



NUMBER 1422.1
DATE January 17, 1972

Department of Defense Instruction ASD(C)

2

SUBJECT Hours of Duty

Reference: (a) Federal Property Management Regulations, Chapter 101,
Part 101-19, Management of Buildings and Grounds
(b) DoD Instruction 1422.1, "Hours of Duty," April 28,
1971 (hereby cancelled)

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I. PURPOSE AND REISSUANCE

A. This Instruction reissues reference (b) which is hereby superseded and cancelled. It incorporates the responsibilities outlined in reference (a).

B. The purpose of this Instruction is to establish responsibilities and procedures to be followed for the processing of requests in the establishment of, and change to hours of duty.

II. APPLICABILITY AND DEFINITION

A. The provisions of this Instruction apply to the Office of the Secretary of Defense and activities attached thereto for administrative support, the Military Departments and the Defense Agencies, hereinafter referred to collectively as DoD components. This Instruction applies only to organizational entities of the DoD components that are located in the National Capital Region (NCR).

B. The NCR is defined to include: the District of Columbia; Montgomery and Prince Georges counties in Maryland, Arlington, Fairfax, Loudoun and Prince William counties in Virginia; and the cities of Alexandria, Fairfax and Falls Church in Virginia.

III. SCOPE

A. Proposals for the establishment of hours of duty for new entities or for change to hours of duty of 50 or more persons are governed by the provisions of this Instruction. Proposals should also be submitted

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prior to the relocation of an organizational entity within the NCR that intends to continue the same hours of duty in order to preclude any adverse effects on activities at the new location.

B. Proposals need not be submitted:

(1) When the establishment or change affects less than 50 employees unless there is a plan to apply the hours of duty to additional employees, bringing the total to 50 or more, within a three month period.

(2) When the current or the proposed hours of duty do not begin or end within the periods 0700 to 0930, or 1530 to 1800.

(3) When the organizational entity concerned is located on a military installation and the personnel of the organizational entity are also quartered on the same installation.

IV. RESPONSIBILITIES AND PROCEDURES

A. Heads of DoD Components or Their Designees of Record will:

1. Conduct studies and develop information necessary to properly evaluate the need for establishment of or change to hours of duty. As a minimum, such studies should indicate the organizations and the number of people involved, a full explanation of the circumstances necessitating the change and the results expected to be achieved. Assistance, or the conduct of a study concerning a large number of people and necessary coordination, may be obtained from the General Services Administration. Such assistance should be requested through the ODASD (Administration), OASD (C).

2. Coordinate hours of duty proposals with the following:

a. Other DoD and Federal activities that would be affected by the change as a result of common utilization of buildings, parking spaces, cafeterias, and other service facilities.

b. Traffic control or police officials of the jurisdiction concerned including those on military installations as appropriate.

c. Transportation officials (Washington Metropolitan Area Transit Commission) responsible for the scheduling of public bus service.

- d. Personnel responsible for the DoD bus service.
- e. Employee organizations, as appropriate.

3. Forward coordinated proposals to the Deputy Assistant Secretary of Defense (Administration), OASD (C) at least 45 days in advance of the proposed effective date.

B. The Assistant Secretary of Defense (Comptroller) in addition to performing the activities outlined in subsection A., above, for the Office of the Secretary of Defense and activities attached thereto for administrative support will:

1. Review and evaluate coordinated proposals and, as appropriate, forward them to the General Services Administration for approval in accordance with reference (a).

2. Upon receipt of a response from the General Services Administration, return the proposal to the Head of the DoD component concerned for appropriate action.

V. EXISTING SCHEDULES

Schedules of hours of duty in effect on the date of this Instruction are hereby approved. Establishment of or change to hours of duty after the date of this Instruction will be processed as prescribed herein.

VI. EFFECTIVE DATE AND IMPLEMENTATION


This Instruction is effective upon publication. Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days.

