ORDER

1720.36

PROCEDURES FOR PRINTING, DUPLICATING, AND COPYING

APRIL 1, 1980

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-W(ZZ)-2

Initiated By: AMS-110

FOREWORD

This order assigns primary responsibilities to ensure compliance and implementation of the Government Printing and Binding Regulations promulgated by the Joint Committee on Printing (JCP), and implements and transmits as Appendix 1, Order DOT 1360.5, Policy and Procedures for Printing, Duplicating and Copying. Other requirements, such as OMB Circular A-3 (Government Periodicals), are also taken into consideration in the exercise of their authority under Title 44 of the U.S. Code.

Brooks C. Goldman

BROOKS C. GOLDMAN
Director of Management Systems

TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION	PAGE NO.
1. Purpose.	1
2. Distribution.	1
3. Cancellation.	1
4. Background.	2
5. Reports.	2 (thru 4)
6.-19. RESERVED.	2 (thru 4)
CHAPTER 2. REGULATIONS	
20. Liaison with other Government agencies.	5 (and 6)
21. Purchase, Rental, Exchange, or Transfer of Equipment	5 (and 6)
22.-29. RESERVED.	5 (and 6)
APPENDIX 1. Order DOT 1360.5, Policy and Procedures for Printing, Duplicating, and Copying (41 pages)	1

CHAPTER 1. INTRODUCTION

1. PURPOSE. This order provides standards and procedures for printing, duplicating and copying throughout the Federal Aviation Administration. It also implements and transmits Order DOT 1360.5, Policy and Procedures for Printing, Duplicating, and Copying.

2. DISTRIBUTION. This order is distributed to division level in Washington regions, and centers.

3. CANCELLATIONS. The following orders are canceled:

a. AD 1720.1, Covers, Binders, and Art Work for Printed Material

b. 1720.3A, Revising and Reprinting External Publications

c. MS 1720.10, Approval for Printing Periodicals

d. 1720.13, Printing, Duplicating and Distribution Services

e. 1720.15, Printing, Binding, Distribution and Editorial Services Request, DOT F 1700-3

f. 1720.20, Standards for Reproduction Equipment at FAA Field Offices and Facilities

g. 1720.21B, Federal Printing Program

h. 1720.25, Heat-Shrink Packaging Process

i. 1720.27, Priority System for Printing and Dissemination of Time Critical Aviation Safety Related Material

j. 1720.31, Printing and Reproduction - Program to Reduce Volume and Costs

k. 1720.32, Inclusion of Printing or Graphics Requirements in Procurement Requests or Contracts for Equipment or Services

l. 1720.34, Photocopying of Copyrighted Materials

4. BACKGROUND. Printing is a costly commodity, subject to rigid controls and continued scrutiny from the Congress, the Office of Management and Budget, the General Accounting Office, and the Government Printing Office. The cost of printing is unnecessarily increased whenever there are author's alterations in proofs, or failure to take advantage of production economies such as good planning, editing, and formatting. To eliminate a substantial amount of unessential printing and excessive costs, the Joint Committee on Printing requires that printing and binding for general use be standardized, and urges that heads of departments and agencies "maintain under their direct supervision a central service with responsibility for the conduct of a coordinated program controlling the development of materials to be printed or duplicated, the procurement of printing, and the production and distribution of printed or duplicated matter."

5. REPORTS. Printing Managers of all regions and centers of FAA shall serve as liaison with AMS-110, Publishing and Graphics Management Branch, and are responsible for submitting the appropriate Joint Committee on Printing reporting forms within 30 days after March 31 and September 30 each year. These forms are made part of an all encompassing report to the Department and the Congressional Joint Committee on Printing. They are also the source documents for the analysis of the agency printing program. Users of this directive shall refer to Chapter IV of appendix 1 for reporting all printing, duplicating and copying activity. All pertinent reporting in FAA shall be sent to the Chief, Systems Support Division, AMS-100.

a. JCP Form No. 1, Printing Plant Report, 4 copies (RIS: MS 1720-3)

b. JCP Form No. 2, Commercial Printing Report, 3 copies (RIS: MS 1720-10)

c. JCP Form No. 3, Acquisition of Power Operated Collators For Use in Facilities Other than Printing Plants, 3 copies (RIS: MS 1720-12)

d. JCP Form No. 5, Annual Plant Inventories, 3 copies (RIS: MS 1720-5)

e. JCP Form No. 6, Stored Equipment, 3 copies (RIS: MS 1720-6)

f. JCP Form No. 7, Excess Equipment Disposal, 3 copies (RIS: MS 1720-11)

g. Duplicating and Copying Equipment Inventory Report, 2 copies (RIS: MS 1720-13)

6.-19 RESERVED.

CHAPTER 2. REGULATIONS

20. LIAISON WITH OTHER GOVERNMENT AGENCIES. When any matter pertaining to printing, binding, and the distribution of printed material requires referral to OST, the Joint Committee on Printing, departmental components of the Government Printing Office, or of other Government agencies, such referral shall be effected by and through the Systems Support Division, Office of Management Systems, AMS-100.

21. PURCHASE, RENTAL, EXCHANGE, OR TRANSFER OF EQUIPMENT.

a. The Chief, Systems Support Division, or designee, shall approve or disapprove all transactions involving the acquisition, transfer, or disposal of all printing equipment wherever located.

b. The Chief, Systems Support Division, or designee, shall approve or disapprove all transactions involving the acquisition, transfer, or disposal of all duplicating and copy-processing equipment in the Washington headquarters, including the Metropolitan Washington Airports.

c. Directors of regions and centers, or their designees, shall approve or disapprove all transactions involving spirit and stencil duplicators, and copiers for use within their respective areas of jurisdiction but not within an authorized printing plant.

22.-29. RESERVED.

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER: 1360.5
Date: 8/29/79

1720.36
Appendix 1
4/1/80

SUBJECT: POLICIES AND PROCEDURES GOVERNING DEPARTMENT OF TRANSPORTATION PRINTING, DUPLICATING AND COPYING

1. PURPOSE. This order prescribes policy, standards and procedures for publishing activities including editing, printing, duplicating, copying, binding, and distribution. It also assigns primary responsibities to ensure compliance and implementation of the Government Printing and Binding Regulations promulgated by the Joint Committee on Printing (JCP). Other requirements, such as OMB Circular A3 (Government Periodicals), are also taken into consideration in the exercise of its authority under Title 44 of the U.S. Code.

2. CANCELLATION.

a. DOT 1360.2A, DECENTRALIZED PRINTING, of 3-22-73.

b. DOT 1360.3A, PUBLISHING AND PRINTING—POLICY AND PRIMARY RESPONSIBILITIES, of 3-27-73.

3. REFERENCES.

a. DOT 1360.1A, Identification of Printed and Typed Materials and Visual Aids, of 7-31-72, which prescribes standards for identifying all material developed within the Department of Transportation (DOT) for dissemination or display to, and use by, the public or Department elements.

b. Government Printing and Binding Regulations, which is published by the Joint Committee on Printing, Congress of the United States.

c. DOT 1700.18b, Acquisition, Publication and Dissemination of DOT Scientific and Technical Reports, of 3-8-76, which establishes Department of Transportation (DOT) policy for the acquisition; publishing format and dissemination of scientific and technical reports.

d. DOT 1210.5, DOT Public Affairs Management Manual, of 2-6-74, which establishes policy and operational authority for the preparation, review and release of all materials intended to convey Department of Transportation of Transportation (DOT) information to the public.

e. Office of Management and Budget (OMB) Circular No. A-3, Revised, of 5-18-72, Subject: "Government Periodicals," which prescribes the policy and procedures for using appropriate funds available for printing.

