

THE SECRETARY OF DEFENSE
WASHINGTON

1 November 1949

CHARTER
DEFENSE PRINTING SERVICE - WASHINGTON

I. AUTHORITY

Pursuant to the authority vested in me by Section 405 of the National Security Act of 1947, as amended, and in the interest of greater efficiency and economy, there is hereby established within the Department of Defense the Defense Printing Service-Washington.

II. PURPOSE

The Defense Printing Service-Washington is established to provide common printing services at the seat of government for the departments and agencies of the Department of Defense.

III. DIRECTION AND CONTROL

The Defense Printing Service-Washington will operate under the policy direction and control of the Department of Defense Administrative Management Council and under the management and operating control of the Secretary of the Navy.

IV. FUNCTIONS

The Defense Printing Service-Washington shall provide - the departments and agencies of the Department of Defense with the following services:

A. Technical assistance and advice in relation to planning, layout, scheduling, and other operations pertaining to printing and reproduction service.

B. Transform rough drafts of typographic material into suitable copy for reproduction purposes.

C. Produce still prints, microfilm prints and record copies of documents, drawings, tracings, etc., and such other commercial type photographic services as may be related to printing and reproduction needs, including but not limited to such production processes as ozalid, photostat, microfilm, blue print, van-dyke, photographic printing, etc.

D. Photo offset printing, direct image offset, stencil, hectograph and multigraph duplicator reproduction.

E. Assembling, folding, drilling, trimming, stapling, binding, and related finishing operations.

F. Internal addressing, mailing, distribution and delivery of material produced in the Defense Printing Service-Washington.

G. Such other related services as the Administrative Management Council may assign.

V. TRANSFER OF INVENTORIES ON HAND

Inventories of printing supplies and materials now on hand in the Departments of the Army, Navy and Air Force, and the printing equipment listed in Annex A to this Charter, are hereby transferred from the custody and control of those departments to the custody and control of the Secretary of the Navy, for the exclusive use of the operations of the Defense Printing Service - Washington. Transfer will be without credit to the appropriations of the departments concerned.

VI. FINANCING

A. Working capital to finance the operations of the Defense Printing Service - Washington, including the procure-

ment of inventories of printing supplies and materials, will be provided as follows:

(1) The sum of \$436,225.87, representing the original cost of the inventories of printing supplies and materials transferred to the use of the Defense Printing Service-Washington under paragraph V above, will be capitalized in the accounts of the Defense Printing Service-Washington.

(2) An allocation of cash in the amount of \$650,000.00 will be made to the account of the Defense Printing Service-Washington within the Navy Industrial Fund established on the books of the Treasury Department.

(3) Additional working capital, if needed, will be provided by an allocation of cash within the Navy Industrial Fund, when authorized by the Comptroller of the Department of Defense.

B. The working capital account of the Defense Printing Service-Washington will be reimbursed from the appropriations of departments and agencies for which services are provided for the cost of such services, excluding depreciation and compensation for military personnel.

C. The value of capital equipment transferred under paragraph V above, or otherwise acquired, will not be considered part of the working capital of the Defense Printing Service-Washington. It will be carried at cost in the accounts of the Defense Printing Service-Washington, and subsequent replacements or additions will be financed from appropriations made to the Navy for that purpose.

D. The annual and sick leave accrued to employees transferred to the Defense Printing Service - Washington shall be determined and the current monetary value thereof computed. The aggregate value of such accrued leave shall be set up as an accrued liability in the accounts of the Defense Printing Service-Washington.

VII. ACCOUNTING

Subject to the approval of the Comptroller of the Department of Defense, the Secretary of the Navy shall establish for the Defense Printing Service - Washington an adequate system of financial and property accounting, a cost accounting system in sufficient detail to permit the determination on a job basis of the cost of printing services provided, and a billing system whereby such cost may be promptly and accurately invoiced and reimbursement promptly obtained.

VIII. SERVICES FOR DEPARTMENTS AND AGENCIES OUTSIDE THE DEPARTMENT OF DEFENSE

When authorized by regulations issued by the Secretary of Defense, printing services may be provided for departments and agencies outside the Department of Defense, subject to reimbursement.

IX. REPORTS

A. A report on the condition and operations of the Defense Printing Service - Washington shall be made annually by the Secretary of the Navy to the Secretary of Defense.

B. A copy of the normal periodic financial statements of the Defense Printing Service - Washington shall be submitted to the Comptroller of the Department of Defense.

Louis Johnson