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U. S. Army	
U. S. Navy	
U. S. Air Force	
U. S. Marine Corps	
U. S. Coast Guard	
U. S. Space Force	
U. S. Department of Defense	
U. S. Department of State	
U. S. Department of Justice	
U. S. Department of Health, Education & Welfare	
U. S. Department of Agriculture	
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U. S. Office of the Inspector General	
U. S. Office of the Secretary of Defense	
U. S. Office of the Secretary of Defense (Comptroller)	
U. S. Office of the Secretary of Defense (Administration)	
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R. E. Mott
Assistant Secretary of Defense
(Comptroller)

DTIC QUALITY INSPECTED

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
1422.1 - Ch I(REPRINT)	October 31, 1976	1400 series
ATTACHMENTS REPRINT of DoD Instruction 1422.1, 1/17/72		
INSTRUCTIONS FOR RECIPIENTS <u>REPRINT</u> The attached REPRINT of DoD Instruction 1422.1, "Hours of Duty," dated January 17, 1972, incorporates authorized changes to pages 1, 2, and 3 which are indicated by marginal asterisks. The REPRINTED Instruction should be substituted for copies of DoD Instruction 1422.1 previously distributed. <u>EFFECTIVE DATE</u> This Change is effective immediately. <div style="text-align: right;"> MAURICE W. ROCHE, Director Correspondence and Directives OASD(Comptroller)</div>		
WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT		

SD FORM 106-1
1 MAR 62

PREVIOUS EDITIONS ARE OBSOLETE



Department of Defense Instruction

ASD(C)

SUBJECT

Hours of Duty

- * References: (a) Federal Property Management Regulations, Chapter 101, *
* Part 101-20.113, "Scheduling Hours of Duty in *
* Metropolitan Washington" *
* (b) DoD Instruction 1422.1, subject as above, December 28, *
* 1970 (hereby cancelled) *

I. PURPOSE AND REISSUANCE

A. This Instruction reissues reference (b) which is hereby superseded and cancelled. It incorporates the responsibilities outlined in reference (a).

B. The purpose of this Instruction is to establish responsibilities and procedures to be followed for the processing of requests in the establishment of, and change to hours of duty.

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III. SCOPE

A. Proposals for the establishment of hours of duty for new entities or for change to hours of duty of 50 or more persons are governed by the provisions of this Instruction. Proposals should also be submitted

#First amendment (Ch 1(REPRINT), 10/31/76)

prior to the relocation of an organizational entity within the NCR that intends to continue the same hours of duty in order to preclude any adverse effects on activities at the new location.

B. Proposals need not be submitted:

(1) When the establishment or change affects less than 50 employees unless there is a plan to apply the hours of duty to additional employees, bringing the total to 50 or more, within a three month period.

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1. Conduct studies and develop information necessary to properly evaluate the need for establishment of or change to hours of duty. As a minimum, such studies should indicate the organizations and the number of people involved, a full explanation of the circumstances necessitating the change and the results expected to be achieved. Assistance, or the conduct of a study concerning a large number of people and necessary coordination, may be obtained from the General Services Administration. Such assistance should be requested through the ODASD (Administration), OASD (C).

2. Coordinate hours of duty proposals with the following:

a. Other DoD and Federal activities that would be affected by the change as a result of common utilization of buildings, parking spaces, cafeterias, and other service facilities.

b. Traffic control or police officials of the jurisdiction concerned including those on military installations as appropriate.

* ~~---e.---Transportation officials (Washington Metropolitan~~ *
* ~~Area Transit Commission) responsible for the scheduling of public~~ *
* ~~bus service.~~ *

#First amendment (Ch 1(REPRINT) 10/31/76

14.1.1
Jan 17, 1976

* c. Personnel responsible for the DoD bus service. *

d. Employee organizations, as appropriate.

3. Forward coordinated proposals to the Deputy Assistant Secretary of Defense (Administration), OASD (C) at least 45 days in advance of the proposed effective date.

B. The Assistant Secretary of Defense (Comptroller) in addition to performing the activities outlined in subsection A., above, for the Office of the Secretary of Defense and activities attached thereto for administrative support will:

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VI. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective upon publication. Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days.

R. E. Wolf

Assistant Secretary of Defense
(Comptroller)

#First Amendment (31 CFR 101-11.6), 10/31/76

SUPPLEMENTARY

INFORMATION

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 1422.1 (Reprint) Change 1	DATE August 24, 1994	DISTRIBUTION 1000 Series
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ATTACHMENTS
None
CORRATA AD-A270384

INSTRUCTIONS FOR RECIPIENTS

PEN CHANGE

The following pen changes to DoD Instruction 1422.1, "Hours of Duty," January 17, 1972 (Reprint, October 31, 1976), are authorized:

Page 1, header . Change "ASD(C)" TO "DA&M"

Page 2, paragraph IV.A.1., line 9. Change "ODASD(Administration), OASD(C)" to "Director of Administration and Management (DA&M), Office of the Secretary of Defense.

