

## CHAPTER 17

# SERVICING THE RECORDS AND ABBREVIATIONS

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SERVICING THE  
RECORDS & ABBREVIATIONS

## CHAPTER 17

# SERVICING THE RECORDS AND ABBREVIATIONS

### PART A: SERVICING THE RECORDS

#### 17000 GENERAL

1. This chapter contains the following aids for utilization by all personnel assigned duties involving Personnel Administration:

a. Checkoff list to point out required administrative action resulting from personnel procedures (par. 17001).

b. Administrative audit of records (par. 17002).

c. A list of current personnel forms most frequently utilized in the maintenance of personnel records (par. 17004).

◆ d. Abbreviations used in record keeping, personnel accounting, transfer orders, correspondence, and messages (pars. 17050 through 17052).

#### 17001 PERSONNEL PROCEDURES CHECKOFF LIST

1. General. This paragraph contains an alphabetical listing of personnel procedures for discharge, promotion, transfer, etc., those related administrative actions which must be taken, if appropriate, and references to applicable instructions. Use of this checkoff list should facilitate the location of appropriate reference material and serve as an aid for precluding the omission of required administrative actions. It should be noted that all of the administrative actions listed may not be necessary in each case, e.g., the action required by Item 8a(2) under "Enlistment" (parent(s) consent) is required only if the applicant is a minor.

#### 2. Appointment

a. Individual execute Armed Forces Security Questionnaire (DD Form 98): 15061

b. Service record book entries (if accepting temporary appointment from enlisted status): 15106; 15119

c. Submit fitness report (if accepting temporary appointment from enlisted status): 15068

d. Assemble officer's qualification record: 15150

e. Prepare fingerprint record: 15052

f. Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy).

g. Pay information: (paragraphs 044205, Navy Comptroller Manual); 16111

h. Prepare record of home address upon entry into active service: 15062.

i. Prepare official photograph: 15053

j. Prepare identification card: 15064

k. Prepare Geneva Conventions identification card: 15065

l. Prepare identification tags: 15066

m. Accounting entries: 16028; 16077.14; 16081.8 (USMCR-(O)-16228; 16280.7)

#### 3. Classification

a. Officer's qualification record or service record book entries: 15112.

b. Accounting entries: 16082.42; 16082.52; 16082.57; 16082.66; 16082.67; 16082.68; 16082.69; 16082.70 (USMCR-(O)-16281.5; 16281.25)

4. Death

a. Service record book entries: 15106; 15119

b. Officer's qualification record entries: 15150; 15155; 15119

c. Notification to next of kin, inventory of effects, reports etc: chapter 12

d. Pay information: (paragraphs 044204-10, 044305 and 044306, Navy Comptroller Manual)

e. Accounting entries: 16077.5; 16081.6 (USMCR-(O)-16280.5)

f. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

g. Preparation of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

5. Desertion see unauthorized absence (subpar. 23-28)

6. Discharge

a. Service record book entries: 15106; 15111; 15115; 15119

b. Officer's qualification record entries: 15150; 15155; 15119; 15157; 15159; 15164; 15165

c. Pay information: (paragraphs 044202, 044203 and 044204, Navy Comptroller Manual)

d. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

e. Prepare discharge certificate:

(1) Enlisted: 15074

(2) Officer: 13201

f. Prepare certificate of service: 15075

g. Submit fitness report: 15068

h. Prepare Reserve Retirement Credit Report: 15076

i. Accounting entries: 16081.2 (USMCR-(O)-16280.2)

j. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

k. Execute Security Termination Statement: 15082

l. Upon discharge and immediate reenlistment, all required entries will be transferred to the new service record book prior to forwarding the old service record book to the Commandant of the Marine Corps.

m. Disposition of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

n. Submit a Change of Address Card to Veterans' Administration: 10008.1

o. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

7. Dismissal (Officer)

a. Officer's qualification record entries: 15150; 15155; 15119

b. Pay information: (paragraph 044202, Navy Comptroller Manual)

c. Accounting entries: 16081.2 (USMCR-(O)-16280.2)

d. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

e. Execute Security Termination Statement: 15082

f. Submit a Change of Address Card to Veterans' Administration: 10008.1

g. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

8. Enlistment

a. Preenlistment requirements:

(1) Verify date of birth: 15056; 15057 (paragraph 2052, Recruiting Service Manual)

(2) Obtain parent or guardian's consent: 15058

(3) Execute certificate of proof of citizenship: 15059

(4) Request waiver of physical disqualifications: 15063

(5) Execute recruiting officer's questionnaire: 15060

(6) Police record check: (paragraph 2057, Recruiting Service Manual); 15052

(7) Individual execute Armed Forces Security Questionnaire (DD Form 98); 15061

(8) Prepare statement of understanding of military obligation: 15077

(9) Prepare statement of understanding upon enlistment in USMCR and assignment to the "Six Months Training Program": 15078

◆ (10) Prepare Application for Enlistment and Individual Data Card: 15089

◆ (11) Prepare Enlistment Contract and Record (NAVMC 118(2)-PD (Rev 9-59)) 15105 *Armed Forces of the United States (DD Form 4)*

b. Upon enlistment:

(1) Prepare appropriate documents and pages: 15100.2a

(2) Prepare fingerprint record: 15052

(3) Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy)

(4) Prepare record of home address upon entry into active service: 15062

(5) Accounting entries: 16028; 16054.11, 16077.14 (USMCR-(O)-16228)

c. Completion of enlistment records:

(1) Prepare official photograph: 15053

(2) Prepare identification card: 15064

(3) Prepare Geneva Conventions identification card: 15065

(4) Prepare identification tags: 15066

(5) Pay information: (paragraph 044210, Navy Comptroller Manual); 16111 (Items 1-6) *M. 1, Army Pay + Allowances*

#### 9. Extension of Enlistment *Enlistment*

a. Prepare extension of enlistment form: 15069

b. Prepare identification card: 15064

c. Pay information: (paragraphs 044071, 044077 and 044174, Navy Comptroller Manual)

d. Service record book entries: 15106; 15069

e. Accounting entries: 16054.11; 16082.15; 16082.20 (USMCR-(O)-16254.10; 16281.11)

#### 10. Induction

a. Upon induction:

(1) Individual execute Armed Forces Security Questionnaire (DD Form 98): 15061

(2) Prepare pages and documents: 15100.2a

(3) Prepare fingerprint record: 15052

(4) Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy)

(5) Accounting entries: 16028; 16054.11; 16077.9

b. If the individual enlists in the Regular Marine Corps (USMC-SSV):

(1) Execute recruiting officer questionnaire: 15060

(2) Prepare enlistment contract: 15105

c. Completion of induction records:

(1) Prepare official photograph: 15053

(2) Prepare identification card:  
15064

(3) Prepare Geneva Conventions  
identification card: 15065

(4) Prepare identification tags:  
15066

(5) Pay information: (paragraph  
044210, Navy Comptroller Manual);  
16111 (Items 1-6)

11. Joining

a. Service record book entries:  
15106

b. Officer's qualification record  
entries: 15155

c. Accounting entries: 16028;  
16077; (USMCR-(O)-16228; 16277)

d. Action on Request for Investiga-  
tion for Personnel Security Clearance  
(if request has been initiated): 15164.5

e. Verify accuracy of NAVMC  
10526-PD: 15118

f. Pay information: 16111 (Item  
7)

12. Leave

a. Service record book or offi-  
cer's qualification record entries:  
15119

b. Pay information: (paragraph  
044242, Navy Comptroller Manual);  
16111 (Items 24 and 25)

c. Accounting entries: 16090

13. Promotion

a. Service record book entries:  
15108

b. Officer's qualification record  
entries: 15154.2g

c. Prepare officer or staff non-  
commissioned officer identification  
card: 15064

d. Prepare officer photograph:  
15053

e. Prepare Geneva Conventions  
identification card: 15065

f. Pay information: (paragraphs  
044206, 044208, 044209 and 044211;  
Navy Comptroller Manual); 16082.53

g. Prepare promotion certificate:  
15067

h. Accounting entries: 16082.53  
(USMCR-(O)-16281.3)

14. Reclassification. See classification

15. Reduction

a. Service record book entries:  
15106.4; 15108; 15115; 15116; 15117

b. Prepare identification card:  
15064

c. Prepare Geneva Conventions  
identification card: 15065

d. Pay information: (paragraph  
044203-6, Navy Comptroller Manual);  
16082.53

e. Accounting entries: 16082.53  
(USMCR-(O)-16281.3)

16. Reenlistment

a. Individual execute Armed Forces  
Security Questionnaire (DD Form 98)  
if not previously executed on prior  
enlistment or had a break in service of  
over 90 days: 15061

b. Prepare notification of home ad-  
dress (DD Form 53): 15062.2a

c. Request waiver of physical dis-  
qualification, if applicable: 15063

d. Prepare identification card:  
15064

e. Prepare Geneva Conventions  
Identification Card, when required:  
15065

f. Recruiting stations prepare appropriate documents and pages as directed in subparagraph 15100.2a. Organizations effecting immediate reenlistments, assemble the service record book as directed in 15100.2a, transcribing certain information from the old service record book. The following is designed as a checkoff list to assist in accomplishing this.

