

GAO

Office of Publishing and
Communications



148760

Visual Communication Standards

148760

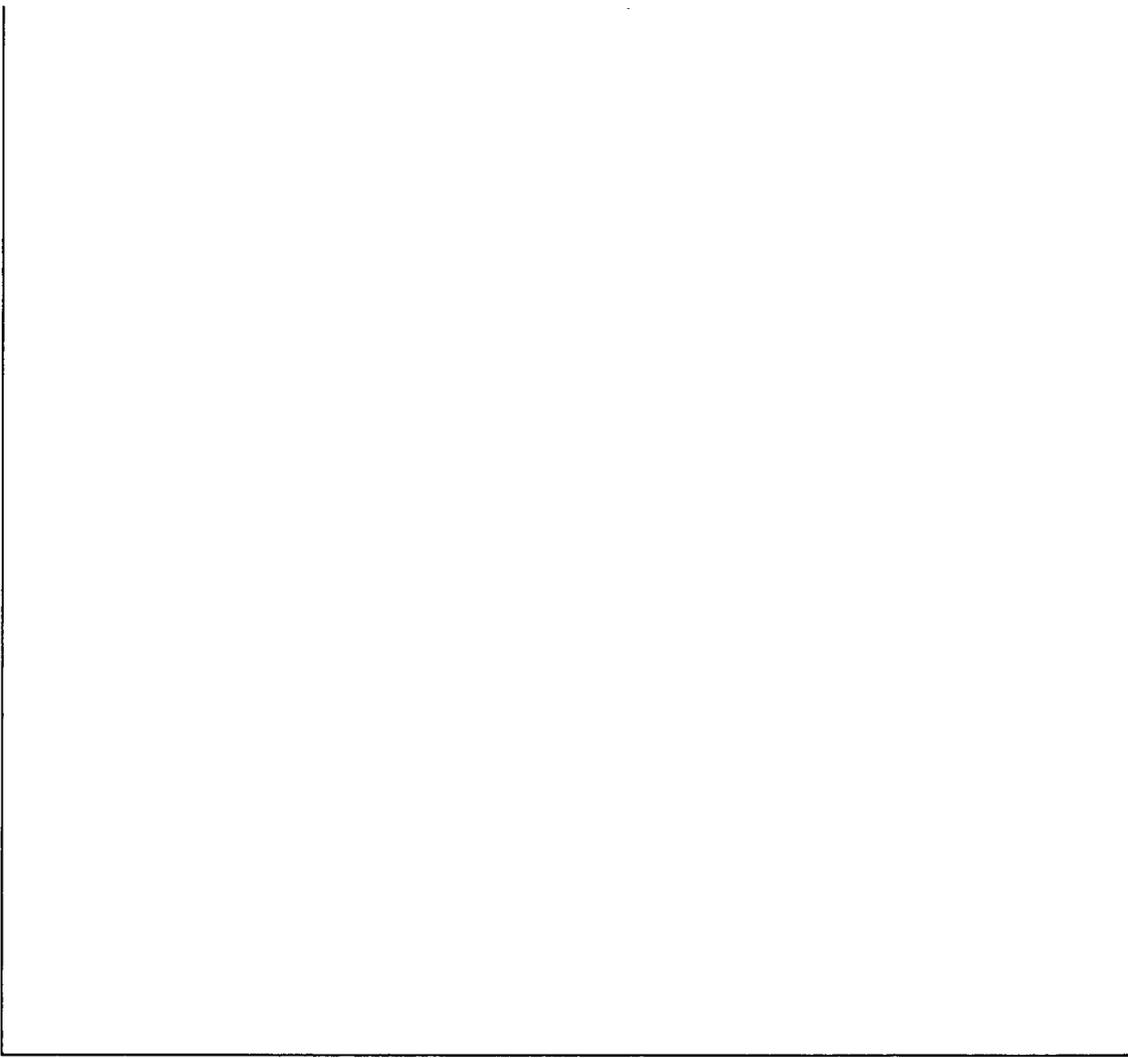
r 8 Grid - Binder

53 pi. 3.6 pi.

17 pi. 1 pi. 35 pi. 3.6 pi.

3.3 pi. 3.6 pi.
= 3 pt.
= 6 pt.

8.6 pi. 9.6 pi.
= 6 pt.
= 6 pt.



51.9
pi.

52.4 pi.

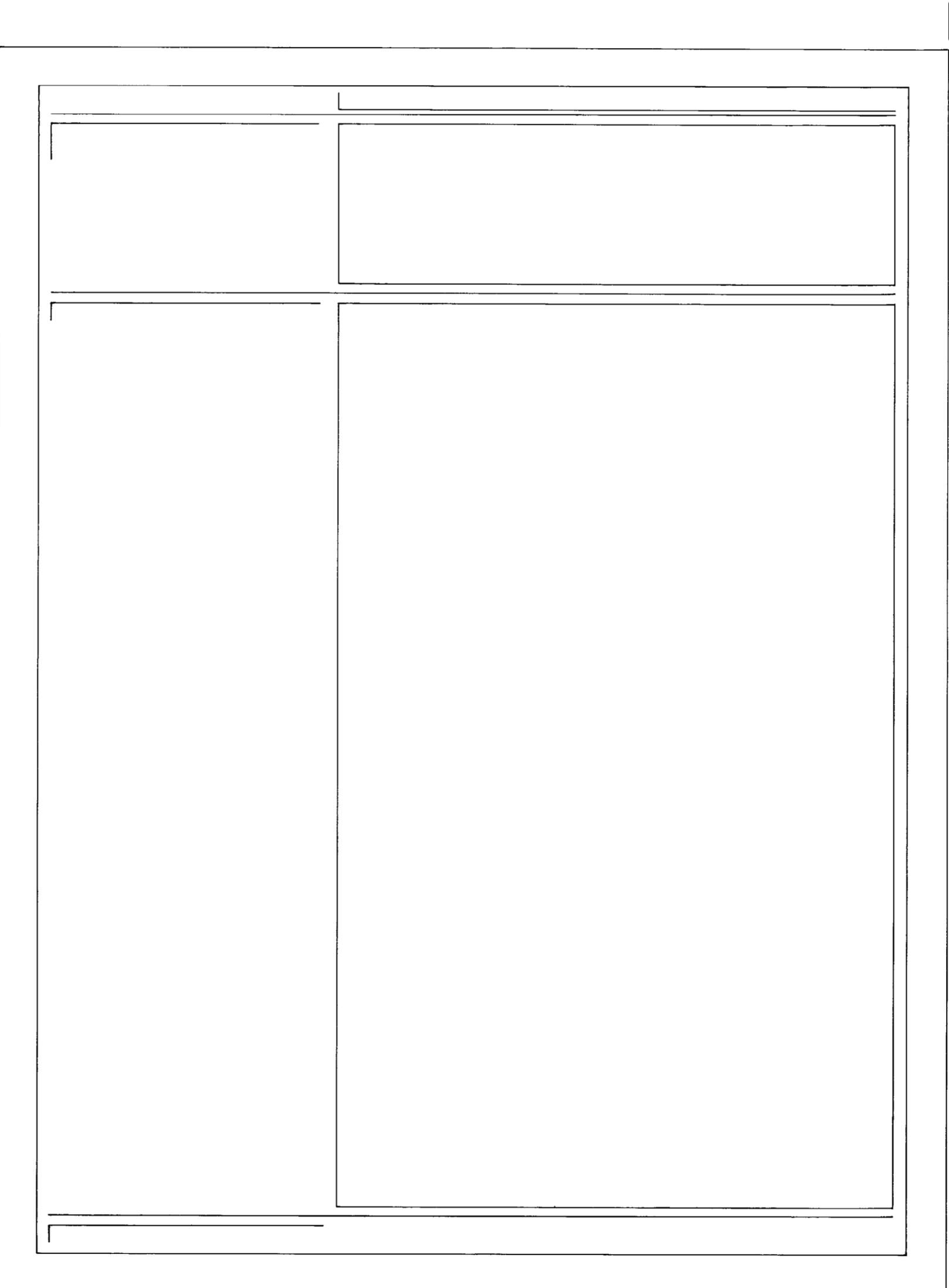
6 pt.
6 pt.

3.6 pi. 4 pi.

Cover 2 Grid - 8½ x 11, Classified

2.10 pi. 45.6 pi. 2.10 pi.

2.2 pi. 8 pt. 14.6 pi. 1 pi. 30 pi. 8 pt. 2.2 pi.



2 pi. 3.6 pi.
15 pt.
3 pt.
6 pt.

8.6 pi. 9.6 pi.

6 pt.
6 pt.

48 pi. 49 pi.

6 pt.
6 pt.
1.6 pi.
2 pi. 4.6 pi.

Covers 1 & 3 Grid - 8½ x 11

2.10 pi. 45.6 pi. 2.10 pi.

2.10 pi. 14.6 pi. 1 pi. 30 pi. 2.10 pi.

3.3 pi. 3.6 pi.
3 pt.
6 pt.

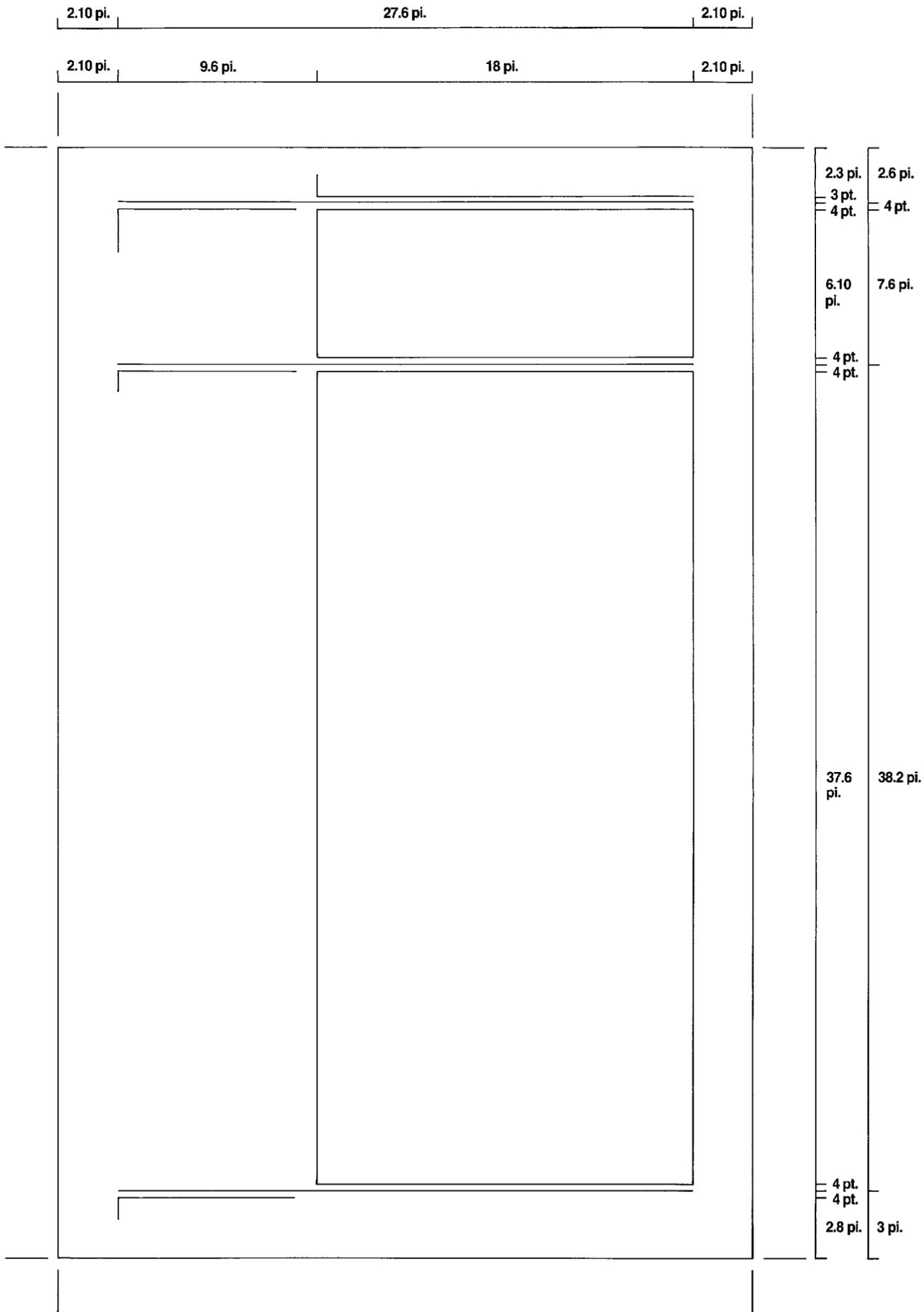
8.6 pi. 9.6 pi.

6 pt.
6 pt.

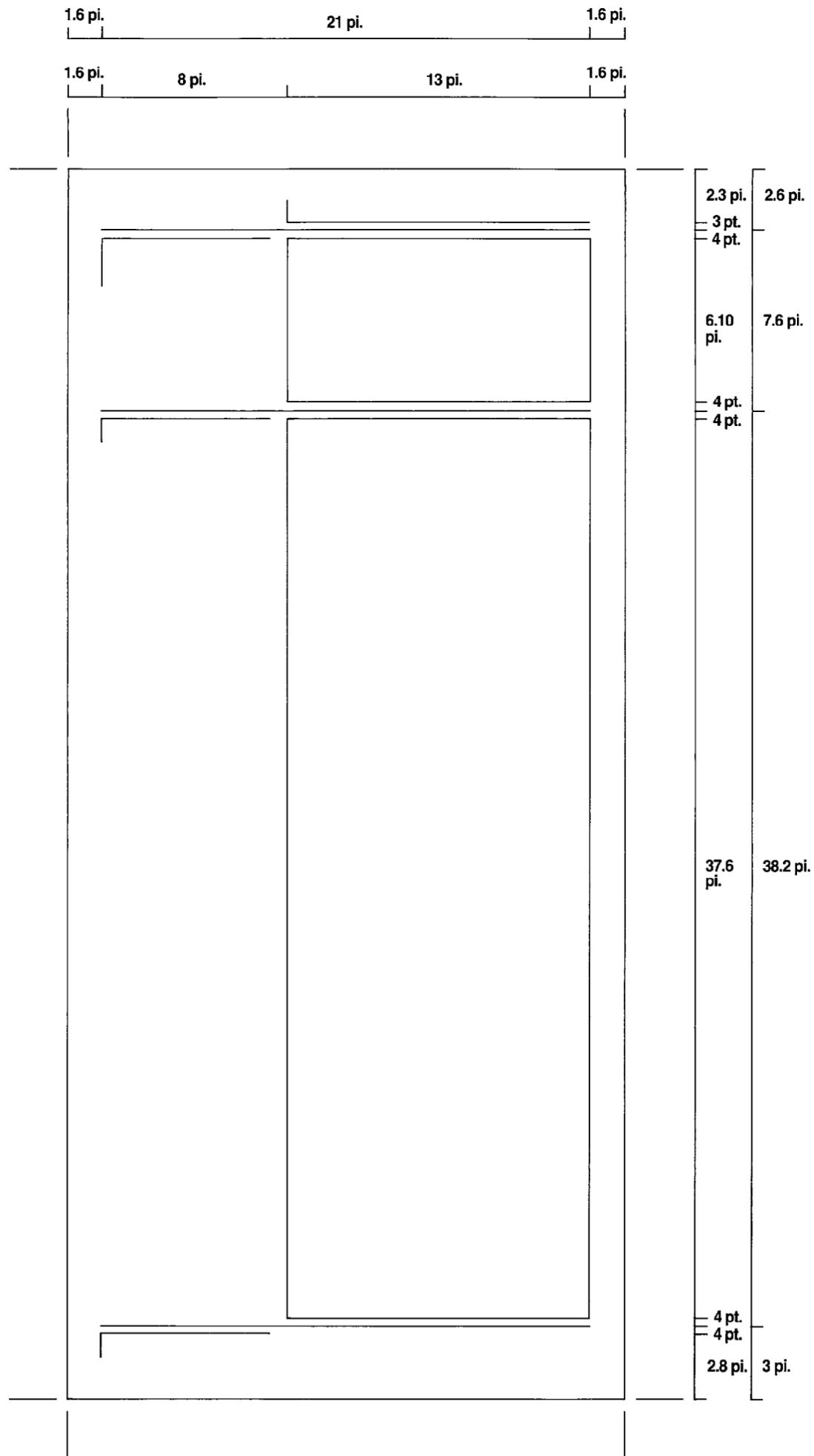
48 pi. 49 pi.

6 pt.
6 pt.
3.6 pi. 4.6 pi.

Cover 4 Grid - 5½ x 8½



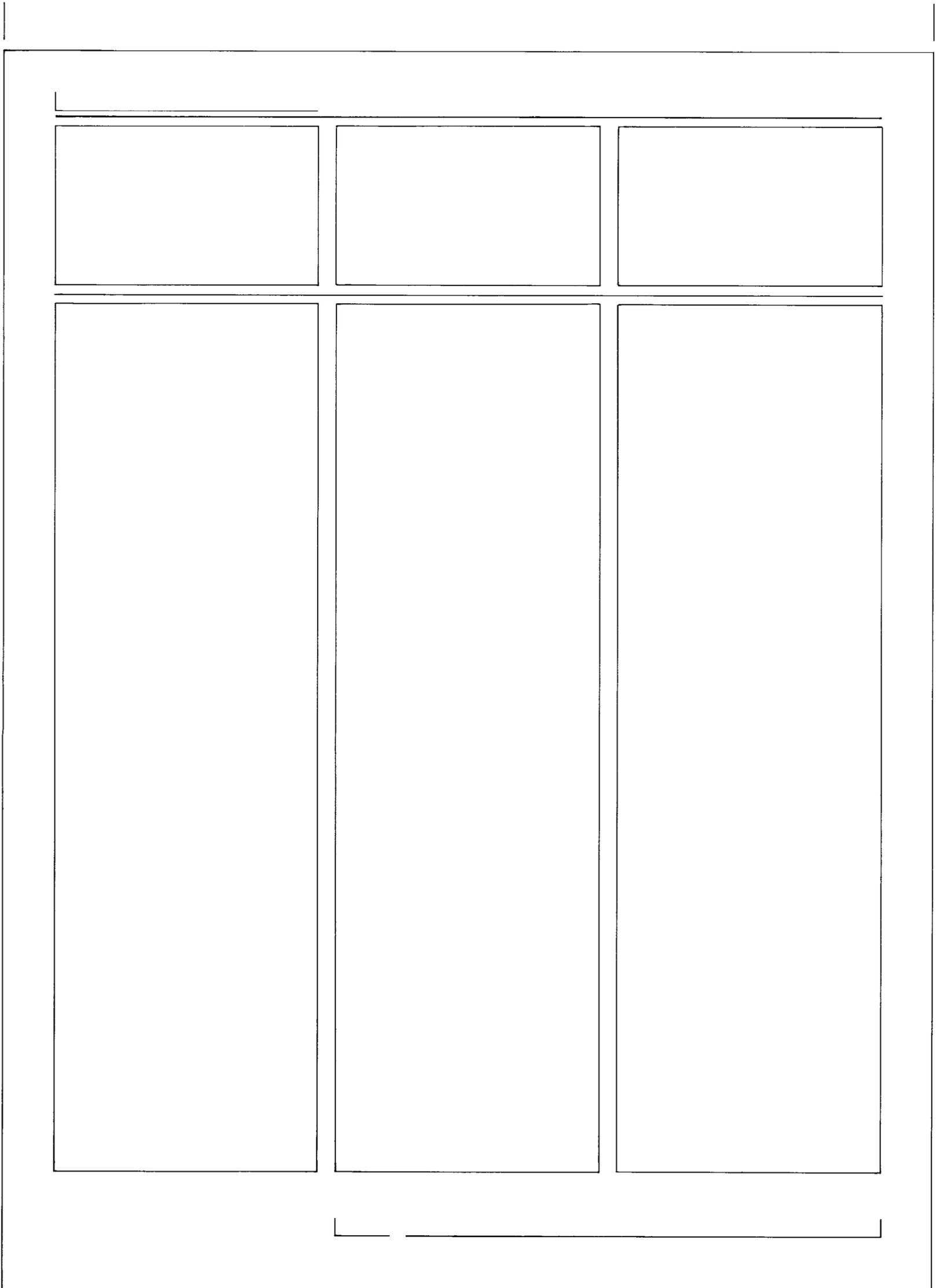
Covers 5 and 6 Grid - 4 x 8½



Text A Grid - 8½ x 11

2.10 pi. 30 pi. 2.10 pi.

2.10 pi. 14.6 pi. 1 pi. 14.6 pi. 1 pi. 14.6 pi. 2.10 pi.



3.3 pi. 3.6 pi.
3 pt.
6 pt.

8.6 pi. 9.6 pi.

6 pt.
6 pt.

46 pi. 46.6 pi.

3.6 pi. 3.6 pi.

3 pi. 3.6 pi.

Text B Grid - 8½ x 11

2.10 pi. 14.6 pi. 1 pi. 14.6 pi. 1 pi. 14.6 pi. 2.10 pi.

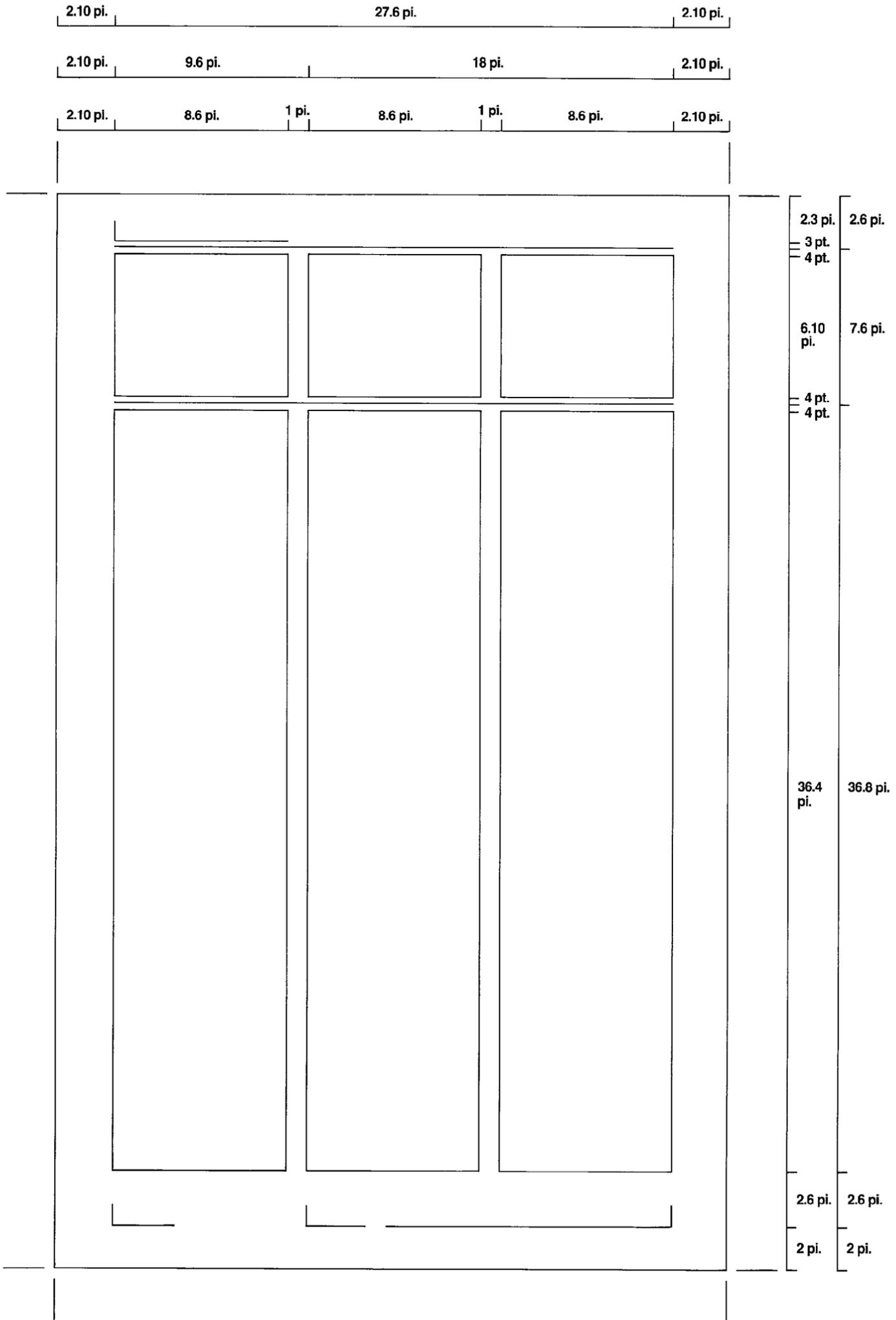
3.6 pi.

55.8 pi.

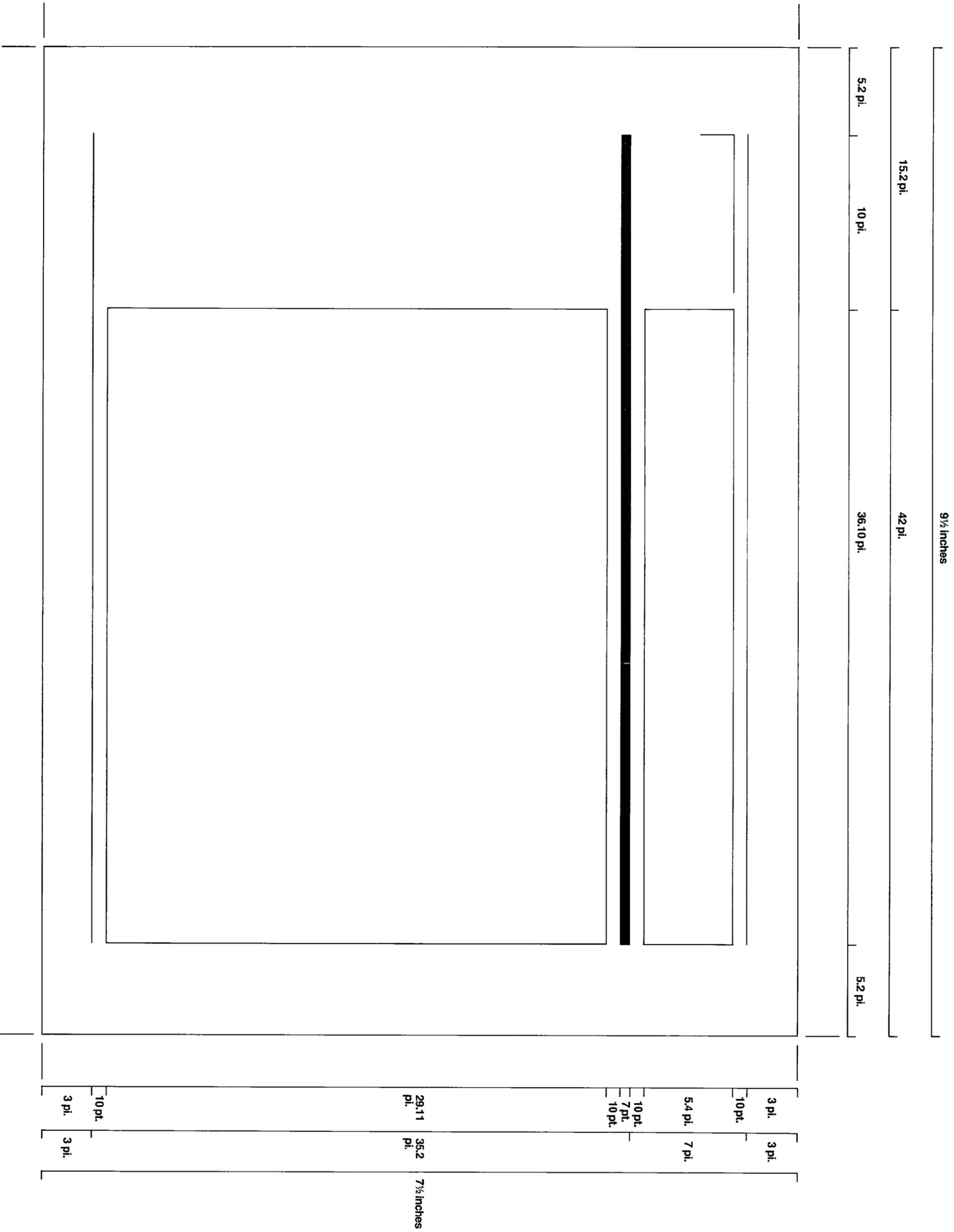
3.6 pi.

3.6 pi.

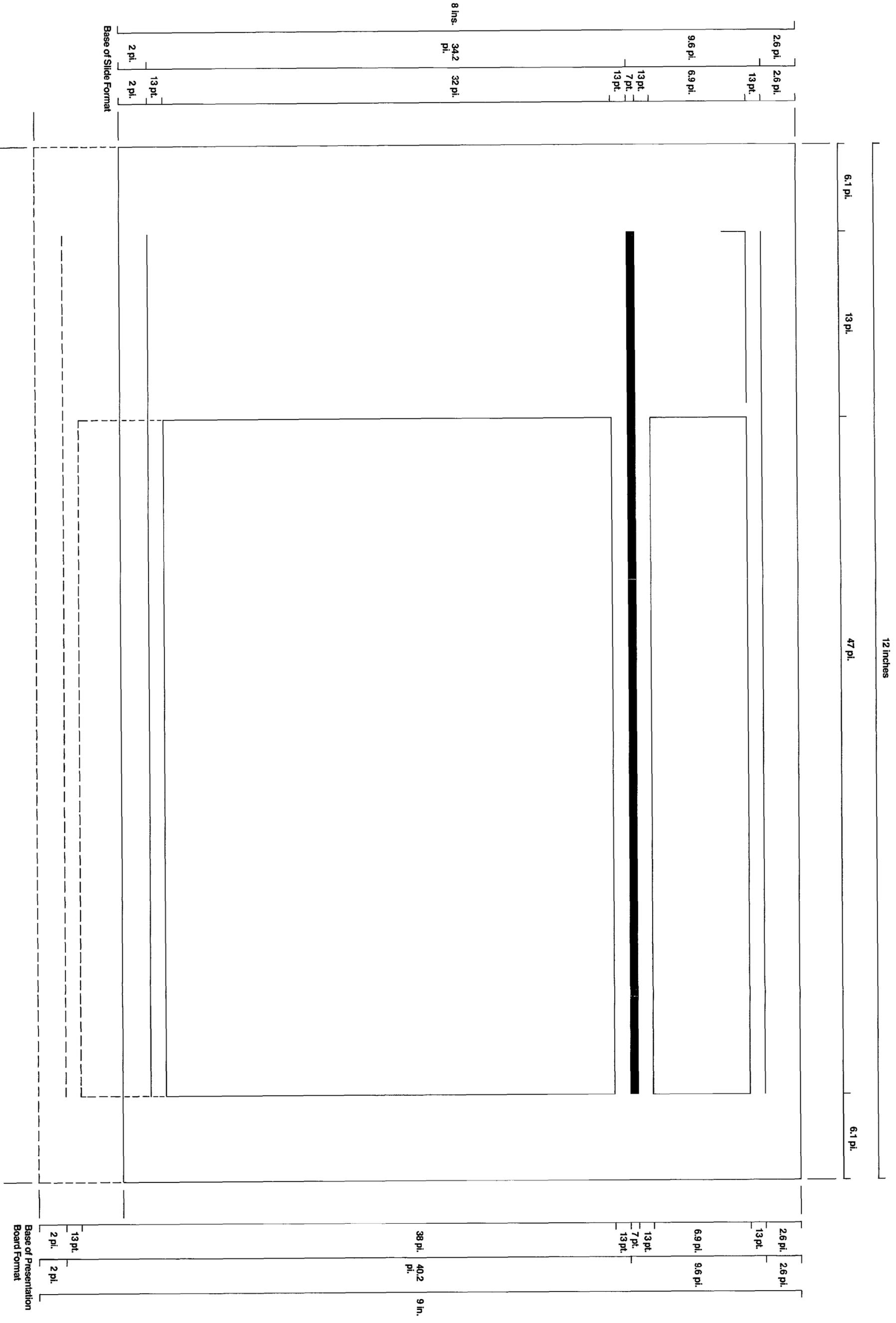
Texts D & E Grid - 5½ x 8½



View Graph Grid - 7½ x 9½



Slide and Presentation Board Grid

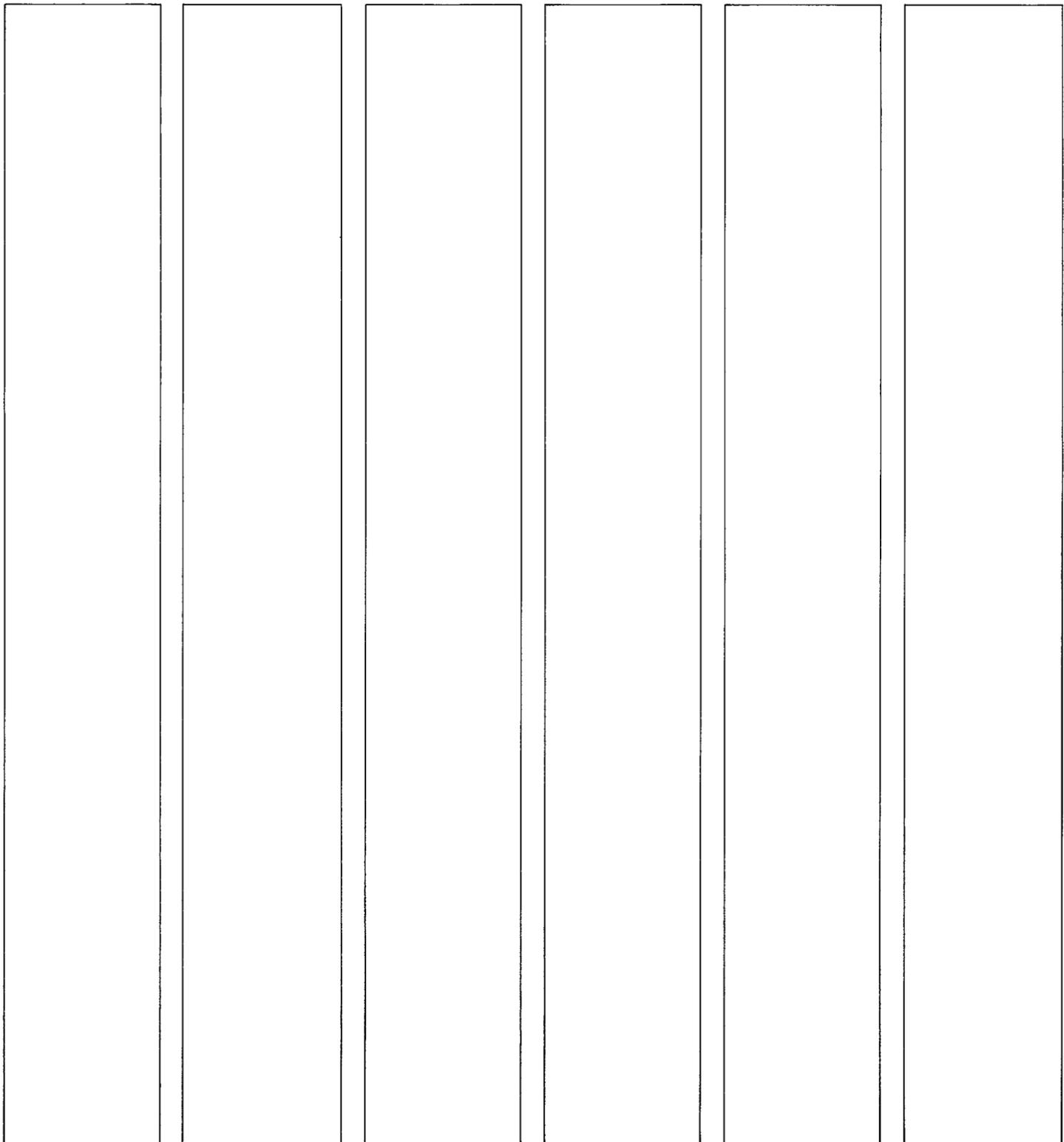
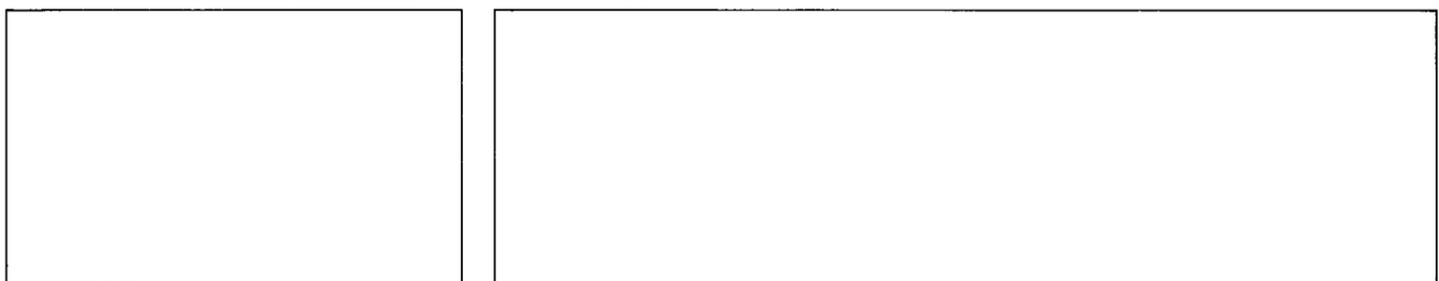


Form Grid - 8½ x 11

2.10 pi. 15.6 pi. 30 pi. 2.10 pi.

2.10 pi. 14.6 pi. 1 pi. 14.6 pi. 1 pi. 14.6 pi. 2.10 pi.

2.10 pi. 6.9 pi. 1 pi. 6.9 pi. 2.10 pi.



2.3 pi. 2.6 pi.
3 pt.
6 pt.

8.6 pi. 9.6 pi.

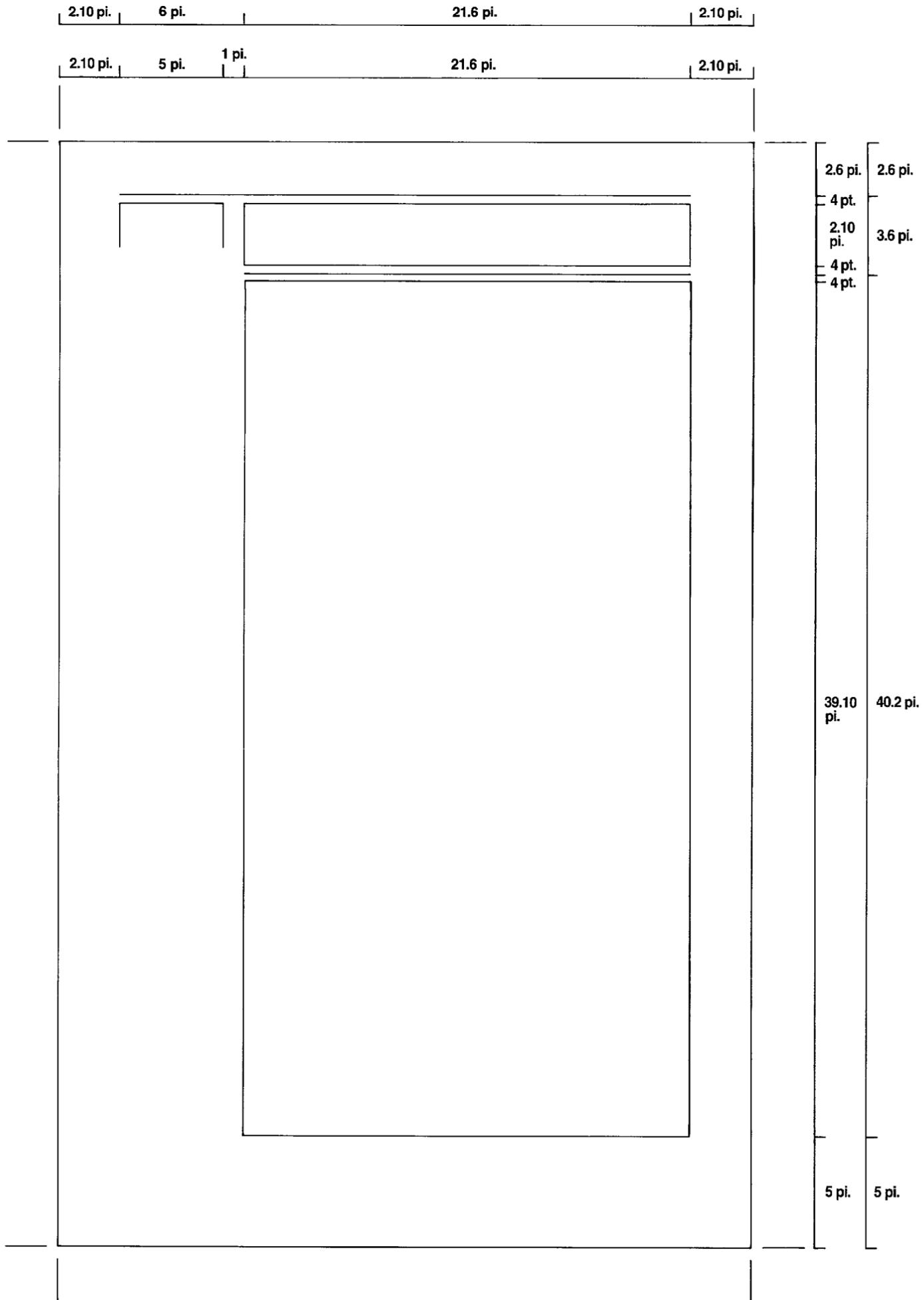
6 pt.
6 pt.

47.8 pi. 48.2 pi.

3.6 pi. 3.6 pi.

2.6 pi. 2.6 pi.

Stationery Grid - 5½ x 8½



Stationery Grid - 8½ x 11

2.10 pi. 45.6 pi. 2.10 pi.

2.10 pi. 6.9 pi. 1 pi. 22.3 pi. 1 pi. 14.6 pi. 2.10 pi.

3.6 pi. 3.6 pi.

6 pt.

3 pi. 4 pi.

6 pt.

6 pt.

51.2 pi.

51.8 pi.