Page 3

Paragraph IV.A.3., lines 1 and 2. Change "Deputy Assistant Secretary of Defense (Administration), OASD(C)" to "DA&M"

Subsection IV.B., line 1. Change "Assistant Secretary of Defense (Comptroller) to Director of Administration and Management, Office of the Secretary of Defense"

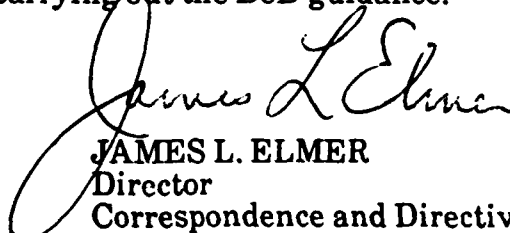
Section VI.

Heading . Delete "AND IMPLEMENTATION"

lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD Components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."

EFFECTIVE DATE

The above pen changes are effective immediately. Although the pen changes for section VI remove the requirement for DoD Components to issue implementing documents, the DoD Instruction is directly applicable to all elements with the Components and the Heads of the DoD Components are responsible for carrying out the DoD guidance.


JAMES L. ELMER
Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

DEPARTMENT OF DEFENSE

DIRECTIVES SYSTEM TRANSMITTAL

NUMBER See Pen Changes Below	DATE November 16, 1994	DISTRIBUTION 1000 series
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ATTACHMENTS	None
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ERRATA AD-A 270968

INSTRUCTIONS FOR RECIPIENTS

Pen changes to the following DoD Issuances are authorized:

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1000.15, September 22, 1978</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 120 days."	Change 2
<u>DoD Directive 1020.1, March 31, 1982</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1205.5, May 16, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1

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NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>	<u>Change Number</u>	
<u>DoD Instruction 1205.12, January 15, 1969</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&RA) within sixty (60) days."	Change 1	
<u>DoD Directive 1205.14, November 11, 1974 (Reprint)</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days."	Change 1	
<u>DoD Directive 1205.17, June 20, 1985</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days."	Change 1	
<u>DoD Directive 1215.13, June 30, 1979</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days for review and approval prior to issuance."	Change 2	
<u>DoD Directive 1215.14, February 4, 1975</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Subsection B. Delete in its entirety.	Change 3	
<u>DoD Directive 1304.23, February 15, 1984</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1	

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1312.2, October 4, 1989</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 2 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days."	Change 1
<u>DoD Directive 1320.5, July 26, 1978</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of each implementing document to the Assistant Secretary of Defense (MRA&L) within 120 days."	Change 2
<u>DoD Instruction 1322.20, March 14, 1991</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days."	Change 1
<u>DoD Directive 1325.6, September 12, 1969</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two (2) copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."	Change 3
<u>DoD Instruction 1330.7, April 26, 1974</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing instructions shall be forwarded to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 60 days."	Change 3
<u>DoD Directive 1338.5, August 13, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1344.3, February 1, 1978</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 60 days."	Change 1
<u>DoD Instruction 1400.10, December 5, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2
<u>DoD Instruction 1400.11, February 8, 1980</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2
<u>DoD Directive 1400.13, July 8, 1976</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing regulations shall be forwarded to the ASD(M&RA) within 60 days."	Change 1
<u>DoD Directive 1400.16, October 30, 1970</u> Section VIII. Heading. Delete "AND IMPLEMENTATION" Paragraph B. Delete in its entirety.	Change 2
<u>DoD Directive 1400.25, January 24, 1978</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the ASD(MRA&L) and one copy to the ASD(C) within 60 days."	Change 1
<u>DoD Instruction 1400.32, January 15, 1987</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days."	Change 1

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1400.34, December 15, 1988</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 5. Delete "The Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days of receipt of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."	Change 2
<u>DoD Directive 1402.1, January 21, 1982</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 3
<u>DoD Instruction 1412.3, December 8, 1971</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of each implementing document will be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."	Change 2
<u>DoD Instruction 1416.4, March 4, 1963</u> Section VIII. Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE" Subsection A. Delete in its entirety. Subsection B. Redesignate paragraph "B." as paragraph "A."	Change 2
<u>DoD Instruction 1416.8, December 5, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Instruction 1418.2, May 5, 1969</u> Section VII. Heading. Delete "IMPLEMENTATION AND" Lines 1 through 4. Delete "Two copies of implementing instructions and revisions thereto will be furnished to the to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 60 days."	Change 4