4. POLICY. The policy of the Department is to:

a. Publish such materials as necessary to comply with Section 4(a) of the DOT Act or other legislative or regulatory requirements.

b. Ensure that all printing and duplicating produced by or for the Department shall be devoted to the work which the Department is authorized by law to undertake, and that it does 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.

c. Ensure that publications present their matter clearly to the intended user and are planned and produced against standards of strict economy.

d. Plan for and make distributions against essential requirements only and, to the maximum extent practicable, make public issuances available on a sales basis through the Superintendent of Documents or the National Technical Information Service (NTIS).

FOR THE SECRETARY OF TRANSPORTATION:

Edward W. Scott, Jr.
Assistant Secretary for
Administration

DISTRIBUTION: All Secretarial Offices, All Operating Elements

OPI: Office of Administration Operations

TABLE OF CONTENTS

	Page
CHAPTER I GENERAL	I-1
1. Background	I-1
a. Publishing—A Departmental Obligation	I-1
b. Printing Cost	I-1
c. Management of the Printing Program	I-1
2. Definitions	I-1
a. Printing Management Organization	I-1
b. Printing	I-1
(1) Departmental Printing	I-1
(2) Field Printing	I-1
(3) Contract Field Printing	I-1
c. Authorized Printing Plant	I-1
d. Camera Copy	I-1
e. Composition	I-1
f. Copy-Processing (Photo-Copying)	I-2
g. Distribution	I-2
h. Duplicating	I-2
i. House Organ	I-2
j. Joint Committee on Printing	I-2
k. Mailing List	I-2
l. Manuscript Copy	I-2
m. Microform	I-2
n. Microform Duplicating	I-2
o. Microform Production Unit	I-2
p. Periodical	I-2
q. Production Unit	I-2
r. Publication	I-2
s. Signature	I-2
CHAPTER II PRIMARY RESPONSIBILITIES	II-1
1. The Originating Organization	II-1
2. The OST Office of Public Affairs	II-1
3. The OST Office of Administrative Operations	II-1
4. The Operating Administrations	II-1
5. Decentralized Printing, Duplicating and Copying	II-1
a. Designation of Central Printing and Publications Management Organization	II-1
b. Policies for Production and Procurement of Printing and Duplicating	II-2
(1) In-House Production	II-2
(2) Procurement from Government Printing Office (GPO) Regional Printing Procurement	II-2
c. Procurement from Other Government Agencies	II-2
d. Procurement from Commercial Contractors	II-2
e. Authorizing the Acquisition or Disposal of Equipment	II-2
(1) Printing Equipment	II-2
(2) Duplicating and Copying Equipment	II-2
(3) Duplicating and Copying Equipment in the Field	II-2
(4) Requests for Acquisition of Equipment	II-3

Page

CHAPTER III REGULATIONS, STANDARDS AND PROCEDURES III-1

1. Advertisements III-1
2. Calling Cards III-1
3. Camera Copy III-1
4. Color Printing III-1
5. Illustrations III-1
6. Copyright III-1
7. Credit Lines III-1
8. Free Distribution III-1
9. Identification of Publications III-1
10. Mailing Lists III-1
11. Paper Stock III-2
12. Printing Requirements Resulting from Contracts and Grants III-2
13. Private or Commercial Work III-2
14. Security III-2
15. Style III-2
16. Procedures for Obtaining Services in the Washington Headquarters III-2
    a. Source of Service III-2
    b. Printing Review Point III-2
    c. Printing Review Official III-2
    d. Technical Advisory Services III-3
    e. Printing Services III-3
    f. Distribution Services III-3
    g. Editing Services III-3
17. Standards III-3
    a. Binding III-3
    b. Color in Publications III-3
    c. Composition and Layout III-3
    d. Corrections and Changes in Copy and Proofs III-3
    e. Covers III-3
    f. Form and Appearance of Manuscript Copy III-3
    g. Illustrations III-3

CHAPTER IV REPORTS

1. Responsibilities IV-1
2. Required Reports IV-1
    a. JCP Form No. 1, Printing Plant Report IV-1
    b. JCP Form No. 2, Commercial Printing Report IV-1
    c. JCP Form No. 3, Acquisition of Power Operated Collators IV-1
    d. JCP Form No. 5, Annual Plant Inventories IV-1
    e. JCP Form No. 6, Stored Equipment IV-1
    f. JCP Form No. 7, Excess Equipment Disposal IV-1
3. Summary of JCP Reports IV-1
4. Report on Transactions Involving Duplicating and Copying Equipment in the Field IV-1
5. Supply of Report Forms IV-2

ATTACHMENT 1. Federal Printing Offices and Boundaries
ATTACHMENT 2. JCP Form No. 1
ATTACHMENT 3. JCP Form No. 2
ATTACHMENT 4. JCP Form No. 3
ATTACHMENT 5. JCP Form No. 5
ATTACHMENT 6. JCP Form No. 6
ATTACHMENT 7. JCP Form No. 7
ATTACHMENT 8. JCP Tables Showing Normal Life of Printing Equipment and Condition and Evaluation Guide for Printing Equipment
ATTACHMENT 9. DOT F 1710.6 (10-78) Duplicating/Copying Equipment Inventory

Chapter I

GENERAL

1. BACKGROUND.

a. **Publishing—A Departmental Obligation.** Section 4(a) of the DOT Act provides that the Secretary shall "promote and undertake development, collection and dissemination of technological, statistical, economic and other information relevant to domestic and international transportation." The primary means for performance of the dissemination phase of this function is publishing.

b. **Printing Cost.** Printing is a costly commodity, subject to rigid controls and continued scrutiny by the Congress, the Office of Management and Budget, the General Accounting Office, and the Government Printing Office. The cost of printing is unnecessarily increased whenever there is a lack of planning, inadequate editing, elaborate format, author's alterations in proofs or failure to take advantage of production economies.

c. **Management of the Printing Program.** In its regulations, the Joint Committee on Printing:

(1) directs the heads of departments to supervise a central printing and publications management organization. This organization will conduct a coordinated program which controls the development of material to be produced, procured, or distributed through the utilization of conventional printing and binding methods or through the utilization of multiple copy microform methods, and

(2) directs that the central printing and publication management organization maintain equal responsibility and control of duplicating equipment and automatic copy processing or copier-duplicating machines.

2. DEFINITIONS OF TERMS.

For purposes of this Order the following definitions apply:

a. **Printing Management Organizations** are those organizational entities authorized to provide printing and distribution services. These include the OST Publishing and Graphics Division, Office of Administrative Operations, in the Washington Headquarters and authorized printing plants in the field. The term does not encompass units authorized to produce duplicating.

b. **Printing** means the processes of composition, platemaking, presswork, binding and microform; the equipment used in such processes and the end items produced by such processes and equipment.

(1) *Departmental Printing* means all "printing" which is for the use of Washington Headquarters or for the general use in an Administration regardless of the place of origin of such work.

