

V  
M

# **Government Printing & Binding Regulations**

**Published by the  
Joint Committee on Printing  
Congress of the United States**



# Government Printing & Binding Regulations

Published by the  
Joint Committee on Printing  
Congress of the United States  
April 1977 • No. 24

## CONTENTS

	Paragraph		Paragraph
<b>Title I—Definitions:</b>		<b>Title III—General Provisions—</b>	
Printing .....	1	Continued	
Duplicating/Copying .....	2	Legality and Necessity .....	29
Department .....	3	Central Printing and Publica-	
Printing Plant .....	4	tions Management Organiza-	
Regional Printing Procurement		tion .....	30
Office .....	5	Mailing Lists .....	31
Federal Printing .....	6	Mailing, Self-Mailer Tech-	
Production Unit .....	7	nique .....	32
<b>Title II—Equipment:</b>		Neglect, Delay, Duplication,	
Classification, Buy American		or Waste .....	33
Act, etc. ....	8	Paper, Standardization of .....	34
Purchase, etc. ....	9	Printing Requirements From	
Disposal of Excess Equipment .....	10	Contracts .....	35
New Processes .....	11	Printing Requirements From	
Research and Development .....	12	Grants .....	36
<b>Title III—General Provisions:</b>		Private or Commercial Work .....	37
Advertisements, Commercial .....	13	Publications, by Private Pub-	
Art Signatures .....	14	lishers .....	38
Courtesy Credit Lines .....	15	Publications, Free Distribution	
Publications By-Lines, Mast-		of .....	39
heads .....	16	Publications, Identification of .....	40
Copyright Notices .....	17	Publications, Sale of by Super-	
Color Printing .....	18	intendent of Documents .....	41
Illustrations .....	19	Responsibility for Application	
Cards: Calling, Greeting .....	20	and Enforcement of Regula-	
Blank Books .....	21	tions .....	42
Calendars, Date: Desk and		Stationery, Embossed .....	43
Wall .....	22	Stationery, Personalized .....	44
Certificate of Necessity .....	23	Stationery: Sizes, Quality,	
Correspondence and Liaison		Weight, Printing Thereon,	
With Committee .....	24	etc .....	45
Form and Style of Work .....	25	Waiver, Purchase of Printing	
Forms, Standard, Procurement		by .....	46
of .....	26	Printing Facilities of Federal	
Journals, Magazines, etc. ....	27	Prison Industries, Inc. ....	47
Legal Requirements .....	28		

<b>Title IV—Joint Committee on Printing Report Forms:</b>	<b>graph</b>
No. 1—Printing Plants.....	48
No. 2—Commercial Printing..	49
No. 3—Collators .....	50
No. 4—Map and/or Chart Plants .....	51
No. 5—Inventory .....	52
No. 6—Stored Equipment.....	53
No. 7—Excess Equipment.....	54
Summary of Reports.....	55
Table I—Normal life of printing equipment .....	page 28
Table II—Condition and evalua- tion guide for printing equip- ment .....	page 29

<b>Title V—Authorized Federal Plants:</b>	<b>Paragraph</b>
Authorization .....	56
Listing by departments, p. 31	
Listing by region, p. 39	
GPO Regional Printing Pro- curement Offices, p. 50	
Map, Federal Printing Regions, p. 51	

## **AUTHORITY OF THE JOINT COMMITTEE ON PRINTING**

[Extracts from United States Code, title 44]

### **§ 103. Joint Committee on Printing: remedial powers**

The Joint Committee on Printing may use any measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.

### **§ 501. Government printing, binding, and blank-book work to be done at the Government Printing Office**

All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except—

(1) classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and

(2) printing in field printing plants operated by an executive department, independent office or establishment, and the procurement of printing by an executive department, independent office or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.

Printing or binding may be done at the Government Printing Office only when authorized by law.

### **§ 502. Procurement of printing, binding, and blank-book work by Public Printer**

Printing, binding, and blank-book work authorized by law, which the Public Printer is not able or equipped to do at the Government Printing Office, may be produced elsewhere under contracts made by him with the approval of the Joint Committee on Printing.

---

## **GOVERNMENT PRINTING AND BINDING REGULATIONS OF THE JOINT COMMITTEE ON PRINTING**

(All references to these Regulations must cite number and paragraph)

*Resolved by the Joint Committee on Printing, under authority of sections 103, 501, and 502, title 44, United States Code, That, except as otherwise provided herein, from and after April 4, 1977, the following shall supersede and repeal all regulations heretofore promulgated by the committee which are inconsistent herewith.*

(III)

**JOINT COMMITTEE ON PRINTING**

**CONGRESS OF THE UNITED STATES**

**HOWARD W. CANNON, *Chairman*, SENATOR FROM NEVADA**  
**FRANK THOMPSON, JR., *Vice Chairman*, REPRESENTATIVE FROM NEW JERSEY**  
**JAMES B. ALLEN, SENATOR FROM ALABAMA**  
**MARK O. HATFIELD, SENATOR FROM OREGON**  
**AUGUSTUS F. HAWKINS, REPRESENTATIVE FROM CALIFORNIA**  
**WILLIAM L. DICKINSON, REPRESENTATIVE FROM ALABAMA**

**DENVER DICKERSON, *Staff Director***

**Committee Room : S-151, United States Capitol**  
**Phone : 224-5241**

(IV)

## LETTER OF TRANSMITTAL

---

*April 4, 1977.*

To: All Departments.

The Joint Committee on Printing herewith transmits Government Printing and Binding Regulations No. 24, effective April 4, 1977, with substantive changes relative to Government printing, binding and distribution which were recommended, reviewed and generally concurred in by representatives of the executive and military departments, independent agencies, the Government Printing Office, and this Committee. These regulations supersede all previous issues.

We are pleased to note the important additional involvement of Federal customers with the competitive commercial procurement printing program. In that context, we are advised that GPO Regional Printing Procurement Office personnel are available for customer consultation on printing requirements involving schedules, paper stocks, economical trim sizes, etc.

As previously noted, procurements through these offices must provide adequate lead-time. Departures from that basic principle inevitably reduce competition and increase costs and must not continue.

A demonstrated inability to procure appropriate work through the GPO-RPPO's will continue to be the committee's primary consideration in evaluating requests for authority to replace or augment printing press equipment.

Based on the conviction that the national need to conserve energy is a long-term requirement, your attention is directed to some of the provisions covered in the February 14, 1977, communication to the heads of all departments and agencies, as follows:

"Every feasible means of decreasing the need for energy in the production of government printing must be pinpointed and adopted.

"The use of coated stock should be restricted to the relatively few fine quality publications which require highest fidelity halftone reproduction . . .

"Full reverse printing should be used only where the heavy-ink process is absolutely essential."

Recognizing the current emphasis on metrication provided by the Metric Conversion Act (P.L. 94-168), together with the growing interest in standardizing paper sizes for office paperwork and publica-

tions, the committee has amended the production unit definition to reflect an 8½ x 11-inch size (215 x 280 mm).

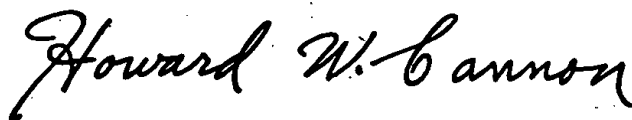
It is our intent to encourage appropriate steps toward reaching correct conclusions as they relate to Federal printing and paper sizes. To that end, we will authorize and direct the creation of a committee with representatives to be designated by the Public Printer, the Administrator of the General Services Administration and the Secretary of Commerce.

That committee, under the chairmanship of a Joint Committee representative, will be charged to include continuing representation in its deliberations from the printing and paper industries of the United States. Its work shall be concluded with a report to the Joint Committee on its findings and conclusions, together with specific recommendations, to be submitted not later than October 1, 1978.

Changes in these regulations will be found in the following paragraphs: 1, 2, 4, 5, 7, 8, 11, 13, 15, 16, 26, 30, 31, 34, 39, 40, 41, 47, 48, 49, and 55.

Constructive suggestions or amendments to any provisions of these regulations which do not appear to serve the best interests of the Government continue to be invited.

Sincerely yours,

A handwritten signature in cursive script that reads "Howard W. Cannon".

*Chairman, Joint Committee on Printing.*

(VI)

## TITLE I: DEFINITIONS

---

**1-1. Printing.**—The term “printing” as used in these regulations shall be construed to include and apply to the processes of composition, platemaking, presswork, binding, and microform; the equipment as classified in the tables in Title II and used in such processes; or the end items produced by such processes and equipment.

**1-2. Composition.**—Composition as used in these regulations applies to the setting of type by hot-metal casting, phototypesetting, or electronic character generating devices for the purpose of producing camera copy, negatives, a plate or image to be used in the production of printing or microform.

**1-3. Microform.**—The term “microform,” as used in these regulations, applies to any product, produced in miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material, but not including microfilming of administrative records, accounting reports, or similar items.

**2-1. Duplicating/Copying.**—The term “duplicating/copying” as used in these regulations means that material produced by use of (a) equipment listed in column 2 of the equipment tables and (b) duplicating equipment employing the lithographic process; and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes: *Provided*, That work exceeding 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, shall not be done without prior authority of: (a) the Central Printing and Publications Management Organization as provided in paragraph 30 of these regulations; or (b) the Joint Committee on Printing.

**2-2.** A report shall be forwarded to the Committee not later than 30 days after the close of each quarter, listing individual jobs by title, quantity (pages and copies), date, and where done, which exceed either the 5,000 or 25,000 production units.

**2-3. Microform Duplicating.**—The term “Microform Duplicating,” as used in these regulations, means the production of not more than 250 duplicates from original microform, as defined in paragraph 7-2.



**3. Department.**—The term "department", as used in these regulations, means any executive or military department or independent agency and temporary or permanent committees and commissions of the Government.

**4-1. Printing Plant.**—The term "printing plant," as used in these regulations, means any plant which produces "printing" as defined in paragraph 1, owned or operated wholly or in part by the Government or at Government expense, and shall include all such plants located on property owned or controlled by the Government. No printing plant shall be operated without prior authorization of the Joint Committee on Printing. No plant shall be moved from the building in which it was authorized for operation, or disestablished, without prior authority of the committee. No printing plant may be operated by a commercial contractor without prior approval of the Joint Committee on Printing.

**4-2.** Authorized plants shall be equipped to produce only that work which is not deemed to be commercially procurable. All work that can be procured within the necessary time constraints, except as provided in paragraph 49-2 of these regulations, will be forwarded to the Government Printing Office or its Regional Printing Procurement Office, as the case may be, for commercial procurement under contracts established for that purpose. Departments are required to solicit the opinion of the GPO as to the procurability of their individual printing requirements.

**4-3. Map and Chart Printing Plants.**—These plants are authorized to produce multicolor flat and/or folded maps and charts without referral to GPO procurement offices. In-house production, however, is limited to maps and charts, with all other supporting publications to be procured commercially through the GPO unless otherwise authorized by the Joint Committee on Printing. Only those departments which are authorized to operate map and chart printing plants have the option to procure map and chart work directly from commercial sources or through GPO procurement offices.

**5. Government Printing Office Regional Printing Procurement Office (GPO-RPPO).**—This term means any office, established by the Public Printer in accordance with Joint Committee on Printing authorization, which shall procure Federal printing needs which are determined to be commercially procurable. Except for orders submitted to the GPO Central Office and those placed by departments on direct-deal contracts authorized by GPO, all orders must be forwarded to the nearest GPO-RPPO. The GPO-RPPO will determine the area

of bid competition, considering all factors, including lead-time and transportation costs.

**6. Federal Printing.**—This term means all printing as defined in paragraph 1 for the use of all departments, irrespective of the place of production or procurement origin or ultimate end-use.

Determination as to where Federal printing is to be requisitioned shall be made by the head of each department through a central printing and publications management service, as defined in paragraph 30, in accordance with the collective provisions provided in paragraphs 4, 5, 28, and 46.

**7-1. Production Unit.**—A production unit means one sheet, size 8½ x 11 inches (215 x 280 mm), one side only, one color.

