C. Code:			
Galley.....	1,131	235	3,350
Pages.....	596	243	2,916
Code of Federal Regulations:			
Galley.....	32,486	29,434	50,801
Pages.....	53,772	52,128	50,051

Binding Division

As noted, binding operations eased somewhat from the peak previous year with the most noticeable decrease in folding, gathering, and inserting. This is an indicator of the trend toward greater reliance upon on-press folding and assembly.

Always pressed for space, the Binding Division experienced two major alterations in its space assignment. The office of the Superintendent was relocated to a more central position in Building 3, 3rd floor, and new storage was established on the 4th floor, Building 3, for maps and skids awaiting folding.

Comparison of Activities

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Folding.....	380,952,621	463,503,919	426,197,834
Gathering, books.....	21,676,032	22,215,377	21,025,747
Inserting, books.....	76,057,921	84,192,375	89,584,815
Gathering (flat sheets).....	8,525,377	12,211,242	12,670,427
Ruling - L disc (sheets).....	3,648,055	6,432,653	6,808,486
Wire-O inserting.....	257,004	212,286	231,757

Comparison of Activities (continued)

	1969	1968	1967
Drilling (sheets, etc.).....	1,524,879,633	1,482,527,069	1,395,005,514
Punching (sheets, etc.).....	59,536,509	68,502,806	80,796,437
Cutting (sheets).....	244,251,790	256,197,922	270,299,751
Wrapping (hand & machine).....	2,455,809	2,497,037	2,702,866
Banding (hand & machine).....	2,312,965	2,603,878	2,458,079
Cartons sealed.....	534,231	503,506	486,671
Sigs sewed-machine.....	103,542,213	104,059,985	104,234,718
Books cased-in.....	3,640,667	4,020,113	4,548,725
Cases made.....	3,397,771	3,942,470	4,969,006
Pamphlets covered.....	4,505,076	4,879,931	5,111,063

Binding Division began fiscal 1969 with 1,347 employees. There were 201 replacements during the year. At the end of the year, the total number of employees on the rolls was 1,341.

The table below shows the amount of printed work purchased from commercial sources, bound in the Government Printing Office.

	1969	1968	1967
Jobs received.....	191	260	295
Skids of work received.....	269	335	425
Pasters to fold.....	7,976,312	9,863,708	10,607,196

Composing Division

While congressional deadlines daily become more acute and now, with Congress for the first time planning its legislative program to cover the entire year, it is reasonable to expect that the Composing Division will continue in a so-called emergency status. It is refreshing to note that despite the growing pressures, overtime hours are down again this year--and for a substantial 126,682 hours.

Fiscal year 1969 showed a further decrease in measurable type. Ems decreased to 2,895,396,700, a drop of 25,365,700 ems. These figures are reconciled in the overall reduction of hours. The em average increased to 4,617 ems per hour. A comparison of the past 3-year period follows:

Year	Hours	Ems	Per hour
1969	627,092.7	2,895,396,700	4,617
1968	688,312.0	3,149,048,400	4,575
1967	699,992.1	3,371,922,700	4,817

The increase in em average is pointed to with pride. This is the result of supervisory vigilance. The factor that has contributed most toward this meaningful review of employee averages has been the new system devised by the Division of Finance and Accounts, whereby em averages are made available to foremen within 15 to 30 days. As a result of the new system, averages are received in sufficient time to be intelligently reviewed. Persons falling below the requirements are shown their performance, and where necessary, corrective actions are initiated.

Patent work showed an increase over the preceding year:

<u>Year</u>	<u>Number of Patents</u>	<u>Average issue</u>
1969	61,957	1,191
1968	61,599	1,184
1967	70,028	1,347

This total (61,957) was an increase of 358 patents from last year's issue of 61,599. The Patent Office had predicted an average of 1,280 patents per issue. Budgetary problems caused the drop-off, which resulted in an average of 1,191 patents per issue. The first 6-months' total was 29,502, and the second 6-months' total was 32,455.

The Composing Division had on its rolls as of June 30, 1969, 1,720 employees, an increase of 81 over the previous year. Recruitment efforts are starting to fill vacancies. With improved retirement benefits pending, many persons are expected to take advantage of the new system when it becomes effective.

Electronic Photocomposition Unit

The Electronic Photocomposition Unit produces photocomposition on manually-operated photomechanical and tape-operated electronic phototypesetting machines. Manuscript copy, paper tapes, and magnetic tapes are converted to camera-ready copy or complete page negatives ready for printing. Computers are utilized to control automated phototypesetting systems. The unit develops information and provides services to the agencies to enable them to adapt suitable publications to this equipment.

The second Linotron was delivered in August 1968, and was placed in limited production in October. Final acceptance tests were completed in March 1969, and the machine was accepted as of May 31, 1969. There were 779 hours of Linotron production in fiscal year 1969 compared with 242 hours the previous year, an increase of 221.9 percent.

Linofilm keyboard, photo unit, and supporting operations showed a decrease in chargeable and non-chargeable hours in fiscal year 1969. Chargeable hours on the Linofilm keyboard decreased 25 percent, while the number of folios of manuscript set decreased 19 percent. This decrease in production was due partly to a two-month period without suitable copy, and a turnover in trained personnel necessitating a training period of low productivity.

The Linofilm photographic units had 31 percent fewer chargeable hours. This was due to the conversion of the Defense Technical Abstract Bulletins, Commerce Research and Development Report, Army Material Command Index, and Health, Education, and Welfare Resources in Education from Linofilm to Linotron production. Most of the furnished magnetic tape which was received was the National Labor Relations Board Decisions and Orders. Proofreading, revising, and other non-chargeable supporting activities connected with the Linofilm operations decreased a corresponding 29 percent.

The following table compares the actual work accomplished in fiscal year 1968 with like activities for the preceding two fiscal years:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Linotron (pages).....	123,788	39,870	--
Linofilm keyboards (folios).....	14,095	17,415	12,364
Justowriter keyboards:			
Tape perforated for Linofilm ½ gal.	2,106	1,374	1,636
Linofilm Photographic Units:			
Keyboarded tape ½ gal.....	10,571	13,061	9,054
Furnished paper tape ½ gal.....	698	837	3,169
Furnished magnetic tape ½ gal.....	15,761	34,629	34,483
Furnished magnetic tape pages.....	488	2,458	2,839
Furnished EAM cards pages.....	256	263	639
Total.....	27,774	51,248	50,184
Input Converter:			
Paper to magnetic tape ½ gal.....	1,417	1,100	1,636
Paper to magnetic tape pages.....	332	163	454
Output Converter:			
Linofilm (magnetic tape) ½ gal.....	15,761	34,629	34,627
Linofilm (magnetic tape) pages.....	744	2,721	3,478

Letterpress Division

The early adjournment of the second session of the 90th Congress is reflected in the following comparison of forms imposed since the majority of type-on-press work is for Congress:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Calendars.....	4,522	5,685	6,355
Nomenations, messages, etc.....	502	632	661
Enrolled bills.....	1,415	1,881	1,989
Document & miscellaneous.....	16,485	25,434	25,156
Foundry.....	10,902	10,578	9,914
Bills.....	13,205	12,565	15,830
Total number of forms imposed...	47,031	56,775	59,905

Comparative Congressional Record and Federal Register production figures follow:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Congressional Record:			
Issues.....	171	218	183
Pages.....	32,284	43,180	38,116
Pages per issue.....	188.8	198.1	208.3
Federal Register:			
Issues.....	250	253	253
Pages.....	18,812	18,288	16,452
Pages per issue.....	75.2	72.3	65.0

The marked drop in postal card production is due in part to the 1968 price increase which caused every post office to restock its inventory with the

5¢ new card. The balance of the loss is attributed to a drop in demand for the higher-priced postal card.

	1969	1968	1967
Total postal cards.....	777,020,000	1,437,128,000	1,015,700,000
Aerogrammes.....	26,441,000	45,079,000	49,246,000

Aerogramme production loss stems chiefly from the Government Printing Office's inability to produce the newly configured self-mailer. A substantial order for these new aerogrammes was placed by the Post Office with a commercial firm.

The following table is a comparison of total employees on our rolls for fiscal year 1969 as compared to 1968 and 1967:

Fiscal year 1969	-	421
Fiscal year 1968	-	438
Fiscal year 1967	-	453

The above reduction of employees has been accomplished through attrition to bring about a more effective balance between the total number of employees and the work load.

Offset Division

Production of the division, while running close to record proportions, showed both strong and weak currents. Congressional work was up and makereadies increased. Simultaneously jackets and print orders declined along with machine hours and impressions. But both reductions and increases were of insufficient proportions to detect any general trend for the upcoming year.

Comparison of Major Activities

	1969	1968	1967
Jackets processed:			
Plant.....	11,813	11,985	12,199
Commercial.....	8,361	9,168	10,195
Commercial (print order).....	1,787	2,756	2,011
Total.....	21,961	23,909	24,405
Congressional work (pages):			
Bills.....	50,668	43,888	72,796
Miscellaneous, hearings & committee prints.....	244,815	252,860	170,698
House calendar.....	15,458	25,452	19,620
Supreme Court decisions.....	2,214	2,656	2,500
Proofs processed.....	130,649	82,044	--
Total.....	441,492	406,900	265,614
Official Gazette:			
Pages.....	20,791	22,632	26,120
Illustrations.....	55,349	55,030	60,828
Number of negatives or positives.....	855,404	787,852	841,248
Square inches of film.....	59,573,079	51,489,300	56,991,764

Comparison of Major Activities (continued)

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Official Gazette:			
Number of offset plates.....	64,184	58,431	62,438
Square inches.....	114,598,239	102,035,265	108,539,871
Machine hours.....	148,021	156,692	170,393
Makereadies.....	65,485	62,048	65,198
Press impressions.....	409,578,636	414,982,235	444,393,127
Press impressions per makeready	17,172	6,704*	6,816*

*This average is a per cylinder figure rather than an average per "run" which appears in the 1969 listing.

A summary and comparison of the personnel complement of the division is given below as of June 30, 1969:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Office of the Superintendent.....	10	9	8
Offset Copy Preparation Section.....	106	107	78
Offset Negative Section.....	65	64	68
Offset Plate Section.....	100	96	98
Offset Press Section.....	299	294	301
Total.....	<u>580</u>	<u>570</u>	<u>553</u>

The following major items of equipment were installed and placed in production during the fiscal year:

- Two 24-inch film processors
- 30-inch film processor
- Negative to positive Xerox 714 Copier
- Automatic plate processor (wipe-on type)
- One 2-color 60-inch press
- Two flying pasters for Group 86 presses
- Three single color 60-inch presses
- Two 65-inch sheet perfecter presses
- One single unit 50-inch web perfecter press (surplus from National Security Agency)

The press equipment replaces five Group 85 and three Group 81 presses all fully amortized. The removal of Group 81 equipment initiates a phase-out of this intermediate size press.

Platemaking Division

The varied activities of this division continue to keep its reduced work force reasonably active. Some of the items on the following comparative chart show a decline and some show an increase. However, the overall decline was caused chiefly by the drop in plastic plate production of over 700,000 sq. inch reduction in 1968, and 4 million sq. inch reduction in 1967. These thin plastic plates are made for only one agency, the USIA, and their orders have fallen to a fraction of those in previous years.

The overall square inch production for each of the three sections for the last three fiscal years is as follows:

	1969	1968	1967
Electrotype Section.....	1,547,045	2,316,634	6,201,572
Stereotype Section.....	31,421,666	11,849,798	11,837,663
Photoengraving Section.....	3,615,627	3,313,533	4,340,384
Total.....	36,584,338	17,479,965	22,379,619

Note: The enormous increase in reported square inches for Stereotype was due to a single order by Civil Defense for 240,000 "syndicate mats," making 22 million square inches.

Plate Vault activities reflect the impact of the computerized Reproducible Inventory Control System and are reported as follows:

	1969	1968	1967
Plate statement issued.....	12,594	17,278	18,189
Offset negative records received.....	20,198	23,050	35,010
Stereo mat records received.....	1,240	1,875	1,641
Wrap-around plates received.....	325	420	345
Records entered into reproducible inventory control system.....	29,000	12,000	--
Division personnel declined slightly:			
Electrotype Section.....	36	38	43
Photoengraving Section.....	17	19	19
Stereotype Section.....	24	24	26
Office of Superintendent.....	3	3	3
Total.....	80	84	88

Library of Congress Branch

Titles received for letterpress composition during 1969 remained at the same level as the preceding fiscal year. Balance of titles on hand for composition shows an increase over the preceding year, and is due to several factors: a considerable increase in machine composition hours for call numbers and subject headings, composition for wholesale titles which do not appear as titles received or set, and the increased volume of titles received for composition in foreign language alphabets--Greek, Cyrillic, Arabic, Hebrew, and Armenian.

Regular catalog cards received for offset processing decreased as did the average press runs for this class of work. The workload of proof sheets and book and KL cards increased to a point that total forms and impressions remained fairly constant overall, though total copies of all classes of work delivered show a decrease.

The following is a summary of the combined letterpress and offset production for the past three years:

	1969	1968	1967
Total catalog cards.....	128,599,612	152,770,259	147,580,356
Total proof sheets.....	14,834,076	13,027,900	9,936,058
Total forms printed.....	122,603	126,376	124,809
Total press impressions.....	29,470,048	30,218,339	26,565,223
Total copies printed.....	157,646,322	181,632,560	172,215,327

Personnel in the Library Branch shows a decrease of 16 during the past fiscal year from 123 in 1968 to 107 in 1969. This compares with 116 in 1967.

The Library of Congress proper is currently studying the feasibility of automation in the Card Division. A part of this project would be to put cataloging information on magnetic tape from which catalog cards would be produced, on demand, through the use of automated platemakers and offset duplicators. If successful, there will be a gradual decline in the workload of catalog card copy received at the branch, spread over a period of years.

Delivery Section

The count of individual shipments for the year amounted to 160,095 items. Any entry on our recording ledger is regarded as an item and may range from a kraft envelope to six or more skids of work. The current figure represents an increase of 11,080 above fiscal year 1968.

Fleet mileage showed an increase of 64,927 miles. The approval of three additional grade 5 truck drivers to drive three standby vehicles on a full-time basis mainly accounted for the increase in fleet mileage.

