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Office of Privacy and Disclosure  
617 Altmeyer Building  
6401 Security Boulevard  
Baltimore, Maryland 21235  
[Online FOIA Request Form](#)

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## SOCIAL SECURITY

Refer to:  
S9H: AM9907

February 13, 2015

I am responding to your Freedom of Information internet request for a copy of the most recent Social Security Administration's (SSA) Comprehensive Printing Plan.

Enclosed is a copy of SSA Comprehensive Printing Program Plan for Fiscal Years 2015-2017.

If you disagree with this decision, you may appeal it. Mail the appeal within 30 days after you receive this letter to the Executive Director for the Office of Privacy and Disclosure, Social Security Administration, 617 Altmeyer Building, 6401 Security Boulevard, Baltimore, Maryland 21235. Mark the envelope "Freedom of Information Appeal."

Sincerely,

Mary Ann Zimmerman  
Acting Freedom of Information Officer

Enclosure

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**SOCIAL SECURITY ADMINISTRATION**

**Comprehensive Printing Program Plan  
For Fiscal Years 2015- 2017**

**(Includes FY 2013 Printing Activity Reports)**

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January 2014

COMPREHENSIVE PRINTING PROGRAM PLAN  
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## PART 1 – GENERAL

### A. Agency Introduction

The Acting Commissioner directs the operation of the Social Security Administration (SSA). A Chief of Staff, Deputy Chief of Staff, Office of Executive Operations, General Counsel, Inspector General, Chief Actuary, Chief Strategic Officer, and eight Deputy Commissioners assist her organizationally. Regional Commissioners, who are responsible for directing the activities within their geographical area, head each of SSA's ten regional offices (RO). We included an SSA organizational chart on page 5 of this report.

We deliver services through a nationwide network of approximately 1,500 offices that include ROs, field offices (including Social Security card centers), teleservice centers, processing centers, hearing offices (including satellite offices and National Hearing Centers), the Appeals Council, and our headquarters in Baltimore, Maryland. We employ approximately 75,000 Federal and State employees who serve approximately 63 million beneficiaries and more than 165 million Social Security taxpayers.

During fiscal year (FY) 2013, we paid over \$855 billion to beneficiaries and Supplemental Security Income (SSI) recipients and posted 251 million wage reports. We also responded to over 53 million inquiries via our National 800-number, issued over 16 million new and replacement Social Security number (SSN) cards, and serviced 43 million visitors to our field offices.

Our headquarters in Baltimore, Maryland includes staff offices, the National Computer Center, disability claims operations, earnings records maintenance, and foreign claims operations. We operate data operations centers in Wilkes-Barre, Pennsylvania and Durham, North Carolina that convert data from source documents, such as W-2 forms, for electronic data processing.

Our processing centers are located in Jamaica, New York; Philadelphia, Pennsylvania; Birmingham, Alabama; Chicago, Illinois; Kansas City, Missouri; Richmond, California and two offices in Baltimore, MD. These facilities certify benefit payments to the Treasury Department's regional financial centers, maintain beneficiary records, process selected categories of claims, collect debts, and provide a wide range of services to people on the benefit rolls.

The Office of Disability and Adjudication Review administers the hearings and appeals process. In FY 2013, they issued more than 793,000 decisions at the hearing level, while the Appeals Council rendered over 176,000 final decisions. State and territorial agencies, known as Disability Determination Services, support SSA in making determinations on approximately 3 million initial disability applications, in addition to reconsiderations and continuing disability reviews conducted each year in accordance with regulations and guidelines.

## **B. SSA's Programs**

We administer the Old-Age, Survivors, and Disability Insurance (OASDI) and SSI programs, as well as the Special Benefits for Certain World War II Veterans. OASDI is commonly known as "Social Security." It provides comprehensive protection against the loss of earnings due to retirement, disability, or death. Payroll taxes paid by workers and their employers, and by self-employed individuals, finance the monthly cash payments Social Security beneficiaries receive.

### **Old Age and Survivor's Insurance**

The Old Age and Survivors Insurance program pays benefits to retired workers and eligible members of their families. Survivors insurance provides monthly benefits to widows or widowers, minor or disabled children, and surviving divorced spouses of deceased workers. It also provides for disabled widows or widowers under certain circumstances.

### **Disability Insurance**

Disability benefits provide a continuing income base for workers with disabilities and eligible members of their families. We pay benefits when a worker has a medical condition expected to last at least one year or result in death.

### **SSI Program**

SSI is a means-tested program designed to provide benefits for people who are aged, blind, or disabled with limited income and resources. General tax revenues, not the Social Security trust fund, finance SSI benefits. The definitions of disability and blindness used in the SSI program are the same as those used in the Disability Insurance program.

### **Special Benefits for Certain WWII Veterans**

We administer the Special Benefits for Certain World War II Veterans, which is a means-tested program that provides benefits to individuals who served in the organized military of the Philippines or were members of the U.S. military during World War II for each month they reside outside the United States. General tax revenues finance these benefits.

### **C. Printing Function**

The agency has a centralized headquarters operation that consists of administrative and policy offices, a centralized electronic data processing operation, and central forms, publications, and duplicating management operations. Within SSA, the Office of Media Management (OMM), in the Office of Budget, Finance, Quality, and Management (OBFQM), serves as the central printing and publications management organization, overseeing the use of printing and printing/duplicating equipment. OMM reviews and processes requests for printing and printing/duplicating equipment, assuring adherence to established standards, and ensuring components obtain appropriate clearances.

OMM supports the agency by providing duplicating, printing procurement, and the production and delivery of forms, notices, and publications. OMM coordinates all aspects of our customers' jobs, using the most innovative, cost effective, and efficient technology available.

### **D. Printing Environment**

We utilize a centralized reprographic program for all duplicating equipment throughout the agency. We also maintain an in-house, staffed duplicating center and a Print Mail Facility that produces agency reports, notice reprints, and SSN cards for the public. The agency's eight program service centers also produce notices to the public and programmatic output for claims processing.

### **E. Printing Operation**

In addition to overseeing the agency's duplicating center, we direct a comprehensive printing and publications management program and develop pertinent policies, standards, and procedures for our forms and publications management, printing, reprographics, mail, and distribution. The Joint Committee on Printing's (JCP) regulations, the Government Printing Office's (GPO) policies, and the agency's internal procedures govern our reprographic and printing operation.

### **F. Procedure for Notifying the Superintendent of Documents and Federal Depository Libraries**

We follow the procedures contained in GPO Circular Letter 274 (October 8, 1986) to notify the Superintendent of Documents of the intent to publish. We complete a GPO Form 3868, Notification of Intent to Publish, for each publication printed, unless it is intended for administrative or operational use. The Superintendent of Documents uses the information on the form to determine the quantity requirements of the Depository Library Program and to determine whether to include the publication on the Documents Sales Program. We do not charge fees to recipients who request these publications.



## **G. Printing Policies**

We rely on the private sector through GPO for printing production. At headquarters, we use our in-house duplicating plant to produce short-run, quick turnaround printing of sensitive or time-critical printed materials the agency cannot contract.