(1) Cover: 15103.2

(2) Page 1, Miscellaneous information and index

Construct in accordance with:

(a) General instructions: 15104.2c

(b) Detailed instructions: 15104.3

(3) Page 2, Enlistment Contract - *Armed*  
and Record: 15105; 15105.1b  
*Forces of the United States*

(a) Reenlistment bonus: 15105.1aa

(4) Page 3, Record of service (No entries transcribed upon reenlistment.)

(5) Page 4 (Not used.)

(6) Page 5, Section 1, Promotions and reductions: 15108.2

Section 2, Record of examination for promotion: 15109.7

Section 3, Additional information as to promotion status: 15110.2d

(7) Page 6, Time lost; Allotments; Weapons firing record

Section 1, Time lost (No entry upon reenlistment.)

Section 2, Allotments: 15111.4c

Section 3, Weapons firing record: 15111.5c

(8) Page 7 (Not used.)

(9) Page 8, Military and Civilian Occupational Specialties and Education: 15112.2a

(10) Page 8 (AV), Flight Qualification record: 15113.3

(11) Page 9, Combat history - Expeditions - Awards record: 15114.6

(12) Page 10 (Not used.)

(13) Page 11, Administrative remarks

(a) Informal board entries, if applicable: 15115.3c

(b) Code of conduct entry: 15115.3n

(c) Other entries which form a permanent part of the individual's record or which will be of use to future commanders should be transcribed.

(14) Page 12, Offenses and punishments

(a) Good Conduct Medal period: 15116.3a or b; 15116.3d

(15) Page 13, Record of conviction by court-martial (Prepare when required.)

(16) Page 14 (Not used.)

(17) Page 15, NAVMC 10526-PD, Record of Emergency Data: 15118

(18) Page 16, Leave record: 15119.6b; 15119.9b

(19) Page 17, Sea and air travel (No entries transcribed upon reenlistment.)

(20) Pages 18 and 19 (Not used.)

(21) Page 20 (Not used.)

(22) Page 21, Dependents' travel record: 15122

g. Accounting entries: 16028; 16054.11; 16077.8; 16077.9; 16082.15; 16082.20; 16082.56; (USMCR-(O)-16228; 16254.10; 16277; 16281.7; 16281.11)

h. Prepare health record: (chapter 16, Manual of the Medical Department, U. S. Navy)

i. Pay information: (paragraphs 044071, 044077, 044174 and 044210, Navy Comptroller Manual); 16111 (Items 3-6)

j. Prepare official photograph: 15053

17. Release from Active Duty

a. Service record book entries: 15106; 15119; 15111; 15115

b. Officer's qualification record entries: 15113.6b; 15119; 15150; 15154.2j; 15155; 15157

c. Submit fitness report: 15068

d. Pay information: (paragraphs 044202 and 044203, Navy Comptroller Manual)

e. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

f. Prepare certificate of service: 15075

g. Prepare identification card: 15064

h. Prepare notice of obligated service: 15073

i. Accounting entries: 16081.5 (USMCR-(O)-16280.2)

j. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

k. Execute Security Termination Statement: 15082

l. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

m. Submit a Change of Address Card to Veterans' Administration: 10008.1

n. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

18. Resignation (Officer)

a. Officer's qualification record entries: 15150; 15154; 15155; 15119; 15157; 15159; 15165

b. Prepare Armed Forces of the United States Report of Transfer and Discharge: 15072

c. Prepare certificate of service: 15075

d. Discharge certificate: 13201

e. Pay information: (paragraph 044202-5, Navy Comptroller Manual)

f. Accounting entries: 16081.4 (USMCR-(O)-16280.4)

g. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

h. Execute Security Termination Statement: 15082

i. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

j. Submit a Change of Address Card to Veterans' Administration: 10008.1

k. Execute Dependents' Medical Care Statement: SecNavInst 6320 series

19. Retirement

a. Service record book entries: 15106; 15111; 15119; 15115

b. Officer's qualification record entries: 15150; 15154; 15155; 15119; 15157; 15159; 15160

c. Identification card: 15064

d. Submit fitness report: 15068

e. Pay information: (paragraphs 044202 and 044203, Navy Comptroller Manual)

f. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

**17002 ADMINISTRATIVE AUDIT OF RECORDS****1. Annual Audit of Individual Records**

a. The purpose of this requirement is to provide accurate and current source documents and related permanent records and to ensure accuracy of data entered into the Personnel Accounting System. This audit for personnel on active duty will be accomplished annually during the period 1 September to 30 November, commencing on the first working day of September. The records of Class II Organized Marine Corps reservists will be audited annually, this audit will be conducted concurrently with the annual screening of the Ready Reserve. For instructions regarding Class III reservists, see paragraph 17003. The annual audit will involve verification of accuracy, currency, and consistency of the following:

- (1) Service record book or officer's qualification record.
- (2) Individual record card.
- (3) Health record.
- (4) Pay record.
- (5) Other local records containing personnel information.

b. In auditing enlisted records, the enlistment contract or record of induction will be utilized as the source document for all items of information entered thereon. The remainder of the service record book will be brought into agreement therewith after which the service record book will be utilized as the basic document for auditing the individual record card, and standard identifying information such as name, grade, service number, component, etc., in the health record and pay record.

c. In auditing officer records, the NAVMC 763-PD, Officer Appointment Acceptance and Record, will be utilized as the source document for all items of information entered thereon. For officers commissioned prior to the

implementation of the above form, there will be no source document other than NAVMC 123(1)-PD.

d. Currency and accuracy of certain entries can only be determined through interview with the officer or enlisted man concerned. Interview will be conducted concurrently with audit of the individual's record. When, due to geographic location, personal interview is impracticable, audit will be conducted without interview.

e. All entries in service records and qualification records will be verified with particular emphasis being placed on the following items:

(1) Name, service number, grade, primary military occupational specialty, component, date of enlistment, prior service, number of dependents.

(2) Record of Emergency Data (NAVMC 10526-PD).

(3) Currency of conduct and proficiency marks.

(4) Check for extraneous or misfiled documents; make appropriate disposition.

(5) Expiration of obligated service and Reserve category and extended active duty date of reservists.

(6) Recording of special designation of duty limitations.

(7) Verify that the individual's social security number is correctly recorded.

(8) Verify that all standard pages and all documents listed have been inserted.

(9) Recompute expiration dates due to time lost.

f. When discrepancies in any of the above items are discovered, a thorough check will be made to determine the correct entry. When it can



be definitely determined that an item is erroneous, correction will be made and where appropriate, these changes will be reported in the unit diary. Under no circumstances will corrections or changes be made on the enlistment contract, record of induction, or officer's Appointment Acceptance and Record (NAVMC 763-PD) without authority from Headquarters Marine Corps, except as provided in subparagraph 15115.3k(2) and paragraph 13264. It is not essential to correct minor technical errors or omissions on enlistment contracts or officers acceptance forms which do not affect the validity of the document or accuracy of information reported in the personnel accounting system. Such minor errors should not be brought to the attention of Headquarters Marine Corps.

g. Corrections in service records and officer qualification records will be made in accordance with instructions contained in chapter 15. The provisions of this paragraph do not apply in cases where preparation of a new form is required; e.g., NAVMC 10526-PD, NAVMC 118(8)-PD, etc.

h. The conduct of the audit outlined herein is the direct responsibility of the commander. Auditing boards will be composed of not less than one officer and one enlisted. Upon completion of the audit, commanders will require a report from the board which will show:

(1) Total number of errors discovered, by type.

(2) A statement that entry, required by subparagraph i, below, has been made.

(3) A statement that corrective action, including diary entry when appropriate, has been taken.

i. Upon completion of audit a verification entry will be made on page 1 of the service record book or officer's qualification record. Entry will show date and signature of officer conducting the audit.

j. Audit of records of the following categories of personnel may be waived:

(1) Basic school students and personnel undergoing recruit training. Records of personnel who join a station for duty from recruit training during the auditing period will be audited by the joining command. Annual audit of records of persons who join from recruit training for duty under instruction or after the auditing period is not required until the next annual auditing period.

(2) Personnel returning from overseas during auditing period who have not been joined by a permanent duty station.

(3) Personnel due for discharge or separation from active duty within 30 days after end of auditing period.

(4) Personnel serving in combat theaters if, in the opinion of the commanding general, such an audit would interfere with combat effectiveness or is considered impractical.

(5) Personnel serving sentence of court-martial at the U.S. Naval Disciplinary Command, Portsmouth, New Hampshire, except, service records of personnel restored to duty will be audited and appropriate entry made on page 1 (NAVMC 118(1)-PD) prior to transfer.

k. Records of individuals transferred during the auditing period will be audited by the transferring command.

### 17003 CLASS III RESERVISTS AUDIT REQUIREMENTS

1. For members of Class III, Standby Reserve, the Reserve Personnel Audit (NAVMC 10205-DR) will suffice for annual audit purposes.