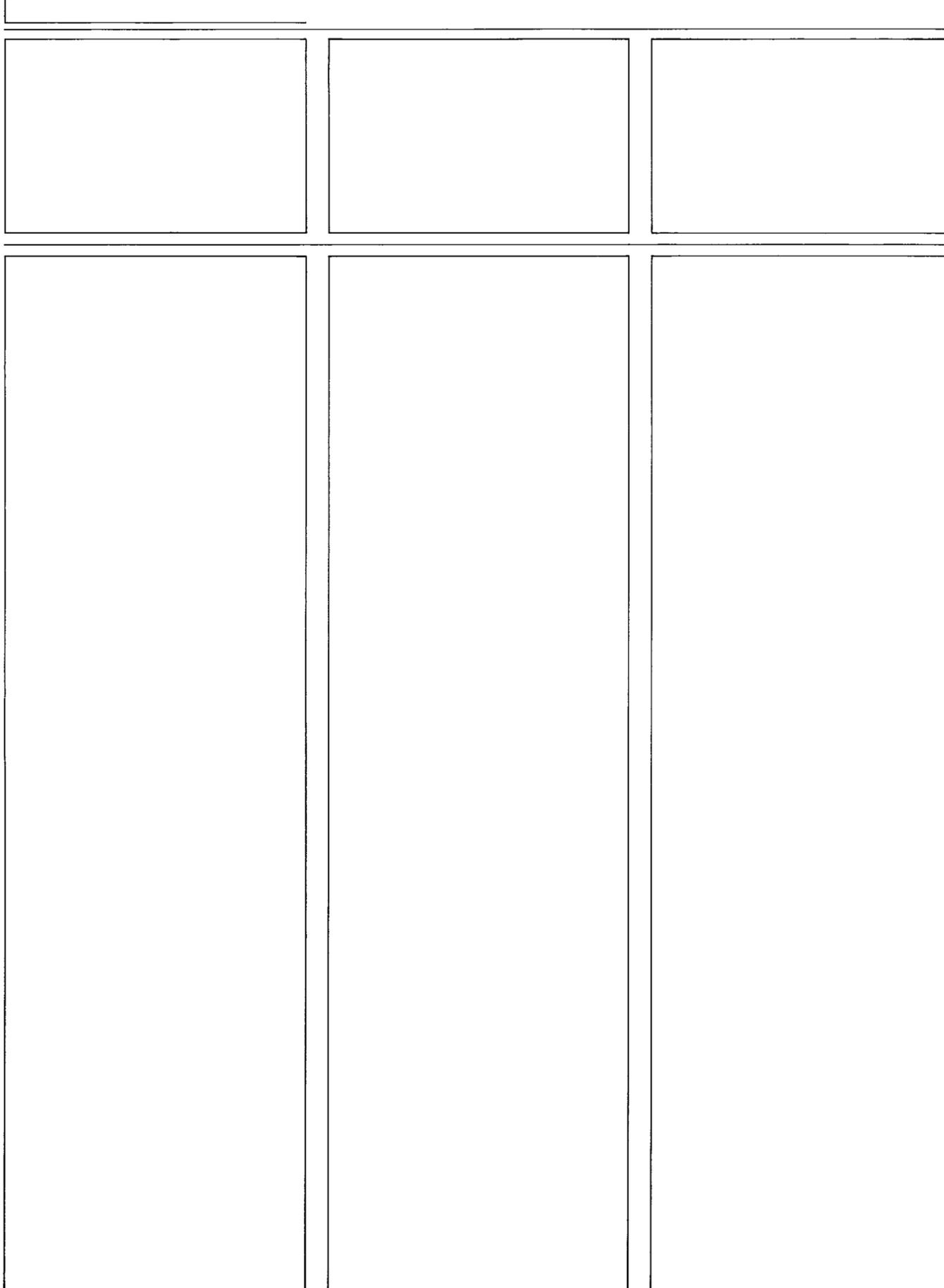
7 pi.

7 pi.

Text H Grid - 8½ x 11, Left-Hand Page

2.10 pi. 14.6 pi. 28 pi. 5.10 pi.

2.10 pi. 13.6 pi. 1 pi. 13.6 pi. 1 pi. 13.6 pi. 5.10 pi.



3.3 pi. 3.6 pi.
3 pt.
6 pt.

8.6 pi. 9.6 pi.

6 pt.
6 pt.

45.8 pi. 46.2 pi.

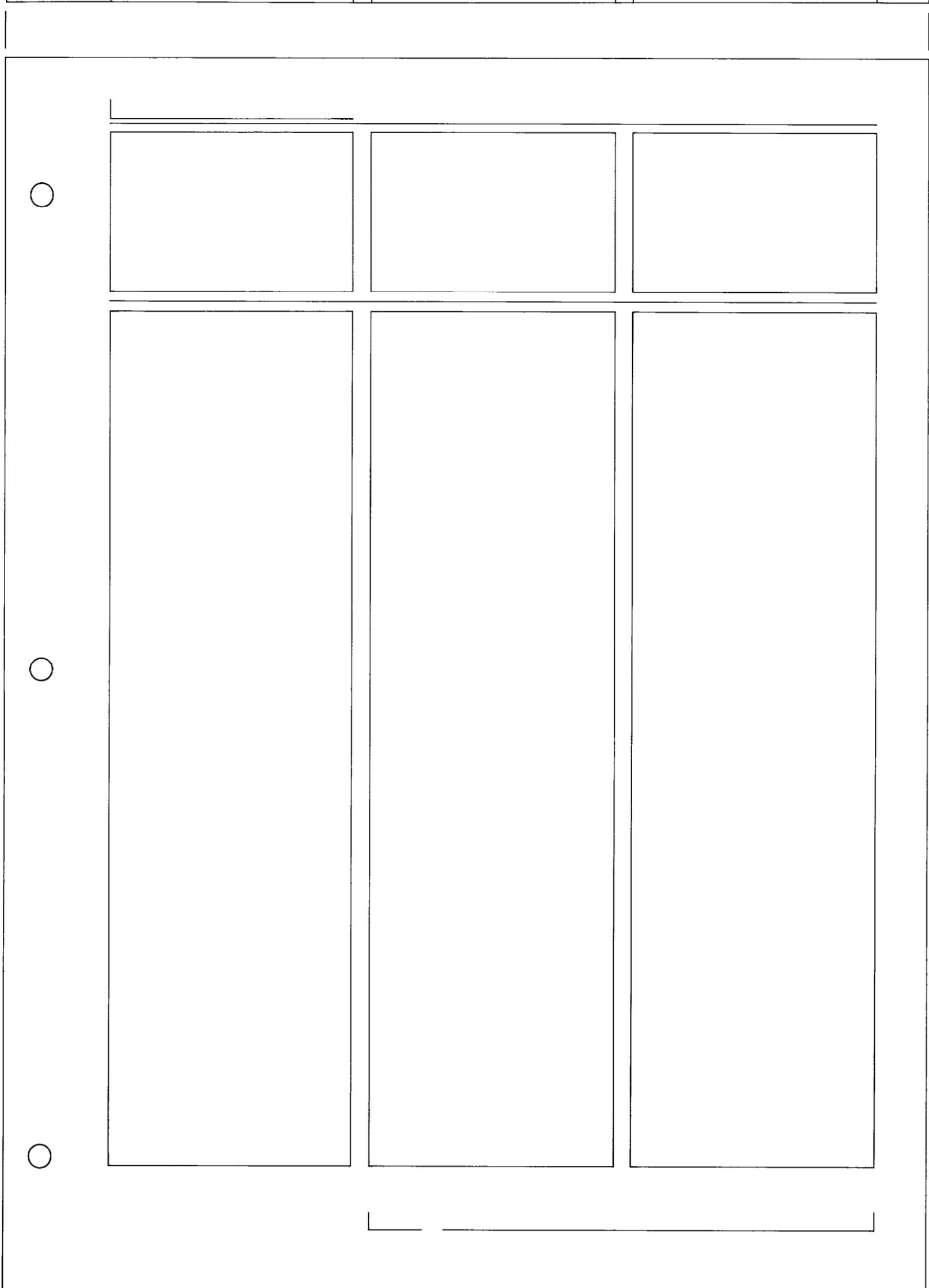
3.6 pi. 3.6 pi.

3.6 pi. 3.6 pi.

Text H Grid - 8½ x 11, Right-Hand Page

5.10 pi. 14.6 pi. 28 pi. 2.10 pi.

5.10 pi. 13.6 pi. 1 pi. 13.6 pi. 1 pi. 13.6 pi. 2.10 pi.



3.3 pi. 3.6 pi.

3 pt.
6 pt.

8.6 pi. 9.6 pi.

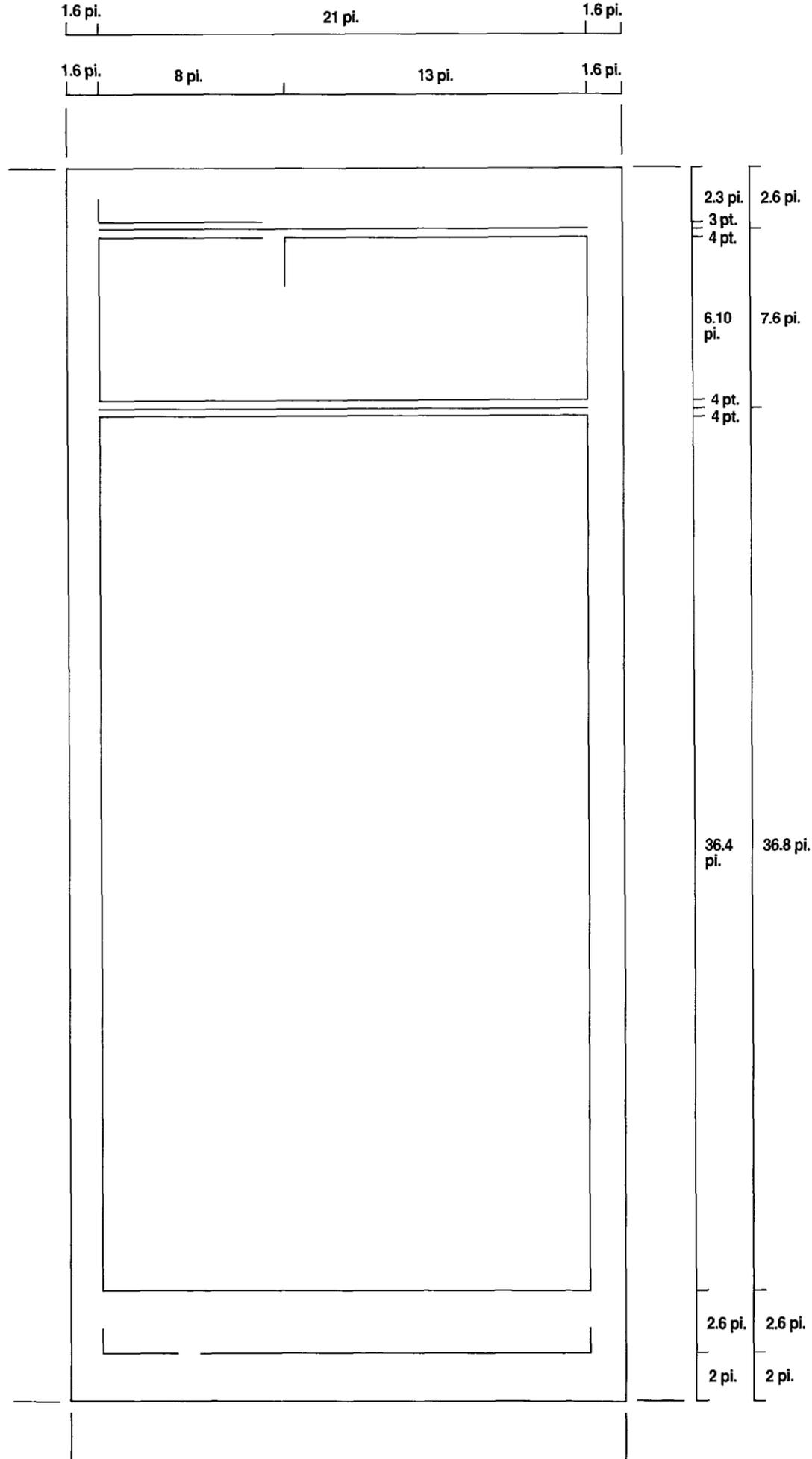
6 pt.
6 pt.

45.8 pi. 46.2 pi.

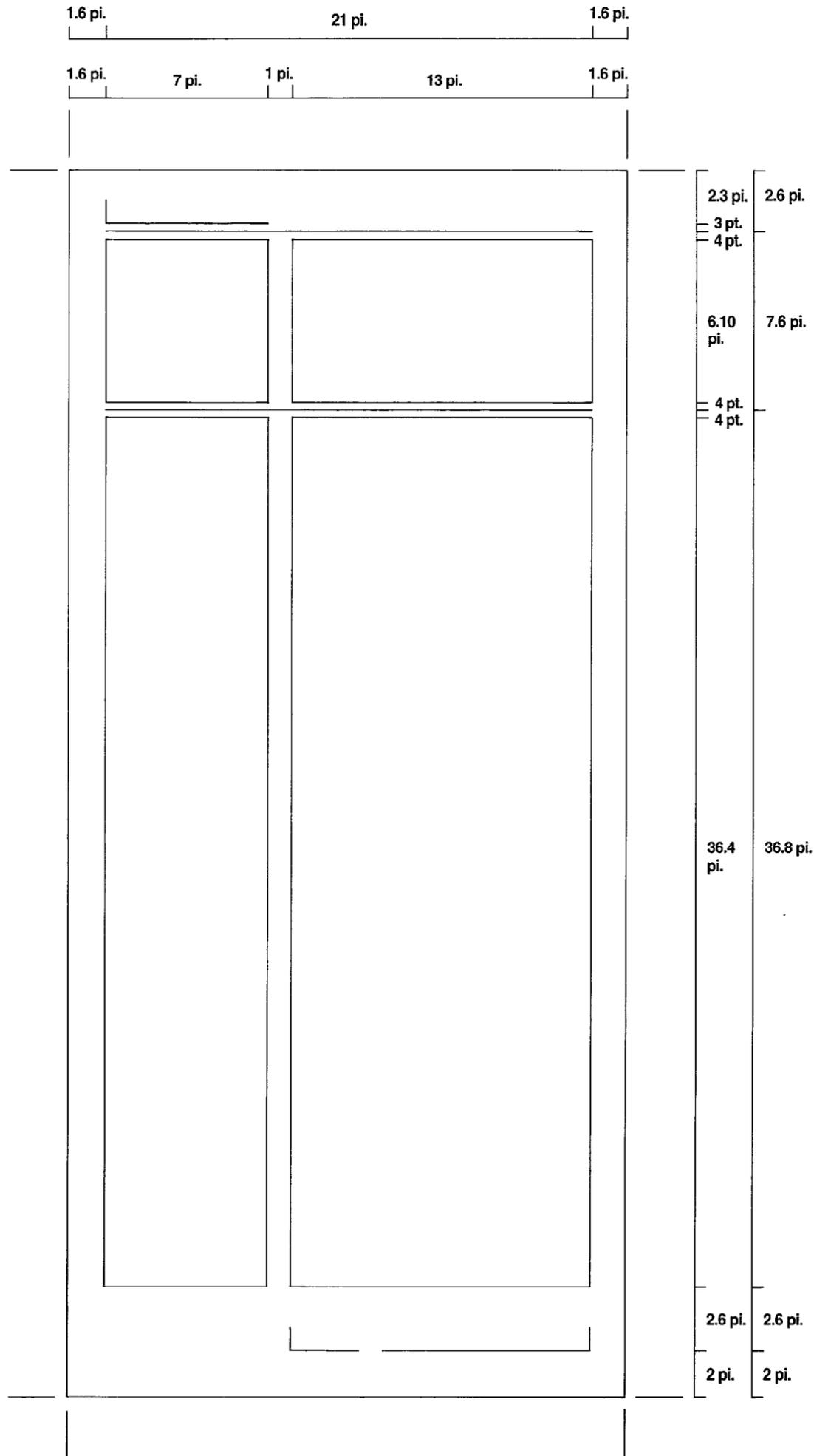
3.6 pi. 3.6 pi.

3.6 pi. 3.6 pi.

Text G Grid - 4 x 8½



Text F Grid - 4 x 8½



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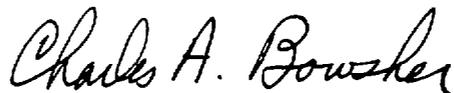


Foreword

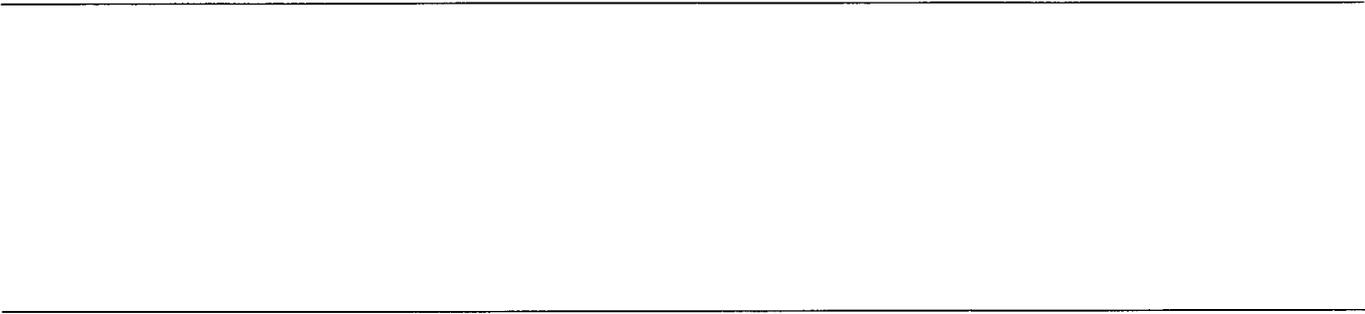
The visual communication standards described in this manual are part of GAO's commitment to producing work of the highest professional quality. The standards, which will be used to design and produce all GAO publications, establish a comprehensive and integrated visual identity for our products.

Based on design principles that enhance the effectiveness of printed material, the standards are an important tool for helping us to communicate better with our readers. In addition, the visual consistency created by using the standards results in publications that are more accurately and efficiently produced.

To be most effective, the visual communication standards must be implemented uniformly. Doing so will require the cooperation of all GAO staff, since virtually all of us are involved in some aspect of producing the variety of publications that encompass our work. Therefore, I encourage you to become familiar with the information in this manual so that by working together we can produce publications that reach their full potential.



Charles A. Bowsher
Comptroller General
of the United States



Introduction

GAO's publications are its primary, formal vehicle for communicating with the Congress, government officials, and the general public. The standards presented in this manual are designed to increase the communication effectiveness of these publications and to give them a clear, consistent visual identity.

The layout and typographical elements of the standards incorporate professional design and legibility principles as well as research results on the format our report readers find most helpful.

The standards in this manual are followed when publications and other visual material are designed and produced. Some relate to products for external audiences (e.g., reports to the Congress) and some to products for internal audiences (e.g., memorandums).

The publications matrices on pages 35 to 41 are the guide for determining the format for all publications. Because the Visual Communication Standards establish a distinct visual identity for GAO, staff involved in designing and preparing publications and other visual material shall strive to maintain the agency's visual identity when faced with situations that may not be clearly covered in the standards. Responsibility for design and production rests with the Office of Publishing and Communications.

Using the Visual Communication Standards

The manual groups GAO's major publications into seven categories. It describes the various formats for each category and specifies how the basic visual components of GAO publications and presentation material are created or produced.

The first two sections of the manual, Visual Identity of GAO and Publication Categories, explain the standards in general and apply to all publication categories unless stated otherwise. The remaining sections provide detailed specifications for design and production staff.

While only a few individuals need to understand and apply the manual's detailed specifications, all staff should become familiar with the material in the first two sections. A basic knowledge of the standards, especially the publication matrices, will save time during planning and enable staff to communicate more effectively during a publication's development and production. Most importantly, adhering to the standards will help GAO achieve its communication goals.





Visual Identity of GAO

Visual Identity of GAO

The standards use five basic elements to create a unified visual identity for GAO's publications: the agency identifier; typographic style; organization of information; color; and graphic components, such as tables, charts, illustrations, maps, and photographs.

Agency Identifier

The agency identifier is the acronym "GAO." It always appears in capital letters in the ITC Century typeface and is positioned in the upper left corner of a page or presentation format as prescribed in the specifications. In some instances, the acronym is supported by the agency's full name.

GAO's official seal is used sparingly so that its inclusion conveys special significance. It is used on report covers as specified in this manual, in connection with ceremonial occasions such as awards presentations, and on certain documents signed by the Comptroller General.

Top: Agency Identifier (GAO Acronym)

GAO

Middle: Agency Identifier With Full Agency Name

United States General Accounting Office

GAO

Bottom: GAO Seal



Typographic Style

The standards for typographic style bring order to the variable elements of type, such as letter size, style, and weight; line length; and proximity of type to type and type to other visual elements. These standards help provide the desired editorial emphasis and the proper sequencing of text, making reading and comprehension easier.

For typeset material, ITC Century is the standard typeface for text and covers and Helvetica is the standard typeface for tabular material, charts, captions, illustrations, and presentation materials. For typewritten material, use 10-pitch Courier.

Detailed specifications for ITC Century are in the Cover and Text sections beginning on page 47; specifications for Helvetica are in the Graphic Components section beginning on page 95; and specifications for typewritten material are in the Text section on pages 82 and 83.

Sample of the Two Typefaces Used for the GAO Typographic Style (Fonts on p. 169)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890&!?\$¢%()

ITC Century Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 &?!\$()

Helvetica Medium

Organization of Information

Standardized grids are used to establish the position of visual and textual elements on a page. The most commonly prescribed grid is illustrated below. It uses a two-thirds-page column on the right for text with the remaining one-third-page column on the left used primarily for headings.

Textual material is organized into concise modules identified by headings and subheadings that are clearly separated from the main text. The different levels of headings are distinguished by ruled lines and different type sizes.

Alternative grids, such as for a three-column format, are included in the standards and may be used as specified in the publication matrices.

Sample of a Standard 2/3-Page Column Format With Grid Superimposed in Blue

<p>Chapter 2</p> <p>Need to Increase Access to Section 337</p>	<p>Need to Increase Access to Section 337</p>
<p>Economic Tests Create Other Problems</p>	<p>Eliminating the domestic industry test and redefining the injury test would have a much greater impact on the administration and use of section 337 than would removing the efficient and economic operation test. Some officials believe that should the IT be amended, the IT is an international agency expert in investigating the impact of foreign competition on U.S. industry may not be the proper forum for adjudicating intellectual property disputes.</p> <p>We see no compelling reason for moving adjudication of section 337 intellectual property cases out of the IT. The IT should remain the primary forum for such cases. The IT should continue to be the primary forum for such cases. The IT should continue to be the primary forum for such cases.</p>
<p>Eliminating the Efficient and Economic Operation Criteria Generally Approved</p>	<p>Objections to Amending the Economic Tests</p> <p>Several officials most notably from the IT, expressed concern that such action will bring into question the consistency of section 337 with I'S obligations under GATT.</p> <p>Eliminating the domestic industry test and redefining the injury test would have a much greater impact on the administration and use of section 337 than would removing the efficient and economic operation test. Some officials believe that should the IT be amended, the IT is an international agency expert in investigating the impact of foreign competition on U.S. industry may not be the proper forum for adjudicating intellectual property disputes.</p> <p>We see no compelling reason for moving adjudication of section 337 intellectual property cases out of the IT. The IT should remain the primary forum for such cases. The IT should continue to be the primary forum for such cases.</p>

Note: Dummy type serves only to indicate correct type placement

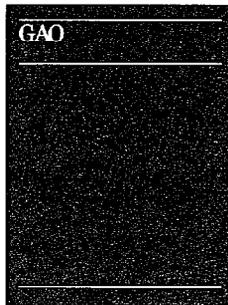
Color

The standards use color to define publication categories: the color of a publication's cover indicates the category to which the publication belongs. Within a category, color is also used to delineate primary and secondary publications. A primary publication cover has a colored background with white type. A secondary publication cover has a white background with colored type. Used consistently, color maintains the integrity of the publication categories and reinforces visual identity.

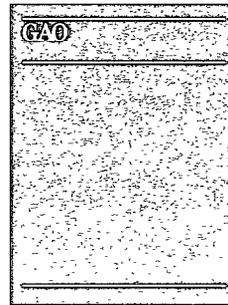
Publication Categories Showing the Standard Color Codification

- I Audit and Evaluation Reports (Blue)
- II Policy, Guidance, and Standards
 - IIA GAO Audit and Evaluation Policy (Gray)
 - IIB Federal Standards and Guidance (Salmon)
 - IIC Methodology and Guidance (Salmon)
- III Legal Decisions and Guidance (Red)
- IV Training (Green)
- V Reference (Brown)
- VI GAO Operations (Mustard)
- VII Special Publications

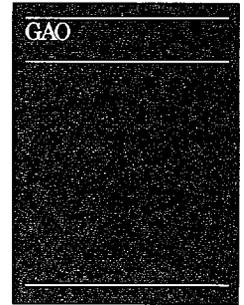
Note. For detailed color references see matrices, pages 35 to 41, and color codification, page 42.



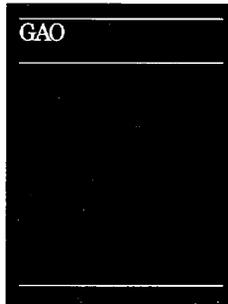
I.



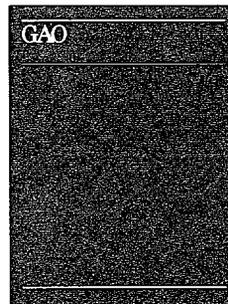
IIA.



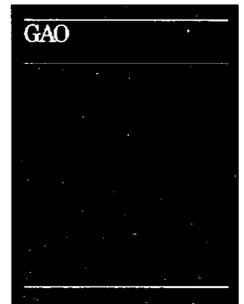
IIB&C



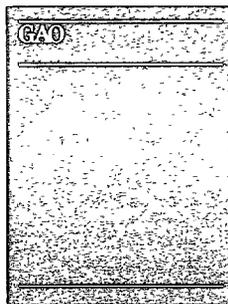
III.



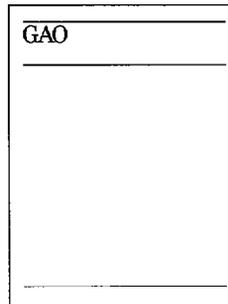
IV.



V.



VI.

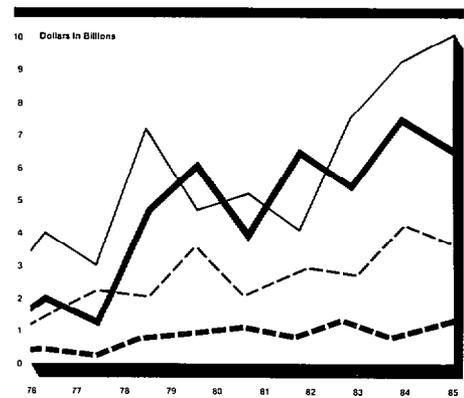
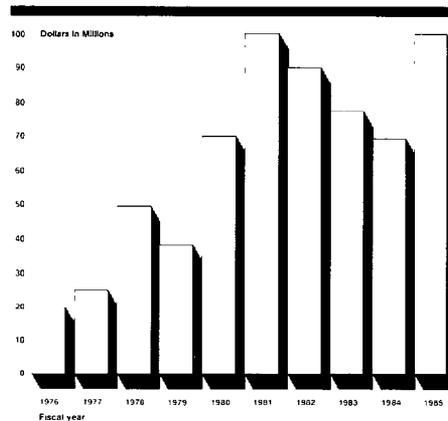


VII.

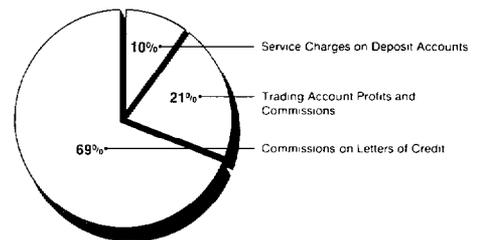
Graphic Components

The Graphic Components section provides specifications for presenting tables, charts, illustrations, maps, photographs, and any other visual elements other than text. These standards help create a visual focus on the page and, in conjunction with other design elements, build a recognizable visual identity. The specifications in the Graphic Components section apply to all publications and other communication material for external distribution and those internal products with high visibility or wide distribution.

Examples of Bar Chart, Line Chart, Table, and Pie Chart



Millions of Barrels					
Storage facilities	Gross volume planned	Gross volume completed	Permanent capacity planned ^a	Capacity available	Capacity filled
Phase I sites:					
Bayou Choctaw	48.3	48.2	46.0	46.0	45.7
Bryan Mound	74.5	72.8	66.0	66.0	64.3
Sulphur Mines	27.4	27.3	26.0	26.0	26.1
Weeks Island	73.1	73.1	73.0	73.0	72.5
West Hackberry	51.1	50.6	49.0	49.0	47.8
Total	274.4	272.0^b	260.0	260.0	256.4
Phase II sites:					
Bayou Choctaw	12.2	12.2	10.0	*	*
Bryan Mound	134.4	139.2	120.0	121.2	116.0
West Hackberry	179.2	159.6	160.0	117.0	110.0
Total	325.8	311.0	290.0	238.2	226.0
Phase III sites:					
Bayou Choctaw	11.2	*	10.0	*	*
Bryan Mound	44.8	33.4	40.0	12.0	12.0
West Hackberry	11.2	1.5	10.0	*	*
Big Hill	156.8	*	140.0	*	*
Total	224.0	34.9	200.0	12.0	12.0
Tanks and pipelines	*	*	*	*	2.5
Total for SPR	824.2	617.9	750.0	510.2	496.9



Publication Categories

Publication Categories

GAO's publications are grouped into seven categories according to function: Audit and Evaluation Reports; Policy, Guidance, and Standards; Legal Decisions and Standards; Training; Reference; GAO Operations; and Special Publications.

This section of the manual defines the seven categories, including their primary audiences; gives examples from each category; and explains the basic design characteristics that apply to each category. It also illustrates cover and text styles.

Primary and Secondary Publications

Within each category, except for Special Publications, products are divided into primary and secondary publications. Primary publications are the major or preeminent products in that category, while secondary publications are those with a more limited impact, audience, or shelf life. For example, in the Audit and Evaluation Reports category, the chapter report is a primary publication and the staff study is a secondary publication.

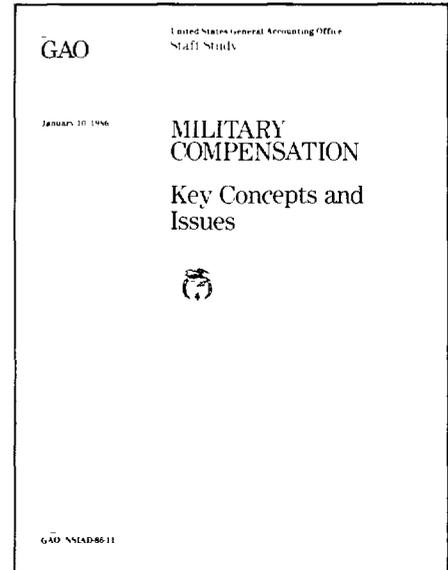
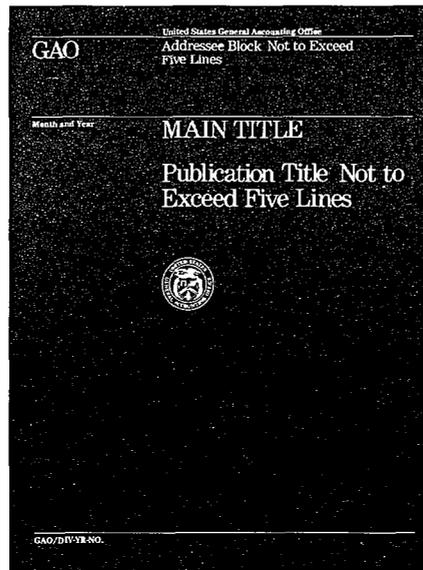
Secondary publications are distinguished from primary publications by their covers. Although they use the same colors, a primary publication has a colored background with white type, while a secondary publication has a white background with colored type.

To protect the integrity and usefulness of the two-level hierarchy within each category, primary publications should be limited to the major publications of that category. The originator of a publication confers with the Office of Publishing and Communications to determine whether a product is a primary or secondary publication.

Publication Categories

Left: Sample of a Primary Publication Cover in the Audit and Evaluation Reports Category

Right: Sample of a Secondary Publication Cover in the Audit and Evaluation Reports Category



Note. Dummy type serves only to indicate correct type placement

I. Audit and Evaluation Reports

Audit and evaluation reports are GAO's preeminent publications, providing independent, nonpartisan information and analysis for congressional and executive branch decisionmaking. Reports are either required by law, requested by the Congress, or initiated by GAO under its charter. They may contain conclusions and recommendations based on in-depth investigation and analysis. Reports communicate GAO's views on federal programs to GAO's primary audience, the Congress, as well as to other branches and levels of government, the media, academia, and the general public.

Unless otherwise noted, a publication in this category has the following basic characteristics: a typeset cover with a two-part title (cover 1); a typeset, 8½ x 11 inch, two-thirds-page format (text A); and perfect or saddle-stitched binding.

Chapter Reports

Chapter reports represent GAO's customary way of providing printed results of audit and evaluation work to requesters and other audiences. Besides chapters, these reports have a brief transmittal letter and an executive summary; they often include appendixes.

Letter Reports

A letter report is a letter, usually with appendixes. It is generally a simpler way to report on less complex issues that require less narrative and structure than those addressed in chapter reports.

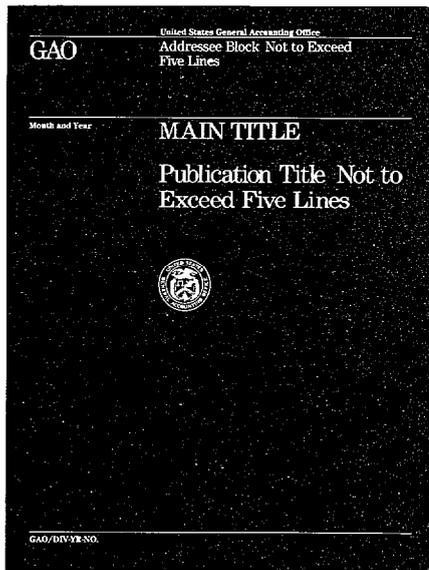
Briefing Documents

Briefing reports and fact sheets, which are organized like letter reports, permit GAO to satisfy some congressional requesters' needs faster than do other formats. These products consist of a short transmittal letter followed by the briefing material. Their text may be in the text A or C formats.

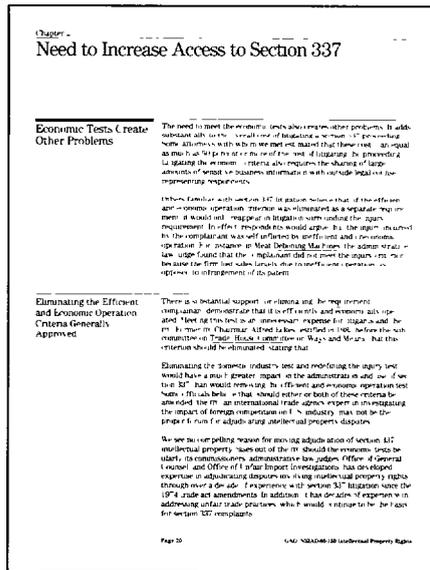
Staff Studies

Staff studies, which are in the chapter format, are used to communicate background and factual information when the recipients' needs can best be met by a product that is not a GAO report or briefing document. Staff studies have a preface rather than a transmittal letter.

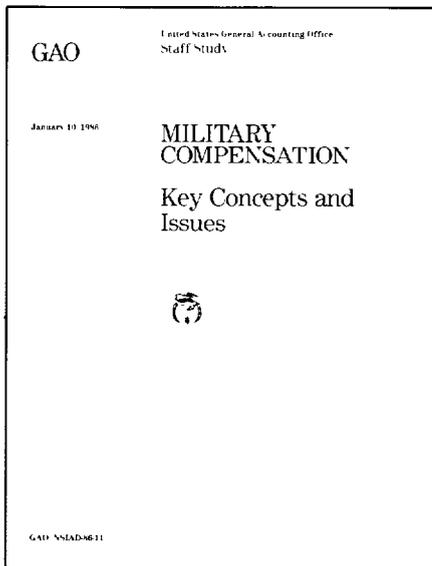
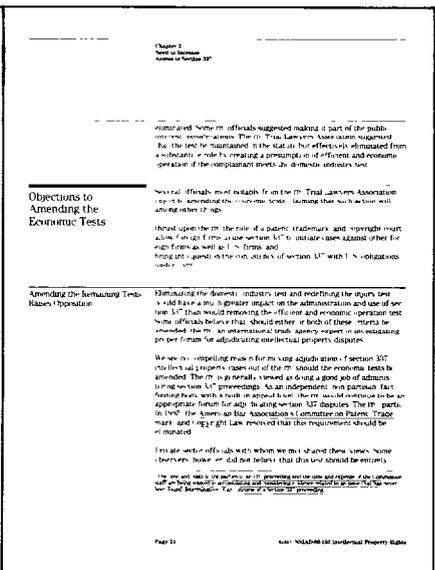
Cover and Text Formats



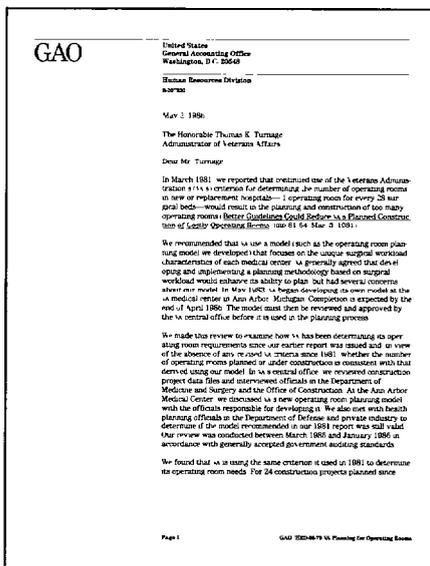
Primary Publication



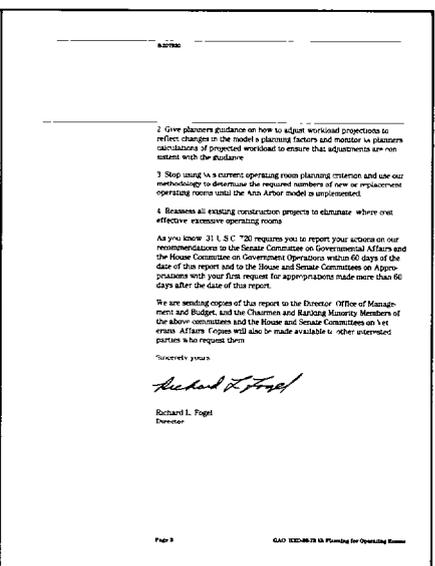
Text A



Secondary Publication



Letter Report, Text A



Note Dummy type serves only to indicate correct type placement.

Reports and Briefing Documents With Limited Distribution

The products, which include classified, sensitive, or proprietary information, may be structured in a letter or chapter format, but, because of security or other reasons, they have a classified cover (cover 2) and the text C format (the typing style shown is experimental and optional). These documents have appropriate markings to explain why their distribution is limited.

Executive Summary Brochures

Executive summaries are the part of a chapter report that provides readers with the important points, conclusions, and recommendations of GAO's reports in a few pages. Executive summaries of selected reports may be printed separately in the brochure format (cover 5 and text F) and distributed more widely than the complete report. The brochure format is also available for the nonclassified summary of a classified report.

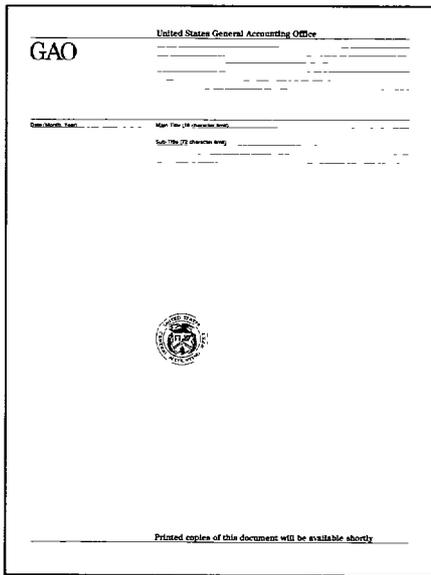
Prepublication Format

Reports in this format are provided to congressional requesters as interim documents when time constraints require GAO to issue reports before they can be typeset. Chapter and letter reports may be prepared in this format. The format consists of cover 7 and typewritten text (as prepared for typesetting).

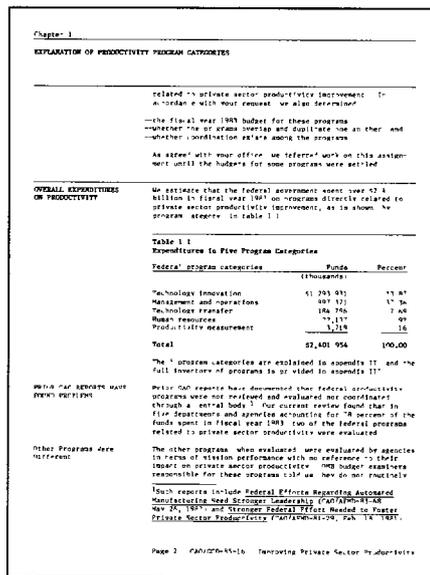
Distribution of publications in this format is generally limited to congressional requesters, who eventually receive the typeset version of the report. This format is not bound.

I. Audit and Evaluation Reports

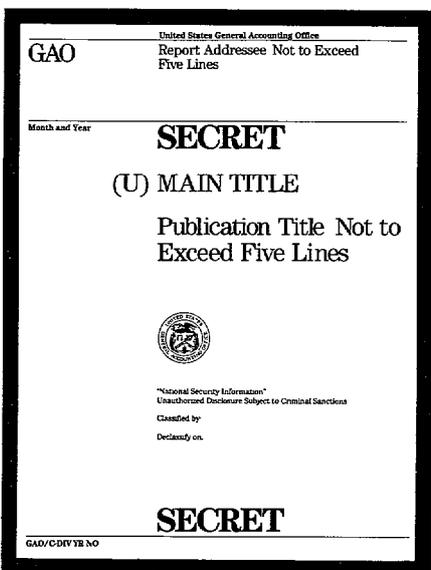
Cover and Text Formats



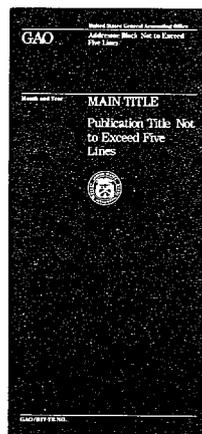
Cover 7



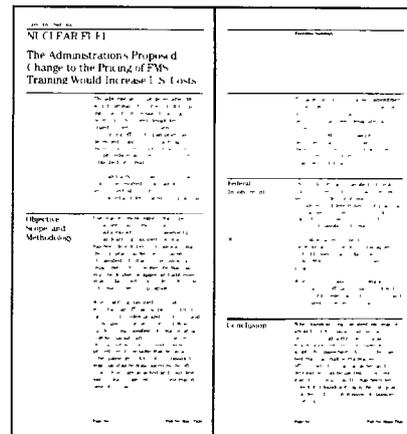
Text C



Cover 2



Cover 5



Text F

Note Dummy type serves only to indicate correct type placement

II. Policy, Guidance, and Standards

GAO sets policy for its own staff to follow in performing audits and evaluations and also provides certain standards and guidelines for other federal agencies.

Unless otherwise noted, a publication in this category has a cover 3 and a text C format.

GAO Audit and Evaluation Policy

The policies and procedures presented in the Project Manual, the Report Manual, and the General Policy Manual guide GAO's staff in conducting audit and evaluation work. Although external audit agencies have an interest in these publications, they are intended primarily for an internal audience.

These basic documents are bound in loose-leaf binders.

Federal Standards and Guidance

In addition to its own, mainly internal policy guidance, GAO sets standards and provides policy and procedural guidelines on a variety of other topics for other agencies. GAO's Policy and Procedures Manual for Guidance of Federal Agencies is one example of this kind of document. The Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (the "Yellow Book") is another. These documents have a wide external audience.

