Department of Defense Instruction

SUBJECT  Requisitioning of Printing, Duplicating, and Reproduction Work (DD Forms 843 and 844)

I. PURPOSE

It is the purpose of this Instruction to prescribe forms for Department of Defense-wide uniform use in requesting printing, duplicating, and reproduction work in order to eliminate more than a thousand forms presently being used.

II. SCOPE

The forms prescribed herein are in addition to DD Forms 282 and 283 (Defense Printing Service Requisition and Defense Printing Service Requisition - Short Run, respectively), and Standard Form 1 (Requisition for Printing and Binding), and, where a form is deemed necessary, will be used for requesting printing and duplicating work from all except industrially funded printing and duplicating facilities.

III. FORMS

The forms listed below (copies attached) are hereby standardized for use by all elements of the Department of Defense to replace all military departmental or lower echelon forms used for requesting printing, duplicating, and reproduction work from printing and duplicating facilities (excepting such of those facilities as are industrially funded). The forms prescribed herein will be used immediately upon depletion of supplies of existing forms used for these purposes, or, if desired, a department may obsolete its present stocks of such forms and use these prescribed forms as soon as they are available:

Requisition for Printing and Binding Service, DD Form 843
Requisition for Local Duplicating Service, DD Form 844

IV. IMPLEMENTATION

This Instruction will be implemented effective 1 July 1955. Two (2) copies of departmental implementing issuances will be furnished the Assistant Secretary of Defense (Comptroller) by 1 September 1955.

W. J. McNeill
Assistant Secretary of Defense (Comptroller)

Attachments - 2
Best Available Copy
## Requisition for Printing and Binding Service

### TO:

**Title of Publication**

### FROM:

**Designation**

### Purpose, Function, Economic Effects and Concurrency

### Quantity in:

- **Sheets**
- **Pages**
- **Other**

### Size of Publication

- **Width**
- **Length**

### Pages

### Binding

- **Loose**
- **Side Stitched**
- **Sewn**
- **Rope Stitched**
- **Other**

### Punching

- **Number of Holes**
- **Diameter**
- **Position**

### Material Disposition

- **Hold**
- **Study**
- **Return To**

### Classification

### Additional Instructions (Dummy Attached)

- **Yes**
- **No**

### Distribution Instructions

- **Desired Distribution**

### Appropriation (Chargeable)

- **Certification**
  - **That the use of more than one color is in accordance with departmental regulations**
  - **That the illustrations used in this publication are necessary and relate entirely to the public service**
  - **That this work is authorized by regulations and is necessary to the conduct of official business**

### Originator

- **Type**
- **Name**
- **Signature**

### Action by Printing Control Authority

- **Approved**
- **Disapproved**

### FOR PRINTING USE ONLY

- **Plant**
- **Date Promised**
- **Date Completed**
- **Date Delivered**

### Receipt of Completed Job

- **Received by**
- **Organization Symbol**
- **Date**

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**DD Form 843**
## Requisition for Local Duplicating Service

**TO:** [Organization Name]

**FROM:** [Person]

**DATE:** [Date]

**DATE REQUESTED:** [Date]

### 1. For Reference Consult
- [Title, Document Number, etc.]

### 2. Description
- [Title, Document Number, etc.]

### 3. Name of Individual to Call If to Be Picked Up
- [Name]

### 4. No. of Masters
- [Number]

### 5. No. of Copies
- [Number]

### 6. Type Reproduction
- [Type]

### 7. Classification
- [Classification]

### 8. Disposition of Originals
- [Disposition]

### 9. Paper
- [Kind, Size, etc.]

### 10. Color
- [Color, Ink, etc.]

### 11. Kind of Print
- [Type of Print]

### 12. Number of Copies Reproduced
- [Number]

### 13. Priority
- [Priority]

### 14. Operator
- [Operator]

### 15. Signature of Requestor
- [Signature]

### 16. Signature of Approving Official
- [Signature]

### 17. Date Received
- [Date]

### 18. Date Delivered
- [Date]

### 19. Job Number
- [Number]

### 20. Date Produced
- [Date]

### 21. Date Delivered
- [Date]

### 22. Location of Staples
- [Location]

### 23. Kind of Staple
- [Kind]

### 24. Stapling
- [Yes/No]

### 25. Signature of Approving Official (For Reproduction Use Only)
- [Signature]

### Action:
- [DTC]
- [Date]
- [Sign]
- [Location of Staples]
- [Yes/No]

### Date of Request
- [Date]

### Date Requested
- [Date]

### From (Organization, Room Number, Phone Number or Extension)
- [Contact Information]

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**DD FORM 844**

[Stamp]
The following page change to Department of Defense Instruction 7760.3, "Requisitioning of Printing, Duplicating, and Reproduction Work (DD Forms 843 and 844)," dated June 16, 1955, has been authorized:

PAGE CHANGE

Remove: DD Form 844, 1 Jul 55

Insert: Attached DD Form 844, 1 Dec 61

Maurice W. Roche
MAURICE W. ROCHE
Administrative Secretary
**REQUISITION FOR LOCAL Duplicating SERVICE**

<table>
<thead>
<tr>
<th>TO:</th>
<th>FROM: (Organization and room number)</th>
</tr>
</thead>
</table>

1. **FOR REFERENCE CONSULT**
2. **DESCRIPTION** *(Title, form number, etc.)*
3. **DETERM TO**
4. **NO. OF ORIG-**
5. **NO. COPIES**
6. **TYPE OF REPRODUCTION**
   - Offset
   - Mimeo
   - Other *(Specify)*
7. **SECURITY CLASSIFICATION**
8. **DISPOSITION OF ORIGINALS**
   - Return
   - Destroy
9. **PAPER**
10. **COLOR**
11. **INK**
12. **PRINT**
   - One side
   - Head to head
   - Head to foot
13. **ADDITIONAL SPECIFICATIONS** *(Including distribution, punching, padding, location of staples, etc.)*
14. **SIGNATURE OF REQUESTER** *(This requisition contains no copyrighted material other than that indicated on attached copyright release.)*
15. **SIGNATURE OF APPROVING OFFICIAL**

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**FOR REPRODUCTION UNIT USE ONLY**

<table>
<thead>
<tr>
<th>16. <strong>DATE RECEIVED</strong></th>
<th>17. <strong>PRIORITY</strong></th>
<th>18. <strong>OPERATOR</strong></th>
<th>22. <strong>DATE REQUESTER NOTIFIED JOB IS COMPLETE</strong></th>
</tr>
</thead>
</table>

**DD FORM 1 DEC 844**