Department of Defense Instruction

SUBJECT

Printing, Binding and Related Equipment Programs

Ref: (a) Govt Printing & Binding Reg, published annually by the Joint Comte

(b) Regs of the Adm, General Services Adm, Title I, Personal Property

(c) DoD Dir. 4100.12, 3 Nov 52, as amended by DoD Dir Trans.136,179 & 187

(d) DoD Dir. 4160.7, 12 May 52, as amended by DoD Dir. Trans. No. 79.

I. PURPOSE

The purpose of this Instruction is to (a) state the general policy

of the Department of Defense governing the utilization of printing

and binding equipment, and (b) assign responsibility for providing

liaison between the Department of Defense and the Joint Committee

on Printing, Congress of the United States, in regard to the pur-

chase, rental, exchange, transfer, or disposal of printing and

binding equipment.

II. APPLICABILITY

The provisions of this Instruction are applicable to the Departments

of the Army, Navy, and Air Force and the Office of the Secretary of

Defense. Joint agencies, activities, and projects of the Department

of Defense attached to one of these four major agencies for adminis-

trative support or management purposes shall be handled in accordance

with implementing procedures issued by the major agency concerned.

III. POLICY

The Government Printing and Binding Regulations published by the

Joint Committee on Printing, Congress of the United States, set

forth the general policies governing the purchase, rental, exchange,

transfer, or disposal of printing, binding, and related auxiliary

equipment by agencies of the Federal Government. In consonance with

those policies, the military departments and other Department of

Defense agencies will not request authorization from the Joint Com-

mittee on Printing to establish new or expand existing printing and

binding facilities under their control whenever existent government-

owned or privately-owned facilities are available and capable of

satisfactorily producing their printing and binding requirements.

Exceptions to this policy will be permitted only when classified

defense information vital to security of the United States or its

allies is involved, and cannot be adequately protected under such

arrangements.

This document has been approved for public release and sale; its
distribution is unlimited.

93-26827
IV. RESPONSIBILITY

1. The Assistant Secretary of Defense (Supply and Logistics) will be responsible for:

(a) Developing such policy, criteria, and systems as may be required for the efficient and economical provision of printing and binding facilities and related equipment for the Department of Defense and assuring their effective implementation within the Department of Defense.

(b) Representing the Department of Defense with other Government agencies, commercial activities, and civic or labor organizations on matters relating to the interpretation or clarification of Department of Defense policy or position with respect to printing and binding activities of the Department.

(c) Resolving problems on matters involving the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment arising between two or more major agencies or resolving questions requiring a single Department of Defense position.

2. The Secretary of each military department and the Assistant Secretary of Defense (Manpower and Personnel) for the Office of the Secretary of Defense will be responsible for:

(a) Establishing effective controls and implementing procedures which will insure the efficient and economical administration of printing and binding activities of his agency and the coordination of its printing, binding, and auxiliary equipment requirements with the other major agencies of the Department of Defense in order to ascertain whether such requirements may be fully or partially met from excess stocks prior to the submission of requests to the Joint Committee on Printing for authority to procure such equipment.

(b) Submitting requests for authority to purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment directly from his agency to the Joint Committee on Printing.

(c) Designating a liaison representative to the Joint Committee on Printing, Congress of the United States, on matters involving printing and binding facilities and related equipment requirements for his agency as defined in current Government Printing and Binding Regulations.
3. The provisions of reference (d) above govern the utilization and disposal of excess printing and binding equipment by the Department of Defense agencies.

V. CANCELLATION

DoD Dir. 5330.1, 8 Dec 52, and OSD memo to Service Secretaries & Chm. MB, "Coordination of Authorization Requests to Congressional Joint Committee on Printing", 24 July 52 are hereby cancelled.

VI. EFFECTIVE DATE

This Instruction is effective upon publication.

T. P. PIKE
Assistant Secretary of Defense (Supply and Logistics)
The following pen change to Department of Defense Instruction 5330.1, "Printing, Binding and Related Equipment Programs", July 6, 1954, has been duly authorized:

**PEN CHANGE**

In reference (c),

Delete: "DoD Dir. 4100.12, 3 Nov 52, as amended by DoD Dir. Trans. 138, 179, 187"

Insert: "DoD Dir. 4000.4, 17 May 55"

This change is necessary inasmuch as DoD Dir. 4000.4 cancelled DoD Dir. 4100.12 and encompasses applicable provisions of the cancelled directive.

MAURICE W. ROCHE
Administrative Secretary
DEPARTMENT OF DEFENSE
DIRECTIVES SYSTEM TRANSMITTAL

NUMBER:
5330.1 - Ch 2
(Supersedes Ch 1, 6/12/56)

DATE:
June 12, 1961

DISTRIBUTION:
5000

ATTACHMENTS
Pages 1 and 2 of DoD Instruction 5330.1, Jul 6, 54.