These publications are in the text A format and may be bound or loose-leaf. Because of the currency of the "Yellow Book" format, this publication will continue to be presented in a 5½ x 8½ inch size with a yellow and black cover.

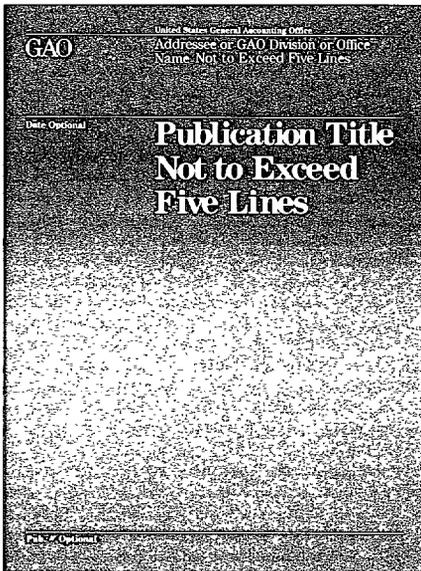
Methodology and Guidance

Methodology and guidance publications, such as the methodology transfer paper series, provide information and guidance to support more basic GAO audit and evaluation policy and practice. GAO's staff, as well as those in the auditing and evaluation communities outside GAO, compose the primary audiences for this type of publication.

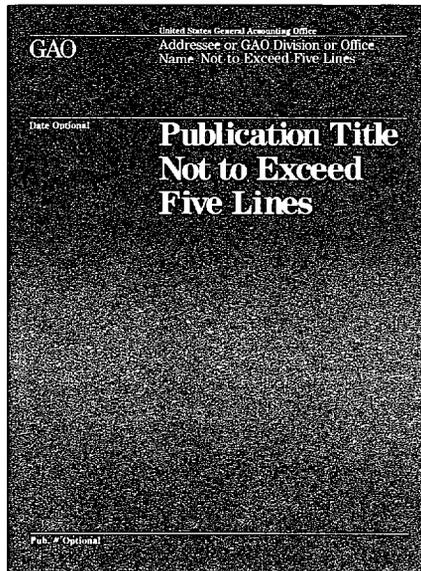
Methodology and guidance publications are bound.

II. Policy, Guidance, and Standards

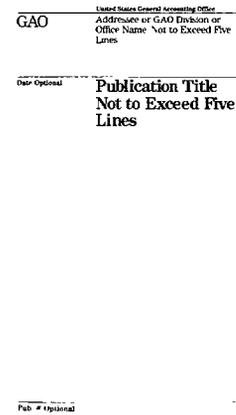
Cover and Text Formats



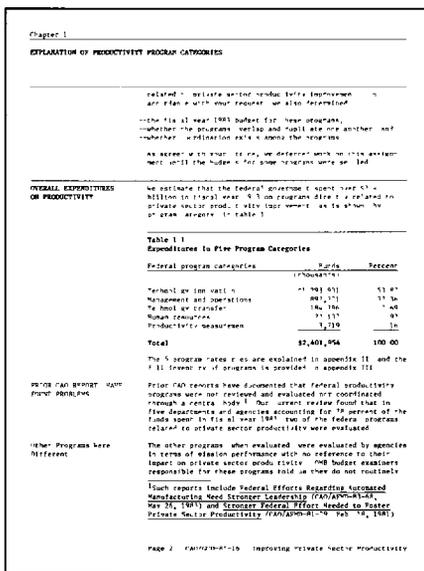
Cover 3 (Color for GAO Audit and Evaluation Policy Reports)



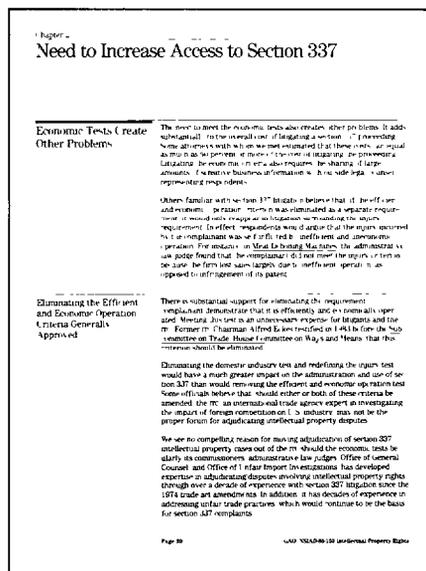
Cover 3 (Color for Federal Standards)



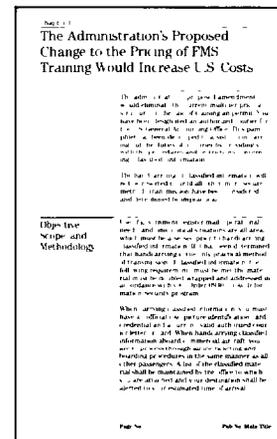
Cover for "Yellow Book"



Text C



Federal Standards, Text A



"Yellow Book," Text D

Note Dummy type serves only to indicate correct type placement

III. Legal Decisions and Standards

The Office of the General Counsel provides legal services to the Comptroller General and the staff of GAO. One of its principal responsibilities is preparing Comptroller General decisions and opinions. Some of these documents provide advice to congressional committees and members about the legality of the activities of government agencies or the legal implications of bills. Many opinions resolve disputes between agencies and those seeking government contracts. Other decisions and opinions interpret the laws governing public expenditures. Design characteristics for these publications are included in the descriptions that follow.

Decisions of the Comptroller General

Decisions of the Comptroller General resolve questions that fall within areas of GAO's legal jurisdiction. These decisions have a government as well as a nongovernment audience. Individual decisions are typed on a specially formatted form. More significant decisions, or those with wide applicability, are published in a monthly volume; later, they are collected and published in the annual volume Decisions of the Comptroller General. Digests of unpublished decisions are published monthly. Collected decisions and digests of unpublished decisions have a cover 4 and a text E format and are bound.

Federal Legal Standards

The Office of the General Counsel prepares several manuals that summaries and discuss the major areas of GAO's legal jurisdiction. The manuals are used for reference by the federal government, the public, and the private sector and are regularly updated to incorporate policy changes. Principles of Federal Appropriations Law is an example of this type of publication.

These publications have a cover 3 and a text A format and may be bound or loose-leaf.

Legal Methodology and Guidance

These publications, largely directed to audiences within GAO, address methods of effectively articulating and implementing legal decisions and standards. Effective Legal Writing is an example of this type of publication.

These publications have a cover 3 and a text C format and may be bound or loose-leaf. Publications for external distribution have a cover 3 and a text A format or a cover 4 and a text D format.

III. Legal Decisions and Standards

Cover and Text Formats

United States General Accounting Office
Address or GAO Division or Office
Name Not to Exceed Five Lines

Date Optional

**Publication Title
Not to Exceed
Five Lines**

Pub. # Optional

Cover 3

Chapter 2
Need to Increase Access to Section 337

Economic Tests Create Other Problems

The need to meet the economic tests also creates other problems. It adds substantially to the cost of bringing a section 337 proceeding before the court and when we are informed that these costs are equal to those of 50 percent or more of the cost of bringing the proceeding. Limiting the economic tests also requires the sharing of large amounts of sensitive business information with outside legal counsel representing respondents.

Those familiar with section 337 litigation believe that if the efficient and economic operation criteria is eliminated as a separate requirement, it would only result in a savings surrounding the injury requirements. In effect, respondents would argue that the injury in itself by the complainant was self-inflicted by inefficient and uneconomic operation. For instance in *West Debiting Machines* the administrative law judge found that the respondent did not meet the injury criterion because the firm lost sales rapidly due to inefficient operation as opposed to infringement of its patent.

Eliminating the Efficient and Economic Operation Criteria Generally Approved

There is substantial support for eliminating the requirement complainants demonstrate that it is efficient and economically operated. Merely the fact that an unnecessary expense for litigants and the respondent is a factor. A final report issued in 1983 before the subcommittee on Trade House Committee on Ways and Means that this criterion should be abandoned. Stating that:

Eliminating the domestic industry test and redefining the injury test would be a much greater impact on the administration and use of section 337 than would removing the efficient and economic operation test. Some officials believe that, should either or both of these criteria be amended, the more an international trade agency expert in investigating the impact of foreign competition on U.S. industry may not be the proper forum for adjudicating intellectual property disputes.

We see no compelling reason for moving administration of section 337 intellectual property cases out of the ITU. Should the economic tests be eliminated, the complainant's administrative law judge, Office of General Counsel, and Office of Infringement Investigations has developed expertise in adjudicating disputes involving intellectual property rights through over a decade of experience with section 337 litigation since the 1974 trade act amendments. In addition, it has decades of experience in addressing unfair trade practices which would continue to be the basis for section 337 complaints.

Page 20 GAO/NSI/84-128 Intellectual Property Rights

Text A

Chapter 1
EXPLANATION OF PRODUCTIVITY PROGRAM CATEGORIES

related to other major productivity improvement in accordance with your request, we also determined:

- the fiscal year 1983 budget for these programs
- whether the program overlap and duplicate one another and whether cooperative efforts among the agencies
- we agreed with your office we deferred work on this assignment until the budgets for some programs were settled.

OVERALL EXPENDITURES ON PRODUCTIVITY

We estimate that the federal government spent over \$2.4 billion in fiscal year 1983 on programs directly related to private sector productivity improvement as follows:

Program Category	Funds (Thousands)	Percent
Technology Innovation	\$1,293,411	53.87
Management and Operations	687,121	28.56
Technology Transfer	106,766	4.46
Human Resources	74,137	3.07
Productivity Assessment	3,210	.13
Total	\$2,401,954	100.00

The 5 program categories are explained in appendix II and the full inventory of programs is provided in appendix III.

Other Programs Were Different:

Other programs were evaluated, were evaluated by agencies in terms of relation performance with no reference to their impact on private sector productivity. Other budget categories "responsible for these programs" are in their do not routinely track reports include Federal Effects Reporting, Associated Manufacturing and Strategic Planning, and Technology Transfer, 1983 and 1984, and Strategic Planning, 1983, 1984, and 1985. Private Sector Productivity (FANAP/84-12, Feb. 14, 1985).

Page 2 FANAP/84-12, Improving Private Sector Productivity

Text C

Legislative General of the House
House of Representatives
Decision

Matter of Syracuse Safety-Lites, Inc.

File: H-222640
Date: July 1, 1984

DECISION

1. Low bidder who submits a bid with specific dollar amounts for the items and a "No Charge" bid for a third item is responsible because, according to the ITB, the bidder clearly had the option of either submitting a bid with a dollar amount or with the "No Charge" notation for each item. A "No Charge" bid for an item clearly corresponds with a zero dollar bid and represents the bidder's affirmative consent or obligation to provide the item at no cost to the government.

2. An ITB evaluation factor which provides that bids shall be considered nonresponsive and will be rejected if received "without a dollar amount of 'No Charge' entered for the individual items is not ambiguous. The only reasonable interpretation of this evaluation factor is that if a firm submits a bid for each item in the ITB either with a dollar amount or with the "No Charge" notation, then the bid shall be considered responsive. If, as the issue provided in the ITB for the price of a particular item is left blank, or something other than a specific dollar amount or the "No Charge" notation as indicated on the ITB is inserted, will, the bid then be considered nonresponsive.

DISCUSSION

Syracuse Safety-Lites, Inc. (Syracuse) protests the award of a contract to Johnson-DuBois, Inc. (JD) by the Department of the Army under invitation for bids (IFB) No. DA0256-84-0029 for the rental and servicing of portable chemical toilets at Fort Ord, New York.

We discuss the protest without obtaining an agency report because it is clear on the face that the protest is without legal merit. 4 C.F.R. § 21.313 (1984).

According to Syracuse, the bid schedule contained three separate line items for which the bidders listed the price per line item. The bids were as follows:

Individual Decision

United States General Accounting Office
Address or GAO Division or Office Name Not to Exceed Five Lines

Date Optional

**Publication Title
Not to Exceed
Five Lines**

Pub. # Optional

Cover 4

Chapter 1
The Administrator's Proposed Change to the Pricing of EMS Training Would Increase U.S. Costs

The Administrator's proposed change to the pricing of EMS training would increase U.S. costs. The Administrator's proposed change to the pricing of EMS training would increase U.S. costs. The Administrator's proposed change to the pricing of EMS training would increase U.S. costs.

Objective, Scope and Methodology

We conducted a review of the Administrator's proposed change to the pricing of EMS training. We reviewed the Administrator's proposed change to the pricing of EMS training. We reviewed the Administrator's proposed change to the pricing of EMS training.

Text D

Decisions of the Comptroller General

IR 1987-1

Appropriations-Obigation-Validity-Agreements-Small Business Administration-Management Services

Appropriations-Obigation-Validity-Agreements-Small Business Administration-Management Services. An appropriations act may not be applied for any management service contract entered into by the Small Business Administration (SBA) under the Small Business Administration Act of 1953, 15 U.S.C. § 637, which was amended, in performance of a contract, before the expiration of the period for which the contract was entered into.

Appropriations-Obigation-Contracts-Future Needs

When a contract is entered into, the contractor is obligated to perform the contract in accordance with the terms of the contract. The contractor is not obligated to perform the contract in accordance with the terms of the contract if the contractor is not obligated to perform the contract in accordance with the terms of the contract.

Master of Obligations and Charges Under Small Business Administration Service Contracts, February 2, 1984.

An administrator of the Small Business Administration (SBA) may not increase an obligation on a contract entered into by the SBA under the Small Business Administration Act of 1953, 15 U.S.C. § 637, which was amended, in performance of a contract, before the expiration of the period for which the contract was entered into.

Text E

Note: Dummy type serves only to indicate correct type placement

IV. Training

These publications encompass the training, counseling, and educational programs available to GAO's staff and, as such, are primarily for internal audiences. Unless otherwise noted, a publication in this category has a cover 3 and a text C format.

Course Catalogues

Catalogues, in various editions, announce and describe the training, educational, and counseling courses offered to GAO's staff. Course catalogues are bound or in loose-leaf binders.

Course Materials

Course materials include instructors' manuals, which give step-by-step course agendas; participants' manuals, which are workbooks, texts, or both; and various audio and visual aids. Course materials are bound or in loose-leaf binders. Instructors' manuals are in a three-column typewritten format, which is not specified.

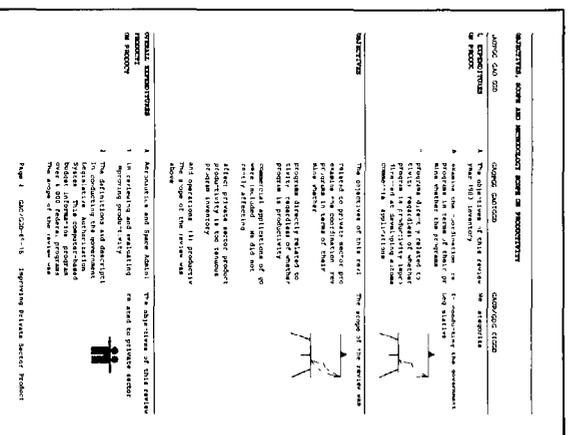
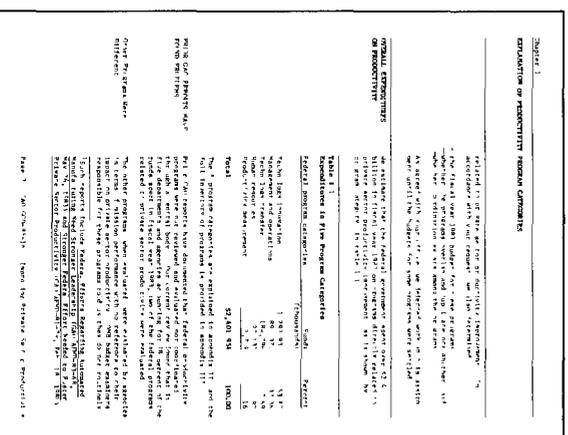
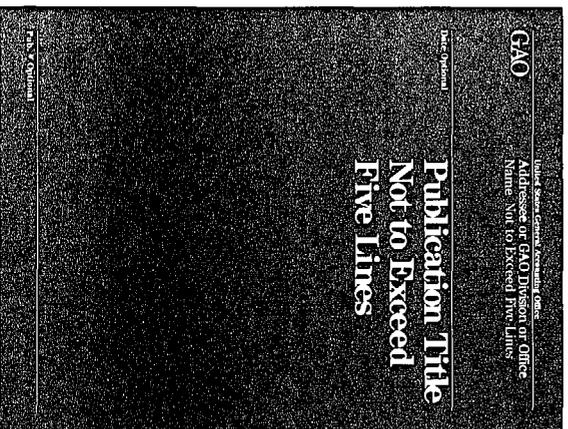
Brochures and Single-Sheet and Folded Fliers

GAO uses these products to announce or summarize some of its counseling and training resources.

Brochures may be typewritten or typeset using cover 4 and text D, cover 6 and text F, or cover 6 and text G.

Fliers do not have a standard format and may be printed on various colored paper. They may or may not be typeset depending on their function and audience.

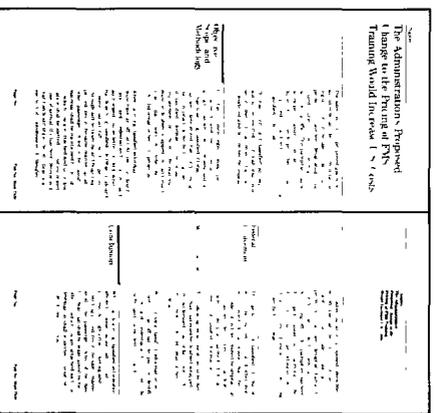
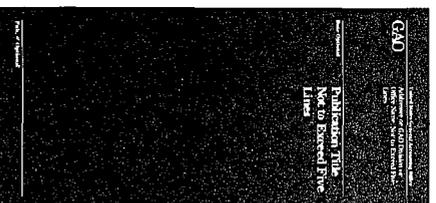
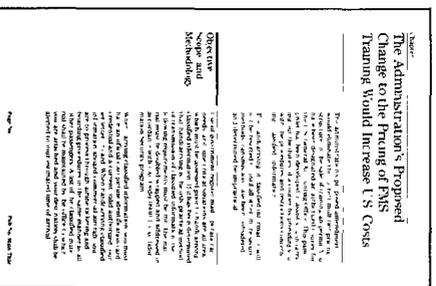
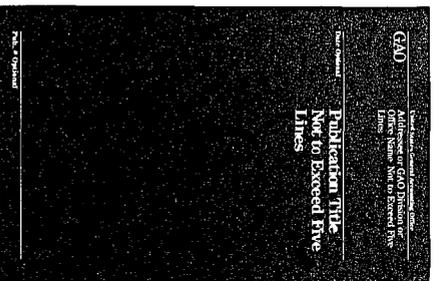
Cover and Text Formats



Cover 3

Text C

Text for Instructor's Manual



Cover 4

Text D

Cover 6

Text F

Note: Dummy type serves only to indicate correct type placement

V. Reference

This category comprises a wide range of documents: listings of reports, subject bibliographies, program planning documents, speeches, and transcripts of seminars and colloquia. Reference materials have a wide range of audiences. Some materials, such as issue area plans, are intended mainly for GAO audiences, while others, such as speeches or subject bibliographies, are intended mainly for use outside the agency. Unless otherwise noted, a publication in this category has a cover 3 format and perfect or saddle-stitched binding.

Periodic Listings

These listings encompass the monthly and semiannual listings of GAO's reports and other products. They are major reference documents for people outside GAO who want to find out about reports and other GAO publications. The monthly list of reports has a special cover and uses text A; the semiannual list has a cover 4 and a text D format.

Bibliographies

GAO produces a wide range of bibliographic material for both internal and external audiences. "Women in the Workplace: The 1980's and Beyond" is an example of a bibliography for external distribution. "A GAO Research Guide: Military/Defense Issues" is an example of an internal bibliography.

Bibliographies for external use are in a text B format. Those for GAO's staff are typewritten, but the format is not specified. Bibliographies for internal use and similar materials are bound only if lengthy.

Program Planning Documents

Issue area plans set the direction and objectives of GAO work in a specific area over several years. Annual work plans identify the work to be done each year and how the work will help achieve issue area plan objectives. These documents are primarily for internal audiences. Program planning documents use text C.

Transcripts

Transcripts are written records of colloquia or seminars sponsored or attended by GAO staff and may be for internal or external audiences. Most transcripts are presented in the text C format. A short transcript that warrants wide publication, such as that of a speech by the Comptroller General, may be typeset and published in the brochure format (cover 6, text G).

VI. GAO Operations

In addition to its policies concerning how GAO staff are to do their audit and evaluation work, GAO has policies and procedures that cover administrative and operational activities. Generally, these internal documents take the form of manuals or orders on particular topics.

Unless otherwise noted, a publication in this category has a cover 3 and text C format and loose-leaf binding. Publications in this category may be text A when externally distributed.

Orders and Notices

The GAO Operations Manual contains the notices and orders that provide the basic guidance on how GAO operates.

Orders and notices are presented in a modified typewritten format to include the necessary elements of these documents.

Manuals

Specific operational, administrative, and procedural requirements are presented in manuals such as the CAPS Users' Manual, the Managers' and Supervisors' Guide to Discipline, and the Performance Appraisal Systems Manual.

Conference Reports

These are reports to GAO's staff on conferences sponsored by GAO's divisions or offices. An example of this type of publication is the report The First Annual Human Resources Conference.

Conference reports are bound and may be typeset depending on the audience. The reports have a cover 3 and text A or C format. The cover is in the color of the publication category of the conference subject matter.

VII. Special Publications

The Special Publications category is used for material that has a function, content, and audience that cannot be accommodated by any of the other six categories. In most cases, a publication in this category has an external audience. Examples of special publications include the Annual Report, The GAO Review, the GAO Management News, special reports by the Comptroller General, and recruiting material.

General Criteria for Special Publications

As a rule, special publications do not have predetermined formats. However, to enhance and maintain GAO's visual identity, a special publication should follow the typographic and visual style outlined in this manual, but not in a way that might cause the special publication to be confused with products from other categories.

Because of their unique design requirements, special publications need careful planning and coordination during their initial development. Originators of these publications confer with the Office of Publishing and Communications to determine the appropriate format and other design characteristics for their publications. These determinations are made by considering factors such as function, audience, and any other special considerations.

In addition to adhering to the standards for typographical and visual style, special publications are to follow government printing regulations to ensure economical production. Specifically, this means that special publications must have a sufficiently long shelf life (i.e., be functional for a substantial period of time); be planned to allow sufficient time for professional production and printing without surcharge; and have sufficiently large audiences, and therefore quantity, to justify additional costs incurred for design, typesetting, and any special use of ink or paper.

Time Constraints

A special publication requires longer design time than other publications. Therefore, it is particularly important that this category not be overburdened or misused. A proliferation of special publications would adversely affect the timely production of other GAO publications and weaken the visual identity of the agency.

Matrices

The publications matrices on the following pages identify the seven publications categories and indicate which formats and other components of the standards are appropriate for each publication.

Those staff members designing a publication or preparing it for printing consult this section to determine the appropriate category, format, and standards for their publication. When a publication is not listed in a specific matrix or in cases where there is doubt about the correct category or format, preparers of publications should confer with the Office of Publishing and Communications.

How to Use the Matrices

To determine the appropriate format for a publication, first determine which general category best describes the publication. Next, find the example in that category that represents the publication or is most similar to it. Finally, locate the bullets aligned with this example to identify the format(s) available and to determine whether the publication is primary or secondary.

Example:

You are producing an annotated bibliography of GAO and sister agencies' reports and other publications on cleaning up toxic wastes; the document is intended for congressional staff use, for general research in academia and the private sector, and as a research guide for GAO evaluators.

This publication will likely be a reference document or a special publication. The examples given in the matrices for these two categories show that this document is more like GAO bibliographies. It should, therefore, be bound in a brown and white cover (cover 2) with a text B format.

Given its wide external audience, presumed long shelflife, and relative importance compared with others in the same publication category, the document would likely be classified as primary, thus having a cover with white letters and a brown background.

I. Audit and Evaluation Reports



Color: G10, GAO Blue



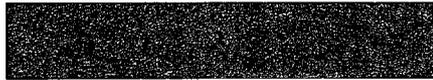
Color: G11, GAO Classified Red

	Cover 1 – 8½ x 11	Cover 2 – 8½ x 11, Classified	Cover 3 – 8½ x 11	Cover 4 – 5½ x 8½	Cover 5 – 4 x 8½	Cover 6 – 4 x 8½	Cover 7 – 8½ x 11, Prepublication Cover	Cover 8 – Binder	Text A – 8½ x 11, 2/3-Page Column	Text B – 8½ x 11, 3-Column	Text C – 8½ x 11, Typewriter, 2/3-Page Column	Text D – 5½ x 8½, 2/3-Page Column	Text E – 5½ x 8½, Full-Page Column	Text F – 4 x 8½, 2/3-Page Column	Text G – 4 x 8½, Full-Page Column	Text H – 8½ x 11, Page for Binders	Primary Publication, White Type	Secondary Publication, Colored Type	Notes/Special Considerations
A. Chapter Reports	●								●								●		
B. Letter Reports	●								●								●		
C. Briefing Documents	●								●		●						●		
D. Staff Studies	●								●										●
E. Documents With Limited Distribution		●									●								GAO Classified Red
F. Executive Summaries/Brochures				●										●			●		
G. Prepublication Format							●												Text Format Not Specified
H. Annual Report on Open Recommendations	●								●								●		Black Ink on White Stock

II. Policy, Guidance, and Standards



Color: G20, GAO Gray



Color: G21, GAO Salmon

Color: G22, GAO Yellow

	Cover 1 – 8½ x 11	Cover 2 – 8½ x 11, Classified	Cover 3 – 8½ x 11	Cover 4 – 5½ x 8½	Cover 5 – 4 x 8½	Cover 6 – 4 x 8½	Cover 7 – 8½ x 11, Prepublication Cover	Cover 8 – Binder	Text A – 8½ x 11, ⅔-Page Column	Text B – 8½ x 11, 3-Column	Text C – 8½ x 11, Typewriter, ⅔-Page Column	Text D – 5½ x 8½, ⅔-Page Column	Text E – 5½ x 8½, Full-Page Column	Text F – 4 x 8½, ⅔-Page Column	Text G – 4 x 8½, Full-Page Column	Text H – 8½ x 11, Page for Binders	Primary Publication, White Type	Secondary Publication, Colored Type	Notes/Special Considerations
A. GAO Audit and Evaluation Policy																			
1			●								●						●		GAO Gray
2			●								●						●		GAO Gray
3			●								●						●		GAO Gray
B. Federal Standards and Guidance																			
1			●						●								●		GAO Salmon
2				●								●							GAO Yellow
3			●						●									●	GAO Salmon
4			●						●									●	GAO Salmon
C. Methodology and Guidance																			
1			●								●							●	GAO Salmon

III. Legal Decisions and Standards



Color: G30, GAO Red

	Cover 1 – 8½ x 11	Cover 2 – 8½ x 11, Classified	Cover 3 – 8½ x 11	Cover 4 – 5½ x 8½	Cover 5 – 4 x 8½	Cover 6 – 4 x 8½	Cover 7 – 8½ x 11, Prepublication Cover	Cover 8 – Binder	Text A – 8½ x 11, 2/3-Page Column	Text B – 8½ x 11, 3-Column	Text C – 8½ x 11, Typewriter, 2/3-Page Column	Text D – 5½ x 8½, 2/3-Page Column	Text E – 5½ x 8½, Full-Page Column	Text F – 4 x 8½, 2/3-Page Column	Text G – 4 x 8½, Full-Page Column	Text H – 8½ x 11, Page for Binders	Primary Publication, White Type	Secondary Publication, Colored Type	Notes/Special Considerations
A. Decisions of the Comptroller General																			
1																			Special Cover and Text Format
2				●									●				●		
3				●									●				●		
4													●						Hardbound Cover
B. Federal Legal Standards																			
1			●					●									●		
2			●					●									●		
C. Legal Methodology and Guidance																			
1			●								●							●	
2				●								●					●		
3				●								●					●		

IV. Training



Color: G40, GAO Green

	Cover 1 - 8 1/2 x 11	Cover 2 - 8 1/2 x 11, Classified	Cover 3 - 8 1/2 x 11	Cover 4 - 5 1/2 x 8 1/2	Cover 5 - 4 x 8 1/2	Cover 6 - 4 x 8 1/2	Cover 7 - 8 1/2 x 11, Prepublication Cover	Cover 8 - Binder	Text A - 8 1/2 x 11, 2/3-Page Column	Text B - 8 1/2 x 11, 3-Column	Text C - 8 1/2 x 11, Typewriter, 2/3-Page Column	Text D - 5 1/2 x 8 1/2, 2/3-Page Column	Text E - 5 1/2 x 8 1/2, Full-Page Column	Text F - 4 x 8 1/2, 2/3-Page Column	Text G - 4 x 8 1/2, Full-Page Column	Text H - 8 1/2 x 11, Page for Binders	Primary Publication, White Type	Secondary Publication, Colored Type	Notes/Special Considerations
A. Course Catalogues																			
1			●								●						●		
2			●								●						●		
B. Course Materials																			
1			●								●						●		
2			●														●		Special Text Format
3			●								●						●		
4			●														●		Special Text Format
5			●								●						●		
C. Brochures																			
1				●		●						●		●	●				Individual Determination
D. Single Sheet Fliers																			
1																			Special Format
2																			Special Format

V. Reference



Color: G50, GAO Brown

	Cover 1 – 8½ × 11	Cover 2 – 8½ × 11, Classified	Cover 3 – 8½ × 11	Cover 4 – 5½ × 8½	Cover 5 – 4 × 8½	Cover 6 – 4 × 8½	Cover 7 – 8½ × 11, Prepublication Cover	Cover 8 – Binder	Text A – 8½ × 11, ¼-Page Column	Text B – 8½ × 11, 3-Column	Text C – 8½ × 11, Typewriter, ¾-Page Column	Text D – 5½ × 8½, ¾-Page Column	Text E – 5½ × 8½, Full-Page Column	Text F – 4 × 8½, ¾-Page Column	Text G – 4 × 8½, Full-Page Column	Text H – 8½ × 11, Page for Binders	Primary Publication, White Type	Secondary Publication, Colored Type	Notes/Special Considerations
A. Periodic Listings																			
1									●									●	Special Cover Format
2				●								●						●	
B. Bibliographies and General Reference																			
1			●							●								●	
2			●							●								●	
3																			Special Format
4			●							●									
C. Program Planning Documents																			
1			●								●							●	
2			●								●							●	
D. Transcripts																			
1			●								●							●	
2						●									●			●	

VI. GAO Operations



Color: G60, GAO Mustard

	Cover 1 – 8½ x 11	Cover 2 – 8½ x 11, Classified	Cover 3 – 8½ x 11	Cover 4 – 5½ x 8½	Cover 5 – 4 x 8½	Cover 6 – 4 x 8½	Cover 7 – 8½ x 11, Prepublication Cover	Cover 8 – Binder	Text A – 8½ x 11, ¾-Page Column	Text B – 8½ x 11, 3-Column	Text C – 8½ x 11, Typewriter, ¾-Page Column	Text D – 5½ x 8½, ¾-Page Column	Text E – 5½ x 8½, Full-Page Column	Text F – 4 x 8½, ¾-Page Column	Text G – 4 x 8½, Full-Page Column	Text H – 8½ x 11, Page for Binders	Primary Publication, White Type	Secondary Publication, Colored Type	Notes/Special Considerations
A. Orders, Notices, and Employee Publications																			
1 Advisory Council on Civil Rights Annual Report			●								●								
2 Secretarial/Clerical Council Annual Report			●								●								
B. Manuals																			
1 CAPS Users' Manual			●								●							●	
2 Managers' and Supervisors' Guide to Discipline			●								●							●	
3 Performance Appraisal Systems Manual			●								●							●	

Color Codification

The table below lists the respective PANTONE®* Colors which may be used in lieu of the GAO standard publication colors. For the PANTONE Color Standards, refer to the current edition of the PANTONE Color Formula Guide.

Note: The colors shown throughout this manual are not PANTONE Color Standards.

PANTONE Color Reference for GAO Standard Publication Colors

Publication Category	Code	Name	PANTONE Color
I. Audit and Evaluation Reports	G 10	GAO Blue	PANTONE 285U
	G 11	GAO Red Border	PANTONE 185U**
II. Policy, Guidance, and Standards	G 20	GAO Gray	PANTONE 409U
	G 21	GAO Salmon	PANTONE 166U
	G 22	GAO Yellow	PANTONE 108U
III. Legal Decisions and Standards	G 30	GAO Red	PANTONE 187U
IV. Training	G 40	GAO Green	PANTONE 362U
V. Reference	G 50	GAO Brown	PANTONE 463U
VI. GAO Operations	G 60	GAO Mustard	PANTONE 131U

**Note: Ink color is for border only; classified report covers will continue to be printed on gray paper stock.

*Pantone, Inc.'s check-standard trademark for color reproduction and color reproduction materials.

Production Specifications

Production Specifications

Introduction

This section contains detailed production specifications for GAO's publications and presentation materials. It is divided into eight subsections:

- Covers,
- Text,
- Graphic Components,
- Stationery,
- Envelopes,
- Forms,
- Presentation Materials, and
- Grids and Fonts.

The first seven subsections each contain the following:

1. A page of general rules and guidance that apply to the elements in the subsection. For example, the Text subsection explains that typeset text is ITC Century and gives the specifications for using the typeface.
2. A page of illustrations showing the principal publication or elements covered in the subsection. For example, the second page in the Covers section shows the cover styles and corresponding numbers that refer to them in the publications matrices.
3. Pages of examples with annotated specifications. For example, a sample text page has call-outs specifying the selection and placement of type and a superimposed grid that shows how the standard page format is maintained.

When planning a publication, always refer to the publications matrices first to determine the appropriate cover type, cover color, text format, binding, etc.

The following information answers general questions about the visual communication standards.

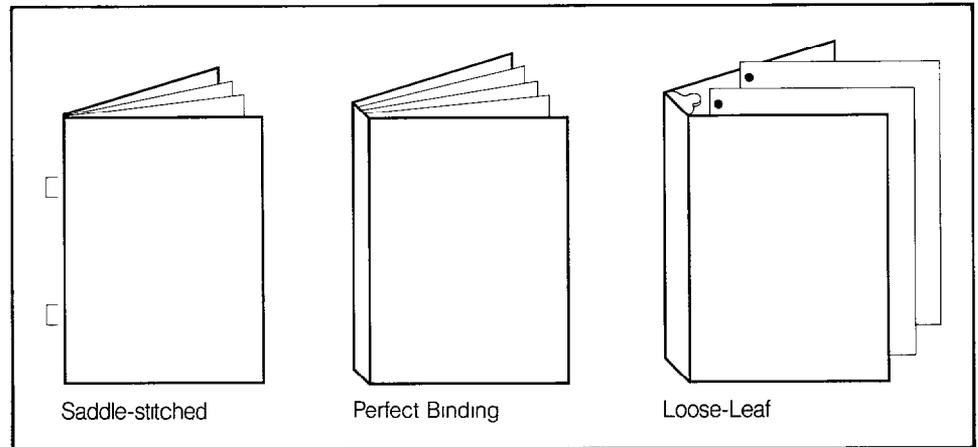
Publication and Page Size

GAO publications come in three sizes: 8½ x 11 inches, 5½ x 8½ inches, or 4 x 8½ inches. Stationery and other single-sheet material are 8½ x 11 inches and 5½ x 8½ inches. The publications matrices indicate which sizes are appropriate for each category. Other sizes are used only when a specific functional need exists.

Binding

Most GAO publications are saddle-stitched or perfect bound, depending on the number of pages. Longer documents require perfect binding. Because it is costly, loose-leaf binding is used only for publications that require continuous or frequent revisions or additions.

Binding Types



Typesetting Versus Typewriting

The publications matrices indicate which GAO publications are typeset and which are typewritten. This distinction ensures that GAO's publications are produced according to government printing regulations and in the most effective, consistent, and economical manner. As a rule, publications targeted for internal audiences only are not typeset.

When the publications matrices do not address whether to typeset or typewrite a particular publication, the originator of the publication confers with the Office of Publishing and Communications to determine the appropriate method. Factors to consider include audience, purpose, agency impact, shelf life, quantity, and anticipated need for revisions or additions.

Material Not Covered by the Standards

While the standards in this manual address the majority of GAO's publications and visual materials, they are not all-inclusive. Because GAO generates a wide variety of written products, providing standards or detailed specifications for each of them is not feasible. However, design and production staff, and others involved in the preparation of GAO's written material, are expected to follow the basic principles of the standards to maintain the integrity of GAO's visual identity.

Exhibits, Displays, and Posters

GAO's exhibits, displays, and posters vary greatly from project to project and subject to subject. For this reason, no standards or specifications are provided for them. The degree to which they conform with or vary from the standards is determined at the time they are designed.

Covers

Covers

General Information

This page provides general guidelines for designing all of GAO's publication covers. The opposite page illustrates the range of standard cover formats. The remainder of the subsection provides specifications for front and back covers and spines. To determine the appropriate format for a publication, refer to the matrices on pages 35 to 41.

Typography

All typography is ITC Century Book or Bold set in the point sizes, leading, and weights indicated in the specification pages. Upper- and lower-case letters are used unless otherwise noted. All type is set flush left, ragged right. Because typography in GAO publications is tightly spaced, kerning may be necessary for critical letter combinations, such as VA and TA.

The fonts on page 169 are to be used. The ITC Century letter and line spacing must be maintained.

All covers are typeset with the exception of intradivisional products and prepublication advance copy/draft covers. The GAO acronym and the spelled-out agency name appear on all publication covers.

Format

Standard format grids show the location of type and graphic elements. A reference grid is positioned over the sample covers in this subsection to show vertical and horizontal alignments. For full-sized grids see pages 170 through 174.

Bindings and Spines

Bindings are perfect-bound, saddle-stitched, or loose-leaf. Loose-leaf binders and lengthier documents that are perfect-bound have information on the cover and spine. The number of pages determines the proper size for the spine. For spine specifications see pages 54, 59, and 65.

Color

Seven different cover colors distinguish the major publication categories. Primary publications use a colored background with white typography. Secondary publications use a white background with colored typography. The standard colors for each type of publication are shown in the matrices, pages 35 to 41.

Covers

Cover Formats

United States General Accounting Office
GAO
Addresssee Block Not to Exceed Five Lines

Month and Year

MAIN TITLE
Publication Title Not to Exceed Five Lines



GAO/DIR-YR-NO

Cover 1

United States General Accounting Office
GAO
Report Addressee Not to Exceed Five Lines

Month and Year

SECRET
(U) **MAIN TITLE**
Publication Title Not to Exceed Five Lines



"National Security Information"
Unauthorized Disclosure Subject to Criminal Sanctions
Classified by
Declassify on:

SECRET

GAO/DIR-YR-NO

Cover 2

United States General Accounting Office
GAO
Addressee or GAO Division or Office Name Not to Exceed Five Lines

Date Optional

Publication Title
Not to Exceed Five Lines

Pub. # Optional

Cover 3

United States General Accounting Office
GAO
Addressee or GAO Division or Office Name Not to Exceed Five Lines

Date Optional

Publication Title
Not to Exceed Five Lines

Pub. # Optional

Cover 4

United States General Accounting Office
GAO
Addresssee Block Not to Exceed Five Lines

Month and Year

MAIN TITLE
Publication Title Not to Exceed Five Lines



GAO/DIR-YR-NO

Cover 5

United States General Accounting Office
GAO
Addresssee Block Not to Exceed Five Lines

Date Optional

Publication Title
Not to Exceed Five Lines

Pub. # Optional

Cover 6

United States General Accounting Office
GAO

Date: Month, Year

Pub. Title: 18 characters max.

Sub. Title: 22 characters max.



Printed copies of this document will be available shortly

Cover 7

Note. Dummy type serves only to indicate correct type placement

Cover 1 - 8½ x 11

Agency name 12pt, Bold, 3pt base to rule		United States General Accounting Office
GAO acronym 36pt, Book, all caps, 31pt rule to base		Addressee Block Not to Exceed Five Lines
Addressee 20/20pt x 30pi, Book, 20pt rule to base		
Publication date 12pt, Bold, 14pt rule to base	Month and Year	MAIN TITLE
Main title 36/36pt x 30pi, Book, all caps, 31pt rule to base		Publication Title Not to Exceed Five Lines
Publication title 36/36pt x 30pi, Book, 60pt base to base		
Seal 6pi dia, 6pi base to top		
Thin rule ½pt x 45½pi.		
Report number 12pt, Bold, all caps, 14pt rule to base	GAO/DIV-YR-NO.	

Note. This example is not full size.

Note. Dummy type serves only to indicate correct type placement

Cover 1 - 8 1/2 x 11, Back Cover

Permit

12/12pt, Book, centered, 14pt rule to base

Return address

12/12pt x 14 1/2pt, Book, 14pt rule to base

Penalty

12/12 x 14 1/2pt, Book, 1 line space

Thin rule

1/2pt x 45 1/2pt.

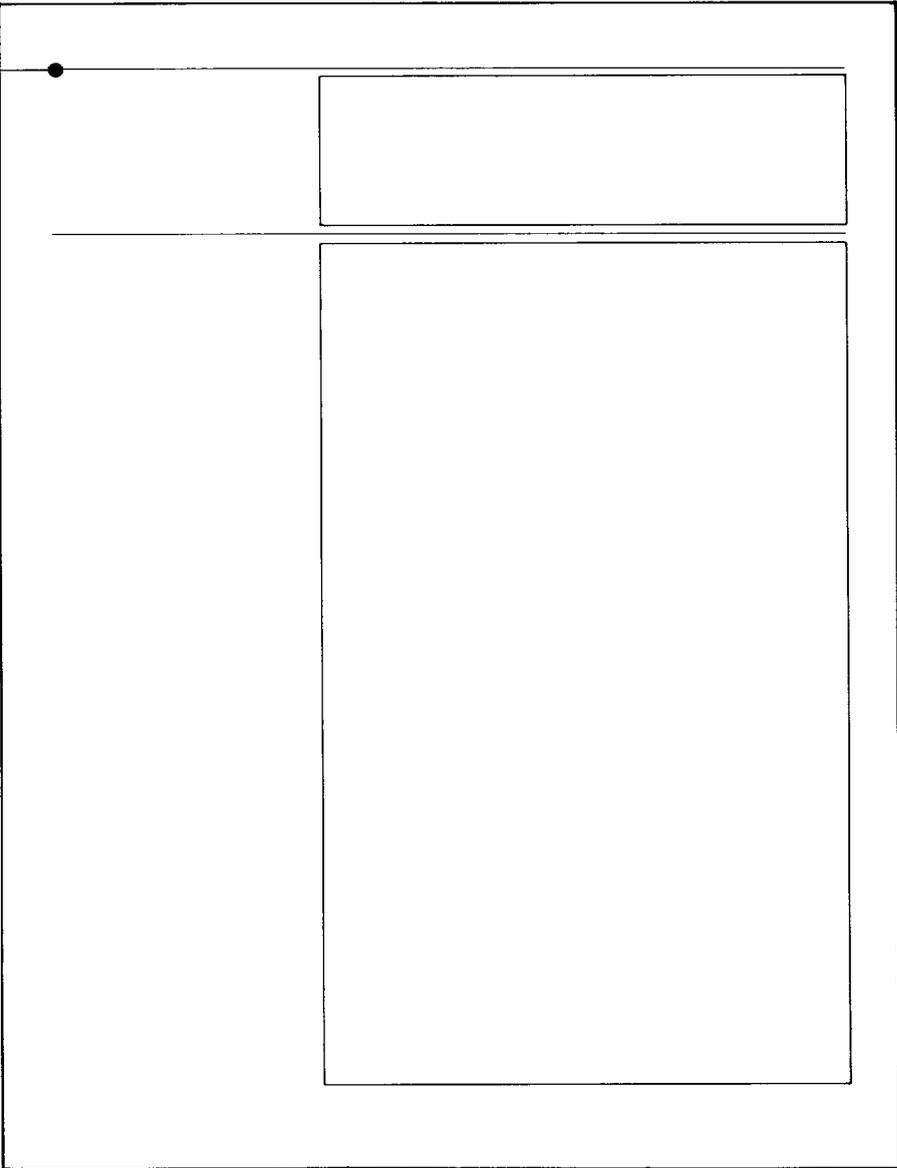
United States
General Accounting Office
Washington, D C 20548
Official Business
Penalty for Private Use \$300

First-Class Mail
Postage & Fees Paid
GAO
Permit No G100

Note This example is not full size

Cover 1 - 8½ x 11, Inside Front Cover

Thin rule
½pt x 45½pi



Note: This example is not full size.