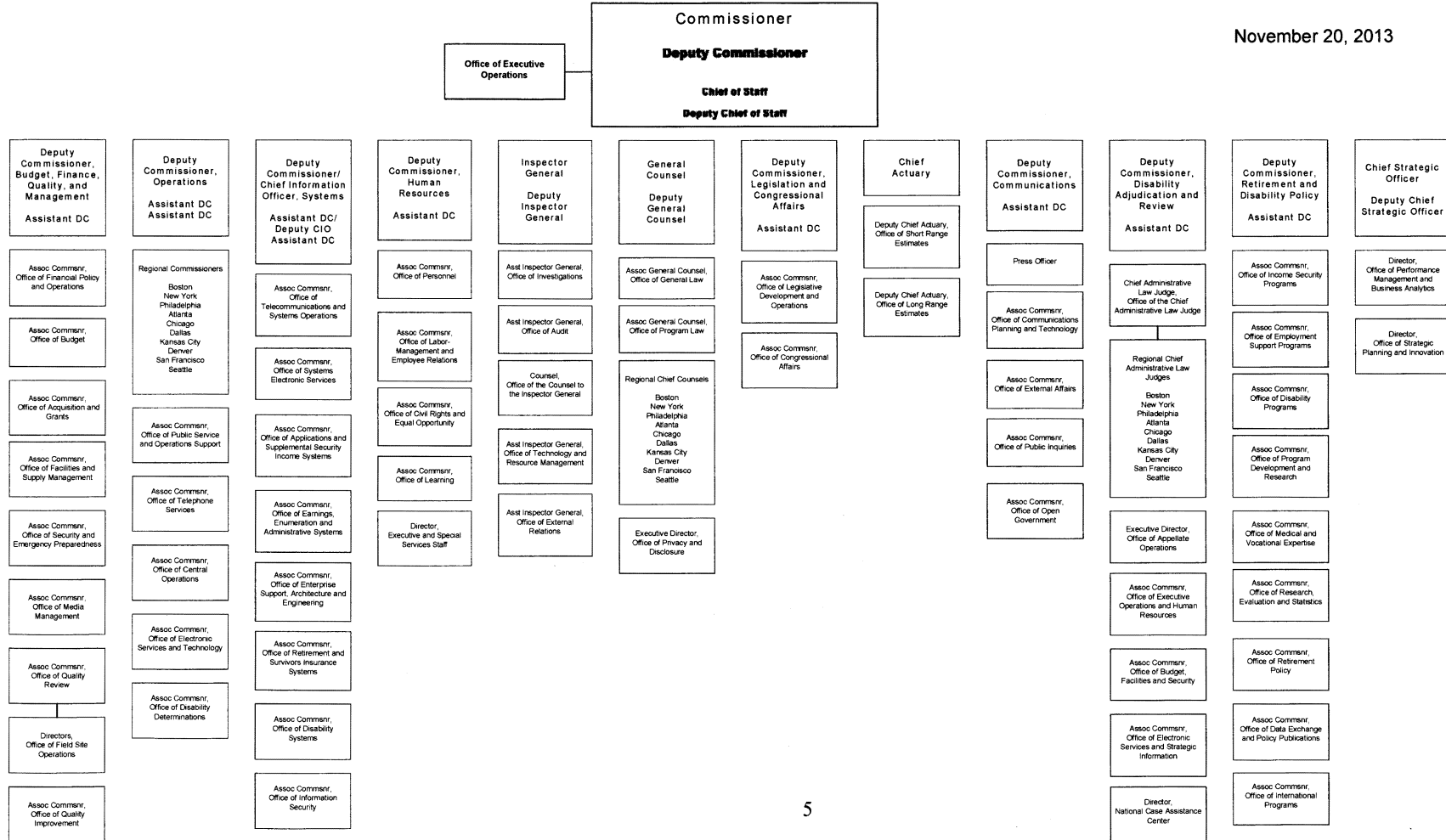
Printing contributes to fulfilling our mission by ensuring information is available to the public in a timely and efficient manner. At headquarters, we procure the majority of print material through GPO headquarters in Washington, D.C. SSA ROs procure print material through GPO's Regional Printing Procurement Offices or use internal duplicating equipment.

## **H. Management Strategies and Tactical Planning**

In the event of new legislation or a new directive, OMM initiates project alternatives, project development, production timelines, and contingency planning to fulfill our customers' needs and expectations.

SOCIAL SECURITY ADMINISTRATION

November 20, 2013



PART II – FISCAL YEAR (FY) 2013 ACTIVITY REVIEW, ACCOMPLISHMENTS,  
AND FY 2014 -2017 PROJECTED ACTIVITIES

**A. Printing Activities Review**

Outside contractors fulfill the majority of our printing needs. We produce and publish numerous documents yearly through GPO for both internal and external use. In FY 2013, OMM administered 40 term contracts and processed 1,400 Print Orders (GPO Form 2511), totaling approximately 881 million units of printed material, at a cost of approximately \$18 million. In FY 2013, OMM processed 115 Printing and Binding Requisitions (Standard Form 1) to fulfill requests for one-time printing needs, yielding 22 million units of printed material, at a cost of approximately \$2.7 million. Our ROs reported total purchases of \$111,795 during FY 2013 for printed materials obtained through regional GPO offices.

Our centralized computer operations in Baltimore, MD and Durham, NC maintain beneficiary records and supply information to the Department of the Treasury to produce monthly payments to beneficiaries and recipients. These operations also generate and mail some individualized notices to beneficiaries and recipients.

The internal reprographic program is a high volume activity throughout the agency. In FY 2013, we managed over 5,500 duplicators/photocopiers (low, medium, and high volume equipment) nationwide, producing approximately 21 million units on high volume printers.

In addition, our headquarters maintains an in-house duplicating center that uses high speed duplicating machines for sensitive and time-critical or otherwise non-procurable jobs. In FY 2013, our duplicating center produced 8,851,734 printing units.

**B. Major Accomplishments in FY 2013**

In support of the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA), we printed and mailed the following MMA-related notices:

- 2,121,542 New Attainer (SSA-1020: Bulk Applications and Personalized Notices)
- 217,788 Medicare Prescription Drug Plan Cost (SSA-1020) applications requested from our Public Information Request System
- 11,710 Subsidy Changing Event Applications (SSA-1026)
- 223,305 Redetermination Applications (SSA-1026)
- 2,532,016 Subsidy Determination Notices
- 718,484 Subsidy Acknowledgement Notices
- 776,054 Income Related Monthly Adjustment Amount Notices

OMM also procured orders for the following high priority workloads:

- 54,607,223 Title II COLA Notices
- 10,235,167 Title XVI COLA Notices
- 60,110,989 1099/1042 Social Security Benefit Statements
- 531,955 “Beneficiary Identification Code T” (BIC T) Notices to determine age eligibility
- 6,639,227 “mySocialSecurity” notices, which allow recipients to access their beneficiary information online

**C. Projected Activities for FY 2014 through FY 2017**

In FY 2014, we will begin the production of the Change of Address notice workload to target Direct Deposit fraud. The estimated notice quantity is 10 million.