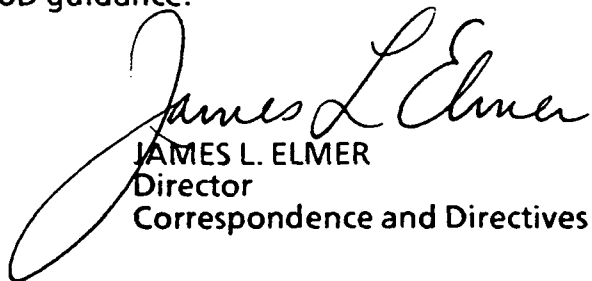
NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1422.1, October 31, 1967 (Reprint)</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."	Change 1
<u>DoD Instruction 1424.3, January 28, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.2, June 13, 1981</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.4, January 30, 1985</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1

EFFECTIVE DATE

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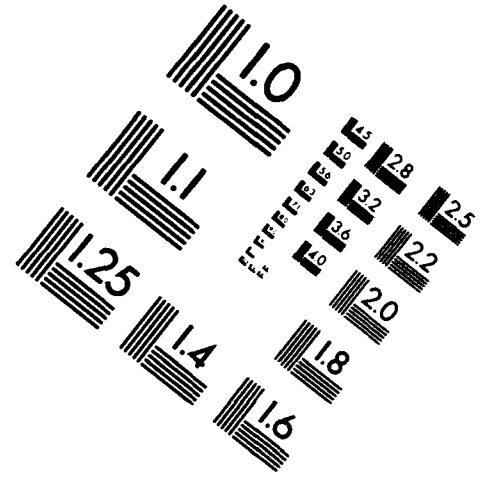
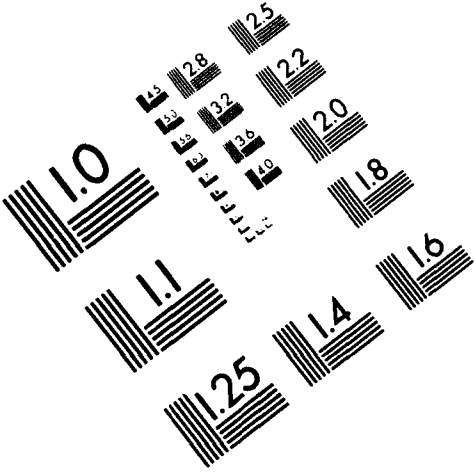

 JAMES L. ELMER
 Director
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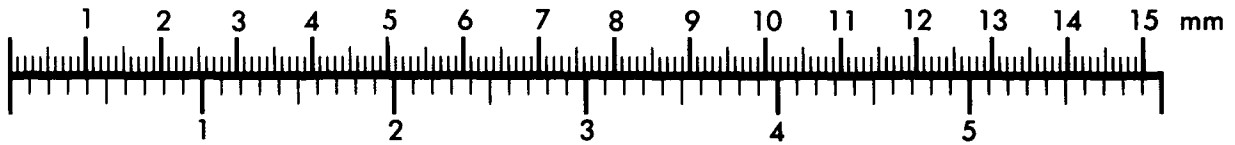
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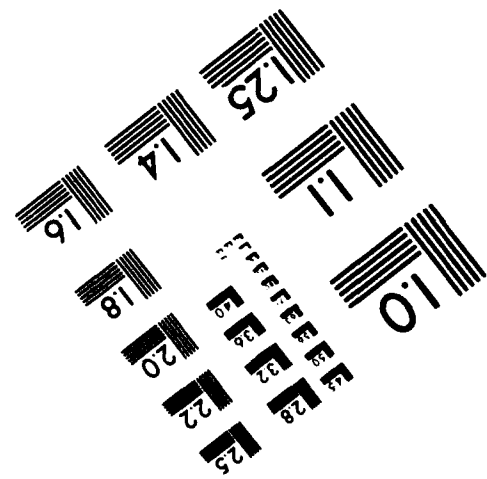
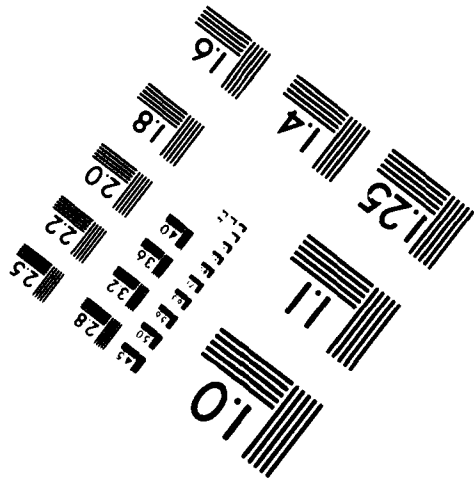
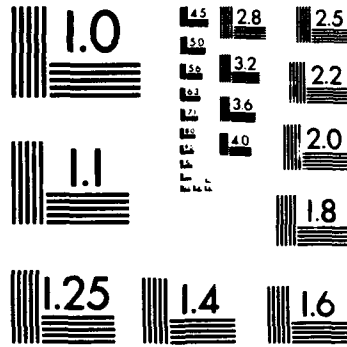
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SUPPLEMENTARY