**7-2. Microform Production Unit.**—A production unit for microform, for the purposes of these regulations, is defined as one roll of microfilm 100 feet in length or one microfiche.

**7-3.** All production from presses of whatever size shall be computed on the basis of the unit size of press multiplied by the number of impressions obtained from the individual press concerned. For example:

	<i>Units</i>		<i>Units</i>
11 by 17 inches or less (10¾ x 14¼ maximum image)-----	1	19 by 25 inches-----	4
11 by 17 inches or less, tandem (10¾ x 14¼ maximum image)-----	2	22 by 29 inches-----	6
11 by 17 inches-----	2	22 by 34 inches-----	8
14 by 20 inches-----	2	23 by 36 inches-----	8
15 by 18 inches-----	2	25 by 38 inches-----	10
11 by 17 inches, tandem-----	4	23 by 36 inches, perfecting-----	16
17 by 22 inches-----	4	34 by 44 inches-----	16
		45 by 48 inches-----	24
		42 by 58 inches-----	28
		48 by 54 inches-----	30

#### ENGLISH-METRIC CONVERSION TABLE

<i>English</i>	<i>Metric Equivalent</i>	<i>English</i>	<i>Metric Equivalent</i>
10¾" x 14¼"-----	273 x 362 mm	22" x 34"-----	559 x 864 mm
11" x 17"-----	279 x 432 mm	23" x 36"-----	584 x 914 mm
14" x 20"-----	356 x 508 mm	25" x 38"-----	635 x 965 mm
15" x 18"-----	381 x 457 mm	34" x 44"-----	864 x 1118 mm
17" x 22"-----	432 x 559 mm	45" x 48"-----	1143 x 1219 mm
19" x 25"-----	483 x 635 mm	42" x 58"-----	1067 x 1473 mm
22" x 29"-----	559 x 737 mm	48" x 54"-----	1219 x 1372 mm

## TITLE II: EQUIPMENT

---

**8-1. Equipment: Printing, Binding, and Related or Auxiliary.—** Determination as to classification has been made on certain basic equipment types, and is indicated on the following four tables which are provided for guidance to departments. **These tables give basic, representative types of equipment only, and should not be considered as an all-inclusive listing.**

**8-2.** An X in column 1 shown in the following listing indicates that Joint Committee on Printing approval is necessary prior to acquisition. Except as indicated by footnotes in the following listing, an X in column 2 indicates that the equipment listed therein may be acquired without Joint Committee on Printing approval. Column 2 equipment acquired for use in a printing plant shall be included on the annual inventory report, JCP Form No. 5.

**8-3. Buy American Act.—**Attention is directed to the Buy American Act (41 U.S. Code 10 a-d) which provides that the Government give preference to domestic source end products, pursuant to requirements administered in accordance with Executive Order No. 10582, dated December 17, 1954, as amended by Executive Order 11051, September 27, 1962.

(5)

## COMPOSING AND RELATED EQUIPMENT

	(1)	(2)
CAMERAS, composing.....	X	
CASTING MACHINES, lead and rule.....	X	
COMPUTER OUTPUT MICROFORM (COM) DEVICES.....	X <sup>1</sup>	
CUTTERS, lead, rule and slug.....	X	
KEYBOARDS, TAPE ACTIVATED, for operating phototypesetting machines.....	X	
MITERING MACHINES, printers'.....	X	
MOLDING MACHINES, rubber or plastic, molding from type.....	X	
MORTISING MACHINES.....	X	
PHOTOCOMPOSITION DEVICES, display matter.....		X
PHOTOGRAPHIC/ELECTRONIC CHARACTER GENERATING DEVICES.....	X <sup>1</sup>	
PHOTOTYPESSETTING MACHINES.....	X	
PROOF PRESSES, letterpress or offset.....	X	
ROUTERS AND TYPE-HIGH MACHINES.....	X	
SAWS, metal-trimmer, printers'.....	X	
STEREOTYPE CASTING MACHINES.....	X	
TABLES, imposing, correcting.....	X	
TYPECASTING AND TYPESETTING MACHINES.....	X	

<sup>1</sup>JCP authorization is required only when used in the printing process as defined in paragraph 1.

## PLATEMAKING AND RELATED EQUIPMENT

	(1)	(2)
BEVELING MACHINES, printers'-----	X	
CAMERAS, process-----		X <sup>1</sup>
COPY-PROCESSING MACHINES, not requiring the use of negatives or metal plates-----		X
DRIERS, print and film-----		X <sup>1</sup>
LAMPS, camera and platemaking-----		X <sup>1</sup>
LETTERPRESS, PLATEMAKING UNITS-----	X	
LETTERPRESS PLATEMAKING UNITS, photopolymer-----	X	
MICROFORM PLATEMAKER-----		X
MICROGRAPHIC DUPLICATOR-----		X
MORTISING MACHINES-----	X	
OFFSET PLATEMAKING UNITS, not requiring the use of negatives-----		X
OFFSET PLATEMAKING UNITS, requiring the use of negatives-----		X <sup>1</sup>
OFFSET PLATEMAKING UNITS, projection with or without negatives-----	X	
PHOTOCOMPOSING MACHINES, step and repeat-----	X	
PLANERS, power-operated-----	X	
PLATE COATER, offset, automatic-----		X <sup>1</sup>
PRESSES, molding-----	X	
PROCESSORS, film-----		X <sup>1</sup>
PROCESSORS, plate, offset, automatic-----		X <sup>1</sup>
PROOF PRESSES, letterpress, offset-----	X	
ROUTERS and TYPE-HIGH MACHINES-----	X	
SAW TRIMMERS, power-operated-----	X	
SINKS, temperature-control-----		X <sup>1</sup>
TABLES, plate rub-up, opaquing, lineup and register, etc-----		X <sup>1</sup>
VACUUM FRAMES, printing, plate-----		X <sup>1</sup>

<sup>1</sup> Not authorized for use in connection with duplicating/copying as defined in paragraph 2.

## PRINTING PRESSES AND RELATED EQUIPMENT

	(1)	(2)
<b>COPIERS/DUPLICATORS:</b>		
Automatic copy-processing or copier-duplicating machines, producing copies by electrostatic, thermal, or other copying processes.....		X
DAMPENER CLEANERS, press.....	X	
DRYERS, press.....	X	
<b>DUPLICATORS:</b>		
Offset, lithographic, sheet-fed, perfecting, and tandem: Single unit, or two unit perfecting and tandem, sheet-fed (11 x 17 inches with image maximum of 10 $\frac{3}{4}$ x 14 $\frac{1}{4}$ inches).....		X <sup>1</sup>
<b>PRESSES, printing:</b>		
Combination offset lithographic and letterpress.....	X	
Electrostatic.....	X	
Engraving.....	X	
Flexographic or Aniline.....	X	
Gravure and rotogravure.....	X	
Imprinting.....	X	
Letterpress, rotary, wraparound, cylinder, flatbed, web, or platen.....	X	
Offset, lithographic, other than duplicators.....	X	
Silk screen process unit, power-operated.....	X	
Thermographic or embossing.....	X	

<sup>1</sup> Acquisition of tandem or two unit perfecting presses by non-printing facilities shall be reported to the Joint Committee on Printing within 30 days.

## BINDING AND RELATED EQUIPMENT

	(1)	(2)
ADDRESSING AND MAILING MACHINES, hand-operated and automatic.....		X
BINDING MACHINES, adhesive, wire or plastic, hand-operated and electric table models.....		X
BINDING MACHINES, adhesive (perfect), wire or plastic, power-operated, except electric table models.....	X	
BOOK CARTON INSERTER AND SEALER.....	X	
BUNDLING MACHINES OR PRESSES.....		X
COLLATING MACHINES, including stitching attachments, power-operated:		
Sheet only.....		X <sup>1</sup>
Signatures, or sheet and signatures.....	X	
COLORING MACHINES, paper, web- or sheet-fed.....	X	
CONDITIONING MACHINES, paper.....	X	
CORNERING MACHINES, paper, power-operated.....	X	
CUTTERS, paper, up to 31 inches.....		X
CUTTERS, paper, over 31 inches.....	X	
DRILLING MACHINES, paper, power-operated, over 3-spindle.....	X	
DRILLING MACHINES, paper, power-operated, up to 3-spindle.....		X
EYELETING MACHINES, tag, power-operated.....	X	
FOLDING MACHINES, sheet-size capacity 14" x 24" or less.....		X
FOLDING MACHINES, sheet-size capacity larger than 14" x 24".....	X	
FOLDING MACHINES, sheet-fed, for folding diazo prints, etc.....		X
GATHERING MACHINES, power-operated.....	X	
INSETTING MACHINES, signature.....	X	
JOGGING MACHINES, power-operated, except portable and electric table models.....	X	
LAMINATING MACHINES.....		X
PACKAGING AND TYING MACHINES.....		X
PERFORATOR, power-operated.....	X	
PRESSES, bindery, backing, die-cutting, stamping, etc.....	X	
PUNCHING MACHINES, paper, power-operated, except electric table models.....	X	
PUNCHING MACHINES, hand-operated and electric table models.....		X
SEALING MACHINES, pamphlet, automatic.....		X
SEWING MACHINES, book.....	X	
STAPLING MACHINES, wire spools or preformed staples, power-operated, except electric table models.....	X	
STITCHING AND STAPLING MACHINES, box.....		X
STITCHING MACHINES, paper, power-operated (single- and dual-head, maximum capacity 7/8").....		X
STITCHING MACHINES, paper, power-operated (multi-head).....	X	
STRIPPING MACHINES, book.....	X	
TABLES, bindery, gathering, rotary, power-operated.....		X
THERMOGRAPHIC OR EMBOSSEING PRESS.....	X	
TRIMMER, book, power-operated.....	X	
WRAPPER AND/OR BANDING MACHINES (kraft paper or shrink film).....		X

<sup>1</sup> The Joint Committee on Printing directs that all such machines, acquired by Government installations other than printing plants, be reported by department headquarters to the committee on JCP Form No. 3.

**9. Equipment: Purchase, Rental, or Transfer.**—Procedure for the purchase, rental, or transfer of printing, binding, and related or auxiliary equipment, as listed in columns 1 and 2 of the four tables in paragraph 8, shall be as follows:

- (a) The purchase, rental, or transfer of column 1 items require prior approval of the Joint Committee on Printing. All requests for prior approval of the committee to acquire equipment shall contain justification for its need, name and location of installation where needed, size (11- by 17-inch presses must show unit or plate image size), and shall be submitted in duplicate.
- (b) Purchase requests must show make (or equal) and estimated cost, together with expected trade-in allowance, if applicable; transfer requests must show make, age, condition, serial number, and estimated value; and rental requests must show make (or equal), and rental cost. When any transaction requiring prior approval of the Joint Committee on Printing has been completed, the committee shall be immediately notified thereof on form accompanying the authorization.
- (c) Joint Committee on Printing authorizations to purchase, rent or transfer equipment, except as otherwise provided as a part of the approval, are void after one year unless completed by action, or by obligation of funds.
- (d) Requests for authority to rent equipment, unless otherwise indicated, will be considered to be lease-purchase or purchase option arrangements. Until equipment is purchased, such authorizations will be subject to renewal annually.
- (e) The JCP approval number on all purchase and rental actions shall be cited on all advertisements and procurement documents which are related to the acquisition of JCP controlled equipment.

**10. Equipment, Disposal of Excess.**—Procedure for disposing of printing equipment determined by each department to be excess to its needs is as follows:

- (a) All items listed in columns 1 and 2 of paragraph 8 which are used in an authorized printing plant may be disposed of in accordance with existing Government surplus property disposal procedures without reference to the committee. Equipment disposals shall be reported to the committee on JCP Form No. 7 within 30 days after completion of the disposal action.



(b) To estimate the value of printing equipment :

- (1) Determine the normal life expectancy according to table I. (Page 28.)
- (2) Select the applicable condition in table II (page 29), column A, the normal life in column B, and (reading to the right) under C, the percentage.
- (3) Multiply the original cost of the equipment by the percentage.