Accident frequency figure was 12.45 as compared with 7.69 for fiscal year 1968. The current figure places us second in the top five of 49 fleets competing in our class.

The following table presents a three-year comparison:

	1969	1968	1967
Shipments.....	160,095	149,017	146,436
Mileage.....	351,097	286,170	291,620
Pickups.....	5,600	5,450	5,200
Accident frequency.....	12.45	7.69	13.7

Present number of employees is 83. In the two years preceding this report, there were 75. The creation of three grade 5 truck driver positions and five grade 7 bus driver positions accounts for the increase in personnel.

PLANNING DIVISIONS

Planning Service Division

In fiscal year 1969, the Planning Service Division received a combined total of 151,991 requisitions and print orders (including print orders processed directly through regional procurement offices--about 12.4 and 13.5 percent more, respectively, than the 135,325 and 133,911 requisitions and print orders received in fiscal years 1968 and 1967. As a direct result of the increased

number of print orders received--78,972 or 27.7 percent more in 1969 as compared to 61,880 received in 1968--the number of open jackets issued was also increased by 8.8 percent to 7,488 in 1969 as compared to 6,899 in 1968. As a consequence of these increases, the volume of service and liaison work was proportionately increased; however, such additional work was accomplished with an employee complement of but two more than was had at the end of fiscal year 1968.

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Formal orders received:			
P & B requisitions.....	73,019	73,445	71,185
Print orders on open jackets.....	78,972*	61,880	62,726
Blank paper orders.....	8,862	9,343	9,743
Additional orders & jackets:			
Patent work.....	86,452	86,615	94,341
Congressional.....	27,733	22,862	30,587
Other.....	89,184	81,648	34,526
Total orders & jackets.....	364,222	335,793	303,108
Jackets issued.....	50,704	51,365	55,111
Open jackets issued.....	7,488	6,889	6,255
Schedules established.....	54,491	53,764	50,822
Informal estimates.....	220	225	230

*Includes print orders processed directly through regional procurement offices.

The automated reproducible inventory control station established in the division in the past fiscal year has now been operational for approximately two years, and has demonstrated value to the Office despite the many "bugs" which have showed up in the operation. Improvements in the form of more input time available and the addition of several more memory banks were made during the year. Two new light delivery trucks were added to the fleet completing the replacement of all obsolete and/or overage equipment. This division has also taken over the responsibility for the maintenance and service requirements of the fleet.

The commercial contract for pick-up and delivery service of copy, proofs, and small amounts of printing material, servicing the National Institutes of Health and Public Health Service, Bethesda, Maryland; the Central Intelligence Agency, McLean, Virginia; and one emergency program for the Defense Supply Agency, Alexandria, Virginia; continues to prove its value in improved and expeditious service to our customers. Our daily trucking contract for transporting Army printed matter to Bengies, Maryland, was supplemented to provide an additional truck for exclusive delivery of Air Force publications to their warehouse at Bengies, Maryland.

The review of dated periodicals produced in-house (89 publications) conducted in cooperation with Plant Planning and Production personnel for updating of specifications and rescheduling to reflect current needs and procedures, was continued during the fiscal year.

Plant Planning Division

In fiscal year 1969, the Division of Plant Planning prepared 34,073 regular and print order jackets--the principal measurable activity of the division. This is an increase of about 0.7 percent over the 33,825 jackets prepared in fiscal year 1968, but a decrease of about 5.9 percent from the 36,215 jackets prepared in fiscal year 1967. However, such comparatively small increases or decreases in the jacket preparation and related activities are normal and expected from year to year; as the principal yardstick used for acceptance of orders (requisitions and print orders) for in-plant production is the volume of work they represent in relation to the production capabilities of the plant, rather than the number of orders involved.

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Printing and binding production			
plans developed.....	23,027	23,222	24,905
Estimates made:			
Formal (firm).....	19,862	20,515	21,864
Informal.....	2,259	2,387	3,673
Sales prices developed.....	10,206	9,828	10,165
Jackets prepared:			
Regular & print order.....	34,073	33,825	36,215
Open.....	1,260	1,253	1,215
Blank paper & supplies:			
Requisitions received.....	8,862	9,343	9,743

It is noteworthy that the Paper and Materials Control Section, although processing fewer requisitions during fiscal 1969, still was responsible for an activity valued at more than \$12½ million for the year.

Plant Planning personnel rose from 52 in 1967 to 54 in 1968, and 56 in 1969.

In early July of the fiscal year, the recommendations of the Committee to Review Pricing of Sales Publications were officially approved, and Plant Planning was instructed to take such actions as were necessary to accordingly revise the pricing structure for use effective September 1, 1968. This involved the making of some 1,800 printing and binding estimates which required about 200 man hours. One of the committee recommendations approved, that of reducing the number of paper categories from five to three, was made by the Plant Planning representative. This eliminated the making of an additional 1,200 estimates requiring 200 man hours that would otherwise be needed, and substantially lessened the danger of error and time involved in applying the pricing scales.

Typography and Design Division

Effective March 1, 1969, the position of Typography and Design Manager was abolished, and the responsibility for the activities of that division was transferred to the Planning Manager. During the fiscal year, the Division of Typography and Design processed a more-or-less increased volume of work in their principal measurable activities than was processed in 1968 and 1967.

In 1969, the number of jackets processed totaled 11,008, about 6 and 13 percent more, respectively, than the 10,447 and 9,719 jackets processed in 1968 and 1967.

As in past years, Typography and Design conducted the regularly scheduled Civil Service Interagency Training Programs "Editorial Planning for Printing Production." A total of 261 persons were enrolled in the two extended sessions held, of which 234 were presented certificates of completion. A separate three-day program was held at the request of the Department of Health, Education, and Welfare for a total of 24 persons, including one from the Interior and six from the Navy Department.

Comparison of Activities

	1969	1968	1967
Conferences.....	604	775	844
Number of persons.....	1,107	1,314	1,285
Agencies represented.....	132	120	139
Hours spent in conference.....	625	740	844
Jackets received from scheduling to be processed for reference to color, etc.	8,861	8,542	8,145
Total number of jackets processed....	11,008	10,447	9,719
Orders & estimates for photoengravings	2,475	2,481	2,672
Halftones & linecuts ordered.....	14,396	14,761	18,145
Finished art pieces.....	7,407	8,079	7,559
Layout sketches.....	2,101	3,034	2,917
Illustrations retouched, pieces.....	2,287	4,224	4,859
Dummy pages pasted.....	4,837	4,381	2,507
Photographic requests.....	3,333	3,075	3,495
Finished pieces.....	32,179	37,088	36,540

As part of its 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, Lyndon B. Johnson, 1967--This was the fourth volume of this series. As was the case in previous years, the amount of copy was so great that it was necessary to divide the material into two books. The first book contained 812 pages, and the second book 692 pages. They were printed on 50 percent rag antique paper, and bound in green cloth with stamping in dark green and gold.

1968 Yearbook of Agriculture--The title of the book is "Science for Better Living." The format and all the necessary artwork were developed by this division. The book contains numerous illustrations, and for this reason was printed by web offset on 100 lb. offset paper. There were 432 pages plus printed endleaves. This included a 32-page four-color process signature of illustrations. The cloth for the case binding was printed by offset in red, blue, and gold and then varnished.

Psychopharmacology, H.E.W.--Typo and Design developed the format for this book, sized and cropped all photographs, and prepared camera copy for the cover and title page. Trim size was 7 7/8" by 10 1/4" and the book contained 1,322 pages and 360 illustrations. Binding was in blue cloth with stamping in red and gold.

Historic Medals, Treasury---The complete format for this 280-page 8 1/4" by 11" book was developed by this division starting with sample pages and working through preparation of copy, sizing of illustrations, and checking quality of press sheets. The book contained 270 illustrations of medals, all of which had to be reproduced in actual size.

Field Service Division

The Field Service Division operates plants in Chicago, Denver, New York, San Francisco, Seattle, and Washington, D.C., to fulfill the printing, binding, and related requirements, including the commercial procurement of printing in the field, of Government departments and agencies in their areas.

The Department of the Interior was the division's largest customer, and increased its requirement from over \$900,000 in fiscal year 1968 to over \$1,000,000 in fiscal year 1969. Most of this increase was felt in our Denver office, but a sizable amount was also produced by the Seattle and Washington, D.C., offices. The Post Office Department, second largest customer last year, continued this year. It also increased its requirement by approximately 10 percent, predominantly in New York, San Francisco, and Washington, D.C. Both of the foregoing increases represented a general rise in the departments' requirements, and were not attributable to special programs. The Department of the Navy, which was in fourth place last year, rose to third in fiscal year 1969 because of program work procured commercially, the bulk of which was procured by the San Francisco office. Health, Education, and Welfare, the next ranked customer, increased from \$448,000 to \$690,000, chiefly due to many grants given through the Office of Education to educational laboratories throughout the states. The New York office alone accounted for \$175,000 of this increase.

A comparison of total billings by each office follows:

	1969	1968	1967
Chicago.....	\$1,444,099	\$1,496,578	\$1,627,643
Denver.....	1,416,417	1,281,882	1,115,598
Departmental Service.....	3,560,149	3,523,776	3,347,759
New York.....	790,455	470,772	554,393
San Francisco.....	582,676	298,626	284,563
Seattle.....	817,530	353,604	366,018
Total.....	\$8,611,326	\$7,425,238	\$7,295,974

The following is a comparison of the number of employees on our rolls at the close of fiscal years 1969, 1968, and 1967:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Office of Superintendent.....	6	6	5
Chicago.....	92	97	99
Denver.....	97	92	80
Departmental Service Office.....	285	274	262
New York.....	22	24	23
San Francisco.....	18	17	18
Seattle.....	29	25	23
Total	<u>549</u>	<u>535</u>	<u>510</u>

A committee was organized early in May 1968 by the Joint Committee on Printing to survey agency field printing plants in order to ascertain the feasibility of establishing printing procurement offices in certain areas of the country. The Superintendent, Field Service Division, and the Assistant Chief, Printing Procurement Section, Purchasing Division, accompanied members of the Joint Committee on Printing staff and agency representatives to four separate regions.

This report reflects increased printing procurement activity in every office except Chicago where it remained at the same level as last year. Printing procurement programs established for Army, Navy, and Office of Education with the assistance of the Central Office are being administered by the Chicago, New York, San Francisco, and Seattle Field Service Offices.

After considerable negotiation with the Post Office Department, the New York office obtained an additional 2,204 square feet of space for storage.

Because of the change in the Joint Committee on Printing Regulations, which formerly separated field from departmental printing, all is now grouped together, and is known as federal printing. This means a greater decentralization of printing is in the offing with departments delegating to the field that which was formerly regarded as departmental printing. It is expected that this will result in a greater workload for field offices, as well as Government Printing Office printing procurement offices when they are established.

ADMINISTRATIVE DIVISIONS

Personnel Division

The Personnel Division 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

	1969	1968	1967
Training projects.....	<u>246</u>	<u>184</u>	<u>130</u>
Treatments in Medical Section.....	47,693	44,434	40,943
Administrative Orders.....	11	26	38
Personnel Bulletins.....	13	14	26
Employee Letters.....	54	18	29
Positions classified.....	939	987	847
Labor-Management agreements signed...	8	5	5
Corrective Actions.....	192	329	468
Individual classification actions (including appeals completed).....	160	360	342
Retirements processed.....	204	243	210
Appointments.....	1,944	1,794	1,505
Separations.....	1,657	1,558	1,371
Retirement counseling interviews.....	600	750	730
Interviews held, Room C104.....	10,181	18,996	5,000
Promotions processed.....	916	865	872
Total personnel actions (appointments, separations, changes).....	16,746	17,055	12,987
Formal grievances (which arose out of labor agreements & reached con- ciliation stage).....	3	--	--

The number of corrective actions in the fiscal year of 1969 was significantly reduced. This resulted primarily from two factors: first, under the new corrective action procedure, supervisors are required to counsel an employee twice in most cases concerning a repeated violation of an Office regulation prior to submission of a formal report; and secondly, the suspension penalty has been eliminated from the corrective action procedures.

There was a noticeable decrease in individual classification actions and appeal cases. This can be attributed to the reduction in the number of positions that had not been surveyed, and a better understanding of the classification program by our employees.

The decrease in the number of interviews held in Room C104 reflects the difference in methods of counting for the fiscal years of 1968 and 1969. The figure for 1968 (18,966) was obtained by random sampling which was taken periodically during a six-month period and projected for the remaining six months. The figure for 1969 (10,181) represents the actual count of interviews held during the entire 12-month period.

Personnel Division strength is shown below:

	1969	1968	1967
Office of the Director.....	<u>5</u>	<u>9</u>	<u>9</u>
Classification.....	10	8	8
Special Services.....	13	--	--
Employment Management Relations.....	4	18	107
Plant Security.....	113	115	--
Medical.....	18	16	16
Training.....	211	209	168
Employment.....	<u>35</u>	<u>31</u>	<u>30</u>
Total.....	409	406	338

The Employee Relations Section and the Administrative Services Section were abolished and a new section called the Special Services Section was created. Part of the functions of the Employee Relations Section, adverse action and indebtedness functions, were transferred to the Employment Section. The remaining functions of the section were assigned to the Special Services Section. In addition, a new section called the Employee Management Section was created.

The Government Printing Office apprenticeship was reduced from five years to four years to bring it in line with the prevailing practice of private industry. As a result, all Apprentice Master Training Charts have been revised to accommodate the new schedule.

The fiscal year of 1969 is the first year the Government Printing Office parking lots have been in full operation. As of June 18, 1969, the Office had leased 14 different lots with a total of 465 parking spaces. We also have use of one Senate lot, three House lots, the Gales School lot, and the HDB lot, and there are 672 spaces available on these lots, making a total of 1,137 parking spaces available for our employees. Since we are able to assign more than one shift to the lots, we have a total of 1,443 employees assigned to these spaces.