INSTRUCTIONS FOR RECIPIENTS

The following page changes to Department of Defense Instruction 5330.1, "Printing, Binding and Related Equipment Programs," dated July 6, 1954, have been authorized:

PAGE CHANGES

Remove: Pages 1 and 2
Insert: Attached Pages 1 and 2

Changes are indicated by marginal asterisks.

NOTE

The title "Assistant Secretary of Defense (Supply and Logistics)" (Section IV. 1.) was changed to "Assistant Secretary of Defense (Installations and Logistics)" by Transmittal 61-2, dated January 31, 1961.

Maurice W. Roche
MAURICE W. ROCHE
Administrative Secretary

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE DESTROYED.
Department of Defense Instruction

SUBJECT

Printing, Binding and Related Equipment Programs

Refs.: (a) Government Printing and Binding Regulations, published annually by the Joint Committee on Printing, Congress of the United States
(b) Regulations of the Administrator, General Services Administration, Title I, Personal Property Management
(c) DoD Directive 4000.4, "Department of Defense Materials Conservation Policy"
(d) DoD Directive 4160.7, "Utilization and Disposal of Printing Equipment"

I. PURPOSE

The purpose of this Instruction is to (a) state the general policy of the Department of Defense governing the utilization of printing and binding equipment, and (b) assign responsibility for providing liaison between the DoD and the Joint Committee on Printing, Congress of the United States, in regard to the purchase, rental, exchange, transfer, or disposal of printing and binding equipment.

II. APPLICABILITY

The provisions of this Instruction are applicable to all activities of the Department of Defense. Joint agencies, activities, and projects of the DoD attached to one of the major DoD agencies for administrative support or management purposes shall be handled in accordance with implementing procedures issued by the major agency concerned.

III. POLICY

The Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States, set forth the general policies governing the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment by agencies of the Federal Government. In consonance with those policies, the military departments and other DoD agencies will not request authorization from the Joint Committee on Printing to establish new or expand existing printing and binding facilities under their control whenever existent government-owned or privately-owned facilities are available and capable of satisfactorily producing their printing and binding requirements. Exceptions to this policy will be permitted only when classified defense information vital to security of the United States or its allies is involved, and cannot be adequately protected under such arrangements.

#Revised June 12, 1961
IV. RESPONSIBILITY

1. The Assistant Secretary of Defense (Installations and Logistics) will be responsible for:

   (a) Developing such policy, criteria, and systems as may be required for the efficient and economical provision of printing and binding facilities and related equipment for the Department of Defense, and assuring their effective implementation within the DoD.

   (b) Representing the DoD with other Government agencies, commercial activities, and civic or labor organizations on matters relating to the interpretation or clarification of DoD policy or position with respect to printing and binding activities of the Department.

   (c) Resolving problems on matters involving the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment arising between two or more major agencies or resolving questions requiring a single DoD position.

2. The Secretary of each military department, the Director, National Security Agency, the Chief, Defense Atomic Support Agency, and the Administrative Assistant to the Secretary of Defense for other DoD activities, will be responsible for:

   (a) Establishing effective controls and implementing procedures which will insure the efficient and economical administration of printing and binding activities of his agency and the coordination of its printing, binding, and auxiliary equipment requirements with the other major agencies of the DoD in order to ascertain whether such requirements may be fully or partially met from excess stocks prior to the submission of requests to the Joint Committee on Printing for authority to procure such equipment.

   (b) Submitting requests for authority to purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment directly from his agency to the Joint Committee on Printing.

   (c) Designating a liaison representative to the Joint Committee on Printing, Congress of the United States, on matters involving printing and binding facilities and related equipment requirements for his agency, as defined in current Government Printing and Binding Regulations.

#Revised June 12, 1961
DIRECTIVES SYSTEM TRANSMITTAL

NUMBER
65-2

DATE
February 26, 1965

ATTACHMENTS

Listing of DoD Directives and Instructions requiring pen changes as outlined below

INSTRUCTIONS FOR RECIPIENTS

PEN CHANGES

Pending reissuance of the DoD Directives and Instructions listed on Page 2 of this DoD Transmittal, the organizational titles shown below shall be changed to read "Assistant Secretary of Defense (Administration)":

1. Director, Office of Administrative Services, OSD
2. Administrative Assistant to the Secretary of Defense, and Administrative Assistant, Office of the Secretary of Defense
3. Director, Administrative Services Division, Office of the Secretary of Defense; Director of Administrative Services; and Administrative Services Division
4. Director, Office of Administrative Services, Office of the Assistant Secretary of Defense (Manpower)
5. Administrative Facilities Planning Branch in the Office of Administrative Services, Office of the Secretary of Defense
6. Director of Budget and Finance, Office of the Secretary of Defense, and Budget and Finance Branch, OSD
7. Personnel Branch, Administrative Services Division, OSD
8. Administrative Secretary, Office of the Secretary of Defense

Maurice W. Roche
Director, Correspondence and Directives Division
OASD(Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1

PREVIOUS EDITIONS ARE OBSOLETE
### DoD Issuances and Dates

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