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

DD Form 218-1, FEB 66

ELECTRONIC FORM EXCEPTION APPROVED BY WHS/DIOR, MAY 90

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