During the year, Labor-Management Agreements were entered into with eight units: American Federation of Government Employees (AFGE) Local 2618; AFGE Local 1292; AFGE Local 1248; AFGE Local 2738; Local 42 of the International Brotherhood of Bookbinders; Journeymen Bookbinders Union No. 4; Washington Federal Printing Workers Union No. 713; and the Washington Government Offset Union No. 538.

A Civil Service Commission Inspection Team conducted an "on-site" inspection regarding the Equal Employment Opportunity Program at this agency. Informal meetings of the team and officials were held, both during the inspection and after its conclusion. Many recommendations regarding employment procedures have been instituted.

Finance and Accounts Division

The Finance and Accounts Division is responsible for (a) financial management, (b) management information systems, (c) traffic management, and (d) legal services.

Comparison of Activities

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Vouchers audited (approx.).....	154,000	150,000	138,000
Commercial printing procurement			
jackets & print orders processed	101,610	76,900	71,475
Government bills of lading accounted			
for & paid.....	29,883	33,706	31,997
Paper & material requisitions			
processed.....	274,517	273,000	281,000
Jackets processed for billing...	120,863	123,002	124,938

Comparison of Activities (continued)

	1969	1968	1967
Billings issued.....	34,555	30,989	30,109
Newly set type (ems) measured (in thousands).....	2,773,764	3,030,474	3,242,041
Computer programs completed.....	325	245	124
Computer programs in process....	68	73	43
Tabulating cards processed (in millions).....	24.5	23.1	22.7
Value of payrolls processed (in millions of dollars).....	\$71.6	\$67.0	\$63.4
Government bills of lading accountability records maintained	45,376	46,029	48,450
Government bills of lading prepared	34,581	34,137	34,046

The Scale of Prices was completely revised and placed into effect on November 1, 1968. Special congressional and supplemental scales were also revised during the year.

In conjunction with the Internal Audit Staff and the Purchasing Division, a physical inventory procedure for blank paper was developed. In addition, a physical inventory of blank paper in the Central Office and our warehouse at Franconia, Virginia, was taken. This was the first complete physical inventory of blank paper in 14 years.

Plans were developed and implemented to accelerate billings for printing purchased commercially. The plan, which resulted in all program jackets being closed out 30 days after they were written instead of waiting for all print orders issued to the jacket to be paid, enabled the division to bill customer agencies on a more timely basis and decreased the work in process inventory by more than \$5,000,000.

The preparation of jacket billings by computer became operational on February 1, 1969. Effective July 1, 1969, and through a revision to the computer programs, the rider rates will be printed on all jacket cost summaries. The revision will enable employees of the Computing Section to pick up rider rates from the summaries, thus eliminating the time-consuming task of hand computations.

Data was developed and used as a basis for revising the prices of all publications sold by the Superintendent of Documents. New subscription and individual copy rates for the Federal Register and the Weekly Compilation of Presidential Documents were also developed.

Finance and Accounts Division personnel assignments are shown below:

	1969	1968	1967
Office of the Comptroller*.....	32	28	31
Appropriation Accounting & Auditing..	61	60	53
Billing & Collecting.....	7	8	8
Composition Measuring.....	21	21	20
Computing.....	34	34	35
Cost Accounts.....	31	37	36
Data Processing.....	126	91	88
Payroll & Time Records.....	111	106	101
Traffic.....	13	13	12
Total.....	436	398	384

*Includes summer help

Purchasing Division

The Purchasing Division is responsible for the procurement and contracting activities of the Government Printing Office. These include the acquisition of operating materials, supplies, equipment, and miscellaneous services; the leasing of warehouse space, the engagement of transportation services; the disposal of surplus property; and the procurement of printing and binding from commercial sources.

The division is also responsible for the operation of our telephone and communication facilities, our St. Louis, Boston, and Philadelphia Procurement Offices, and our storage and warehousing operations.

The value of our procurement activities during fiscal year 1969 amounted to \$141,067,593.54. This represents an increase of \$8,928,237.90 when compared to the previous fiscal year, and was predominantly caused by an increase of \$9,136,153.34 in commercial printing, including Field Service and Regional Procurement Offices.

Comparative Breakdown of Procurement Data:

	1969	1968	1967
Materials & supplies.....	\$ 3,727,474	\$ 3,963,401	\$ 4,111,009
Blank paper & envelopes.....	27,511,617	26,299,890	34,602,148
Commercial printing & binding:			
Central office (est.).....	94,891,333**		
Regional Proc. Offices (est.)..	8,867,585**		
Field Service (est.).....	1,511,652**		
All inclusive.....	\$105,270,570*	96,134,416*	95,823,565*
Services, transportation, communications, travel.....	4,006,689	4,033,214	3,270,663
Machinery & equipment.....	551,244	1,708,434	1,985,452
Totals.....	\$141,067,594	\$132,139,355	\$139,792,837

*The value of commercial printing was computed by taking the sum of all payments made on items ordered and delivered in this fiscal year and adding thereto the sum of the items on undelivered orders, plus the sum of items delivered but still unpaid during the period, then deducting the sum of items remaining

undelivered in the previous fiscal year and paid in the present year. These figures, as furnished by Finance and Accounts, do not include applicable surcharges or the value of paper furnished to commercial contractors.

**These figures are developed by using Printing Procurement Section's fiscal year records as a basis for estimating.

Comparative Breakdown of Paper Products Purchased:

	1969	1968	1967
Paper purchased by pounds.....	181,428,652	189,140,530	195,594,187
Paper purchased by sheets.....	21,261,200	18,643,069	21,347,838
Envelopes.....	219,961,786	234,853,532	223,784,955
Containers.....	4,068,011	3,936,843	3,736,376

Paper prices showed a sharp increase in the first quarter and a moderate decrease in the second quarter. They increased slightly in the third quarter and showed a substantial increase in the last quarter, resulting in a cumulative price increase of 10.30 percent for the entire fiscal year.

The bi-weekly average inventory of paper during fiscal year 1969 amounted to 60,117,096 pounds. This figure included an average of 3,263,668 pounds in the plants of commercial printing contractors, 3,714,041 pounds on hand awaiting release, and an emergency reserve storage of approximately 19,757,230 pounds.

The high point in our paper inventory of 64,258,686 pounds occurred during the bi-weekly period of July 1, 1968, through July 12, 1968; and the low point of 55,989,861 pounds occurred during the bi-weekly period of June 2, 1969, through June 13, 1969.

The previously established program for the instruction of journeymen craft employees in the activities and functions of the Printing Procurement and Specifications Sections was continued and expanded. This program provides versatile Planners, plus a reservoir of partially trained technicians for filling vacancies, and for adding to the work force in these sections if increased workloads become that demanding.

Specifications were written for the FOSDIC Program for the 1970 Decennial Census, and 25,210,000 copies were procured commercially. These complex specifications required printing tolerances suitable for reduction on micro-film; prior production testing of paper samples on each delivery of paper; and a rigid quality control program.

The Stores Section handled 101,761 tons of paper. This was made up of 2,504 freight cars and 1,348 truckloads. Sales through salvage operations consisted of 18,947,900 pounds of waste paper, 654,110 pounds of scrap iron, 563,045 pounds of scrap type metal and dross, and 19,490 pounds of scrap photographic film.

Outgoing local telephone calls amounted to 425,726 message units. No record was kept of long distance message units, as practically all long distance calls were placed over the Federal Telecommunications System.

Engineering Division

The primary function of the Engineering Division is to maintain all buildings, machinery, and equipment of the Government Printing Office in the best possible condition to provide a safe environment for all employees in order that public printing can be produced most efficiently.

Comparison of Activities

	1969	1968	1967
Maintenance service calls.....	32,305	32,040	34,139
Maintenance job orders.....	260	258	418
Yearly job orders.....	427	302	260
Printing & binding jackets.....	700	665	525
Specifications for new machinery & equipment.....	92	56	71
Machines installed.....	38	63	62
Machines relocated.....	24	163	111

Yearly job orders show an increase of 125. The latter number consists of repetitive routine jobs which will considerably reduce paper work and associated costs.

A recapitulation of utility usage follows:

	1969	1968	1967
Electric power (kw-hr.).....	43,284,000	40,315,000	40,179,000
Gas (cu.ft.).....	13,795,300	13,204,000	13,435,000
Water (gals.).....	199,138,985	188,243,325	206,228,770
Steam (estimated lbs.).....	45,040,000	44,465,000	44,800,000

Plant Safety Analysis

	1969	1968	1967
Chargeable injuries.....	123	102	115
Fire protection costs.....	\$ 23,398.60	\$ 23,052.78	\$ 22,283.79
Direct accident costs--Bureau of Employment Compensation charges:			
Medical treatment.....	36,775.00		
Compensation payments.....	119,609.00	86,193.00	73,392.00
Buildings damaged.....	2,111.00	2,486.00	4,318.31
Machinery damaged.....	22,516.00	1,219.29	5,018.74
Equipment damaged.....	22,971.00	18,224.95	22,708.53
Motor vehicles damaged.....	--	329.79	43.13
Total direct costs.....	\$203,982.00	\$108,453.74	\$105,480.71

The direct accident costs at the Government Printing Office have increased from \$105,480 in 1967 to \$203,982 in 1969, and considering that indirect accident costs are accepted at a minimum of four times the direct accident costs, we note that accidents have cost the Government Printing Office \$815,928 in 1969.

The National Accident Frequency Rate in the printing and publishing industry during 1968 was 9.5 accidents for each million man hours worked. Six out of 16 divisions within the Government Printing Office incurred disabling injuries above the national average.

During the past fiscal year, the Engineering Division has installed in the Offset Division: three single-color presses, one 2-color press, and two perfecter presses.

It has also constructed rooms for and installed A.B. Dick Videograph operation for automated documents mailing, air-conditioned first floor and part of sixth floor in Building No. 1, and completed installation of the new baling system. The second Linotron System and two high-speed letterpresses were also received and installed.

Tests and Technical Control Division

The Tests and Technical Control Division tests all materials entering into printing and binding processes, and is engaged in such standardization work and technical research as might be desirable to improve the quality of the products and materials used by the Office. It writes specifications for the procurement of materials which are best suited to the requirements of the processes, and aids in the solution of technical problems incident to plant operations.

The various materials tested during the past three fiscal years are as follows:

	1969	1968	1967
Paper & envelopes.....	12,953	12,748	13,100
Metals.....	1,021	1,112	1,118
Printing inks.....	1,329	1,824	906
Ink-making materials.....	267	327	388
Bookbinding materials.....	647	760	709
Bookbinding leathers.....	17	21	20
Adhesives & adhesive-making materials.....	125	103	173
Oils & greases.....	193	156	153
Chemicals.....	100	105	141
Offset supplies.....	124	116	61
Miscellaneous.....	668	605	720

There were 334 rejections for noncompliance with specifications. The great majority of this number--262--concerned paper.

As part of its manufacturing responsibilities, the division produced the following materials:

	1969	1968	1967
Ink, pounds.....	226,201	235,774	242,640
Bindery glue, pounds.....	153,995	156,980	150,855
Adhesives, pounds.....	209,441	244,972	153,649
Typemetal corrected, pounds.....	15,061,736	15,786,597	16,060,232

The Tests and Technical Control Division rendered assistance to the Securities and Exchange Commission and the Department of Justice in a legal case in the identification of watermarks appearing in U.S. Government 25 percent rag bond paper.

In the year 1928, the Joint Committee on Printing adopted a recommendation "that all rag content bond and ledger papers purchased by the U.S. Government be watermarked with a symbol indicating the grade of paper beginning March 1, 1929." Since that time all rag content bond and ledger papers have carried the Seal of the United States with either one, two, three, or four stars to indicate the rag content of the paper, as specified. Beginning August 1, 1969, the great seal watermark will be further modified by the addition of numerals indicating the year of manufacture to be positioned slightly below the tail feathers of the eagle. The presence of such a watermark will date the paper, and thereby be of assistance in establishing validity of Government documents in case of dispute.

Division representatives have participated in the development of eight substantive technical improvements and one new specification for the Government Paper Specification Standards of the Joint Committee on Printing. The new standard will be a 40-pound basis weight high wet-strength lithographic map paper, being used by the National Security Agency and the Coast and Geodetic Survey.

The division has continued the developmental work on tagged postal indicia for the Post Office Department, and satisfactory blue and black inks for use in the production of penalty and franked envelopes have been successfully formulated.

A clear luminescent ink has also been developed for use in tagging air mail postal cards. This clear ink was printed at one side of the stamp and was applied by letterpress after the cards had been printed by offset. This series of operations was necessary because the border of the air mail cards is printed with alternating red and blue parallelograms at the same time the stamp is being printed in red ink. The presence of signal generating material in the parallelograms would adversely affect the operation of the sensing device on the facer cancelling machine.

At the request of the Post Office Department, the Office has developed a satisfactory Magnetic Ink Character Recognition (MICR) ink for printing readable codes on commercial envelopes. These envelopes were to be processed by the Columbus, Ohio, Post Office in an experimental trial, and consisted of approximately 2,000,000 units supplied by 20 cooperating firms. The ink was developed for use on our Halm Jet Envelope Presses, and we were able to deliver the uncoded envelopes within an extremely short period of time.

This trial was far more successful than could be anticipated, and the Post Office was able to sort MICR tagged mail with the same speed and reliability as banks sort MICR encoded checks.

Public Documents Division

The Division of Public Documents has general supervision of the public distribution of U.S. Government publications. It places publications on public sale, administers the depository library distribution program, compiles catalogs, indexes and price lists of Government publications, and provides mailing services for certain publications distributed by Members of Congress and other Government agencies.

With the sizable increase in inquiries and sales, Documents Division personnel also increased during the past year:

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Full-time (including temporary).....	655	598	546
W.A.E.....	504	502	445

Additional temporary help that was available only during the summer season was again responsible for peak employment as of June 30.

The installation of a new automatic call distributor telephone system at the Order Desk in the Inquiries Section has proved to be a significant improvement over the former PBX switchboard. After an understandable period of initial "debugging," an increasing number of customers and the managers of our branch bookstores report much better service received than was possible before.

The A.B. Dick Videograph label addresser was put into operation during the year following intensive testing. Addressing of the entire mailing list for the List of Selected U.S. Government Publications, as well as 32 other mailing lists, can now be accomplished by use of this new equipment. While the single eight-hour shift during which it is now utilized is adequate to meet the present addressing needs of our Office and other Government agencies, it is available for use also on other shifts.