We anticipate additional Medicare-related workloads for FY 2014, though we cannot confirm these printing requirements at this time.

In FY 2015 and FY 2016, we plan to centralize the printing and mailing of disability case notices through a new Disability Case Processing System. OMM anticipates this will generate approximately 15 million notices annually.

**The following is a summary of each activity, with detailed reports on pages 19-24.**

	FY 2015	FY 2016	FY 2017
Projected cost of new printing and related equipment	\$3M	\$3.8M	\$.86M
Number of jobs for all of SSA’s printing production and procurement activities	3,844	3,777	3,079
Cost of jobs for all of SSA’s printing production and procurement activities	\$22.1M	\$24M	\$25.9M
Publishing and distribution activity	1,086	997	1,004

Budgetary constraints may force us to defer some of our planned procurements identified on pages 19-24. Printing projections may also change, depending on legislative, programmatic, and administration initiatives.

## PART III – REPORT FORM DEFINITIONS

### JCP Form No. 1 – Annual Printing Plant Report

This report summarizes all work completed (including cost and production information) and lists the “reportable jobs” run by each printing plant in the prior fiscal year. The term “printing” includes the processes of composition, platemaking, presswork, and binding. “Reportable jobs” are those exceeding 5,000 production units of any one page and/or work exceeding 25,000 production units in the aggregate of multiple pages. They are listed individually by title, quantity (pages and copies), date, and the equipment used to process the job.

### JCP Form No. 2 – Commercial Printing Report\*

This is a semi-annual report covering all GPO-approved transactions concerning composition, printing, binding, and blank-book work procured directly from commercial sources; i.e., the job was not processed through GPO.

### JCP Form No. 5 – Annual Plant Inventories

We submit inventories of equipment of all printing plants on this form, so that all printing, binding, and related or auxiliary equipment is listed, showing make, condition, age, serial number, model, and size.

### JCP Form No. 6 – Stored Equipment\*

This report covers all printing, binding, and related or auxiliary equipment in storage in depots, warehouses, etc.

### JCP Form No. 7 – Excess Equipment\*

This form reports the disposal of excess printing equipment. Equipment used in an authorized printing plant may be disposed of in accordance with existing Government surplus property disposal procedures. We report equipment disposals to the Committee within 30 days after completion of the disposal action.

\*SSA has a negative report for JCP Form No. 2 – Commercial Printing Report, JCP Form No. 6 – Stored Equipment, and JCP Form No. 7 – Excess Equipment.

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### Format 1A – Identification of a “Printing Environment”

Using Format 1A, we identify all “printing environments” and provide a description of the equipment used. For this plan, a printing environment is any place or location performing printing and related services and includes the facility, staff, and equipment involved. It covers typesetting; bindery, including electronic publishing systems; laser printers used in conjunction with typesetting; electronic printing; and information dissemination; and all in-house duplicating facilities and staffed copy centers that employ high-speed equipment (a duplicating machine that produces 100 copies or more per minute).

### Format 1B – New Printing and Related Equipment Planned and/or Budgeted for in FYs 2015 through 2017

This form describes any proposed and/or budgeted new equipment intended for purchase and installation in a print location or which, upon acquisition, establishes a new print location.

### Format 2 – Printing Production/Procurement Activity for FYs 2015 through 2017

Offices outside headquarters requiring printing services complete this form. Offices are to submit the number of jobs only and the total estimated cost for FYs 2015, 2016, and 2017. We complete Format 2 for all headquarters components, basing projections on FY 2013 statistics with percentage increases determined by historical patterns.

### Format 3A – Publishing and Distribution Activity for FYs 2015 through 2017

This form projects the number and types of print jobs and the distribution methods for each fiscal year. We report the number of print jobs, not the number of copies. For example, printing 500,000 copies of a given publication would be one publication. Distribution might include contractor distribution, in-house distribution by the agency’s mailroom, or component distribution.

### Format 3B – Private Sector Publishing Report for FYs 2015 through 2017\*\*

This form identifies all publications (e.g., books, monographs, pamphlets, etc.) for which the organization intends to use a private sector publisher (e.g., publishing a book through Harvard Press, etc.).

\*\* Report Format 3B is not included in this report since the agency has no plans for Private Sector publishing activities for FYs 2015 through 2017, at this time.

Format 3C – Technical and Scientific Journals Publishing Activity for FYs 2015 through 2017\*\*\*

This form identifies the number of articles the organization plans to publish in private (non-Government) technical or scientific journals, magazines, etc., for FYs 2015 through 2017.

Format 4 – Regional GPO Printing Request during FY 2013

This form lists all RO printing purchases made during the prior fiscal year.

\*\*\* Report Format 3C is not included in this report since the agency has no plans for Technical and Scientific publishing activities for FYs 2015 through 2017, at this time.

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# 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
Social Security Administration	6401 Security Boulevard, Baltimore, MD, 21235	8526	9/30/2013

## PART I. - COST INFORMATION (FOR FISCAL YEAR ONLY)

ITEM	ALL PRINTING EXCEPT COMPOSITION (COL. A)	COMPOSITION ALL TYPES (COL. B)	OPERATIONS OTHER THAN PRINTING (COL. C)
Total salaries of all personnel including supervisory directly engaged in the operation of plant (including overtime, annual and sick leave)	\$668,931.00	Omit Cents	Omit Cents
Cost of paper, ink, chemicals, negatives, plates, etc., used during report period	\$63,995.00		
Depreciation of equipment (1% per month of original cost until fully depreciated)	\$22,821.00		
Amount spent for repairs and maintenance			
Allowance for space occupied (whether Government-owned or rented), utilities, etc. (14.5 cents per month per square foot of total space occupied)	\$26,269.00		
Amount spent for rental of equipment			
<b>Total cost (Use Col. A total from this line to compute cost per 1,000 units)</b>	<b>\$782,016.00</b>	<b>\$0</b>	<b>\$0</b>
<b>Total cost of printing including composition (Col. A + Col. B)</b>		<b>\$782,016.00</b>	XXXXXXXXXX

<sup>1</sup> 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.

<sup>2</sup> Include in Column B cost of all composition produced by plant.