INFORMATION

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
1422.1 (Reprint) Change 1	August 24, 1994	1000 Series

ATTACHMENTS

None

CORRATA AD-A270364

INSTRUCTIONS FOR RECIPIENTS

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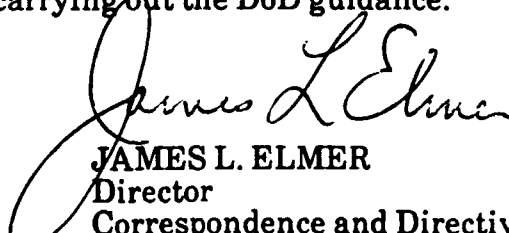
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Director
Correspondence and Directives

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DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER See Pen Changes Below	DATE November 16, 1994	DISTRIBUTION 1000 series
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ATTACHMENTS	None <i>CARATA AD-A 270984</i>
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INSTRUCTIONS FOR RECIPIENTS

Pen changes to the following DoD Issuances are authorized:

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1000.15, September 22, 1978</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 120 days."	Change 2
<u>DoD Directive 1020.1, March 31, 1982</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1205.5, May 16, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1

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NUMBER	DATE	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
See Below Pen Changes	November 16, 1994	
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>	<u>Change Number</u>	
<u>DoD Instruction 1205.12, January 15, 1969</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&RA) within sixty (60) days."	Change 1	
<u>DoD Directive 1205.14, November 11, 1974 (Reprint)</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days."	Change 1	
<u>DoD Directive 1205.17, June 20, 1985</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days."	Change 1	
<u>DoD Directive 1215.13, June 30, 1979</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days for review and approval prior to issuance."	Change 2	
<u>DoD Directive 1215.14, February 4, 1975</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Subsection B. Delete in its entirety.	Change 3	
<u>DoD Directive 1304.23, February 15, 1984</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1	

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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1312.2, October 4, 1989</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 2 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days."	Change 1
<u>DoD Directive 1320.5, July 26, 1978</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of each implementing document to the Assistant Secretary of Defense (MRA&L) within 120 days."	Change 2
<u>DoD Instruction 1322.20, March 14, 1991</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days."	Change 1
<u>DoD Directive 1325.6, September 12, 1969</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two (2) copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."	Change 3
<u>DoD Instruction 1330.7, April 26, 1974</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing instructions shall be forwarded to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 60 days."	Change 3
<u>DoD Directive 1338.5, August 13, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1344.3, February 1, 1978</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 60 days."	Change 1
<u>DoD Instruction 1400.10, December 5, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2
<u>DoD Instruction 1400.11, February 8, 1980</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2
<u>DoD Directive 1400.13, July 8, 1976</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing regulations shall be forwarded to the ASD(M&RA) within 60 days."	Change 1
<u>DoD Directive 1400.16, October 30, 1970</u> Section VIII. Heading. Delete "AND IMPLEMENTATION" Paragraph B. Delete in its entirety.	Change 2
<u>DoD Directive 1400.25, January 24, 1978</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the ASD(MRA&L) and one copy to the ASD(C) within 60 days."	Change 1
<u>DoD Instruction 1400.32, January 15, 1987</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days."	Change 1

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1400.34, December 15, 1988</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 5. Delete "The Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days of receipt of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."	Change 2
<u>DoD Directive 1402.1, January 21, 1982</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 3
<u>DoD Instruction 1412.3, December 8, 1971</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of each implementing document will be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."	Change 2
<u>DoD Instruction 1416.4, March 4, 1963</u> Section VIII. Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE" Subsection A. Delete in its entirety. Subsection B. Redesignate paragraph "B." as paragraph "A."	Change 2
<u>DoD Instruction 1416.8, December 5, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Instruction 1418.2, May 5, 1969</u> Section VII. Heading. Delete "IMPLEMENTATION AND" Lines 1 through 4. Delete "Two copies of implementing instructions and revisions thereto will be furnished to the to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 60 days."	Change 4