The depository library system continued to grow. There are now 995 depository libraries. Representatives of the division participated during the year in six library conferences designed to assist and advise librarians handling U.S. Government publications.

The contract for conversion of the approximately 870,000 names for the List of Selected U.S. Government Publications to magnetic tape was completed during fiscal year 1969. All programs and tapes have been turned over to the Data Processing Branch of the Division of Finance and Accounts. Conversion now makes it possible for this, our largest single mailing list, to be addressed by means of the Videograph equipment.

For the second consecutive year, bookstore sales exceeded the million dollar figure. Total bookstore sales of \$1,374,512 in fiscal year 1969 exceeded the previous year by 37 percent. Customer patronage increased by 22 percent.

The third branch bookstore outside the Washington, D.C., area was opened in San Francisco, California, on January 22, 1969. It is apparent that sales by this newest branch will be second only to those of the main bookstore in the Government Printing Office. Through cooperation of the General Services Administration, the San Francisco store is the most attractive of the branches established to date.

The newly-authorized intermediate work shift (4:00 p.m. to 12:30 a.m.) has eased critical backlogs of mailings for other Government agencies and has curtailed overtime which this workload formerly required.

An additional storage warehouse was acquired during the year in Alexandria, Virginia. It is providing temporary relief for overcrowded conditions in the primary documents warehouse at 1111 N. Capitol Street.

A revision of the schedule used in establishing the prices of Government publications sold by the office of the Superintendent of Documents was put into effect in fiscal year 1969. It reflects the increases in the cost of paper, labor, and all of the other cost factors on which publication sales prices must be based, and which have undergone drastic increases since the pricing schedule was last revised more than 15 years ago.

Comparison of Activities

	1969	1968	1967
Amount of appropriation.....	\$ 8,178,000	\$ 7,469,000	\$ 6,424,700
Number of sales orders.....	4,448,878	4,101,123	3,915,241
Amount of sales.....	\$19,907,291	\$16,874,539	\$16,194,396
Miscellaneous receipts.....	\$10,629,363	\$6,627,702	\$7,079,062
No. of letters of inquiry.....	2,424,968	1,731,668	1,428,361
Publications received for departmental free distribution.....	97,682,271	83,916,278	84,107,401
Publications distributed free for other Government agencies.....	96,361,242	80,881,583	81,091,638
No. of publications sold.....	71,455,290	69,435,734	72,439,458
No. of publications distributed to depository libraries.....	10,819,764	9,878,941	11,475,959
Total publications received.....	233,679,845	223,044,209	241,087,950
Total publications distributed..	236,011,983	221,193,371	226,560,162
Customers served by GPO			
bookstores.....	273,755	224,127	172,908
Amount of bookstore sales.....	\$1,374,512	\$1,006,865	\$841,856
No. of mailing lists maintained.	1,224	1,224	1,268
No. of addresses on mailing lists	2,926,077	2,842,300	2,752,633
Total copies of available sales publications.....	69,007,292	72,660,459	73,844,316
No. of documents cataloged.....	48,419	53,455	59,615
No. of depository libraries.....	995	960	921

Disbursing Office

The Office of the Disbursing Officer is responsible and accountable for the collection and disbursement of all cash items, issuance of U.S. Savings Bonds, and any other cash transactions necessary to the conduct of Government Printing Office business.

Comparison of Activities

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Statements of accountability:			
Collections.....	\$233,939,957	\$212,461,675	\$208,127,613
Disbursements.....	252,440,644	236,284,884	235,998,593
Total number of checks issued...	369,338	363,610	352,783
U.S. Savings Bonds:			
No. of bond accounts.....	4,717	4,790	4,938
No. of bonds issued.....	78,898	80,783	72,486
Payroll deductions & cash.....	\$2,199,771	\$2,249,850	\$2,068,381
Collection, Deposit & Refund Branch:			
Pieces of mail handled.....	5,726,175	5,089,963	4,913,911
No. of coupons disbursed.....	14,166,719	12,995,179	12,801,043
No. of check refunds.....	119,115	113,215	115,837

We have had small increases in each of the above areas with the exception of the Savings Bonds. While the bond analysis shows a decrease, the wide fluctuation of these accounts is chiefly responsible for the reduction.

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Full-time employees.....	43	38	42
W.A.E. employees.....	59	48	55

Internal Audit Staff

The Internal Audit Staff is responsible for conducting independent, objective, and constructive reviews of the Government Printing Office's operating, administrative, and financial programs, and for reporting its findings and recommendations to the Public Printer.

During the year the staff performed audits on GPO paper inventory, alleged irregular procurement and personnel practices of certain units, GPO shipping and related activities, certain salary adjustments, and financial accounts and related transactions. Accordingly, six reports were issued to the Public Printer on findings, recommendations, and corrective action taken. Audits in progress as of the end of the year included Production security and related activities, GPO paper handling and related activities, and Financial Accounts and related transactions.

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Audit reports issued.....	6	1	--

The Division has cooperated in a program to investigate the feasibility of the economic recovery of the dissolved silver from our spent photographic fixing solutions. The preliminary study of two proposed recovery procedures indicated that the electrolytic method afforded the Office an opportunity to recover significant quantities of silver, and at the same time realize considerable monetary return on the operation. To date, utilizing a combination of the electrolytic and metallic replacement methods, a total of 414.5 troy ounces of silver scrap and sludge have been recovered. This material yielded 176 ounces of pure silver for a net value of \$322.65. In addition, a total of 2,646 ounces have been recovered by the metallic replacement process, and it is now ready for return to the U.S. Mint for processing. It is estimated that this material will contain approximately 50 percent silver and should return approximately \$2,600.

PUBLIC DOCUMENTS DIVISION

The Division of Public Documents has general supervision of the public distribution of U.S. Government publications. It places publications on public sale, administers the depository library distribution program, compiles catalogs, indexes and price lists of Government publications, and provides mailing services for certain publications distributed by members of Congress and other Government agencies.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Amount of appropriation.....	\$ 7,469,000	\$ 6,424,700	\$ 5,829,000
Amount of sales orders.....	4,101,123	3,915,241	3,993,875
Amount of sales.....	\$ 16,874,539	\$ 16,194,396	\$ 14,794,515
Miscellaneous receipts.....	\$ 6,627,702	\$ 7,079,062	\$ 7,641,734
Number of letters of inquiry.....	1,731,668	1,428,361	1,596,082
Publications received for Departmental free distribution.....	83,916,278	84,107,401	83,796,195
Publications distributed free for other Government agencies.....	80,881,593	81,091,638	90,132,989
Number of publications sold.....	69,435,734	72,439,458	66,703,843
Number of publications distributed to depository libraries.....	9,878,941	11,475,959	7,867,187
Total publications received.....	223,044,209	241,087,950	222,950,946
Total publications distributed.....	221,193,371	226,560,162	230,402,378
Customers served by GPO Bookstores...	224,127	172,908	138,643
Amount of Bookstore sales.....	\$1,006,865	\$841,856	\$687,833
Number of mailing lists maintained...	1,224	1,268	1,261
Number of addresses on mailing lists.	2,842,300	2,752,633	2,695,213
Total copies of available sales publications.....	72,660,459	73,844,316	52,332,291
Number of documents cataloged.....	53,455	59,615	61,947
Number of depository libraries.....	961	921	865

The EEO Office at the year end had drafted for the Public Printer's approval an administrative order which revises, effective July 1, 1969, the EEO Program, in accordance with Civil Service Commission requirements. Also, the EEO Office prepared specific plans for implementing the revised EEO Program, and had drafted an EEO Plan of Action for the Public Printer's approval.

The intensified effort being made to acquaint a wider segment of the public with U.S. Government publications continued in 1968. Through arrangements which constituted a significant accomplishment, it was possible for our services to be featured on the nationally televised "Today Show." We also received similar opportunities on several other local television and radio programs. Personal contacts made with commercial retail outlets in the local metropolitan area have resulted in the display and sale of certain Government publications for the first time by those outlets.

Publications displays and exhibits related to Government publications and services of the Documents Division continued in demand at conventions, conferences, etc. Eight were presented in 1968 with gratifying results. The exhibit at the Conference of International Chiefs of Police was an outstanding example, where the reports of the President's Crime Commission were a timely contribution and the interest created there was an important factor in the heavy sale of those reports. The publications exhibits at the Pentagon for National Library Week are always well attended, but in 1968 the sales at that exhibit were almost double those of any previous year.

Our cooperation with other Government departments and agencies in publicizing their publications continues to gain wider recognition throughout the Government. Two special announcements that were particularly successful involved a new Department of the Interior publication, "Room to Roam," and the Department of Labor's "Occupational Outlook Handbook."

The number of depository libraries increased from 921 to 961. The Investigation Questionnaire provided for by law was sent to the depositories during 1968. The resulting reports reflect, in general, an increasing use of U.S. Government publications in the depository collections throughout the country.

The non-Government Printing Office publications of the Department of State are the latest added to the depository program as part of the implementation of the 1962 Depository Library Act.

A new telephone system, utilizing an automatic Call Distributor similar to that in use at the U.S. Civil Service Commission, is now being installed, and will be completed early in fiscal 1969. The new, automated equipment will enable calls to be handled in sequence, and will provide for recorded messages to customers where they can provide an added service.

The new intermediate work shift, authorized by the 1969 Legislative Branch Appropriation Act, will be inaugurated early in fiscal 1969. This should make it possible to handle on a more current basis the rapid increase in the mailings requested by other Government agencies, which have exceeded our resources in the past.

The first revision since 1953 in the schedule used in establishing the prices of Government publications sold by the Office of the Superintendent of Documents has been completed and will go into effect early in fiscal 1969. The increased revenue that this is expected to produce will, hopefully, offset to some extent the costs of the further modernization that is imperative if we are to provide a 16 million dollar or more publications sales service in the manner that those who avail themselves of it have the right to expect. New systems and advances in procedures perfected for large commercial merchandising operations seem the only hope of our overcoming the problems created largely by the excessive time and cost now required for us to handle orders under the existing system, in quarters which are inadequate, and which were not designed for such an operation in the volume that it has already reached, and with every expectation that this volume will continue to increase in the years ahead.

Preliminary plans are underway for the establishment of the additional branch Bookstore outside Washington that was authorized by the 1969 Legislative Branch Appropriation Act. With the recognized desirability that the new store be located on the West Coast, investigation of a possible site in San Francisco, Calif., is being made in cooperation with appropriate officials of the General Services Administration.

FIELD SERVICE DIVISION

The Superintendent, Field Service Division, under the general direction of the Deputy Public Printer, is responsible for the administration and technical activities of the six Field Service Division offices located in Chicago, Denver, New York, San Francisco, Seattle, and Washington, D.C. These offices provide printing, binding, and related services, including the commercial procurement of printing in the field, to over 200 departmental and regional installations of the U.S. Government throughout the United States. The office of Superintendent is charged with the responsibility of administering all rules, regulations, and policies of the Government Printing Office, as applicable to the Field Service Division, and for the coordination of administrative and operational activities between the Central Office and the Field Service Division offices.

The Department of the Interior became our largest customer during fiscal year 1968, requiring in excess of \$900,000 of services from the various offices of the division. Most of their demands were placed on our Denver office, where the value of their local orders, mainly specifications for the Bureau of Reclamation, increased from \$557,000 in fiscal year 1967 to \$625,000 in fiscal year 1968. The Post Office Department, which was our largest customer last year, fell to second place because of an approximate 14 percent reduction in their requirements from our Chicago, New York, and Washington, D.C., offices. The Departments of the Treasury and the Army, which were in third and fourth places last year, dropped to fifth and sixth places this year due to reduced utilization of our services. Most of Treasury's decrease was felt by our New York office because

of Coast Guard's transfer to the new Department of Transportation, and lessened requirements by the Internal Revenue Service for tax form reprints. Army's decrease was mainly caused by work now procured by the Central Office on established printing programs. Agriculture, with sales value approximating the same as last year, became our third largest customer, followed by Navy as the fourth. Navy showed a sizable increase, from \$150,000 to \$519,000, which resulted from the merger of the Navy printing plant with our Departmental Service Office in Washington, D.C. While slight decreases in total sales were shown in Chicago, New York, and Seattle, our overall sales volume increased by 1.8 percent.

The following figures show comparative value of services performed (income) by the several Field Service Division offices for the past three years:

<u>Office</u>	<u>1968</u>	<u>1967</u>	<u>1966</u>
Chicago.....	\$1,457,039	\$1,675,755	\$1,600,307
Denver.....	1,258,993	1,158,796	991,147
Departmental Service.....	3,781,525	3,330,128	3,238,673
New York.....	580,752	565,724	528,533
San Francisco.....	300,074	282,169	294,941
Seattle.....	410,396	383,945	362,413
Total.....	\$7,788,779	\$7,396,517	\$7,016,014

The following is a comparison of the number of employees on our rolls at the close of fiscal years 1968, 1967, and 1966:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Office of Superintendent.....	6	5	6
Chicago.....	97	99	103
Denver.....	92	80	81
Departmental Service Office.....	274	262	248
New York.....	24	23	25
San Francisco.....	17	18	18
Seattle.....	25	23	23
Total.....	535	510	504

The Director of Personnel and his Staff Advisor, accompanied by the Assistant Superintendent of the Field Service Division and the Manager of the respective office, concluded successful labor-management agreements with American Federation of Government Employees Lodges 2618, 2187, and 1292 in New York, Washington, D.C., and Chicago during the year. Agreement had also been reached in June 1967 with AFGE Lodge 1248 in Denver which was ratified and approved by the Public Printer in July 1967.

The space problem in the Seattle Field Service Office was partially alleviated when early in the year renovations were completed on some 2,688 square feet of space by General Services Administration.

The Superintendent of the Field Service Division in January 1968 made an inspection tour of all Field Service offices. Specific attention was given to the administrative functions of the offices in an effort to improve operations and reduce costs in this area.