<sup>3</sup> 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 INSPECTION (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 10 3/4" x 14")				
	11" x 17" or less, tandem (maximum image 10 3/4" x 14 3/4")				
	11" x 17" (image larger than 10 3/4" x 14 3/4")				
	14" x 20", and 15" x 18"				
	11" x 17" tandem (image larger than 10 3/4" x 14 3/4")				
	17" x 22" and 19" x 25"				
	22" x 29"				
	22" x 34"				
	23" x 36"				
	23" x 36" perfecting				
	34" x 44"				
	Other (specify)				
Duplicating					8,851,734
<b>Total units produced by offset this fiscal quarter</b>		XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
LETTER PRESS	Under 10 1/2" x 16"				
	Other (specify)				
<b>Total units produced by letterpress this fiscal quarter</b>		XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
<b>Total units produced in plant this fiscal quarter</b>		XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	2,212,933

NOTE: Complete this block only on last fiscal quarter report

**Total units produced in plant this fiscal year** XXXXXXXXXX XXXXXXXXXXXXXX XXXXXXXXXXXXXXXX  
 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 4 digits of Col. G when computing cost per 1,000 units

\$88.35

PREPARED BY: *Michael Smith for Jim Payne*

DATE SUBMITTED: 12/12/13



**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:		Unit Size**			Unit Size**			
Press Production Unit Size	Production Units	11" x 17" or less (maximum image 10 1/2" x 14 1/2")	1	22" x 29"				
Less than 4 units	25,000	11" x 17" or less, tandem (maximum image 10 1/2" x 14 1/2")	2	22" x 34"	8			
4 units	60,000	14" x 17" (image larger than 10 1/2" x 14 1/2")	2	23" x 36"	8			
6 units	90,000	14" x 20"	2	25" x 48"	10			
8 units	120,000	15" x 18"	2	23" x 36" perfecting	16			
16 units	240,000	11" x 17" tandem (image larger than 10 1/2" x 14 1/2")	4	34" x 44"	16			
Over 16 units	No listing required	17" x 22"	4	45" x 48"	24			
		19" x 25"	4	42" x 54"	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 - Letter Press S - Spirit (8)	
<i>Nov 2012</i>								
SSA Performance and Accountability Report	228	200	8 1/2 by 11	N/A	N/A	45,600		
<i>April 2013</i>								
Congressional Budget Justification	280	300	8 1/2 by 11	N/A	N/A	84,000		
<i>May 2013</i>								
OASDI Trustees Report	240	435	8 1/2 by 11	N/A	N/A	104,400		
HHS/SMI Trustees Report	270	470	8 1/2 by 11	N/A	N/A	126,900		
Summary 2013 Annual Report Trustees Report	16	955	5 1/2 by 8 1/2	N/A	N/A	15,280		
<i>July 2013</i>								
Ratification of the 2012 SSA/AFGE National Agreement	300	6000	8 1/2 by 11	N/A	N/A	1,800,000		
AFGE "Train the Trainer" Guide	275	100	8 1/2 by 11	N/A	N/A	27,500		
Annual Report of the Supplement Security Income Program	183	250	8 1/2 by 11	N/A	N/A	45,750		
<i>August 2013</i>								
Prism User Guide	5050	5	8 1/2 x 11	N/A	N/A	25,250		
Annual Earnings	175	150	8 1/2 x 11	N/A	N/A	26,250		
<i>September 2013</i>								
Standards of Ethical Conduct	85	200	8 1/2x11	N/A	N/A	17,000		
Political Activity and the Federal Employee	16	2200	8 1/2x11	N/A	N/A	35,200		
						<b>TOTAL</b>	2,353,130	XXXXXX
						<b>GRAND TOTAL</b>	2,353,130	XXXXXX

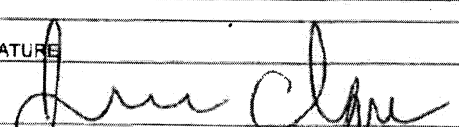
NOTE: All workloads shown above were printed using duplicating equipment.

# ANNUAL PLANT INVENTORY

JCP Form No. 5 (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

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT				JCP AUTHORIZATION NO. ESTABLISHING PLANT	FOR PERIOD ENDED
SOCIAL SECURITY ADMINISTRATION	6401 SECURITY BLVD. BALTIMORE MARYLAND 21235				8526	9/30/2013
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	
WESCO (SPARTIN SR.) HAND TRUCK	6	E	Part#220001	N/A	SPTN-T18PE-SR	
WESCO (ECONOMY) PALLET JACK	6	E	07061444-7/037	N/A	272660	
WESCO (ECONOMY) PALLET JACK	6	E	07061444-7/039	N/A	272660	
CLARK JACK	26	F	4659506930 FB	N/A	60-E	
CLARK JACK	26	F	4659496930 FB	N/A	60-E	
RAYMOND FORKLIFT	35	F	0207713237	N/A	20-R-30 TN	
INTERLAKE BOOK STITCHER	30	F	6619	N/A	S-3-A	
INTERLAKE BOOK STITCHER	30	F	5141	N/A	S-3-A	
INTERLAKE BOOK STITCHER	30	F	6618	N/A	S-3-A	
SYNTRON PAPER JOGGER	19	E	P-80510	N/A	J-1-A	
CHALLENGE PAPER JOGGER	4	E	SERIES-A	N/A	HANDY-JOG	
CHALLENGE PAPER JOGGER	4	E	SERIES-A	N/A	HANDY-JOG	
CHALLENGE PAPER JOGGER	20	E	3910	N/A	NONE	
CHALLENGE PAPER JOGGER	20	E	3904	N/A	NONE	
GBC COMBBINDER (MANUAL)	0	E	VA04447P	N/A	C800 pro	
GBC BINDING SYSTEM (ELECTRIC)	19	G	GI00643	N/A	111-PM-3	
GBC BINDER (MANUAL)	19	G	GG02016	N/A	16-DB-2	
GBC BINDER (MANUAL)	19	G	GG02012	N/A	16-DB-2	
GBC COMBBINDER (MANUAL)	4	E	9802415	N/A	240-HB	
GBC COMBBINDER (MANUAL)	4	E	9802416	N/A	240-HB	
GBC H700 PRO LAMINATOR	7	E	TC02809G	N/A	H-700 PRO	
GBC 4500 LAMINATOR	11	P	OAP-9243	N/A	GBC4500	
GBC PB 2600	13	G	NG-02108	N/A	PB-2600-D	
GBC PB 2600	13	G	NH-01475	N/A	PB-2600-D	
GBC H700 PRO LAMINATOR	8	E	RH-00859-G	N/A	H-700 PRO	
GBC H700 PRO LAMINATOR	8	P	RC-00088-G	N/A	H-700 PRO	
GBC DOCUBIND BINDING SYSTEM	11	E	OHO-3241	N/A	P-300	
GBC DOCUBIND BINDING SYSTEM	11	F	OHO-5158	N/A	P-300	
GBC DOCUBIND BINDING SYSTEM	11	E	OHO-3243	N/A	P-300	
MAGNA PUNCH GBC	10	E	P-136903	N/A	MAGNA	
STITCH AND FOLD	9	E	2383	N/A	B-2000-A	
FASTBACK TAPE BINDER	9	F	14817	N/A	15-XS	
FASTBACK TAPE BINDER	11	F	13447	N/A	15-XS	
GBC COMBBINDER	4	E	9802409	N/A	240-HB	
CHALLENGE CUTTER	8	E	06247	N/A	370XG	
RHINO-TUFF COMB PUNCH	8	E	HD 31171	N/A	HD 7000	
RHINO-TUFF COMB PUNCH	7	E	HD 68077	N/A	HD 6600	
ULTRA PAD PADDING PRESS	8	E	None	N/A	NONE	
CHALLENGE PADDING PRESS	7	E	None	N/A	5603	
CHALLENGE PADDING PRESS	7	E	None	N/A	5603	
CHALLENGE PADDING PRESS	15	G	2816778	N/A	5603	
HORIZON (STANDARD) PAPER FOLDER	6	E	036070	N/A	PF330	
HORIZON (STANDARD) PAPER FOLDER	6	E	016084	N/A	PF-P330	
RHINO-TUFF COMB PUNCH	4	E	BR 71022	N/A	HD-7100	
RHINO-TUFF COMB PUNCH	4	E	BR 71020	N/A	HD-7100	
RHINO-TUFF COMB PUNCH	4	E	BR 71021	N/A	HD-7100	
GBC QUANTUM PUNCH	6	E	RC-04956E	N/A	P-70ix	
XEROX STITCH AND FOLD	15	G	H7L-001255	N/A	ASF-135	
SIGNATURE		OFFICIAL TITLE			DATE SUBMITTED	
		Director, OHLDS			11/21/13	