2. For members of Class III, Ready Reserve, not on active duty, the screening questionnaire, enclosure to current Marine Corps Order on Screening the Ready Reserve, will suffice for annual audit purposes in lieu of NAVMC 10205-DR.

g. Accounting entries: 16081.3 (USMCR-(O)-16280.3)

h. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

i. Execute Security Termination Statement: 15082

j. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

k. Submit a Change of Address Card to Veterans' Administration: 10008.1

20. Reverts to Enlisted Status from Commissioned or Warrant Grade

a. Officer's qualification record entries: 15150; 15154.2g; 15155; 15119; 15157

b. Service record book entries: 15106; 15108; 15119

c. Prepare identification card: 15064

d. Prepare Geneva Conventions identification card: 15065

e. Pay information: (paragraphs 044202 and 044210, Navy Comptroller Manual)

f. Submit fitness report: 15068

g. Accounting entries: 16028; 16077.8; 16081.8 (USMCR-(O)-16228; 16277; 16280.7)

21. Transfer

a. Service record book entries: 15106; 15110; 15113.6b

b. Officer's qualification record entries: 15113.6b; 15150; 15155

c. Forwarding of records: 15100.2e; 15150

d. Forwarding of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

e. Submit fitness report: 15068

f. Reserve Retirement Credit Report: 15076

g. Accounting entries: 16081.1 (USMCR-(O)-16280.1)

h. Pay information: 16108.1b; 16109.1b

i. Submit a Change of Address Card to Veterans' Administration: 10008.1

22. Transfer to the Fleet Marine Corps Reserve

a. Service record book entries: 15106; 15119; 15111; 15115; 15118

b. Identification card: 15064

c. Submit fitness report: 15068

d. Prepare health records: 13406 (chapter 16, Manual of the Medical Department, U. S. Navy)

e. Pay information: (paragraph 044203-3, Navy Comptroller Manual)

f. Accounting entries: 16081.3

g. Prepare Armed Forces of the United States Report of Transfer or Discharge: 15072

h. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

i. Execute Security Termination Statement: 15082

j. Submit a Change of Address Card to Veterans' Administration: 10008.1

23. Unauthorized Absence (In excess of 24 hours)

a. Service record book entries: 15116

b. Letter to next of kin, inventory of effects, etc.: 7050

c. Pay information: (paragraphs 044037-2c, 044251 and 044255, Navy Comptroller Manual); 16077.6; 16084

d. Accounting entries: 16077.6; 16084

24. Unauthorized Absence (In excess of 30 days or upon declaration of desertion)

a. Service record book entries: 15106; 15116; 15119

b. Notice of absentee wanted by the Armed Forces: 15070

c. Pay information: (paragraphs 044037-2c, 044251 and 044255, Navy Comptroller Manual); 16081.7

d. Accounting entries: 16081.7

e. Cancellation of Request for Investigation for Personnel Security Clearance (if request has been initiated): 15164.5

f. Disposition of health records: (chapter 16, Manual of the Medical Department, U. S. Navy)

25. Unauthorized Absence (Absentee surrendered to regularly assigned organization)

a. Service record book entries: 15106; 15111; 15116; 15119

b. Notice of Return Absentee/Deserter: 15070

c. Pay information: (paragraphs 044251 and 044487, Navy Comptroller Manual); 16077.6; 16084

d. Accounting entries: 16077.6; 16084

26. Unauthorized Absence (Deserter surrendered at organization to which assigned prior commencement unauthorized absence)

a. Service record book entries: 15106; 15111; 15116; 15119

b. Formal report of deserters and absentees: 15071

c. Notice of Return Absentee/Deserter: 15070

d. Pay information: (paragraphs 044251 and 044487, Navy Comptroller Manual); 16077.6; 16077.12

e. Accounting entries: 16077.6; 16077.13

27. Unauthorized Absence (Absentee or deserter absent less than 60 days, apprehended, surrenders, or delivered to any Marine Corps activity)

a. Upon return to military jurisdiction:

(1) Formal report of deserters or absentees: 15071

(2) Notification of Commandant of the Marine Corps: 7051

b. Upon reporting to command in accordance with orders:

(1) Service record book entries: 15106; 15111; 15116; 15119

(2) Notice of Return Absentee/Deserter: 15070

(3) Pay information: (paragraphs 044251, 044255 and 044487, Navy Comptroller Manual); 16077.6; 16077.12

(4) Accounting entries: 16077.6; 16077.13

28. Unauthorized Absence (Deserter surrendered or apprehended after absence in excess of 60 days)

a. Upon return to military jurisdiction:

(1) Formal report of deserters or absentees: 15071

(2) Notification of Commandant of the Marine Corps: 7051

b. Upon delivery or reporting to command in accordance with Commandant of the Marine Corps' disposition orders:

(1) Service record book entries: 15106; 15111; 15116; 15119

(2) Notice of Return Absentee/Deserter: 15070

(3) Pay information: (paragraphs 044251, 044255 and 044487, Navy Comptroller Manual); 16077.6; 16077.12

(4) Accounting entries: 16077.6; 16077.13

**17004 LIST OF CURRENT PERSONNEL RECORD FORMS**

1. Listed below are the most frequently used forms in the maintenance of personnel records. The listing indicates the latest published editions of each form; if previous editions are

obsolete; or, if not obsolete, which editions may be used. Use of this listing should preclude obsolete forms from the personnel system, with a resultant saving in the personnel administration workload by initially using the correct form.

| <u>FORM<br/>NUMBER</u> | <u>TITLE</u>                                                                    | <u>LAST<br/>EDITION</u> | <u>USABLE<br/>PREVIOUS<br/>EDITION</u> |
|------------------------|---------------------------------------------------------------------------------|-------------------------|----------------------------------------|
| DD 2MC                 | ARMED FORCES IDENTIFICATION CARD - REGULAR                                      | 1 Mar 59                | 1 Jan 50                               |
| DD 2MC (RET)           | ARMED FORCES OF THE UNITED STATES - IDENTIFICATION CARD (RETIRED)               | 1 Mar 59                | NONE                                   |
| ▶ DD 2MCR              | ARMED FORCES IDENTIFICATION CARD - RESERVE                                      | 1 Mar 59                | 1 Jan 50                               |
| DD 44                  | RECORD OF MILITARY STATUS OF REGISTRANT                                         | 1 Nov 59                | 1 Mar 59                               |
| DD 47                  | RECORD OF INDUCTION                                                             | 1 Nov 59                | NONE                                   |
| DD 53                  | NOTIFICATION OF HOME ADDRESS AT TIME OF LATEST ENTRY INTO ACTIVE SERVICE        | 1 Apr 59                | NONE                                   |
| DD 98                  | ARMED FORCES SECURITY QUESTIONNAIRE                                             | 1 Jun 59                | 1 Sep 56                               |
| ▶ DD 214 MC            | ARMED FORCES OF THE UNITED STATES REPORT OF TRANSFER OR DISCHARGE               | 1 Jul 66                | NONE                                   |
| ▶ DD 214-ws            | ARMED FORCES OF THE UNITED STATES WORKSHEET FOR REPORT OF TRANSFER OR DISCHARGE | 1 Jul 66                | NONE                                   |
| DD 216 MC              | CERTIFICATE OF APPOINTMENT                                                      | 1 Sep 54                | NONE                                   |
| DD 256 MC              | HONORABLE DISCHARGE CERTIFICATE                                                 | Undated                 | NONE                                   |
| DD 257 MC              | GENERAL DISCHARGE CERTIFICATE                                                   | Undated                 | NONE                                   |
| ▶ DD 258 MC            | UNDESIRABLE DISCHARGE CERTIFICATE                                               | 1 May 50                | NONE                                   |
| ▶ DD 259 MC            | BAD CONDUCT DISCHARGE CERTIFICATE                                               | 1 May 50                | NONE                                   |
| ▶ DD 260 MC            | DISHONORABLE DISCHARGE CERTIFICATE                                              | 1 May 50                | NONE                                   |
| DD 285                 | APPOINTMENT OF UNIT MAIL CLERK OR MAIL ORDERLY                                  | 1 Jun 56                | NONE                                   |