**11. New Processes.**—Frequently there appear upon the market certain types of printing, binding, and related or auxiliary equipment utilizing newly developed or improved processes or new principles of operation. Before any such equipment is acquired, which will be used as a substitute for those processes described in paragraph 1, Joint Committee on Printing prior approval is required and departments shall provide the committee with all available information pertaining thereto.

**12. Research and Development.**—The committee shall be advised and shall be supplied with all available data pertaining to departmental plans to engage in applied research and/or development which may affect printing, binding and related or auxiliary fields, contractually or otherwise. Such advice and data will be supplied the committee prior to the establishment of any contracts or the advertisement of requests for proposals. In addition, if printing or related equipment is required in conjunction with such research or as a result of the research, prior approval of the committee is necessary before procurement.

### TITLE III: GENERAL PROVISIONS

---

**13. Advertisements, Commercial.**—No Government publication or other Government printed matter, prepared or produced with either appropriated or nonappropriated funds or identified with an activity of the Government, shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain material which implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service.

The committee is of the opinion that commercial advertising is not a proper or authorized function of the Government. Such advertisements are unfair to those who do not so advertise in that, whether intentionally or not, they are frequently made to appear to have the sanction of the Government. Furthermore, the publication of such advertisements is unjust to the public in that the advertisers profit thereby at the expense of the Government, particularly as a considerable number of the publications are circulated free, at least in part, under Government frank. Advertising in Government publications is also unfair to the publishers of other periodicals in that they generally cannot meet such competition, owing to the great advantage possessed by a Government publication. Another reason for objecting is that advertisers are apt to use Government periodicals for the purpose of currying favor with the officers issuing the same or the special class among whom such publications are circulated. This is a temptation that the Government ought not to encourage.

**14. Art Signatures.**—When the size of signatures on freehand art is out of proportion or relation to the design, the copy is unacceptable and shall not be printed unless the signature is removed or sufficiently reduced in size. Signatures of technical illustrators, designers, typographers, or layout artists shall not be printed.

**15. Courtesy Credit Lines.**—Courtesy credit lines are permissible only for uncopyrighted materials contributed or loaned by nongovernmental parties. They shall be subordinate in size of type to that of both text and legends for illustrations. When all materials have come from a single nongovernmental source, credit lines shall be given only in an undisplayed paragraph.

**15-1. Publication By-Lines.**—The printing of Government employees' by-lines in Government publications shall be confined to the authors of the articles appearing therein, and to the photographers who have originated the pictures contained therein. The authors' and photographers' by-lines shall be printed in exact juxtaposition with the articles or pictures which they have created.

**16-2. Publication Mastheads.**—The printed mastheads of Government publications shall include the name of the publishing department or agency and its issuing bureau, branch, or office, together with the names of the department or agency head and the head of the issuing bureau, branch, or office. Additional names shall include only the names of the executive or managing editor, sports editor, feature editor, photo editor, and art editor, or their editorial equivalent officers by whatever title they are identified, unless otherwise authorized by the Joint Committee on Printing.

**17. Copyright Notices.**—Copyright notices shall be subordinated in size of type to that of both text and legends for illustrations. When privately copyrighted material is reprinted in a Government publication, notice of copyright is essential in order that the public not be misled.

**18-1. Color Printing.**—The committee recognizes that printing in two or more colors generally increases costs. Consequently, it is the responsibility of the head of any department, independent office or establishment of the Government to assure that all multicolor printing shall contribute demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose of whatever printed item in which it is included.

**18-2. Demonstrably valuable multicolor printing, for the purpose of these regulations, includes the following categories:**

- (a) Maps and technical diagrams where additional color is necessary for clarity.
- (b) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.)
- (c) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.
- (d) Areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use.
- (e) Printing for programs required by law, whose relative success or failure is in direct ratio to the degree of public response, and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.

Color for promotional or motivational purposes such as programs concerning public health, safety, consumer benefits;

CIA-RDP12-00036R000100080001-2  
zation of Government facilities such as programs for social security, medicare, and certain areas of need for veterans would come within this category.

18-3. Multicolor printing which does not meet the demonstrably valuable contribution requirement of these regulations, includes but is not exclusively limited to the following categories:

- (a) Printed items wherein additional color is used primarily for decorative effect.
- (b) Printed items where additional color is used primarily in lieu of effective layout and design.
- (c) Printed items where additional color is used excessively, i.e., four colors when two or three will fulfill the need; three colors when two are adequate; two colors when one is adequate.
- (d) Printed items wherein the inclusion of multicolor does not reflect careful, competent advance planning which recognizes the contribution the use of color is expected to make to the ultimate end-purpose.

19. **Illustrations.**—Illustrations are to be used in Government printed matter only when they:

- (a) Relate entirely to the transaction of public business, and are in the public interest.
- (b) Relate directly to the subject matter and are necessary to explain the text.
- (c) Do not serve to aggrandize any individual.
- (d) Are in good taste and do not offend proper sensibilities.
- (e) Are restricted to the minimum size necessary to accomplish their purpose.
- (f) Illustrate employees actually engaged in an act or service related to their official duties.

20. **Cards: Calling, Greeting.**—Printing or engraving of calling or greeting cards is considered to be personal rather than official and shall not be done at Government expense.

21. **Blank Books.**—Blank books not available through General Services Administration but regularly carried in stock by commercial dealers and which require no printing and/or binding operation after receipt of order may be procured without obtaining a waiver from the Government Printing Office: *Provided*, That no order or orders for each type of blank book exceeds \$500 in any one year.

22-1. **Calendars, Date: Desk and Wall.**—Standardized Government desk and wall calendars are the only calendars which departments are authorized to obtain at Government expense, and shall be ordered from the General Services Administration.

of the standardized wall calendar, to be procured from the Government Printing Office, shall be subject to approval of the Joint Committee on Printing.

Schedule and appointment sheets are not considered to be calendars.

**23. Certificate of Necessity.**—Section 1103, title 44, United States Code:

When a department, the Supreme Court, the Court of Claims, or the Library of Congress requires printing or binding to be done, it shall certify that it is necessary for the public service . . .

**24-1. Correspondence and Liaison With Committee.**—All official correspondence for the consideration of the Joint Committee on Printing is to be signed by the head of the department or an official designated by him. The committee shall be notified in writing by the head of the department of any official so designated.

In order to insure prompt delivery, all official correspondence should be addressed as follows:

*Chairman, Joint Committee on Printing  
United States Senate Post Office  
Washington, D.C. 20510*

**24-2.** All matters pertaining to printing (composition, platemaking, presswork, binding, and microform), and the distribution of printed matter, shall be referred to the committee by and through one designated source in each department.

**25. Form and Style of Work for Departments.**—The head of each department shall cause printing and binding for general use to be standardized. With respect to printing which is requisitioned from the Government Printing Office, attention is again directed to section 1105, title 44, United States Code, which provides that—

The Public Printer shall determine the form and style in which the printing or binding ordered by a department is executed, and the material and the size of type used, having proper regard to economy, workmanship, and the purposes for which the work is needed.

The Government Printing Office Style Manual, approved by the Joint Committee on Printing, was specifically compiled and published to meet the requirements of this law. It is the opinion of the committee that deviations therefrom generally constitute a waste in public printing and binding.

**26-1. Forms, Standard, Approval and Procurement of.**—Standard forms are subject to the approval of the General Services Administration, or, in certain cases, the General Accounting Office or other responsible agency.

**26-2.** Stock standard forms shall be obtained from the Federal Supply Service (FSS) unless otherwise authorized by the General

... Publications from stock standard forms shall be submitted to the FSS for approval prior to procurement through the Government Printing Office.

**27-1. Journals, Magazines, Periodicals, and Similar Publications.**—The committee invites attention to section 1108, title 44, United States Code, relating to periodicals which reads as follows:

The head of an executive department, independent agency or establishment of the Government, with the approval of the Director of the Office of Management and Budget,<sup>1</sup> may use from the appropriations available for printing and binding such sums as are necessary for the printing of journals, magazines, periodicals, and similar publications he certifies in writing to be necessary in the transaction of the public business required by law of the department, office, or establishment. There may be printed, in addition to those necessary for the public business, not to exceed two thousand copies for free distribution by the issuing department, office, or establishment. The Public Printer, subject to regulation by the Joint Committee on Printing, shall print additional copies required for sale to the public by the Superintendent of Documents; but the printing of these additional copies may not interfere with the prompt execution of printing for the Government.

**27-2.** The term “journals, magazines, periodicals, and similar publications”, as used in above section, shall be construed as not applying to strictly administrative reports, memoranda, and similar materials, or to strictly statistical materials, and information required exclusively for the official use of the issuing office or service in the transaction of its routine business. Such information shall be construed as being required exclusively for the use of the issuing office or service in the transaction of its routine business if not more than 2,000 copies, or not more than 10 percent of the total quantity printed, whichever is lesser, are for free distribution to other than the issuing department, office, or establishment, its official established auxiliary organizations, and other individuals and organizations required to be kept informed in the transaction of the routine business of the department, office, or establishment.

**28. Legal Requirements.**—Sections 501 and 502, title 44, United States Code:

SEC. 501. All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except—

(1) classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and

(2) printing in field printing plants operated by an executive department, independent office or establishment, and the procurement of printing by an executive department, independent office or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.

Printing or binding may be done at the Government Printing Office only when authorized by law.

<sup>1</sup> See Section 102 of the 1970 Reorganization Plan No. 2.

CIA-RDP12-00036R000100080001-2 nk-book work authorized by law, which the Public Printer is not able or equipped to do at the Government Printing Office, may be produced elsewhere under contracts made by him with the approval of the Joint Committee on Printing.

**29. Legality and Necessity.**—No printing, binding, or blank-book work shall be done at the Government Printing Office or at any other printing or binding office, plant, or school of the Government unless authorized by law. (See secs. 501 and 1123, title 44, U.S.C.) All printed matter issued shall be devoted to the work which the branch or officer of the Government issuing the same is required by law to undertake, and shall not contain matter which is unnecessary in the transaction of the public business or matter relating to work which any other branch of the Government service is authorized to perform. (See secs. 1102, 1113, and 1118, title 44, U.S.C.)

**30. Central Printing and Publications Management Organization.**—Heads of departments shall maintain under their direct supervision a central printing and publications management organization with responsibility for the conduct of a coordinated program controlling the development, production, procurement or distribution of materials through the utilization of conventional printing and binding methods or through the utilization of multiple copy microform methods. The central printing and publications management organization also will maintain responsibility and control of duplicating equipment and automatic copy-processing or copier-duplicating machines, as identified in column 2 of the equipment tables.

**31. Mailing Lists.**—All departments shall make necessary revisions in their mailing lists at least once each year in order to eliminate waste in Government funds caused by publications being improperly addressed or mailed to persons no longer desiring them. This method of revision shall require that persons receiving publications indicate that they wish to continue receiving the publication. Failure to reply to a mailing list revision request shall require the elimination of the addressee from the mailing list unless it is necessary in the conduct of official business to continue mailing publications to the addressee. It is the judgment of the Joint Committee on Printing that the use of titles on mailing lists in lieu of names will reduce the cost of list maintenance.

**32. Mailing: Self-Mailer Technique.**—The penalty or postage indicia and mailing address shall be imprinted directly upon printed materials rather than using separate envelopes for mailing whenever such technique will prove feasible and economical, and in accordance with existing postal regulations.

**33. Neglect, Delay, Duplication, or Waste.**—The attention of the committee should be promptly called to “any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.”

**34-1. Paper, Standardization of.**—The committee invites attention to section 509, title 44, United States Code, relating to standards of paper, which reads as follows:

The Joint Committee on Printing shall fix upon standards of paper for the different descriptions of public printing and binding, and the Public Printer, under their direction, shall advertise in six newspapers or trade journals, published in different cities, for sealed proposals to furnish the Government with paper, as specified in the schedule to be furnished applicants by the Public Printer, setting forth in detail the quality and quantities required for the public printing. The Public Printer shall furnish samples of the standard of papers fixed upon to applicants who desire to bid.