The Joint Committee on Printing early in May 1968 organized a committee to study the feasibility of establishing in strategically located areas of the country printing procurement offices to be operated by the Government Printing Office. The Superintendent, Field Service Division, and the Assistant Chief, Printing Procurement, were assigned to this committee and accompanied a member of the staff and several agency representatives to Utah, New Mexico, and Arizona to inspect agency plants and present findings to the Joint Committee on Printing and the printing industry. Similar surveys of agency plants were also conducted in the Boston and Philadelphia areas. In all instances, it was found that sufficient agency work produced in-house or procured commercially by the individual agencies was available to warrant establishment of printing procurement offices.

During fiscal year 1968, the Field Service Division was engaged in increased activity in printing procurement functions. Demands by HEW's Office of Education caused establishment of printing procurement programs in the New York area, as well as additional in-house work by our other plants.

A greater emphasis is being placed on the use of commercial contractors to supplement the in-house capabilities of our plants so that unusual demands of the agencies can be met. The assignment of term contracts for specific programs for several of our plants is providing a training base on which we can build to expand our experience in this area.

DISBURSING OFFICE

The Office of the Disbursing Officer is responsible and accountable for the collection and disbursement of all cash items, issuance of U.S. Savings Bonds, and any other cash transactions necessary to the conduct of Government Printing Office business.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Statements of accountability:			
Collections.....	\$212,461,675	\$208,127,613	\$186,017,167
Disbursements.....	\$236,284,884	\$235,998,593	\$206,633,266
Total number of checks issued.....	363,610	352,783	335,203
United States Savings Bonds:			
Number of bond accounts.....	4,790	4,938	4,359
Number of bonds issued.....	80,783	72,486	57,432
Payroll deductions & cash.....	\$2,249,850	\$2,068,381	\$1,655,317
Collection, Deposit & Refund Branch:			
Pieces of mail handled.....	5,089,963	4,913,911	4,944,183
Number of coupons disbursed.....	12,995,179	12,801,043	12,028,980
Number of check refunds.....	113,215	115,837	107,251

The analysis for 1968 shows a slight increase in each phase of production with the exception of Savings Bond accounts and check refunds. The number of bond accounts indicated as 4,938 for June 30, 1967, decreased 467 by cancellation and separation to 4,471 as of May 4, 1968, but increased by 319 new accounts to 4,790 due to the Bond Drive. Although there was a decrease in the number of accounts, over 8,000 more bonds were issued and approximately \$200,000 additional was deducted.

The following is a personnel comparison:

	<u>1968</u>	<u>1967</u>	<u>1966</u>
Full-time employees.....	38	42	39
W.A.E. employees.....	48	55	58

GOVERNMENT PRINTING OFFICE RELOCATION

The relocation of the Government Printing Office has virtually languished throughout the past fiscal year, still stymied by lack of an approved site. No action has been forthcoming on the suggested Prince Georges County location.

A meeting with General Services Administration representatives and District of Columbia Mayor Walter Washington produced no significant progress on alternate in-city locations recommended by the National Capitol Planning Commission. Resistance to a suburban site appears to have hardened in accordance with the fear that Federal employment center mobility toward metropolitan satellite locations is contrary to the hoped-for policy of containment in the inner city.

No compromise seems possible which would reconcile the Government Printing Office's need for a one or two level facility engineered specifically for a printing plant with the tacit desire of many to keep the Office close to Capitol Hill and the inner city. With each passing day, administrative decisions become more difficult because of the unanswered questions pertaining to relocation as opposed to remaining in the present location. Major renovation and replacement of building amenities are at issue, and the possibility of substantial funds being spent to carry out this work, only to relocate in the near future, seriously hampers sound decision-making.

INTERNAL AUDIT STAFF

The Internal Audit Staff is responsible for conducting independent, objective, and constructive reviews of the Government Printing Office's operating, administrative, and financial programs and for reporting its findings and recommendations to the Public Printer.

	<u>1968</u>	<u>1967</u>	<u>1966</u>
No. of employees.....	6	3	*

*The Internal Audit Staff was established in May 1967.

Plans call for the recruitment of an additional auditor and the detailing of various Government Printing Office specialists to the staff to assist in the audit of technical and production division activities.

During the year, an audit of the GPO Guard Force activities was completed, and a report issued to the Public Printer. Three other audits were started but uncompleted at year end. They pertain to the GPO financial statements and accounts, production security and control, and paper handling activities.

A five-year comprehensive audit plan was approved whereby all major functions, activities, and organizational units of GPO will be audited at least once every five years.

A detailed audit manual was drafted setting forth audit policies and procedures, and outlining the objectives of internal audit work in GPO, the general scope of work to be performed, and standards of performance.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Opportunity Office is responsible for reporting to and advising the Public Printer on matters involving charges of alleged discrimination against any employee, or any qualified applicant for employment in the Government Printing Office. It also serves as a liaison with the Civil Service Commission and other pertinent agencies, groups, or individuals in the field of equal employment opportunity for the development of positive programs and procedures in compliance with Government fair employment policies.

This Office was the recipient of six formal discrimination complaints during the fiscal year 1968. It was successful in resolving eight such complaints for the same period, five of which were carryovers from fiscal year 1967.

In addition to investigating complaints of discrimination, this Office was involved with at least 47 separate employees or groups in counseling sessions. These sessions were usually conducted on an informal basis and covered a wide variety of employee problems. It is felt that this practice has been most fruitful in contributing to better employee understanding and in lessening the communications gap between employees and management.

The year was highlighted by a series of talks at which the Public Printer restated his equal employment opportunity policy, and reaffirmed his determination to insure fair and impartial treatment of all Government Printing Office employees and qualified applicants for employment on a continuing basis. Follow-up talks were conducted at the staff level in every division, including Field Service Offices, in an effort to further emphasize the need for increased supervisor involvement in the overall equal employment opportunity program.

The Equal Employment Opportunity Officer cooperated with the Director of Personnel in talks on the subject "Dealing with Minority Group Employees," given to supervisors of all divisions.

Other activities for the year included implementation of a revised minority group statistical survey, filing of a revised equal employment opportunity Plan of Action, and participation in a series of supervisory development training lectures.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
COMBINED COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES
FISCAL YEARS 1965 THROUGH 1969

	Fiscal Year 1969	Increase or decrease (-) 1969 to 1968	Fiscal Year 1968	Increase or decrease (-) 1968 to 1967	Fiscal Year 1967	Increase or decrease (-) 1967 to 1966	Fiscal Year 1966	Increase or decrease (-) 1966 to 1965	Fiscal Year 1965
ASSETS:									
Fund balances with U.S.									
Treasury and cash	\$ 22,490,986	\$ 5,509,192	\$ 16,981,794	\$ 1,896,768	\$ 15,085,026	\$ 6,446,429	\$ 8,638,597	\$-3,294,978	\$11,933,575
Accounts receivable and advances	52,584,737	-1,821,221	54,405,958	19,016,070	35,389,888	11,273,598	24,116,290	1,871,295	22,244,995
Inventories, including work in process	33,492,228	3,313,043	30,179,185	-13,146,688	43,325,873	-2,878,092	46,203,965	11,030,799	35,173,166
Deferred charges	72,193	-16,033	88,226	-11,559	99,785	8,421	91,364	60,133	31,231
Property, plant, and equip- ment, net	<u>13,994,589</u>	<u>763,581</u>	<u>13,231,008</u>	<u>893,231</u>	<u>12,337,777</u>	<u>-732,789</u>	<u>13,070,566</u>	<u>-966,116</u>	<u>14,036,682</u>
Total assets	<u>122,634,733</u>	<u>7,748,562</u>	<u>114,886,171</u>	<u>8,647,822</u>	<u>106,238,349</u>	<u>14,117,567</u>	<u>92,120,782</u>	<u>8,701,133</u>	<u>83,419,649</u>
LIABILITIES:									
Accounts payable	11,636,882	276,618	11,360,264	3,008,629	8,351,635	-967,574	9,319,209	2,683,830	6,635,379
Accrued salaries and wages	3,337,604	492,030	2,845,574	286,592	2,558,982	553,517	2,005,465	221,966	1,783,499
Amounts withheld from employees for purchase of savings bonds and payment of taxes	587,735	-2,356,484	2,944,219	2,886,459	57,760	-2,182,454	2,240,214	409,057	1,831,157
Employees' accrued annual leave	3,863,360	246,938	3,616,422	218,934	3,397,488	134,763	3,262,725	-5,391	3,268,116
Customers' deposits and prepaid subscriptions	<u>5,792,294</u>	<u>2,816,563</u>	<u>2,975,731</u>	<u>309,536</u>	<u>2,666,195</u>	<u>229,138</u>	<u>2,437,057</u>	<u>183,525</u>	<u>2,253,532</u>
Total liabilities	<u>25,217,875</u>	<u>1,475,665</u>	<u>23,742,210</u>	<u>6,710,150</u>	<u>17,032,060</u>	<u>-2,232,610</u>	<u>19,264,670</u>	<u>3,492,987</u>	<u>15,771,683</u>
Investment of U.S. Government	\$ <u>97,416,858</u>	\$ <u>6,272,897</u>	\$ <u>91,143,961</u>	\$ <u>1,937,672</u>	\$ <u>89,206,289</u>	\$ <u>16,350,177</u>	\$ <u>72,856,112</u>	\$ <u>5,208,146</u>	\$ <u>67,647,966</u>
Consisting of:									
Revolving fund:									
Capital	\$ 59,815,383	\$ ---	\$ 59,815,383	\$ ---	\$ 59,815,383	\$15,000,000	\$44,815,383	\$ ---	\$44,815,383
Retained earnings	27,748,229	2,256,522	25,491,707	757,325	24,734,382	4,406,238	20,328,144	5,887,211	14,440,933
Income from sales of publications payable to U.S. Treasury	6,834,956	4,207,254	2,627,702	1,048,640	1,579,062	-1,062,672	2,641,734	-462,561	3,104,295
Other funds	<u>3,018,290</u>	<u>-190,879</u>	<u>3,209,169</u>	<u>131,707</u>	<u>3,077,462</u>	<u>-1,993,389</u>	<u>5,070,851</u>	<u>-216,504</u>	<u>5,287,355</u>
	\$ <u>97,416,858</u>	\$ <u>6,272,897</u>	\$ <u>91,143,961</u>	\$ <u>1,937,672</u>	\$ <u>89,206,289</u>	\$ <u>16,350,177</u>	\$ <u>72,856,112</u>	\$ <u>5,208,146</u>	\$ <u>67,647,966</u>

Note: This statement includes the Government Printing Office revolving fund; Office of the Superintendent of Documents Salaries and Expenses appropriations; Selection of Site and General Plans and Designs of Buildings appropriation for fiscal years 1965 and 1966; 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). Does not include unexpended balance of \$13,659,215 of the appropriation for printing and binding for the Congress. See Table 7 for status of the appropriation.

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
AS OF JUNE 30, 1969

ASSETS				LIABILITIES		
	Revolving fund	Other funds ^a	Combined funds	Revolving fund	Other funds ^a	Combined funds
FUND BALANCES WITH U.S. TREASURY AND CASH:						
Fund balances in U.S. Treasury	\$ 18,914,811	\$ 937,433	\$ 19,852,244	\$ 11,144,808	\$ 492,074 ^d	\$ 11,636,882
Cash on hand and in transit	<u>2,637,417</u>	<u>1,325</u>	<u>2,638,742</u>	3,100,469	237,135	3,337,604
	21,552,228	938,758	22,490,986			
ACCOUNTS RECEIVABLE AND ADVANCES:				LIABILITIES: ^c		
Accounts receivable:				Accounts payable		
Government agencies	52,281,849	52,455	52,334,304	Accrued salaries and wages	587,735	587,735
Other	246,528	255	246,783	Amounts withheld from employees for purchase of savings bonds and payment of taxes	3,620,453	3,863,360
Advances to employees	<u>3,650</u>	<u>---</u>	<u>3,650</u>	Employees' accrued annual leave	5,792,294	5,792,294
	52,532,027	52,710	52,584,737	Customers' deposits and prepaid subscriptions	<u>24,245,759</u>	<u>25,217,875</u>
INVENTORIES:				INVESTMENT OF U.S. GOVERNMENT:		
Publications for sale, at cost ^b	6,396,270	---	6,396,270	Capital	59,815,383	62,833,673
Printing work in process, at standard cost	16,176,760	---	16,176,760	Retained earnings ^e	27,748,229	27,748,229
Paper, envelopes, and other supplies, at cost	<u>10,919,198</u>	<u>---</u>	<u>10,919,198</u>	Income from sales of publications payable to U.S. Treasury	<u>6,834,956</u>	<u>6,834,956</u>
	33,492,228	---	33,492,228	Total investment of U.S. Government (Table 5)	94,398,568	97,416,858
DEFERRED CHARGES	<u>72,193</u>	<u>---</u>	<u>72,193</u>			
PROPERTY, PLANT, AND EQUIPMENT:						
Land and buildings, at cost	---	9,085,173	9,085,173			
Equipment and building appurtenances	32,169,422	877,875	33,047,297			
Construction in progress	<u>246,369</u>	<u>---</u>	<u>246,369</u>			
	32,415,791	9,963,048	42,378,839			
Less allowance for depreciation	<u>21,420,140</u>	<u>6,964,110</u>	<u>28,384,250</u>			
	10,995,651	2,998,938	13,994,589			
Total Assets	\$118,644,327	\$3,990,406	\$122,634,733	Total liabilities and investment of U.S. Government	\$118,644,327	\$122,634,733

^a Other funds consist of account balances of the Office of the Superintendent of Documents Salaries and Expenses 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). Does not include unexpended balance of \$13,659,215 of the appropriation for printing and binding for the Congress. See Table 7 for status of the appropriation.

^b Publications for sale, at cost after deduction of allowance for unsalable publications of \$938,902.

^c Does not include a contingent liability estimated at \$97,606 for the value of compensatory time-off in lieu of overtime pay earned and accumulated by employees of the Government Printing Office; and does not include \$11,660,000 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

^d Accounts payable other funds consist of amounts owed to the Government Printing Office revolving fund by the Office of the Superintendent of Documents Salaries and Expenses appropriations.

^e Retained earnings of \$3,263,689 have been reserved for the purchase of machinery and equipment.