| <u>FORM<br/>NUMBER</u> | <u>TITLE</u>                                                                                                                                                       | <u>LAST<br/>EDITION</u> | <u>USABLE<br/>PREVIOUS<br/>EDITION</u> |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------|
| DD 295                 | APPLICATION FOR THE EVALUA-<br>TION OF EDUCATIONAL EX-<br>PERIENCES DURING MILITARY<br>SERVICE                                                                     | 1 Mar 66                | 1 Apr 65                               |
| DD 345                 | ARMED FORCES LIBERTY PASS                                                                                                                                          | 1 Apr 50                | NONE                                   |
| DD 369                 | POLICE RECORD CHECK                                                                                                                                                | 1 Mar 64                | 1 Aug 60                               |
| DD 373                 | CONSENT, DECLARATION OF<br>PARENT OR LEGAL GUARDIAN                                                                                                                | 1 Aug 56                | NONE                                   |
| DD 398                 | STATEMENT OF PERSONAL<br>HISTORY                                                                                                                                   | 1 Mar 64                | 1 May 55                               |
| DD 528                 | GENEVA CONVENTIONS IDENTI-<br>FICATION CARD                                                                                                                        | 1 Nov 64                | 1 Jul 51                               |
| DD 553                 | ABSENTEE WANTED BY THE<br>ARMED FORCES                                                                                                                             | 1 Dec 63                | NONE                                   |
| DD 889                 | STANDBY RESERVE CONTROL                                                                                                                                            | 1 Sep 64                | 1 Nov 58                               |
| DD 1172                | APPLICATION FOR UNIFORMED<br>SERVICES IDENTIFICATION AND<br>PRIVILEGE CARD                                                                                         | 1 Mar 61                | NONE                                   |
| DD 1173                | UNIFORMED SERVICES IDENTI-<br>FICATION AND PRIVILEGE CARD                                                                                                          | 1 Mar 61                | NONE                                   |
| SF 88                  | REPORT OF MEDICAL EXAMINA-<br>TION                                                                                                                                 | Jun 56                  | NONE                                   |
| SF 89                  | REPORT OF MEDICAL HISTORY                                                                                                                                          | Mar 65                  | Aug 50                                 |
| NAVMC 71-PD            | CERTIFICATE OF GOOD CONDUCT                                                                                                                                        | 9-66                    | Note 5                                 |
| NAVMC 118a             | SERVICE RECORD BOOK-COVER                                                                                                                                          | 5-66                    | 1-62, 7-54                             |
| NAVMC 118(2)           | ENLISTMENT CONTRACT AND<br>RECORD                                                                                                                                  | 10-63                   | 2-63                                   |
| NAVMC 118(3)           | RECORD OF SERVICE                                                                                                                                                  | 6-62                    | Note 5                                 |
| NAVMC 118(5)           | PROMOTIONS AND REDUCTIONS,<br>RECORD OF EXAMINATION FOR<br>PROMOTION, ADDITIONAL INFOR-<br>MATION AS TO PROMOTION STA-<br>TUS ON TRANSFER TO A NEW<br>ORGANIZATION | 2-63                    | 12-56                                  |
| NAVMC 118(6)           | TIME LOST, ALLOTMENTS,<br>WEAPONS FIRING RECORD,<br>MISCELLANEOUS MARKSMANSHIP                                                                                     | 10-62                   | 2-59                                   |

| <u>FORM<br/>NUMBER</u> | <u>TITLE</u>                                                                                                           | <u>LAST<br/>EDITION</u> | <u>USABLE<br/>PREVIOUS<br/>EDITION</u> |
|------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------|
| NAVMC 118(8)           | CLASSIFICATION AND ASSIGN-<br>MENT TEST RESULTS                                                                        | 4-66                    | 2-64                                   |
| NAVMC 118(8a)          | MILITARY AND CIVILIAN OCCU-<br>PATIONAL SPECIALTIES, EDU-<br>CATION COURSES, TECHNICAL<br>TRAINING AND TESTS COMPLETED | 9-65                    | 2-64                                   |
| NAVMC 118(8AV)         | FLIGHT QUALIFICATION RECORD                                                                                            | 1-63                    | 9-55                                   |
| NAVMC 118(9)           | COMBAT HISTORY--EXPEDI-<br>TIONS--AWARDS RECORD                                                                        | 6-65                    | 1-63                                   |
| NAVMC 118(11)          | ADMINISTRATIVE REMARKS                                                                                                 | 6-65                    | NONE                                   |
| NAVMC 118(12)          | OFFENSES AND PUNISHMENTS<br>RECORD                                                                                     | 10-65                   | 12-61                                  |
| NAVMC 118(13)          | RECORD OF CONVICTION BY<br>COURT-MARTIAL                                                                               | 10-62                   | 4-55                                   |
| NAVMC 118(13a)         | SUPPLEMENTARY RECORD OF<br>CONVICTION BY COURT-MARTIAL                                                                 | 9-63                    | Undated                                |
| NAVMC 118(16)          | LEAVE RECORD                                                                                                           | 6-61                    | 3-59                                   |
| NAVMC 118(17)          | SEA AND AIR TRAVEL--EM-<br>BARKATION SLIPS                                                                             | 2-66                    | Note 5                                 |
| NAVMC 118(21)          | DEPENDENT TRAVEL RECORD                                                                                                | 3-66                    | 8-55                                   |
| NAVMC 123a             | OFFICER QUALIFICATION RECORD                                                                                           | 4-55                    | NONE                                   |
| NAVMC 123(1)           | MISCELLANEOUS INFORMATION                                                                                              | 1-67                    | 4-55                                   |
| NAVMC 123(2)           | CHRONOLOGICAL RECORD OF<br>DUTY ASSIGNMENTS                                                                            | Undated                 | *                                      |
| NAVMC 321a             | AGREEMENT TO EXTEND EN-<br>LISTMENT                                                                                    | 3-62                    | 4-61,<br>2-57                          |

| <u>FORM<br/>NUMBER</u> | <u>TITLE</u>                                             | <u>LAST<br/>EDITION</u> | <u>USABLE<br/>PREVIOUS<br/>EDITION</u> |
|------------------------|----------------------------------------------------------|-------------------------|----------------------------------------|
| NAVMC 631              | INDIVIDUAL CLOTHING RECORD,<br>MEN                       | 11-65                   | 5-64                                   |
| NAVMC 631a             | INDIVIDUAL CLOTHING RECORD,<br>WOMEN                     | 8-54                    | NONE                                   |
| NAVMC 798              | RESERVE RETIREMENT CREDIT<br>REPORT (ORIGINAL)           | 2-63                    | NONE                                   |
| NAVMC 798a             | RESERVE RETIREMENT CREDIT<br>REPORT (RESERVIST/CMC COPY) | 2-63                    | NONE                                   |
| ▶ NAVMC 941            | TRANSMITTAL OF SERVICE<br>RECORDS                        | 10-66                   | 2-66,<br>11-61,<br>8-58, 2-54          |
| NAVMC 10044            | FORMAL REPORT OF DESERTERS<br>OR ABSENTEES               | 7-64                    | ALL                                    |
| ▶ NAVMC 10132          | UNIT PUNISHMENT BOOK                                     | 7-66                    | 9-63                                   |
| NAVMC 10147            | OFFICER FITNESS REPORT                                   | 6-63                    | 4-61, 2-57                             |
| ▶ NAVMC 10205          | RESERVE PERSONNEL AUDIT                                  | 4-65                    | NONE                                   |
| NAVMC 10228            | NOTICE OF OBLIGATED SERVICE                              | 12-61                   | NONE                                   |
| NAVMC 10233            | NONCOMMISSIONED OFFICER<br>FITNESS REPORT                | 8-62                    | 9-58                                   |
| ▶ NAVMC 10244-PD       | MARINE CORPS POSTAL CLERK<br>IDENTIFICATION CARD         | 1-67                    | Note 5                                 |
| NAVMC 10263            | NOTICE OF RETURN ABSENTEE/<br>DESERTER                   | 2-57                    | All                                    |
| NAVMC 10274-<br>ADM    | ADMINISTRATIVE ACTION FORM                               | 3-59                    | Note 3                                 |
| NAVMC 10471-PD         | LIBERTY REQUESTS/OUT OF<br>BOUNDS PASS                   | 4-60                    | *                                      |
| NAVMC 10472-PD         | LIBERTY LIST                                             | 4-60                    | *                                      |

| <u>FORM<br/>NUMBER</u> | <u>TITLE</u>                                                                                           | <u>LAST<br/>EDITION</u> | <u>USABLE<br/>PREVIOUS<br/>EDITION</u> |
|------------------------|--------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------|
| NAVMC 10476-DR         | RESERVE OFFICER/STAFF NCO<br>QUALIFICATION SUMMARY                                                     | 5-62                    | NONE                                   |
| NAVMC 10479-PD         | STATEMENT OF UNDERSTANDING<br>UPON ENLISTMENT IN MARINE<br>CORPS OR MARINE CORPS RE-<br>SERVE          | 12-61                   | NONE                                   |
| NAVMC 10480-PD         | STATEMENT OF UNDERSTANDING<br>UPON ENLISTMENT IN MARINE<br>CORPS RESERVE SIX-MONTH<br>TRAINING PROGRAM | 8-63                    | NONE                                   |
| ▶ NAVMC 10522          | COMMUTED RATIONS                                                                                       | 9-62                    | NONE                                   |
| NAVMC 10526-PD         | RECORD OF EMERGENCY DATA                                                                               | 9-61                    | Note 2                                 |
| NAVPERS 3047           | COURT-MARTIAL PROGRESS<br>REPORT                                                                       | 10-63                   | 5-56                                   |
| NAVPERS 3048           | REQUEST FOR RESTORATION                                                                                | 10-63                   | 11-57                                  |
| NAVPERS 3049           | WAIVER OF RESTORATION                                                                                  | 10-63                   | 5-61                                   |
| OPNAV 2700-5           | CHANGE OF ADDRESS CARD                                                                                 | 11-65                   | Note 4                                 |
| ▶ OPNAV 5511-14        | SECURITY TERMINATION STATE-<br>MENT                                                                    | 11-65                   | NONE                                   |
| OPNAV 5520-1           | REQUEST FOR INVESTIGATION<br>FOR PERSONNEL SECURITY<br>CLEARANCE                                       | 4-64                    | NONE                                   |
| OPNAV 5521-429         | CERTIFICATE OF CLEARANCE<br>FOR HANDLING CLASSIFIED<br>MATTER                                          | 12-62                   | NONE                                   |

NOTES: 1. Edition of 2-55 and 10-56 can be used for 8-year obligors.