Cover 1 - 8½ x 11, Inside Back Cover

Thin rule
½pt x 45½pt

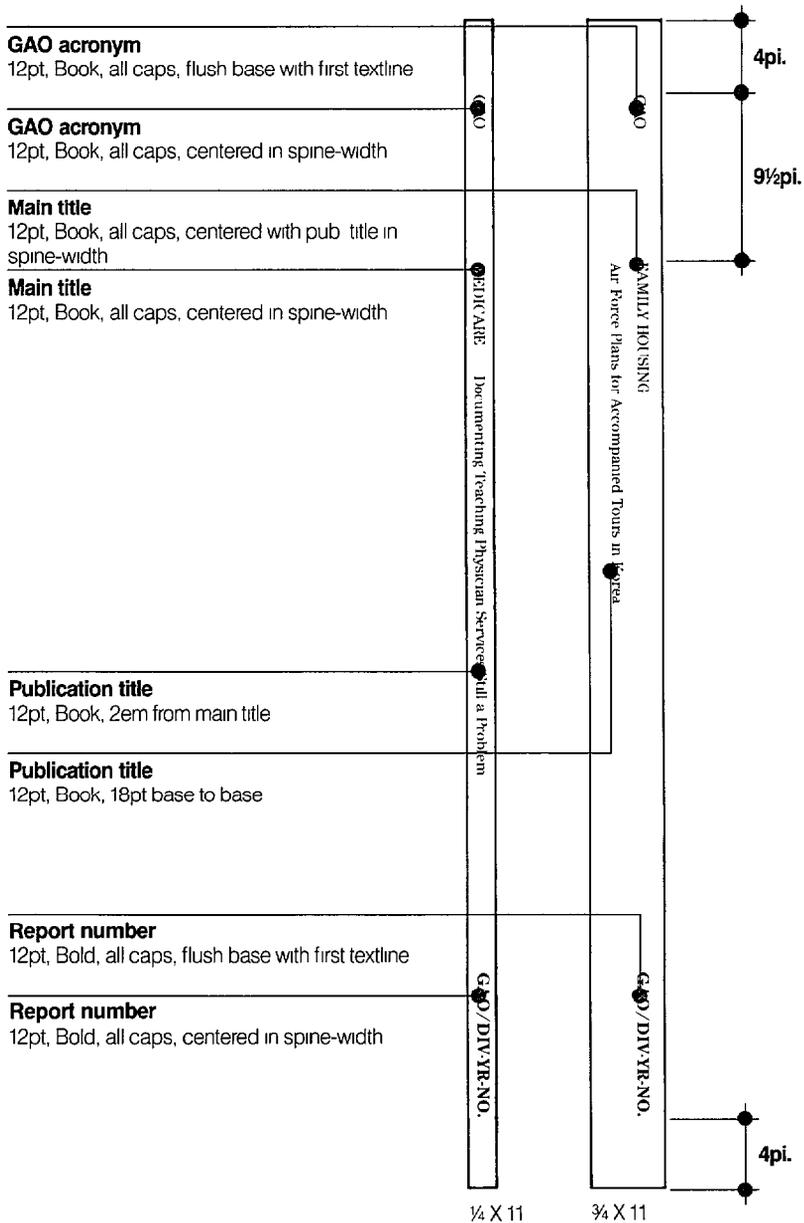
Request copy
11/13pt x 30pt, Book, 13pt rule to base

The diagram shows a large rectangular frame representing the cover. A horizontal line, labeled 'Thin rule', is positioned near the top. Below it, a smaller rectangular box is shown. To the right of this box, text is arranged in a column. The text includes contact information for the U.S. General Accounting Office, pricing details for report copies, and ordering instructions. A second horizontal line, labeled 'Request copy', is positioned below the text area.

Requests for copies of GAO reports should be sent to
U S General Accounting Office
Post Office Box 6015
Gaithersburg, Maryland 20877
Telephone 202-275-6241
The first five copies of each report are free. Additional copies are \$2.00 each.
There is a 25% discount on orders for 100 or more copies mailed to a single address.
Orders must be prepaid by cash or by check or money order made out to the Superintendent of Documents.

Note: This example is not full size

Cover 1 - Spines for 8½ x 11 Perfect-Bound Publications



Note These examples are not full size

Note Dummy type serves only to indicate correct type placement

Cover 2 - 8½ x 11, Classified

Agency name 12pt, Bold, 3pt base to rule
GAO acronym 36pt, Book, all caps, 31pt rule to base
Addressee 20/20pt x 30pi, Book 20pt rule to base
Publication date 12pt, Bold, 14pt rule to base
Classification 48pt, Bold, all caps, 38pt rule to base
Main title with classification abbreviation 36/36pt x 30pi, Book, all caps, 5pi base to base
Publication title 36/36 x 30pi, Book, 5pi base to base
Classified band 26pt vertically, 2pi horizontally
Seal 6pi dia, base to top
Special notations 11/13pt x 30pi, Book, 43pt bottom to base
Classification 48pt, Bold, all caps, 6 pt base to rule
Thin rule ½pt x 45½pi
Report number 12pt, Bold, all caps, 14pt rule to base

United States General Accounting Office

GAO

Month and Year

Report Addressee Not to Exceed
Five Lines

SECRET

(U) MAIN TITLE

Publication Title Not to
Exceed Five Lines



"National Security Information"
Unauthorized Disclosure Subject to Criminal Sanctions

Classified by _____

Declassify on _____

SECRET

GAO/CDIV-YR-NO.

Note This example is not full size

Note Dummy type serves only to indicate correct type placement

Cover 2 - 8½ x 11, Back Cover

Thin rule

½pt x 45½pt

Special notations

11/13pt x 30pt, Book and Bold, 13pt rule to base

Classification

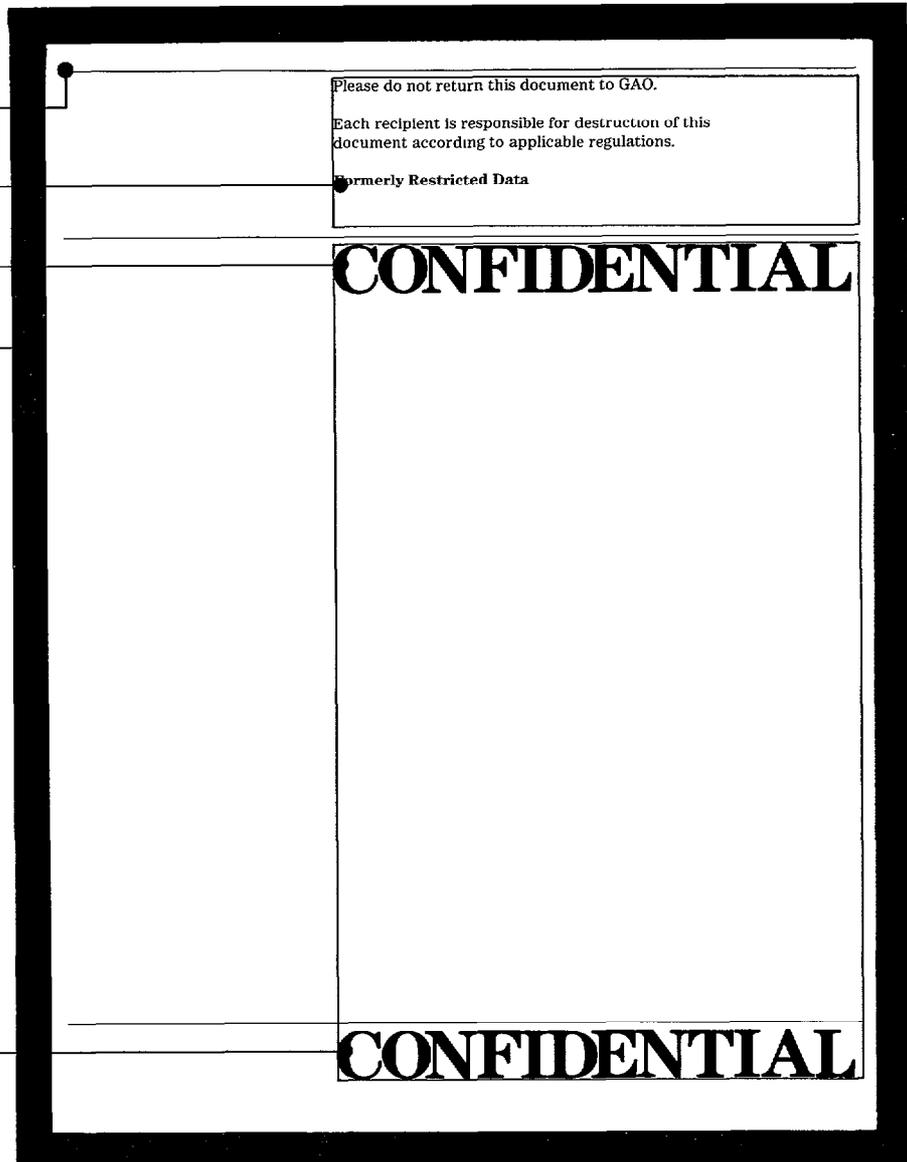
48pt, Bold, all caps, 38pt rule to base

Classified band

26pt vertically, 2pt horizontally

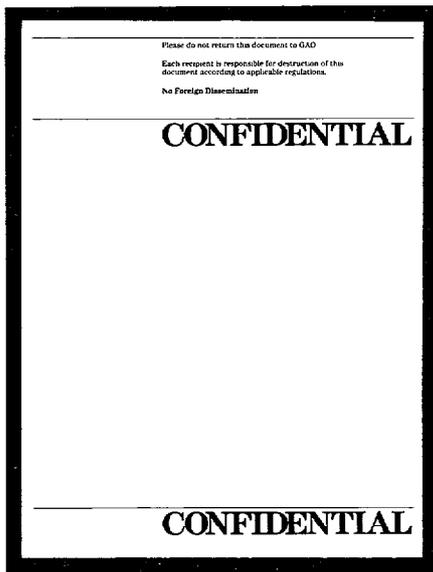
Classification

48pt, Bold, all caps, 6pt base to rule

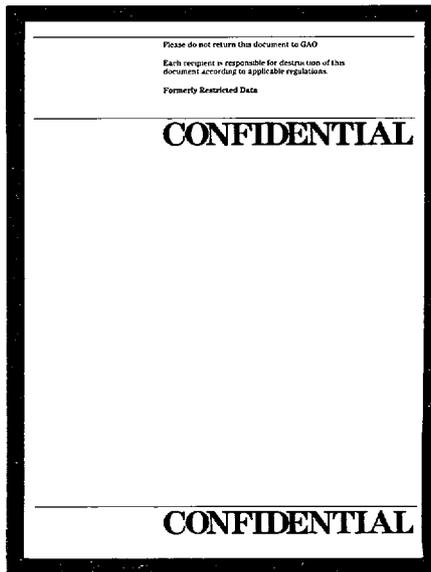


Note This example is not full size.

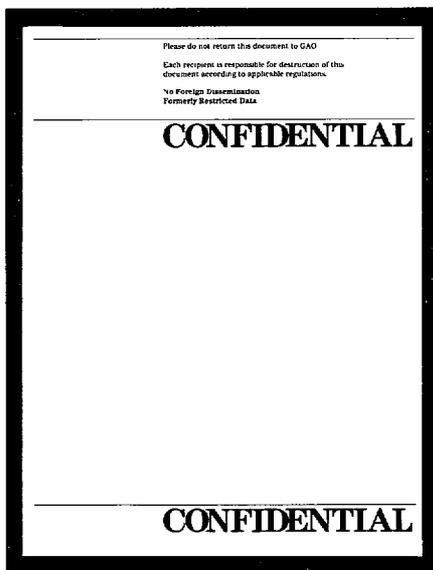
Types of Classified Back Covers. Each Type Can Have Either a “Confidential” or “Secret” Classification.



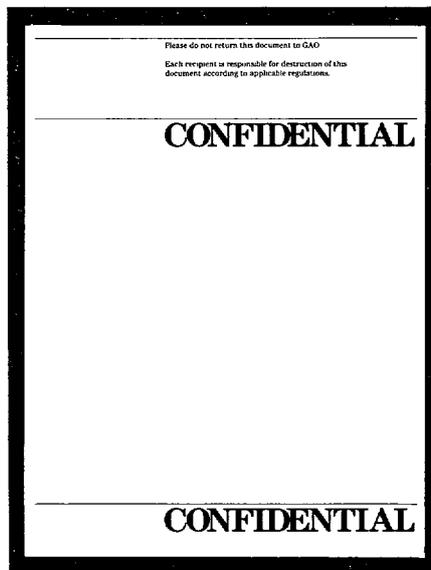
No Foreign Dissemination



Formerly Restricted Data



No Foreign Dissemination
and Formerly Restricted Data



Unqualified

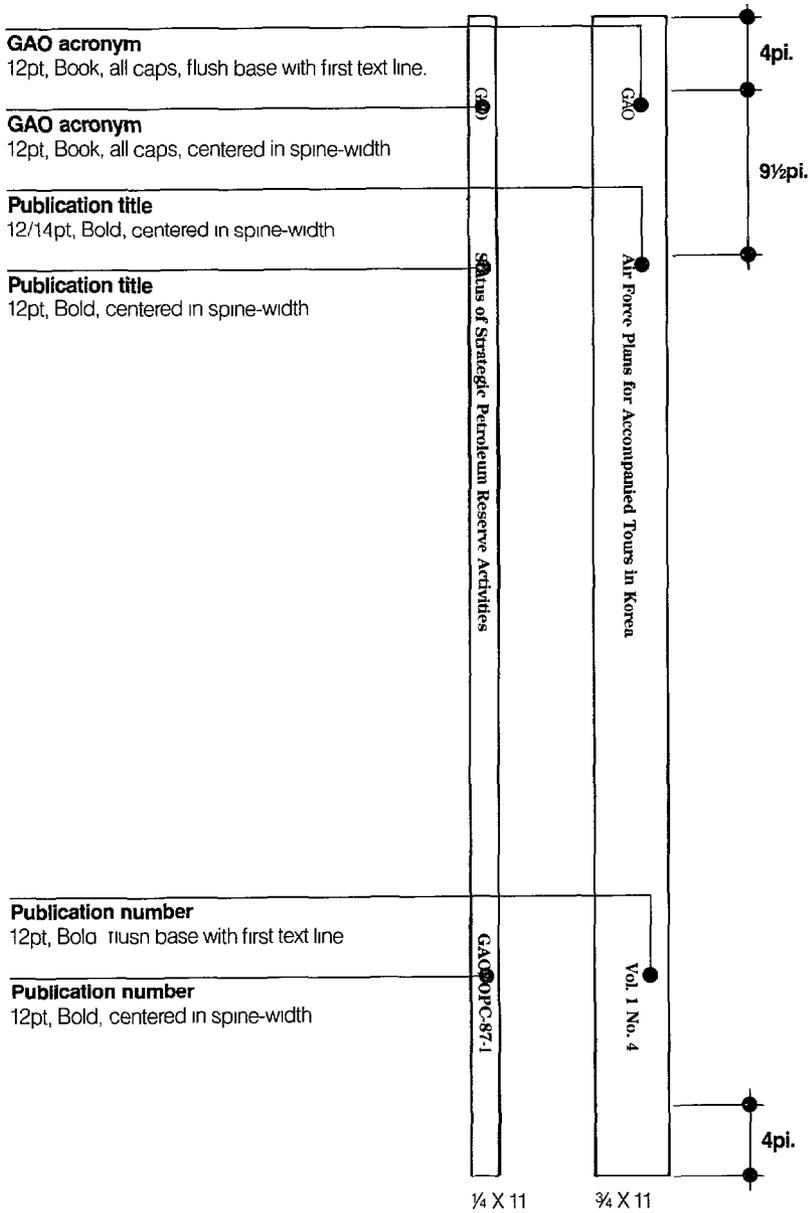
Cover 3 - 8½ x 11

Agency name 12pt, Bold, 3pt base to rule		United States General Accounting Office
GAO acronym 36pt, Book, all caps, 31pt rule to base	GAO	Addressee or GAO Division or Office Name Not to Exceed Five Lines
Addressee or GAO division name 20/20pt x 30pi, Book, 20pt rule to base		
Publication date 12pt, Bold, 14pt rule to base	Date Optional	Publication Title
Publication title 48/48 x 30pi, Bold, 38pt rule to base		Not to Exceed Five Lines
Thin rule ½pt x 45½pi.		
Publication number 12pt, Bold, 14pt rule to base	Pub. # Optional	

Note: This example is not full size

Note: Dummy type serves only to indicate correct type placement.

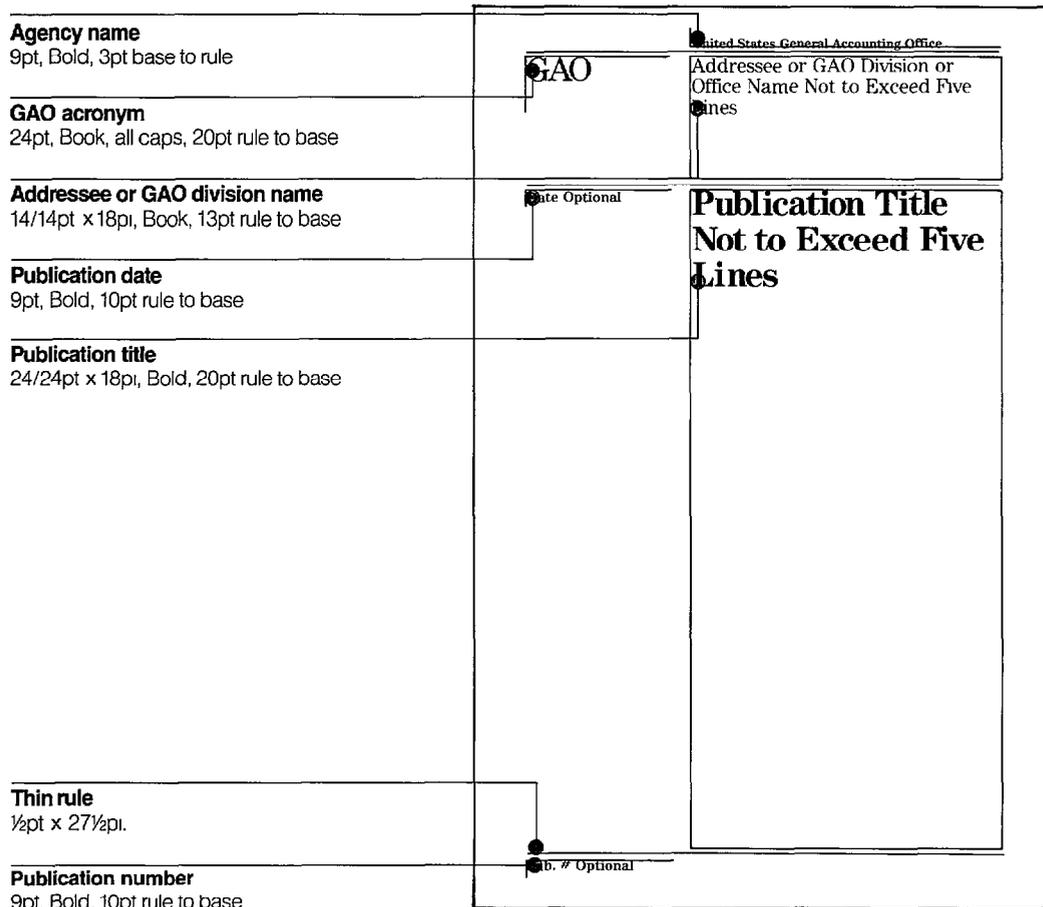
Cover 3 - Spines for 8½ x 11 Perfect-Bound Publications



Note These examples are not full size

Note Dummy type serves only to indicate correct type placement.

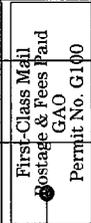
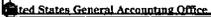
Cover 4 - 5½ x 8½



Note. This example is not full size

Note: Dummy type serves only to indicate correct type placement.

Cover 5 - 4 x 8½, Executive Summary Brochure

Agency name 8pt, Bold, 3pt base to rule			 Addressee Block Not to Exceed Five Lines
GAO acronym 24pt, Book, all caps, 20pt rule to base			
Addressee 10/11pt x 13pt, Book, 11pt rule to base		Month and Year	MAIN TITLE Publication Title Not to Exceed Five Lines
Permit 12/12pt, Book, centered, 14pt rule to base			
Publication date 8pt, Bold, 10pt rule to base			
Main title 18/20pt x 13pt, Book, all caps, 16pt rule to base			
Seal 4pt dia, 3pt base to top.			
Publication title 18/20pt x 13pt, Book, 30pt base to base	United States General Accounting Office Washington, D.C. 20548 Official Business Penalty for Private Use \$300		
Thin rule ½pt x 47pt			
Penalty 12/12pt x 14½pt, Book, 1 line space			
Return address 12/12 x 14½pt, Book, 14pt rule to base.		2007 DIV 12-NO	
Report number 8pt, Bold, all caps, 10pt rule to base.	Note: This example is not full size		
Thin rule ½pt x 21pt			

Note: Dummy type serves only to indicate correct type placement.

Cover 6 - 4 x 8½, Standard Brochure

Agency name 8pt, Bold, 3pt base to rule	First-Class Mail Postage & Fees Paid GAO Permit No. G100	United States General Accounting Office Addressee or GAO Division or Office Name. Not to Exceed Five Lines
GAO acronym 24pt, Book, all caps, 20pt rule to base		GAO
Addressee or GAO division name 10/11pt x 13pi, Book, 11pt rule to base		State Optional
Permit 12/12pt, Book, centered, 14pt rule to base		Publication Title Not to Exceed Five Lines
Publication date 8pt, Bold, 10pt rule to base		
Publication title 24/24pt, x 13pi, Bold, 20pt rule to base.		
Thin rule ½pt x 47pi.		
Penalty 12/12pt x 14pi, Book, 1 line space.	United States General Accounting Office Washington, D.C. 20548 Official Business Penalty for Private Use \$300	
Return address 12/12pt x 14pi, Book, 14pt rule to base		
Thin rule ½pt x 21pi.		Sub # Optional
Publication number 8pt, Bold, 10pt rule to base		

Note. This example is not full size

Note: Dummy type serves only to indicate correct type placement.

Cover 7 - 8½ x 11, Prepublication Cover

Agency name 12pt, Bold, 3pt base to rule		United States General Accounting Office
GAO acronym 36pt, Book, all caps, 31pt rule to base		<hr/> <hr/> <hr/> <hr/>
Addressee Typewritten.		
Publication date Typewritten.	<small>Date (Month, Year)</small>	<small>Main Title (18 character limit)</small> <small>Sub-Title (72 character limit)</small>
Main title Typewritten, 18 character limit.		
Publication title Typewritten, 72 character limit.		
Seal 6pi dia, centered		
Special notation 12pt, Bold, 6pt base to rule		Printed copies of this document will be available shortly.
Thin rule ½pt x 45½pi		

Note This example is not full size.

Cover 8 - Binder Spines

Head space

9½pt rule to rule.

Agency name

13pt, Bold, 3pt base to rule.

GAO acronym

38pt, Book, all caps, 32pt rule to base.

Addressee

22/22pt x 35pi, Book, 20pt rule to base.

Publication date

13pt, Bold, 15pt rule to base.

Publication title

54/54pt x 35pi, Bold, 42pt rule to base.

Thin rule

½pt x 53pi.

Publication number

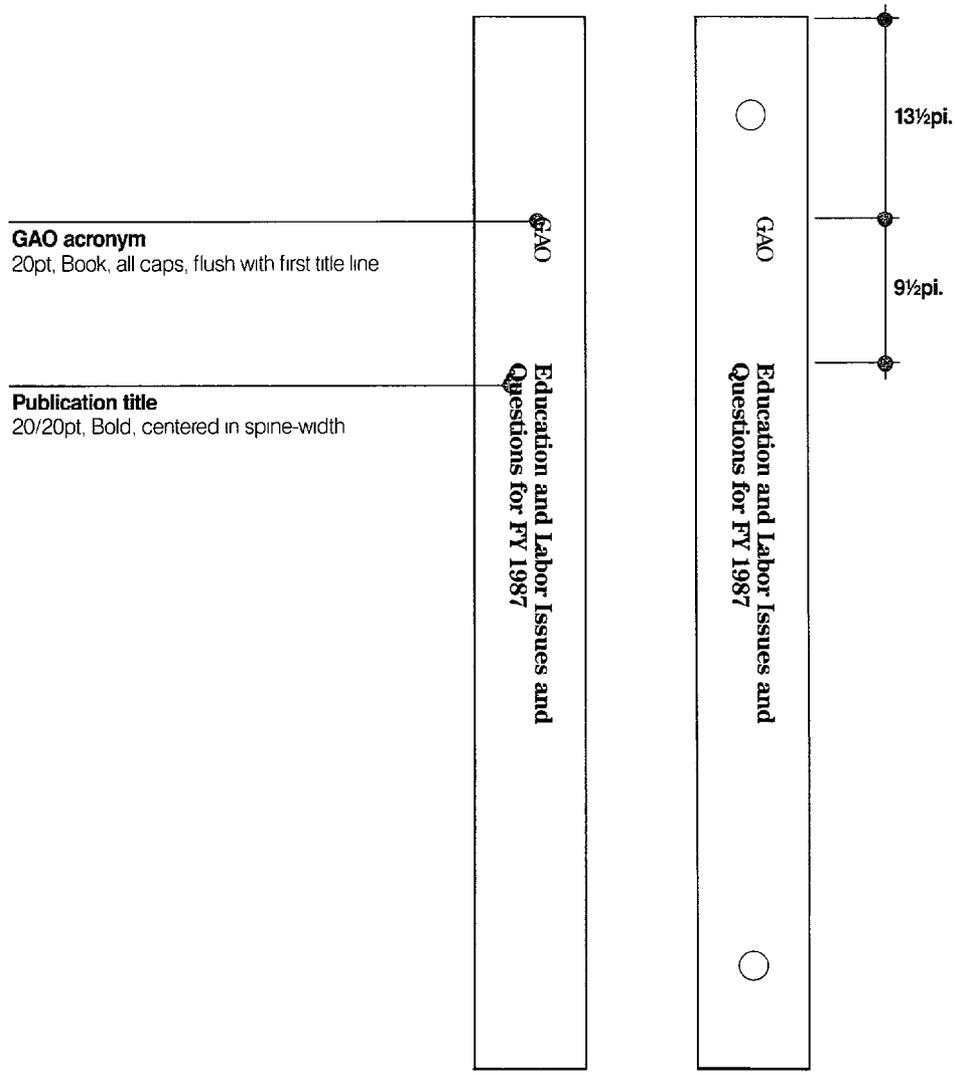
13pt, Bold, 15pt rule to base.

	<p><small>United States General Accounting Office</small></p> <p>GAO</p>	<p>Addressee or GAO Division or Office Name</p> <p>Not to Exceed Five Lines</p>
	<p><small>Note Optional</small></p>	<p>Publication Title</p> <p>Not to Exceed</p> <p>Five Lines</p>
	<p><small>Note # Optional</small></p>	

Note This example is not full size

Note: Dummy type serves only to indicate correct type placement.

Cover 8 - 1¼ x 11⅝; Binder Spines



Note These examples are not full size

Note Dummy type serves only to indicate correct type placement





Text

Text

General Information

This page provides general information relating to all text pages. The opposite page illustrates the range of standard text formats. The remainder of the subsection provides sample text pages with full specifications. To determine the appropriate format for a publication, refer to the matrices on pages 35 to 41.

Typography

The typography for the text pages of all publications, including special publications, is ITC Century Book unless ITC Century Bold is specified. Point sizes, leading, and weights are indicated in the specification pages. Upper- and lower-case letters are used unless otherwise noted. Small caps are used for acronyms in text only. All text is flush left, ragged right; paragraphs are indicated by a full-line space; there are no indentations. For examples of special typographic features, such as quotations, first- and second-level numbering systems, bullets, and underlining, see text A specifications, pages 70 and 71.

The fonts on page 169 are to be used. The ITC Century letter and line spacing must be maintained.

For typographic standards relating to tables, charts, illustrations, etc., see the Graphic Components section.

Format

All publications, including special publications, use one of three standard page formats: a $\frac{2}{3}$ -page column, a 3-column page, or a full-page-width column. To determine the appropriate format for a publication, refer to the matrices on pages 35 to 41. Standard format grids show the locations of type and graphic elements. A reference grid is positioned over the sample texts in this section to show vertical and horizontal alignments. For full-sized grids see pages 175 through 181. In perfect-bound and saddle-stitched publications, the grid is centered on the page. For loose-leaf binding a special format is used to accommodate the ring holes (see p. 94).

A standard hierarchy of type sizes and weights has been established for chapter titles, subheadings, text, and notes. This hierarchy is shown on the text specification pages. Rules of various weights help to define the hierarchy.

Text Formats

Chapter 2
Need to Increase Access to Section 337

Economic Tests Create Other Problems

The need for the economic tests also creates other problems. It adds substantially to the overall cost of initiating a section 337 proceeding. Some estimates with whom we are not familiar claim that these costs run equal as much as 50 percent or more of the cost of initiating the proceeding. Initiating the economic tests also requires the sharing of large amounts of sensitive business information with outside legal counsel representing respondents.

Others familiar with section 337 litigation believe that if the efficient and economic operation criterion was eliminated as a separate requirement, it would only, response in litigation surrounding the injury requirements. In effect, respondents would argue that the injury incurred by the complainant was self-inflicted by inefficient and uneconomic operation. For instance, in *Metals Debiting Machines*, the administrative law judge found that the complainant had not met the injury criterion because the fifth law claimant, due to inefficiency operation, as opposed to mismanagement of its plant.

Eliminating the Efficient and Economic Operation Criteria Generally Approved

There is substantial support for eliminating the requirement complainant demonstrate that it is efficient and economically operated. Several times in fact an unnecessary expense for litigants and the IT. Formerly, Chairman Alfred Kahn testified in 1980 before the Subcommittee on Trade, House Committee on Ways and Means, that this criterion should be eliminated, stating that:

Eliminating the economic injury test and redefining the injury test would have a much greater impact on the administration and use of section 337 than would removing the efficient and economic operation test. Some officials believe that, should either or both of these criteria be amended, the IT, an international trade agency report on an ongoing study of the impact of foreign competition on U.S. industry, may not be the proper forum for adjudicating substantial property disputes.

We see no compelling reason for moving adjudication of section 337 intellectual property cases out of the IT. Should the economic tests be taken to respondents' administrative law judge, the Office of General Counsel and Office of Hearings and Investigations has developed extensive administrative procedures on which intellectual property rights through over a decade of experience with section 337 litigation since the 1974 trade act amendments. In addition, it has decades of experience in adjudicating unfair trade practices, which would require to be the basis for section 337 complaints.

Page 10 GAO/HS-82-106 Unclassified Property Rights

Text A

General Science, Space, and Technology

General Science and Basic Research

The Office of Science and Technology Policy Adaptation to a President's Operating Style May Conflict With Congressionally Mandated Assignments

EO 12072 (10/1/81)

Background

On October 1, 1981, President Ronald Reagan signed Executive Order 12072, which is a major step toward the restructuring of the Office of Science and Technology Policy (OSTP). The order is effective as of October 1, 1981, and it transfers to the Secretary of the Department of Energy the functions of OSTP. The order also transfers to the Secretary of the Department of Energy the functions of the Office of Management and Budget (OMB) relating to the management and development of the federal science and technology budget.

Findings

As a result of the order, the OSTP is being phased out and its functions are being transferred to the Secretary of the Department of Energy. This transfer of functions is a major step toward the restructuring of the OSTP. The order also transfers to the Secretary of the Department of Energy the functions of the Office of Management and Budget (OMB) relating to the management and development of the federal science and technology budget.

Open Recommendations to Congress

Congress should monitor the transfer of functions from OSTP to the Secretary of the Department of Energy. It should also monitor the transfer of functions from OMB to the Secretary of the Department of Energy. Congress should also monitor the transfer of functions from the Office of Management and Budget (OMB) to the Secretary of the Department of Energy.

Supporting Space Activities Better Management Controls and ADP Requirements Analysis Can Help NASA Lewis Research Center

DATE: 10-25-81 27-81

Background

The Lewis Research Center (LRC) is a major NASA facility for the development and testing of aircraft engines. The LRC is currently undergoing a major renovation program. The LRC is currently undergoing a major renovation program.

Findings

The LRC is currently undergoing a major renovation program. The LRC is currently undergoing a major renovation program. The LRC is currently undergoing a major renovation program.

Page 10 GAO/HS-82-106 Unclassified Property Rights

Text B

Chapter 3
EXPLANATION OF PRODUCTIVITY PROGRAM CATEGORIES

related to criteria for the productivity improvement. In a contract with your request, we also determined whether the program overlap and duplicate one another and whether coordination exists among the programs.

As agreed with your office, we referred work on this matter to the budget for these programs were carried.

OVERALL INFORMATION ON PRODUCTIVITY

In addition, the 1981 budget program spend over \$1.5 billion in fiscal year 1981 of programs directly related to private sector productivity improvement as is shown by the data in table 1.

Table 1: Expenditures to Pilot Program Categories

Federal program categories	Funds (Thousands)	Percent
Product innovation	41,763,000	53.87
Management and operations	287,121	37.36
Quality transfer	186,106	2.40
Human resources	11,124	.14
Productivity measurement	3,210	.04
Total	\$2,401,954	100.00

The 5 program categories are explained in appendix II and the full inventory of programs is included in appendix III.

Other information has documented that Federal productivity programs were not reviewed and evaluated and coordinated through a central body. Our current review found that in five departments and agencies accounting for 78 percent of the funds spent in fiscal year 1981, two of the federal programs in place in the private sector productivity were evaluated.

The other programs, when evaluated, were evaluated by agencies in terms of mission performance with no reference to their impact on private sector productivity. OMB budget managers responsible for these programs said they do not have the staff resources to evaluate Federal efforts regarding automation, manufacturing, and productivity. (GAO/HS-82-106, Appendix B, Table 1, 1981).

Page 7 GAO/HS-82-106 Improving Private Sector Productivity

Text C

Chapter 1
The Administration's Proposed Change to the Pricing of FMS Training Would Increase U.S. Costs

The administration's proposed elimination would increase the current maximum pricing structure on the sale of training to private U.S. firms. The current maximum pricing structure is set at 100 percent of the cost of the training. The proposed change would increase the maximum pricing structure to 150 percent of the cost of the training.

Objective Scope and Methodology

The objective of this report is to determine the impact of the proposed change on the cost of training to private U.S. firms. The methodology used in this report is a cost-benefit analysis.

Page 10 Page 11 The

Text D

Decisions of the Comptroller General

(B 1987-1)

Appropriations-Obligation-Validity-Agreement-Small Business Administration-Management Information System

The Small Business Administration (SBA) is currently operating a management information system (MIS) for the purpose of providing information to the public. The SBA is currently operating a management information system (MIS) for the purpose of providing information to the public.

Appropriations-Obligation-Contracts-Future Needs

The SBA is currently operating a management information system (MIS) for the purpose of providing information to the public. The SBA is currently operating a management information system (MIS) for the purpose of providing information to the public.

Master of Obligations and Charge Under Small Business Administration Service Contracts (February 3, 1981)

The SBA is currently operating a management information system (MIS) for the purpose of providing information to the public. The SBA is currently operating a management information system (MIS) for the purpose of providing information to the public.

Page 2 Division of the Comptroller General

Text E

Chapter 1
The Administration's Proposed Change to the Pricing of FMS Training Would Increase U.S. Costs

The administration's proposed elimination would increase the current maximum pricing structure on the sale of training to private U.S. firms. The current maximum pricing structure is set at 100 percent of the cost of the training. The proposed change would increase the maximum pricing structure to 150 percent of the cost of the training.

Objective Scope and Methodology

The objective of this report is to determine the impact of the proposed change on the cost of training to private U.S. firms. The methodology used in this report is a cost-benefit analysis.

Page 10 Page 11 The

Text F

Crime, Abuse, and the Computer: The Problem and the Federal Experience

The federal government has a long history of using computers to collect and analyze data. The federal government has a long history of using computers to collect and analyze data.

What is Computer Crime?

Computer crime is the use of computers to commit crimes. Computer crime is the use of computers to commit crimes.

