

DEPARTMENT OF DEFENSE
TELEPHONE DIRECTORY CLASSIFIED SECTION CHANGE ORDER

DATE

SEE INSTRUCTIONS AND EXAMPLES ON REVERSE

THRU: *(Office coordinator)*

TO:
Defense Telephone Service - Washington
Room 1A 263, The Pentagon
Washington, D.C. 20310

FROM: *(Office, Official making report, Telephone No.)*

IF MORE SPACE IS REQUIRED, ATTACH A SECOND SHEET

ACTION

INSTRUCTIONS

Submit 2 copies of this form thru your office coordinator.

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

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

Organizational title change, list both old and new title.

No more than five indentions may be used.

Organizational listings must be broken down alphabetically.

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

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 <u>1A264</u>	55213	C
Statistics Branch, Robt Smith, rm 1A263	77777	D
Traffic Branch, V. C. Brown, rm 1A264	<u>55214</u>	C

Under: Personnel Division

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