

This program consists of approximately 15,000 customer orders of varying types and sizes annually. The output required for these orders consists of approximately 5,000 hours annually for furnishing of editorial service; production of approximately 130 million press units (8 by 10½) annually; approximately 50,000 hours annually for distribution service; and procurement of printing from the Government Printing Office.

6. Would you describe the principal operations that are involved in producing this output?

The principal operations involved consist of editing and proofreading; manuscript preparation; hot metal composition, production of negatives; production of both metal and paper plates; presswork; complete bindery operations; preparation and maintenance of mail lists and distribution of printed matter; and procurement of printed matter from GPO.

7. How many employees are involved in the program and in what general type of employment categories do they fall?

A total of 126 employees are authorized for this program.

8. What is the grade structure and how many supergrades—quota and non-quota—are involved?

There are no supergrades involved in this program and the grade structure is as follows:

GS employees:

GS-15 -----	1
GS-14 -----	1
GS-13 -----	2
GS-12 -----	7
GS-11 -----	7
GS-9 -----	4
GS-7 -----	12
GS-5 -----	8
GS-4 -----	7
GS-3 -----	10
GS-2 -----	9
Total -----	68

Wage board employees—Con.

WP-20 -----	3
WP-19 -----	6
WP-17 -----	4
WP-16 -----	4
WP-15 -----	1
WP-14 -----	8
WP-13 -----	2
WP-12 -----	7
WP-9 -----	14
WP-8 -----	1
WP-7 -----	1
WP-6 -----	1
WP-5 -----	2
WP-4 -----	2
Total -----	58

Wage board employees:

WP-23 -----	1
WP-22 -----	1

9. What capital equipment, such as ADP, if any, do you rely upon to fulfill this program?

Capital equipment consists entirely of printing, binding, and related equipment, with a total acquisition value of \$499,132.

10. Do you expect the expenditures or the benefits of the program to grow appreciably in the future?

It is anticipated that additional common administrative services will be established and/or transferred to the working capital fund in the future, such as ADP services; visual aids; building management; communications; duplicating and copying; mail and messenger services; motor pool management; and supply service and warehousing.

11. At what level are the personnel responsible for the various parts of the program coordinated to determine if the program as a whole is being efficiently carried out?

Personnel responsible for various parts of the program are coordinated at the level of the Director of Administrative Operations, OST.

12. Is there a continual program review within the agency, other than the annual budgetary review, to determine more effective and efficient ways to achieve these program objectives?

In addition to periodic internal audits performed by the Office of Audit, OST, the program is reviewed on a continuing basis by the Office of Administrative Operations. Operating efficiencies for each work process are reviewed monthly and comparisons are made with established and approved standards.

13. To your knowledge, does this program duplicate or parallel work being done by any other agency?