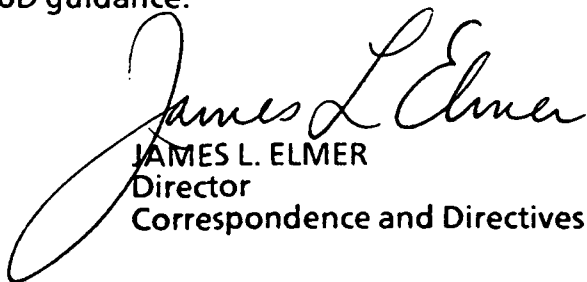
NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1422.1, October 31, 1967 (Reprint)</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."	Change 1
<u>DoD Instruction 1424.3, January 28, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.2, June 13, 1981</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.4, January 30, 1985</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1

EFFECTIVE DATE

The above pen changes are effective immediately. Although the pen changes remove the requirement for DoD Components to issue implementing documents, the DoD issuances are directly applicable to all elements with the Components and the Heads of the DoD Components are responsible for carrying out the DoD guidance.


 JAMES L. ELMER
 Director
 Correspondence and Directives

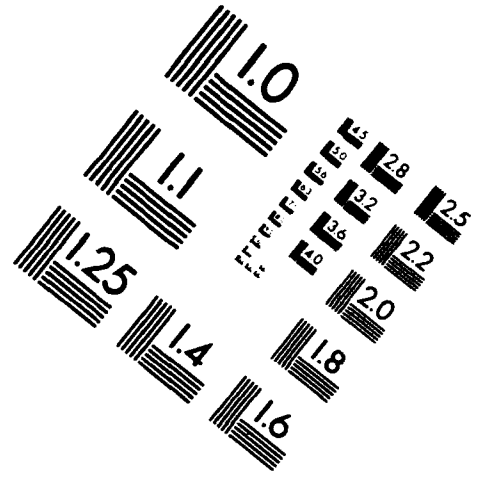
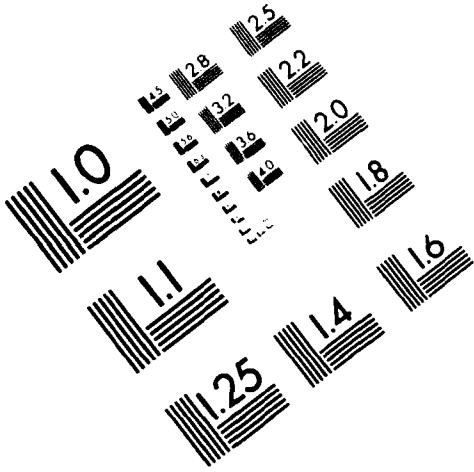


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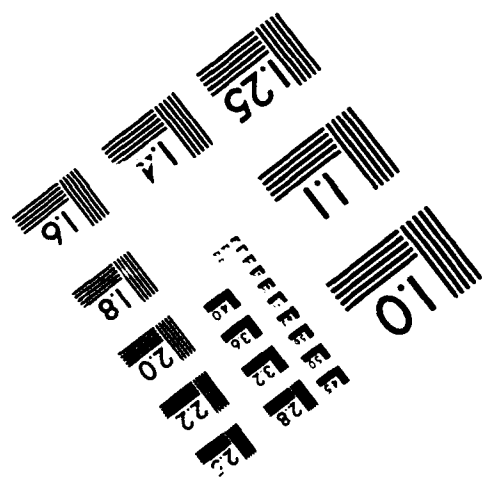
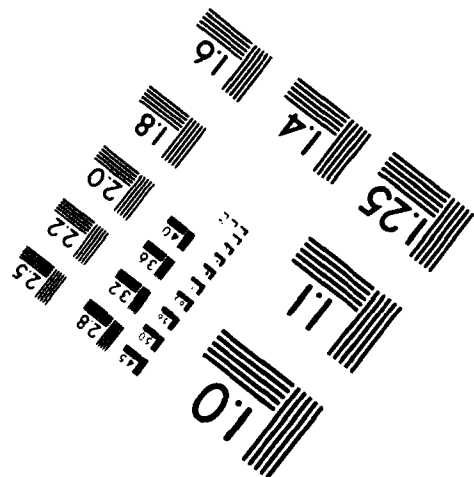
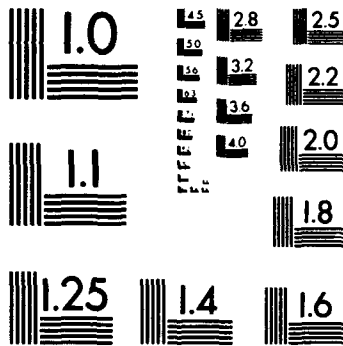
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INFORMATION