(2) *Field Printing* means all "printing," produced primarily for use in the geographical area of its origin other than the Washington Headquarters.

(3) *Contract Field Printing* means all "field printing" procured from commercial sources.

c. **Authorized Printing Plant** is an organizational entity for which approval has been granted by the Joint Committee on Printing of the Congress of the United States, to perform departmental and/or field printing. (The printing plant located in the Washington Headquarters is authorized to perform both departmental and field printing). All other printing plants in the operating administrations are authorized to perform field printing only, unless a specific exception has been authorized by the Joint Committee on Printing.

d. **Camera Copy** is any image to be photographed for subsequent reproduction by printing or duplicating processes.

e. **Composition** includes typesetting or the preparation of final copy by any method used as a substitute for typesetting when it is procured commercially or produced in an authorized printing plant and is to be used in the production of printing.

f. **Copy-processing (photocopying)** is the production of material by diazo, electrostatic, heat and similar processes in the likeness of the original document using machines including, but not limited to: Ozalid, Apeco, Xerox, Thermofax, etc. (no endorsement intended or implied).

g. **Distribution** encompasses the development of a plan for the dissemination of printed and duplicated matter based on determination of requirements in terms of quantities and recipients and the subsequent effective execution of that plan, including provisions for initial distribution as well as back-up stock.

h. **Duplicating** means all work produced outside an authorized printing plant, by offset, spirit, or stencil processes on equipment not larger than 11x17 inches and which have a maximum image of 10-3/4x14-1/4 inches. Provided that: no work is produced that exceeds 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages.

i. **House Organ** is any periodical in which the major portion of the contents consists of news items and articles concerning the activities of the Department and is intended primarily for use within the Department.

j. **Joint Committee on Printing** is a committee established by Title 44 of the U.S. Code and is comprised of members of the Senate and House of Representatives of the U.S. Congress. The Committee is empowered to issue regulations governing printing, binding, and distribution in the Federal Government. Paragraph 103 of Title 44 U.S. Code reflects the remedial powers of the Joint Committee on Printing: "The Joint Committee may use any measure it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications."

k. **Mailing List** is a file containing the names and addresses of individuals, organizations, foreign and local governments, etc., to whom printed and duplicated matter is sent on a recurring basis.

l. **Manuscript Copy** is a typewritten document submitted to a printing management organization for review, editing or composition.

m. **Microform** means any product produced in miniaturized image format, but not including microfilming of administrative records, accounting reports or similar items.

n. **Microform Duplicating** means the production of not more than 250 duplicates from original microform.

o. **Microform Production Unit** means one roll of microfilm 100 feet in length or one microfiche.

p. **Periodical** is any publication-issued twice or more in any 12-month period with a continuing policy as to format, specification, content and purpose.

q. **Production Unit** means one sheet, size 8½x11 (215x280mm), printed one side, one color. Each additional color counts as an additional production unit.

r. **Publication**. The term publication means information matter generated by or for the Department of Transportation which is published as an individual document and which is stocked to be available upon request for all requestors, including the public reports which meet this criteria are considered publications.

s. **Signature** is a printed sheet containing a multiple number of pages in increments of four, folded as one unit and forming a section of a book or pamphlet, e.g. 4, 8, 12, 16, etc.

Chapter II

PRIMARY RESPONSIBILITIES

1. THE ORIGINATING ORGANIZATION, in conforming with publishing and printing policy, is responsible for:

a. the propriety and accuracy of matter to be printed, micropublished or duplicated;

b. determining the necessity for printing, micropublishing, duplicating, and distribution;

c. assuring that published material conforms with approved programs and policy;

d. coordinating and clearing substantive content with other interested offices and agencies as appropriate.

e. ensuring compliance with external requirements such as Government Printing and Binding Regulations and OMB Circular No. A-3, and internal requirements such as applicable Departmental directives; and

f. ensuring that all requirements for controlled publishing and printing services are obtained through designated Department channels.

2. THE OST OFFICE OF PUBLIC AFFAIRS, is responsible for the preparation, review, and release of all materials intended to convey Department of Transportation (DOT) information to the public.

3. THE OST OFFICE OF ADMINISTRATIVE OPERATION, acting on publishing and printing matters for the Assistant Secretary for Administration, is responsible for:

a. providing central printing and publications management services for the Department as required by and described in the Government Printing and Binding Regulations;

b. developing policy, regulations, and standards for the management of the Department's printing, micropublishing, duplicating, copying and distribution programs;

c. ensuring that external requirements, in such documents as the Government Printing and Binding Regulations and OMB Circular No. A-3, are adhered to throughout the Department;

d. conducting all liaison with the Joint Committee on Printing, and all staff liaison with the Government Printing Office, the Office of Management and Budget, the General Services Administration and other government agencies and nongovernment organizations on all printing and micropublishing matters;

e. representing the Department on boards and committees and before other branches of the Government or nongovernment organizations concerned with publishing and printing matters;

f. providing all printing, micropublishing, duplicating, copying, and distribution services, and such review and editing services for publications as are required to ensure appropriate clearance and coordination, compliance with policies and standards and creditable publications;

g. ensuring that services are provided in compliance with applicable publications;

h. providing technical advice and assistance to origination offices; and

i. issuing supplementary standards, procedures and guidelines as necessary to implement relenant Departmental policies, regulations and standards.

4. THE OPERATING ADMINISTRATIONS are responsible for the functions indicated in paragraphs 3f through 3i above, in providing publishing and printing services in the field.

5. DECENTRALIZED PRINTING, DUPLICATING AND COPYING.

a. **Designation of Central Printing and Publications Management Organization.** Paragraph 6 of the JCP Regulations (Edition No. 24) requires that the head of each department determine where printing is to be requisitioned through a central printing and publications management organization. In the Department of Transportation the central printing and publications management organization is the OST Publishing and Graphics Division, Office of Administrative Operations.

b. **Policies for Production and Procurement of Printing and Duplicating.**

(1) *In-house Production.* Printing or duplicating which is commercially procurable will not be produced by Department facilities. As general guidance, the JCP considers all printing and duplicating to be commercially procurable except classified materials and materials required in 3 work days or less; in practice, the time factor may vary.

(2) *Procurement from Government Printing Office (GPO) Regional Printing Procurement Offices.*

(a) Attachment 1 shows the boundaries of the Federal Printing regions, and lists the GPO Regional Printing Procurement Offices. Such offices have not been established outside of the forty-eight contiguous states.

(b) Except as provided in paragraphs 5c and 5d below ALL printing and duplicating determined to be commercially procurable will be requisitioned from the appropriate GPO Regional Printing Procurement Office.

(3) Procedures for requisitioning are published by the GPO and are forwarded to all DOT field organizations responsible for providing printing and duplicating services by their Washington Headquarters printing management organizations.

(4) Requisitions will be submitted through the DOT organization responsible for providing printing and duplicating service in the area where the need originates. That organization will requisition the work from the GPO regional office in its area OR in the area of the point of distribution, whichever appears to be more beneficial.

c. **Procurement from Other Government Agencies.**

(1) Outside the Washington metropolitan area, printing, or duplicating which is NOT commercially procurable may be procured from other Government agencies in the area where the need originates; e.g., General Services facilities in Federal office buildings.