**34-2.** The "Government Paper Specification Standards" establishes specification standards of paper for the public printing and binding for the U.S. Government, including paper to be used on copying and duplicating devices as defined in paragraph 2. Unless otherwise authorized by the Joint Committee on Printing, these specifications and standards are mandatory for use by the departments of the Government in the preparation of procurement documents for paper stocks and in specifying paper stocks to be used in printing, binding, or duplicating. It is the opinion of the committee that types, grades, or weights, other than those given under these standards generally constitute waste in public printing, and it is directed that the procurement or use of such paper types, grades, or weights, for printing, binding, or duplicating be discontinued.

**34-3.** Semiannual and annual contracts for paper, in general, are not in the best interests of the Government. Such procurement practices should be used only when savings in costs are clearly demonstrable.

**34-4.** The Public Printer is authorized and directed to furnish at cost to the departments such copies of these standards, and standard samples, as they may require in the transaction of the public business.

**35-1. Printing Requirements Resulting From Contracts for Equipment and Services.**—The Joint Committee on Printing does not intend that contractors shall become prime or substantial sources of printing for departments or agencies. Therefore, the inclusion of printing, as defined in paragraph 1, within contracts for the manufacture and/or operation of equipment and for services such as architectural, engineering, and research, is prohibited unless authorized by the Joint Committee on Printing.

**35-2.** This regulation does not preclude the procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of contracts; or administrative printing, e.g., forms and instructional materials necessary to be used by



the contractor to respond to the terms of a contract. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by the Central Printing and Publications Management Office. However, the printing of such material for the Government must be accomplished in accordance with printing laws and regulations.

**35-3.** A requirement for a contractor to duplicate less than 5,000 units of only one page, or less than 25,000 units in the aggregate of multiple pages for the use of a department or agency, will not be deemed to be printing primarily or substantially for a department or agency. For the purpose of this paragraph, such pages may not exceed a maximum image size of 10¾ by 14¼ inches.

**35-4.** A requirement for a contractor to produce or procure less than 250 duplicates from original microform, as defined in paragraph 7-2, will not be deemed to be printing primarily or substantially for a department or agency.

**36-1. Printing Requirements Resulting From Grants.—**The Joint Committee on Printing does not intend that grantees shall become prime or substantial sources of printing for the use of departments and agencies. Therefore, the inclusion of printing, as defined in paragraph 1, within grants is prohibited unless authorized by the Joint Committee on Printing.

**36-2. This regulation does not preclude—**

- (a) The issuance of grants by any department or agency for the support of nongovernment publications, provided such grants were issued pursuant to an authorization of law and were not made primarily or substantially for the purpose of having material printed for the use of any department or agency.
- (b) The publication of findings by grantees within the terms of their grants provided that such publication is not primarily or substantially for the purpose of having such findings printed for the use of a department or agency.
- (c) The initiation by departments and agencies of the procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material from grantees; or the administrative printing requirements of the grantee required to respond to the terms of the grant. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by the Central Printing and Publications Management Office. However, the printing of such material for the Government must be accomplished in accordance with printing laws and regulations.

**35-3.** A requirement for a grantee to duplicate less than 5,000 units of only one page, or less than 25,000 units in the aggregate of multiple pages of his findings for the use of a department or agency will not be deemed to be printing primarily or substantially for a department or agency. For the purpose of this paragraph, such pages may not exceed a maximum image size of 10¾ by 14¼ inches.

**36-4.** A requirement for a grantee to produce or procure less than 250 duplicates from original microform, as defined in paragraph 7-2, will not be deemed to be printing primarily or substantially for a department or agency.

**37. Private or Commercial Work.**—No work of a private or commercial nature may be accomplished at any Government plant even though the Government is reimbursed therefor. (See secs. 1102 and 1118, title 44, U.S.C.)

**38. Publications, by Private Publishers.**—When a department uses appropriated funds to create information for publication, the printing and binding of that information is subject to the provisions of Sections 103 and 501 of Title 44, United States Code, and it shall not be made available to a private publisher for initial publication without the prior approval of the Joint Committee on Printing.

**39-1. Publications, Free Distribution of.**—Departments shall not make free distribution of any publication to any private individual or private organization in quantities exceeding 50 copies without prior approval of the Joint Committee on Printing. This quantity limitation shall not apply when the production cost of the publications to be distributed is less than \$100.

**39-2.** Requests for committee approval shall list the name of the publication, the name of the person or organization desiring the same, and the number of copies desired.

**39-3.** This restriction includes the free distribution in bulk of any material to private individuals or organizations for redistribution to names on their mailing lists. Committee approval is not required when the initiative for distribution through nongovernmental facilities is taken by departments. (See also sec. 3204, title 39, U.S.C.)

**40. Publications, Identification of.**—All documents and publications printed at Government expense shall have printed thereon the name of the branch, bureau, department, or office of the Government responsible for publishing the same, the date of issuance, the title, subtitle, and series title and number when applicable.

**41-1. Publications, Sale of by Superintendent of Documents.**—The Superintendent of Documents will sell only those publications printed by the Government Printing Office or ordered printed through the Government Printing Office or the Government Printing Office

**Regional Printing Procurement Offices.** This restriction on sale shall not affect the continued Catalog listing by the Superintendent of Documents of publications which are not printed by or ordered printed through the Government Printing Office. Nothing in this paragraph shall be construed as modifying or repealing provisions of sections 1702, 1711, and 1720 of title 44, United States Code.

**41-2.** Section 1902, title 44, United States Code provides:

Government publications, except those determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interests or educational value and publications classified for reasons of national security, shall be made available to depository libraries through the facilities of the Superintendent of Documents for public information. Each component of the Government shall furnish the Superintendent of Documents a list of such publications it issued during the previous month, that were obtained from sources other than the Government Printing Office.

To meet the requirement of Monthly Catalog listing of Government publications by the Superintendent of Documents, each agency printing officer shall forward two copies of those types of Government publications cited in Section 1902 title 44 U.S.C. which are produced or procured through other than GPO sources to the Director, Library and Statutory Distribution Service (SL), Government Printing Office, Washington, D.C. 20401.

**42. Responsibility for Application and Enforcement of Regulations.**—The head of each department is responsible for the application and enforcement of these regulations and other applicable regulations and legislative provisions.

**43-1. Stationery, Embossed.**—The Public Printer may furnish, upon requisition, to the President of the United States, members of his Cabinet, and the Department of State (for diplomatic correspondence exclusively), such quantities of embossed stationery as may be necessary for official use. The Comptroller General, the Librarian of Congress, the Public Printer, the head of each permanent commission, independent establishment or board, and the Judges of the United States Courts may requisition embossed noteheads or letterheads not to exceed 5,000 copies in the aggregate, and envelopes therefor in any one fiscal year: *Provided*, That greater quantities may be furnished upon the approval of the Joint Committee on Printing. The Public Printer shall not honor requests from any Government activity for embossing second sheets or other than standard-size envelopes. No embossed stationery other than listed above shall be produced or procured at Government expense unless authorized by the Joint Committee on Printing.

**43-2.** The provisions apply also to thermographic printing.

**44. Stationery, Personalized.**—The printing of names of officers or officials of the executive or judicial branches of the Government on

Official stationery and preprinted mastheads may be accomplished only after approval by the Joint Committee on Printing. Addresses and telephone numbers should be omitted in order to allow greatest distribution and prevent the creation of "frozen" stocks frequently caused by changes. The committee directs that no personalized second sheets shall be produced or procured at Government expense.

**45. Stationery: Sizes, Quality, Weight, Printing Thereon, etc.—**The committee directs attention to the Federal Property Management Regulation which prescribes standards (sizes, grades and weights of paper, and colors of ink and paper) to be used for printing stationery and envelopes for official Government correspondence.

**46-1. Waiver, Purchase of Printing by.—**Section 504, title 44, United States Code provides:

The Joint Committee on Printing may permit the Public Printer to authorize an executive department, independent office, or establishment of the Government to purchase direct for its use such printing, binding, and blank-book work, otherwise authorized by law, as the Government Printing Office is not able or suitably equipped to execute or as may be more economically or in the better interest of the Government executed elsewhere.

**46-2.** Pursuant to the above, the Public Printer is permitted to return to any department of the Government any written requisition for printing, binding, and blank-book work, otherwise authorized by law, as in his opinion he is neither able nor suitably equipped to execute or which may be more economically, or in the better interest of the Government, procured elsewhere than at the Government Printing Office or one of the Government Printing Office Regional Printing Procurement Offices. In all such instances he is hereby permitted to authorize such Government activity to procure the work direct from other sources. Such waiver, when granted, shall not be construed as an exemption from the provisions of these regulations. Upon all such returned requisitions the Public Printer shall endorse a statement that the action taken is in accordance with the provision of section 504, title 44, United States Code.

**46-3.** All procurement by waiver must be identified by number and date of issuance and reported on JCP Form No. 2, "Commercial Printing Report."

**46-4.** No department requisitioning printing from the Government Printing Office or one of the Government Printing Office Regional Printing Procurement Offices shall anticipate the release of any requisition for direct procurement, until so advised by the Public Printer.

**47. Printing Facilities of Federal Prison Industries, Inc.—**These facilities may be used for the production of unclassified printing.

Printing services are available at the following three locations and may be used by sending a purchase order direct to any one of them :

c/o Warden; Federal Correctional Institution  
Lompoc, Calif. 93426.

c/o Warden; U.S. Penitentiary  
Marion, Ill. 62959.

c/o Warden; Federal Correctional Institution  
Sandstone, Minn. 55072.

Where the form of purchase order contains the Convict Labor clause that clause should be deleted.

## **TITLE IV: JOINT COMMITTEE ON PRINTING REPORT FORMS**

(Forms for reporting information required in this Title may be obtained from the Joint Committee on Printing or reprinted by departments desiring to do so.)

**48. JCP Form No. 1 (Printing Plants Except Plants Primarily Concerned in Map and/or Chart Reproduction).**—A semi-annual report summarizing all work done shall be made on Parts II and III, JCP Form No. 1, revised March 1971, by each printing plant other than plants primarily concerned in map and/or chart production. This form shall be forwarded to the committee in duplicate by department headquarters not later than 60 days after the close of the first six-month period (October–March). The second six-month report (April–September) shall include Part I, “Cost Information,” to cover the entire year and shall be forwarded to the committee not later than November 30. Production information reported at the close of the first six-month period shall not be repeated in the final report except that cumulative production unit totals shall be furnished in the spaces provided.

**49-1. JCP Form No. 2 Commercial Printing Report.**—A semi-annual report covering all transactions concerning composition, printing, binding, and blank-book work which are procured direct from commercial sources shall be reported on JCP Form No. 2, revised March 1971, and forwarded to the committee by department headquarters not later than 60 days after the close of the reporting periods (October–March and April–September). Negative reports are not required.

**49-2. Individual printing and related items costing \$500 or less per line item may be procured without reference to the Government Printing Office Regional Printing Procurement Offices, provided that:**

- (a) They are not of a continuing repetitive nature, and
- (b) are not conducive to the establishment of an open-end indefinite quantity type contract, and
- (c) cannot be ordered against existing GPO contracts.

CIA-RDP12-00036R000100080001-2  
reported and identified on JCP Form No. 2  
through use of an asterisk in the waiver column and an appropriate  
footnote.

**49-3.** Do not report work procured through any Government Printing Office source, printed envelopes ordered through GSA contracts, rebinding publications of any description, or tabulating cards procured from any source. In addition, do not include orders procured outside the (50) United States provided the areas of origin and distribution of such orders are restricted to the non-U.S. area.

**50. JCP Form No. 3 (Acquisition of Power-operated Collators for Use in Facilities Other Than Printing Plants).**—A report is required on JCP Form No. 3, March 1963, covering the acquisition of each power-operated collating machine listed in column 2 of paragraph 8 for any installation other than an authorized printing plant. This report shall be forwarded to the Joint Committee on Printing by department headquarters within 30 days after acquisition.