2. Record of Emergency Data, Form DD 93-1, dated 1 Dec 56 and 1 Aug 59 may be used until supply is exhausted.

3. Personnel Action Form, NAVMC 10274-PD may be used.

4. Change of Address Card, NAVPERS 693, and OPNAV 2700-5 (Rev. 6-61), may be used.

5. Previous editions may be used until present stock is exhausted.

\* No previous editions were issued.



## PART B: ABBREVIATIONS

### 17050 GENERAL

1. Abbreviations are primarily used for saving space and time. The use of abbreviations must be limited and kept within the confines of assured intelligibility.

### 17051 ABBREVIATIONS IN RECORD KEEPING, PERSONNEL ACCOUNTING, TRANSFER ORDERS

1. The abbreviations listed in this part are authorized for Marine Corps record keeping, personnel accounting and transfer orders.

2. Those abbreviations preceded by an asterisk (\*) will be used only in compound abbreviations and will not be used alone.

3. Recommendations for additions, changes, and/or deletions to this list will be submitted to the Commandant of the Marine Corps.

4. Listing of certain abbreviations in lower case letters does not preclude their capitalization when common usage so dictates; however, those partially or fully capitalized will be used as listed.

*Modified pending review to left) MCBul 1080 27 Aug 66*

### 17052 ABBREVIATIONS IN CORRESPONDENCE AND MESSAGES

1. The use of abbreviations in correspondence and messages will be in accordance with the Department of the Navy policy as promulgated in the current edition of U. S. Naval Communication Instructions, DNC 5. That policy as extracted from DNC 5 is as follows:

#### "C-3. NAVY POLICY

- "1 The policy prescribed here will be followed by drafters and originators when drafting correspondence and messages addressed to activities and commands within the U. S. Navy and U. S. Marine Corps. Brevity in message texts will not be

de-emphasized as a result of this policy. Rather, brevity will be achieved through the proper choice of words and good writing techniques.

"2 Well-recognized abbreviations which definitely fall into one of the following categories may be used in the preparation of correspondence and messages when they will serve a useful purpose.

(a) Abbreviations for medals, badges, or other marks of distinction.

(b) Abbreviations for points of the compass and map coordinates.

(c) Authorized model designations and symbols for common types of aircraft, ships, or vehicles.

(d) Abbreviations for titles and grades.

(e) Abbreviations commonly used for geographical locations and standard English dictionary abbreviations.

(f) Other technical abbreviations customarily used by specialists and technicians when communicating with activities or persons in the same field as that of the originator, and to no others.

"3 Abbreviations other than those outlined above may be used in the text of correspondence or messages after they have been initially spelled out and identified in each item of correspondence or message. For example, the abbreviation ICAO could be used in a letter, but only if that letter's first reference to the organization read: International Civil Aviation Organization (ICAO).

"4 Abbreviations and short titles which have, through years of joint usage, become self-evident, unequivocal, and universally known, will be accepted for joint use within and among the services. Even then, an abbreviation will not be used if there is any doubt that it will be easily and readily understood. Such abbreviations peculiar to the U. S. Navy and U. S. Marine Corps may be used under the same conditions, but only within the Navy Department.

"5 The usage of abbreviations will at all times be governed by the principle of immediate comprehension. Abbreviations will not be used in correspondence and messages unless the originator can reasonably assume that the meaning of the abbreviation will be immediately clear to the addressee.

#### "C-4. JOINT POLICY

"1 The policy on the use of abbreviations prescribed for Joint use is identical to that prescribed for Navy and Marine Corps use. Drafters and originators of correspondence or messages will be guided by the principles laid down in Article C-3 above when addressing material to the other U. S. Service."

2. The foregoing policy does not preclude the use of abbreviations in correspondence and messages but prescribes judicious employment of them.

3. The lists of abbreviations appearing in this chapter may be used as a guide in conforming with the stated Navy policy.

4. Marine Corps Order P5400.6, List of Marine Corps Activities, may be used as a guide in the use of address abbreviations.

## 5. Lists of Abbreviations

a. Commonly used words and combinations thereof

|                                             |           |
|---------------------------------------------|-----------|
| ABBREVIATION.....                           | abbrev    |
| ABOARD.....                                 | abd       |
| ABOUT.....                                  | abt       |
| ABSENCE - ABSENT.....                       | abs       |
| ABSENT/ABSENCE WITHOUT/OVER LEAVE/LIBERTY.. | AWOL      |
| ACADEMIC .....                              | acad      |
| ACCEPT -ED .....                            | acc       |
| ACCESSORY.....                              | accy      |
| ACCIDENT .....                              | acdt      |
| ACCIDENTAL INJURIES .....                   | acci      |
| ACCOMMODATE .....                           | Accom     |
| ACCOMPANY .....                             | Acmp      |
| ACCOMPLISH.....                             | accomp    |
| ACCORD -ING -ANCE -INGLY.....               | Acd       |
| ACCOUNT -ING -S .....                       | acct      |
| ACCOUNTS CLOSED.....                        | a/c       |
| ACCRUED LEAVE.....                          | aclv      |
| ACHIEVE -D -MENT .....                      | achv      |
| ACKNOWLEDGE -D -MENT .....                  | ack       |
| ACQUITTAL - ACQUITTED .....                 | acq       |
| ACT -ING -IVE -ION .....                    | act       |
| ACTIVATE -D .....                           | actd      |
| ACTIVE DUTY .....                           | acdu      |
| ACTIVE DUTY FOR TRAINING .....              | acdutra   |
| ACTIVITY .....                              | Acty      |
| ADAPT -ABLE -ABILITY .....                  | adpt      |
| ADDITION -AL.....                           | add       |
| ADDRESSEE .....                             | adee      |
| ADJUTANT .....                              | Adj       |
| ADMINISTRATIVE .....                        | admin     |
| ADMINISTRATIVE COMMAND .....                | AdminCom  |
| ADMONISH - TION .....                       | admon     |
| ADOPTED CHILD .....                         | AC        |
| ADVANCE -D .....                            | adv       |
| ADVISE AVAILABILITY.....                    | AdAval    |
| ADVOCATE.....                               | advoc     |
| AGGRESSION - AGGRESSIVE - AGGRESSOR.....    | aggres    |
| AGREEMENT .....                             | agr       |
| AGRICULTURAL .....                          | agric     |
| AIR BASE .....                              | AB        |
| AIRBORNE .....                              | ABN       |
| AIRBORNE EARLY WARNING .....                | AEW       |
| AIRCRAFT .....                              | Acft      |
| AIRCRAFT ENGINEERING SQUADRON .....         | AES       |
| AIRCRAFT FLEET MARINE FORCE PACIFIC.....    | AirFMFPac |
| AIR DELIVER.....                            | AirDel    |
| AIR FORCE.....                              | AF        |
| AIR LIAISON OFFICER.....                    | AirLnO    |
| AIR OBSERVER .....                          | AOBSR     |
| ALLOCATE.....                               | Aloc      |
| ALLOTMENT .....                             | alot      |
| ALLOWANCE .....                             | alw       |
| ALTERNATE .....                             | alt       |