(2) Outside the forty-eight contiguous states, ANY requirements may be procured from other Government agencies.

d. **Procurement from Commercial Contractors;**

(1) In the Washington Headquarters, ONLY the OST Office of Administrative Operations (acting in compliance with other provisions of this order) is authorized to procure printing and duplicating from commercial contractors.

(2) Outside the Washington Headquarters, printing and duplicating may be procured directly from commercial contractors upon the issuance of a waiver by a GPO Regional Printing Procurement Office.

(3) Outside the forty-eight contiguous states, printing and duplicating may be procured directly from commercial contractors. A waiver will be required at such time as the GPO establishes a GPO Regional Printing Procurement Office for the Federal Printing Region in which the contractor is located.

(4) All direct procurement from commercial contractors must be reported on JCP Form No. 2, "Commercial Printing Report." (See Attachment 3).

e. **Authorizing the Acquisition, Relocation or Disposal of Equipment.**

(1) *Printing Equipment.* To ensure compliance with the regulations of the Joint Committee on Printing, all transactions involving the purchase, rental, exchange, relocation or disposal of printing equipment, wherever located, require prior approval of the OST Publishing and Graphics Division, Office of Administrative Operations. This includes *all* equipment for use in authorized printing plants and auxiliary equipment for use with duplicators or copying equipment. (Auxiliary equipment includes composing machine, process camera, folder, collator, cutter, drill or other production equipment.)

(2) *Duplicating and Copying Equipment in the Washington Headquarters.* All transactions involving the acquisition, transfer, relocation, disposal or leasing of offset duplicators and copying equipment require prior approval of the OST Publishing and Graphics Division, if the equipment is to be used by any headquarters element of the Department located in the Washington metropolitan area.

(3) *Duplicating and Copying Equipment in the Field.* The operating administrations are authorized to acquire, transfer or dispose of offset, spirit and stencil duplicators and copying equipment for use in the field, except for an authorized printing plant.

(4) *Requests for Acquisition of Equipment.* All requests for acquisition or leasing of equipment in the Headquarters or field shall include a complete justification. The justification shall cover a minimum the following points:

(a) the intended use of the equipment;

(b) volume of work to be produced;

(c) cost of the equipment requested;

(d) any alternative equipment considered and reasons for selecting the requested equipment over other competitive makes and models;

(e) alternative sources of supply and reasons why they cannot be utilized.

Chapter III

REGULATIONS, STANDARDS AND PROCEDURES

1. ADVERTISEMENTS. No printed matter produced by or at the direction of the Department or an administration shall contain any advertisement for any private individual, firm or corporation; or contain any material which implies in any manner that the Government endorses or favors any specific commercial product, commodity or service.

2. CALLING CARDS. Printing or engraving of calling or greeting cards is considered personal rather than official and shall not be done at Government expense.

3. CAMERA COPY. Such copy and illustrations shall not be procured commercially by requesting offices except through printing management organizations.

4. COLOR PRINTING.

a. Printing in two or more colors or the use of illustrations is prohibited unless they are functional and essential to a clear understanding of the subject matter. Color printing will not be used for decorative purposes. The following categories are examples of color work that are functionally justified:

(1) maps and technical diagrams where color is necessary for clarity;

(2) food and medical disease identification;

(3) competitive areas of personnel recruiting;

(4) safety promotion and fire prevention.

b. Printing in two or more colors must be approved by the Chief, OST Publishing and Graphics Division. In the field, approval is delegated to the heads of printing management organizations.

5. ILLUSTRATIONS are to be used in DOT printed matter only when they:

a. Relate directly to the subject matter and are necessary to explain the text.

b. Do not serve to aggrandize an individual.

6. COPYRIGHT.

a. When copyrighted material is to be incorporated in whole or in part, in any matter to be printed or duplicated or reproduced by or for the Department, written permission shall be obtained from the copyright owner. This shall be done by the office requesting the material to be reproduced. A copy of the permission must accompany request for reproduction. Copyrighted lines are mandatory for copyrighted material; such lines shall be set in the smallest practical typeface so that they shall be subordinate both to text and illustration.

7. CREDIT LINES.

a. Courtesy or credit lines are permissible for uncopyrighted materials contributed or loaned by nongovernment activities. Such credit lines shall be set in the smallest practicable typeface so that they shall be subordinate both to text and illustration. No credit shall be given when such materials have been purchased by the Department.

b. When all such materials have come from a single nongovernment source, credit shall be given in an undisplayed preliminary paragraph instead of being repeated on an individual basis.

c. No credit lines shall be permitted for any designer, typographer or layout artist. Also, no credit lines shall be permitted for the sole purpose of giving credit to any author or department employee except in-house organs and similar morale type publications.

8. FREE DISTRIBUTION: No person connected with the Department shall furnish without prior JCP authorization any publication, directive, manual, report, etc., free to any private individual or organization in lots exceeding 50 copies unless the cost is less than one hundred dollars. This restriction includes the free distribution in bulk of any departmental material to private individuals or organizations for redistribution to names on their mailing lists, unless the initiative for this distribution is taken by the Department.

9. IDENTIFICATION OF PUBLICATIONS. All documents and publications printed at Department expense shall have printed thereon the words

"U.S. Department of Transportation", and/or the Department insignia, the name of the originating or sponsoring element shall also appear, the date of issuance and publication number.

10. MAILING LISTS. Such lists shall be maintained and controlled by printing management organizations and shall be revised at least once a year to eliminate waste in department funds caused by material being improperly addressed or mailed to persons no longer desiring such material. This method of revision shall require that persons receiving the 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. The use of titles on mailing lists in lieu of names will reduce the cost of list maintenance.

11. PAPER STOCK. Only those types, grades, weights and colors of paper included within the Government Paper Specification Standards issued by the Joint Committee on Printing shall be procured or specified for the printing, duplicating and binding of Department material. Exception may be authorized by the Joint Committee on Printing.

12. PRINTING REQUIREMENTS RESULTING FROM CONTRACTS AND GRANTS. The inclusion of printing within contracts for the manufacture and/or operation of equipment and for services such as architectural, engineering and research, or within grants is prohibited unless authorized by the Joint Committee on Printing. This regulation does not preclude:

a. procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of the contract or grant;

b. a requirement for the contractor or grantee to duplicate, as defined in paragraph 2h, Chapter I, not more than 5,000 units of one page or 25,000 units in the aggregate of multiple pages;

c. a requirement for administrative printing, e.g., forms and instructional materials, necessary to be used by a contractor, or grantee responding to the terms of a contract or grant. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by the OST Publishing and Graphics Division. However, the printing of such material for the Government must be accomplished in accordance with laws and regulations.

13. PRIVATE OR COMMERCIAL WORK. No work of a private or commercial nature shall be accomplished in any authorized printing plant or in any duplicating or copying unit of the Department even though the Government is reimbursed therefor.

14. SECURITY. The planning, preparation, production, procurement, stocking distribution, safegarding and disposal of classified printed and duplicated matter shall be in accordance with established security regulation, DOT ORDER 1640.4, Classification, declassification and Control of National Security Information, of 12-12-72.

15. STYLE. The Government Printing Office Style Manual shall be the standard guide in preparation of copy for printing by the Department.