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER

1422.1 (Reprint) Change 1

DATE

August 24, 1994

DISTRIBUTION

1000 Series

ATTACHMENTS

None

CORRATA AD-A 270 384

INSTRUCTIONS FOR RECIPIENTS

PEN CHANGE

The following pen changes to DoD Instruction 1422.1, "Hours of Duty," January 17, 1972 (Reprint, October 31, 1976), are authorized:

Page 1, header. Change "ASD(C)" TO "DA&M"

Page 2, paragraph IV.A.1., line 9. Change "ODASD(Administration), OASD(C)" to "Director of Administration and Management (DA&M), Office of the Secretary of Defense.

Page 3

Paragraph IV.A.3., lines 1 and 2. Change "Deputy Assistant Secretary of Defense (Administration), OASD(C)" to "DA&M"

Subsection IV.B., line 1. Change "Assistant Secretary of Defense (Comptroller) to "Director of Administration and Management, Office of the Secretary of Defense"

Section VI.

Heading. Delete "AND IMPLEMENTATION"

lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD Components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."

EFFECTIVE DATE

The above pen changes are effective immediately. Although the pen changes for section VI remove the requirement for DoD Components to issue implementing documents, the DoD Instruction is directly applicable to all elements with the Components and the Heads of the DoD Components are responsible for carrying out the DoD guidance.

James L. Elmer
JAMES L. ELMER

Director

Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER See Pen Changes Below	DATE November 16, 1994	DISTRIBUTION 1000 series
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ATTACHMENTS

None

CARRATA AD-A 270964

INSTRUCTIONS FOR RECIPIENTS

Pen changes to the following DoD Issuances are authorized:

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1000.15, September 22, 1978</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 120 days."	Change 2
<u>DoD Directive 1020.1, March 31, 1982</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1205.5, May 16, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

NUMBER	DATE	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>	<u>Change Number</u>	
<u>DoD Instruction 1205.12, January 15, 1969</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&RA) within sixty (60) days."	Change 1	
<u>DoD Directive 1205.14, November 11, 1974 (Reprint)</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days."	Change 1	
<u>DoD Directive 1205.17, June 20, 1985</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days."	Change 1	
<u>DoD Directive 1215.13, June 30, 1979</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days for review and approval prior to issuance."	Change 2	
<u>DoD Directive 1215.14, February 4, 1975</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Subsection B. Delete in its entirety.	Change 3	
<u>DoD Directive 1304.23, February 15, 1984</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1	

NUMBER	DATE	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
See Below Pen Changes	November 16, 1994	
INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>		<u>Change Number</u>
<u>DoD Directive 1312.2, October 4, 1989</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 2 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days."		Change 1
<u>DoD Directive 1320.5, July 26, 1978</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of each implementing document to the Assistant Secretary of Defense (MRA&L) within 120 days."		Change 2
<u>DoD Instruction 1322.20, March 14, 1991</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days."		Change 1
<u>DoD Directive 1325.6, September 12, 1969</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two (2) copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."		Change 3
<u>DoD Instruction 1330.7, April 26, 1974</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing instructions shall be forwarded to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 60 days."		Change 3
<u>DoD Directive 1338.5, August 13, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."		Change 2

NUMBER	DATE	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)		
<u>DoD Issuance Number and Date</u>	<u>Change Number</u>	
<u>DoD Directive 1344.3, February 1, 1978</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 60 days."	Change 1	
<u>DoD Instruction 1400.10, December 5, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2	
<u>DoD Instruction 1400.11, February 8, 1980</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2	
<u>DoD Directive 1400.13, July 8, 1976</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing regulations shall be forwarded to the ASD(M&RA) within 60 days."	Change 1	
<u>DoD Directive 1400.16, October 30, 1970</u> Section VIII. Heading. Delete "AND IMPLEMENTATION" Paragraph B. Delete in its entirety.	Change 2	
<u>DoD Directive 1400.25, January 24, 1978</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the ASD(MRA&L) and one copy to the ASD(C) within 60 days."	Change 1	
<u>DoD Instruction 1400.32, January 15, 1987</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days."	Change 1	