**51. JCP Form No. 4 (Plants Primarily Concerned in Map and/or Chart Reproduction).**—A summarized report is required on JCP Form No. 4, revised May 1965, from each plant primarily concerned in map and/or chart reproduction, which shall include all work done therein during each fiscal year. Impressions on various size presses shall be reported in lieu of production units as defined in paragraph 7. For instance, 1,000 copies, face only, would represent 1,000 impressions; 1,000 copies, face and back, would represent 2,000 impressions, regardless of size of sheet. This form shall be forwarded to the committee by department headquarters not later than 60 days after the close of each fiscal year.

**52. JCP Form No. 5 (Annual Plant Inventories).**—Inventories of equipment of all printing plants shall be submitted on JCP Form No. 5, revised May 1965, so that all printing, binding, and related or auxiliary equipment will be listed, showing make, condition, age,

serial number, model, and size. This report shall be forwarded to the committee by department headquarters not later than 60 days after the close of each fiscal year.

**53. JCP Form No. 6 (Stored Equipment).**—Departments shall report on JCP Form No. 6, revised May 1965, all printing, binding, and related or auxiliary equipment in storage in depots, warehouses, etc. This report shall be forwarded to the committee by department headquarters not later than 60 days after the close of each fiscal year. Negative reports are not required.

**54. JCP Form No. 7 (Excess Equipment).**—Departments shall report on JCP Form No. 7, revised December 1972, disposition of all items of equipment as required by paragraph 10(a). Use tables on pages 28 and 29 to establish market value.

**55. Summary of Reports.**—Following is a summary of reports required by the Joint Committee on Printing from department headquarters:

JCP Form No.	Report	Due
1	Production (Parts II and III)----- Production and Costs (Parts I, II and III)-----	See par. 48.  Do.
2	Commercial printing-----	See par. 49.
3	Power collator acquired for facilities other than printing plants.	Within 30 days after acquisition.
4	Production (map and chart)-----	Not later than November 30.
5	Plant inventory-----	Not later than November 30.
6	Stored equipment-----	Not later than November 30.
7	Excess equipment-----	Within 30 days after disposal.



**TABLE I—NORMAL LIFE OF PRINTING EQUIPMENT**

	<i>Years</i>		<i>Years</i>
Addressing and mailing machines	10	Perforators	20
Back-Stripping Machines	15	Photostat machines:	
Blueprint machines	10	Standard	20
Book carton inserter and sealer	10	Continuous	15
Cameras, copying darkroom	20	Photocomposing machines	10
Casting machines, lead and rule	20	Photocomposition devices	5
Collating cabinets (nonmechanical)	20	Plate developing machine	10
Collating machines:		Presses, offset:	
Power-operated	10	Sheet sizes 10''X15'' to less than 14''X20''	10
Manually operated (foot-treadle or electric pushout)	5	Sheet sizes 14''X20'' to less than 22''X34''	15
Collating tables rotary	20	Sheet sizes 22''X34'' and larger	20
Counting machine (card and paper)	10	Presses, letterpress:	
Cutters and book trimmers	20	Rotary (multigraph)	10
Drilling machines, power operated	15	Platen	20
Duplicating machines:		Cylinder	20
Stencil	10	Presses, proof	20
Spirit or gelatin	5	Presses, silk screen, power operated	10
Electric typewriters, tape activated	10	Press Dampener cleaner	20
Feeder-stitcher, automatic, signature	15	Processor, film	10
Folders:		Roll converter	5
Up to and including 14''X24''	10	Saw trimmers	20
Larger sizes	20	Screens, halftone:	
Gathering machines, power-operated	20	Glass	20
Insetting machine, signature	15	Contact	2
Intensity meters	10	Sinks, temperature-control	15
Imposing tables	15	Stitchers, power-operated	15
Joggers, power-operated	10	Tables:	
Lamps, camera or plate	10	Lineup and register	15
Lead and slug cutters, miterers and monotabular broach	20	Layout and opaquin	20
Melting furnaces	20	Plate finishing	15
Offset platemaking units not requiring the use of negatives	10	Tying machines	15
Offset platemaking units requiring the use of negatives	15	Typecasting and typesetting machines	20
Packaging and Sealing Machine, plastic wrap	10	Trucks, transfer, galley, chase form	20
		Vacuum frames	20
		Wrapping and/or banding machines (kraft paper or shrink film)	10
		White print	15

**TABLE II—CONDITION AND EVALUATION GUIDE FOR PRINTING EQUIPMENT**

(Figures Show Value Remaining as Percent of Original Cost)

A Condition Group	B Normal life in years*	C Age in years																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		New—Unused, undamaged, and possesses original appearance and serviceability.	5	100	100	100															
Excellent—Used, no apparent wear and free from operational defects.	10	100	100	100																	
	15	100	100	100																	
	20	100	100	100																	
	Good—Used, requires only organizational maintenance.	5	80	61	44	27	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10		85	75	66	58	50	42	34	26	18	10	10	10	10	10	10	10	10	10	10	10
15		90	81	73	66	60	55	50	45	40	35	30	25	20	15	10	10	10	10	10	10
20		95	87	80	74	69	64	59	54	50	46	42	38	34	30	26	22	19	16	13	10
Fair—Needs adjustments, repairs and replacement of minor parts to compensate for normal wear.	5	70	54	39	24	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	75	66	58	51	44	37	30	23	16	10	10	10	10	10	10	10	10	10	10	10
	15	80	71	63	56	50	45	41	37	33	29	25	21	17	13	10	10	10	10	10	10
	20	85	78	72	67	63	59	55	51	47	43	39	35	31	28	25	22	19	16	13	10
Poor—Needs major repair	5				20	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10				34	29	24	20	16	13	10	10	10	10	10	10	10	10	10	10	10
	15				39	34	31	28	25	22	20	18	16	14	12	10	10	10	10	10	10
	20				47	43	40	37	34	32	30	28	26	24	22	20	18	16	14	12	10
Unsatisfactory—Unserviceable and not economically repairable.	5				16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10				26	22	19	16	14	12	10	10	10	10	10	10	10	10	10	10	10
	15				32	29	27	25	23	21	19	17	15	13	12	10	10	10	10	10	10
	20				38	35	32	29	27	25	23	21	19	17	16	15	14	13	12	11	10

\*One shift basis.

29

## TITLE V: AUTHORIZED FEDERAL PLANTS

**56. Plants Authorized To Do Printing.**—The plants hereinafter named are authorized to produce printing, as defined in paragraph 1, in accordance with the provisions of paragraphs 4, 5, and 6 of these regulations. All departments shall submit reports and inventories promptly, as required by paragraphs 48 to 55, inclusive, of title IV.

### ALPHABETICAL PLANT LISTING BY DEPARTMENTS

#### ADMINISTRATIVE OFFICE OF THE U.S. COURTS:

Publications Facility, Forestville, Md.

#### AGRICULTURE, DEPARTMENT OF:

Office of Operations (Washington, D.C.)

#### SOIL CONSERVATION SERVICE:

Fort Worth, Tex.      Hyattsville, Md.      Portland, Oreg.  
Lincoln, Nebr.

#### AIR FORCE, DEPARTMENT OF THE:

Andrews Air Force Base (Camp Springs, Md.)  
Arnold Engineering Development Center (Tullahoma, Tenn.)  
Barksdale Air Force Base (Shreveport, La.)  
Edwards Air Force Base (Muroc, Calif.)  
Eglin Air Force Base (Valparaiso, Fla.)  
Gunter Air Force Base (Montgomery, Ala.)  
Hanscom Air Force Base (Bedford, Mass.)  
Headquarters, U.S. Air Force (Washington, D.C.)  
Hill Air Force Base (Ogden, Utah)  
Keesler Air Force Base (Biloxi, Miss.)  
Kelly Air Force Base (San Antonio, Tex.):  
    San Antonio Logistic Center  
    United States Air Force Security Service  
Langley Air Force Base (Hampton, Va.)  
March Air Force Base (Riverside, Calif.)  
McClellan Air Force Base (Sacramento, Calif.)  
Offutt Air Force Base (Omaha, Nebr.)  
Patrick Air Force Base (Cocoa Beach, Fla.)  
Peterson Air Force Base (Colorado Springs, Colo.)

Robins Air Force Base (Macon, Ga.)  
Scott Air Force Base (Belleville, Ill.)  
Sheppard Air Force Base (Wichita Falls, Tex.)  
Space and Missile Systems Organization (Inglewood, Calif.)  
Tinker Air Force Base (Oklahoma City, Okla.)  
United States Air Force Academy (Colorado Springs, Colo.)  
Vandenberg Air Force Base (Lompoc, Calif.)  
Wright-Patterson Air Force Base (Dayton, Ohio)  
Air Force Logistics Command  
Foreign Technology Division

**ARMY, DEPARTMENT OF THE :**

Aberdeen, Md. (Proving Ground)  
Albuquerque, N. Mex. (U.S. Army Engineer District)  
Anniston, Ala. (Army Depot)  
Baltimore, Md. (U.S. Army Engineer District)  
Bayonne, N.J. (Eastern Area, MTMC)  
Camp Keyes, Augusta, Maine (National Guard Bureau)  
Camp Market, Bupyong, Korea (AG Printing and Publications Center)  
Carlisle Barracks, Pa. (U.S. Army War College)  
Chambersburg, Pa. (Letterkenny Army Depot)  
Chicago, Ill. (U.S. Army Engineer District)  
Detroit, Mich. (U.S. Army Engineer District)  
Dover, N.J. (Picatinny Arsenal)  
Dugway, Utah (Proving Ground)  
Fort Amador, C. Z. (193d Infantry Brigade, Canal Zone)  
Fort Belvoir, Va. (U.S. Army Engineer Center)  
Fort Benjamin Harrison, Ind. (Administrative Center)  
Fort Benning, Ga. (U.S. Army Infantry Center)  
Fort Bliss, Tex. (U.S. Army Air Defense Center and Fort Bliss)  
Fort Bragg, N.C. (XVIII Airborne Corps and Fort Bragg)  
Fort Eustis, Va. (U.S. Army Transportation Center and Fort Eustis)  
Fort George G. Meade, Md. (First U.S. Army)  
Fort Gordon, Ga. (U.S. Army Signal Center and Fort Gordon)  
Fort Huachuca, Ariz.  
Fort Knox, Ky. (U.S. Army Armor Center and Fort Knox)  
Fort Leavenworth, Kans. :  
U.S. Disciplinary Barracks  
Combined Arms Center and Fort Leavenworth  
Fort Lee, Va. (U.S. Army Quartermaster Center and Fort Lee)  
Fort Leonard Wood, Mo. (U.S. Army Training Center Engineer and Fort Leonard Wood)  
Fort McPherson, Ga. (U.S. Army Forces Command)  
Fort Monmouth, N.J. (U.S. Army Electronics Command)  
Fort Monroe, Va. (U.S. Army Training and Doctrine Command)  
Fort Richardson, Alaska (172d Infantry Brigade, Alaska)  
Fort Riley, Kans.  
Fort Rucker, Ala. (U.S. Army Aviation Center and Fort Rucker)  
Fort Sill, Okla. (U.S. Army Field Artillery Center and Fort Sill)  
Galveston, Tex. (U.S. Army Engineer District)  
Huntington, W. Va. (U.S. Army Engineer District)

Continued

Jacksonville, Fla. (U.S. Army Engineer District)  
Kansas City, Mo. (U.S. Army Engineer District)  
Las Cruces, N. Mex. (White Sands Missile Range)  
Lathrop, Calif. (Sharpe Army Depot)  
Leghorn, Italy (U.S. Army Engineer Division, Mediterranean)  
Lexington, Ky. (Lexington-Blue Grass Army Depot)  
Little Rock, Ark. (U.S. Army Engineer District)  
Los Angeles, Calif. (U.S. Army Engineer District)  
Louisville, Ky. (U.S. Army Engineer District)  
Mobile, Ala. (U.S. Army Engineer District)  
Monterey, Presidio of, Calif. (Defense Language Institute)  
Nashville, Tenn. (U.S. Army Engineer District)  
Natick, Mass. (U.S. Army Natick Laboratories)  
New Cumberland, Pa. (Army Depot)  
Norfolk, Va. (U.S. Army Engineer District)  
Oakland, Calif. (Western Area, MTMC, Oakland Army Base)  
Omaha, Nebr. (U.S. Army Engineer Division)  
Philadelphia, Pa. :  
    Frankford Arsenal  
    U.S. Army Engineer District  
Pittsburgh, Pa. (U.S. Army Engineer District)  
Portland, Oreg. (U.S. Army Engineer District)  
Pueblo, Colo. (Army Depot)  
Redstone Arsenal, Ala. (U.S. Army Missile Command)  
Rock Island Ill. (U.S. Army Armament Command)  
Roedelheim, Germany (AG Support Center, Europe)  
Sacramento, Calif. :  
    Army Depot  
    U.S. Army Engineer District  
San Francisco, Calif. (Sixth U.S. Army)  
Savanna, Ill. (Army Depot)  
Savannah, Ga. (U.S. Army Engineer District)  
Seoul, Korea (U.S. Army Engineer District, Far East)  
St. Louis, Mo. (U.S. Army Aviation Systems Command)  
Texarkana, Tex. (Red River Army Depot)  
Tobyhanna, Pa. (Army Depot)  
Tulsa, Okla. (U.S. Army Engineer District)  
Vicksburg, Miss. (U.S. Army Engineer Waterways Experiment Station)  
Walla Walla, Wash. (U.S. Army Engineer District)  
Waltham, Mass. (New England U.S. Army Engineer Division)  
Warren, Mich. (U.S. Army Tank Automotive Command)  
Washington, D.C. :  
    Armed Forces Institute of Pathology  
    National War College  
Watertown, Mass. (U.S. Army Materials and Mechanics Research Center)  
West Point, N.Y. (U.S. Military Academy)  
Yuma, Ariz. (Proving Ground)

La Boca, C.Z.

