Department of Defense Instruction

SUBJECT

Hours of Duty

(b) DoD Instruction 1422.1, "Hours of Duty," April 28, 1971 (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A. This Instruction reissues reference (b) which is hereby superseded and cancelled.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.

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
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.
REPRINT of DoD Instruction 1422.1, 1/17/72

INSTRUCTIONS FOR RECipients

REPRINT

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.

EFFECTIVE DATE

This Change is effective immediately.

MAURICE W. ROCHE
Director
Correspondence and Directives
OASD(Comptroller)
Department of Defense Instruction

Hours of Duty

SUBJECT


(b) DOD Instruction 1422.1, subject as cited, December 20, 1972 (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.

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
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.

* = Transportation officials (Washington Metropolitan Area Transit Commission) responsible for the scheduling of public service

#First amendment (Ch 1/REPRINT) 10/31/76
c. Personnel responsible for the DoD bus service.

2. 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.

Assistant Secretary of Defense
(Comptroller)
SUPPLEMENTARY INFORMATION
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
Pen changes to the following DoD Issuances are authorized:

**DoD Instruction 1000.15, September 22, 1978**
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."

**DoD Directive 1020.1, March 31, 1982**
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."

**DoD Directive 1205.5, May 16, 1980**
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."
INSTRUCTIONS FOR RECIPIENTS (continued)

DoD Issuance Number and Date

DoD Instruction 1205.12, January 15, 1969
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 Number

DoD Directive 1205.14, November 11, 1974 (Reprint)
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."

DoD Directive 1205.17, June 20, 1985
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 Number

DoD Directive 1215.13, June 30, 1979
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 Number

DoD Directive 1215.14, February 4, 1975
Section IV.
  Heading. Delete "AND IMPLEMENTATION"
  Subsection B. Delete in its entirety.

Change Number

DoD Directive 1304.23, February 15, 1984
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 Number
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<td>DoD Directive 1312.2, October 4, 1989</td>
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DoD Directive 1344.3, February 1, 1978
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."

DoD Instruction 1400.10, December 5, 1980
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."

DoD Directive 1400.11, February 8, 1980
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."

DoD Directive 1400.13, July 8, 1976
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."

DoD Directive 1400.16, October 30, 1970
Section VIII.
Heading. Delete "AND IMPLEMENTATION"
Paragraph B. Delete in its entirety.

DoD Directive 1400.25, January 24, 1978
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."

DoD Instruction 1400.32, January 15, 1987
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."
DoD Issuance Number and Date

DoD Directive 1400.34, December 15, 1988
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."

DoD Directive 1402.1, January 21, 1982
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."

DoD Instruction 1412.3, December 8, 1971
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."

DoD Instruction 1416.4, March 4, 1963
Section VIII.
  Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE"
  Subsection A. Delete in its entirety.
  Subsection B. Redesignate paragraph "B." as paragraph "A."

DoD Instruction 1416.8, December 5, 1980
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."

DoD Instruction 1418.2, May 5, 1969
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."
### DoD Issuance Number and Date

**DoD Instruction 1422.1, October 31, 1967 (Reprint)**
- 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."

**DoD Instruction 1424.3, January 28, 1980**
- 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."

- 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."

**DoD Directive 1430.4, January 30, 1985**
- 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."

### 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.

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JAMES L. ELMER
Director
Correspondence and Directives
MANUFACTURED TO AIIM STANDARDS
BY APPLIED IMAGE, INC.
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
Pen changes to the following DoD Issuances are authorized:

**DoD Issuance Number and Date** | **Change Number**
--- | ---
DoD Instruction 1000 15, September 22, 1978 | Change 2

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.”

DoD Directive 1020.1, March 31, 1982 | Change 1

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.”