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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<p><u>DoD Directive 1400.34, December 15, 1988</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 5. Delete "The Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days of receipt of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."</p>	Change 2
<p><u>DoD Directive 1402.1, January 21, 1982</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."</p>	Change 3
<p><u>DoD Instruction 1412.3, December 8, 1971</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of each implementing document will be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."</p>	Change 2
<p><u>DoD Instruction 1416.4, March 4, 1963</u> Section VIII. Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE" Subsection A. Delete in its entirety. Subsection B. Redesignate paragraph "B." as paragraph "A."</p>	Change 2
<p><u>DoD Instruction 1416.8, December 5, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."</p>	Change 1
<p><u>DoD Instruction 1418.2, May 5, 1969</u> Section VII. Heading. Delete "IMPLEMENTATION AND" Lines 1 through 4. Delete "Two copies of implementing instructions and revisions thereto will be furnished to the to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 60 days."</p>	Change 4

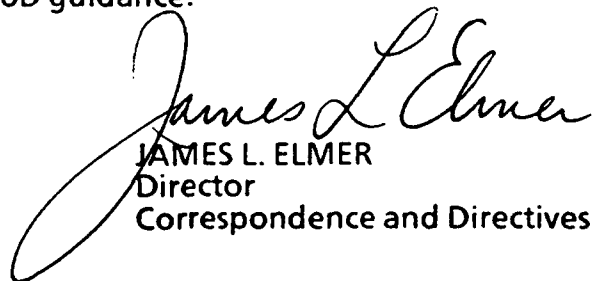
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1422.1, October 31, 1967 (Reprint)</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."	Change 1
<u>DoD Instruction 1424.3, January 28, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.2, June 13, 1981</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.4, January 30, 1985</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1

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The above pen changes are effective immediately. Although the pen changes remove the requirement for DoD Components to issue implementing documents, the DoD issuances are directly applicable to all elements with the Components and the Heads of the DoD Components are responsible for carrying out the DoD guidance.


 JAMES L. ELMER
 Director
 Correspondence and Directives

SUPPLEMENTARY

INFORMATION

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 1422.1 (Correction)	DATE January 9, 1995	DISTRIBUTION 1000 series
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ATTACHMENTS
None

ERRATA AD-A 210304

INSTRUCTIONS FOR RECIPIENTS


CORRECTION

The SD Form 106-1C, "Department of Defense Directives System Transmittal," dated November 16, 1994, contained an incorrect date and change number for DoD Instruction 1422.1. The changes should read as follows:

Change "October 31, 1967" to read "October 31, 1976"
Change "Change 1" to read "Change 2"

EFFECTIVE DATE

The above correction is effective immediately.


BEVERLY WHITEHEAD
Director
Correspondence and Directives

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INFORMATION

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER

1422.1 (Correction)

DATE

January 9, 1995

DISTRIBUTION

1000 series

ATTACHMENTS

None

ERRATA AD-A 270304

INSTRUCTIONS FOR RECIPIENTS


CORRECTION

The SD Form 106-1C, "Department of Defense Directives System Transmittal," dated November 16, 1994, contained an incorrect date and change number for DoD Instruction 1422.1. The changes should read as follows:

Change "October 31, 1967" to read "October 31, 1976"
Change "Change 1" to read "Change 2"

EFFECTIVE DATE

The above correction is effective immediately.


BEVERLY WHITEHEAD
Director
Correspondence and Directives

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SUPPLEMENTARY

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DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER

1422.1 (Correction)

DATE

January 9, 1995

DISTRIBUTION

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ATTACHMENTS

None

ERRATA AD-A 270304

INSTRUCTIONS FOR RECIPIENTS


CORRECTION

The SD Form 106-1C, "Department of Defense Directives System Transmittal," dated November 16, 1994, contained an incorrect date and change number for DoD Instruction 1422.1. The changes should read as follows:

Change "October 31, 1967" to read "October 31, 1976"
Change "Change 1" to read "Change 2"

EFFECTIVE DATE

The above correction is effective immediately.


BEVERLY WHITEHEAD
Director
Correspondence and Directives

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