**CIVIL AERONAUTICS BOARD:**

Washington, D.C.

**CIVIL SERVICE COMMISSION:**

Washington, D.C.

**COMMERCE, DEPARTMENT OF:**

Office of Publications (Washington, D.C.)

CENSUS, BUREAU OF THE:

Jeffersonville, Ind.

NATIONAL OCEANIC AND ATMOSPHERIC

ADMINISTRATION:

MARITIME ADMINISTRATION:

Kings Point, Long Island, N.Y.

Asheville, N.C. Washington, D.C.

Boulder, Colo.

**DEFENSE INTELLIGENCE AGENCY:**

Arlington Hall, Va.

**DEFENSE LOGISTICS AGENCY:**

Alexandria, Va.

Memphis, Tenn.

Philadelphia, Pa.

Battle Creek, Mich.

New York, N.Y.

Richmond, Va.

**DEFENSE MAPPING AGENCY:**

Aerospace Center, St. Louis, Mo.

Defense Mapping School, Ft. Belvoir, Va.

Hydrographic Center, Suitland, Md.

Topographic Center, Washington, D.C.

**DEFENSE NUCLEAR AGENCY:**

Kirtland AFB (East), N. Mex.

**ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION:**

Aiken, S.C. (Savannah River plant)

Albuquerque, N. Mex.:

ERDA Albuquerque Operations Office

Sandia Corp.

Ames, Iowa (Iowa State University)

Berkeley, Calif. (University of California)

Boulder, Colo. (Rockwell International)

Chicago, Ill. (University of Chicago)

Cincinnati, Ohio (National Lead Co. of Ohio)

Germantown, Md. (Headquarters ERDA)

Grand Junction, Colo. (Bendix Field Engineering Corp.)

Idaho Falls, Idaho (EG & G Idaho, Inc.)

Kansas City, Mo. (Bendix Corp.)

Livermore, Calif. (University of California)

Los Alamos, N. Mex. (Los Alamos Scientific Laboratory)

Mercury, Nev. (Reynolds Electrical & Engineering Corp.)

Miamisburg, Ohio (Monsanto Research Corp.)

Oak Ridge, Tenn.:

ERDA Technical Information Center

Union Carbide Nuclear Co., K-25 plant

Union Carbide Nuclear Co., Y-12 branch plant

Paducah, Ky. (Union Carbide Corp., Nuclear Division)

Pittsburgh, Pa. (Bettis Atomic Power Laboratory)

Portsmouth, Ohio (Goodyear Atomic Corp.)

Richland, Wash. (Hanford Atomic Products Operation)

Schenectady, N.Y. (Knolls Atomic Power Laboratory)

Upton, N.Y. (Associated Universities, Inc.)

**ENVIRONMENTAL PROTECTION AGENCY :**

Washington, D.C.

**FEDERAL COMMUNICATIONS COMMISSION :**

Washington, D.C.

**FEDERAL HOME LOAN BANK BOARD :**

Washington, D.C.

**FEDERAL POWER COMMISSION :**

Washington, D.C.

**FEDERAL TRADE COMMISSION :**

Washington, D.C.

**GENERAL ACCOUNTING OFFICE :**

Washington, D.C.

**GENERAL SERVICES ADMINISTRATION :**

Atlanta, Ga.

Juneau, Alaska

Billings, Mont.

Kansas City, Mo.

Boston, Mass.

New York, N.Y.

Cincinnati, Ohio

Salt Lake City, Utah

Dallas, Tex.

St. Louis, Mo.

East Point, Ga.

Washington, D.C.

Fort Worth, Tex.

**GOVERNMENT PRINTING OFFICE :**

Chicago, Ill.—Main Post Office Building, 433 West Van Buren Street

Denver, Colo.—Denver Federal Center, Bldg. 53

New York, N.Y.—201 Varick Street

San Francisco, Calif.—620 Folsom Street

Seattle, Wash.—4735 East Marginal Way South

Washington, D.C.—Washington Navy Yard

**HEALTH, EDUCATION, AND WELFARE, DEPARTMENT OF :**

Atlanta, Ga. (Center for Disease Control)

Bethesda, Md. (National Institutes of Health)

Lexington, Ky. (Addiction Research Center)

Rockville, Md. (Public Health Service)

Washington, D.C. (Office of the Secretary)

Woodlawn, Md. (Social Security Administration)

**HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF :**

Washington, D.C.

**INTERIOR, DEPARTMENT OF THE :**

Geological Survey Map Plant (Reston, Va.)

Main Plant (Washington, D.C.)

**BONNEVILLE POWER ADMINISTRATION, Portland, Oreg.**

**BUREAU OF INDIAN AFFAIRS (School Printing Courses) :**

Chilocco School, Chilocco, Okla.

Haskell Indian Junior College, Lawrence, Kans.

Phoenix School, Phoenix, Ariz.

Southwestern Indian Polytechnical Institute, Albuquerque, N. Mex.

**BUREAU OF MINES :**

**Pittsburgh, Pa.**

**BUREAU OF RECLAMATION :**

**Boise, Idaho**

**Boulder City, Nev.**

**INTERSTATE COMMERCE COMMISSION :**

**Washington, D.C.**

**JUSTICE, DEPARTMENT OF :**

**Administrative Division (Washington, D.C.)**

**FEDERAL PRISON INDUSTRIES, INC. :**

**Lompoc, Calif.**

**Marion, Ill.**

**Sandstone, Minn.**

**LABOR, DEPARTMENT OF :**

**Washington, D.C.**

**LIBRARY OF CONGRESS :**

**Washington, D.C.**

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION :**

**Cleveland, Ohio**

**Houston, Tex.**

**New Orleans, La.**

**Edwards, Calif.**

**Kennedy Space Center,**

**Pasadena, Calif.**

**Greenbelt, Md.**

**Fla.**

**Wallops Island, Va.**

**Hampton, Va.**

**Moffett Field, Calif.**

**Washington, D.C.**

**NATIONAL LABOR RELATIONS BOARD :**

**Washington, D.C.**

**NATIONAL SECURITY AGENCY :**

**Fort George G. Meade, Md.**

**NAVY, DEPARTMENT OF THE :**

**Annapolis, Md. (Publications and Printing Service Branch Office, Naval Academy)**

**Bellevue, D.C. (Naval Research Laboratory)**

**Bremerton, Wash. (Publications and Printing Service Office, WESTDIV)**

**Brooklyn, N.Y. (Publications and Printing Service Office, NORTHDIV)**

**Camp Lejeune, N.C. (Marine Corps Base)**

**Charleston, S.C. (Publications and Printing Service, SOEASTDIV)**

**China Lake, Calif. (Naval Weapons Center)**

**Cleveland, Ohio (Publications and Printing Service Branch Office, NORTH-DIV)**

**Corpus Christi, Tex. (Publications and Printing Service Branch Office, SOEASTDIV)**

**Crane, Ind. (Naval Ammunition Depot)**

**Dahlgren, Va. (Naval Weapons Laboratory)**

**Great Lakes, Ill. (Publications and Printing Service Office, NORTHDIV)**

**Guam, Marianas Islands (Publications and Printing Service Branch Office, PACDIV)**

**Guantanamo Bay, Cuba (Publications and Printing Service Branch Office, SOEASTDIV)**

**Indian Head, Md. (Naval Ordnance Station)**

**Jacksonville, Fla. (Publications and Printing Service Branch Office, SO-EASTDIV)**

**Keflavik, Iceland (U.S. Naval Station)**

**London, England (U.S. Naval Activities, United Kingdom)**



**NAVY, DEPARTMENT OF THE—Continued**

Louisville, Ky. (Naval Ordnance Station)

McAlester, Okla. (Naval Ammunition Depot)

Mechanicsburg, Pa. (Publications and Printing Service Branch Office,  
NORTHDIV)

Monterey, Calif. (Naval Postgraduate School)

Naples, Italy (Publications and Printing Service, EURDIV)

New Orleans, La. (Publications and Printing Service Office, SOEASTDIV)

Newport, R.I. (Publications and Printing Service Office, NORTHDIV)

Norfolk, Va. :

(Commander in Chief Atlantic Fleet)

(Publications and Printing Service Office, SOEASTDIV)

Oahu, Hawaii (Naval Ammunition Depot)

Oakland, Calif. (Publications and Printing Service Office, WESTDIV)

Okinawa, Ryukyu Islands (Publications and Printing Service Branch Office,  
PACDIV)

Orlando, Fla. (Publications and Printing Service Branch Office,  
SOEASTDIV)

Panama City, Fla. (Naval Coastal Systems Laboratory)

Patuxent River, Md. (Naval Air Test Center)

Pearl Harbor, Hawaii :

(Fleet Intelligence Center, Pacific)

(Publications and Printing Service, PACDIV)

Pensacola, Fla. (Publications and Printing Service Office, (NATRACOM),  
SOEASTDIV)

Philadelphia, Pa. :

(Publications and Printing Service, NORTHDIV)

(Naval Base, Publications and Printing Service Branch Office,  
NORTHDIV)

Point Mugu, Calif. (Publications and Printing Service Branch Office,  
WESTDIV)

Portsmouth, N.H. (Naval Shipyard, Publications and Printing Service  
Branch Office, NORTHDIV)

Portsmouth, Va. (Publications and Printing Service Branch Office, SO-  
EASTDIV)

Quantico, Va. (Marine Corps Base)

Roosevelt Roads, P.R. (Publications and Printing Service Office, SOEAST-  
DIV)

Rota, Spain (Publications and Printing Service Branch Office, EURDIV)

San Diego, Calif. (Publications and Printing Service, WESTDIV)

Subic Bay, Philippine Islands (Publications and Printing Service Branch  
Office, PACDIV)

Suitland, Md. (Naval Intelligence Support Center)

Vallejo, Calif. (Publications and Printing Service Branch Office, WESTDIV)

Washington, D.C. (Defense Printing Service)

White Oak, Md. (Naval Surface Weapons Center)

**NUCLEAR REGULATORY COMMISSION :**

Bethesda, Md.

**OFFICE OF MANAGEMENT AND BUDGET :**

Washington, D.C.

**RAILROAD RETIREMENT BOARD :**

Chicago, Ill.

Washington, D.C.

**SELECTIVE SERVICE SYSTEM:**

Washington, D.C.

**SMALL BUSINESS ADMINISTRATION:**

Washington, D.C.

