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| DEPARTMENT OF DEFENSE TELEPHONE DIRECTORY CLASSIFIED SECTION CHANGE ORDER | | DATE (YYYYMMDD) |
| <i>SEE INSTRUCTIONS AND EXAMPLES ON REVERSE</i> | | |
| THRU: <i>(Office coordinator)</i> | TO: Defense Telephone Service - Washington Room 1A 263, The Pentagon Washington, D.C. 20310 | FROM: <i>(Office, Official making report, Telephone No.)</i> |
| <i>IF MORE SPACE IS REQUIRED, ATTACH A SECOND SHEET</i> | | ACTION |
| | | |

INSTRUCTIONS

Submit 2 copies of this form thru your office coordinator.

No more than five indentions may be used.

Under "Action" indicate action desired by placing appropriate letter in Action Column as follows:

Organizational listings must be broken down alphabetically.

- A - For line being added.
- C - For a change in present listing. (*Underscore any change.*)
- D - For a deletion of a line.

When inserting a new Division, Office, Branch, etc., indicate clearly the indention and proper placement of same.

Organizational title change, list both old and new title.

If there is a complete change in a Division, Office or Branch delete entirely- then type the new listing as it should appear.

EXAMPLES OF ENTRIES

IF MORE SPACE IS REQUIRED, ATTACH A SECOND SHEET

ACTION

Under: Headquarters Service - Washington
Defense Telephone Service

| | | |
|--|-------|---|
| Directory Branch, M. M. Jones, rm 1A263 _____ | 74228 | A |
| Service Order Branch, Robt Smith, rm 1A264 _____ | 55213 | C |
| Statistics Branch, Robt Smith, rm 1A263 _____ | 77777 | D |
| Traffic Branch, V. C. Brown, rm 1A264 _____ | 55214 | C |

Under: Personnel Division

| | | |
|---|-------|---|
| Personnel Management Branch, rm 1A000 _____ | 55555 | D |
| Office of the Personnel Manager, rm 1A000 _____ | 55555 | A |