Table 3

GOVERNMENT PRINTING OFFICE
REVOLVING FUND
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
PRINTING AND BINDING OPERATIONS
FISCAL YEARS ENDED JUNE 30, 1969 and JUNE 30, 1968

	<u>Fiscal year 1969</u>	<u>Fiscal year 1968</u>	<u>Increase or decrease (-)</u>
Income:			
Printing and binding services performed	\$190,774,344	\$181,997,495	\$ 8,776,849
Blank paper sold to customers	12,697,484	12,700,368	-2,884
Other income	<u>179,776</u>	<u>116,004</u>	<u>63,772</u>
Total income	<u>\$203,651,604</u>	<u>\$194,813,867</u>	<u>\$ 8,837,737</u>
Expenses:			
Direct costs:			
Direct labor	57,976,902	54,705,951	3,270,951
Direct materials	30,468,037	32,853,287	-2,385,250
Printing purchased from commercial sources	<u>94,825,681</u>	<u>89,582,484</u>	<u>5,243,197</u>
Total direct costs	<u>183,270,620</u>	<u>177,141,722</u>	<u>6,128,898</u>
Other expenses:			
Salaries and wages	7,737,764	7,238,353	499,411
Travel	80,862	53,454	27,408
Freight	1,663,278	1,639,585	23,693
Communications	233,289	207,355	25,934
Heat, light, and power	483,807	438,743	45,064
Rental of buildings and equipment	782,990	725,666	57,324
Materials and supplies	241,378	216,138	25,240
Employer's share of group life insurance	275,418	210,522	64,896
Employer's share of group health insurance	535,465	536,223	-758
Employer's share of Civil Service retirement	3,640,512	3,362,668	277,844
Depreciation ^a	1,975,174	1,824,349	150,825
Miscellaneous expenses	<u>474,525</u>	<u>461,764</u>	<u>12,761</u>
Total other expenses	<u>18,124,462</u>	<u>16,914,820</u>	<u>1,209,642</u>
Total direct costs and other expenses	<u>201,395,082</u>	<u>194,056,542</u>	<u>7,338,540</u>
Net income from printing and binding operations	<u>\$ 2,256,522</u>	<u>\$ 757,325</u>	<u>\$ 1,499,197</u>

^aDoes not include depreciation on building structures which is specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 309).

GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 COMPARATIVE STATEMENT OF INCOME AND EXPENSE
 SALES OF PUBLICATIONS OPERATIONS
 FISCAL YEARS ENDED JUNE 30, 1969 AND JUNE 30, 1968

	<u>Fiscal year 1969</u>	<u>Fiscal year 1968</u>	<u>Increase or decrease (-)</u>
<u>REVOLVING FUND:</u>			
Sales	\$18,082,405	\$15,308,687	\$2,773,718
Cost of publications sold ^a	<u>6,637,366</u>	<u>8,150,412</u>	<u>-1,513,046</u>
Gross profit	<u>11,445,039</u>	<u>7,158,275</u>	<u>4,286,764</u>
Other expenses:			
Administrative ^b	1,373,779	1,136,812	236,967
Mailing costs	<u>1,347,600</u>	<u>1,038,900</u>	<u>308,700</u>
Total other expenses	<u>2,721,379</u>	<u>2,175,712</u>	<u>545,667</u>
Other income:			
Gratuitous revenues	1,824,886	1,565,851	259,035
Miscellaneous	<u>80,817</u>	<u>79,288</u>	<u>1,529</u>
Total other income	<u>1,905,703</u>	<u>1,645,139</u>	<u>260,564</u>
Income from sales of publi- cations payable to U.S. Treasury	10,629,363	6,627,702	4,001,661
<u>OTHER FUNDS:</u>			
Salaries and expenses financed from appropriated funds	<u>4,821,856</u>	<u>4,176,700</u>	<u>645,156</u>
Net income from sales of publications ^a	<u>\$ 5,807,507</u>	<u>\$ 2,451,002</u>	<u>\$3,356,505</u>

^aCost of Publications Sold includes provisions for unsalable publications in the amount of \$458,496 for fiscal year 1969 and \$1,682,133 for fiscal year 1968.

^bDoes not include depreciation of building structures which is specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 309).

GOVERNMENT PRINTING OFFICE
STATEMENT OF CHANGES IN INVESTMENT
OF UNITED STATES GOVERNMENT
FISCAL YEAR ENDED JUNE 30, 1969

	<u>Revolving fund</u>	<u>Other funds^a</u>	<u>Combined funds</u>
BALANCE, JULY 1, 1968:			
Capital	\$59,815,383	\$3,209,169	\$63,024,552
Retained earnings	25,491,707	- - -	25,491,707
Income from sales of publications payable to U.S. Treasury	<u>2,627,702</u>	<u>- - -</u>	<u>2,627,702</u>
	<u>87,934,792</u>	<u>3,209,169</u>	<u>91,143,961</u>
ADDITIONS:			
Net income from printing and binding operations (Table 3)	2,256,522	- - -	2,256,522
Income from sales of publications payable to U.S. Treasury (Table 4)	10,629,363	- - -	10,629,363
Appropriation for the Office of the Superintendent of Documents, Salaries and Expenses of \$8,178,000 plus reimbursements of \$421,841 and recoveries of prior years obligations of \$12,667 (Table 8)	- - -	8,612,508	8,612,508
Net increase in equipment purchased from appropriation for the Office of the Superintendent of Documents, Salaries and Expenses, including current year depreciation	<u>- - -</u>	<u>61,138</u>	<u>61,138</u>
Total additions	<u>12,885,885</u>	<u>8,673,646</u>	<u>21,559,531</u>
REDUCTIONS:			
Payments to U.S. Treasury of income from sales of publications	6,422,109	- - -	6,422,109
Depreciation on building structures and facilities	- - -	121,867	121,867
Unobligated balance of the Office of the Superintendent of Documents, Salaries and Expenses, appropriations withdrawn by U.S. Treasury	- - -	12,667	12,667
Expenditures from the Office of the Superintendent of Documents, Salaries and Expenses fiscal year 1969 appropriation of \$8,446,480 and fiscal year 1968 appropriation of \$260,622	- - -	8,707,102	8,707,102
Net increase in liability for employees' annual leave, Office of the Superintendent of Documents, Salaries and Expenses appropriation	<u>- - -</u>	<u>22,889</u>	<u>22,889</u>
Total reductions	<u>6,422,109</u>	<u>8,864,525</u>	<u>15,286,634</u>
BALANCE, JUNE 30, 1969:			
Capital	59,815,383	3,018,290	62,833,673
Retained earnings	27,748,229	- - -	27,748,229
Income from sales of publications payable to U.S. Treasury	<u>6,834,956</u>	<u>- - -</u>	<u>6,834,956</u>
Total investment of U.S. Government	<u>\$94,398,568</u>	<u>\$3,018,290</u>	<u>\$97,416,858</u>

^aOther funds consist of the Office of the Superintendent of Documents, Salaries and Expenses appropriations 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). The appropriation for printing and binding for the Congress is not included under Other Funds. This appropriation is used to reimburse the revolving fund for printing and binding for the Congress which is recorded as income from printing and binding operations as the work is performed. See Table 7 for status of the appropriation.

GOVERNMENT PRINTING OFFICE
SUMMARY OF FUNDS PROVIDED BY OPERATIONS
AND APPROPRIATIONS AND THEIR APPLICATION
FISCAL YEAR ENDED JUNE 30, 1969

FUNDS PROVIDED:

Printing and binding operations: ^a		
Printing and binding services performed	\$190,774,344	
Blank paper sold to customers	12,697,484	
Other income before \$19,278 loss on sale of equipment	199,054	
Net proceeds from sale of equipment	<u>2,054</u>	\$203,672,936
Sales of publications:		
Sales	18,082,405	
Other income	<u>1,905,703</u>	19,988,108
Decrease in accounts receivables and advances	1,821,221	
Decrease in deferred charges	16,033	
Increase in accounts payable	276,618	
Increase in accrued salaries and wages	492,030	
Increase in miscellaneous liabilities	<u>684,127</u>	3,290,029
Appropriation for the Office of the Superintendent of Documents, Salaries and Expenses of \$8,178,000 plus reimbursements of \$421,841 and recoveries of prior years obligations of \$12,667 (Table 8)		<u>8,612,508</u>
Total funds provided		<u>\$235,563,581</u>

FUNDS APPLIED:

Printing and binding expenses ^a	\$201,395,082	
Less allowances for depreciation not requiring funds	<u>1,975,174</u>	\$199,419,908
Cost of publications sold	6,178,870	
Publications destroyed	458,496	
Expenses of sales of publications financed from the revolving fund	2,721,379	
Payments to U.S. Treasury of income from sales of publications	<u>6,422,109</u>	15,780,854
Increase in cash	5,509,192	
Increase in inventories	3,313,043	
Purchase of equipment	<u>2,820,815</u>	11,643,050
Expenditures from the Office of the Superintendent of Documents, Salaries and Expenses, fiscal year 1969 appropriation \$8,446,480 and fiscal year 1968 appropriation of \$260,622		8,707,102
Unobligated balance of the Office of the Superintendent of Documents, Salaries and Expenses, appropriations withdrawn by the U.S. Treasury		<u>12,667</u>
Total funds applied		<u>\$235,563,581</u>

^a The appropriation for printing and binding for the Congress is used to reimburse the revolving fund for printing and binding for the Congress and is recorded as income from printing and binding operations as the work is performed. See Table 7 for status of the appropriation.

GOVERNMENT PRINTING OFFICE
PRINTING AND BINDING FOR CONGRESS
STATUS OF APPROPRIATIONS

	<u>Fiscal Year</u>			
	<u>1969</u>	<u>1968</u>	<u>Prior Years</u>	<u>Total</u>
Unexpended balance July 1, 1968	\$ ---	\$4,824,372	\$64,963	\$ 4,889,335
Appropriation, 1969	<u>31,000,000</u>	<u>---</u>	<u>---</u>	<u>31,000,000</u>
Total funds available	<u>31,000,000</u>	<u>4,824,372</u>	<u>64,963</u>	<u>35,889,335</u>
Expenditures:				
Current year obligations	14,538,786	---	---	14,538,786
Prior year obligations	<u>2,866,962</u>	<u>4,824,372</u>	<u>---</u>	<u>7,691,334</u>
Total expenditures	<u>17,405,748</u>	<u>4,824,372</u>	<u>---</u>	<u>22,230,120</u>
Unexpended balance June 30, 1969	<u>\$13,594,252</u>	<u>\$ ---</u>	<u>\$64,963</u>	<u>\$13,659,215</u>

GOVERNMENT PRINTING OFFICE
OFFICE OF THE SUPERINTENDENT OF DOCUMENTS
STATUS OF APPROPRIATIONS

	<u>1969</u>	<u>1968</u>	<u>1967</u>
Unexpended balances, July 1, 1968	\$ ---	\$923,692	\$ 672
Appropriation:			
Salaries and expenses, 1969	8,178,000	---	---
Reimbursements	<u>421,841</u>	<u>45,234</u>	<u>---</u>
Total funds available	8,599,841	968,926	672
Unobligated balances withdrawn	<u>---</u>	<u>11,994</u>	<u>672</u>
Total obligated funds	8,599,841	956,932	---
Expenditures	<u>7,772,545</u>	<u>792,841</u>	<u>---</u>
Undelivered orders	153,279	108,899	---
Accounts payable and accrued liabilities	<u>674,017</u>	<u>55,192</u>	<u>---</u>
Unpaid obligations, June 30, 1969	827,296	164,091	---
Less reimbursements receivable	<u>52,455</u>	<u>174</u>	<u>---</u>
Unexpended balances, June 30, 1969	\$ <u><u>774,841</u></u>	\$ <u><u>163,917</u></u>	\$ <u><u>---</u></u>

GOVERNMENT PRINTING OFFICE
OFFICE OF THE SUPERINTENDENT OF DOCUMENTS
STATEMENT OF EXPENDITURES AND OBLIGATIONS
FISCAL YEAR 1969 - APPROPRIATED FUNDS
AS OF JUNE 30, 1969

	<u>Total</u>	<u>Program by Activities</u>			
		<u>Sales Distribution</u>	<u>Distribution for other agencies</u>	<u>Depository Library Distribution</u>	<u>Cataloging and Indexing</u>
Personnel compensation	\$5,064,042	\$3,535,882	\$1,036,415	\$ 220,114	\$271,631
Personnel benefits	292,420	220,777	40,939	13,744	16,960
Travel and transportation of persons	8,531	7,404	---	1,127	---
Transportation of things	11,520	11,520	---	---	---
Rent, communications, and utilities	347,029	118,988	22,943	196,712	8,386
Printing and reproduction	2,061,041	366,150	---	1,584,483	110,408
Other services	343,421	263,226	56,224	11,636	12,335
Supplies and materials	446,277	197,966	220,292	24,308	3,711
Equipment	<u>132,903</u>	<u>99,943</u>	<u>19,271</u>	<u>6,645</u>	<u>7,044</u>
Total expenditures ^a	8,707,184	4,821,856	1,396,084	2,058,769	430,475
Net decrease in unliquidated obligations	<u>-107,343</u>	<u>-109,171</u>	<u>-2,716</u>	<u>422</u>	<u>4,122</u>
Total obligations	<u>\$8,599,841</u>	<u>\$4,712,685</u>	<u>\$1,393,368</u>	<u>\$2,059,191</u>	<u>\$434,597</u>

^aExclusive of expenses of \$2,721,379 financed from revenues from sales of publications (Table 4).

GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 STATEMENT OF NET CHANGE IN ASSETS AND LIABILITIES
 FROM INCEPTION OF REVOLVING FUND THROUGH JUNE 30, 1969

	<u>June 30, 1969</u>	<u>July 1, 1953^a</u>	<u>Increase or decrease (-)</u>
Cash	\$ 21,552,228	\$ 15,993,702	\$ 5,558,526
Noncash current assets	<u>86,096,448</u>	<u>28,511,814</u>	<u>57,584,634</u>
Current assets	107,648,676	44,505,516	63,143,160
Less current liabilities	<u>24,245,759</u>	<u>13,846,687</u>	<u>10,399,072</u>
Working capital	<u>83,402,917</u>	<u>30,658,829</u>	<u>52,744,088</u>
Fixed assets	32,415,791	13,617,677	18,798,114
Less allowance for depreciation	<u>21,420,140</u>	<u>8,351,561</u>	<u>13,068,579</u>
Net fixed assets	<u>10,995,651</u>	<u>5,266,116</u>	<u>5,729,535</u>
Investment of U.S. Government	\$ <u>94,398,568</u>	\$ <u>35,924,945</u>	\$ <u>58,473,623</u>

^aCapitalization as of July 1, 1953, less subsequent adjustments for revaluation of assets and funds returned to U.S. Treasury.