16. PROCEDURES FOR OBTAINING SERVICES IN THE WASHINGTON HEADQUARTERS.

a. **Source of Service.** The OST will provide all printing services for the Washington Headquarters and such duplicating services as may be requested. OST will provide all distribution services for the Washington Headquarters.

b. **Printing Review Point.** All requests for printing services shall be reviewed by a printing review official at a central printing review point prior to submission to OST. Printing review points must keep the Publishing and Graphics Division, M-48, informed of the latest designated officials authorized to sign off on the printing and duplicating request. Only one key official and two alternates from each operation element and OST shall be authorized to sign off on Forms DOT F 1700.3 and DOT F 1700.8. A letter of request must be made to Chief, Publishing and Graphic Division, M-48, when there is a need for additional alternates.

c. **Printing Review Official.**

(1) Establishes relative priorities for work.

(2) Assures that funds are available and appropriately cited.

(3) Ensures compliance with policies and standards.

(4) Serves as a liaison with OST in all printing and copying matters.

d. **Technical Advisory Services.** The OST Printing Branch shall provide technical guidance for format development, production, planning, and the preparation of copy or other materials for production. Operating administration shall not directly contact the Government Printing Office or other production source for technical assistance or for information regarding production or procurement.

e. **Requests for Printing Service.**

(1) All requests for composition, printing, binding, distribution and related services shall be made by the use of Form DOT F 1700.3.

(2) Prior to receipt by OST, all requests shall be channeled through the printing review points designated under the provisions of paragraph 16b.

f. **Distribution Services.** Initial distribution requirements should be indicated on DOT Form 1700.3. Requirements for other distribution services, such as stock for subsequent use, contact your organization's distribution control officer.

g. **Editing Services.** Upon request, editing services will be provided through the Graphics Branch, M-486, on a contractual basis (Washington Headquarters).

17. STANDARDS.

a. **Binding.** Only standard types of binding shall be specified or used unless the additional expense can be justified by the requesting office. Standard types include saddle or side-stitched, pasted or perfect bind. Other types which generate additional expense include comb-binding and hard cover book binding.

b. **Color in Publication.** When use of two or more colors of ink (including black) is contemplated, the printing management organization shall be consulted during the initial planning stage. Approval shall not be granted unless the additional color(s) serve a specific functional purpose. When it is agreed that the use of two or more colors is essential, the requesting office shall furnish printing management organization with a written justification. This justification shall be used as documentation and as a basis for obtaining any additional approvals required by the regulations of the Joint Committee on Printing.

c. **Composition and Layout.**

(1) To the fullest extent practicable, part, chapter, section, and other headings and related display matter shall be composed in the same family of type and by the same process as the text matter. Unless an exception is granted by a printing management organization during the planning stage, maximum size for body text shall be 10-point type or equivalent, and wherever practical, smaller type sizes shall be used and leading between lines shall not exceed 2 points (single space typing).

(2) Blank pages shall be eliminated when possible, with due consideration for economies inherent in the use of signatures in printing production. Format and page makeup shall be planned to reduce blank space to a minimum. Unless an exception is granted by the cognizant printing management organization, all printing and duplicating shall be done on both sides of each sheet. Bleed pages shall be designed in accordance with imposition requirements and final trim sizes.

d. **Computerized text manipulating systems.** The use of computerized text manipulating systems in the preparation of a document or documents for publication must be coordinated with the Printing Branch, Planning Section.

e. **Corrections and Changes in Copy and Proofs.** All manuscript copy or camera copy shall be carefully prepared, edited and reviewed before submission for composition and/or printing. When a manuscript has advanced to galley or page proofs, nonessential improvements in the language, form or expression, punctuation, etc., shall be avoided. Author's alterations in proofs shall be kept to a minimum as they are expensive and delay production.

f. **Covers.** Publications not exceeding 32 pages shall have self-covers, i.e., covers of the same paper stock as the inside pages. Exceptions may be made such as when the publication is a part of a series. Separate covers may be authorized or used for publications consisting of more than 32 pages, however, self-covers shall be used on Department publications to the maximum extent practicable.

g. **Form and Appearance of Manuscript Copy.** Copy submitted for composition shall be clear and legible, shall be typed double spaced on only one side of the paper and shall not contain extensive additions or correction. Paragraphs shall be completed on one page and the pages shall be numbered consecutively. Tabular matter shall be on separate sheets.

h. **Illustrations.** Illustrations for use in printed and duplicated matter shall be designed with full consideration as to end use and the final trim size of the page(s) on which they are to be displayed.

CHAPTER IV
REPORTS

1. RESPONSIBILITIES. Each operating administration will submit the "required" reports to the OST Publishing and Graphics Division, Office of Administrative Operations. The Publishing and Graphics Division will prepare the reports for OST, consolidate, review, approve and transmit all reports to the Joint Committee on Printing.

2. REQUIRED REPORTS.

a. JCP Form No. 1, Printing Plant Report (Attachment 2). A semi-annual report summarizing all work done shall be made in triplicate on Parts II and III, JCP Form No. 1, by each operating DOT Printing Plant and forwarded not later than 45 days after the close of the first six months period (October-March). The second six months report (April-September) shall include Part I "Cost Information" to cover the entire year and shall be forwarded not later than November 15. Production information reported at the close of the first six months period shall not be repeated in the final report except that cumulative production unit totals shall be furnished in the space provided.

b. **JCP Form No. 2, Commercial Printing Report (Attachment 3).** A semi-annual report covering all transactions concerning composition, printing, binding and blank and blank book work procured directly from commercial sources shall be forwarded in duplicate in accordance with the schedule in paragraph 2a. A separate report shall be prepared for each DOT organization responsible for providing printing and duplicating service. Negative reports are not required.

c. **JCP Form No. 3, Acquisition of Power Operated Collators For Use in Facilities Other Than Printing Plants (Attachment 4).** A report is required in duplicate covering the acquistion of each power operated collating machine for any installation other than an authorized printing plant. This report shall be forwarded with 20 days after acquisition.

d. **JCP Form No. 5, Annual Plant Inventories (Attachment 5).** An annual report is required in duplicate on all printing, binding and related or auxiliary equipment located in authorized printing plants. The report will show make, condition, age, serial number, model and size of equipment. The report will be forwarded no later than November 15.

e. **JCP Form No. 6, Stored Equipment (Attachment 6).** An annual report is required in duplicate on all printing, binding, related or auxiliary equipment in storage in depots, warehouse, etc. The report will be forwarded no later than November 15.

f. **JCP Form No. 7, Excess Equipment Disposal (Attachment 7).** A report is required in duplicate on all items which are disposed from an authorized printing plant. The report will be forwarded no later than 20 days after completion of the disposal action. Attachment 8 will guide in estimating the value of printing equipment.

3. SUMMARY OF JCP REPORTS. The following table is presented for convenience of reference:

JCP FORM No.	*TITLE*	*DUE*
1	Printing Plant Report	Semi-Annual
2	Commercial Printing Report	Semi-Annual
3	Acquisition of Power Operated Collators For Use In Other Than Authorized Printing Plants	Within 20 days after acquisition
5	Annual Plant Inventories	Not later than November 15
6	Stored Equipment	Not later than November 15
7	Excess Equipment Disposal	Within 20 days after disposal

4. REPORT ON TRANSACTIONS INVOLVING DUPLICATING AND COPYING EQUIPMENT IN THE FIELD.

a. The Joint Committee on Printing requires the central point of liaison in each Government department to maintain information on all of the Department's duplicating and copying equipment.