DoD Directive 1205.5, May 16, 1980 | Change 1

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.”
**INSTRUCTIONS FOR RECIPIENTS (continued)**

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<tr>
<td><strong>DoD Instruction 1205.12, January 15, 1969</strong></td>
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<tr>
<td>Heading. Delete &quot;AND IMPLEMENTATION&quot;</td>
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<tr>
<td>Lines 1 through 4. Delete &quot;Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&amp;RA) within sixty (60) days.&quot;</td>
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| **DoD Directive 1205.14, November 11, 1974 (Reprint)** | Change 1 |
| 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." | |

| **DoD Directive 1205.17, June 20, 1985** | Change 1 |
| 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." | |

| **DoD Directive 1215.13, June 30, 1979** | Change 2 |
| 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." | |

| **DoD Directive 1215.14, February 4, 1975** | Change 3 |
| Section IV. | |
| Heading. Delete "AND IMPLEMENTATION" | |
| Subsection B. Delete in its entirety. | |

| **DoD Directive 1304.23, February 15, 1984** | Change 1 |
| 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." | |
DoD Issuance Number and Date

DoD Directive 1312.2, October 4, 1989
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."

DoD Directive 1320.5, July 26, 1978
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."

DoD Instruction 1322.20, March 14, 1991
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."

DoD Directive 1325.6, September 12, 1969
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."

DoD Instruction 1330.7, April 26, 1974
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."

DoD Directive 1338.5, August 13, 1980
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."
### DoD Directive 1344.3, February 1, 1978

**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."

### DoD Instruction 1400.10, December 5, 1980

**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."

### DoD Instruction 1400.11, February 8, 1980

**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."

### DoD Directive 1400.13, July 8, 1976

**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."

### DoD Directive 1400.16, October 30, 1970

**Section VIII.**
- Heading: Delete "AND IMPLEMENTATION"
- Paragraph B. Delete in its entirety.

### DoD Directive 1400.25, January 24, 1978

**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."

### DoD Instruction 1400.32, January 15, 1987

**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."
INSTRUCTIONS FOR RECIPIENTS (continued)

DoD Issuance Number and Date

DoD Directive 1400.34, December 15, 1988
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."

DoD Directive 1402.1, January 21, 1982
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."

DoD Instruction 1412.3, December 8, 1971
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."

DoD Instruction 1416.4, March 4, 1963
Section VIII.
Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE
Subsection A. Delete in its entirety.
Subsection B. Redesignate paragraph "B." as paragraph "A."

DoD Instruction 1416.8, December 5, 1980
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."

DoD Instruction 1418.2, May 5, 1969
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."
DoD Issuance Number and Date

DoD Instruction 1422.1, October 31, 1967 (Reprint)

Section VI.

Heading. Delete “AND IMPLEMENTATION”
Lines 1 through 4. Delete “Two copies of implementing
rules issued by the DoD components will be forwarded
to the Assistant Secretary of Defense (Comptroller) within 90 days.”

DoD Instruction 1424.3, January 28, 1980

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.”


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.”

DoD Directive 1430.4, January 30, 1985

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.”

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
SUPPLEMENTARY INFORMATION
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
### Pen changes to the following DoD Issuances are authorized:

<table>
<thead>
<tr>
<th>DoD Issuance Number and Date</th>
<th>Change Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoD Instruction 1000.15, September 22, 1978</td>
<td>Change 2</td>
</tr>
<tr>
<td><strong>Section H.</strong></td>
<td></td>
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<tr>
<td>Heading. Delete &quot;AND IMPLEMENTATION&quot;</td>
<td></td>
</tr>
<tr>
<td>Lines 1 through 3. Delete &quot;Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 120 days.&quot;</td>
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<tr>
<td>DoD Directive 1020.1, March 31, 1982</td>
<td>Change 1</td>
</tr>
<tr>
<td><strong>Section H.</strong></td>
<td></td>
</tr>
<tr>
<td>Heading. Delete &quot;AND IMPLEMENTATION&quot;</td>
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<td>Lines 1 through 3. Delete &quot;Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.&quot;</td>
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<tr>
<td>DoD Directive 1205.5, May 16, 1980</td>
<td>Change 1</td>
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<tr>
<td><strong>Section F.</strong></td>
<td></td>
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<tr>
<td>Heading. Delete &quot;AND IMPLEMENTATION&quot;</td>
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<tr>
<td>DoD Instruction 1205.12, January 15, 1969</td>
<td>Change 1</td>
</tr>
<tr>
<td>Section VI.</td>
<td></td>
</tr>
<tr>
<td>Heading. Delete &quot;AND IMPLEMENTATION&quot;</td>
<td></td>
</tr>
<tr>
<td>Lines 1 through 4. Delete &quot;Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&amp;RA) within sixty (60) days.&quot;</td>
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**DoD Issuance Number and Date** | **Change Number**
---|---
**DoD Directive 1312.2, October 4, 1989**<br>Section G.<br>Heading. Delete “AND IMPLEMENTATION”<br>Lines 2 through 4. Delete “Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days.”<br><br>**DoD Directive 1320.5, July 26, 1978**<br>Section F.<br>Heading. Delete “AND IMPLEMENTATION”<br>Lines 1 through 3. Delete “Forward one copy of each implementing document to the Assistant Secretary of Defense (MRA&L) within 120 days.”<br><br>**DoD Instruction 1322.20, March 14, 1991**<br>Section H.<br>Heading. Delete “AND IMPLEMENTATION”<br>Lines 1 through 3. Delete “Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.”