GOVERNMENT PRINTING OFFICE
OFFICE OF SUPERINTENDENT OF DOCUMENTS
SALARIES AND EXPENSES APPROPRIATION - 0490201
FINANCIAL CONDITION - JUNE 30, 1969

ASSETS

Current assets		
Cash	\$774,841	
Accounts receivable	<u>52,537</u>	\$ 827,378
 Fixed assets:		
Equipment	877,875	
Less: Allowance for Depreciation	<u>558,360</u>	<u>319,515</u>
 TOTAL ASSETS		\$ <u>1,146,893</u>

LIABILITIES AND INVESTMENT
OF U.S. GOVERNMENT

Current liabilities:		
Accounts payable	\$674,017	
 Other liabilities:		
Employees' annual leave	<u>242,907</u>	\$ 916,924
 Investment of U.S. Government:		
Invested capital	76,690	
Unexpended appropriation	<u>153,279</u>	<u>229,969</u>
 TOTAL LIABILITIES AND INVESTMENT OF U.S. GOVERNMENT		\$ <u>1,146,893</u>

GOVERNMENT PRINTING OFFICE
OFFICE OF SUPERINTENDENT OF DOCUMENTS
SALARIES AND EXPENSES APPROPRIATION - 0480201
FINANCIAL CONDITION - JUNE 30, 1969

ASSETS

Current assets:

Cash	\$163,917
Accounts receivable	<u>174</u>

TOTAL ASSETS

\$164,091

LIABILITIES AND INVESTMENT
OF U.S. GOVERNMENT

Current liabilities:

Accounts payable	\$ 55,192
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Investment of U.S. Government:

Unexpended appropriation	<u>108,899</u>
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TOTAL LIABILITIES AND INVESTMENT
OF U.S. GOVERNMENT

\$164,091

Table 13

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES, AND COMMERCIALY PROCURED WORK
FISCAL YEAR 1969

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	8,273,858	-----	65,413	-----	\$ 4,949,623.81
Federal Register	5,473,681	82	22,780	5,278	1,712,557.01
Supplement to the Code of Federal Regulations	483,418	10,947	43,415	2,002	849,368.65
Official Gazette	492,311	40,207	-----	-----	667,721.57
Specifications of Patents, Trademarks & Designs	10,219,743	20,518	213,403	-----	5,324,326.42
Miscellaneous Publications	1,448,748,081	6,783,935	592,803	2,125,966	110,247,234.87
Postal Cards	725,141,400	-----	-----	-----	966,173.73
Aerogrammes	27,294,000	-----	-----	-----	120,530.01
Catalog Cards	77,781,652	-----	-----	-----	1,045,204.37
Tabulating Cards	6,519,928,764	-----	-----	-----	5,632,603.98
Letterheads & Envelopes	338,849,244	-----	-----	-----	2,161,673.99
Forms, Notices & Cards	11,159,954,690	-----	-----	-----	20,454,037.63
Multiforms	2,886,385,704	-----	-----	-----	24,329,624.08
Blank Books	21,456,255	-----	-----	-----	3,007,597.69
Miscellaneous Binding	21,998	-----	-----	-----	494,922.30
Binders	1,250,832	-----	-----	-----	380,959.35
Miscellaneous	-----	-----	-----	-----	6,166,849.86
Blank Paper	-----	-----	-----	-----	12,791,283.57
Supplies and Services	-----	-----	-----	-----	154,310.02
Total	23,231,755,631	6,855,689	937,814	2,133,246	\$201,456,602.91
G.P.O. Departmental Service Office	265,509,112	-----	-----	-----	3,560,149.69
Field Service Offices	504,602,709	-----	-----	-----	5,051,178.88
GRAND TOTAL	24,001,867,452	6,855,689	937,814	2,133,246	\$210,067,931.48

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials	\$ 82,155,459.65
Value of Outside Printing	\$103,205,414.46
Value of Paper Furnished Contractors	3,304,445.23
Total Value of Outside Printing	106,509,859.69
Blank Paper	12,791,283.57
G.P.O. Departmental Service Office	3,560,149.69
Field Service Offices	5,051,178.88
Total Field and Departmental Service Office	8,611,328.57
Total Amount Billed	\$210,067,931.48

Table 14

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 1969

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	8,273,858	-----	65,413	-----	\$ 4,949,623.81
Federal Register	5,473,681	82	22,780	5,278	1,712,557.01
Supplement to the Code of Federal Regulations	483,418	10,947	43,415	2,002	849,368.65
Official Gazette	492,311	40,207	-----	-----	667,721.57
Specifications of Patents, Trademarks & Designs	10,219,743	20,518	213,403	-----	5,324,326.42
Miscellaneous Publications	545,428,003	802,863	545,237	1,465,900	46,631,998.68
Postal Cards	725,001,400	-----	-----	-----	965,690.73
Aerogrammes	27,294,000	-----	-----	-----	120,530.01
Catalog Cards	77,781,652	-----	-----	-----	1,045,204.37
Letterheads & Envelopes	261,904,094	-----	-----	-----	1,473,909.02
Forms, Notices & Cards	2,913,974,050	-----	-----	-----	7,009,806.63
Blank Books	18,724,625	-----	-----	-----	2,232,950.16
Miscellaneous Binding	21,998	-----	-----	-----	494,922.30
Binders	232,111	-----	-----	-----	56,566.91
Miscellaneous	-----	-----	-----	-----	3,523,492.52
Blank Paper	-----	-----	-----	-----	12,789,923.89
Supplies & Services	-----	-----	-----	-----	154,139.44
Total	4,595,304,944	874,617	890,248	1,473,180	\$ 90,002,732.12
G.P.O. Departmental Service Office	265,509,112	-----	-----	-----	3,560,149.69
Field Service Offices	504,602,709	-----	-----	-----	5,051,178.88
GRAND TOTAL	<u>5,365,416,765</u>	<u>874,617</u>	<u>890,248</u>	<u>1,473,180</u>	<u>\$ 98,614,060.69</u>

Table 15

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1969

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications . . .	903,320,078	5,981,072	47,566	660,066	\$ 63,615,236.19
Tabulating Cards	6,519,928,764	-----	-----	-----	5,632,603.98
Letterheads & Envelopes	76,945,150	-----	-----	-----	687,784.95
Forms, Notices & Cards	8,245,980,640	-----	-----	-----	13,444,211.01
Multiforms	2,886,385,704	-----	-----	-----	24,329,624.08
Blank Books	2,731,630	-----	-----	-----	774,647.53
Binders	1,018,721	-----	-----	-----	324,392.44
Miscellaneous	-----	-----	-----	-----	2,643,357.34
Total	<u>18,636,310,687</u>	<u>5,981,072</u>	<u>47,566</u>	<u>660,066</u>	<u>\$111,451,857.52</u>

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value)	\$103,205,414.46
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued)	3,304,445.23
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office	<u>4,941,997.83</u>
TOTAL	<u>\$111,451,857.52</u>

Table 16

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1969

CONGRESS:

Congressional Record	\$ 4,848,765.31	
Miscellaneous Publications	1,668,473.13	
Miscellaneous Printing and Binding	2,795,731.11	
Publications for International Exchange.	249,250.66	
Franked Envelopes	528,981.57	
Document Franks	26,541.56	
House and Senate Calendars	869,582.21	
Bills, Resolutions and Amendments	2,059,242.43	
Committee Reports	619,842.55	
Documents	740,846.81	
Hearings	4,250,413.42	
Federal Register	1,595,570.37	
Supplement to The Code of Federal		
Regulations	668,633.40	
Committee Prints	<u>1,307,719.39</u>	
Total		\$ 22,229,593.92
Administrative Conference of the United States		5.98
Administrative Office of the U.S. Courts		180,732.09
Agriculture		5,687,227.74
Air Force		20,679,442.88
Air Force Systems Command		2,072,774.95
American Battle Monuments Commission		340.64
Appalachian Regional Commission		5,146.06
Army		35,327,793.64
Atomic Energy Commission		546,879.83
Board of Governors of the Federal Reserve System		2,206.79
Bureau of the Budget		372,460.67
Central Intelligence Agency		475,481.16
Civil Aeronautics Board		113,309.55
Civil Service Commission		1,247,480.63
Commerce		6,459,082.44
Commission of Fine Arts		7,150.03
Council of Economic Advisers		55,644.27
Court of Claims		132,075.53
Court of Customs and Patent Appeals		42,364.04
Defense Supply Agency		4,070,809.06
Department of Defense		5,943.79
Department of Transportation		2,073,751.94
District of Columbia		364,535.63
Export-Import Bank of Washington		25,971.12
Equal Employment Opportunity Commission		18,775.65
Farm Credit Administration		18,111.73
Federal Aviation Agency		187,609.58
Federal Coal Mine Safety Board of Review		42.89
Federal Communications Commission		282,730.21

(Continued)

-2-

Federal Deposit Insurance Corporation.....	\$ 16,637.80
Federal Home Loan Bank Board.....	59,254.41
Federal Maritime Commission.....	20,775.20
Federal Mediation and Conciliation Service.....	18,334.88
Federal Power Commission.....	177,471.42
Federal Trade Commission.....	113,286.55
Foreign Claims Settlement Commission.....	20,201.33
General Accounting Office.....	230,777.59
General Services Administration.....	9,651,129.82
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	9,149,504.74
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriation.....	2,912,713.17
Health, Education, and Welfare.....	12,328,985.46
House and Senate-Stationery Room.....	42,049.32
Housing and Urban Development.....	1,198,086.01
Indian Claims Commission.....	1,542.40
Interior.....	4,256,409.51
Internal Revenue Service.....	8,088,350.55
Interstate Commerce Commission.....	145,451.29
Joint Publications Research Service.....	29,998.82
Justice.....	1,637,721.90
Labor.....	1,845,401.60
Library of Congress (Except Government Printing Office Branch).....	785,428.45
Library of Congress (Government Printing Office Branch).....	1,787,514.77
National Academy of Sciences.....	1,198.19
National Aeronautics and Space Administration.....	2,202,286.36
National Capital Housing Authority.....	9,196.83
National Capital Planning Commission.....	26,413.24
National Capital Transportation Agency.....	21.96
National Council on Marine Resources and Engineering Development.....	58,257.64
National Forest Reservation Commission.....	--
National Gallery of Art.....	17,417.26
National Labor Relations Board.....	281,454.49
National Mediation Board.....	6,782.79
National Science Foundation.....	195,337.59
National Security Agency.....	1,870,757.41
National Security Council.....	861.42
Navy.....	24,440,276.45
Office of Aerospace Research.....	67,787.09
Office of Economic Opportunity.....	1,409,311.82
Office of Emergency Preparedness.....	19,366.01
Office of Science and Technology.....	42,433.11
Office of Special Representative for Trade Negotiations.....	123.85

Table 16 (Con.)

(Continued)

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Panama Canal Company.....	\$ 4,888.79
Pan American Union.....	3,753.54
Patent Office.....	5,948,011.62
Peace Corps.....	22,640.96
Post Office Department.....	8,352,851.39
President's Council on Youth Opportunity.....	8,413.32
Private Orders.....	172,286.19
Public Land Law Review Commission.....	46,230.41
Railroad Retirement Board.....	14,104.97
Renegotiation Board.....	10,558.42
St. Lawrence Seaway Development Corporation.....	498.46
Securities and Exchange Commission.....	133,466.97
Selective Service System.....	386,519.73
Small Business Administration.....	314,535.41
Smithsonian Institution.....	572,247.08
State.....	2,198,086.72
Subversive Activities Control Board.....	709.04
Supreme Court of the United States.....	194,487.37
Tariff Commission.....	40,406.96
Tax Court of the United States.....	30,521.11
Tennessee Valley Authority.....	10,946.18
Treasury.....	1,516,438.64
U. S. Information Agency.....	194,923.79
Veterans Administration.....	1,945,547.79
Water Resources Council.....	--
White House.....	93,071.68
GRAND TOTAL.....	<u>\$210,067,931.48</u>

Table 17

PUBLICATIONS FURNISHED CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1969

Congress.....	42,396,335
Administrative Conference of the United States.....	120
Administrative Office of the U. S. Courts.....	270,199
Agriculture.....	53,569,201
Air Force.....	79,942,783
Air Force Systems Command.....	3,502,729
American Battle Monuments Commission.....	847
Appalachian Regional Commission.....	791
Army.....	202,575,018
Atomic Energy Commission.....	629,251
Board of Governors of the Federal Reserve System.....	30,835
Bureau of the Budget.....	506,322
Central Intelligence Agency.....	105,068
Civil Aeronautics Board.....	25,257
Civil Service Commission.....	28,382,979
Commerce.....	18,479,634
Commission of Fine Arts.....	1,324
Council of Economic Advisers.....	12,500
Court of Claims.....	135,314
Court of Customs and Patent Appeals.....	1,598
Defense Supply Agency.....	7,336,282
Department of Defense.....	--
Department of Transportation.....	18,809,849
District of Columbia.....	47,254
Export-Import Bank of Washington.....	22,107
Equal Employment Opportunity Commission.....	797,137
Farm Credit Administration.....	150,991
Federal Aviation Agency.....	51,665
Federal Coal Mine Safety Board of Review.....	222
Federal Communications Commission.....	794,300
Federal Deposit Insurance Corporation.....	67,139
Federal Home Loan Bank Board.....	94,252
Federal Maritime Commission.....	20,670
Federal Mediation and Conciliation Service.....	19,474
Federal Power Commission.....	175,497
Federal Trade Commission.....	269,072
Foreign Claims Settlement Commission.....	8,246
General Accounting Office.....	519,281
General Services Administration.....	46,733,654
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund).....	53,724,577
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriation.....	52,405,349
Health, Education and Welfare.....	159,265,203
House and Senate-Stationery Room.....	--
Housing and Urban Development.....	9,134,275

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Indian Claims Commission.....	2,064
Interior.....	34,416,669
Internal Revenue Service.....	299,672,254
Interstate Commerce Commission.....	83,277
Joint Publications Research Service.....	--
Justice.....	5,518,666
Labor.....	22,824,515
Library of Congress (Except Government Printing Office Branch).....	1,157,989
Library of Congress (Government Printing Office Branch).....	12,000
National Academy of Science.....	1,825
National Aeronautics and Space Administration.....	4,109,472
National Capital Housing Authority.....	6,843
National Capital Planning Commission.....	1,502
National Capital Transportation Agency.....	206
National Council on Marine Resources and Engineering Development.....	16,985
National Forest Reservation Commission.....	--
National Gallery of Art.....	637,191
National Labor Relations Board.....	984,209
National Mediation Board.....	5,150
National Science Foundation.....	2,140,975
National Security Agency.....	41,110
National Security Council.....	423
Navy.....	117,224,789
Office of Aerospace Research.....	20,126
Office of Economic Opportunity.....	20,632,104
Office of Emergency Preparedness.....	72,184
Office of Science and Technology.....	14,391
Office of Special Representative for Trade Negotiations.....	125
Panama Canal Company.....	25,132
Pan American Union.....	05
Patent Office.....	10,506,226
Peace Corps.....	47,036
Post Office Department.....	45,762,234
President's Council on Youth Opportunity.....	5,000
Private Orders.....	17,128,496
Public Land Law Review Commission.....	4,050
Railroad Retirement Board.....	36,251
Renegotiation Board.....	9,953
St. Lawrence Seaway Development Corporation.....	--
Securities and Exchange Commission.....	185,201
Selective Service System.....	6,474,967
Small Business Administration.....	6,312,399
Smithsonian Institution.....	1,677,749
State.....	15,717,293

Table 17 (Con.)