A report will be submitted to the Publishing and Graphics Division, Office of Administrative Operations (OST) within 90 days of the date of this order listing and describing the offset duplicators and copiers currently on hand and any auxiliary equipment used with this equipment. The report will include the location and the use of the equipment. (See Form DOT F. 1710.6 (10-78) (Attachment 9).

b. The submission of the information requested by DOT F 1710.6 will become an annual requirement due no later than 30 days following the end of each fiscal year through the channels established by individual operating administrations.

5. SUPPLY OF REPORT FORMS. Activities may obtain supplies of all the prescribed reports forms from the OST Publishing and Graphic Division, M-48.

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
Fedral 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

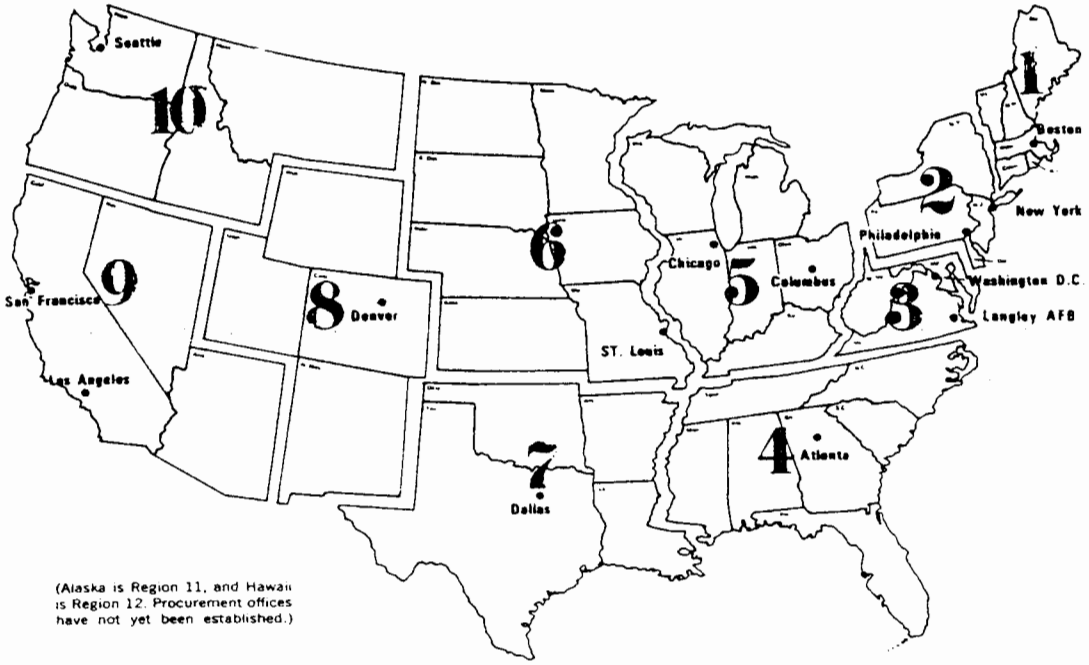
Region 9

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



(Alaska is Region 11, and Hawaii is Region 12. Procurement offices have not yet been established.)

PRINTING PLANT REPORT

JCP FORM NO. 1 (REV. 3-71)

Department headquarters shall submit two copies of this report to the Joint Committee on Printing within 30 days after the close of each of the first three fiscal quarters. The last fiscal quarter report shall be forwarded to the committee in duplicate not later than August 31.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT (STATE, CITY, AND STREET)	JCP AUTHORIZATION NO.	FOR PERIOD ENDED
		19629	9/30/ 76

PART I.—COST INFORMATION (FOR FISCAL YEAR ONLY)

ITEM	ALL PRINTING, EXCEPT COMPOSITION [1] (COL. A)	COMPOSITION, ALL TYPES [2] (COL. B)	OPERATIONS OTHER THAN PRINTING [3] (COL. C)
	Omit cents	*Omit cents*	*Omit cents*
Total salaries of all personnel including supervisory directly engaged in the operation of plant (including overtime and annual and sick leave)	$1,038,324	$ 131,441	$1,273,911
Cost of paper, ink, chemicals, negatives, plates, etc., used during report period	386,955	16,924	608,908
Depreciation of equipment (1% per month of original cost until fully depreciated)	26,389	-	12,528
Amount spent for repairs and maintenance	22,216	2,833	20,997
Allowance for space occupied (whether Government-owned or rented), utilities, etc. (14.5 cents per month per square foot of total space occupied)	31,323	7,830	27,405
Amount spent for rental of equipment	-	-	787,258
Total cost (Use col. A total from this line to compute cost per 1,000 units)	1,505,207	159,028	2,731,007
Total cost of printing including composition (col. A + col. B)		1,664,235	x x x x x

[1] Include in Column A cost of all offset camera work, negative work, imposition, platemaking, duplicating, presswork, scoring, perforating, numbering, folding, collating, gathering, drilling, punching, stitching, sewing, inserting, tipping, padding, trimming, tying, wrapping, and all other operations necessary to complete printing or binding product.

[2] Include in Column B cost of all composition produced by plant.

[3] Include in Column C cost of all operations not involving printing (Col. A) and composition (Col. B). Costs to be included in Column C will include, but not be restricted to, addressing, distribution, camera work (other than lithographic), photostating, ozalid, B/W, etc.

PART II.—PRODUCTION INFORMATION

	PRESSWORK	UNITS PER PRESS IMPRESSION (COL. D)	NUMBER OF PRESSES IN EACH CATEGORY REPORTED (COL. E)	NUMBER OF STENCILS, MASTERS, PLATES, OR FORMS (COL. F)	TOTAL UNITS PRODUCED, EXCLUDING OVERRUNS (COL. G)
OFFSET (Include mimeograph and spirit)	11" x 17" or less (maximum image 10¾" x 14")	1	5	13,612	2,665,443
	11" x 17" or less, tandem (maximum image 10¾" x 14¼")	2	4	115,213	40,075,206
	11" x 17" (image larger than 10¾" x 14¼")	2			
	14" x 20", and 15" x 18"	2			
	11" x 17" tandem (image larger than 10¾" x 14¼")	4			
	17" x 22" and 19" x 25"	4	2	8,114	68,767,672
	22" x 29"	6			
	22" x 34"	8			
	23" x 36"	8			
	23" x 36" perfecting	16			
	34" x 44"	16			
	Other (specify)				
	Total units produced by offset this fiscal quarter	x x x	x x x x	x x x x x	111,508,321
LETTER-PRESS	Under 10⅝" x 16"	1			
	Other (specify)				
	Total units produced by letterpress this fiscal quarter	x x x	x x x x	x x x x x	111,508,321
	Total units produced in plant this fiscal quarter	x x x	x x x x	x x x x x	
	NOTE: Complete this block only on last fiscal quarter report.				
	Total units produced in plant this fiscal year	x x x	x x x x	x x x x x	188,908,766
	Cost per 1,000 units (total cost of printing, excluding composition, part I, col. A, divided by total production units produced in the plant. Drop last 3 digits of col. G when computing cost per 1,000 units.).				$7.97