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

**ANNUAL PLANT INVENTORY**

JCP Form No. 5 (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

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT				JCP AUTHORIZATION NO. ESTABLISHING PLANT	FOR PERIOD ENDED
Social Security Administration	6401 SECURITY BLVD., BALTIMORE, MD 21235				8526	9/30/2013
DESCRIPTION	AGE	CONDITION*	SERIAL NO.	SIZE	MODEL	
Group and identify by type of machinery in the following order: Composing, platemaking, printing presses, binding, and related equipment						
CHALLENGE DRILL	6	E	75273	N/A	MS-5-A	
CHALLENGE CUTTER	approx 37years	G	10778	N/A	MCPB	
COUNTING SCALE	5	E	C07100110	N/A	VW-330A-C	
COUNTING SCALE	5	E	C07100109	N/A	VW-330A-C	
COUNTING SCALE	5	E	C07100130	N/A	VW-330A-C	
COUNTING SCALE	5	E	C07100138	N/A	VW-330A-C	
OCE' 2110 HIGH SPEED DUPLICATOR	8	G	236401101	N/A	BP 2110	
OCE' 2110 HIGH SPEED DUPLICATOR	8	G	236401236	N/A	BP 2110	
XEROX WIDE FORMAT (Engineering Machine - Enlarger)	3	G	716673	N/A	6822	
XEROX DIGITAL COLOR PRESS 700	3	E	MAV107654N	N/A	700	
XEROX DIGITAL COLOR PRESS 700 FIERY EX700 #5	3	E	TBA-382601	N/A	EX 700	
OCE' 2110 HIGH SPEED DUPLICATOR	6	G	21101212	N/A	2110	
OCE' 2110 HIGH SPEED DUPLICATOR	6	G	21101333	N/A	2110	
OCE' 2110 HIGH SPEED DUPLICATOR	6	G	21101328	N/A	2110	
XEROX DOCUCOLOR 8002 #1	3	E	XBN-788632	N/A	8002	
XEROX DOCUCOLOR Fiery EX8002 #1	3	E	XAF-297302	N/A	EX 8002	
XEROX DOCUCOLOR 1000 #2	3	E	WXP-007643	N/A	1000	
XEROX DOCUCOLOR Fiery CP 1000 #2	3	E	XDA-302364	N/A	CP1000	
XEROX DOCUCOLOR 8002 #3	3	E	XBN-787633	N/A	8002	
XEROX DOCUCOLOR Fiery EX8002 #3	3	E	XAF-297217	N/A	EX8002	
XEROX NUVERA - P120	8	G	KRD-566552	N/A	NUVERA 120	
XEROX DIGIPATH (for DocuTech 6100)	11	E	UW7001670	N/A	SERIES 2000	
OCE' 6160 HIGH SPEED DUPLICATOR	4	E	800101669	N/A	VarioPrint 6160	
OCE' 500 COLOR PLOTTER	6	E	14680	N/A	TCS-500	
OCE' 850 COLOR COPIER	5	E	A03UW10000174	N/A	CS 650	
CANNON IMAGE-RUNNER COPIER	7	E	SLQ26378	N/A	5570	
FELLOWES PAPER SHREDDER (POWERSHRED)	6	G	CRC-38485	N/A	C-480C	
COLEMAN COMPRESSOR	9	E	B25311008	N/A	CL0602712	
CHALLENGE SPINDLE DRILL (3H3D)	3	E	105517	N/A	CMC-391-11D	
STITCH AND FOLD BOOKLET MAKER (MBM)	3	E	4332	N/A	B2000	
STITCH AND FOLD TRIMMER (MBM)	3	E	T-4157	N/A	TRIMMER	
STITCH AND FOLD BOOKLET MAKER (MBM)	2	E	11019B2	N/A	B2000	
STITCH AND FOLD TRIMMER (MBM)	2	E	11009TM	N/A	TRIMMER	
CHALLENGE SPINDLE DRILL (EH-3)	2	E	105517	N/A	CMC-391-11D	
BOSTITCH DELUXE M30-AST STITCHER	2	E	11001M30	N/A	M30-AST-1 1/2	
FELLOWES PAPER SHREDDER (C380C)	2	E	310074360	N/A	HSM - 386.2	
CHALLENGE SPINDLE DRILL (EH-3)	1	E	115890	N/A	CMC-391-11D	
BOURG BINDING SYSTEM	1	E	642500543	N/A	BBR2005	
RIICOH COLOR COPIER	3	G	M8795500049	N/A	PRP/C-900	
SIGNATURE			OFFICIAL TITLE		DATE SUBMITTED	
			Director, OHCOS		11/21/13	