Page 10 The

Text G

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Text A - 8½ x 11, ⅔-Page Column

Chapter and number 11pt, Book, 3pt base to rule	Chapter 1		
Chapter title 27/29pt x 45½pi, Book, 24pt rule to base	Introduction		
Thick-thin rule 4pt x 14½pi, ½pt x 31pi		For two hundred years, the quadrennial presidential inaugural ceremony has been our nation's mechanism for the orderly transfer of leadership. The inaugural ceremony brings together the leadership of the federal government—legislative, executive, judicial—and the public and private sectors as the President-elect repeats the simple 37-word oath of office in use since 1789. The inauguration is also a celebration of the political party of the President-elect, to be enjoyed and remembered by party workers and the public.	
Subhead #1 17/18pt x 14½pi, Book, 15pt rule to base.	Objectives, Scope, and Methodology	On February 19, 1981, Senator William Proxmire requested our opinion on the legality of Department of Defense (DOD) support of certain activities associated with the 1981 inauguration. In our April 18, 1983, response (62 Comp. Gen. 323), we stated that much of the DOD support was without proper legal authority and that this lack of authority resulted in practices questionable on policy as well as legal grounds. Our response recognized, however, that DOD's role was based on longstanding custom rather than law and was undertaken with the knowledge and approval of Members of the Congress. We recommended that Congress establish a clear basis in policy and law for DOD participation in inaugural activities.	
Bullets 2pt, hang left 1pi, center on 1pi mark.		<ul style="list-style-type: none"> • developing an estimate of the cost of taxpayer support, through federal agency expenditures, for the 1985 inaugural (see app. III). • obtaining copies of all federal agencies' after action reports (final reports on inaugural support); • assessing possible violations of the Anti-Deficiency Act (31 U.S.C. 1341) 	
Underscore 1/2pt rule.		"That any funds available to the National Park Service may be used, with the approval of the Secretary, to maintain law and order in emergency and other unforeseen law enforcement situations and conduct emergency search and rescue operations in the National Park System."	
Quotation 9/11pt x 30pi, Book, 1 line space	General Purpose Legislation With Applicability to Federal Agency Inaugural Support	The National Park Service and U.S. Park Police are the Interior components directly involved in inaugural activities. Both components rely upon the provisions found in the Presidential Inaugural Ceremonies Regulations for most of their authority to participate in inaugural activities and to expend appropriated funds for this purpose.	
Subhead #2 14/15pt x 14½pi, Book, 12pt rule to base.		<small>¹The Anti-Deficiency Act provides that an officer or employee of United States government or the District of Columbia government must not make or authorize an expenditure or obligation exceeding an amount available in an appropriation or fund for the expenditure or obligation, or involve either government in a contract or obligate for the payment of money before an appropriation is made unless it is in law.</small>	
Footnote 8/9 x 30pi, Book, 12pt rule to base.			
		Page 4	GAO/NSIAD-86-45 Defense Acquisition Work Force

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Subhead #3
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	<p>Chapter 1 Introduction</p>	
<p>Department of the Interior</p>	<p>In 1956, Congress addressed the issue of permanent inaugural legislation with enactment of the "Presidential Inaugural Ceremonies Act" (36 U.S.C. 721-730). The act, composed of nine sections, established the general roles and the responsibilities of the JCCIC, PIC, DOD, the Department of the Interior and the District of Columbia but did not preclude other statutory authorities.</p>	
	<p>In 1956, Congress addressed the issue of permanent inaugural legislation with enactment of the "Presidential Inaugural Ceremonies Act" (36 U.S.C. 721-730). The act, composed of nine sections, established the general roles and the responsibilities of the JCCIC, PIC, DOD, the Department of the Interior and the District of Columbia but did not preclude other statutory authorities.</p>	
<p>Agency Comments</p>	<p>Subsection 721(b)(1) defines the term inaugural period as "the day on which the ceremony of inaugurating the President is held, the five calendar days immediately preceding such day, and the four calendar days immediately subsequent to such day."</p> <p>Subsection 721(b)(2) provides for establishing a PIC for each inauguration and defines it as "the committee in charge of the Presidential inaugural ceremony and functions and activities connected therewith, to be appointed by the President-elect." The statute does not specifically define PIC as a public or private entity and contains no authority for federal financial assistance to PIC.</p>	<p>The Department of Defense transmitted the Navy's official written comments on a draft of this report. Navy disagreed that strategic benefits need to be more clearly demonstrated. Navy noted that the concept and its principles, which were developed in consonance with the Navy's maritime strategy, evolved over a decade of continuous operational assessment of capability and threats of potential adversaries by various elements of the Navy command structure. GAO believes that information on the basis for the strategic homeporting plan has now become available to the Congress through the budget review and hearing process and by GAO. Concerns still exist as to the degree to which benefits of the homeporting plan will be achieved. GAO believes that the fundamental question is whether the benefits are worth the additional costs.</p>
	<p>Page 5</p>	<p>GAO/NSIAD-86-45 Defense Acquisition Work Force</p>

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Table of Contents, Chapter Report

Chapter title 27/29pt x 45 1/2pt, Book, 24pt rule to base	Contents		
Contents page number 11/13pt, Book, 19pt rule to base			
Subhead #1 17/18pt x 14 1/2pt, Book, 16pt rule to base	Executive Summary		8
Thick-thin rule 4pt x 14 1/2pt, 1/2pt x 31pt	Chapter 1 Introduction	Objectives, Scope, and Methodology	11
Contents listing 11/13pt x 24pt, Book, 34pt rule to base	Chapter 2 Navy's Strategic Rationale for New Homeports	Force Dispersal Battlegroup Integrity Industrial Base Utilization Geographical Considerations Logistics Suitability Conclusions Agency Comments and Our Evaluation	12 12 13 17 18 19 20 21
	Chapter 3 Total Budgetary Impact of Navy's Strategic Homeporting Plan Is Not Clear	Development of Navy Cost Estimates \$799 Million Program Does Not Appear to Provide for Full Initial Operating Capability Navy Operations and Maintenance and Other Procurement Costs Understated Navy Identified Costs Not Included in Either the IOC or Enhanced Program Estimates Other Potential Significant Costs Could Have Budgetary Impact Conclusions Agency Comments and Our Evaluation	22 22 23 35 36 36 37 38 39
	Chapter 4 Comparisons Between New and Existing Homeports	Existing Ports Would Be Less Costly Than New Ports Navy's Treatment of Reserve Ships Further Understates Cost Differences Navy's Basis for Accepting Cost Difference Conclusions Agency Comments and Our Evaluation	40 40 43 44 45 45
	Appendixes	Appendix I Comments From Assistant Secretary of Defense (Acquisition and Logistics) Appendix II Comparisons of Navy Architect and Engineering Firms' Estimates, Navy IOC Estimates, and Navy Enhanced Program Estimates for Staten Island and Everett	46 80

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Table of Contents, Chapter Report

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		Contents	
		Appendix III Navy Estimates of Construction Costs at Staten Island, Everett, and Alternative Ports	84
		Appendix IV Navy Summary Sheet on Operations and Maintenance and Other Procurement Costs at Staten Island, Everett, and Alternative Ports	86
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		Table 2 2 Summary of Past and Proposed Shiploading by Homeport	20
		Table 3 1 Summary of Navy Homeporting Cost Estimates	24
		Table 3 2 Navy Estimate to Establish an IOC for West Coast Battleship Group	30
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		Figure 3 7 Corpus Christi Site	35
		Abbreviations	
		DOD	Department of Defense
		GAO	General Accounting Office
		IOC	Initial Operating Capability
		O&M	Operations and Maintenance
		Page 7	GAO/NSLAD-86-146 Navy Homeporting Plan

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Table of Contents, Letter Report

<p>Chapter headline 27/29pt x 30pi, Book, 24pt rule to base</p>	<p>Contents</p>		
<p>Contents page number 11/13pt, Book, 19pt rule to base</p>			
<p>Subhead #1 17/18pt x 14½pi, Book, 16pt rule to base</p>	<p>Letter</p>		
<p>Contents listing 11/13pt x 24pi, Book, 32pt rule to base</p>	<p>Appendix I Status of Strategic Petroleum Reserve Activities as of March 31, 1986</p>	<p>SPR Budget for Fiscal Year 1987 Congressional Reaction to Budget Proposal Funding Deferral Impacts SPR Oil Fall Activities Status of SPR Oil Acquisition and Transportation Account Storage Site Activities SPR Test Sale Exercise SPR Oil Distribution Enhancements</p>	<p>6 7 9 10 11 12 12 19 25</p>
	<p>Appendix II Figures and Table on the Status of the Strategic Petroleum Reserve</p>		<p>27</p>
	<p>Appendix III Listing of Prior GAO SPR Quarterly Reports</p>		<p>31</p>
<p>Thick-thin rule 4pt x 14½pi, ½pt X 31pi</p>	<p>Tables</p>	<p>Table II 1 SPR Oil Deliveries by Crude Type as of March 31, 1986 Table II 2 Status of the SPR Oil Acquisition and Transportation Funds as of March 31, 1986 Table II 3 Status of SPR Underground Capacity for Crude Oil Storage as of March 31, 1986</p>	<p>28 29 30</p>
<p>Nonchapter listing 11/13pt x 24pi, Book, 34pt rule to base</p>	<p>Figures</p>	<p>Figure II 1 Average Daily SPR Oil Receiving Rate</p>	<p>27</p>
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Table of Contents, Letter Report

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	<p>Contents</p>	
	<p>Abbreviations</p>	
	<p>API American Petroleum Institute ARCO Atlantic Richfield Company ASO Apparently Successful Offerors DOE Department of Energy FEDWIRE Federal Reserve Wire Transfer Service GAO General Accounting Office I&C instrumentation and control work IFB invitation for bid MOM management, operations, and maintenance OMB Office of Management and Budget PEMEX Petroleos Mexicanos SPR Strategic Petroleum Reserve TELEX teletypewriter/automatic exchange WHA Walk, Havdel, & Associates, Inc</p>	
<p>Page 5 GAO/BCED-88-151 Strategic Petroleum Reserve Quarterly</p>		

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Budget Function 27/29pt x 45pi, Book, 24pt rule to base.	<h2 style="text-align: center;">General Science, Space, and Technology</h2>		
Head space 9½pi rule to rule	<h3 style="text-align: center;">General Science and Basic Research</h3> <h3 style="text-align: center;">The Office of Science and Technology Policy: Adaptation to a President's Operating Style May Conflict With Congressionally Mandated Assignments</h3>		
Budget subfunction 12pt, Bold, 11pt rule to base.	<p>● PAD 80 79, 09/03/80</p>		
Title 18/18pt x 45½pi, Book, 24pt base to base.	<p>● Background</p> <p>GAO studied the Office of Science and Technology Policy (OSTP) to examine the extent to which OSTP has studied the 13 issues on federal organization and management of science and technology policy, and to determine the extent to which OSTP is involved in strategic planning for science and technology. Top OSTP officials believe that the broad legislative mandate for OSTP cannot be fully met under present conditions and operating styles within the Executive Office of the President. (EOP) OSTP management and staff also believe that all their work must be tied to the existing policymaking process in EOP, because they have no independent control over any portion of the U.S. policymaking system. OSTP interprets its environment as requiring it to be continually active in initiating its work and then fostering implementation of its recommendations in collaboration with the Office of Management and Budget in the research and development budget process.</p> <p>● Findings</p> <p>GAO found that OSTP does not intend to prepare the mandated comprehensive survey report. This assignment to OSTP placed a large burden on OSTP and significantly increased its responsibilities without increasing its resources. The small and active OSTP has produced no comprehensive report but a list of its many activities, categorized according to the 13 issue areas. The OSTP staff attempts to give a strategic perspective to considerations of topical or mission issues, such as energy and space. OSTP believes that it is not feasible to do more comprehensive strategic planning and remain effective in EOP. It seldom studies the relationships of issues in the whole context of science and technology in society; instead, it usually focuses on a particular mission issue in isolation from its interactions with other national concerns. The small size senior advisors inhibit its further involvement in comprehensive strategic planning. GAO believes that, within existing constraints, OSTP can establish a systematic and formal mechanism for identifying long-range emerging issues and for providing a detached perspective in screening outside proposals for the OSTP agenda. Both OSTP and the National Science Foundation are taking steps to improve communication in planning and preparing the Annual Report and the Five-Year Outlook.</p> <p>● Open Recommendations to Congress</p> <p>Congress should consider: (1) how it and the OSTP Director can best identify and resolve concerns about the Director's choice of operating style; (2) if the OSTP legislative mandate is too comprehensive, and (3) what other means might fulfill congressional needs for information and analysis not provided by OSTP.</p> <p>Status: Action in process.</p>		
Report number and document date 12pt, Book, 6pt base to rule	<h3 style="text-align: center;">Supporting Space Activities</h3> <h3 style="text-align: center;">Better Management Controls and ADP Requirements Analysis Can Help NASA Lewis Research Center</h3>		
Subhead 12/13pt x 14½pi, Bold, 11pt rule to base	<p>● IMTEC-84-25, 09/27/84</p> <p>● Background</p> <p>GAO reported on automatic data processing (ADP) equipment acquisition practices at the National Aeronautics and Space Administration (NASA), Lewis Research Center.</p> <p>● Findings</p> <p>GAO found that a recent ADP solicitation reduced maximum practicable competition and removed competitive cost advantages potentially held by other vendors. Further, the Center could not determine the appropriate size and timing for future computer equipment upgrades. GAO believes that the solicitation could have had a detrimental impact on competition and price. GAO also believes that the Center's management cannot accurately predict future computer equipment needs.</p>		
Text 9/11pt x 14½pi, Book, 16pt base to base	<p style="text-align: center;">● Page 104</p> <p style="text-align: right;">● GAO/OIRM-86-1 Recommendations</p>		
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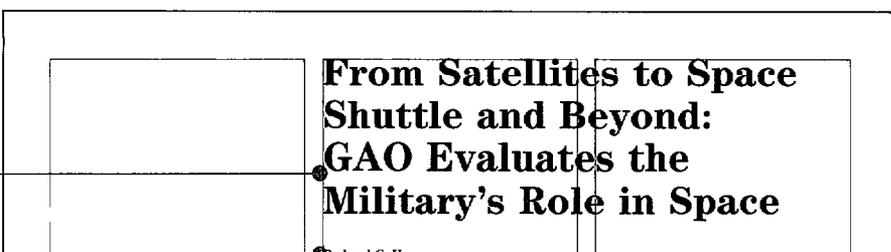
	<p>General Science, Space, and Technology</p>	
<p>because it has not developed the cost and performance information necessary for a comprehensive requirements analysis. GAO noted that, although management has taken steps to improve its management controls and its process for analyzing its requirements, it can do more to effectively acquire ADP resources.</p>	<p>Status: Action in process</p> <p>The Administrator, NASA, should direct the Director of the Lewis Research Center to implement a comprehensive requirements analysis process that will produce appropriate data for estimating future needs before upgrades or additional equipment is required. As part of this process, the Center should report ADP costs to all computer users so they are aware of the value of ADP resources consumed and can use this data when estimating new requirements.</p> <p>Status: Action in progress</p>	<p>by time of day if Center officials determine that this control would be cost-effective.</p> <p>Status: Action in process</p>
<p>Open Recommendations to Agencies</p> <p>The Administrator, NASA, should direct the Director of the Lewis Research Center to implement a comprehensive requirements analysis process that will produce appropriate data for estimating future needs before upgrades or additional equipment is required. As part of this process, the Center should require top management to validate the comprehensive requirements analysis process based on mission needs and available funds.</p>	<p>The Administrator, NASA, should direct the Director of the Lewis Research Center to implement a comprehensive requirements analysis process that will produce appropriate data for estimating future needs before upgrades or additional equipment is required. As part of this process, the Center should structure costs of computer operators</p>	<p>The Administrator, NASA, should direct the Director of the Lewis Research Center to implement a comprehensive requirements analysis process that will produce appropriate data for estimating future needs before upgrades or additional equipment is required. As part of this process, the Center should regularly analyze performance on the newly acquired IBM-compatible computers using the acquired hardware monitor and the software tools that will be available with the new operating system software.</p> <p>Status: Action in process</p>

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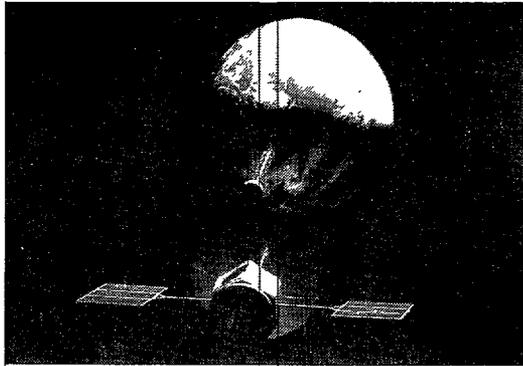
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Special Publication

<p>Article headline 27/29pt x 30pt, Bold</p>	 <p>From Satellites to Space Shuttle and Beyond: GAO Evaluates the Military's Role in Space</p> <p>Richard G. Herrera</p>
<p>Author's name 10pt, Bold, 29pt base to base.</p>	
<p>Lead biography 9/11pt x 14½pt, Helvetica Medium, 12pt rule to base.</p>	<p>Unit generalization (this is what Bracht and Glass, 1968, call population validity) is strongest when we make observations on a probability sample from a population about which we want to draw a conclusion. In designing the NIT experiment, this would have meant drawing a nationally representative sample of low-income families. A decision was made not to select such a sample but instead to do "test bores" in four communities. Thus, volunteer families living in four New Jersey and Pennsylvania cities became the sample units. Further constraints were imposed upon the sample by restricting it to work-eligible, male-headed families. The unsampling decision, while not necessarily a bad one, was one of a series of trade-off decisions that severely limited the extent to which the NIT results can be generalized to populations of policy relevance. The work response of work-eligible, male-good guide for national policy (Subsequent experiments in other locales helped to broaden the applicability of the results.)</p>
<p>Acronym 9/11pt, Book, small caps</p>	<p>Mr. Herrera, who joined GAO in 1966, is the manager of the Los Angeles Regional Office audit site at the Air Force Space Division of Air Force Systems Command, El Segundo, California. In that role he plans and directs work in the Air Force and procurement issue areas. Mr. Herrera also serves as the region's Hispanic Employment manager and is a member of GAO's Hispanic liaison group to the Assistant Comptroller General for Human Resources. He received a B.S. degree in accounting from California State University, Los Angeles.</p>
<p>Subhead 12/12pt x 14½pt, Bold, 28pt base to base</p>	<p>The Implications of the Military's Role in Space</p> <p>Communication satellites, killer satellites, space lasers, and space stations—once the props of science fiction movies—are now a reality. So are the implications of the military's role in space, a subject that has fueled major concern in the American public, the Congress, and the administration. Over time, U.S. military forces have become increasingly dependent on "passive" command, control, communications, and intelligence (also known as "C³I") space systems to accomplish their missions. Although the cost of these systems has already grown rapidly, past investments may be insignificant compared with potential expenditures for developing future space</p>
<p>Text 9/11pt x 14½pt, Book, 16pt base to base</p>	<p>systems, including space weapons. GAO, as always, will play a major role in helping the Congress carry out its oversight responsibilities concerning the effectiveness and efficiency with which these expenditures are made.</p> <p>... presence in space has created important, controversial issues that have received much congressional attention and an increasing amount of public resources. As this role in space expands and its space-related budget grows, we can expect GAO's involvement in evaluating military space programs and activities to increase further. Already, a 5-year issue-area plan has been prepared to direct GAO's work</p>
<p>DOD's Emerging Presence in Space</p> <p>Military strategists throughout history have known the importance of taking and holding the high ground. Space, termed the ultimate high ground, offers an immensely strategic vantage point from which the U.S. political and military leadership can command, control, and communicate with the military forces that will deter or wage war in the future. Parallels are being drawn between the development of combat missions for the aircraft of the past and the spacecraft of today. In World War I, for example, aircraft were used first to reconnoiter, then to prevent reconnaissance (by shooting aircraft down), then to protect reconnaissance aircraft, and, finally, to deliver bombs. The development and use of space systems seem headed down the same path. The nation's increasing dependence on space systems and their attendant ground support systems has led DOD to steadily increase its investment in them. From fiscal year 1980 through 1985, for example, DOD's space-related budget grew from \$5.0 billion to \$12.0 billion. The fiscal year 1986</p>	<p>DOD's Emerging Presence in Space</p> <p>Military strategists throughout history have known the importance of taking and holding the high ground. Space, termed the ultimate high ground, offers an immensely strategic vantage point from which the U.S. political and military leadership can command, control, and communicate with the military forces that will deter or wage war in the future. Parallels are being drawn between the development of combat missions for the aircraft of the past and the spacecraft of today. In World War I, for example, aircraft were used first to reconnoiter, then to prevent reconnaissance (by shooting aircraft down), then to protect reconnaissance aircraft, and, finally, to deliver bombs. The development and use of space systems seem headed down the same path. The nation's increasing dependence on space systems and their attendant ground support systems has led DOD to steadily increase its investment in them. From fiscal year 1980 through 1985, for example, DOD's space-related budget grew from \$5.0 billion to \$12.0 billion. The fiscal year 1986</p>

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Special Publication



The Fleet Satellite Communications System provides global communications for the U.S. Navy and Air Force, as well as the Department of Defense (U.S. Air Force photo).

ite systems that gather and transmit data and other information are used to accomplish critical communications, navigation, surveillance, and reconnaissance missions. Given a threat of nuclear war, the National Command Authorities (i.e., the President, Secretary of Defense, and their authorized alternates) will use these systems to receive information, deliver instructions, and control the escalation of conflict. Active space systems are weapons designed to attack and destroy objects operating in or traveling through space. These active systems include the U.S. antisatellite (ASAT) weapon, which is intended to destroy the operational capability of satellites, and the weapons technologies of the "Star Wars" program.

GAO's Current Role

The National Security and International Affairs Division's (NSAID), Air Force and CIA subdivisions and the Information Management and Technology Division (IMTD) are primarily responsible for GAO's work in this area. Several regional offices—including Atlanta, Boston, Denver, Los Angeles, and New York—also play major roles in planning and performing assignments. Since key DOD units and contractors are geographically located within their regional boundaries,

These divisions and offices have performed a large variety of assignments that have approached the space militarization issue from different perspectives. The focus of work has included evaluating

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amount includes \$3.7 billion sought by the administration for the President's Strategic Defense Initiative, commonly known as the "Star Wars" program.

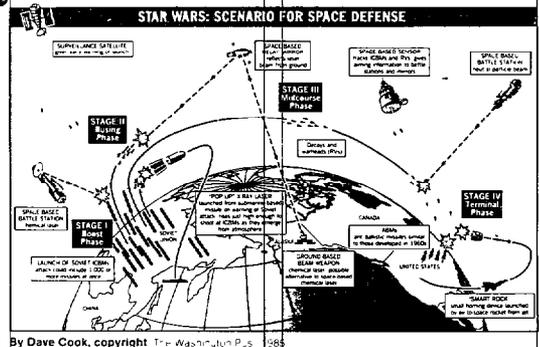
The expanding role in space is directly linked to two major shifts in U.S. nuclear deterrence policy. First, in 1980, then-President Carter revised the nation's nuclear war strategy to include a flexible response to foreign aggression and the possibility of fighting a prolonged nuclear war, including the capability to absorb a series of nuclear strikes. This policy required that the nation's C3I space assets, particularly those considered vital to strategic nuclear forces—have the capability of surviving a nuclear conflict and accomplishing planned missions.

The second shift in policy occurred in 1983 when President Reagan announced the "Star Wars" program. This research and development program is intended to identify and develop technologies and systems capable of defending against ballistic missiles. Space systems are essential for such an effort, particularly for detecting missiles, communicating with the various elements of the defense system, and destroying enemy missiles.

Although all the military services are involved, primary responsibility for developing and operating DOD space programs currently rests with the Air Force. The Air Force Systems Command is responsible

for researching and developing, acquiring, and operating military space assets. The Air Force established the Space Command in 1982 to oversee all space operations, and the Navy subsequently created its own Space Command. More recently, the President authorized a new, unified Space Command to manage all future military space operations, plan for joint, wartime use of space assets, and serve as the focal point for identifying future requirements.

DOD space assets consist of space-based passive systems, active systems, and launch and support systems. Passive sat-



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Summary of Conclusions-Index

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Chapter title 27/29pt x 30pi, Book, 24pt rule to base			
Head space 9½pi rule to rule	<p>The entries in this index include Federal agencies and nongovernmental corporate bodies with which the document is concerned, in alphabetic sequence. Federal departments and independent agencies stand alone. Other Federal entities are listed under their respective departments and agencies, e.g. documents related to the National Park Service will be listed under the Department of the Interior.</p>		
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Caption 10pt, Helvetica Light, 13pt rule to base	Sample Entry	Agency/Organization — Department of Energy	
Description 10pt, Helvetica Light, centered		Title — Defense Fuel Supply Center Procedures for Purchasing Strategic Petroleum Reserve Oil	
Box 1/2pt rule, 7pi x 30pi, 6pt rule to rule		Report Number — (RCED-84-61)	
Agency or organization name 12/12pt x 14½pi, Bold, 14pt rule to base	American Medical Association	Page Number — 75	
Agency or organization name 12/12pt x 14½pi, Bold, 28pt base to base	The Congress Should Mandate Formation of a Military-VA-Civilian Contingency Hospital System (HRD-80-76) 67		The Nation's Unused Wood Offers Vast Potential Energy and Product Benefits (EMD-81-6) 116
Title 9/11pt x 14½pi, Book, 16pt base to base	Cabinet Council on Natural Resources and the Environment		Food Safety and Inspection Service
Report numbers 9/11pt, Book, 11pt base to base	Implementation of the National Minerals and Materials Policy Needs Better Coordination and Focus (RCED-84-63) 119		Government Could Save Millions by Revising Its Purchase Specification for Ground Beef (RCED-84-29) 73
Paragraph 1 line space	Department of Agriculture		Forest Service
Page number 9/11pt, Bold, 11pt base to base	Actions Needed To Increase Federal Onshore Oil and Gas Exploration and Development (EMD-81-40) 118		Actions Needed To Increase Federal Onshore Oil and Gas Exploration and Development (EMD-81-40) 115
	Establishing New Federal Food-Buying Procedures Would Help Eliminate Unnecessary Special Examinations (RCED-84-150) 76		The Nation's Unused Wood Offers Vast Potential Energy and Product Benefits (EMD-81-6) 116
	Government Could Save Millions by Revising Its Purchase Specification for Ground Beef (RCED-84-29) 73		Department of the Air Force
			Air Force Breakout Efforts Are Ineffective (PLRD-83-82) 71
			Air Force and Navy Trainer Aircraft Acquisition Programs (MASAD-83-22) 90
			Air-Launched Cruise Missile Logistics Planning Problems and Implications for Other Weapon Systems (PLRD-82-68) 84
			Better Planning and Funding Approach Needed for Military Medical Facilities Construction and Modernization Projects in Germany (HRD-82-130) 69
			Consolidation of Personal Property Shipping Offices (NSIAD-84-81) 5
			Continued Improvements Needed in Air Force Procedures and Practices (PLRD-83-36) 33
			DOD Can Combat Fraud Better by Strengthening Its Investigative Agencies (AFMD-83-33) 104

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Summary of Conclusions-Index

Header

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Title

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Footer

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	Agency/Organization Index Department of the Air Force	
<p>DOD Can Make Further Progress in Controlling Pollution From Its Sewage Treatment Plants (NSIAD-84-5) 4</p> <p>DOD Needs To Provide More Credible Weapon Systems Cost Estimates to the Congress (NSIAD 84 70) 92</p> <p>DOD's Unaccompanied Enlisted Personnel Housing--Better Living Conditions and Reduced Costs Possible (PLRD-82-59) 6</p> <p>Ensuring Retention of Essential Civilians Overseas During Hostilities (NSIAD-84-73) 27</p> <p>Further Improvements Needed in Department of Defense Oversight of Special Access (Cars-Out) Contracts (GGD-83-43) 63</p> <p>Greater Emphasis on Occupant Responsibilities Can Reduce Military Family Housing Costs (PLRD-83-77) 8</p> <p>How Well Do the Military Services Perform Jointly in Combat? DOD Joint Test and Evaluation Program Provides Few Credible Answers (PEMD-84-3) 20</p> <p>Implications of Joint NASA/DOD Participation in Space Shuttle Operations (NSIAD-84-13) 19</p> <p>Will There Be Enough Trained Medical Personnel in Case of War? (HRD-81-67) 24</p>	<p>Improving the Air Force Modification Process Will Benefit Management of Spare Parts in the Air Force and Defense Logistics Agency (PLRD-83-3) 11</p> <p>Increased Joint Avionics Standardization Could Result in Major Economies and Operational Benefits (NSIAD-84-127) 39</p> <p>Joint Major System Acquisition by the Military Services An Elusive Strategy (NSIAD-84-22) 91</p> <p>Logistics Support Costs for the B-1B Aircraft Can Be Reduced (NSIAD-84-36) 67</p> <p>Military Medicine Is in Trouble Complete Reassessment Needed (HRD-79-107) 56</p> <p>Navy's Progress in Improving Physical Inventory Controls and the Magnitude, Causes, and Impact of Inventory Record Inaccuracies in the Army, Air Force, and Defense Logistics Agency (NSIAD-84-9) 37</p> <p>Opportunities for Improved Oil Recycling Still Exist (PLRD-82-113) 120</p> <p>Potential Reductions in Aircraft Operation and Maintenance Costs by Using Thrust Computing Support Equipment (PLRD-82-4) 10</p> <p>Some Land Attack Cruise Missile Acquisition Programs Need To Be Slowed Down (C-MASAD-81-9) 37</p>	<p>Test Transfer of Consumable Supply Items to the DLA from the Military Services (NSIAD-84-82) 55</p> <p>The Advanced Medium Range Air-to-Air Missile Resolves Uncertainties Before Production (C-NSIAD-84-18) 32</p> <p>The Air Force Equipment Management System Still Does Not Assure Control of Non-Expendable Equipment (NSIAD-83-20) 36</p> <p>The Air Force Weapons Laboratory Should Validate Its Computer Needs and Evaluate Alternatives Before Continuing Its Cray-1 Computer Lease (AFMD-83-70) 102</p> <p>The Congress Should Mandate Formation of a Military-VA Civilian Contingency Hospital System (HRD-80-76) 57</p> <p>The Defense Budget. A Look at Budgetary Resources, Accomplishments, and Problems (PLRD-83-82) 22</p> <p>Verifying Eligibility for Military Health Care Some Progress Has Been Made but Reliability Problems Remain (HRD-83-1) 60</p> <p>Air Force Logistics Command Air Force Does Not Recover All Required Costs of Modification Kits Sold to Foreign Governments (PLRD-82-111) 49</p>
	<p>Page 124</p>	<p>EAQOIBM-85-2</p>

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Text C - 8½ x 11, Typewriter, 2/3-Page Column

<p>Chapter and number Elite 12 WP, single stroke.</p>	<p>Chapter 1</p> <p>EXPLANATION OF PRODUCTIVITY PROGRAM CATEGORIES</p>																					
<p>Head space 6½pi rule to rule</p>	<p>related to private sector productivity improvement. In accordance with your request, we also determined</p>																					
<p>Paragraph 1 line space</p>	<p>--the fiscal year 1983 budget for these programs, --whether the programs overlap and duplicate one another, and --whether coordination exists among the programs.</p>																					
<p>End of section 2 line space</p>	<p>As agreed with your office, we deferred work on this assignment until the budgets for some programs were settled.</p>																					
<p>Subhead #2 Elite 12 WP, single stroke, all caps, no rule</p>	<p>OVERALL EXPENDITURES ON PRODUCTIVITY</p> <p>We estimate that the federal government spent over \$2.4 billion in fiscal year 1983 on programs directly related to private sector productivity improvement, as is shown, by program category, in table 1.1</p> <p>Table 1.1: Expenditures in Five Program Categories</p> <table border="1"> <thead> <tr> <th>Federal program categories</th> <th>Funds (thousands)</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Technology innovation</td> <td>\$1,293,931</td> <td>53.87</td> </tr> <tr> <td>Management and operations</td> <td>897,371</td> <td>37.36</td> </tr> <tr> <td>Technology transfer</td> <td>184,796</td> <td>7.69</td> </tr> <tr> <td>Human resources</td> <td>22,137</td> <td>.92</td> </tr> <tr> <td>Productivity measurement</td> <td>3,719</td> <td>.16</td> </tr> <tr> <td>Total</td> <td>\$2,401,954</td> <td>100.00</td> </tr> </tbody> </table> <p>The 5 program categories are explained in appendix II, and the full inventory of programs is provided in appendix III.</p> <p>PRIOR GAO REPORTS HAVE FOUND PROBLEMS</p> <p>Prior GAO reports have documented that federal productivity programs were not reviewed and evaluated nor coordinated through a central body.¹ Our current review found that in five departments and agencies accounting for 78 percent of the funds spent in fiscal year 1983, two of the federal programs related to private sector productivity were evaluated.</p>	Federal program categories	Funds (thousands)	Percent	Technology innovation	\$1,293,931	53.87	Management and operations	897,371	37.36	Technology transfer	184,796	7.69	Human resources	22,137	.92	Productivity measurement	3,719	.16	Total	\$2,401,954	100.00
Federal program categories	Funds (thousands)	Percent																				
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Productivity measurement	3,719	.16																				
Total	\$2,401,954	100.00																				
<p>Text Elite 12 WP.</p>	<p>Other Programs Were Different</p> <p>The other programs, when evaluated, were evaluated by agencies in terms of mission performance with no reference to their impact on private sector productivity. OMB budget examiners responsible for these programs told us they do not routinely</p>																					
<p>Subhead #3 Elite 12 WP, single stroke, no rule</p>	<p>¹Such reports include <u>Federal Efforts Regarding Automated Manufacturing Need Stronger Leadership</u> (GAO/AFMD-83-68, May 26, 1983) and <u>Stronger Federal Effort Needed to Foster Private Sector Productivity</u> (GAO/AFMD-81-29, Feb. 18, 1981).</p>																					
<p>Folio Elite 12 WP, 3 line space from text.</p>	<p>Page 2 GAO/CGD-85-16 Improving Private Sector Productivity</p>																					

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Header classification

16pt, Helvetica Bold, 6pt base to rule

Chapter headline

Elite 12 WP, double stroke, all caps, 1 line space from rule

Subhead #1

Elite 12 WP, double stroke, all caps, with rule

Rules

Underscore x 90 characters

Classification

16pt, Helvetica Bold, 6pt base to cap.

TOP SECRET

(U) SECURITY GUIDELINES FOR MICROCOMPUTERS AND WORD PROCESSORS

(U) INTRODUCTION

(U) In recent years, there has been a significant increase in the use of personal computers and word processors and a merging of the two technologies into a single automated data processing (ADP) system that provides multiple capabilities.

(C) It has become evident in today's world of automated offices that the key to protecting data, hardware, and software is for users and managers alike to develop a **security mind-set**, recognizing that information is a critical resource of any organization. In the case of GAO, this is of particular significance because of the kinds of information with which we deal.

(TS) This document establishes security guidelines for the use of these systems. The policies and procedures contained herein provide guidance in protecting hardware, software, and information. The responsibility for this protection extends directly to you - the end user.

(S) This document is your guide to protecting the systems, the software, and the information processed on them.

(U) PHYSICAL SECURITY

(U) If a personal computer or word processor is assigned to you, you become the security officer for that system. It is therefore your responsibility to protect that system and its data. If you do not have the authority to implement the following protective measures, you should discuss these measures with individuals in your organization who do have such authority. To prevent the loss of hardware from natural hazards, fire, theft, and malicious acts, the following things can be done:

(C) A. When the system is not attended, lock the rooms where the hardware is located. If this is not possible or practicable, ask the Office of Security and Safety (OSS) to provide a commercially-available locking system to secure the units directly to a table or desk.

(S) B. Know the people who have routine access to the area.

(TS) C. Supervise the use and maintenance of the system.

(U) D. Ensure that there is a fire protection system within the building or room housing the system. An additional precaution could be the placement of a hand-held fire extinguisher, preferably a Halon-type, in the room housing the system.

Page 2

Computer Security Guidelines

TOP SECRET

Note. This page does not contain classified material. Classified markings are for illustrative purposes only. This example is not full size.

Text D - 5½ x 8½, 2/3-Page Column

Chapter and number 10pt, Book, 3pt base to rule	Chapter 1
Chapter title 20/22pt x 27½pt, Book, 17pt rule to base	The Administration's Proposed Change to the Pricing of FMS Training Would Increase U.S. Costs
Thin rule ½pt x 27½pt	
Text 10/11pt x 18pt, Book, 11pt rule to base	The administration's proposed amendment would eliminate the current multitier pricing structure on the sale of training an permit. You have been designated an authorized courier for the U.S. General Accounting Office. This pamphlet has been developed to assist you in carrying out the duties of a courier by providing you with the procedures and restrictions concerning (classified) information.
Paragraph 1 line space.	The handcarrying of classified information will not be resorted to until all other, more secure methods transmission have been considered and determined to be impractical.
End of section 2 line space	
Subhead #1 14/15pt x 8½pt, Book, 12pt rule to base	Objective, Scope, and Methodology
Acronym 10/11 pt, Book, small caps	Use of government register mail, operational needs, and time critical situations are all areas which must be assessed prior to handcarrying classified information. If it has been determined that hand carrying is the only practical method of transmission of classified information, the following requirements must be met: the material must be doubled wrapped and addressed in accordance with GAO Order 09-301 (GAO Information Security program). When carrying classified information you must have an official GAO picture identification card, credential and a current, valid authorized courier letter or card. When handcarrying classified information aboard commercial aircraft you are to process through airline ticketing and boarding procedures in the same manner as all other passengers. A list of the classified material shall be maintained by the office to which you are attached and your destination shall be alerted to your estimated time of arrival.
	Page No. _____ Pub No. Main Title _____

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Header
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Subhead #2
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Subhead #3
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Footer
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	<p>Chapter 1 The Administration's Proposed Change to the Pricing of FMS Training Would Increase U.S. Costs</p>	
	<p>Administration's proposed amendment would eliminate the current multi-tier pricing structure on the sale of training an permit. You have been designated an authorized courier for the U.S. General Accounting Office. This pamphlet has been developed to assist you in carrying out the duties of a courier by providing you with the procedures and restrictions concerning (classified) information. When carrying classified information, you must have an official GAO picture identification card, credential and a current, valid authorized courier letter or card.</p>	
<p>Federal Involvement</p>	<p>The handcarrying of classified information will not be resorted to until all other, more secure, methods of transmission have been considered and determined to be impractical. If it has been determined that handcarrying is the only practical method of transmission of classified information.</p>	
<p>U.S. Training</p>	<p>The following requirements must be met the material must be double wrapped and addressed in accordance with GAO Order 0830 1, GAO Information Security program.</p> <p>When carrying classified information, you must have an official GAO picture identification card, credential and a current, valid authorized courier letter or card.</p>	
<p>Conclusion</p>	<p>When handcarrying classified information aboard commercial aircraft, you are to process through airline ticketing and boarding procedures in the same manner as all other passengers. A list of the classified material shall be maintained by the office to which you are att-</p>	
	<p>Page No. _____</p>	<p>Pub No. Main Title _____</p>

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Table of Contents

Chapter title 20/22pt x 27 1/2pt, Book, 17pt rule to base	Contents		
Thin rule 1/2pt x 27 1/2pt.	Foreword		
Contents page number 10/11pt, Book, 14 1/2pt rule to base.	Alert List		
Contents listing 10/11pt x 15pt, Book, 25 1/2pt rule to base		Government Responsibilities Affecting a Private Interest Serving Anyone Other than the United States Gifts or Payments from Outside Sources Outside Speaking and Writing Dealing with the Government after Leaving Government Service Political Activities	11 12 13 14 15 16 17
Thick-thin rule 3pt x 8 1/2pt, 1/2pt x 19pt.	Chapter 1 Conflicts of Interest	The Issue Statutory Prohibition GAO Proscribed Actions Alternatives to Consider	18 19 20 21
Subhead #1 14/15pt x 8 1/2pt, Book, 12pt rule to base.	Chapter 2 Representing Others	Acting as Agent or Attorney Receiving Compensation Partners	22 23 24
	Chapter 3 Supplementation of Government Salary	Severance Pay Pensions and Other Benefits	25 26 27
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Footer 8pt, Bold.	Page viii	GAO/OGC-86-10 Employee Ethics	

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Table of Contents

Header

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Paragraph

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Paragraph

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Contents		
Chapter 4		11
Post	Restrictions on all Former Employees	11
Employment Restrictions	Additional Restrictions on Former Senior Employees	13
Chapter 5		15
Financial Disclosure	Public Disclosure	15
	Confidential Disclosure	15
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	Filing and Review Procedures	16
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Private Contributions for Travel Expenses	Travel on Official Business	19
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Speaking, Lecturing and Writing	Approval of Content	23
	Speaking at Meetings or Seminars	23
	Sponsored by Private Organizations	23
	Acceptance of Honoraria	23
	Use of Official Titles	24
Page ix		GAO/OGC-86-10 Employee Ethics

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Text E - 5½ x 8½, Full-Page Column

Decisions of the Comptroller General, Annual Compilations

Chapter title 20/22pt x 27½pt, Book, 17pt rule to base.	<p style="text-align: center;">Decisions of the Comptroller General</p>
Thick rule 3pt x 27½pt.	<hr style="border: 3pt solid black;"/>
Entry title 12/13pt x 27½pt, Bold, 20pt base to base	<p>[B-198574]</p> <p>Appropriations—Obligation—Validity—Agreements—Small Business Administration—Management Services</p> <p>Annual appropriations may not be obligated for any management services under section 7(j) of the Small Business Act, 15 U.S.C. 636(j) (1976), which are required to be performed as requested during specified period extending beyond fiscal year in which contract was made.</p>
Text 10/11pt x 27½pt, Book, 16pt base to base	<p>Appropriations—Obligation—Contracts—Future Needs</p> <p>Where prior year agreement purporting to bind Government to pay for services required to be performed in subsequent fiscal year is enforceable only when definite order for services is made, cost of services performed pursuant to such order may be charged against appropriation current when services are ordered.</p>
Thin rule 1/2pt x 27½pt	<hr style="border: 1/2pt solid black;"/>
End of entry 2 line space	<p>Matter of: Obligations and Charges Under Small Business Administration Service Contracts, February 2, 1981:</p>
Entry title 12/13pt x 27½pt, Bold, 12pt rule to base	<p>An authorized certifying officer of the Small Business Administration (SBA) requests our decision on whether annual appropriations, obligated in one fiscal year for contracts for services under section 7(j) of the Small Business Act (15 U.S.C. § 636(j) (1976)), are available for payment in a subsequent fiscal year during which the services are performed. Heretofore, SBA's practice has been to charge the full estimated cost of the services against appropriations current at the time of the award of the contract on the theory that, since payment may not exceed an estimated maximum cost and may be made only for completed tasks ordered by the Government, the service agreements are analogous to definite quantity supply contracts in one fiscal year for deliveries in a subsequent fiscal year. Under those contracts the Government makes payment only for supplies actually shipped. For the reasons which follow, we do not agree that the SBA contracts are for definite quantities or that payments for services rendered in the fiscal year following that in which a contract therefor was executed represent valid obligations of the previous fiscal year. In our view, an obligation under the SBA contracts arose only when specific services were actually ordered from the contractor by the Government.</p> <p>Under section 7(j), SBA arranges with private organizations to provide technical and management assistance to individuals or businesses eligible for assistance under</p>
Acronym 10/11pt, Book, small caps	<p>[60 Comp. Gen.]</p>
Citation 8pt, Bold	<p style="text-align: right;">Page 2 Decisions of the Comptroller General</p>

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**Decisions of the Comptroller General,
Annual Compilations**

Decision number
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[R-198512]

**Subsistence—Actual Expenses—Houses of Departure, etc.
—Excursion Rates—Delay in Travel to Obtain**

Employees who traveled on a nonworkday in order to take advantage of a reduced air fare may be considered in a travel status and authorized and paid an extra day's actual subsistence where the cost of subsistence is more than offset by the savings to the Government through use of the reduced fare. Agency's bulletin, to the extent that it is inconsistent with Federal Travel Regulations, need not be followed.

**Matter of: Charles W. Miller—Reimbursement for expenses
necessary to obtain reduced air fare, March 5, 1981:**

Mr. Richard J. Laylor, an authorized certifying officer with the Federal Mediation and Conciliation Service (FMCS), requests an advance decision on the propriety of paying the claim of Mr. Charles W. Miller for an extra day's subsistence expenses incurred in order to obtain reduced air travel fare. Mr. Laylor requests guidance in light of an FMCS bulletin which purportedly limits the period for which such expenses may be reimbursed. We hereby authorize payment for Mr. Miller's claim, based on the following:

An authorized certifying officer of the Small Business Administration (SBA) requests our decision on whether annual appropriations, obligated in one fiscal year for contracts for services under section 7 (j) of the Small Business Act (15 U.S.C. § 636 (j) (1976)), are available for payment in a subsequent fiscal year during which the services are performed. Heretofore, SBA's practice has been to charge the full estimated cost of the services against appropriations current at the time of the award of the contract on the theory that, since payment may not exceed an estimated maximum cost and may be made only for completed tasks ordered by the Government, the service agreements are analogous to definite quantity supply contracts in one fiscal year for deliveries in a subsequent fiscal year. Under those contracts the Government makes payment only for supplies actually shipped.

For the reasons which follow we do not agree that the SBA contracts are for definite quantities or that payments for services rendered in the fiscal year following that in which a contract therefor was executed represent valid obligations of the previous fiscal year. In our view, an obligation under the SBA contracts arose only when specific services were actually ordered from the contractor by the Government.

Under section 7 (j), SBA arranges with private organizations to provide technical and management assistance to individuals or businesses eligible for assistance under

Facts

Charles W. Miller, a Commissioner with FMCS stationed in Toledo, Ohio, was authorized to attend a FMCS seminar in Orlando, Florida, from November 4 through November 9, 1979. By returning on Saturday, November 10, Mr. Miller was able to obtain a special air fare which reportedly reduced his travel expenses by \$130. In order to obtain the special fare, he incurred subsistence expenses for lodging.

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[60 Comp. Gen.]