|                                                                                         |             |
|-----------------------------------------------------------------------------------------|-------------|
| AMBULANCE - AMBASSADOR .....                                                            | Amb         |
| AMERICAN .....                                                                          | *Am         |
| AMERICAN RED CROSS .....                                                                | ARC         |
| AMMUNITION .....                                                                        | ammo        |
| AMMUNITION SUPPLY POINT .....                                                           | ASP         |
| AMOUNT .....                                                                            | amt         |
| AMPHIBIAN TRACTOR .....                                                                 | AMTrac      |
| AMPHIBIOUS .....                                                                        | Phib        |
| AMPHIBIOUS CORPS .....                                                                  | PhibCorps   |
| AMPHIBIOUS OPERATION -S .....                                                           | PhibOp      |
| AMPHIBIOUS TRUCK .....                                                                  | AmTrk       |
| AMPHIBIOUS WARFARE SCHOOL .....                                                         | PhibWarScol |
| ANNIVERSARY .....                                                                       | Annv        |
| ANNUAL -LY .....                                                                        | Ann         |
| ANNUAL FIELD TRAINING .....                                                             | AFT         |
| ANSWER .....                                                                            | ans         |
| ANTI-AIRCRAFT ARTILLERY .....                                                           | AAA         |
| ANTI-PERSONNEL .....                                                                    | APers       |
| ANTI-TANK .....                                                                         | AT          |
| APPENDIX .....                                                                          | apdx        |
| APPLICATION - APPLICABLE - APPLICANT .....                                              | appl        |
| APPOINT -ED -MENT .....                                                                 | appt        |
| APPREHEND -ED .....                                                                     | aprnd       |
| APPROPRIATE .....                                                                       | aprop       |
| APPROPRIATION .....                                                                     | appn        |
| APPROVE -ED .....                                                                       | appr        |
| APPROXIMATE -LY .....                                                                   | aprx        |
| ARMAMENT .....                                                                          | Armt        |
| ARMED FORCES QUALIFICATION TEST .....                                                   | AFQT        |
| ARMED GUARD .....                                                                       | ArmGd       |
| ARMED SERVICES MEDICAL REGULATING OFFICE .....                                          | ASMRO       |
| ARMORER .....                                                                           | Armr        |
| ARMOR-PIERCING .....                                                                    | AP          |
| ARMY ATTACHE .....                                                                      | ArmA        |
| ARMY LIAISON OFFICER .....                                                              | ArLnO       |
| ARMY OF THE U. S. ....                                                                  | AUS         |
| ARMY POST OFFICE .....                                                                  | APO         |
| ARMY SECURITY AGENCY .....                                                              | ASA         |
| ARMY WAR COLLEGE .....                                                                  | ArWC        |
| ARRAIGN -ED -MENT .....                                                                 | argn        |
| ARRANGE -MENT .....                                                                     | Arng        |
| ARRIVAL - ARRIVE -D .....                                                               | arr         |
| ARRIVED CONTINENTAL LIMITS U. S. ....                                                   | ARRUS       |
| ARTICLE .....                                                                           | art         |
| ARTILLERY .....                                                                         | arty        |
| ASSAULT .....                                                                           | aslt        |
| ASSAULT SIGNAL COMPANY .....                                                            | ASCO        |
| ASSIGN -ED -MENT .....                                                                  | asg         |
| ASSIGNED TO DUTY INVOLVING REGULAR AND<br>FREQUENT FLIGHTS AS CREW MEMBER .....         | AvnCM       |
| ASSIGNMENT TO DUTY INVOLVING REGULAR AND FRE-<br>QUENT FLIGHTS NOT AS CREW MEMBER ..... | AvnotCM     |
| ASSIST .....                                                                            | asst        |
| ASSISTANT .....                                                                         | Asst        |
| ASSISTANT CHIEF OF STAFF .....                                                          | ACofS       |
| ASSOCIATE -ED .....                                                                     | assoc       |
| AS SOON AS POSSIBLE .....                                                               | ASAP        |

|                                                                        |         |
|------------------------------------------------------------------------|---------|
| ATHLETICS .....                                                        | ath     |
| ATLANTIC.....                                                          | Lant    |
| ATOMIC WARFARE .....                                                   | ATW     |
| ATTACH -ED .....                                                       | att     |
| ATTACK -ED .....                                                       | atk     |
| ATTENTION .....                                                        | attn    |
| AUDIT - AUDITOR.....                                                   | aud     |
| AUDITING PERSONNEL ROSTER.....                                         | APR     |
| AUGMENT -ATION .....                                                   | Augm    |
| AUTHORITY - AUTHORIZED .....                                           | auth    |
| AUTHORITY GRANTED .....                                                | AuthGr  |
| AUTOMATIC .....                                                        | auto    |
| AUTOMATIC RIFLE EXPERT .....                                           | ARE     |
| AUTOMATIC RIFLE MARKSMAN.....                                          | ARMM    |
| AUTOMATIC RIFLE SHARPSHOOTER .....                                     | ARSS    |
| AUTOMATIC RIFLE UNQUALIFIED .....                                      | ARUQ    |
| AUTOMOTIVE .....                                                       | Autmv   |
| AVAILABLE -ILITY .....                                                 | aval    |
| AVERAGE .....                                                          | avg     |
| AVIATION .....                                                         | Avn     |
| AVIATION OFFICER CANDIDATE COURSE.....                                 | AOCC    |
| AVIATION SCHOOLS AND COURSES                                           |         |
| BASIC (CLASS A)                                                        |         |
| AEROGRAPHER'S MATE SCHOOL .....                                        | AG(A)   |
| AIR CONTROLMAN SCHOOL .....                                            | AC(A)   |
| AVIATION ELECTRICIAN'S MATE SCHOOL.....                                | AE(A)   |
| AVIATION ELECTRONICS TECHNICIAN N<br>(NAVIGATION) COURSE.....          | ATN(A)  |
| AVIATION ELECTRONICS TECHNICIAN R (RADAR)<br>COURSE.....               | ATR(A)  |
| AVIATION FAMILIARIZATION SCHOOL.....                                   | AFAM(P) |
| AVIATION FIRE CONTROL TECHNICIAN F (ARMA-<br>MENT CONTROL) COURSE..... | AQF(A)  |
| AVIATION MACHINIST'S MATE H (HELICOPTER)<br>COURSE.....                | ADH(A)  |
| AVIATION MACHINIST'S MATE J (TURBOJET) COURSE                          | ADJ(A)  |
| AVIATION MACHINIST'S MATE R (RECIPROCATING)<br>COURSE.....             | ADR(A)  |
| AVIATION MECHANICAL FUNDAMENTALS SCHOOL ..                             | AMFU(A) |
| AVIATION ORDNANCEMAN SCHOOL .....                                      | AO(A)   |
| AVIATION STRUCTURAL MECHANIC E (SAFETY<br>EQUIPMENT) COURSE.....       | AME(A)  |
| AVIATION STRUCTURAL MECHANIC H (HYDRAULIC)<br>COURSE.....              | AMH(A)  |
| AVIATION STRUCTURAL MECHANIC S (STRUCTURAL)<br>COURSE.....             | AMS(A)  |
| AVIONICS FUNDAMENTALS SCHOOL.....                                      | AFU(A)  |
| PARACHUTE RIGGER SCHOOL .....                                          | PR(A)   |
| TRADESMAN SCHOOL.....                                                  | TD(A)   |
| ADVANCED (CLASS B)                                                     |         |
| AEROGRAPHER'S MATE SCHOOL .....                                        | AG(B)   |
| AIR CONTROLMAN SCHOOL .....                                            | AC(B)   |
| AVIATION ELECTRICIAN'S MATE SCHOOL.....                                | AE(B)   |
| AVIATION ELECTRONICS TECHNICIAN INTER-<br>MEDIATE COURSE .....         | ATI(B)  |
| AVIATION FIRE CONTROL TECHNICIAN INTER-<br>MEDIATE COURSE .....        | AQI(B)  |

AVIATION MACHINIST'S MATE H (HELICOPTER)  
 COURSE ..... ADH(B)  
 AVIATION MACHINIST'S MATE J (TURBOJET) COURSE ADJ(B)  
 AVIATION MACHINIST'S MATE R (RECIPROCATING)  
 COURSE ..... ADR(B)  
 AVIATION ORDNANCEMAN SCHOOL ..... AO(B)  
 AVIATION STRUCTURAL MECHANIC E (SAFETY  
 EQUIPMENT) COURSE ..... AME(B)  
 AVIATION STRUCTURAL MECHANIC H (HYDRAULIC)  
 COURSE ..... AMH(B)  
 AVIATION STRUCTURAL MECHANIC S (STRUCTURAL)  
 COURSE ..... AMS(B)  
 AVIONICS COURSE ..... AV(B)  
 PARACHUTE RIGGER SCHOOL ..... PR(B)  
 PHOTOGRAPHER'S MATE SCHOOL ..... PH(B)  
 TRADESMAN SCHOOL ..... TD(B)  
 SPECIALIZED (CLASS C)  
 AVIATION CRASH CREWMAN SCHOOL ..... AVCC(C)  
 CATAPULT, ARRESTING GEAR, OPTICAL LANDING  
 SYSTEM COURSE ..... CAGOLS(C)  
 GCA ELECTRONICS MAINTENANCE COURSES ..... GCAELEC(C)  
 GCA MAINTENANCE (ENGINEMAN) COURSES ..... GCAENG(C)  
 GROUND CONTROLLED APPROACH CONTROLLER  
 COURSE ..... GCACON(C)  
 INSTRUCTOR TRAINING SCHOOL ..... INSTR(A)  
 MARINE AVIATION ENGINEERING CLERICAL COURSE MARAEC(C)  
 MARINE AVIATION OPERATIONS CLERICAL COURSE MARAOC(C)  
 MARINE AVIATION SUPPLY COURSE ..... MARAK(C)  
 PHOTOGRAPHIC ELECTRONICS SYSTEMS COURSE ... PHES(C)  
 PHOTOGRAPHIC EQUIPMENT REPAIR COURSE ..... PHER(C)  
 SUPERVISOR TRAINING COURSE ..... SUPTRA(C)  
 OFFICERS (CLASS O)  
 AIRCRAFT MAINTENANCE OFFICERS SCHOOL ..... A/C MAINT(O)  
 AIR TRAFFIC CONTROL OFFICERS COURSE ..... ATCO(O)  
 ELECTRONICS TECHNICAL OFFICERS COURSE ..... ELTO(O)  
 GCA MAINTENANCE OFFICER COURSES ..... GCAMAIN(T)  
 NAVAL AIR ARMAMENT AND WEAPONS SYSTEMS  
 SCHOOL ..... NAWS(O)  
 PHOTOGRAPHIC RECONNAISSANCE OFFICERS  
 COURSE ..... PHRECON(O)  
 AWAIT ..... awt  
 AWAITING ..... awtg  
 AWAITING ACTION HIGHER AUTHORITY ..... AAHA  
 AWAITING OFFICE HOURS ..... AOH  
 AWAITING RESULT OF TRIAL ..... ARTL  
 AWAITING TRIAL ..... ATL  
 AWARD - ED ..... awd  
  