PREPARED BY (Person in charge of plant)

John Doe, Chief, Printing Section

DATE SUBMITTED

November 15, 1978

Face of JCP Form No. 1

PART III—LIST OF REPORTABLE JOBS RUN DURING THE PERIOD*

*Report only those jobs which exceed the quantity of production units, by press production unit size, as shown below:

Press Production Unit Size	Production Units
Less than 4 units	25,000
4 units	60,000
6 units	90,000
8 units	120,000
16 units	240,000
Over 16 units	No listing required

Unit Size**

11" x 17" or less (maximum image 10¾" x 14¼")	1
11" x 17" or less, tandem (maximum image 10¾" x 14¼")	2
11" x 17" (image larger than 10¾" x 14¼")	2
14" x 20"	2
15" x 18"	2
11" x 17" tandem (image larger than 10¾" x 14¼")	4
17" x 22"	4
19" x 25"	4

Unit Size**

22" x 29"	6
22" x 34"	8
23" x 36"	8
25" x 38"	10
23" x 36" perfecting	16
34" x 44"	16
45" x 48"	24
42" x 58"	28
48" x 54"	30

TITLE OF PUBLICATION OR FORM (1)	NUMBER OF PAGES IN PUBLICATION OR FORM (2)	NUMBER OF COPIES REQUIRED OF EACH PAGE IN COLUMN 2 (3)	FINISHED PRINTED PAGE SIZE (4)	UNIT SIZE OF PRESS ON WHICH PRODUCED** (5)	PRESS RUN REQUIRED TO COMPLETE JOB EXCLUSIVE OF OVERRUNS, SPOILAGE, ETC. (6)	TOTAL PRODUCTION UNITS—COLUMN (5) MULTIPLIED BY COLUMN (6) (7)	PROCESS M—Mimeo O—Offset L—Letterpress S—Spirit (8)
Aviation Regulatory Reform	161	1,000	8x10-1/2	2	80,500	161,000	"
Report to Congress	134	600	8x10-1/2	2	39,900	79,800	"
Aviation Act of 1975	167	700	8x10-1/2	2	58,490	116,900	"
Report on the Potential for Intergating Rail Service	188	300	8-1/2x11	2	28,700	56,400	"
Concorde Report	88	600	8x10-1/2	2	26,400	52,800	"
Backup Emergency Communication System	41	800	8x10-1/2	2	16,400	32,800	"
Airline Regulatory Reform	114	700	8-1/2x11	2	39,900	79,800	"
Parking Management	80	600	8-1/2x11	2	24,000	48,000	"
Request for Proposal Technical Data Package	432	125	8-1/2x11	2	27,000	54,000	"
Concorde Monitoring Report June	112	500	8x10-1/2	2	56,000	112,000	"
Coast Guard Budget	162	340	8x10-1/2	1	55,080	55,080	"
UMTA Budget	199	250	8x10-1/2	1	49,750	49,750	
					TOTAL	898,330	XXXX

JCP FORM NO. 1 (BACK) (REV. 3-71)

COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (Rev. 3-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

NAME OF DEPARTMENT OR AGENCY	NAME OF SERVICE	CITY AND STATE	FOR PERIOD ENDED
			9/30/76

DESCRIPTION (List each job separately)	JCP or GPO waiver number and date (if applicable)	Total number of copies	Number of pages per copy	Style of binding (if any)	Total cost, including paper
Logistics Notes		500	6	Staple	$ 85 00
Safety Seminar Brochures		6,500	2	None	25 50
Safety Bulletin Poster		3,000	1	None	110 50
Letterhead		500	1	None	15 00
Charts		10	7	None	146 00
Mail Tag w/control numbers		1,000	1	None	74 00
Flyer for Accident Prevention		50	1	None	41 00
Information Card		100	2	None	10 00
Training Guide		100	1	None	5 28
ADP Control Card		4,000	1	None	56 51
Envelopes		2,000	1	None	73 00
TOTAL COST					641 89

SIGNATURE	TITLE	DATE SUBMITTED
Ray Bing	Chief, Services Section	10-17-77

JCP Form No. 2

Form for Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants.
JCP FORM NO. 3 (3/63)

Department headquarters shall submit this form to the Joint Committee on Printing within 30 days after acquisition of each power-operated collating machine for any installation other than an authorized printing plant.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF INSTALLATION (State, City, Street, Building, and Room No.)

PRODUCTION INFORMATION FOR PAST YEAR

	NUMBER OF DUPLICATORS IN EACH CATEGORY REPORTED	NUMBER OF STENCILS, MASTERS, PLATES	TOTAL UNITS PRODUCED
Stencil duplicators	1	39	2,950
Spirit duplicators			
Offset duplicators	1	3,725	84,240
Total units produced	x x x x x x x x x x x x	x x x x x x x x x x x x	

PROJECTED PRODUCTION INFORMATION FOR NEXT YEAR

	NUMBER OF DUPLICATORS IN EACH CATEGORY	NUMBER OF STENCILS, MASTERS, PLATES	TOTAL UNITS ANTICIPATED
Stencil duplicators	1	45	3,250
Spirit duplicators			
Offset duplicators	1	4,100	92,500
Total projected production	x x x x x x x x x x x x	x x x x x x x x x x x x	

INVENTORY OF EQUIPMENT

List below all equipment (see par. 9, cols. 1, 2, and 3, of current Government Printing and Binding Regulations) now in installation.

DESCRIPTION Group and identify by type of machinery in the following order: Composing, platemaking, duplicators, binding, and related equipment	AGE	CONDITION*	SERIAL NO.	SIZE	MODEL	ESTIMATED VALUE
						$
PLATEMAKER:						
Bruning	7	F	2394	8-1/2x14	2000	300 00
PRESS:						
AB Dick (Stencil)	4	G	211	8-1/2x14	F-4	150 00
A&M Offset	7	G	940432	10x15	1250	180 00
BINDING:						
Thomas Rotomatic (30 sta.)		N	69051118	8-1/2x14	30-1	10,500 00

SIGNATURE	OFFICIAL TITLE	DATE SUBMITTED
Bob Brown	Chief, Office Services	9-08-78

*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable.

(OVER)

Face of JCP Form No. 3

JOBS PRODUCED DURING MOST RECENT 90-DAY PERIOD

CATEGORY OF JOBS TO BE COLLATED BY NUMBER OF SHEETS IN A SET	NUMBER OF JOBS IN THESE CATEGORIES				TOTAL NUMBER OF SHEETS IN CATEGORY	TOTAL NUMBER OF PAGES IN CATEGORY
	UP TO 50 COPIES	51 TO 100 COPIES	101 TO 250 COPIES	OVER 250 COPIES		
UP TO 8 SHEETS	15				750	120
9 TO 12 SHEETS	2		1		1,600	22
13 TO 24 SHEETS						
OVER 24 SHEETS	11	24			24,621	1,800

JCP FORM NO. 3 (3/63) (BACK) 98878-h U.S. GOVERNMENT PRINTING OFFICE

Back of JCP Form No. 3

ANNUAL PLANT INVENTORY

JCP FORM NO. 6 (Rev. 5-65)

Department headquarters shall submit one copy to the JOINT COMMITTEE ON PRINTING within 60 days after the close of each fiscal year. List all printing, binding, and related or auxiliary equipment in the plant. Use additional sheets if necessary.