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

**IDENTIFICATION OF A "PRINTING ENVIRONMENT"**

RESPONSIBLE COMPONENT EQUIPMENT LOCATION	TYPE OF PRINTING OR RELATED SERVICE PERFORMED	DESCRIPTION OF EQUIPMENT	YEAR ACQUIRED
Headquarter's, Office of Systems, 1-P-20 Operations Bldg.	Programmer Sysout and Non Report Print	2 IBM 4100 Printer Systems	2014
Headquarter's, Office of Systems, National Computer Center, Print Mail Facility	Printing of Social Security Cards	1 Kodak VL2000 Printer	2009
Headquarter's, Office of Systems, National Computer Center, Print Mail Facility	Notices to the Public Notice Reprints to the Public	2 Oce' Page Stream 500 Printer Systems Lexmark T644 Duplex Printer	1998/1990 2009
Headquarter's, Office of Systems, Security West Building	Disability Notices to the Public (Domestic and Intl.) Preprinted Forms and Computer Sysout Notice Reprints On-line Notice Retrieval System Notice Reprints	1 HP 9050 DN AFP Duplex Printer 1 HP 9050 DN AFP Duplex Printer 1 IBM 2090 ES AFP Duplex Printer	2009 2009 2005
Headquarter's, Office of Systems, National Computer Center, 4th Floor Validation/Support	Notices to the Public	1 HP 9050 DN AFP Duplex Printer	2009
Office of Systems, Northeastern Program Service Center 155-10 Jamaica Ave. Jamaica NY 11432	Notices to the Public and Programmatic Output for Claims Processing	2 HP 9050 DN AFP Duplex Printer	2009
Office of Systems, Mid-Atlantic Program Service Center 200 Spring Garden St. Philadelphia, PA 19123	Notices to the Public and Programmatic Output for Claims Processing	2 HP 9050 DN AFP Duplex Printers	2009
Office of Systems, Southeastern Program Service Center 1201 12th Ave. Birmingham, AL 35283	Notices to the Public and Programmatic Output for Claims Processing	2 HP 9050 DN AFP Duplex Printers	2009
Office of Systems, Great Lakes Program Service Center 600 West Madison St. Chicago, IL 60606	Notices to the Public and Programmatic Output for Claims Processing	2 HP 9050 DN AFP Duplex Printers	2009
Office of Systems, Western Program Service Center 1221 Nevin Ave. Richmond, CA 94802	Notices to the Public and Programmatic Output for Claims Processing	2 HP 9050 DN AFP Duplex Printers	2009

RESPONSIBLE COMPONENT EQUIPMENT LOCATION	TYPE OF PRINTING OR RELATED SERVICE PERFORMED	DESCRIPTION OF EQUIPMENT	YEAR ACQUIRED
Office of Systems, Mid America Program Service Center 601 E. 12th St. Kansas City, MO 64106	Notices to the Public and Programmatic Output for Claims Processing	2 HP 9050 DN AFP Duplex Printers	2009
Durham Support Center 3604 Louis Stephens Drive Durham, NC 27709	Printing of Social Security Cards	1 Kodak VL2000 Printer	2009
New York RO - Northeastern Program Service Center 155-10 Jamaica Ave. Jamaica NY 11432	Printing floor plans, regional notifications, and training materials.	3 OCE Color Wave 300s 2 Xerox 6279 Wide Format 1 HP large Format Printer	2010 2009 unknown
Chicago RO - Great Lakes Service Center 600 West Madison St. Chicago, IL 60606	Color Copying	1 Lexmark 945e Color Multifunction Copier Challenge 30 Paper Cutter 2 OCE Photocopiers	2009 1986 2008
Office of Disability Adjudication and Review Media Productions Section, Ste 305 5107 Leesburg Pike Falls Church, VA 22041	Photocopying of administrative, training and miscellaneous materials.	2 Drill Presses 1 Paper Cutter 1 Small Folding Machine 1 Offline Tape Binding System	2008 2008 2000 2011
Headquarter's, Office of Media Management 1-N-10 Annex Building	Electronic Composition Systems (CD-ROM Production/Development)	HP/Compaq dc7700 3.40 GHz 80 GB Hard Drive 1GB RAM (2) - SyncMaster 570s 15" LCD Monitors Windows XP Professional	2008
Headquarter's, Office of Media Management 1-N-10 Annex Building	Electronic Composition Systems (CD-ROM Production/Development)	Internal CD/WR, DVD/WR External USB Iomega Zip Drive	2005 2005
		CopyPro PowerPro III Thermal Printer	2006
		(2) - Condre 9-Drive CD Duplicators	2004
		(2) - MicroBoard Print Factory	2004
		CD Dimensions 11 drive DVD Duplicator	2007
		TEAC P-55C Color CD/DVD Printer	2009

RESPONSIBLE COMPONENT EQUIPMENT LOCATION	TYPE OF PRINTING OR RELATED SERVICE PERFORMED	DESCRIPTION OF EQUIPMENT	YEAR ACQUIRED
Headquarter's, Office of Media Management 1319 Annex Building	Desktop Publishing Systems	HP Compaq dc7800 HP ScanJet 8250 Scanner Lexmark T522 Printer	2009 2004 2002
THE FOLLOWING EQUIPMENT FALLS UNDER THE RESPONSIBILITY OF THE HEADQUARTER'S REPROGRAPHIC MANAGEMENT TEAM:			
Northeastern Program Service Center 155-10 Jamaica Ave. Jamaica NY 11432	Reports, Guides, Administrative Material, Flyers	1 OCE VP 2100 Photocopier	2008
Mid-America Program Service Center 601 E 12th St. Kansas City, MO 64106	Reports, Guides, Administrative Material, Flyers	2 OCE VP 2100 Photocopiers	2007/2008
Mid-Atlantic Program Service Center 200 Spring Garden St. Philadelphia, PA 19123	Reports, Guides, Administrative Material, Flyers	2 OCE VP 2100 Photocopiers	2007
Southeastern Program Service Center 1201 12th Ave. Birmingham, AL 35283	Reports, Guides, Administrative Material, Flyers	2 OCE VP 2110 Photocopiers	2008
Great Lakes Program Service Center 600 West Madison St. Chicago, IL 60606	Reports, Guides, Administrative Material, Flyers	2 OCE VP 2100 Photocopiers	2008
Western Program Service Center 1221 Nevin Ave. Richmond, CA 94802	Reports, Guides, Administrative Material, Flyers	3 OCE VP 2100 Photocopiers	2007/2008
Atlanta Regional Office 1201 12th Ave. Birmingham, AL 35283	Reports, Guides, Administrative Material, Flyers	2 OCE VP 2100 Photocopiers	2008
Boston Regional Office JFK Federal Building 19th Floor Boston, MA 02203	Reports, Guides, Administrative Material, Flyers	1 OCE VP 2100 Photocopier	2007

RESPONSIBLE COMPONENT EQUIPMENT LOCATION	TYPE OF PRINTING OR RELATED SERVICE PERFORMED	DESCRIPTION OF EQUIPMENT	YEAR ACQUIRED
New York Regional Office 26 Federal Plaza New York, NY 10278	Reports, Guides, Administrative Material, Flyers	1 OCE VP 2100 Photocopier	2008
Office of Disability Adjudication and Review Reprographics Branch, Ste 605 5107 Leesburg Pike Falls Church, VA 22041	Graphic print and audio-visual productions to support agency training and communications needs.	6 Xerox P120 MFF Photocopiers 1 Xerox P144 MFF Photocopier 1 Xerox XC 1000 Photocopier 5 OCE VP 4120 Photocopiers 1 Canon Imagepress 7000 Photocopier 1 Canon C1+Photocopier 1 Konica Minolta Bizhub 1250 Photocopier 1 Xerox Nuvera 120 Photocopier 1 Xerox 6180 Photocopier	2009 2009 2010 2009 2010 2010 2013 2013 2006
Baltimore Teleservice Center 300 N Greene Street, 3-G-17, Metro-West Baltimore, MD 21290	Reports, Guides, Administrative Material, Flyers	1 OCE VP 2100 Photocopier	2007
Security West Building 1500 Woodlawn Drive, 7th Floor Baltimore, MD 21235	Reports, Guides, Administrative Material, Flyers	1 OCE VP 2100 Photocopier	2008
In-House Duplicating Plant 6401 Security Boulevard 1600 Annex Building Baltimore, MD 21235	Reports, Guides, Administrative Material, Flyers	1 Konica Minolta Bizhub 1052 Photocopier 1 Xerox XC 1000 Photocopier 1 OCE VP 6160 Photocopier 1 Konica Minolta Bizhub 1250 Photocopier	2013 2010 2009 2013