Page 3

Decisions of the Comptroller General

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Variation I, Text E - 5 1/2 x 8 1/2, Full-Page Column

Decisions of the Comptroller General, Monthly Digest, Index Section

Chapter title 20/22pt x 27 1/2pt, Book, 17pt rule to base	<p>Index Digest</p> <p>October, November, December 1984</p>
Thick rule 3pt x 27 1/2pt.	
Index listing 12/13pt x 27 1/2pt, Book, 20pt base to base.	<p>Accountable Offices</p> <ul style="list-style-type: none"> Relief Physical losses, etc., of funds, vouchers, etc <p>Relief is denied to Secret Service Agent whose carry-on luggage containing \$1,000 cash advance was stolen when left unattended in crowded Bogota, Colombia, airport. Advance was for purchasing counterfeit U.S. currency, and therefore was of the nature anticipated in 61 Comp. Gen. 313 (1982). However, in this case, agent's negligence in leaving bag unattended in a public place was the proximate cause of the loss. Presence of armed police escort standing nearby does not absolve agent of duty to personally safeguard Government funds entrusted to his care. B-210507, April 4, 1983, distinguished.</p>
Text 10/11pt x 27 1/2pt, Book, 16pt base to base	
Entry title 12/13pt x 27 1/2pt, Bold, 12pt rule to base	
Index page number 12/13pt, Book, flush with first line of contents listing	<p>Advertising</p> <ul style="list-style-type: none"> Commerce Business Daily Automatic data processing equipment Orders under ADP Schedule Unreasonable less costly alternative <p>Contracting agency's decision to issue a delivery order for automatic data processing (ADP) equipment and "technical support services" to a nonmandatory ADP Schedule contractor is improper where a response to a Commerce Business Daily notice of the agency's intention to place the order would have indicated a less costly alternative but for the agency's unreasonable evaluation of the costs for the support services.</p>
Acronym 10/11pt, Book, caps	
End of entry 2 line space	<p>Appropriations</p> <ul style="list-style-type: none"> Availability Plaques <p>Pennsylvania Avenue Development Corporation (PADEV) may install a memorial plaque and designate a site within an area under its jurisdiction and control in honor of a deceased former chairperson of the PADEV using funds donated to it. PADEV has been vested with authority to determine the character of and necessity for its obligations and expenditures and to accept gifts of financial aid from any source and comply with the terms thereof. These authorities are sufficient to free PADEV from restriction otherwise</p>
Bullet 3pt dia, hang left 6pt	
Citation 8pt, Bold	<p>160 Comp. Gen. Page VIII Index Digest</p>

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**Decisions of the Comptroller General,
Monthly Digest, Index Section**

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Paragraph
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<p>where a statutory restriction expressly applies to Government corporations. No law expressly precludes proposed expenditure by RDC. Furthermore, no law precludes RDC from designating property under its control in honor of deceased former chairperson of RDC.</p>		
<ul style="list-style-type: none"> Continuing resolutions Current rate of program operations 		21
<p>The Office of Refugee Resettlement, in allocating funds appropriated for refugee and entrant assistance under the fiscal year 1984 continuing resolution, misinterpreted earlier decisions of this Office. "Current rate" as used in continuing resolutions refers to a definite sum of money rather than a program level. The different result reached in B-197636 Feb. 25, 1980, was limited to the unusual facts in that case.</p>		45
<ul style="list-style-type: none"> Fiscal year Availability beyond Travel and transportation expenses <p>Reimbursable expenses of an employee transferred in the interest of the Government must be charged against the appropriation current when valid travel orders are issued. B-122358, August 4, 1976 and 35 Comp. Gen. 183 (1955) and other cases inconsistent with this decision are overruled.</p>		21
<ul style="list-style-type: none"> Impounding Lump-sum appropriation Full amount available Allocation <p>The Office of Refugee Resettlement (ORR) did not impound funds under the fiscal year 1984 continuing resolution so long as it made available for obligation the full \$585,000,000 appropriated for the refugee and entrant assistance account. The continuing resolution appropriated a lump-sum amount for the refugee and entrant assistance account, rather than specific amounts for the various programs funded by that account. Allocations specified in the congressional committee reports were not binding on the ORR and it could allocate funds differently so long as it did not withhold any of the total \$585,000,000 appropriations.</p>		
<ul style="list-style-type: none"> Restrictions <p>The only exception for advance procurement of GPO items is found in 10 U.S.C. 2306(h) used to pay for program needs attributable to the year or years for which the appropriation was made available, unless the Congress provides an exception to its application but the exception is limited to procurement of items. The Office of Refugee Resettlement congressional committee reports were not binding on the ORR and it could allocate funds differently so long as it did not withhold any of the total \$585,000,000 appropriations.</p>		

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Page VIII

Index Digest

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Text F - 4 x 8½, 2/3-Page Column

Chapter and number 8pt, Book, 3pt base to rule	Chapter 1		
Chapter title 16/18pt x 21pt, Book, 14pt rule to base	The Administration's Proposed Change to the Pricing of FMS Training Would Increase U.S. Costs		SUBJECT The Administration's Proposed Change to the Pricing of FMS Training Would Increase U.S. Costs.
Header 6/6pt x 7pt, Bold, 8pt rule to base			
Thin rule ½pt x 21pt.			
Subhead #2 10/11pt x 7pt, Book, 11pt rule to base		The administration's proposed amendment would eliminate the current multiple pricing structure on the sale of training an permit. You have been designated an authorized courier for the U.S. General Accounting Office. This pamphlet has been developed to assist you in carrying out the duties of a courier by providing you with the procedures and restrictions concerning classified information.	The administration's proposed amendment would eliminate the current multiple pricing structure on the sale of training an permit. You have been designated an authorized courier for the U.S. General Accounting Office. This pamphlet has been developed to assist you in carrying out the duties of a courier by providing you with the procedures and restrictions concerning classified information.
End of section 2 line space			
Subhead #1 12/13pt x 7pt, Book, 11pt rule to base.	Objective, Scope, and Methodology	The hand carrying of classified information will not be resorted to until all other more secure methods transmission have been considered and determined to be impractical.	Federal Involvement The hand carrying of classified information will not be resorted to until all other more secure methods transmission have been considered and determined to be impractical. If it has been determined that hand carrying is the only practical method of transmission of classified information.
Subhead #3 8/9pt x 7pt, Book, flush with top of text		U.S. Government register mail operational needs and time critical situations are all areas which must be assessed prior to hand carrying classified information. If it has been determined that hand carrying is the only practical method of transmission of classified information, the following requirements must be met: the material must be double wrapped and addressed in accordance with GAO Order 09-011, GAO Information Security program.	Where U.S. Training The following requirements must be met: the material must be double wrapped and addressed in accordance with GAO Order 09-011, GAO Information Security program. When carrying classified information, you must have an official GAO picture identification card, credential and a current valid authorized courier letter or card.
Paragraph 1 line space		When carrying classified information you must have an official GAO picture identification card, credential and a current valid authorized courier letter or card. When hand carrying classified information aboard commercial aircraft, you are to process through airline ticketing and boarding procedures in the same manner as all other passengers. A list of the classified material shall be maintained by the office to which you are attached and your destination shall be alerted to your estimated time of arrival. If it has been determined that hand carrying is the only practical method of transmission of classified	Conclusion When hand carrying classified information aboard commercial aircraft, you are to process through airline ticketing and boarding procedures in the same manner as all other passengers. A list of the classified material shall be maintained by the office to which you are attached and your destination shall be alerted to your estimated time of arrival.
Thick-thin rule 3pt x 7pt, ½pt x 14pt			
Text 8/10pt x 13pt, Book, 10pt rule to base			
Folio 6pt, Bold	Page No.	Pub No. Main Title	Page No. Pub No. Main Title

Note: This example is not full size

Note: Dummy type serves only to indicate correct type placement.

Text G - 4 x 8½, Full-Page Column

Header 6/6pt x 7pi, Bold, 8pt rule to base		
Chapter title 16/18pt x 21pi, Book, 14pt rule to base	1 Crime, Abuse, and the Computer: The Problem and the Federal Experience	
Author's name 6pt, Book, 4pt base to rule	2 by James B. Callaway	
Thin rule ½pt x 21pi	3 Superzapping. Data diddling. Trojan horses. Logic bombs. Trap doors. Salami techniques. These terms, part of the growing language of computer crime, mirror the dramatic image of today's high-tech informa- tion systems and reflect the technical sophistication of many people who misuse computer systems. Besides the vast promises of benefit for humanity today's high-tech information systems bring the promise of new problems, ranging from simple thefts that leave no clues to Orwellian visions of an all-knowing Big Brother. The dramatic increase in computer ownership, along with the easy accessibility provided by expanding network services, will shortly bring the tools to commit computer crime within everyone's reach. Although most experts agree that computer misuse is a problem, no one knows the magnitude of it, and few agree on exactly what is the problem. The federal government, with over 16 000 major computer systems, is greatly affected by computer crime. ¹ The increasing importance of computer technology in government and the many ways these systems can be misused make it increasingly important that federal auditors understand how computer systems can be misused and what can be done to counter and control such threats. This article addresses the need for computer crime awareness by (1) explaining the concept of computer crime, (2) discussing major problems GAO has found in federal information system security, (3) discussing possible future developments, and (4) presenting lawmakers' responses.	
Text 8/10pt x 21pi, Book, 10pt rule to base	4 Although the prevalent form of computer misuse is the unsophisticated tampering with input data (data diddling), some of the more sophis- ticated and innovative attacks on computer-based systems are mentioned below.	
Bullet 2pt dia, hang left 6pt	5 Superzapping is using special programs to secretly alter data during processing. The name derives from an IBM system that controls internal machine operations. Superzapping usually requires extensive knowledge of the details of machine operations and is generally difficult to accomplish and difficult to detect.	
Underscoring ½pt rule.	6 Trojan horses refers to covertly inserting computer instructions in a program. For example, surreptitiously putting instructions in a computer program that will direct payroll check printing to cause the system to issue illicit checks in certain situations is a common form of trojan horse. Usually, trojan horses usually require detailed knowledge of application programs and, in lengthy programs, can be difficult to detect.	
Paragraph 1 line space	7 Logic bombs refer to illicitly built-in instructions imbedded in a program that cause an undesirable action if specified events occur. For example, a programmer may put an instruction in a payroll program that would program features to produce an undesired result. Like superzapping, highly trained programmers with detailed knowledge of the victimized system are required to perform this kind of activity.	
End of section 2 line space	8 Oversight of Government Management on (October 25 1983) stated that, "no one knows the extent of computer crime and abuse." One reason for this is that much of the damage resulting from computer misuse cannot be quantified. According to two articles ⁹ on computers, estimates of losses related to computer misuse for both private and public sectors range from \$40 million to \$3 billion. Losses in 100 computer-related cases reported in 1981 totaled about \$100 million. Although extremely broad, available estimates may be far from an accurate assessment because of underreporting. For example, according to a GAO report (PGMSD-76-27, Apr. 27, 1976), the Department of Defense estimates that only 20 percent of its overall losses are reported. Robert H. Courtney, Jr., a computer expert, testifying before the above- mentioned Senate subcommittee, said that only 10 percent of detected computer-related crimes are formally prosecuted.	
Subhead #1 12/13pt x 21pi, Book, 12pt rule to base	9 What Is Computer Crime? To begin with, any attempt to define computer crime in terms that reflect the diverse ways that today's systems can be misused will likely fail. People who work with high-tech information systems have vastly diverse views on what constitutes computer crime. Some see it as involving communications facilities, management organization, administrative procedures, and software resources. Technically sophisticated attacks involving obscure changes to	
Text 8/10pt x 21pi, Book, 20pt base to base	10 Page 16 40th International Conference of IIA	
Folio 6pt, Bold	Note: This example is not full size.	

Note: Dummy type serves only to indicate correct type placement.

Text H - 8½ x 11, Page for Binders

Left Page

Chapter title 27/29pt x 42½pi, Book, 24pt rule to base	Text		
Thin rule ½pt x 42½pi			
Subhead #1 17/18pt x 13½pi, Book, 15pt rule to base	General Information	This page provides general information relating to all text pages. The opposite page illustrates the range of standard text formats. The remainder of the subsection provides sample text pages with full specifications. To determine the appropriate format for a publication, refer to the matrices on pages 35 to 41.	
Thick-thin rule 4pt x 13½pi, ½pt x 29pi	Typography	The typography for the text pages of all publications, including special publications, is ITC Century Book unless ITC Century Bold is specified. Point sizes, leading, and weights are indicated in the specification pages. Upper- and lower-case letters are used unless otherwise noted. Small caps are used for acronyms in text only. All text is flush left, ragged right. Paragraphs are indicated by a full-line space, there are no indentations. For examples of special typographic features, such as quotations, first- and second-level numbering systems, bullets, and underlining, see text A specifications, pages 70 and 71.	
Text 11/13pt x 28pi, Book, 13pt rule to base		The fonts on page 169 are to be used. The ITC Century letter and line spacing must be maintained.	
Paragraph 1 line space		For typographic standards relating to tables, charts, illustrations, etc., see the Graphic Components section.	
End of section 2 line space	Format	All publications, including special publications, use one of three standard page formats: a 2-column page, a 3-column page, or a full-page-width column. To determine the appropriate format for a publication, refer to the matrices on pages 35 to 41. Standard format grids show the locations of type and graphic elements. A reference grid is positioned over the sample texts in this section to show vertical and horizontal alignments. For full-sized grids see pages 175 and 181. In perfect-bound and saddle-stitched publications, the grid is centered on the page. For loose-leaf binding a right- and left-page format is used to accommodate the ring holes (see p. 94). A standard hierarchy of type sizes and weights has been established for chapter titles, subheadings, text, and notes. This hierarchy is shown on the text specification pages. Rules of various weights help to define the hierarchy.	
Folio 8pt, Bold		Page 68	Visual Communication Standards
Footer 8pt x 23pi, Bold			

Note: This example is not full size.

Note: Dummy type serves only to indicate correct type placement.

Graphic Components

Graphic Components



General Information

Seven graphic components are addressed in this section: tables, bar charts, pie charts, line charts, organization and flow charts, illustrations and maps, and photographs. Because of the specialized nature of the graphic components, each category has its own subsection with detailed specifications. The section on graphic components begins with five pages of illustrations showing the materials used to prepare the graphic components, examples of the various graphic components, and the way graphic components may be placed on the page.

Typography

All type used with graphic components is Helvetica Medium or Helvetica Light, set in the point sizes, leading, and weights indicated in the specification pages.

The fonts on page 169 should be matched to ensure compliance with the visual communication standards. Upper- and lower-case letters are used, and alignment is flush left, ragged right unless otherwise noted.

Illustrations

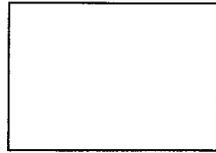
Illustrations must be contained and aligned in the page grid and can range in size from a 1/3-page column to a 2-page spread (see pp. 100 and 101).

All artwork and type must be created in the correct size for the final printed product and not enlarged or reduced to fit. Screens and tapes are used as indicated in the specification pages. Bar charts, pie charts, and line charts are shadowed. The horizontal shadow is 11 points thick.

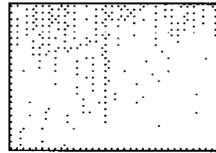


Format Screens

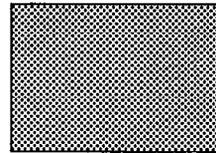
(Tint screens to be used primarily in bar charts and illustrations)



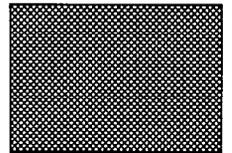
White



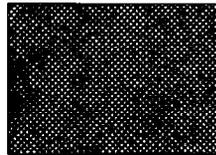
42.5 Line Dot Screen
20% (7022)



42.5 Line Dot Screen
40% (7024)



42.5 Line Dot Screen
60% (7026)



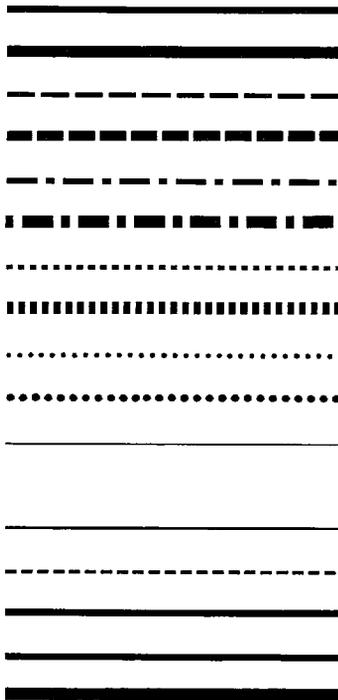
42.5 Line Dot Screen
80% (7022W)

This is a 20% white dot screen over 100% black

Line Pattern and Symbols

(Line patterns are to be used primarily in line charts. Do not ink the lines within line charts.)

Line Patterns and Symbols



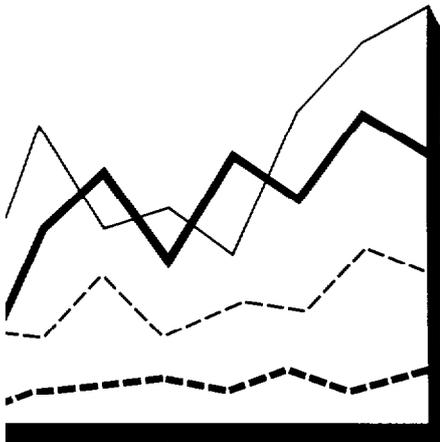
Format

8002A 2pt
8004A 4pt
9102A 2pt
9104A 4pt
3201B 2pt
3202B 4pt
3001B 2pt.
3002B 4pt
7008K 2pt
7010K 4pt.
6430 1/2pt. (sheet)
1080B (white tape)
6431 1pt. (sheet)
7001K 1pt. (Org and Flow Charts only)
6432 2pt. (sheet)
5003A 2pt Crepe tape (solid line)
5007A 4pt Crepe tape (solid line)
6619

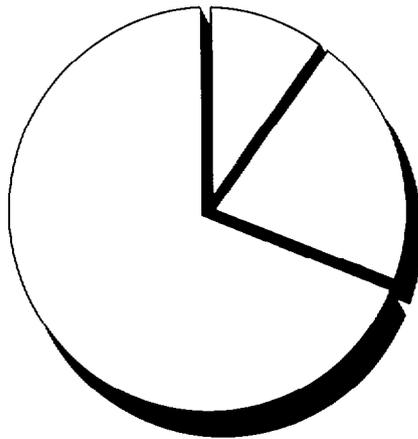
Chartpac

BGG2M 2pt.
BGG4M 4pt
G2PTM 2pt
G4PTM 4pt.
BG3122 2pt
BG6222 4pt
BG3120 2pt
BG6200 4pt
TL814M 2pt.
TL844M 4pt.
TL870M 1/2pt. (tape)
BG3110M (white tape)

Examples of Graphic Components



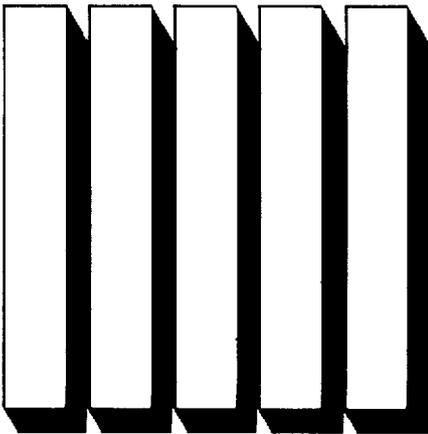
Line Chart



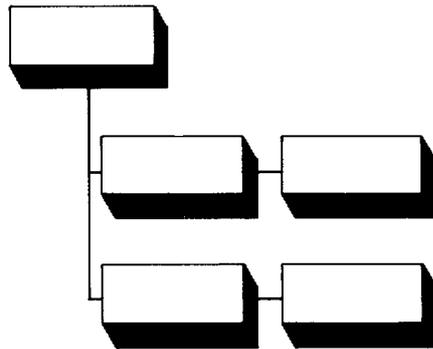
Pie Chart

Storage facilities	Gross volume planned	Gross volume completed
Phase I sites:		
Bayou Choctaw	48.3	48.2
Bryan Mound	74.5	72.8
Sulphur Mines	27.4	27.3
Weeks Island	73.1	73.1
West Hackberry	51.1	50.6
Total	274.4	272.0

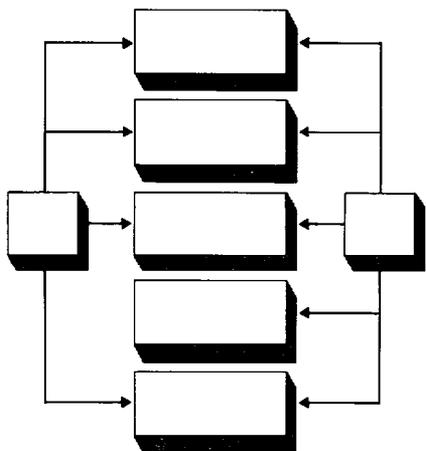
Table



Bar Chart



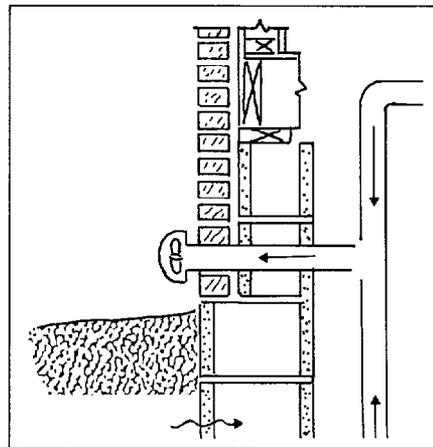
Organizational Chart



Flow Chart



Photograph



Illustration



Map

Screened Rectangles Showing Image Areas for Graphic Components

<p>Chapter 3 The Administration Proposed Change in the Percentage of IM Training Would Increase 1.5 Points</p> <p>and c/o for program year 1982, the services recalculated, at our request, the tuition revenues for the countries currently paying the full pass or the PMS/ATO rates, to show the effect the proposed amendment would have had in 1982. Repricing showed that more than \$34 million in revenue would not have been received if the amendment applied during 1982, as shown below.</p> <p>Examples of the Different Army Training Course Prices for Fiscal Year 1983</p> <p>the most currently complete data available at the higher PMS/ATO or full pass rates for the countries that received IMET grants and also purchased training at the lower PMS/ATO rates, to demonstrate the effect that the 1980 amendment to the Arms Export Control Act had on reducing revenues. Also, using cost data provided by the services, we calculated the total costs of the courses dedicated solely for foreign students, except for the Panama Canal Area schools and the Defense Language Institute English Language Center, and compared the cost with the reimbursements to determine if the full cost was being recovered.</p> <p>The Departments of State and Defense explain that the proposed amendment would (1) reduce discriminatory treatment that is eliminated charging three different prices for training, (2) enable poorer countries to obtain more U.S. training, (3) eliminate the incentive to provide lower levels of grant assistance in order to lower PMS/ATO rates, and (4) reduce the costs of administering training sales. The Departments also state that the proposal would provide for charging purchaser countries only for the additional or incremental costs incurred by the government in providing such training over and assuming the number of students remained constant during this period. (Refer to page 40)</p> <p>Page 18 GAO/NSAID-84-61 Military Training</p>	<p>Chapter 3 The Administration Proposed Change in the Percentage of IM Training Would Increase 1.5 Points</p> <p>and c/o for program year 1982, the services recalculated, at our request, the tuition revenues for the countries currently paying the full pass or the PMS/ATO rates, to show the effect the proposed amendment would have had in 1982. Repricing showed that more than \$38 million in revenue would not have been received.</p> <p>IMET Tuition Rates</p> <p>The Departments of State and Defense explain that the proposed amendment would (1) reduce discriminatory treatment that is eliminated charging three different prices for training, (2) enable poorer countries to obtain more U.S. training, (3) eliminate the incentive to provide lower levels of grant assistance in order to lower PMS/ATO rates, and (4) reduce the costs of administering training sales. The GAO questions the merit in allowing the further reduction in revenue. The calculation by the services shows that virtually all the \$38 million would have been saved by the affluent industrialized or oil rich countries such as the Federal Republic of Germany, Japan, Kuwait, Saudi Arabia, which would appear to be able to pay the full cost for the training.</p> <p>At our request, the services recalculated the 1982 revenues, which the most currently complete data available at the higher PMS/ATO or full pass rates for the countries that received IMET grants and also purchased training at the lower PMS/ATO rates, to demonstrate the effect that the 1980 amendment to the Arms Export Control Act had on reducing revenues. Also, using cost data provided by the services, we calculated the total costs of the courses dedicated solely for foreign students, except for the Panama Canal Area schools and the Defense Language Institute English Language Center, and compared the cost with the reimbursements to determine if the full cost was being recovered.</p> <p>The Departments of State and Defense explain that the proposed amendment would (1) reduce discriminatory treatment that is eliminated charging three different prices for training, (2) enable poorer countries to obtain more U.S. training, (3) eliminate the incentive to provide lower levels of grant assistance in order to lower PMS/ATO rates, and (4) reduce the costs of administering training sales. The Departments also state that the proposal would provide for charging purchaser countries only for the additional or incremental costs incurred by the government in providing such training over and assuming the number of students remained constant during this period. (Refer to page 40)</p> <p>Page 18 GAO/NSAID-84-61 Military Training</p>
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2/3-page column

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Full-page column

Note. Dummy type serves only to indicate correct type placement.

Screened Rectangles Showing Image Areas for Graphic Components

Chapter 2
The Administration's Proposed Change
Would Increase FMS Training
World War II, 1942

and 180 for program year 1982, the services recalculated at our request, the tuition revenues for the courses currently paying the full FMS or the PMS rates, to show the effect the proposed amendment would have had in 1982. Reporting showed that more than \$10 million in revenue would not have been received if the amendment applied during 1982, as shown below.

Examples of the Different Army Training Course Prices for Fiscal Year 1982

The most currently complete data available at the higher PMS rates or full PMS rates for the courses that received IMPT grants and also purchased training at the lower PMS rates, is demonstrate the effect that the 1981 amendment to the Arms Export Control Act had on reducing revenues. Also using cost data provided by the services we calculated the total costs of the courses dedicated solely for foreign students, except for the Panama Canal Area schools and the Defense Language Institute English Language Center and compared the cost with the reimbursements to determine if the full cost was not being recovered.

Departments' Rationale for Eliminating the Multitier Price Structure

The Departments of State and Defense explain that the proposed amendment would (1) reduce discriminatory treatment that is eliminating three different prices for training, (2) enable poorer countries to obtain more U.S. training, (3) eliminate the incentive to provide token levels of grant assistance in order to lower PMS tuition Department also state that the proposal would provide for charging purchase countries only for the "additional" or incremental costs we calculated the total costs of the courses dedicated solely for foreign students, assuming the number of students remained constant during this period. (Refer to page 40).

Page 18

GAO/NSAID-84-61 Military Training

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Page 18

GAO/NSAID-84-61 Military Training

2/3-page column combined with full-page column

Chapter 2
The Administration's Proposed Change
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Page 18

GAO/NSAID-84-61 Military Training

Two-page spread

Note Dummy type serves only to indicate correct type placement





Tables

Tables

Typography

Helvetica Medium is used for the table titles, major heads within tables, and numerical totals. All other type is set in Helvetica Light. Upper- and lower-case letters are used.

The fonts on page 169 are to be used as a reference and should be matched to ensure compliance with the visual communication standards.

Headings, legends, and notes are flush left and ragged right except for headings at the top of a column of figures, which are flush right, ragged left. Numbers align on the decimal point and are flush right with the heading at the top of their respective columns.

Rules

Horizontal rules are preferable. Guidelines for rules are as follows:

- 2-point rules are used below the total and at the close of the table.
- ½-point rules are the standard for tables.
- A ½-point rule separates the table from the text above and extends the full width of the page. A 7-point rule is located above the table and extends only the width of the image area.

Format

Tables must fit within a standard image area (see pp. 100 and 101).

Tables

Table 1.1: Capacity of DOE Oil Storage Facilities

Thin rule
1/2pt

Title
9/11pt, Medium and Light, 13pt rule to base

Thick rule
7pt

Headnote
9pt, Light, 11pt rule to base

Column headings and numerical totals
9/10pt, Medium, 3pt rule to base

Table entries
9/10pt, Light, 10pt rule to base

Thin rules
1/2pt, 13pt rule to rule

Medium rule
2pt, 13pt rule to rule

Notes
8/9pt x 30pt, Light, 11pt rule to base

Paragraph space
16pt, base to base

Millions of Barrels					
Storage facilities	Gross volume planned	Gross volume completed	Permanent capacity planned ^a	Capacity available	Capacity filled
Phase I sites:					
Bayou Choctaw	48.3	48.2	46.0	46.0	45.7
Bryan Mound	74.5	72.8	66.0	66.0	64.3
Sulphur Mines	27.4	27.3	26.0	26.0	26.1
Weeks Island	73.1	73.1	73.0	73.0	72.5
West Hackberry	51.1	50.6	49.0	49.0	47.8
Total	274.4	272.0^b	260.0	260.0	256.4
Phase II sites:					
Bayou Choctaw	12.2	12.2	10.0	•	•
Bryan Mound	134.4	139.2	120.0	121.2	116.0
West Hackberry	179.2	159.6	160.0	117.0	110.0
Total	325.8	311.0	290.0	238.2	226.0
Phase III sites:					
Bayou Choctaw	11.2	•	10.0	•	•
Bryan Mound	44.8	33.4	40.0	12.0	12.0
West Hackberry	11.2	1.5	10.0	•	•
Big Hill	156.8	•	140.0	•	•
Total	224.0	34.9	200.0	12.0	12.0
Tanks and pipelines	•	•	•	•	2.5
Total for SPR	824.2	617.9	750.0	510.2	496.9

^aCapacity for oil storage is less than gross cavern capacity completed because a certain volume of unoccupied capacity must be provided for water, sediment, and anhydrites that settle out of the oil and brine

^bDOE acquired and modified existing caverns and a mine containing this gross volume. No leaching was required.

^cA newly leached cavern with 4.5 million barrels of usable capacity has been exchanged for an existing 10-million-barrel cavern owned by Allied Chemical Corp. at the Bayou Choctaw site.

Note: Dummy type serves only to indicate correct type placement.



Bar Charts

Bar Charts

Drawing

To maintain the clarity and consistency of bar charts, these general guidelines should be followed:

- Bars must be shadowed.
- Labels and text cannot be placed within the bars of the chart.
- Bars cannot be plotted above the highest Y-axis figure.
- No “tic marks” may be used on either the X or Y axis.
- Only standard screens are used; do not use patterns (see p. 97).
- Artwork cannot be enlarged or reduced by photostating to fit the image area.

Typography

Helvetica Medium is used for the title of the bar chart and the X and Y axes labels. All other type is set in Helvetica Light. Upper- and lower-case letters are used.

The fonts on page 169 should be matched to ensure compliance with the visual communication standards.

Bar charts are flush left with the text column and align at $\frac{1}{3}$ -, $\frac{2}{3}$ -, or a full-page-width column. Y axis labels are centered on the data point except for horizontal bar charts.

A $\frac{1}{2}$ -point rule separates the chart from the text above and extends the full width of the page. A 7-point rule is located above the chart and extends only the width of the image area.

Format

All elements of the bar chart must fit within a standard image area (see pp. 100 and 101).

Bar Chart With Single Bars Used for Up to 10 Bars

Figure 1.1: Bar Chart Example

Title
9/11pt, Medium and Light, 12pt rule to base

Thin rule
1/2pt.

Thick rule
7pt

Y-axis name
7pt, Medium, flush with highest label

Y-axis labels
10pt, Medium, centered on data point

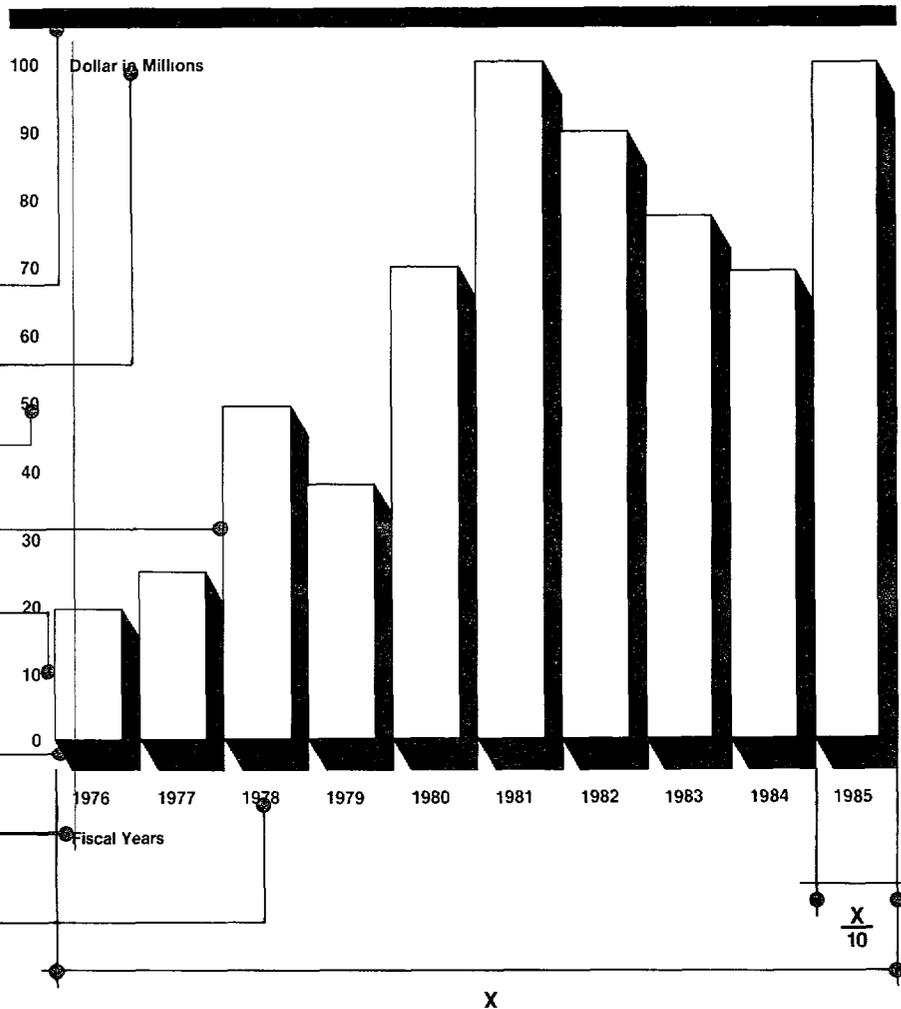
Rule for line art
1/2pt.

Vertical space
6pt between Y-axis label and first bar

Horizontal shadow
11pts thick, 60° angle.

X-axis name
7pt, Medium, 12pt base to base

X-axis labels
7pt, Medium, 12pt rule to base



Note Dummy type serves only to indicate correct type placement. This example is not full size.

Bar Chart With Stacked Bars Used for Up to 10 Bars

Thick rule
7pt

Y-axis name
7pt, Medium, flush with highest label.

Y-axis labels
7pt, Medium, centered on data point.

Specifications for 1/2-page chart title.
See page 109.

Screens
See page 97

Rule for line art
1/2pt

Vertical space
6pt between Y-axis label and first bar

Horizontal shadow
11pts thick, 60° angle

X-axis name
7pt, Medium, 12pt base to base

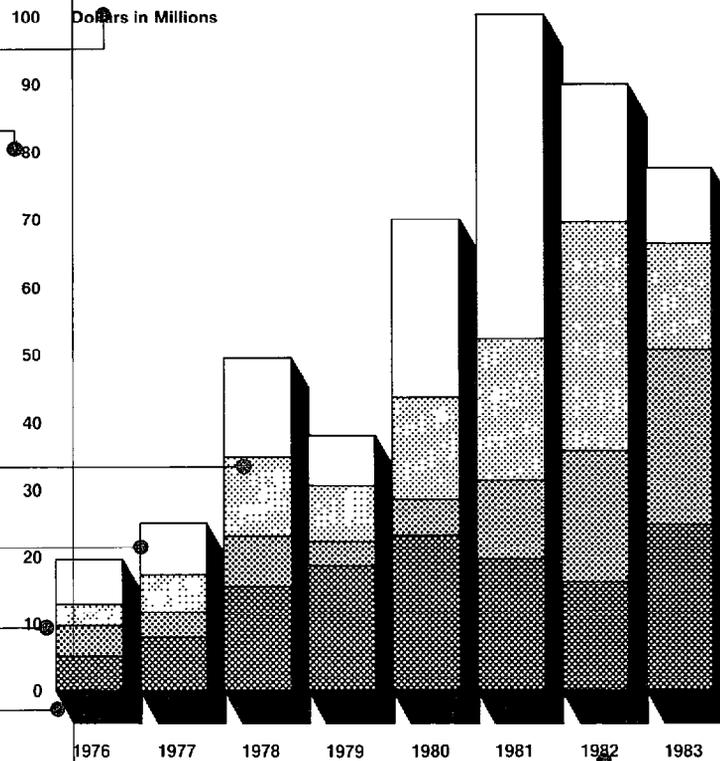
Box for legend
12pt x 24pt, 12pt base to rule

Legend
7pt, Light, centered in box height.

Notes and Sources
8/9pt x 30pt, Light, 17pt rule to base

X-axis labels
7pt, Medium, 12pt rule to base

Paragraph space
16pt, base to base



Years

- Key One
- Key Two
- Key Three
- Key Four

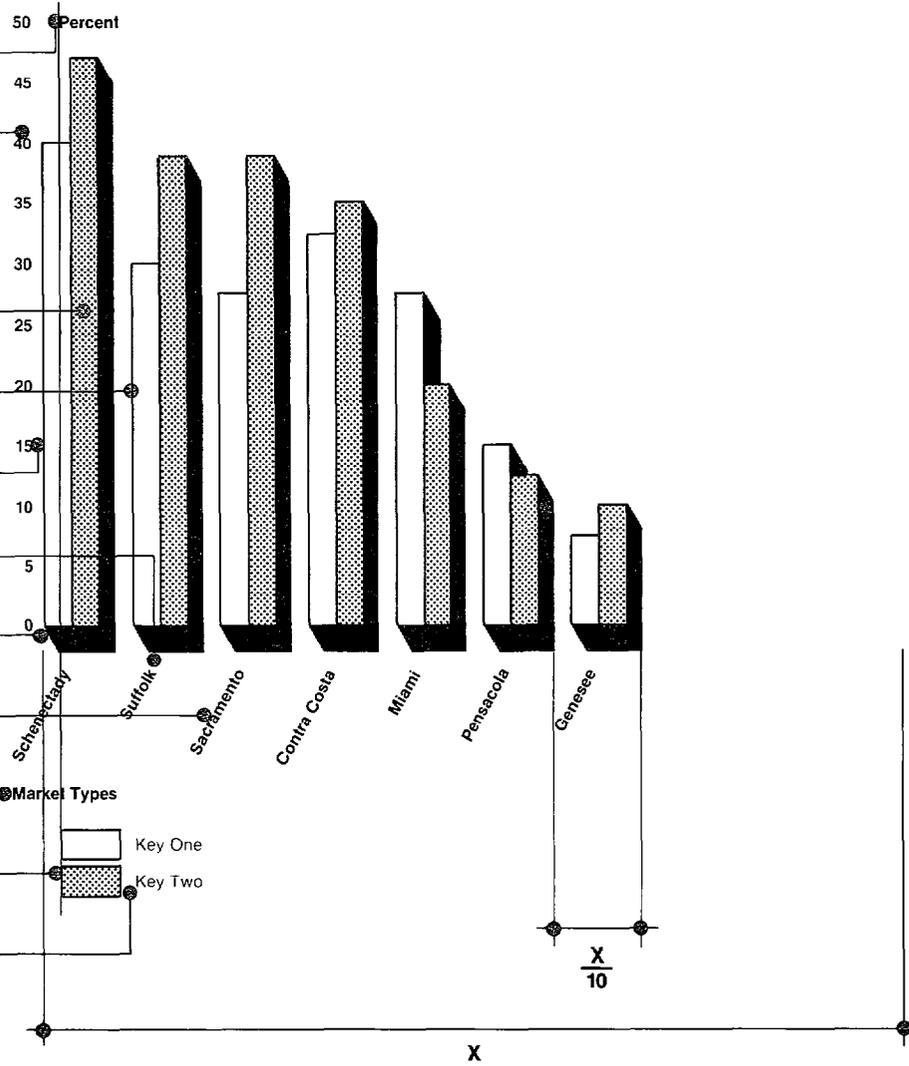
Note Chart notes fall in this space Chart notes fall in this space. Chart notes fall in this space. Chart notes fall in this space. Chart notes fall in this space

Source Chart source falls in this space

Note. Dummy type serves only to indicate correct type placement. This example is not full size

**Bar Chart With Double Bar Clusters
Used for 6 to 10 Clusters**

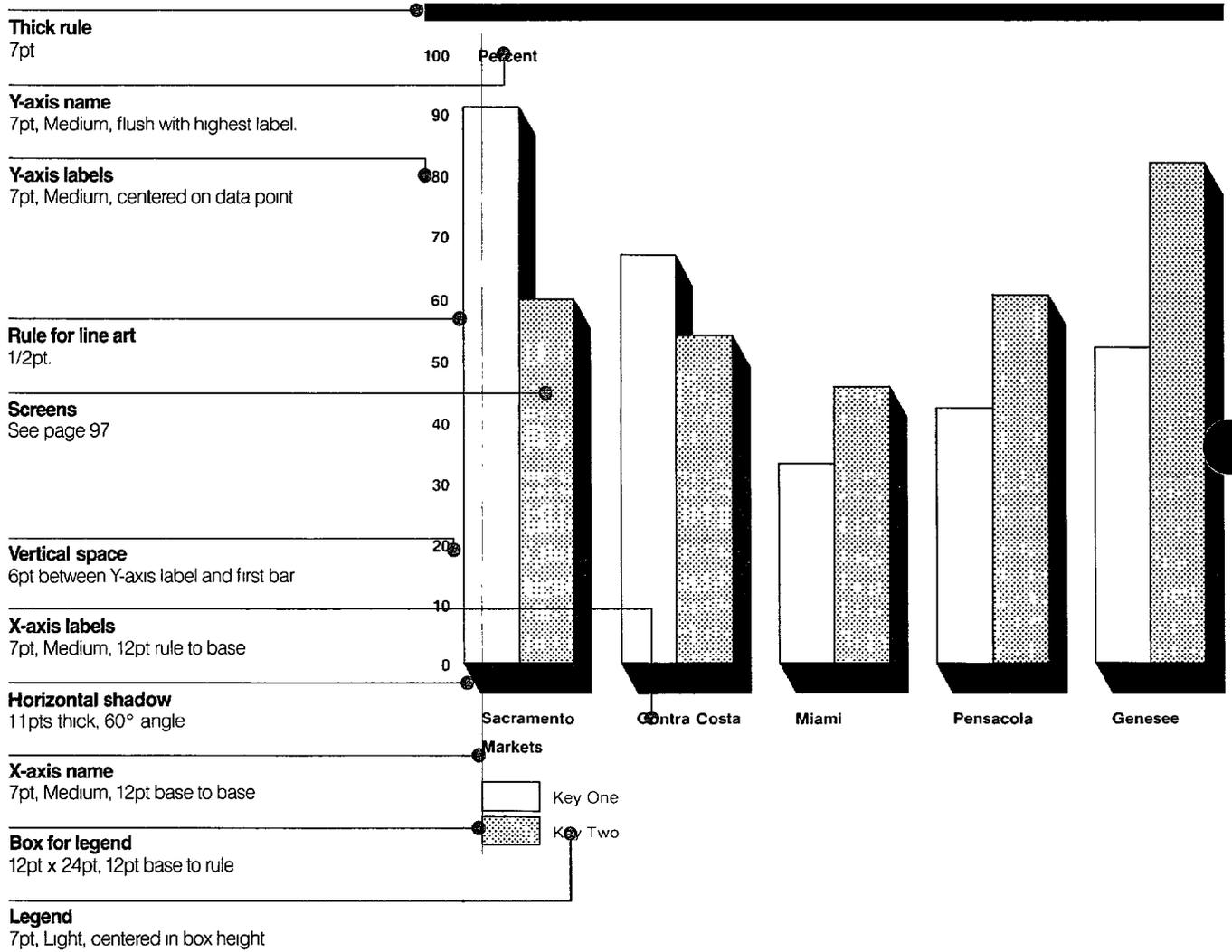
- Thick rule**
7pt
- Y-axis name**
7pt, Medium, flush with highest label
- Y-axis labels**
7pt, Medium, centered on data point
- Screen**
See page 97
- Rule for line art**
12pt.
- Vertical space**
6pt between Y-axis label and first bar
- Horizontal space**
6pts between shadow and x-axis label
- Horizontal shadow**
11pts thick, 60° angle
- X-axis labels**
7pt, Medium, 12pt rule to base, 60° angle
- X-axis name**
7pt, Medium, 12pt base to base.
- Box for legend**
12pt x 24pt, 12pt base to rule
- Legend**
7pt, Light, centered in box height



Specifications for 2/3-page chart title.
See page 109.

Note Dummy type serves only to indicate correct type placement. This example is not full size.