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Subversive Activities Control Board.....	2,716
Supreme Court of the United States.....	323,981
Tariff Commission.....	15,692
Tax Court of the United States.....	14,665
Tennessee Valley Authority.....	67,495
Treasury.....	38,879,894
U. S. Information Agency.....	318,032
Veterans Administration.....	39,486,774
Water Resources Council.....	--
White House.....	<u>297,856</u>
TOTAL.....	1,473,910,742

Table 18

SCHEDULE OF
ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
AS OF
JUNE 30, 1969
(PRINTING AND BINDING OPERATIONS)

<u>DEPARTMENT</u>	<u>AMOUNT</u>
Administrative Conference of the United States.....\$	4.48
Administrative Office of the United States Courts.....	3,083.41
Agriculture.....	616,278.40
Air Force.....	415,305.88
Air Force Systems Command.....	67,945.05
American Battle Monuments Commission.....	128.00
Appalachian Regional Commission.....	1,232.26
Army.....	6,612,980.52
Atomic Energy Commission.....	24,910.71
Bureau of the Budget.....	4.50
Central Intelligence Agency.....	9,372.52
Civil Aeronautics Board.....	3,884.71
Civil Service Commission.....	99,267.42
Commerce.....	452,306.29
Commission of Fine Arts.....	1.50
Council of Economic Advisers.....	4.50
Court of Claims.....	1,887.05
Defense Supply Agency.....	105,317.04
Department of Defense.....	463.75
Department of Transportation.....	325,962.86
District of Columbia.....	119,287.72
Equal Employment Opportunity Commission.....	2,033.03
Export-Import Bank of Washington.....	1,339.81
Farm Credit Administration.....	1.50
Federal Aviation Agency.....	9,035.21
Federal Coal Mine Safety Board of Review.....	7.10
Federal Communications Commission.....	6,143.80
Federal Deposit Insurance Corporation.....	2,637.91
Federal Home Loan Bank Board.....	3,939.13
Federal Maritime Commission.....	2,917.98
Federal Mediation and Conciliation Service.....	56.00
Federal Power Commission.....	4,236.26
Federal Trade Commission.....	13,515.47
Foreign Claims Settlement Commission.....	64.73
General Accounting Office.....	14,094.75
General Services Administration.....	1,223,897.54
Health, Education and Welfare.....	1,204,736.87
House and Senate Stationery Room.....	2,926.75
Housing and Urban Development.....	53,280.62
Interior.....	304,283.15
Internal Revenue Service.....	146,279.89
Interstate Commerce Commission.....	852.16
Joint Publications Reserve Service.....	2,235.84
Justice.....	182,854.98
Labor.....	229,971.48

Table 18 (Con.)

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<u>DEPARTMENT</u>	<u>AMOUNT</u>
Library of Congress (except Government Printing Office Branch).....	33,449.99
Library of Congress (Government Printing Office Branch).	144,574.82
National Aeronautics and Space Administration	564,794.19
National Capital Housing Authority	95.00
National Capital Planning Commission	109.43
National Council Marine Resources	814.45
National Gallery of Art	2,957.03
National Labor Relations Board	13,129.49
National Mediation Board	910.02
National Science Foundation	6,691.19
National Security Agency	6,916.98
Navy	5,875,180.57
Office of Aerospace Research	4,332.72
Office of Economic Opportunity	51,495.16
Office of Emergency Preparedness	2,191.94
Office of Science and Technology	207.91
Panama Canal Company	8.18
Pan American Union	1,204.20
Patent Office	43,870.42
Peace Corps	2,914.03
Post Office Department	286,560.05
Printing and Binding for the Congress	241.72
Public Land Law Reviews	8.80
Railroad Retirement Board	264.71
Renegotiation Board	4,587.32
Securities and Exchange Commission	12,587.98
Selective Service System	8,133.99
Small Business Administration	22,676.81
Smithsonian Institution	48,801.88
State	132,707.47
Supreme Court of the United States	20,941.38
Tariff Commission	2,859.48
Tax Court of the United States	4,096.28
Treasury	159,236.43
United States Information Agency	21,183.67
Veterans Administration	45,824.31
White House	14,746.40
TOTAL	<u>\$19,812,276.93</u>

Table 19

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1960 TO 1969 INCLUSIVE

Fiscal Year

1960	\$ 95,644,677.72
1961	96,058,298.76
1962	120,262,670.56
1963	127,102,711.78
1964	<u>132,227,944.14</u>
Total, 1960 to 1964, inclusive	\$ <u>571,296,302.96</u>
1965	131,561,835.30
1966	167,177,834.17
1967	196,652,071.49
1968	187,699,629.36
1969	<u>210,067,931.48</u>
Total, 1965 to 1969, inclusive	\$ <u>893,159,301.80</u>
Grand Total, 1960 to 1969, inclusive	\$ <u><u>1,464,455,604.76</u></u>
Percentage of Increase (+) or Decrease (-)	
5-year period 1965-1969 over 1960-1964	+56.3%

Table 20

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEAR 1969

June 30, 1969			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment.	\$22,823,981.23	\$15,121,067.03	\$ 7,702,914.20
CLASS II			
Building Appurtenances .	7,576,895.44	5,182,830.67	2,394,064.77
CLASS III			
Office Mach. & Equipment	575,561.94	339,282.64	236,279.30
CLASS IV			
Furniture & Fixtures . .	985,305.21	705,916.03	279,389.18
CLASS V			
Motor Vehicles	<u>207,678.22</u>	<u>71,043.97</u>	<u>136,634.25</u>
Total	<u>\$32,169,422.04</u>	<u>\$21,420,140.34</u>	<u>\$10,749,281.70</u>

July 1, 1968			
CLASS I			
Plant Mach. & Equipment.	\$20,964,167.76	\$14,112,336.01	\$ 6,851,831.75
CLASS II			
Building Appurtenances .	7,543,806.31	4,929,228.38	2,614,577.93
CLASS III			
Office Mach. & Equipment	538,669.58	331,564.29	207,105.29
CLASS IV			
Furniture & Fixtures . .	960,194.33	687,925.65	272,268.68
CLASS V			
Motor Vehicles	<u>178,785.34</u>	<u>81,165.32</u>	<u>97,620.02</u>
Total	<u>\$30,185,623.32</u>	<u>\$20,142,219.65</u>	<u>\$10,043,403.67</u>

PRODUCTION OF PRINCIPAL ITEMS
FISCAL YEARS 1969, 1968 and 1967

	<u>1969</u>	<u>1968</u>	<u>1967</u>
<u>CENTRAL OFFICE</u>			
<u>Composing Division:</u>			
Total ems set.	2,895,396,700	3,149,048,400	3,371,922,700
<u>Platemaking Division:</u>			
Electrotype plates-sq. in.	966,246	1,022,286	1,330,613
Electrotype molds only- square inches	10,986	27,465	107,328
Stereotype plates-square inches.	6,601,661	7,341,630	6,912,993
Stereotype mats only-sq. in.	24,820,005	4,508,168	4,924,670
Rubber plates-sq. in. .	206,727	216,831	228,920
Rubber stamps-sq. in. .	95,066	67,106	73,636
Plastic plates-sq. in. .	257,485	955,214*	4,376,483
Plastic mats only-sq. in.	3,060	23,558	80,126
Magnesium wraparound plates-sq. in.	148,675	176,700	135,850
Magnesium plates-other- sq. in.	498,375	485,351	484,371
Dycril curved plates-sq. in.	139,184	133,748	---
Dycril wraparound plates- sq. in.	17,100	15,200	---
Photoengravings-sq. in.	67,860	55,292	60,576
Offset negatives and positives-sq. in. . .	2,535,033	2,204,842	3,487,987
Plates repaired-number of plates.	23,465	25,591	37,168
<u>Letterpress Division:</u>			
Postal cards produced. .	777,020,000	1,437,128,000	1,015,700,000
Letterpress forms. . . .	117,546	126,431	137,636
Letterpress impressions.	467,477,376	514,553,042	545,990,316
<u>Offset Division:</u>			
Offset negatives and positives-sq. in. . .	59,573,079	51,489,300	56,991,764
Offset plates-sq. in. .	114,598,239	102,035,265	108,539,871
Offset forms	67,079	62,048	65,198
Offset impressions . . .	409,578,636	414,982,235	444,393,137

Table 21 (Continued)

	<u>1969</u>	<u>1968</u>	<u>1967</u>
<u>Binding Division:</u>			
Sheets folded-machine. .	380,952,621	463,503,919	426,197,834
Books gathered-machine .	27,017,011	27,428,258	26,289,780
Signatures inset	1,205,133	1,443,611	1,505,934
Tipping signatures, maps, etc.	66,679,418	64,047,905	66,733,341
Copies wire-stitched machine	97,867,639	106,556,901	110,527,459
Copies covered	11,165,490	11,242,369	10,918,555
Impressions stamped-all.	4,476,700	4,553,875	3,807,564
Books, signatures, etc., stripped.	2,705,364	3,237,004	3,212,952
Signatures sewed	104,400,466	104,738,136	105,492,493
Sheets drilled or punched	1,646,601,115	1,614,852,403	1,560,609,970
Sheets perforated. . . .	5,303,155	6,299,473	5,114,190
Bielomatik-units pro- duced	3,992,152	5,369,283	5,394,483
Books bound:			
Machine	3,397,771	3,942,470	4,969,006
Hand.	<u>1,074,884</u>	<u>1,002,852</u>	<u>786,856</u>
Total books bound . . .	4,472,655	4,945,322	5,755,862
<u>LIBRARY OF CONGRESS BRANCH</u>			
Catalog cards printed. .	128,599,612	152,770,259.	147,580,356
<u>FIELD SERVICE OPERATIONS</u>			
<u>Chicago:</u>			
Linotype slugs set . . .	250,306	545,591	754,268
Offset negatives-sq. in.	3,554,258	2,708,772	3,010,856
Offset plates-sq. in. .	8,445,629	8,952,985	9,125,446
Offset forms	15,317	15,674	16,781
Offset impressions . . .	44,672,934	42,248,688	44,696,327
Letterpress forms. . . .	4,389	5,193	7,848
Letterpress impressions.	3,311,991	3,654,604	6,002,329
<u>Departmental Service,</u>			
<u>Washington, D.C.:</u>			
Offset negatives-sq. in.	21,921,856	22,459,590	16,686,176
Offset plates-sq. in. .	44,178,472	35,681,535	28,704,652
Offset forms	250,233	382,986	394,324
Offset impressions . . .	184,837,596	180,840,227	165,603,153

Table 21 (Continued)

	<u>1969</u>	<u>1968</u>	<u>1967</u>
<u>Denver, New York,</u>			
<u>San Francisco, and Seattle:</u>			
Linotype slugs set . . .	1,275	3,303	3,126
Offset negatives-sq. in.	16,240,535	13,650,963	12,310,166
Offset plates-sq. in. .	24,478,550	23,789,927	23,111,674
Offset forms	149,857	172,418	163,941
Offset impressions . . .	104,300,572	98,216,880	95,924,092
Letterpress forms. . . .	1,613	2,326	2,314
Letterpress impressions.	1,999,814	2,427,305	2,334,445

*Decrease due to discontinuance of U.S.I.A. program.

Table 22

SAVINGS IN TRANSPORTATION COSTS
FISCAL YEAR 1969

<u>SOURCE</u>	<u>WEIGHT</u>	<u>ACTUAL COST</u>	<u>TARIFF COST</u>	<u>SAVINGS</u>
Truckload and carload shipments	81,026,751	\$ 722,935	\$1,163,431	\$440,496
Less than truckload shipments	10,969,082	246,119	299,127	53,008
REA Express shipments .	<u>1,706,611</u>	<u>68,122</u>	<u>99,081</u>	<u>30,959</u>
Total	<u>93,702,444</u>	<u>\$1,037,176</u>	<u>\$1,561,639</u>	<u>\$524,463</u>
Consolidating less than truckload shipments from Departmental Service Office and outside printers with GPO truckload shipments				
				72,475
Arranging for expedited freight shipping in lieu of costlier premium methods of shipping				
				<u>26,287</u>
Grand total (savings)				<u>\$623,255</u>