**NEW PRINTING AND RELATED EQUIPMENT PLANNED AND/OR BUDGETED FOR IN FY 2015 THROUGH FY 2017**

RESPONSIBLE COMPONENT EQUIPMENT LOCATION	PROPOSED PURCHASE YEAR	DESCRIPTION OF EQUIPMENT	ESTIMATED COST	INTENDED PURPOSE	JUSTIFICATION
Headquarter's Office of Systems	2015	Replace 17 field office HP 9050 DN printers	\$187,000	Printing of internal reports and field office developed notices to be mailed to the public.	Replace aged equipment that has reached its system life.
Headquarter's Office of Systems	2015	Replacement of the OCE Pagestream printers in the Print Mail Facility at the NCC.	\$1,600,000 plus \$160,000 for maintenance	Used for printing notices to be mailed to the public from central office.	Current printers are aging and reaching the end of its useful life cycle.
Office of Disability Adjudication and Review - Falls Church VA Media Productions Branch	2015	Replace and/or expand bindery equipment as necessary	\$75,000	Used to support DC level organizational requirements	Bindery equipment will be replaced as required at end of life cycles or based on workload changes.
Office of Disability Adjudication and Review - Falls Church VA Reprographics Branch	2015	Replace one Digital Duplicator	\$30,000	Used for reproduction of claims file material.	Current duplicator is aging and reaching the end of its useful life cycle.
Headquarter's Reprographic Management Team Falls Church, VA	2015	Replace one OCE Model VP 6160 photocopier	\$375,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.
Headquarter's Reprographic Management Team In-House Duplicating Plant Operations	2015	Replace one Ricoh Model C900S photocopier	\$125,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.
Headquarter's Reprographic Management Team Falls Church, VA	2015	Replace five Oce Model VP 4120 Xerox photocopiers	\$450,000	Replace with high speed digital color equipment	Current photocopiers are aging and reaching the end of their useful life cycles.
Office of Disability Adjudication and Review - Falls Church VA Reprographics Branch	2016	Replace at end of life cycle as necessary, the digital duplicators and Scan-To-Print System in the Reprographics Branch	\$3,000,000	Used for reproduction of claims file material.	Current duplicators are aging and reaching the end of their useful life cycles.



RESPONSIBLE COMPONENT EQUIPMENT LOCATION	PROPOSED PURCHASE YEAR	DESCRIPTION OF EQUIPMENT	ESTIMATED COST	INTENDED PURPOSE	JUSTIFICATION
Headquarter's Reprographic Management Team Falls Church, VA	2016	Replace seven Xerox Nuvera P120-MFF photocopiers	\$800,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.
Office of Disability Adjudication and Review - Falls Church VA Media Productions Section	2016	Replace and/or expand bindery equipment as necessary	\$30,000	Used to support DC level organizational requirements	Bindery equipment will be replaced as required at end of life cycles or based on workload changes.
Headquarter's Reprographic Management Team Falls Church, VA	2017	Replace one Xerox Nuvera XC1000 photocopier	\$200,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.
Headquarter's Reprographic Management Team Falls Church, VA	2017	Replace one Canon C1+ photocopier	\$200,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.
Headquarter's Reprographic Management Team Falls Church, VA	2017	Replace one Imagepress 7000 photocopier	\$200,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.
Office of Disability Adjudication and Review - Falls Church VA Media Productions Section	2017	Replace and/or expand bindery equipment as necessary	\$60,000	Used to support DC level organizational requirements	Bindery equipment will be replaced as required at end of life cycles or based on workload changes.
Headquarter's Reprographic Management Team In-House Duplicating Plant Operations	2017	Replace one Xerox Nuvera XC1000 photocopier	\$200,000	Replace with high speed digital color equipment	Current photocopier is aging and reaching the end of its useful life cycle.

Total Estimated Cost for 2015 = \$3,002,000

Total Estimated Cost for 2016 = \$3,830,000

Total Estimated Cost for 2017 = \$860,000

**PRINTING PRODUCTION/PROCUREMENT ACTIVITY FOR FY 2015 THROUGH FY 2017**

PRODUCTION SOURCE AND SSA ORDERING SITE	PROJECTIONS					
	FY 2015		FY 2016		FY 2017	
	# OF JOBS	COST	# OF JOBS	COST	# OF JOBS	COST
<b>Government Printing Office (GPO) Regional Printing Procurement Officers (RPPO):</b>						
Boston Regional Office	2	\$1,500	2	\$1,500	2	\$1,500
Philadelphia Regional Office and Program Service Center	5	\$10,000	5	\$10,000	5	\$10,000
Atlanta Regional Office	12	\$5,450	12	\$5,750	12	\$6,010
Chicago Regional Office and Program Service Center	56	\$107,800	54	\$101,800	51	\$101,800
Dallas Regional Office	10	\$9,500	10	\$5,000	10	\$5,000
Denver Regional Office	1	\$700	1	\$800	1	\$900
San Francisco Regional Office	30	\$60,000	30	\$60,000	30	\$60,000
Seattle Regional Office	8	\$5,000	8	\$5,000	8	\$5,000
<b>GPO (Washington, DC):</b>						
Headquarter's Term Printing Contracts (GPO 2511 Print Orders)	1,375	\$20,000,000	1,400	\$22,000,000	1,425	\$24,000,000
Headquarter's Printing and Binding Requisitions (Standard Form 1)	120	\$780,000	125	\$800,000	130	\$820,000
Simplified Purchase Agreements (Standard Form 1)	25	\$60,000	30	\$65,000	35	\$70,000
<b>In-House Printing/Duplicating</b>						
Headquarter's Duplicating Facility	2,200	\$1,100,000	2,100	\$1,000,000	2,000	\$900,000
<b>Government "Printing Plants" belonging to other Agencies (e.g., GSA, Navy, etc.)</b>	N/A		N/A		N/A	
<b>In-House Composition (typesetting) Facilities</b>	N/A		N/A		N/A	
<b>Direct Procurement from Commercial Sources</b>	N/A		N/A		N/A	
<b>Total</b>	<b>3,844</b>	<b>\$22,139,950</b>	<b>3,777</b>	<b>\$24,054,850</b>	<b>3,709</b>	<b>\$25,980,210</b>