THIS FORM IS FOR THE USE OF ALL AUTHORIZED PRINTING PLANTS

NAME OF DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT	JCP AUTHORIZATION NO. ESTABLISHING PLANT	FOR PERIOD ENDED
			9-30-77

DESCRIPTION Group and identify by type of machinery in the following order: Composing, platemaking, printing presses, binding, and related equipment.	AGE (yrs)	CONDITION*	SERIAL NO.	SIZE	MODEL
PLATEMAKING					
Itek Platemaker	3	E	3484	12x18	3A003
PRINTING PRESSES					
Multilith Offset Press LW	4	E	266178	11x17	1250W
Multilith Offset Press	7	G	201372	10x15	1250
Multilith Offset Press	6	E	229017	10x15	1275
Copier/Duplicator, Xerox (Leased)					9200
BINDERY EQUIPMENT					
30 Station Programmed Rotogather, Pitney Bowes	6	E	7106758-FP	-	1437
Stitcher, Pitney Bowes SS-1	6	E	71061716		1415
Collator, Macey	2	E	391		401A-8
Stitcher, wire, single head, Bostitcher	2	E	775185	7/8"	401A-7
Cutter, Power, Challenge	13	G	10521	19"	193HB
Folder, Baum	13	G	33577-S4	17x22	17x22
Paper Drill, Challenge	14	G	21114	-	EH-3
Stapler, Bostomatic, Bostich	17	P	1004	-	B5E2J
Stapler, Bostomatic, Bostich	17	P	903	-	B5E2J
Jogger, Paper, Electric	17	P	122859	-	665

SIGNATURE	OFFICIAL TITLE	DATE SUBMITTED
Jean Dookes	Chief, Printing Section	10-17-77

*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable.

16—76178-4

(OVER)

JCP Form No. 5

ANNUAL INVENTORY OF STORED EQUIPMENT

JCP FORM NO. 6 (Rev. 5-45)

Department headquarters shall submit one copy to the JOINT COMMITTEE ON PRINTING within 60 days after the close of each fiscal year. List all printing, binding, and related or auxiliary equipment on hand, in storage depots, warehouses, etc., not inventoried in a plant. Use additional sheets if necessary.

NAME OF DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLACE WHEREIN EQUIPMENT IS STORED	FOR PERIOD ENDED
		9/30/76

DESCRIPTION Group and identify by type of machinery in the following order: Composing, platemaking, printing presses, binding, and related equipment.	AGE (YRS)	CONDITION*	SERIAL NO.	SIZE	MODEL
COMPOSING					
Line casting Machine-Intertype	17	F	28109	-	F4
Proof Press, Vandercook	14	F	32232	13x28	1238
PRESSES					
Addressograph/Multigraph	11	F	954642	10x15	1250

SIGNATURE	TITLE	DATE SUBMITTED
John Brown	Chief, Printing Section	10/17/76

*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable.

EXCESS EQUIPMENT DISPOSAL REPORT

JCP FORM NO. 7 (Rev. 12-72)

Department headquarters shall submit one copy of this form to the Joint Committee on Printing within 30 days after completion of disposal action. Equipment shall be reported on this form in accordance with procedures contained in paragraph 10, JCP Regulations.

NAME OF DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT OR INSTALLATION WHERE EQUIPMENT WAS USED OR STORED	JCP AUTHORIZATION NO., IF PLANT
		20360

DESCRIPTION Group and identify by type of machinery in the following order: Composing, platemaking, printing presses, binding, and related equipment.	AGE	CONDITION*	SERIAL NO.	SIZE	MODEL	ESTIMATED VALUE
PLATEMAKING:						$
NuArc	15	P	26490	17x22	FT 261	48 50
PRESS						
Addressograph/Multigraph	11	F	954642	10x15	1250	66 00

SIGNATURE (Designated Official)	TITLE	DATE SUBMITTED
John Smith	Printing Officer	10-17-76

*Condition: N-New, E-Excellent, G-Good, F-Fair, P-Poor, U-Unsatisfactory.

16—76093—4 U.S. GOVERNMENT PRINTING OFFICE

JCP Form No. 7

TABLE I—NORMAL LIFE OF PRINTING EQUIPMENT

	Years
Addressing and mailing machines	10
Back-Stripping Machines	15
Blueprint machines	10
Book carton inserter and sealer	10
Cameras, copying darkroom	20
Casting machines, lead and rule	20
Collating cabinets (nonmechanical)	20
Collating machines:	
Power-operated	10
Manually operated (foot-treadle or electric pushout)	5
Collating tables rotary	20
Counting machine (card and paper)	10
Cutters and book trimmers	20
Drilling machines, power operated	15
Duplicating machines:	
Stencil	10
Spirit or gelatin	5
Electric typewriters, tape activated	10
Feeder-stitcher, automatic, signature	15
Folders:	
Up to and including 14"X24"	10
Larger sizes	20
Gathering machines, power-operated	20
Inserting machine, signature	15
Intensity meters	10
Imposing tables	15
Joggers, power-operated	10
Lamps, camera or plate	10
Lead and slug cutters, miterers and monotabular broach	20
Melting furnaces	20
Offset platemaking units not requiring the use of negatives	10
Offset platemaking units requiring the use of negatives	15
Packaging and Sealing Machine, plastic wrap	10
Perforators	20
Photostat machines:	
Standard	20
Continuous	15
Photocomposing machines	10
Photocomposition devices	5
Plate developing machine	10
Presses, offset:	
Sheet sizes 10"X15" to less than 14"X20"	10
Sheet sizes 14"X20" to less than 22"X34"	15
Sheet sizes 22"X34" and larger	20
Presses, letterpress:	
Rotary (multigraph)	10
Platen	20
Cylinder	20
Presses, proof	20
Presses, silk screen, power operated	10
Press Dampener cleaner	20
Processor, film	10
Roll converter	5
Saw trimmers	20
Screens, halftone:	
Glass	20
Contact	2
Sinks, temperature-control	15
Stitchers, power-operated	15
Tables:	
Lineup and register	15
Layout and opaquing	20
Plate finishing	15
Tying machines	15
Typecasting and typesetting machines	20
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	B	C																			
Condition Group	Normal life in years*	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																	
	10	100	100	100																	
	15	100	100	100																	
	20	100	100	100																	
Excellent—Used, no apparent wear and free from operational defects.	5	80	61	44	27	10	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
Good—Used, requires only organizational maintenance.	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
Fair—Needs adjustments, repairs and replacement of minor parts to compensate for normal wear.	5	60	46	33	21	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	65	57	50	44	38	32	26	20	15	10	10	10	10	10	10	10	10	10	10	10
	15	70	62	55	49	44	40	36	32	28	25	22	19	16	13	10	10	10	10	10	10
	20	75	68	62	57	53	49	45	41	37	34	31	28	25	22	20	18	16	14	12	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.

DEPARTMENT OF TRANSPORTATION
DUPLICATING/COPYING EQUIPMENT INVENTORY

Administration	Regional Office		Reporting Office/Facility		Signature			Date
Bldg/Rm.	*Manufacturer*	*Model No.*	*Accessories*	*Date Installed*	*Owned*	*Leased*	*Pricing Plan*	*Average Monthly Volume*

DOT F 1710.6 (10-78)