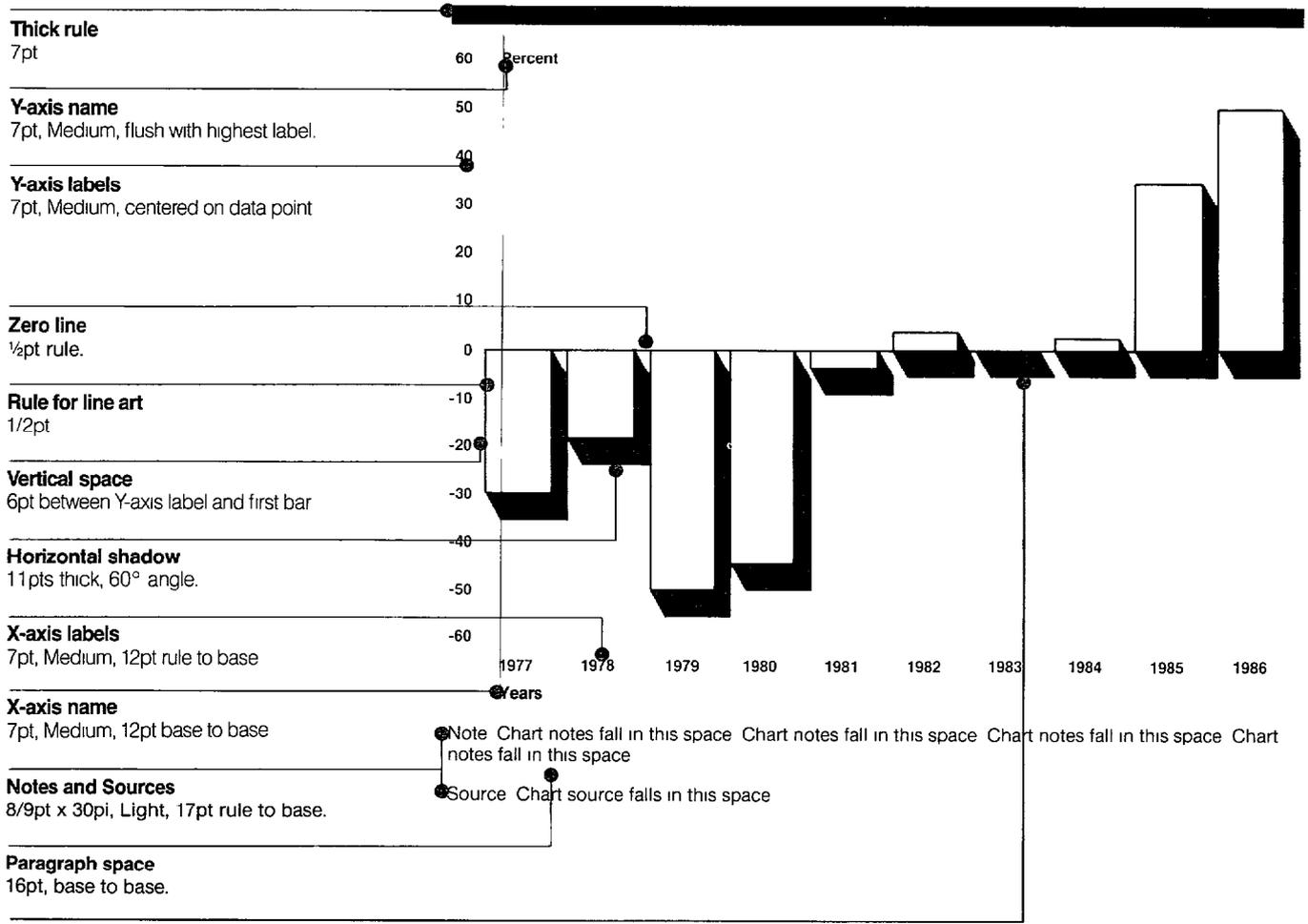
**Bar Chart With Double Bar Clusters
Used for 5 or Less Clusters**



Specifications for 2/3-page chart title.
See page 109.

Note. Dummy type serves only to indicate correct type placement. This example is not full size.

Positive-Negative Bar Chart With Single Bars Used for Up to 10 Bars



Drop shadow indicating zero

Specifications for ⅓-page chart title.
See page 109.

Note Dummy type serves only to indicate correct type placement. This example is not full size.

**Horizontal Bar Chart With Single Bars
Used for Four Bars or Less**

Thick rule

7pt, 6pt rule to rule

Y-axis name

7pt, Medium, flush with highest label

Y-axis labels

7pt, Medium, centered on data point

Vertical space

6pt between Y-axis labels and first bar

Rule for line art

1/2pt.

Horizontal shadow

11pts thick, 60° angle

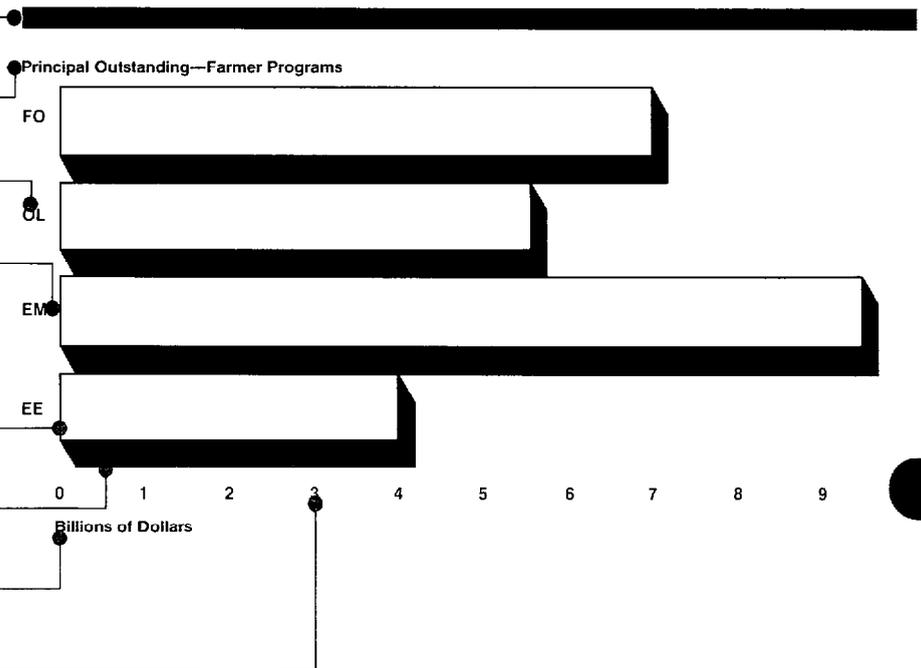
X-axis name

7pt, Medium, 12pt base to base

X-axis labels

7pt, Medium, 12pt rule to base

**Specifications for 2/3-page chart title.
See page 109.**



Note Dummy type serves only to indicate correct type placement. This example is not full size.

Pie Charts

Pie Charts

Drawing

Pies cannot be exploded and screens cannot be used. The width of a single pie, including the drop shadow, is 14 ½ picas. Only one label should appear within a single pie segment, either the percentage or the amount figure, but not both.

Pie labels generally fall to the right side of the pie and begin 1½ picas from the right edge of the pie. They align vertically with each other from this point. Do not indent carryover lines in pie charts. Use a double space to separate multiple line callouts.

Artwork cannot be increased or reduced by photostating to fit the image area.

Typography

Helvetica Medium is used for the title of the chart. All other type is set in Helvetica Light. Upper- and lower-case letters are used. The fonts on page 169 should be matched to ensure compliance with the visual communication standards.

Pie charts are flush left with the text column and must align at a ⅓-, ⅔-, or a full-page-width column.

Rules

A ½-point rule separates the pie chart from the text above and extends the full width of the page. A 7-point rule is located above the pie chart and extends only the width of the image area.

Format

All elements of the pie chart must fit within a standard image area (see pp. 100 and 101).

Single Pie Chart

Thick rule

7pt, 12pt rule to pie chart

First wedge edge

Placed at top of pie perpendicular to the 7pt rule, other wedges follow clockwise

Wedge edge (shadow)

4pt rule

Label text

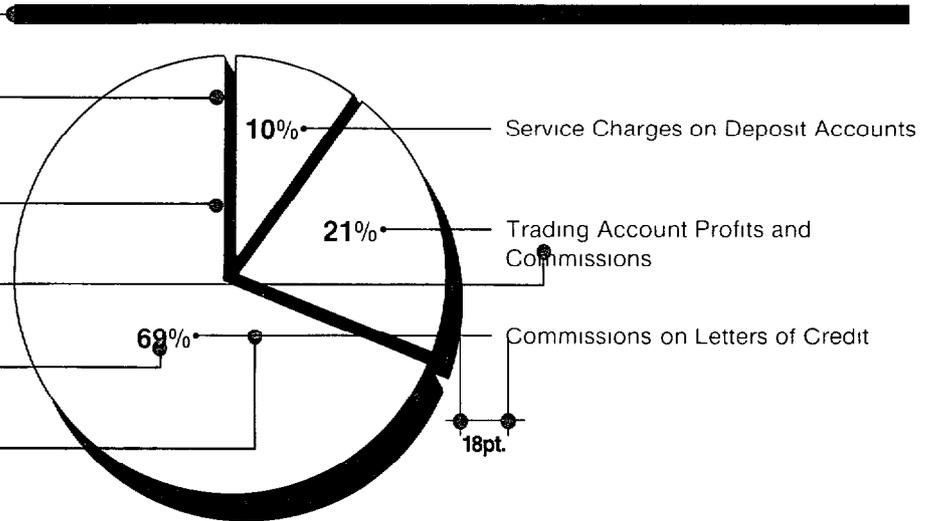
9/10pt Light

Label figures

11pt, Medium

Thin rule

1/2pt



●Source Commodity Credit Corporation

Notes and Sources

8/9pt x 30pi, Light, 17pt rule to base

Specifications for 2/3-page chart title.

See page 109.

Note This example is not full size





Line Charts

Line Charts

Drawing

Use line tapes and standard screens only (as specified on p. 97). Do not draw lines with pens.

Lines and plotting points cannot be labeled inside a line chart. Both X and Y axes labels are centered on the data point.

Lines cannot run above the highest Y axis data point. The drop shadow on the right-hand side of the chart stops on the highest Y axis data point.

Artwork cannot be enlarged or reduced by photostating to fit the image area.

Typography

Helvetica Medium is used for the chart title and the X and Y axes labels and names. All other type is set in Helvetica Light. Upper- and lower-case letters are used.

The fonts on page 169 should be matched to ensure compliance with the visual communication standards.

Line charts are flush left with the text column and must align at a $\frac{1}{3}$ -, $\frac{2}{3}$ -, or full-page-width column.

Rules

A $\frac{1}{2}$ -point rule separates the line chart from the text above and extends the full width of the page. A 7-point rule is located above the line chart and extends only the width of the image area.

Format

All elements of the line chart must fit within a standard image area (see pp. 100 and 101).

Line Charts

Thick rule

7pt.

Y-axis name

7pt, Medium, flush with highest label

Y-axis labels

7pt, Medium, centered on data point

Line tapes

See page 97

Vertical space

6pt between Y-axis labels and rules

Horizontal shadow

11pts thick, 60° angle

X-axis name

7pt, Medium, 12pt base to base

Legend

7/10pt, Light

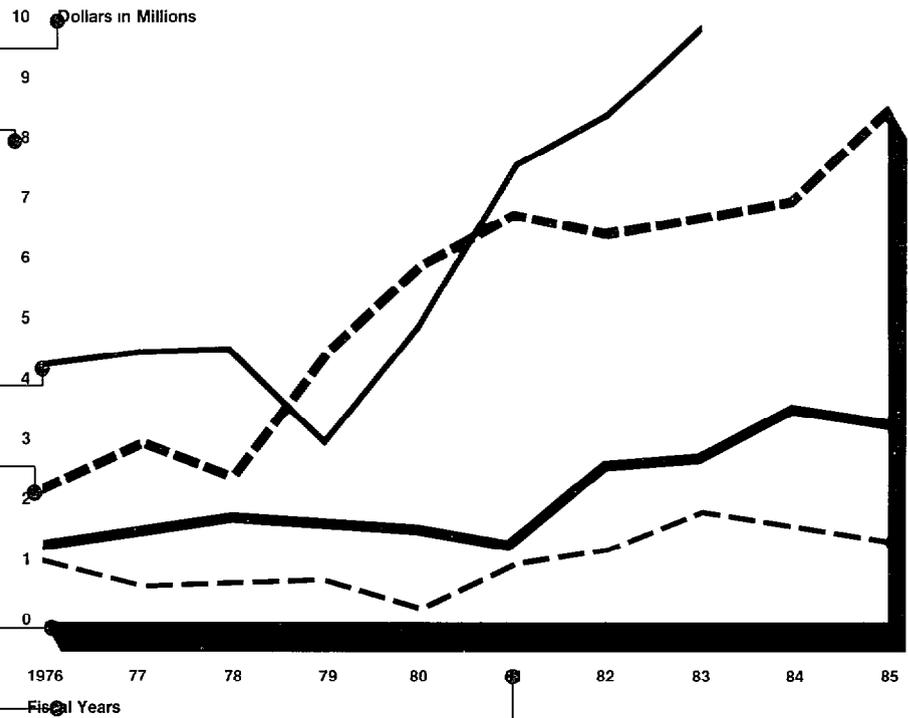
Captions

8/9pt x 14½pt, Light, 17pt rule to base

X-axis labels

7pt, Medium, 12 pt rule to base

Specifications for 2/3-page chart title.
See page 109.



- Line One
- - - Line Two
- Line Three
- - - Line Four

Shadow stops at highest final data point that intersects with the shadow. Shadow stops at highest final data point that intersects with the shadow.

Note Dummy type serves only to indicate correct type placement. This example is not full size

Mountain Chart

Thick rule
7pt.

Y-axis name
7pt, Medium, flush with highest label

Y-axis labels
7pt, Medium, centered on data point

Screens
See page 97

Rule for line art
1/2pt

Vertical space
6pt between Y-axis labels and rules

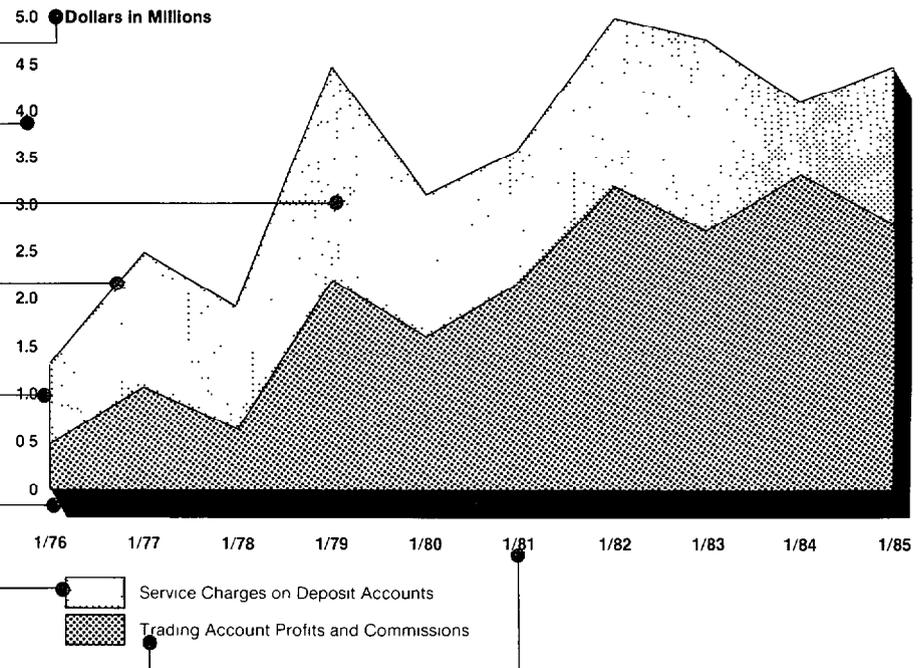
Horizontal shadow
11 pts thick, 60° angle

Box for legend
12pt x 24pt, 12pt base to rule.

Legend
7pt, Light, centered in box height.

X-axis labels
7pt, Medium, 12pt rule to base.

Specifications for 2/3-page chart title.
See page 109.



Note Dummy type serves only to indicate correct type placement. This example is not full size.

Organization and Flow Charts

Organization and Flow Charts



Drawing

To draw box enclosure lines use a 00-point pen. For unbroken connecting lines use a 1-point pen. Use line tapes as specified on page 97 for other applications. Dashed lines are not to be inked. Use a 1-point tape (i.e., Format 7001K). Arrow heads have three flat sides at a 60-degree angle. All dropped shadows on boxes within a chart must be consistent.

Typography

Helvetica Light or Medium is used for all typography within the chart. Type sizes must be consistent. Upper- and lower-case letters are used. The charts are flush left with the text column and must align at a $\frac{1}{3}$ -, $\frac{2}{3}$ -, or full-page-width column.

The fonts on page 169 should be matched to ensure compliance with the visual communication standards.

A $\frac{1}{2}$ -point rule separates the chart from the text above and extends the full width of the page. A 7-point rule is located above the chart and extends only the width of the image area.

Format

All elements of the organization and flow chart must fit within a standard image area (see pp. 100 and 101).



Organization Chart

Thick rule

7pt, 12 pt rule to rule

Labels

9/10, 8/9, or 7/8, Medium and Light, centered, same typesize in one chart

Box enclosure

00-pen

Connecting lines

1pt

Horizontal shadow

11pts thick, 60° angle

Captions

8/9pt x 14½pt, Light, 17pt base to base

Specifications for 2/3-page chart title.
See page 109.

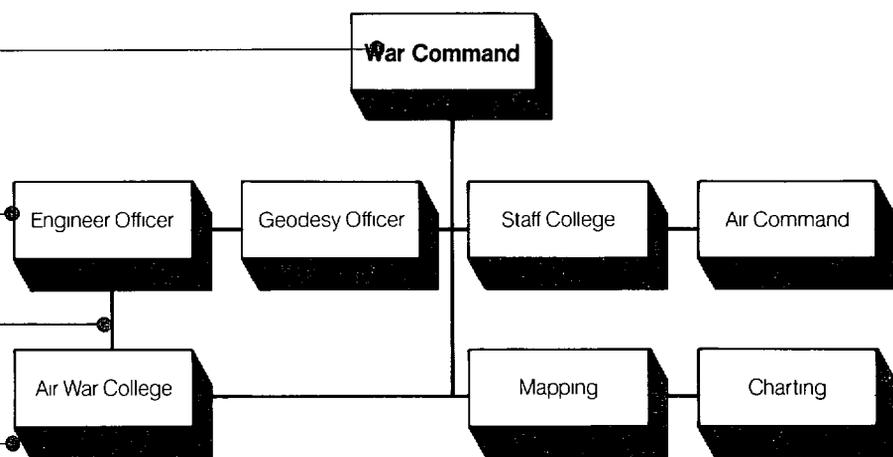


Chart captions appear in this space Chart captions appear in this space Chart captions appear in this space Chart captions appear in this space

Note: Dummy type serves only to indicate correct type placement. This example is not full size.

Flow Chart

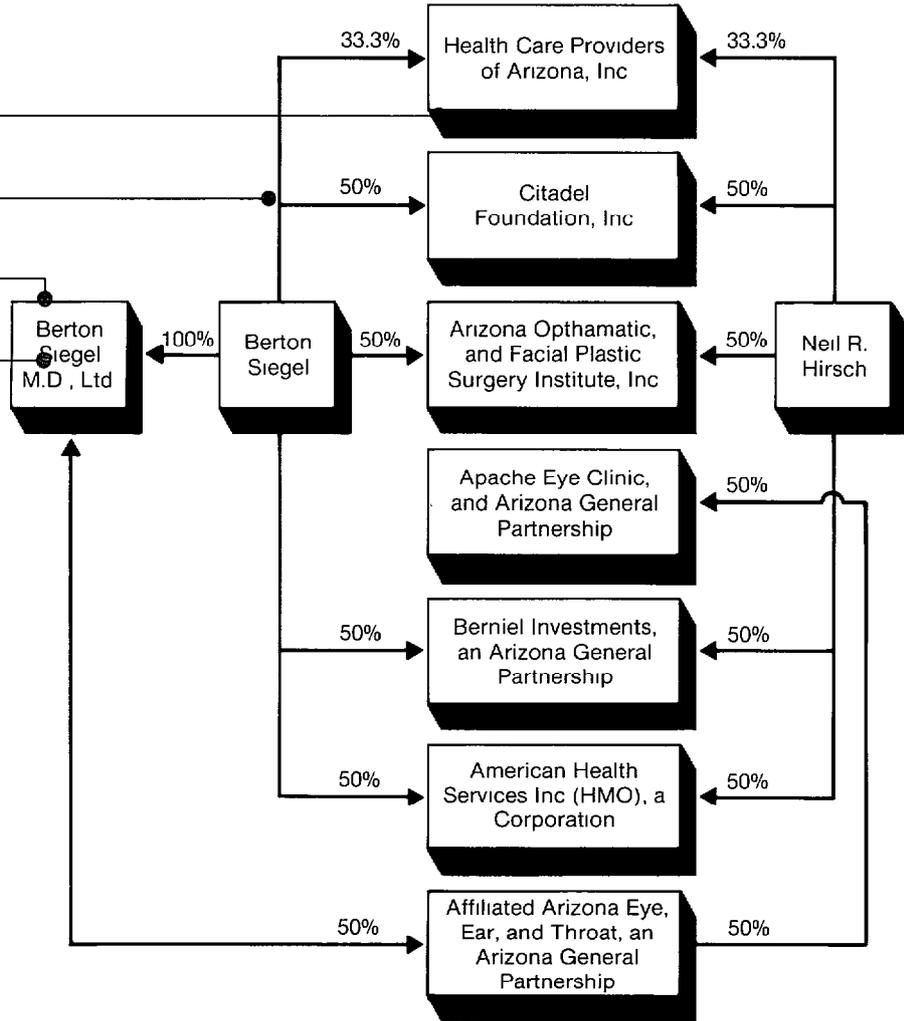
Thick rule
7pt, 12pt rule to rule

Horizontal shadow
11 pts thick, 60° angle

Connecting lines
1 pt

Box enclosure
00-pen.

Labels
9/10, 8/9, or 7/8, Medium and Light, centered, same typesize in one chart



Notes and Sources
8/9pt x 30pt, Light, 17pt rule to base

Source Peat, Marwick, Mitchell Report on the Financial and Compliance Review of Plan Operation Conducted for Arizona Health Care Cost Containment System, August 1984

Specifications for 2/3-page chart title.
See page 109.

Note Dummy type serves only to indicate correct type placement. This example is not full size.

Illustrations and Maps

Illustrations and Maps

Drawing

Whenever possible, maps and illustrations should have the same type of line weights and arrangement of elements as other charts. Maps have a simplified dropped shadow that follows the direction (not the exact geographic depiction) of the map outline.

Maps must use standard screens for shaded areas (see p. 97). Do not use patterns.

Typography

All typography is Helvetica Light or Medium. Upper- and lower-case letters are used.

The fonts on page 169 should be matched to ensure compliance with the visual communication standards.

Illustrations and maps are flush left with the text column and must align at a $\frac{1}{8}$ -, $\frac{2}{8}$ -, or a full-page-width column.

Boxes and Rules

Illustrations and maps are enclosed in a $\frac{1}{2}$ -point ruled box. Legends are inside the box. Sources and notes should appear outside the box and be aligned with the $\frac{2}{8}$ -page-column grid, flush left.

A $\frac{1}{2}$ -point rule separates the illustration or map from the text above and extends the full width of the page.

Format

All illustrations and maps must fit within a standard image area (see pp. 100 and 101).

2/3-Page Illustration

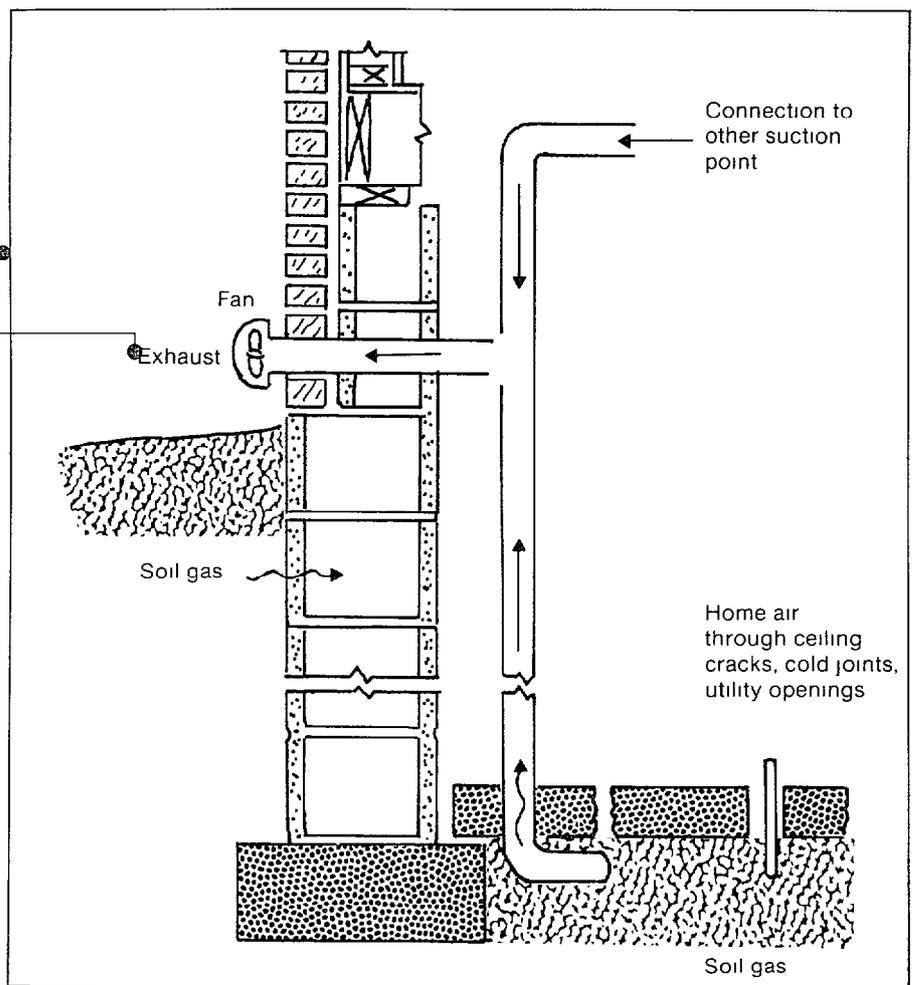
Figure 1.2: Technical Illustration

Title
9/11pt, Medium and Light, 12pt rule to base

Thin rule
1/2pt, 6pt rule to top of box

Thin rule
1/2pt.

Labels
9/10, 8/9, or 7/8, Medium and Light, same typesize in one chart



Notes and Sources
8/9pt x 30pt, Light, 11pt rule to base

Source "The EPA Program to Demonstrate Mitigation Measures for Indoor Radon: Initial Results," presented at International Specialty Conference on Indoor Radon, Philadelphia, Pa., February 24-26, 1986

Note: Dummy type serves only to indicate correct type placement. This example is not full size.

Map

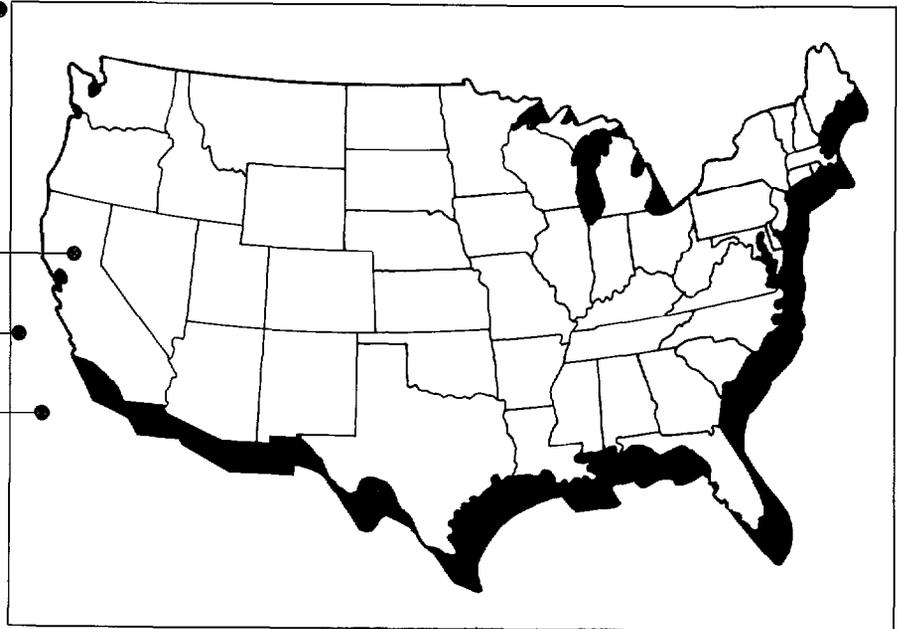
Thin Rule
1/2pt

Rule for line art
00-pen.

Map outline
2pt

Shadow
Simplified shape

Specifications for 2/3-page map title.
See page 129.



Note: This example is not full size.

Map With Screens

Labels

9/10, 8/9, or 7/8, Medium and Light, centered, same typesize in one chart

Map outline

2 pt

Screens

See page 97

Rule for line art

00-pen.

Thin rule

1/2pt

Shadow

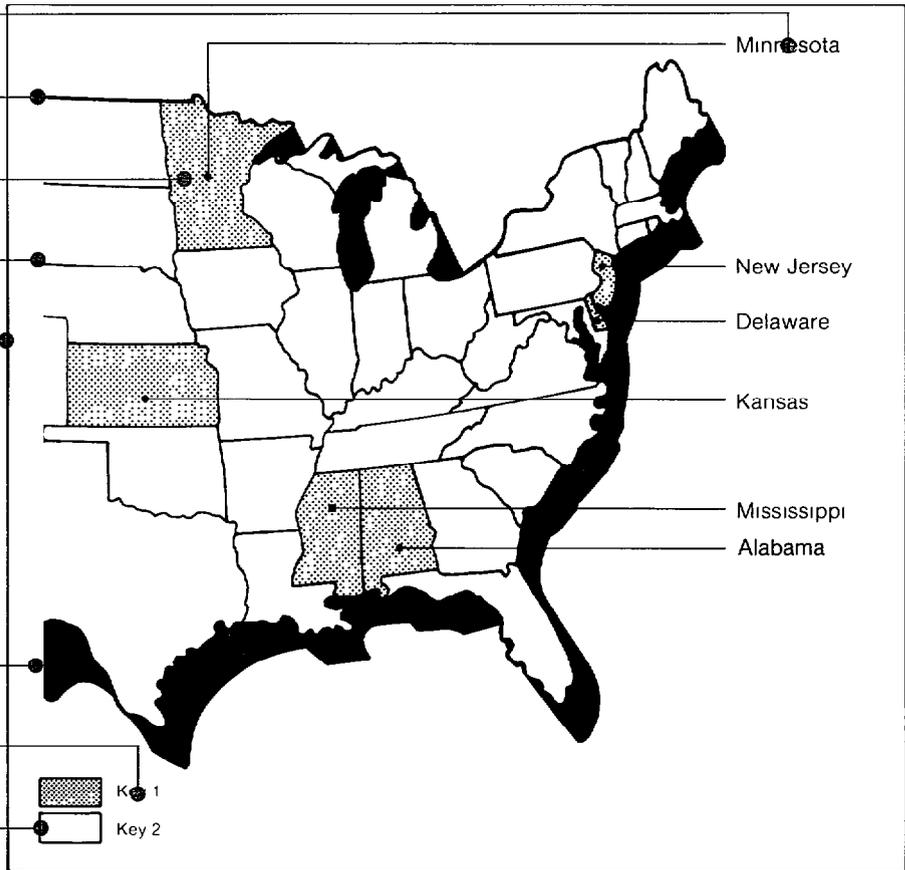
Simplified shape

Legend

7pt, Light, centered in box height

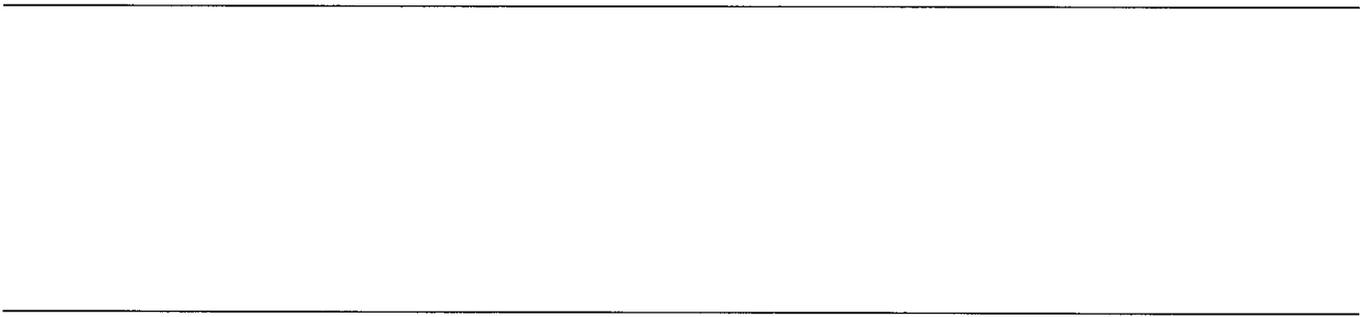
Box for legend

12pt x 24pt, 12pt rule to rule.



Specifications for 2/3-page map title.
See page 129.

Note: This example is not full size



Photographs

Photographs

Obtaining Photographs

Encourage customers to schedule an OPC photographer using GAO form 67. Use only black-and-white film (not color or Polaroid) with a 35mm negative or larger. Plan the shooting assignment in advance. Get as close to your subject as possible or use a telephoto lens. Take plenty of shots with different viewpoints and exposures.

Customers who need photographs taken outside the Washington, D.C., area should fill out a GAO form 31 to obtain an outside photographer. Procuring an outside photographer, however, requires sufficient lead time and planning with the Office of Acquisition Management.

Mechanical Preparation

Select a photograph with a full tonal range and sufficient contrast to define its edges. If the photograph loses definition at its edges, enclose it with a ½-point box.

If customers use an outside photographer, require that they provide you with a professionally processed 8 x 10 glossy enlargement of the selected photograph. Leave the negatives in strips, and designate the selected photo by the negative's frame number. To maintain the surface quality, never write on or stick anything to the front or back of the print.

Sources and notes should appear below the photograph and be flush left with it.

Format

Photographs must fit within a standard image area (see pp. 100 and 101).

2/3-Page Photograph

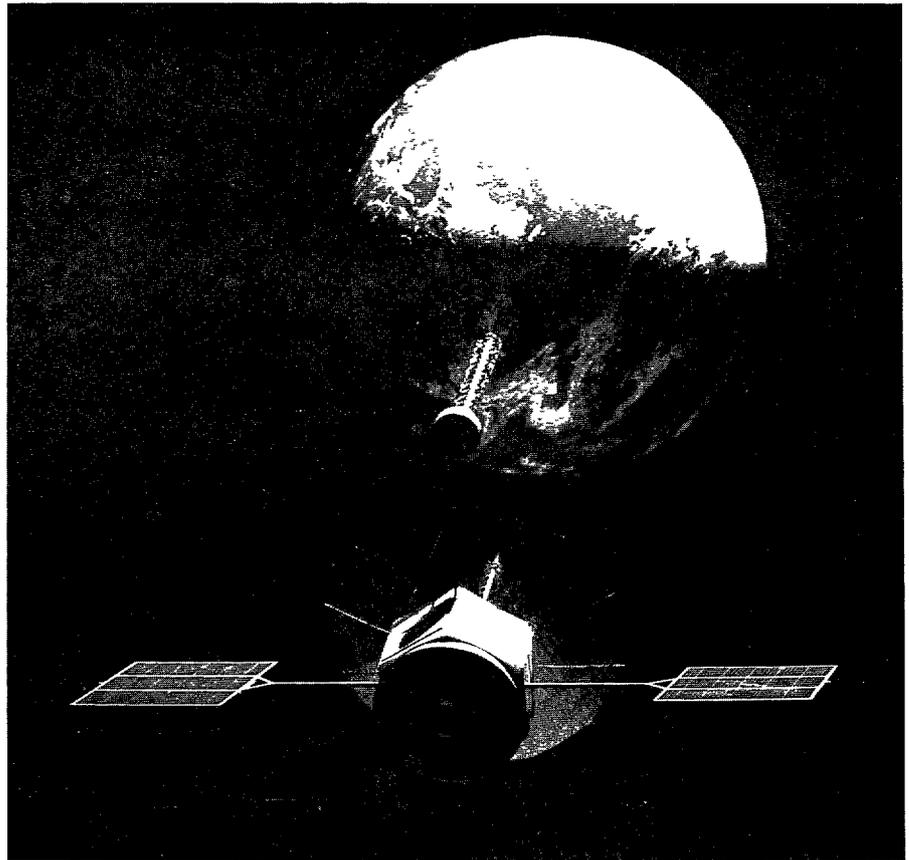
Figure 1.3: Fleet Satellite Communications System

Title

9/11pt, Medium and Light, 12pt rule to base

Thin rule

1/2pt, 6pt rule to top of Photograph.



Captions

8/9pt x 14½pt, Light, 11pt from Photograph to base

The Fleet Satellite Communications System provides global communications for the U.S. Navy and Air Force as well as the Department of Defense

Source

8/9pt x 30pt, Light, 16pt from base to base

U.S. Air Force photo

Note This example is not full size



Stationery

Stationery

Typography

All typography is in ITC Century Bold set in the point sizes, leading, and weights indicated in the specification pages. Upper- and lower-case letters are used.

The fonts on page 169 are to be used. The ITC Century letter and line spacing must be maintained.

The GAO acronym or seal is always placed in the upper left corner of the page. The full GAO headquarters address is used only on divisional and staff office stationery. For regional offices the third line of the GAO address is removed, and the regional office address is added in the right-hand column (see p. 141). No names of individuals are typeset on the stationery.

Typing

When typing letters or memos the proper ball font to use is 10-pitch Courier. Refer to the Operations Manual Supplement for Secretaries and Typists for information regarding content and style of typed material.

Format

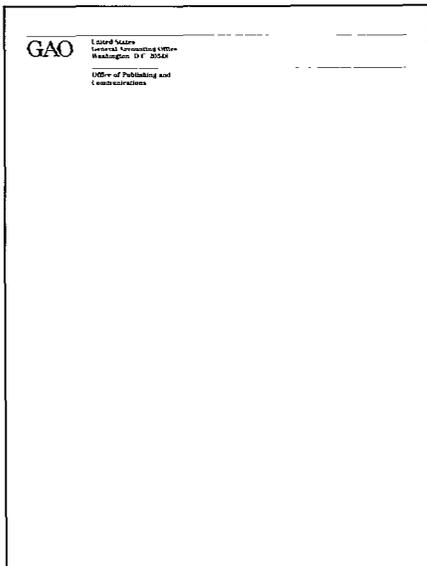
There are two sizes of stationery: 8½ x 11 inches and 5½ x 8½ inches. Standard grids show the location of type and graphic elements. A reference grid is positioned over the stationery samples in this subsection to show vertical and horizontal alignments. For full-sized grids see pages 182 and 183.

Color

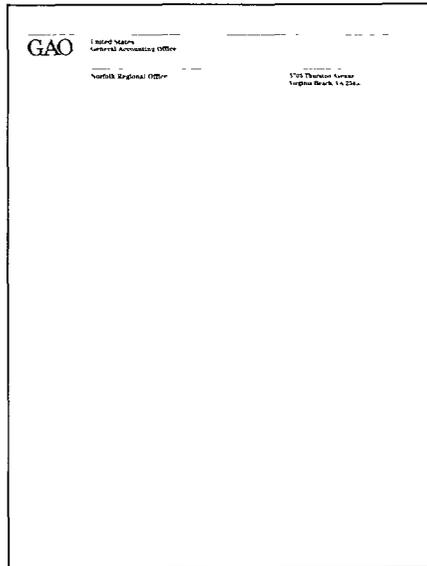
All GAO stationery uses black type on white paper.

Stationery

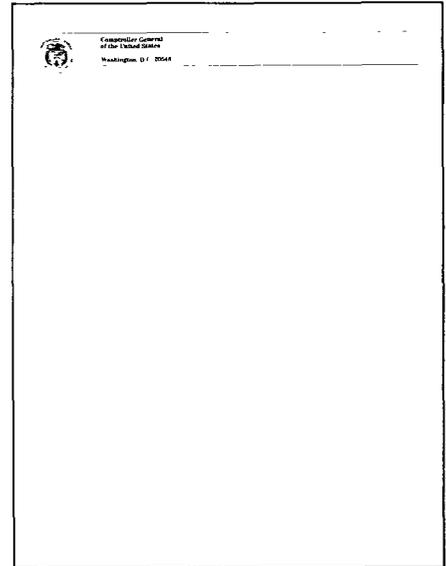
Stationery Formats



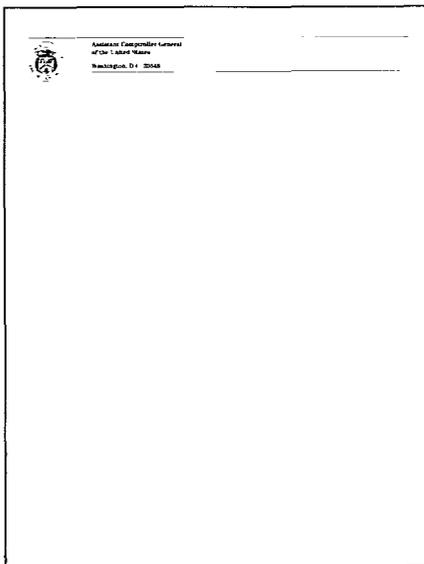
Stationery A



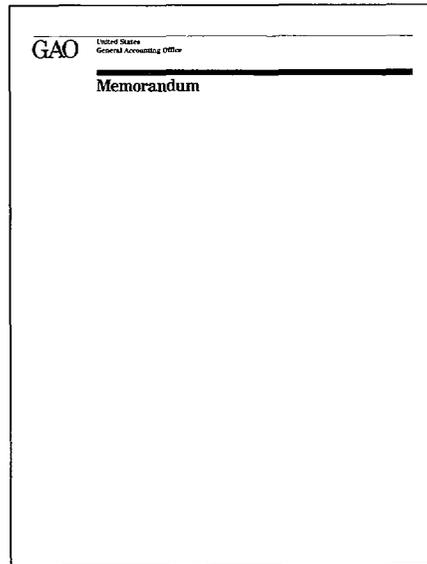
Stationery B



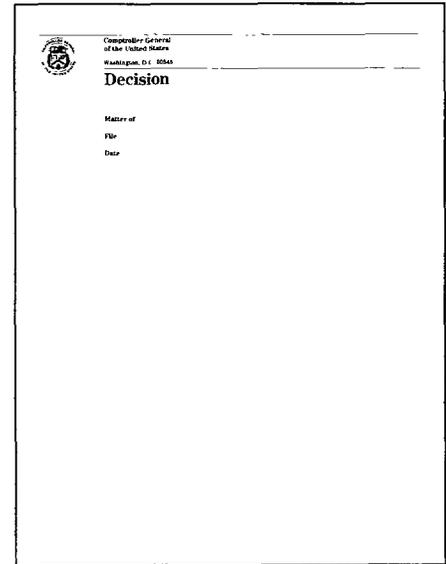
Stationery C



Stationery D



Stationery E



Stationery F

Note: Additional stationery formats are described in the Specifications section.