 BACHELOR OFFICERS QUARTERS ..... BOQ  
 BACKGROUND INVESTIGATION ..... BI  
 BACK ORDER ..... b/o  
 BAD CONDUCT DISCHARGE ..... BCD  
 BAGGAGE ..... bag  
 BALANCE ..... bal  
 BARRACKS ..... Bks

|                                       |         |
|---------------------------------------|---------|
| BASIC ALLOWANCE FOR QUARTERS .....    | BAQ     |
| BASIC ALLOWANCE FOR SUBSISTENCE.....  | BAS     |
| BASIC MAINTENANCE ALLOWANCE .....     | BMA     |
| BASIC SCHOOL - MCS .....              | TBS     |
| BASIC SPECIALIST TRAINING.....        | BST     |
| BATTALION .....                       | Bn      |
| BATTALION LANDING TEAM .....          | BLT     |
| BATTERY .....                         | Btry    |
| BATTLE CASUALTY.....                  | BC      |
| BELEAGUERED.....                      | BLG     |
| BENEFICIARY .....                     | Benef   |
| BESIEGED.....                         | BES     |
| BILL OF LADING .....                  | b/l     |
| BILLET .....                          | Bil     |
| BOARD OF SURVEY .....                 | BdSur   |
| BOARD -S .....                        | Bd      |
| BODY NOT RECOVERED.....               | BNR     |
| BOOK .....                            | bk      |
| BOOKKEEPING .....                     | bkkp    |
| BOUNDARY.....                         | bdry    |
| BRANCH .....                          | Br      |
| BREAD-WATER.....                      | B&W     |
| BRIGADE.....                          | Brig    |
| BRIGADIER GENERAL.....                | BGen    |
| BROUGHT FORWARD.....                  | BF      |
| BROWNING AUTOMATIC RIFLE .....        | BAR     |
| BROWNING MACHINE GUN.....             | BMG     |
| BUILDING .....                        | bldg    |
| BULLETIN.....                         | Bul     |
| BUREAU.....                           | Bu      |
| BUREAU CONTROL NUMBER.....            | BCN     |
| BUREAU OF MEDICINE AND SURGERY.....   | BUMED   |
| BUREAU OF NAVAL PERSONNEL .....       | BUPERS  |
| BUREAU OF NAVAL WEAPONS.....          | BUWEPS  |
| BUREAU OF SHIPS .....                 | BUSHIPS |
| BUREAU OF SUPPLIES AND ACCOUNTS ..... | BUSANDA |
| BUREAU OF YARDS AND DOCKS.....        | BUDOCKS |
| BY DIRECTION .....                    | ByDir   |

|                                            |        |
|--------------------------------------------|--------|
| CALIBER .....                              | cal    |
| CAMOUFLAGE.....                            | cam    |
| CAMP J. H. PENDLETON OCEANSIDE CALIF ..... | CamPen |
| CAMP LEJEUNE N. C. ....                    | CamLej |
| CANCELLED .....                            | canc   |
| CANDIDATE .....                            | Cand   |
| CAPACITY .....                             | cap    |
| CAPTAIN.....                               | Capt   |
| CAPTURED.....                              | CPTR   |
| CARLOAD .....                              | c/l    |
| CARRIER.....                               | carr   |
| CASUAL -TY.....                            | Cas    |
| CATEGORY.....                              | cat    |
| CAUCASIAN .....                            | Cauc   |
| CEMETERY.....                              | cem    |
| CENTRAL INTELLIGENCE AGENCY .....          | CIA    |

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| CERTIFICATE - CERTIFIED .....                                    | cert      |
| CHANGE .....                                                     | ch        |
| CHAPTER .....                                                    | Chap      |
| CHARACTER .....                                                  | Char      |
| CHARGE -D -ABLE .....                                            | chg       |
| CHECK -ED -AGE .....                                             | ck        |
| CHEMICAL .....                                                   | cml       |
| CHEMICAL, BIOLOGICAL AND RADIOLOGICAL .....                      | CBR       |
| CHERRY POINT N. C. ....                                          | CherPt    |
| CHIEF OF NAVAL OPERATIONS .....                                  | CNO       |
| CHIEF OF STAFF .....                                             | CofS      |
| CHIEF WARRANT OFFICER W-4 .....                                  | CWO4      |
| CHIEF WARRANT OFFICER W-3 .....                                  | CWO3      |
| CHIEF WARRANT OFFICER W-2 .....                                  | CWO2      |
| CIVIL AUTHORITIES - AUTHORITY .....                              | CA        |
| CIVIL - CIVILIAN .....                                           | civ       |
| CIVILIAN CLOTHING MAINTENANCE ALLOWANCE .....                    | CCMA      |
| CLASS .....                                                      | Cl        |
| CLASSIFICATION - CLASSIFY .....                                  | clas      |
| CLEARANCE .....                                                  | Clnc      |
| CLERK .....                                                      | clk       |
| CLERK TYPIST .....                                               | ClkTyp    |
| CLOTHING .....                                                   | clo       |
| CLOTHING MONETARY ALLOWANCE .....                                | CMA       |
| COLLECT -ING .....                                               | coll      |
| COLON .....                                                      | cln       |
| COLONEL .....                                                    | Col       |
| COLUMN .....                                                     | Colm      |
| COMBAT .....                                                     | cbt       |
| COMBAT CARGO OFFICER .....                                       | CCO       |
| COMMA .....                                                      | cmm       |
| COMMAND .....                                                    | comd      |
| COMMANDANT .....                                                 | Comdt     |
| COMMANDANT OF THE MARINE CORPS .....                             | CMC       |
| COMMANDER .....                                                  | Comdr     |
| COMMANDER IN CHIEF .....                                         | CinC      |
| COMMANDER (Naval Rank) .....                                     | Cdr       |
| COMMANDING .....                                                 | Comdg     |
| COMMANDING GENERAL .....                                         | CG        |
| COMMANDING GENERAL, MARINE AIR RESERVE<br>TRAINING COMMAND ..... | CG MARTC  |
| COMMANDING OFFICER .....                                         | CO        |
| COMMANDING OFFICER NONJUDICIAL PUNISHMENT .....                  | COP       |
| COMMAND POST .....                                               | Cp        |
| COMMAND POST EXERCISE .....                                      | CPX       |
| COMMERCIAL .....                                                 | *Mer Coml |
| COMMERCIAL AIR .....                                             | MerAir    |
| COMMISSARY .....                                                 | com       |
| COMMISSION -ED .....                                             | com       |
| COMMUNICATION .....                                              | comm      |
| COMMUNICATION OFFICER .....                                      | CommO     |
| COMMUNICATION OPERATION INSTRUCTIONS .....                       | COI       |
| COMMUTED RATIONS .....                                           | ComRats   |
| COMPANY .....                                                    | Co        |
| COMPLETE .....                                                   | compl     |
| COMPONENT .....                                                  | comp      |
| CONCERNED .....                                                  | Conc      |



|                                        |          |
|----------------------------------------|----------|
| CONDUCT .....                          | Cond     |
| CONFERENCE .....                       | Confer   |
| CONFIDENTIAL .....                     | conf     |
| CONFINE -D .....                       | cnf-d    |
| CONFINEMENT .....                      | cnft     |
| CONFIRM .....                          | cfm      |
| CONNECTION - IN CONNECTION WITH .....  | conn     |
| CONSCIENTIOUS OBJECTOR .....           | ConObjtr |
| CONSTRUCTION - CONSTRUCTIVE .....      | const    |
| CONTAIN -ED .....                      | Cntn     |
| CONTINENTAL LIMITS UNITED STATES ..... | CONLUS   |
| CONTINENTAL UNITED STATES .....        | CONUS    |
| CONTINUED .....                        | contd    |
| CONTRACT .....                         | cont     |
| CONTROL .....                          | cntl     |
| CONVENE .....                          | Cvn      |
| CONVENIENCE OF THE GOVERNMENT .....    | CofG     |
| CONVENING AUTHORITY .....              | CA       |
| CONVICT -ED - CONVICTION .....         | conv     |
| COORDINATE .....                       | Coord    |
| CORPORAL .....                         | Cpl      |
| CORRESPONDENCE .....                   | Corresp  |
| COST CODE .....                        | CC       |
| COURSE .....                           | crs      |
| COURT-MARTIAL .....                    | CM       |
| CREDIT .....                           | Cr       |
| CRITICAL .....                         | cri      |
| CURRENT .....                          | curr     |
| CUSTODY .....                          | cust     |