**PUBLISHING AND DISTRIBUTION ACTIVITY FOR FY 2015 THROUGH FY 2017**

SSA COMPONENT	PUBLICATION TYPE	FY 2015		FY 2016		FY 2017	
		# Print Jobs	Method of Distribution	# Print Jobs	Method of Distribution	# Print Jobs	Method of Distribution
<b>HEADQUARTER COMPONENTS:</b>							
Office of Communications	Public Information	1	Component Mail	2	Component Mail	1	Component Mail
Office of the Inspector General	Public Information	323	Contractor	333	Contractor	342	Contractor
Office of Retirement and Disability Policy	Public Information	102	In-House/Component				
Office of Retirement and Disability Policy	Public Information	6	Contractor	6	Contractor	6	Contractor
Office of Retirement and Disability Policy	Public Information	2	Contractor and Component	2	Contractor and Component	2	Contractor and Component
Office of Disability and Adjudication Review	Public Information	3	Supply System/Contractor	3	Supply System/Contractor	3	Supply System/Contractor
Office of Human Resources	Public Information	55	Contractor	55	Contractor	55	Contractor
Office of Security and Emergency Preparedness	Public Information	6	In-House	6	In-House	6	In-House
Office of the Chief Actuary	Technical and Scientific	4	In-House/Component	4	In-House/Component	4	In-House/Component
Office of Budget, Finance, Quality, and Management	Technical and Scientific	12	Component	12	Component	12	Component
Office of Retirement and Disability Policy	Technical and Scientific	6	Contractor/In-House	6	Contractor/In-House	6	Contractor/In-House
Office of Retirement and Disability Policy	Statistical	7	Contractor/In-House	5	Contractor/In-House	7	Contractor/In-House
Office of Disability and Adjudication Review	Administrative	15	In-House/Contractor	11	In-House/Contractor	11	In-House/Contractor
Office of the Inspector General	Administrative	3	In House/Component	3	In House/Component	3	In House/Component
Office of Human Resources	Administrative	103	In House/Component	113	In House/Component	113	In House/Component
<b>Other - identify:</b>							
Office of Human Resources	Table Tents/Posters/Booklets	44	In House/Component	44	In House/Component	44	In House/Component
Office of Communications	COLA TII Notices	1	Contractor	1	Contractor	1	Contractor
Office of Legislation and Congressional Affairs	Congressional Inquiries Guide	1	In House			1	In-House
Office of Legislation and Congressional Affairs	Legislative History-Downey Books			1	In-House		
Office of Budget, Finance, Quality, and Management	Draft Checks	4	Contractor	4	Contractor	4	Contractor
Office of Budget, Finance, Quality, and Management	CAN/SOC Handbook	1	In-House	1	In-House	1	In-House
<b>Other - identify:</b>							
Office of Budget, Finance, Quality, and Management	Treasury Report	1	Component	1	Component	1	Component
Office of Budget, Finance, Quality, and Management	U.S. Standard Ledger	1	Component	1	Component	1	Component
Office of Budget, Finance, Quality, and Management	OMB A-11 Circular	1	Component	1	Component	1	Component
Office of Budget, Finance, Quality, and Management	Financial Statement Presentation	4	Component	4	Component	4	Component
Office of Budget, Finance, Quality, and Management	Check inserts	1	Contractor	1	Contractor	1	Contractor

SSA COMPONENT	PUBLICATION TYPE	FY 2015		FY 2016		FY 2017	
		# Print Jobs	Method of Distribution	# Print Jobs	Method of Distribution	# Print Jobs	Method of Distribution
Office of Retirement and Disability Policy	TTW Publications/Posters	3	Supply System	3	Supply System	3	Supply System
Office of Retirement and Disability Policy	Red Book	1	In-House/Contractor	1	In-House/Contractor	1	In-House/Contractor
Office of Retirement and Disability Policy	Understanding SSI Publication	1	In-House/Contractor	4	In-House/Contractor	4	In-House/Contractor
Office of Retirement and Disability Policy	Section 1144 Outreach	2	Contractor	2	Contractor	2	Contractor
Office of Retirement and Disability Policy	Compilation of SS Laws	3	Contractor	3	Contractor	3	Contractor
Office of Budget, Finance, Quality, and Management	Publication re-prints	270	Supply Ordering System	270	Supply Ordering System	270	Supply Ordering System
<b>REGIONAL OFFICES:</b>							
Philadelphia	Public Information	2	Contractor	2	Contractor	2	Contractor
Chicago	Public Information	20	Contractor	20	Contractor	17	Contractor
Denver	Public Information	1	Component	1	Component	1	Component
Seattle	Public Information	2	In-House	2	In-House	2	In-House
Boston	Administrative	2	In-House	2	In-House	2	In-House
Philadelphia	Administrative	2	In-House	2	In-House	2	In-House
Atlanta	Administrative	12	In-House	12	In-House	12	In-House
Chicago	Administrative	25	In-House	21	In-House	21	In-House
Dallas	Administrative	2	In-House	2	In-House	2	In-House
Seattle	Administrative	3	In-House	3	In-House	3	In-House
<b>Other - identify:</b>							
Chicago	Training Material	23	In-House	22	In-House	22	In-House
Dallas	Training Material	2	In-House	2	In-House	2	In-House
Seattle	Training Material/Forms	3	In-House	3	In-House	3	In-House

SUMMARY:

Total Number of Headquarter Print Jobs  
Total Number of Regional Office Print Jobs  
Grand Total

FY 2015	FY 2016	FY 2017
987	903	913
99	94	91
1,086	997	1,004

Format 4			
REGIONAL GPO PRINTING REQUESTS PROCESSED DURING FY 2013			
ORGANIZATION (do not use acronyms):	Deputy Commissioner for Operations		
CONTACT NAME/PHONE NUMBER:	Mioshi C. Washington 410-966-0377		
EMAIL:	miyoshi.c.washington@ss.gov		
GPO LOCATION USED	JOB TITLE	NUMBER OF LEAVES	TOTAL COST
Boston Region	Signs	12	\$458
	Binders	1,380	\$654
	Training Materials	4,100	\$3,730
Philadelphia Region	Regional Strategic Vision & Values Calendar	5,500	\$1,478
Chicago Region	Goal Charts and Blank Charts for the Areas	80	\$2,304
	ORC Stationary	1,000	\$208
	AFGE Training Package	100	\$1,797
	Envelopes	1,486,718	\$60,195
	Posters, Flyers, Banners	528	\$1,100
	SSA Benefit Program Guide	30	\$1,926
Dallas Region	Banners for the Regional Commissioner	54	\$527
	Posters for the Regional Commissioner	107	\$1,043
	Emergency Contact Information	1	\$37
	Parking Stickers	1	\$500
Denver Region	Field Office Signage for Office Hours	60	\$521
San Francisco Region	Employee Passes	20,000	\$1,396
	Self Protection Plan Booklets	18,000	\$1,345
	Envelopes - varying styles/sizes	405,000	\$27,279
	Posters/Banners	2,755	\$2,573
Seattle Region	Portland Northeast Public Affairs Poster	2	\$23
	Poster for Regional Office Video Teleconference Room	1	\$125
	List 20 Wage Mailers	40,000	\$2,576
<b>TOTALS</b>		<b>1,985,429</b>	<b>\$111,795</b>