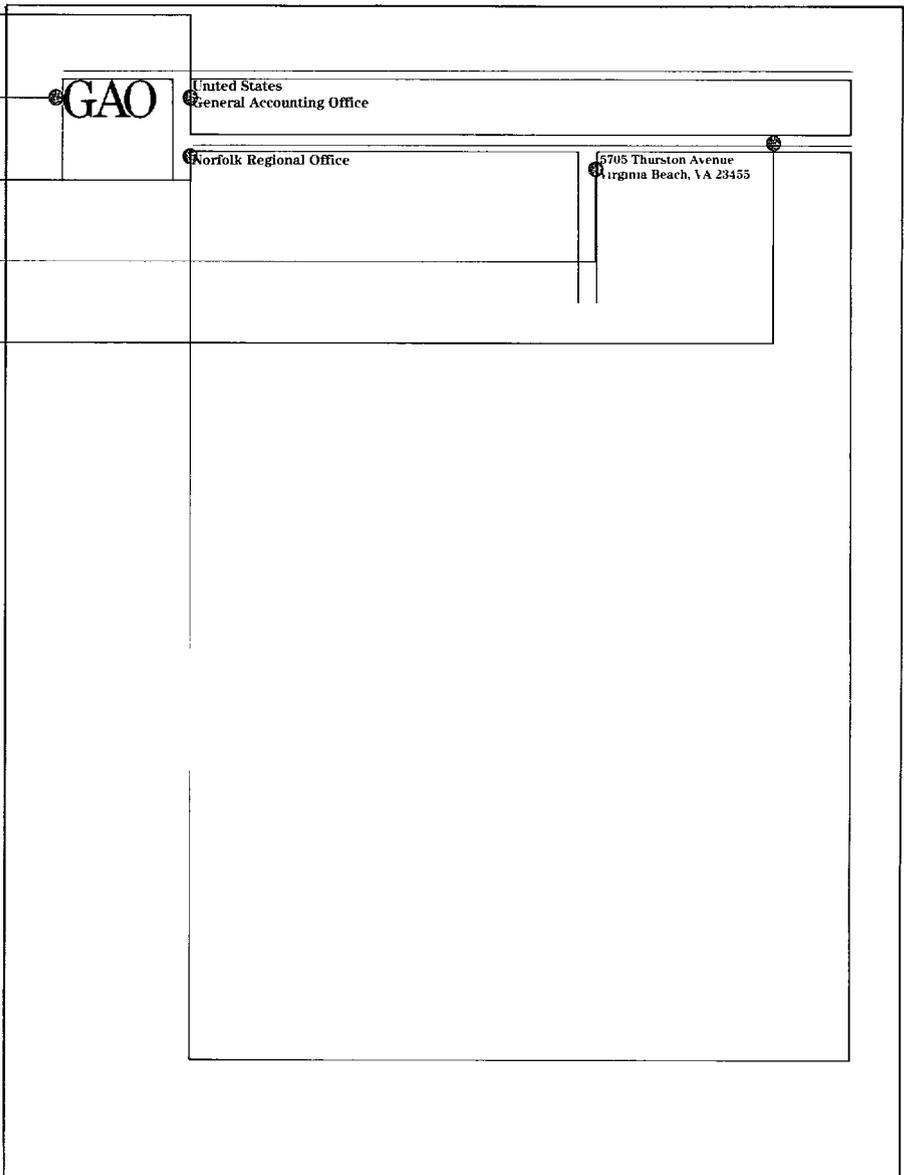
Stationery A - Divisional

GAO address 10/11pt, Bold, 13pt rule to base.		United States General Accounting Office Washington, D.C. 20548
GAO acronym 36pt, Book, 31pt rule to base		Office of Publishing and Communications
GAO division name 10/11pt, Bold, 13pt rule to base		
Thin rule 1/2pt.		

Note For vertical alignment of type, use proper stationery grid

Note This example is not full size.

Stationery B - Regional Office

Agency name 10/11pt, Bold, 13pt rule to base.	 <p>The diagram illustrates the layout of stationery for a regional office. It features a large rectangular frame containing several smaller boxes and text elements. On the left side, there is a vertical column of text: 'GAO' in a large, bold, serif font, followed by 'United States General Accounting Office' in a smaller, sans-serif font, and 'Norfolk Regional Office' in a smaller, sans-serif font. To the right of this column, there is a large rectangular box containing the address: '6705 Thurston Avenue' and 'Virginia Beach, VA 23455'. The layout is defined by a grid of thin lines, with some lines being thicker than others. Small circles are placed at the intersections of the grid lines to indicate alignment points.</p>
GAO acronym 36pt, Book, 31pt rule to base	
Regional office 10/11pt, Bold, 13pt rule to base	
Regional office address 9/10pt, Bold, 12pt rule to base	
Thin rule 1/2pt	

Note For vertical alignment of type, use proper stationery grid

Note This example is not full size

Stationery C - Comptroller General

Comptroller General title
9/10pt, Bold, 12pt rule to base

Comptroller General seal
4-1/2pt dia, 6pt rule to top

Comptroller General address
9pt, Bold, 6pt base to rule

Thin rule
1/2pt.

Note: For vertical alignment of type use proper stationery grid

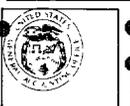


Comptroller General
of the United States

Washington, D C 20548

Note: This example is not full size

Stationery D - Assistant Comptroller General

Assistant Comptroller General title 9/10pt, Bold, 12pt rule to base		Assistant Comptroller General of the United States
GAO seal 4-1/2pt dia, 6pt rule to top		Washington, D.C. 20548
Assistant Comptroller General address 9pt, Bold, 6pt base to rule		
Thin rule 1/2pt		

Note For vertical alignment of type, use proper stationery grid

Note. This example is not full size.

Stationery E - Memorandum

Agency name
10/11pt, Bold, 13pt rule to base

GAO acronym
36pt, Book, 31pt rule to base

Document name
24pt, Bold, 22pt rule to base

Thick rule
7pt x 38 9pt

Thin rule
1/2pt x 45-1/2pt

Note For vertical alignment of type, use proper stationery grid

The diagram illustrates the layout of a memorandum header. It features a grid with several text elements: 'GAO' in a large font, 'United States General Accounting Office' in a smaller font, and 'Memorandum' in a large, bold font. A thick horizontal line is positioned below the 'Memorandum' text. The diagram is enclosed in a rectangular border.

Note. This example is not full size.

Stationery F - Legal Decisions of the Comptroller General

Comptroller General title 9/10pt, Bold, 12pt rule to base		Comptroller General of the United States Washington, D.C. 20548
Comptroller General seal 4-1/2pt dia, 6pt rule to top		Decision
Document name 24pt, Bold, 22pt rule to base		Matter of
Document copy 10/12pt, Bold, 51pt base to base, 1 line space leading		File Date
Comptroller General address 9pt, Bold, 6pt base to rule		
Thin rule 1/2pt		

Note: For vertical alignment of type use proper stationery grid

Note. This example is not full size.

Small Stationery - External Use

GAO address

8/9pt, Bold, 9pt rule to base.

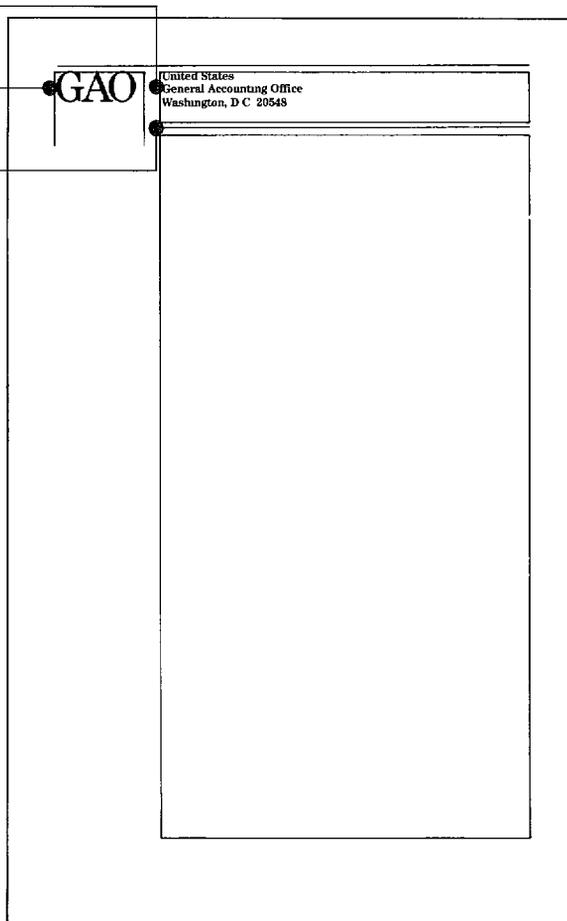
GAO acronym

30pt, Book, 25pt rule to base

Thin rule

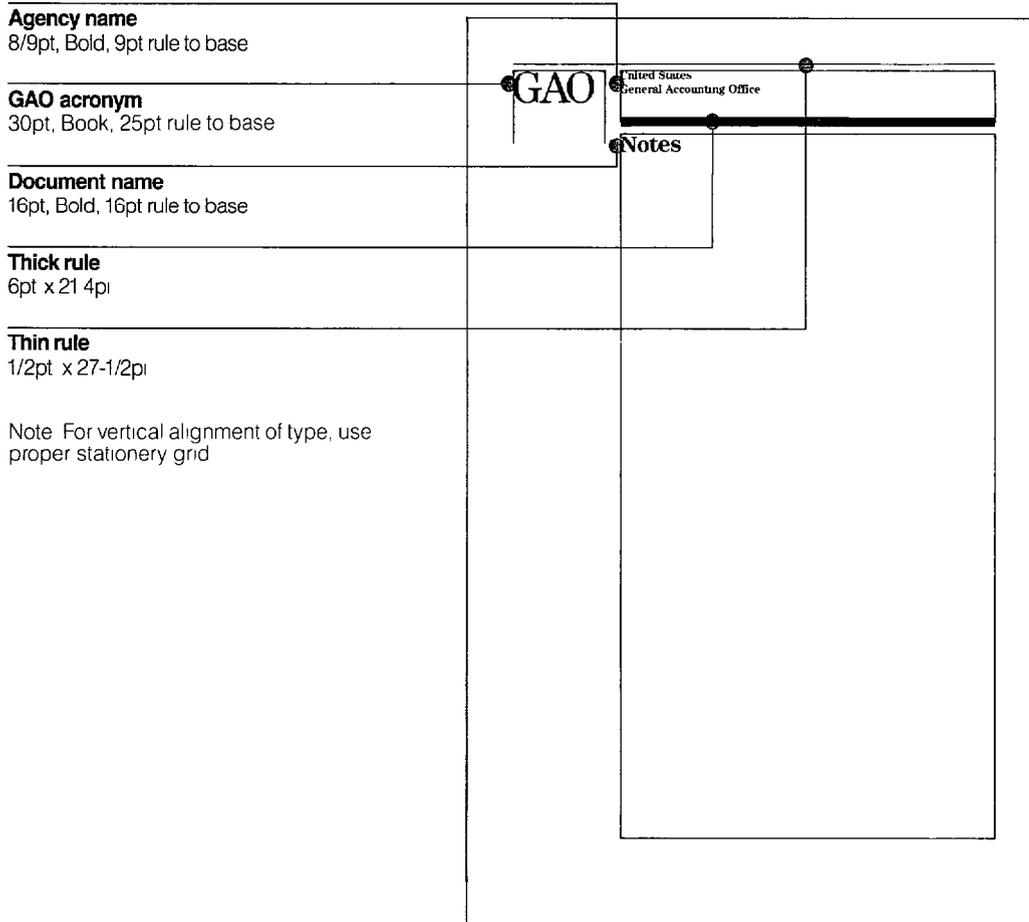
1/2pt

Note For vertical alignment of type, use proper stationery grid



Note: This example is not full size

Agency Note Paper - Internal Use



Note This example is not full size





Envelopes

Envelopes

General Information

Four categories of envelopes are available: business reply, indicia, head-quarters, and regional office. Sizes are shown in the chart below. Indicia envelopes are provided for the European office only.

Typography

All typography is ITC Century Bold in upper- and lower-case letters set in the point sizes, leading, and weights indicated in the specification pages. Margins from the edge of the envelope to the type are the same for all envelope sizes.

The fonts on page 169 are to be used. The ITC Century letter and line spacing must be maintained.

GAO Envelope and Label Sizes

Sizes	Business Reply (1)	Indicia (2)	HQ (3)	Regions (4)
White:				
A. 3 ⁵ / ₈ x 6 ¹ / ₂ (monarch)	•	X	X	X*
B. 3 ⁷ / ₈ x 8 ⁷ / ₈ (sm.legal)	X	•	•	•
C. 4 ¹ / ₈ x 9 ¹ / ₂ (lg legal)	•	X	X	X*
Kraft (brown):				
D. 6 ¹ / ₁₆ x 9 ¹ / ₂	•	•	X	X
E. 9 ¹ / ₂ x 12	X	•	X	X
F. 10 x 15	X	•	X	X
G. 12 x 16	•	•	X	X
Label (crack and peel):				
H. 4 ¹ / ₄ x 5 ¹ / ₂	X	•	X	X
Window Envelopes (white only):				
I. 4 ¹ / ₈ x 9 ¹ / ₂	•	•	X	X

* Each regional office has its own unique subnumber as part of the form number for ordering printed envelopes in the monarch and legal sizes

Envelopes

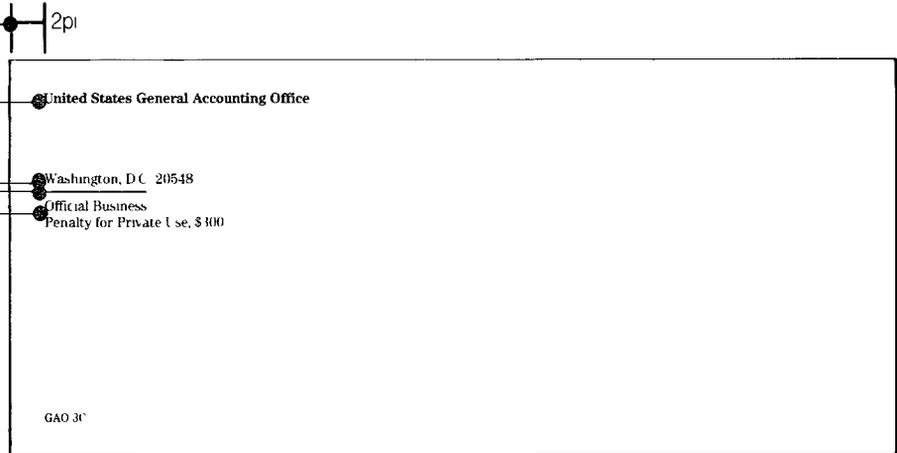
Type alignment
FL, 2pi from left edge.

Agency name
11pt, Bold, 3pi top edge to base

Address
11pt, Book, 8pi top edge to base

Rule
1pt, 1/2pi below address x 6 1/2pi

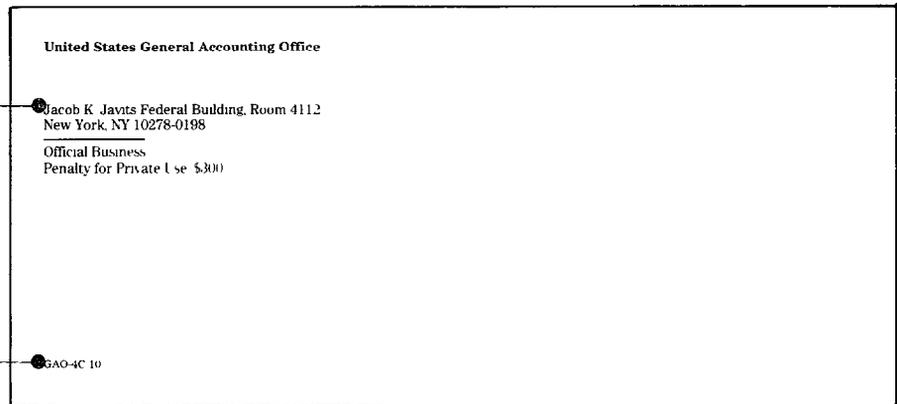
Penalty copy
11/12pt, Book, 12pt rule to base



Headquarters (3)

Address
11/12pt, Book, 8pi top edge to base of last line, not to exceed 3 lines

Envelope number
9pt, Book, 2 1/2pi base to bottom edge.

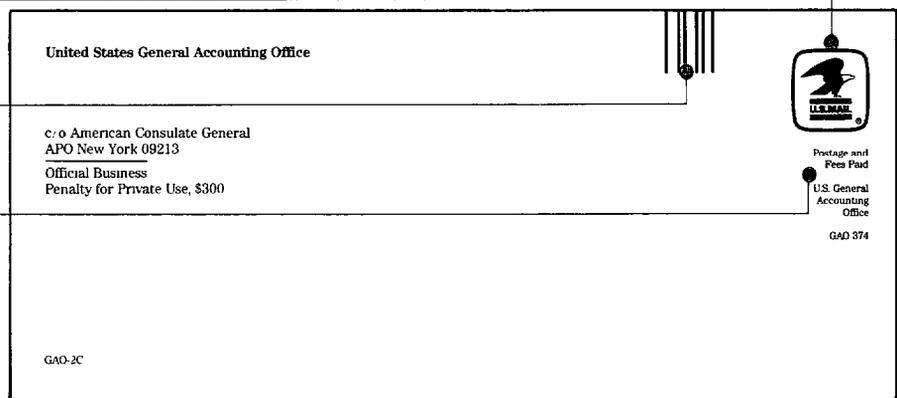


Regions (4)

Indicia
5pi wide, 2 1/2pi from top top edge to top of indicia, 2pi from right edge

Bar code
2pt rule, 12pi from right edge x 4pi length

Postal Information
8/9pt, Book, FR, 2pi from right edge, double space between elements



Indicia (2) (for European Office only)

Note: These examples are not full size

Envelopes

Postage

1pt rule, 6pi square box, 9/10pt, Book, 1pi from left rule, centered between top and bottom rules.

Rule

1pt x 6½pi, 3pi from top edge.

Penalty

11/12pt, Book, 1pi rule to base of first line

Business reply

22pt Bold, caps, 22pts from top rule to base

Business reply box

1pt rule, flush top with right bar code, 10pi from right edge, 22pi from left edge

Originator

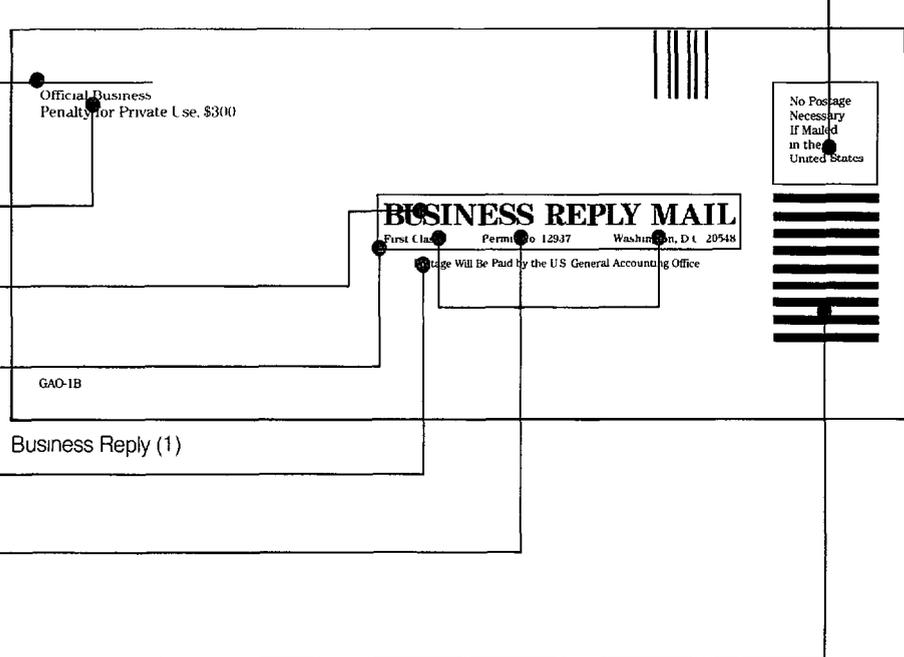
8pt, Book, centered under box, 1pi rule to base

Return address permit

8pt, Bold, 3 elements centered under Business Reply, 1pi base to base

Thick bar code

5pt rule x 6pi, 12pt base to base.



Regional and Far East Offices' White Envelope Numbers^a

	Monarch (3½ x 6½)	Large Legal (4½ x 9½)
Suboffices ^b	GAO-4A	GAO-4C
Atlanta	GAO-4A-1	GAO-4C-1
Boston	GAO-4A-2	GAO-4C-2
Chicago	GAO-4A-3	GAO-4C-3
Cincinnati	GAO-4A-4	GAO-4C-4
Dallas	GAO-4A-5	GAO-4C-5
Denver	GAO-4A-6	GAO-4C-6
Detroit	GAO-4A-7	GAO-4C-7
Kansas City	GAO-4A-8	GAO-4C-8
Los Angeles	GAO-4A-9	GAO-4C-9
New York	GAO-4A-10	GAO-4C-10
Norfolk	GAO-4A-11	GAO-4C-11
Philadelphia	GAO-4A-12	GAO-4C-12
San Francisco	GAO-4A-13	GAO-4C-13
Seattle	GAO-4A-14	GAO-4C-14
Far East	GAO-4A-15	GAO-4C-15

^a Because WRO is located at headquarters, it will use the headquarters envelopes.

^b Suboffice envelopes are printed "United States General Accounting Office" only; each suboffice will have its own rubber return address stamp.

Forms

Forms

General Information

Providing an example of each of GAO's forms is not feasible in this limited space. However, this subsection provides a general grid structure to use when designing forms.

Typography

All typography is Helvetica Light or Medium and ITC Century Book or Bold set in the point sizes, leading, and weights indicated in the specification pages. Upper- and lower-case letters are used unless otherwise noted. All type is set flush left, ragged right. The typography in the title and identification sections is ITC Century Book. In the content section, Helvetica Light is used for the general text, and Helvetica Medium is used to emphasize key information, such as callouts. ITC Century Bold is used for the form number.

The fonts on page 169 are to be used. The ITC Century letter and line spacing must be maintained within the standard grids and alignments.

Rules

Rules are used to define information zones. Heavier thicknesses are used for major divisions.

Format

Two standard grids are used to establish the formats and show the location of type and graphic elements. The grids provide for alignments from one to six columns. A reference grid has been positioned over the sample forms in this subsection to show the vertical and horizontal alignments. Full-sized grids are provided on pages 184 and 185.

Form—8½ x 11 inches

Agency name
12pt, Bold, 3pt base to rule

GAO acronym
27pt, Book, all caps, 24pt rule to base

Form title
27/29pt x 30pt, Book, 24pt rule to base

Writing guide
1/2pt rule, 12pt rule to rule

Entry
9pt, Light centered between rules

Thick rule
7pt

Text
9/10pt, Light and Medium, 12pt rule to base

Folio
8pt, Bold

Form number
8pt x 25pt, Bold

<p>United States General Accounting Office</p> <p>GAO</p> <p>Performance Appraisal For GS-15 Employees</p>	
<p>(Additional space for any part(s) of this form is needed, please provide it on a separate sheet of paper. All additional information must be limited to one side of one sheet of paper.)</p>	
<p>Name of Employee</p> <p>Position Title</p> <p>Division/Region/Office</p>	<p>Rating Period From _____ To _____</p> <p>Date Expectations Set _____</p> <p>Date of Counseling _____</p>
<p>Part I Description of work/duties/responsibilities Summarize overall assignment objectives, rates's role, any unusual job characteristics, any collateral duties and responsibilities, and any other information to place individual's performance in the proper context.</p>	
<p>Part II Major results/accomplishments achieved Briefly describe the major or primary results and/or accomplishments achieved during the period, and explain why they are important and/or what impact they have had.</p>	
<p>Page 1</p> <p>GAO Form 102 (6/84)</p>	

This example is not full size

Note: Dummy type serves only to indicate correct type placement

Form—5½ x 8½ Inches

<p>Agency name 12pt, Bold, 3pt base to rule</p>	<p style="text-align: right;">United States General Accounting Office</p>																						
<p>GAO acronym 27pt, Book, all caps, 24pt rule to base</p>	<p style="text-align: center;">GAO Pair-City Exception Form</p>																						
<p>Form title 27/29pt x 30pi, Book, 24pt rule to base</p>	<p>Note: This form must be attached to the employee's travel voucher when submitted for payment.</p>																						
<p>Check-box ½pt, 12pt x 12pt, centered on cap-height</p>	<p>Employee _____ is authorized exception to use of pair-city contract air service for travel under Travel Order Number _____</p>	<p>1 <input type="checkbox"/> Airline seating capacity on any scheduled flight of the contract carrier is not available in sufficient time to accomplish the purpose of the travel.</p> <p>2 <input checked="" type="checkbox"/> The use of the contract carrier's flight would require additional over-night lodging.</p> <p>3 <input type="checkbox"/> The scheduled flight of the contract carrier is not compatible with the agency policies and practices regarding travel during regularly scheduled work hours. (For further information see the Federal Personnel Manual Supplement 990-2.)</p> <p>4 <input type="checkbox"/> Exigency or other requirement of the mission necessitates the use of another airline carrier or mode of transportation.</p>																					
<p>Text 9/10pt x 14½pi, Light and Medium, 12pt rule to base</p>	<p>Exception granted for reason(s) checked below _____</p>																						
<p>Thin rule ½pt.</p>	<p>Cost Comparison—use of other than contract (show computations)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Cost elements</th> <th style="width: 25%;">Contract air</th> <th style="width: 25%;">Alternate means</th> </tr> </thead> <tbody> <tr> <td>Taxi, limousine, or PDV cost</td> <td></td> <td></td> </tr> <tr> <td>Transportation fare</td> <td></td> <td></td> </tr> <tr> <td>Allowable overtime</td> <td></td> <td></td> </tr> <tr> <td>Subsistence expenses</td> <td></td> <td></td> </tr> <tr> <td>Lost productive time</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> </tbody> </table>		Cost elements	Contract air	Alternate means	Taxi, limousine, or PDV cost			Transportation fare			Allowable overtime			Subsistence expenses			Lost productive time			Total		
Cost elements	Contract air	Alternate means																					
Taxi, limousine, or PDV cost																							
Transportation fare																							
Allowable overtime																							
Subsistence expenses																							
Lost productive time																							
Total																							
<p>Entry 9pt, Light, centered between rules</p>	<p>Signature of Approving Official _____ Date _____</p>																						
<p>Medium rule 2pt.</p>	<p style="text-align: right;">GAO Form 36 (Rev. 8-84)</p>																						
<p style="text-align: center;">This example is not full size</p>																							
<p>Writing guide 1/2pt rule, 12pt rule to rule</p>																							

Form number
8pt x 25pi, Bold.

Note: Dummy type serves only to indicate correct type placement.

Presentation Materials

Presentation Materials

General Information

These guidelines ensure that GAO's presentation materials are consistent with other GAO written products. Four types of materials are covered in this subsection: slides, 30- x 40-inch presentation boards, view graphs, and hand-lettered flip charts. Slides are reversed out of a black background; presentation boards have white backgrounds.

Typography

Helvetica Medium is used for all typography unless otherwise indicated. Point sizes, leading, and weights are given in the specifications pages. Letter spacing for slides should not be too tight, because when reversed (negative) slides are projected, the glow of the letters causes them to appear closer together. The fonts on page 169 should be matched to ensure compliance with the visual communication standards.

All text is presented in a 2/3-column format similar to that for other GAO visual products. Only the first part of the slide show or presentation title is fully capitalized and set in Helvetica Bold. The subtitle portion of the slide show title and all subsequent titles, which appear in the top heading zone (see Format below), are in initial caps. Standard and bulleted text are cap and lower case.

Format

One basic grid is used for both slides and presentation boards. Three additional text lines are added when producing presentation boards. Individual grids are provided for view graphs and hand-lettered flip charts. A reference grid has been positioned over the examples in this subsection to show vertical and horizontal alignments. Full-sized grids are provided on pages 186 to 188.

Two zones have been established for depicting information: a heading zone and a content zone.

Color

Color is used functionally to communicate our message more clearly. A color hierarchy has been established for presentation materials to help guide the viewer's attention to the speaker's points during a presentation. For color specifications, see p. 161.

Examples of Presentation Materials

GAO GAO Division Name or Addressee of the Presentation

MAIN SUBJECT TITLE

Presentation subtitle not to exceed three lines

Slide

GAO Title or Subject Heading Not to Exceed Two Lines

Copy is 33/33 pt. Helvetica Regular used on a 12 inch field Helvetica. Set flush left, ragged right using - 1/2 letter spacing. Normal paragraph spacing is one line space. Normal paragraph spacing is one

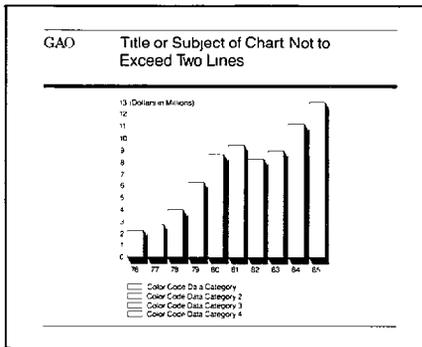
- Copy is 33/33 pt. Helvetica Regular used on a 12 inch 35mm slide field.
- Set flush left, ragged right using - 1/2 letter spacing.

Presentation Board

United States General Accounting Office

GAO

Hand-Lettered Flip Chart



View Graph

Note Dummy type serves only to indicate correct type placement

Slides

These specifications are made for a proportionally accurate mechanical 12 x 8 inches.

GAO acronym

33pt, ITC Century Book, 36pt rule to base.

GAO division or presentation addressee

33/36pt, 36pt rule to base

Presentation subtitle

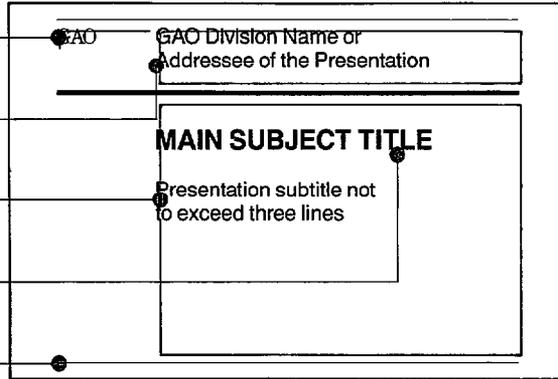
33/36pt, 6pi base to base

Main subject title

42/48pt, Bold, 7pi rule to base

Thin rule

1pt x 60pi



Title format

Subject heading

33/36pt, 36pt rule to base

Thick rule

7pt x 60pi.

Copy

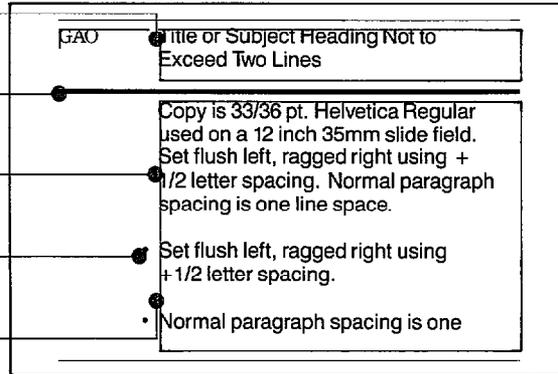
33/36pt, 36pt rule to base

Bullets

10pt, hang left 1-1/2pi

Paragraph

1 line space



Text format

Chart labels

16pt

Chart legends and captions

16/18pt, 34pt base to base

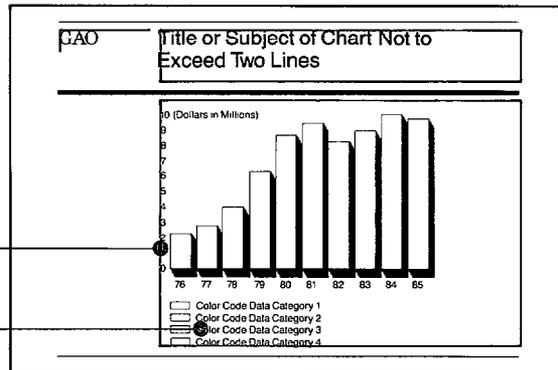


Illustration format

Note: Helvetica regular with + 1/2 letter spacing used unless otherwise specified

Note: These examples are not full size

Slide Color

Color is used functionally to communicate our message more clearly. The color hierarchy helps guide the viewer's eye to the first, second, and third points the presenter wants the viewer to notice.

When full reverse slides are projected, the viewer's eye is drawn to the brightest element first. You must know what the presenter wants the audience to notice first, second, and third in order to assign the appropriate color.

Colors other than those mentioned below are used for graphic components on slides. A range of chroma (tones) of one color (not multiple colors) is used for segments of a graphic component.

Color Key

Three Active Colors

White	Brightest	For item to be noticed first
Yellow PMS-108	Recedes from white	For item to be noticed second
Golden Orange PMS-138	Recedes from yellow	For item to be noticed third

One Passive Color

Blue PMS-292	Most subdued color	Used for agency identifier and horizontal format lines
--------------	--------------------	--

Standard colors

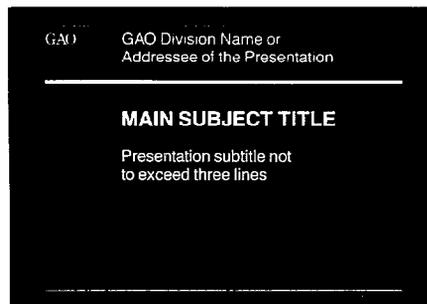


Blue

Yellow



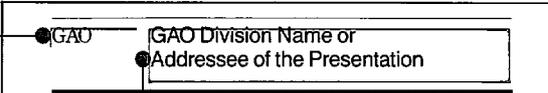
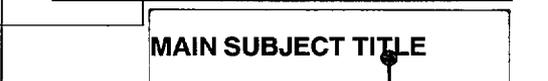
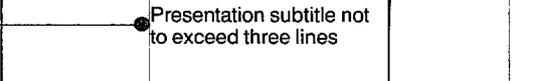
Golden Orange



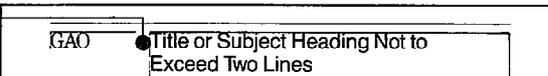
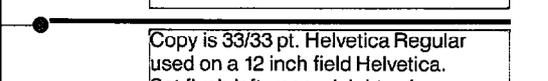
Example of color application

Presentation Boards

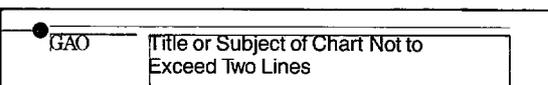
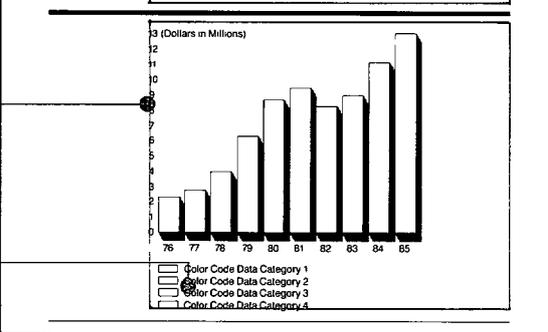
These specifications are made for a proportionally accurate mechanical 12 x 9 inches.

<p>GAO acronym 33pt, ITC Century Book, 36pt rule to base</p>	
<p>GAO division or presentation addressee 33/36pt, 36pt rule to base</p>	
<p>Presentation subtitle 33/36pt, 6pt base to base</p>	
<p>Main subject title 42/42pt, Bold, 5-1/2pt rule to base</p>	

Title format

<p>Subject heading 33/33pt, 36pt rule to base</p>	
<p>Thick rule 7pt 60pt</p>	
<p>Copy 33/33pt, 36pt rule to base</p>	<p>Copy is 33/33 pt. Helvetica Regular used on a 12 inch field Helvetica. Set flush left, ragged right using - 1/2 letter spacing. Normal paragraph spacing is one line space.</p>
<p>Paragraph 1 line space</p>	<p>Copy is 33/33 pt. Helvetica Regular used on a 12 inch 35mm slide field.</p>
<p>Bullets 10pt, hang left 1-1/2pt</p>	<p>Set flush left, ragged right using - 1/2 letter spacing.</p>

Text format

<p>Thin rule 1pt 60pt</p>	
<p>Chart labels 16pt</p>	
<p>Chart legends and captions 16/18pt, 34pt base to base</p>	

Note Helvetica regular with -1/2 letter spacing is used unless otherwise specified

Illustration format

View Graphs

These specifications are made for an accurate full-size mechanical

GAO acronym

26pt, ITC Century Book, 28pt rule to base

GAO division or presentation addressee

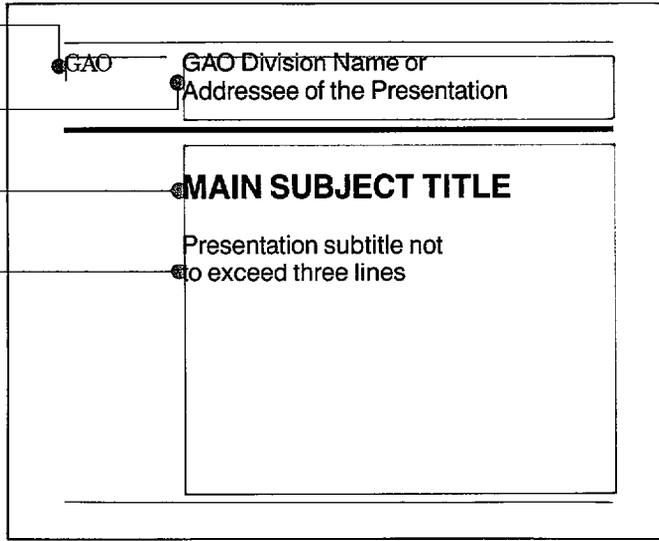
28/28pt, 28pt rule to base

Main subject title

32/34pt, Bold, 5-1/2pt rule to base

Presentation subtitle

26/28pt, 56pt rule to base



Title format

Subject heading

26/28pt, 28pt rule to base

Copy

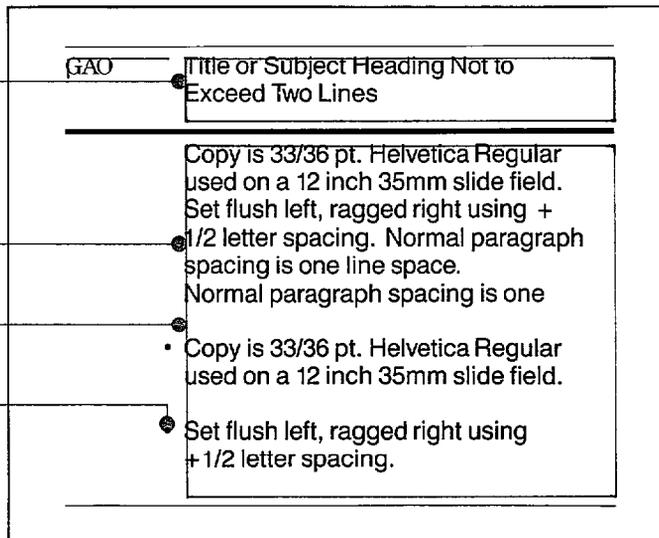
26/28pt, 28pt rule to base

Paragraph

1 line space

Bullets

8pt, hang left 14pt



Text format

Note: Dummy type serves only to indicate correct type placement.

Thin rule
1/2pt x 46 10pt

Thick rule
5pt x 46 10pt

Chart labels
12pt

Chart legends and captions
12/14pt, 26pt base to base

Note Helvetica regular with + 1/2 letter spacing is used unless otherwise specified

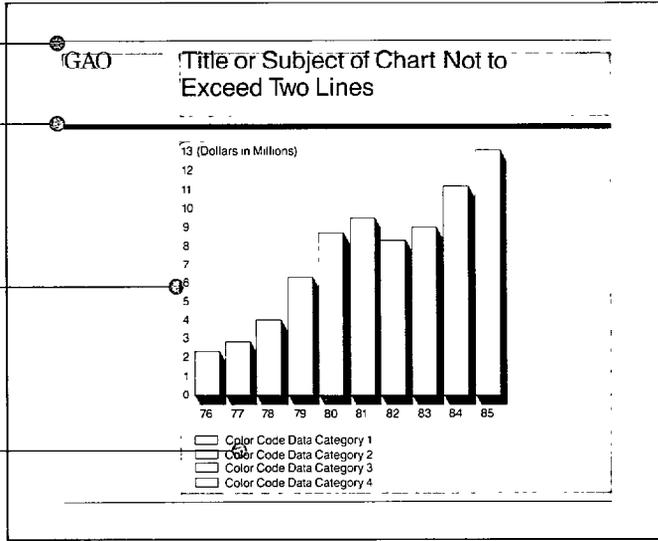
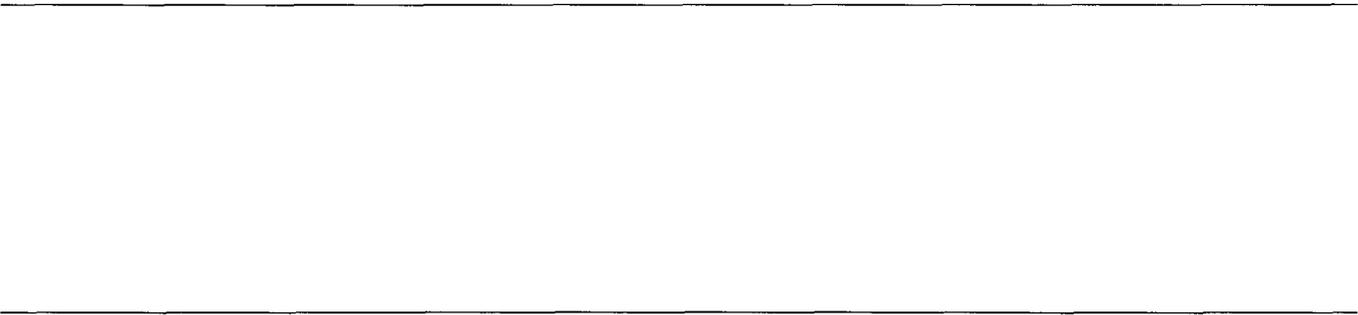


Illustration format

Note: Dummy type serves only to indicate correct type placement.



Fonts and Grids

Fonts and Grids

Fonts

These fonts are used for all GAO typeset material. ITC Century is used for covers and text. Helvetica is used for graphic components. For usage refer to the Production Specifications subsection.

- ITC Century Book
- ITC Century Bold
- Helvetica Light
- Helvetica Medium

Grids

These standard grids are used as shown for all GAO publications and presentation materials. For application see the Production Specifications subsection.

Covers

- Covers 1 and 3 - 8½ x 11
- Cover 2 (Classified) - 8½ x 11
- Cover 4 - 5½ x 8½
- Covers 5 and 6 - 4 x 8½
- Cover 8 - Binder

Text

- Text A - 8½ x 11
- Text B - 8½ x 11
- Texts D and E - 5½ x 8½
- Text F - 4 x 8½
- Text G - 4 x 8½
- Text H - 8½ x 11 Page for Binder

Stationery

- 8½ x 11
- 5½ x 8½

Forms

- 8½ x 11
- 5½ x 8½

Presentation Materials

- Slides/Presentation Boards
- Hand-Lettered Flip Charts
- View Graphs

GAO Type Faces

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890&!?\$¢%()

ITC Century Book

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890&!?\$¢%()

ITC Century Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890&!?\$¢%()

Helvetica Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890&!?\$¢%()

Helvetica Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890&!?\$¢%()

Helvetica Medium