**SMITHSONIAN INSTITUTION:**

Cambridge, Mass. (Smithsonian Astrophysical Observatory)

**STATE, DEPARTMENT OF OF:**

Washington, D.C.

**TRANSPORTATION, DEPARTMENT OF OF:**

OFFICE OF THE SECRETARY (Washington, D.C.)

COAST GUARD, U.S. (Governors Island, N.Y.)

**FEDERAL AVIATION ADMINISTRATION:**

Anchorage,

Fort Worth, Tex.

Los Angeles, Calif.

Alaska

Jamaica,

Oklahoma City,

Atlantic City,

Long Island, N.Y.

Okla.

N.J.

**TREASURY, DEPARTMENT OF THE:**

Departmental Printing Plant (Washington, D.C.)

**U.S. CUSTOMS SERVICE:**

New York, N.Y.

Washington, D.C.

**INTERNAL REVENUE SERVICE:**

Atlanta, Ga.

New York, N.Y.

Washington, D.C.

Chicago, Ill.

Philadelphia, Pa.

SAVINGS BOND DIVISION (Chicago, Ill.)

**U.S. INFORMATION AGENCY:**

Washington, D.C.

**U.S. INTERNATIONAL TRADE COMMISSION:**

Washington, D.C.

**U.S. POSTAL SERVICE:**

Washington, D.C.

**VETERANS' ADMINISTRATION:**

Arlington, Va.

## PLANT LISTING BY REGIONS

### REGION 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) :

#### MAINE :

Army, Department of :  
Camp Keyes, Augusta

#### MASSACHUSETTS :

Air Force, Department of :  
Hanscom Air Force Base, Bedford

Army, Department of :  
New England U.S. Army Engineer Division, Waltham  
U.S. Army Materials and Research Center, Watertown  
U.S. Army Natick Laboratories, Natick

General Services Administration :  
Boston

Smithsonian Institution :  
Smithsonian Astrophysical Observatory, Cambridge

#### NEW HAMPSHIRE :

Navy, Department of :  
Navy Publications and Printing Service Branch Office, Naval Ship-  
yard, NORTHDIV, Portsmouth

#### RHODE ISLAND :

Navy, Department of :  
Navy Publications and Printing Service Office, NORTHDIV, Newport

### REGION 2 (Delaware, New Jersey, New York, Pennsylvania) :

#### NEW JERSEY :

Army, Department of :  
Eastern Area, MTMC, Bayonne  
U.S. Army Electronics Command, Ft. Monmouth  
Picatinny Arsenal, Dover

Transportation, Department of :  
Federal Aviation Administration, Atlantic City

#### NEW YORK :

Army, Department of :  
U.S. Military Academy, West Point

Commerce, Department of :  
Maritime Administration, Kings Point, Long Island

Defense Logistics Agency :  
Defense Contract Administration Region, New York

**NEW YORK—Continued**

**Department of Transportation :**

**Coast Guard, Governors Island, New York**

**Federal Aviation Administration, Jamaica, Long Island**

**Energy Research and Development Administration :**

**Associated Universities, Inc., Upton Knolls Atomic Power Laboratory, Schenectady**

**General Services Administration :**

**New York**

**Government Printing Office :**

**New York**

**Navy, Department of :**

**Navy Publications and Printing Service Office, NORTHDIV, Brooklyn**

**Treasury, Department of :**

**U.S. Customs Service, New York**

**Internal Revenue Service, New York**

**PENNSYLVANIA :**

**Army, Department of :**

**Army Depot, New Cumberland**

**Army Depot, Tobyhanna**

**Frankford Arsenal, Philadelphia**

**Letterkenny Army Depot, Chambersburg**

**U.S. Army Engineer District, Philadelphia**

**U.S. Army Engineer District, Pittsburgh**

**U.S. Army War College, Carlisle Barracks**

**Defense Logistics Agency :**

**Defense Personnel Support Center, Philadelphia**

**Energy Research and Development Administration :**

**Bettis Atomic Power Laboratory, Pittsburgh**

**Interior, Department of :**

**Bureau of Mines, Pittsburgh**

**Navy, Department of :**

**Navy Publications and Printing Service, NORTHDIV, Philadelphia**

**Navy Publications and Printing Service Branch Office, NORTHDIV, Mechanicsburg**

**Navy Publications and Printing Service Branch Office, U.S. Naval Base, NORTHDIV, Philadelphia**

**Treasury, Department of :**

**Internal Revenue Service, Philadelphia**

**REGION 3 (Maryland, Virginia, Washington, D.C., West Virginia) :**

**MARYLAND :**

**Administrative Office of the U.S. Courts :**

**Publications Facility, Forestville**

**Agriculture, Department of :**

**Soil Conservation Service, Hyattsville**

**Air Force, Department of :**

**Andrews Air Force Base, Camp Springs**

**Army, Department of :**

**Fort George G. Meade (First U.S. Army)**

**Proving Ground, Aberdeen**

**U.S. Army Engineer District, Baltimore**

**Defense Mapping Agency :**

**Hydrographic Center, Suitland**

REGION 3 (Maryland, Virginia, Washington, D.C., West Virginia)—Continued

MARYLAND—Continued

Energy Research and Development Administration :

Headquarters ERDA, Germantown

Health, Education, and Welfare :

National Institutes of Health, Bethesda

Public Health Service, Rockville

Social Security Administration, Woodlawn

National Aeronautics and Space Administration :

Goddard Space Flight Center, Greenbelt

National Security Agency :

Fort George G. Meade

Navy, Department of :

Navy Publications and Printing Service Branch Office, Naval Academy, Annapolis

Naval Air Test Center, Patuxent River

Naval Surface Weapons Center, White Oak

Naval Ordnance Station, Indian Head

Naval Intelligence Support Center, Suitland

Nuclear Regulatory Commission :

Bethesda

VIRGINIA :

Air Force, Department of :

Langley Air Force Base, Hampton

Army, Department of :

U.S. Army Engineer District, Norfolk

U.S. Army Engineer Center, Ft. Belvoir

U.S. Army Quartermaster Center, Ft. Lee

U.S. Army Training and Doctrine Command, Ft. Monroe

U.S. Army Transportation Center, Ft. Eustis

Defense Intelligence Agency :

Arlington

Defense Logistics Agency :

Defense Documentation Center, Alexandria

Defense General Supply Center, Richmond

Defense Mapping Agency :

Defense Mapping School, Ft. Belvoir

Interior, Department of :

Geological Survey Map Plant, Reston

National Aeronautics and Space Administration :

Langley Research Center, Hampton

Wallops Flight Center, Wallops Island

Navy, Department of :

Commander in Chief Atlantic Fleet, Norfolk

Navy Publications and Printing Service Office, SOEASTDIV, Norfolk

Navy Publications and Printing Service Branch Office, SOEAST-DIV, Portsmouth

Marine Corps Base, Quantico

Naval Weapons Laboratory, Dahlgren

Veterans Administration :

Arlington

WASHINGTON, D.C. :

Administrative Office of the U.S. Courts

**WASHINGTON, D.C.—Continued**

**Agriculture, Department of :**

Office of Operations

**Air Force, Department of :**

Headquarters, U.S. Air Force

**Army, Department of :**

Armed Forces Institute of Pathology

National Defense University

**Civil Aeronautics Board**

**Civil Service Commission :**

Central Office

**Commerce, Department of :**

National Oceanic and Atmospheric Administration

Office of Publications

**Defense Mapping Agency :**

Topographic Center

**Environmental Protection Agency**

**Federal Communications Commission**

**Federal Home Loan Bank Board**

**Federal Power Commission**

**Federal Trade Commission**

**General Accounting Office**

**General Services Administration**

**Government Printing Office :**

Central Office

Departmental Service Office

**Health, Education, and Welfare, Department of :**

Office of the Secretary

**Housing and Urban Development, Department of**

**Interior, Department of :**

Main Plant

**Interstate Commerce Commission**

**Justice, Department of :**

Administrative Division

**Labor, Department of**

**Library of Congress**

**National Aeronautics and Space Administration**

**National Labor Relations Board**

**Navy, Department of :**

Defense Printing Service

Naval Research Laboratory, Bellevue

**Office of Management and Budget**

**Securities and Exchange Commission**

**Selective Service System**

**Small Business Administration**

**State, Department of :**

Foreign Affairs Document and Reference Center

**Transportation, Department of :**

Office of the Secretary

**Treasury Department :**

Customs Service

Departmental Printing Plant

Internal Revenue Service

**REGION 3 (Maryland, Virginia, Washington, D.C., West Virginia)—Continued**

**WASHINGTON, D.C.—Continued**

U.S. Information Agency  
U.S. Postal Service  
U.S. International Trade Commission

**WEST VIRGINIA :**

Army, Department of :  
U.S. Army Engineer District, Huntington

**REGION 4 (Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee) :**

**ALABAMA :**

Air Force, Department of :  
Gunter Air Force Base, Montgomery  
Army, Department of :  
Anniston Army Depot, Anniston  
U.S. Army Aviation Center and Fort Rucker, Ft. Rucker  
U.S. Army Missile Command, Redstone Arsenal, Huntsville  
U.S. Army Engineer District, Mobile

**FLORIDA :**

Air Force, Department of :  
Eglin Air Force Base, Valparaiso  
Patrick Air Force Base, Cocoa Beach  
Army, Department of :  
U.S. Army Engineer District, Jacksonville  
National Aeronautics and Space Administration :  
Kennedy Space Center  
Navy, Department of :  
Navy Publications and Printing Service Office, NATROM, SOEAST-DIV, Pensacola  
Naval Coastal Systems Laboratory, Panama City  
Navy Publications and Printing Service Branch Office, SOEAST-DIV, Jacksonville  
Navy Publications and Printing Service Branch Office, SOEAST-DIV, Orlando

**GEORGIA :**

Air Force, Department of :  
Robins Air Force Base, Macon  
Army, Department of :  
U.S. Army Engineer District, Savannah  
U.S. Army Forces Command, Ft. McPherson, Atlanta  
U.S. Army Infantry School, Ft. Benning  
U.S. Army Signal Center and Fort Gordon, Ft. Gordon  
General Services Administration :  
Atlanta  
East Point  
Health, Education, and Welfare, Department of :  
Center for Disease Control, Atlanta  
Treasury Department of :  
Internal Revenue Service, Atlanta

**MISSISSIPPI :**

Air Force, Department of :  
Keesler Air Force Base, Biloxi

Georgia, Mississippi, North Carolina, South Carolina, Tennessee)—Continued

**MISSISSIPPI—Continued**

**Army, Department of :**

U.S. Army Engineer Waterways Experiment Station, Vicksburg

**NORTH CAROLINA :**

**Army, Department of :**

XVIII Air Borne Corps and Fort Bragg, Fort Bragg

**Commerce, Department of :**

National Oceanic and Atmospheric Administration, Asheville

**Navy, Department of :**

Marine Corps Base, Camp Lejeune

**SOUTH CAROLINA :**

**Energy Research and Development Administration :**

Savannah River Plant, Aiken

**Navy, Department of :**

Navy Publications and Printing Service, SOEASTDIV, Charleston

**TENNESSEE :**

**Air Force, Department of :**

Arnold Engineering Development Center, Tullahoma

**Army, Department of :**

U.S. Army Engineer District, Nashville

**Defense Logistics Agency :**

Defense Depot, Memphis

**Energy Research and Development Administration :**

ERDA Technical Information Center, Oak Ridge

Union Carbide Nuclear Co., K-25 Plant, Oak Ridge

Union Carbide Nuclear Co., Y-12 Branch Plant, Oak Ridge

**REGION 5 (Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin) :**

**ILLINOIS :**

**Air Force, Department of :**

Scott Air Force Base, Belleville

**Army, Department of :**

Army Depot, Savanna

U.S. Army Armament Command, Rock Island

U.S. Army Engineer District, Chicago

**Energy Research and Development Administration :**

University of Chicago, Chicago

**Government Printing Office :**

Chicago

**Justice, Department of :**

Marion

**Navy, Department of :**

Navy Publications and Printing Service Office, NORTHDIV, Great Lakes

**Railroad Retirement Board :**

Chicago

**Treasury, Department of :**

Internal Revenue Service, Chicago

Savings Bonds Division, Chicago

**INDIANA :**

**Army, Department of :**

U.S. Army Administrative Center, Fort Benjamin Harrison



REGION 5 (Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin)—Continued

INDIANA—Continued

Commerce, Department of:

Bureau of Census, Jeffersonville

Navy, Department of:

Naval Ammunition Depot, Crane

KENTUCKY:

Army, Department of:

Lexington-Blue Grass Army Depot, Lexington

U.S. Army Armor Center and Fort Knox, Ft. Knox

U.S. Army Engineer District, Louisville

Energy Research and Development Administration:

Union Carbide Corp, Nuclear Division, Paducah

Health, Education, and Welfare, Department of:

Addiction Research Center, Lexington

Navy, Department of:

Naval Ordnance Station, Louisville

MICHIGAN:

Army, Department of:

U.S. Army Engineer District, Detroit

U.S. Army Tank Automotive Command, Warren

Commerce, Department of:

National Oceanic and Atmospheric Administration, Detroit

Defense Logistics Agency:

Defense Logistics Services Center, Battle Creek

OHIO:

Air Force, Department of:

Wright-Patterson Air Force Base, Dayton

Air Force Logistics Command

Foreign Technology Division

Energy Research and Development Administration:

National Lead Company of Ohio, Cincinnati

Monsanto Research Corp., Miamisburg

Goodyear Atomic Corp., Portsmouth

General Services Administration:

Cincinnati

National Aeronautics and Space Administration:

Lewis Research Center, Cleveland

Navy, Department of:

Navy Publications and Printing Service Branch Office, NORTH-DIV, Cleveland

REGION 6 (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota):

IOWA:

Energy Research and Development Administration:

Iowa State University, Ames

KANSAS:

Army, Department of:

Combined Arms Center and Fort Leavenworth, Ft. Leavenworth

Disciplinary Barracks, Ft. Leavenworth

Fort Riley

MISSOURI, ARKANSAS, MISSOURI, MISSOURI, MISSOURI, Missouri, Nebraska, North Dakota, South Dakota)—Continued

**KANSAS—Continued**

**Interior, Department of :**

Haskell Indian Junior College, Lawrence

**MINNESOTA :**

**Justice, Department of :**

Sandstone

**MISSOURI :**

**Army, Department of :**

U.S. Army Aviation Systems Command, St. Louis

U.S. Army Engineer District, Kansas City

U.S. Army Training Center Engineer and Fort Leonard Wood, Fort Leonard Wood

**Defense Mapping Agency :**

Aerospace Center, St. Louis

**Energy Research and Development Administration :**

The Bendix Corp., Kansas City

**General Services Administration :**

Kansas City

St. Louis

**NEBRASKA :**

**Agriculture, Department of :**

Soil Conservation Service, Lincoln

**Air Force, Department of :**

Offutt Air Force Base, Omaha

**Army, Department of :**

U.S. Army Engineer Division, Omaha

**REGION 7 (Arkansas, Louisiana, Oklahoma, Texas) :**

**ARKANSAS :**

**Army, Department of :**

U.S. Army Engineer District, Little Rock

**LOUISIANA :**

**Air Force, Department of :**

Barksdale Air Force Base, Shreveport

**National Aeronautic and Space Administration :**

Michoud Assembly Facility, New Orleans

**Navy, Department of :**

Navy Publications and Printing Service, SOEASTDIV, New Orleans

**OKLAHOMA :**

**Air Force, Department of :**

Tinker Air Force Base, Oklahoma City

**Army, Department of :**

U.S. Army Field Artillery Center and Fort Sill

U.S. Army Engineer District, Tulsa

**Interior, Department of :**

Chiloco Indian School, Chiloco

**Navy, Department of :**

Naval Ammunition Depot, McAlester

**Transportation, Department of :**

Federal Aviation Administration, Oklahoma City

**TEXAS :**

**Agriculture, Department of :**

Soil Conservation Service, Ft. Worth

REGION 7 (ARKANSAS, LOUISIANA, OKLAHOMA, TEXAS) —Continued

TEXAS—Continued

Air Force, Department of :

Air Force Security Service, San Antonio  
Kelly Air Force Base, San Antonio  
Sheppard Air Force Base, Wichita Falls

Army, Department of :

Red River Army Depot, Texarkana  
U.S. Army Air Defense Center and Fort Bliss, Ft. Bliss  
U.S. Army Engineer District, Galveston

General Services Administration :

Dallas  
Ft. Worth

National Aeronautics and Space Administration :

Johnson Space Center, Houston

Navy, Department of :

Navy Publications and Printing Service Branch Office, SOEAST-DIV, Corpus Christi

Transportation, Department of :

Federal Aviation Administration, Ft. Worth

REGION 8 (Colorado, New Mexico, Utah, Wyoming) :

COLORADO :

Air Force, Department of :

Peterson Air Force Base, Colorado Springs  
U.S. Air Force Academy, Colorado Springs

Army, Department of :

Army Depot, Pueblo

Commerce, Department of :

National Oceanic and Atmospheric Administration, Boulder

Energy Research and Development Administration :

Rockwell International, Boulder  
Bendix Field Engineering Corp., Grand Junction

Government Printing Office :

Denver

NEW MEXICO :

Army, Department of :

U.S. Army Engineer District, Albuquerque  
White Sands Missile Range, Las Cruces

Defense Nuclear Agency :

Kirtland AFB (East), Albuquerque

Energy Research and Development Administration :

Albuquerque Operations Office, Albuquerque  
Los Alamos Scientific Laboratory, Los Alamos  
Sandia Corporation, Albuquerque

Interior :

Southwestern Indian Polytechnic Institute, Albuquerque

UTAH :

Air Force, Department of :

Hill Air Force Base, Ogden

Army, Department of the :

Dugway Proving Ground, Dugway

General Services Administration :

Salt Lake City

**ARIZONA :**

**Army, Department of :**

Fort Huachuca

Proving Ground, Yuma

**Interior, Department of :**

Phoenix Indian School, Phoenix

**CALIFORNIA :**

**Air Force, Department of :**

Edwards Air Force Base, Muroc

March Air Force Base, Riverside

McClellan Air Force Base, Sacramento

Space and Missile Systems Organization, Inglewood

Vandenberg Air Force Base, Lompoc

**Army, Department of :**

Western Area, MTMC Oakland Army Base, Oakland

Army Depot, Sacramento

Defense Language Institute, Monterey

Sharpe Army Depot, Lathrop

Sixth U.S. Army, San Francisco

U.S. Army Engineer District, Los Angeles

U.S. Army Engineer District, Sacramento

**Energy Research and Development Administration :**

University of California, Berkeley

University of California, Livermore

**Government Printing Office :**

San Francisco

**Justice, Department of :**

Lompoc

**National Aeronautics and Space Administration :**

Dryden Flight Research Center, Edwards

Ames Research Center, Moffett Field

Jet Propulsion Laboratory, Pasadena

**Transportation, Department of :**

Federal Aviation Administration, Los Angeles

**Navy, Department of :**

Naval Weapons Center, China Lake

Naval Postgraduate School, Monterey

Navy Publications and Printing Service Office, WESTDIV, Oakland

Navy Publications and Printing Service Branch Office, WESTDIV,  
Point Mugu

Navy Publications and Printing Service, WESTDIV, San Diego

Navy Publications and Printing Service Branch Office, WESTDIV,  
Vallejo

**NEVADA :**

**Energy Research and Development Administration :**

Reynolds Electrical and Engineering Corp., Mercury

**Interior, Department of :**

Bureau of Reclamation, Boulder City

**REGION 10 (Idaho, Montana, Oregon, Washington) :**

**IDAHO :**

Energy Research and Development Administration :  
EG & G Idaho, Inc., Idaho Falls  
Interior, Department of :  
Bureau of Reclamation, Boise

**MONTANA :**

General Services Administration :  
Billings

**OREGON :**

Agriculture, Department of :  
Soil Conservation Service, Portland  
Army, Department of :  
U.S. Army Engineer District, Portland  
Interior, Department of :  
Bonneville Power Administration, Portland

**WASHINGTON :**

Army, Department of :  
U.S. Army Engineer District, Walla Walla  
Energy Research and Development Administration :  
Hanford Atomic Products Operation, Richland  
Government Printing Office :  
Seattle  
Navy, Department of :  
Navy Publications and Printing Service Office, WESTDIV, Bremer-  
ton

**REGION 11 (Alaska) :**

Army, Department of :  
Fort Richardson, 172d Infantry Brigade, Anchorage  
General Services Administration :  
Juneau  
Transportation, Department of :  
Federal Aviation Administration, Anchorage

**REGION 12 (Hawaii) :**

Navy, Department of :  
Navy Publications and Printing Service, PACDIV, Pearl Harbor  
Fleet Intelligence Center, Pacific, Pearl Harbor  
Naval Ammunition Depot, Oahu

## GOVERNMENT PRINTING OFFICE REGIONAL PRINTING PROCUREMENT OFFICES

### Region 1

U.S. Government Printing Office  
Regional Printing Procurement Office  
John W. McCormack Post Office and  
Court House  
Post Office Square  
Room 1400  
Boston, Massachusetts 02109  
Telephone: (617) 223-7566

### Region 2

U.S. Government Printing Office  
Regional Printing Procurement Office  
Federal Office Building #6  
5000 Wissahickon Avenue  
Philadelphia, Pennsylvania 19144  
Telephone: (215) 951-5691 or  
FTS: 438-5691

U.S. Government Printing Office  
Regional Printing Procurement Office  
201 Varick Street  
7th Floor  
New York, New York 10014  
Telephone: (212) 620-3321  
FTS: 660-3321

### Region 3

U.S. Government Printing Office  
Regional Printing Procurement Office  
1st and N Streets, S.E.  
Washington, D.C. 20403  
Telephone: (202) 755-9845

U.S. Government Printing Office  
Regional Printing Procurement Office  
Building 720-B  
Langley A.F.B., Virginia 23665  
Telephone: (804) 827-2553 or  
FTS: 928-2553  
IDS 165-2553

### Region 4

U.S. Government Printing Office  
Regional Printing Procurement Office  
900 Peachtree Street, N.E.  
Room 415  
Atlanta, Georgia 30309  
Telephone: (404) 526-3666  
FTS: 257-3666

### Region 5

U.S. Government Printing Office  
Regional Printing Procurement Office  
610 South Canal Street  
Room 1051  
Chicago, Illinois 60607  
Telephone: (312) 353-3916

U.S. Government Printing Office  
Regional Printing Procurement Office  
Federal Building, Room 34  
200 North High Street  
Columbus, Ohio 43215  
Telephone: (614) 469-6884  
FTS: 943-6884

### Region 6

U.S. Government Printing Office  
Regional Printing Procurement Office  
Room 1466  
210 North 12th Street  
St. Louis, Missouri 63101  
Telephone: (314) 622-4371  
FTS: 279-4371

### Region 7

U.S. Government Printing Office  
Regional Printing Procurement Office  
U.S. Courthouse and Federal Office  
Building  
1100 Commerce Street  
Room 3B7  
Dallas, Texas 75202  
Telephone: (214) 749-3111

### Region 8

U.S. Government Printing Office  
Regional Printing Procurement Office  
Denver Federal Center  
Building 53, Room H-1004  
Denver, Colorado 80225  
Telephone: (303) 234-2139

### Region 9

U.S. Government Printing Office  
Regional Printing Procurement Office  
Federal Office Building  
15000 Aviation Boulevard  
Room 2E26  
Lawndale, California 90261  
Telephone: (213) 536-6650  
FTS: 966-6650

U.S. Government Printing Office  
Regional Printing Procurement Office  
620 Folsom Street  
San Francisco, California 94107  
Telephone: (415) 556-5356

### Region 10

U.S. Government Printing Office  
Regional Printing Procurement Office  
4735 East Marginal Way South  
Seattle, Washington 98134  
Telephone: (206) 764-3763  
FTS: 399-3726