**DoD Directive 1325.6, September 12, 1969**<br>Section IV.<br>Heading. Delete “AND IMPLEMENTATION”<br>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.”

**DoD Instruction 1330.7, April 26, 1974**<br>Section V.<br>Heading. Delete “AND IMPLEMENTATION”<br>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.”

**DoD Directive 1338.5, August 13, 1980**<br>Section F.<br>Heading. Delete “AND IMPLEMENTATION”<br>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.”
DoD Issuance Number and Date | Change Number
--- | ---
DoD Directive 1344.3, February 1, 1978 | Change 1
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."

DoD Instruction 1400.10, December 5, 1980 | Change 2
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."

DoD Directive 1344.3, February 1, 1978 | Change 1
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."

DoD Instruction 1400.10, December 5, 1980 | Change 2
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."

DoD Directive 1400.13, July 8, 1976 | Change 1
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."

DoD Directive 1400.16, October 30, 1970 | Change 2
Section VIII.
   Heading. Delete "AND IMPLEMENTATION"
   Paragraph B. Delete in its entirety.

DoD Directive 1400.25, January 24, 1978 | Change 1
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."

DoD Instruction 1400.32, January 15, 1987 | Change 1
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."
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<th>DoD Issuance Number and Date</th>
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<td>DoD Directive 1400.34, December 15, 1988</td>
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<tr>
<td>Section F.</td>
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<td>Heading. Delete “AND IMPLEMENTATION”</td>
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<tr>
<td>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.””</td>
<td></td>
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<tr>
<td>DoD Directive 1402.1, January 21, 1982</td>
<td>Change 3</td>
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<td>Section VIII.</td>
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<td>Heading. Change “IMPLEMENTATION” to “EFFECTIVE DATE”</td>
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<td>Subsection A. Delete in its entirety.</td>
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<td>Subsection B. Redesignate paragraph “B.” as paragraph “A.”</td>
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DoD Issuance Number and Date | Change Number
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DoD Instruction 1422.1, October 31, 1967 (Reprint) | Change 1
   Section VI.
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DoD Instruction 1424.3, January 28, 1980 | Change 1
   Section E.
     Heading. Delete "AND IMPLEMENTATION"
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     Reserve Affairs, and Logistics) within 120 days."

DoD Directive 1430.2, June 13, 1981 | Change 1
   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."

DoD Directive 1430.4, January 30, 1985 | Change 1
   Section E.
     Heading. Delete "AND IMPLEMENTATION"
     Lines 1 through 3. Delete "Forward two copies of implementing
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**EFFECTIVE DATE**

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are responsible for carrying out the DoD guidance.

[Signature]

JAMES L. ELMER
Director
Correspondence and Directives
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
SUPPLEMENTARY INFORMATION
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
SUPPLEMENTARY

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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:

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EFFECTIVE DATE

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BEVERLY WHITEHEAD
Director
Correspondence and Directives