|                                       |        |
|---------------------------------------|--------|
| DATA PROCESSING INSTALLATION .....    | DPI    |
| DATED .....                           | dtd    |
| DATE OF BIRTH .....                   | DOB    |
| DATE OF DETACHMENT .....              | DofD   |
| DATE OF RANK .....                    | DOR    |
| DATE-TIME GROUP .....                 | DTG    |
| DAUGHTER .....                        | Dau    |
| DEATHS FROM ACCIDENTAL INJURIES ..... | DAI    |
| DEATHS FROM DISEASE .....             | DOD    |
| DEATHS FROM OTHER CAUSES .....        | DOC    |
| DECLARED DESERTER .....               | DclDes |
| DECONTAMINATION .....                 | decon  |
| DEDUCT .....                          | Ded    |
| DEFENSE .....                         | Def    |
| DEFENSE COUNSEL .....                 | DC     |
| DEGREE .....                          | Deg    |
| DELAY TO COUNT AS LEAVE .....         | Del    |
| DELIVER -ED -Y .....                  | del    |
| DEMOLITION .....                      | dml    |
| DEMONSTRATE .....                     | Dmst   |
| DEPARTED UNITED STATES .....          | DepUS  |
| DEPART -MENT .....                    | Dept   |
| DEPENDENTS .....                      | depn   |
| DEPLOYMENT .....                      | Deplm  |
| DEPUTY CHIEF OF STATE .....           | DCofS  |

|                                                                |         |
|----------------------------------------------------------------|---------|
| DEPUTY - DEPOT .....                                           | *Dep    |
| DESERT -ED -ER -ION .....                                      | des     |
| DESIGNATE -D - DESIGNATION .....                               | desig   |
| DESTINATION .....                                              | Destn   |
| DETACH -ED -MENT .....                                         | det     |
| DETACHED DUTY .....                                            | Detdu   |
| DETAIL -ED .....                                               | dtl     |
| DETERMINE .....                                                | Detm    |
| DEVELOPMENT .....                                              | Dev     |
| DIAGNOSIS UNDETERMINED .....                                   | DU      |
| DIED OF WOUNDS .....                                           | DOW     |
| DIFFERENCE .....                                               | dif     |
| DIRECTOR .....                                                 | Dir     |
| DIRECTOR OF AVIATION .....                                     | DirAvn  |
| DIRECTOR OF INFORMATION .....                                  | DirInfo |
| DIRECTOR OF PERSONNEL .....                                    | DirPers |
| DIRECTOR OF RESERVE .....                                      | DirRes  |
| DIRECTORATE OF ARMED FORCES INFORMATION AND<br>EDUCATION ..... | DAFIE   |
| DISABILITY .....                                               | dsabl   |
| DISAPPROVE .....                                               | disap   |
| DISBAND -ED .....                                              | disd    |
| DISBURSING .....                                               | disb    |
| DISBURSING OFFICER .....                                       | DO      |
| DISCHARGE -D .....                                             | dis     |
| DISCIPLINARY BARRACKS .....                                    | DisBks  |
| DISCIPLINE -ARY .....                                          | discp   |
| DISCONTINUE -D .....                                           | discon  |
| DISEMBARK -ED .....                                            | disemb  |
| DISHONORABLE DISCHARGE .....                                   | DD      |
| DISLOCATION ALLOWANCE .....                                    | DLA     |
| DISPENSARY .....                                               | Disp    |
| DISSEMINATE .....                                              | disem   |
| DISTRIBUTION .....                                             | distr   |
| DISTRICT .....                                                 | Dist    |
| DISTRICT MARINE OFFICER .....                                  | DMarO   |
| DITTO (Duplicate as before) .....                              | do      |
| DIVISION .....                                                 | Div     |
| DOCUMENT .....                                                 | docu    |
| DRILL .....                                                    | dr      |
| DRILL INSTRUCTOR .....                                         | DI      |
| DUPLICATE .....                                                | dupe    |
| DURING .....                                                   | dur     |
| DUTY .....                                                     | du      |
| DUTY CONNECTION .....                                          | DuCon   |
| DUTY UNDER INSTRUCTION .....                                   | duins   |

|                                      |      |
|--------------------------------------|------|
| EACH .....                           | Ea   |
| ECHELON .....                        | ech  |
| ECONOMY .....                        | Econ |
| EDUCATION .....                      | Educ |
| EDUCATIONAL EQUIVALENCY TEST .....   | EET  |
| EFFECT -ED -IVE .....                | eff  |
| EFFECTIVE DATE .....                 | ED   |
| ELECTRIC -AL -ITY - ELECTRONIC ..... | elec |

|                                                        |           |
|--------------------------------------------------------|-----------|
| ELIGIBLE -ILITY .....                                  | Elig      |
| EMBARK -ED -ATION .....                                | emb       |
| EMERGENCY .....                                        | emerg     |
| ENCLOSURE .....                                        | encl      |
| ENDORSEMENT .....                                      | End       |
| ENEMY .....                                            | en        |
| ENGINE .....                                           | Eng       |
| ENGINEER .....                                         | Engr      |
| ENLIST -ED -MENT .....                                 | enl       |
| ENLISTED MAN OR MEN .....                              | EM        |
| ENLISTED VOLUNTEER RESERVE .....                       | EnlVolRes |
| ENLISTMENT EXTENDED .....                              | EnlExt    |
| EN ROUTE .....                                         | enr       |
| ENSIGN .....                                           | Ens       |
| ENTITLE -D -MENT - ENTITLING .....                     | Entl      |
| EQUIPMENT .....                                        | equip     |
| EQUIPPED .....                                         | eqpd      |
| EQUIVALENT INSTRUCTION OR DUTY .....                   | EIOD      |
| ESTABLISH .....                                        | estab     |
| ESTIMATE -D .....                                      | est       |
| ESTIMATED DATE OF ARRIVAL .....                        | EDA       |
| ESTIMATED DATE OF DEPARTURE .....                      | EDD       |
| ESTIMATED TIME OF ARRIVAL .....                        | ETA       |
| ESTIMATED TIME OF DEPARTURE .....                      | ETD       |
| ESTIMATED TIME OF RETURN .....                         | ETR       |
| EVACUATED - EVACUATION .....                           | evac      |
| EVALUATE .....                                         | Eval      |
| EXAMINATION - EXAMINED .....                           | exam      |
| EXCELLENT .....                                        | exc       |
| EXCHANGE .....                                         | exch      |
| EXCLUSIVE .....                                        | excl      |
| EXECUTIVE OFFICE OF THE SECRETARY OF THE<br>NAVY ..... | EXOS      |
| EXECUTIVE OFFICER .....                                | ExecO     |
| EXERCISE .....                                         | ex        |
| EXPEND -ABLE -ED -ITURE - EXPENSE .....                | exp       |
| EXPERIENCE .....                                       | Exper     |
| EXPIRATION OF ACTIVE SERVICE .....                     | EAS       |
| EXPIRATION OF ENLISTMENT .....                         | EofE      |
| EXPIRATION OF EXTENDED ENLISTMENT .....                | EofEE     |
| EXPIRATION OF INDUCTION .....                          | EofI      |
| EXPIRATION OF OBLIGATED SERVICE .....                  | EOS       |
| EXPLOSIVE .....                                        | expl      |
| EXPLOSIVE ORDNANCE DISPOSAL .....                      | EOD       |
| EXTENDED ACTIVE DUTY .....                             | EAD       |
| EXTENSION - EXTENDED .....                             | ext       |
| EXTENSION OF ENLISTMENT .....                          | extenl    |
|                                                        |           |
| FAMILY .....                                           | fam       |
| FAMILY ALLOWANCE .....                                 | FA        |
| FATHER .....                                           | F         |
| FAVORABLE .....                                        | Fav       |
| FEDERAL BUREAU OF INVESTIGATION .....                  | FBI       |
| FIELD .....                                            | fld       |
| FIELD ARTILLERY SCHOOL .....                           | FAS       |

|                                                         |             |
|---------------------------------------------------------|-------------|
| FIELD BULLETIN.....                                     | FB          |
| FIELD EXERCISE .....                                    | FEX         |
| FIELD MANUAL .....                                      | FM          |
| FIELD MUSIC SCHOOL .....                                | FMS         |
| FILM STRIP .....                                        | FlmStp      |
| FINAL SETTLEMENT .....                                  | FS          |
| FIRST AVAILABLE AIR TRANSPORTATION .....                | FAIRTRANS   |
| FIRST AVAILABLE GOVERNMENT AIR TRANSPORTA-<br>TION..... | FAGAIRTRANS |
| FIRST AVAILABLE GOVERNMENT TRANSPORTATION ..            | FAGTRANS    |
| FIRST LIEUTENANT .....                                  | 1stLt       |
| FIRST SERGEANT.....                                     | 1stSgt      |
| FISCAL YEAR .....                                       | FY          |
| FLEET MARINE CORPS RESERVE .....                        | FMCR        |
| FLEET MARINE FORCE ATLANTIC .....                       | FMFlant     |
| FLEET MARINE FORCE PACIFIC .....                        | FMFPac      |
| FLEET MARINE FORCES .....                               | FMF         |
| FLEET POST OFFICE .....                                 | FPO         |
| FLIGHT .....                                            | flt         |
| FLIGHT ORDERS.....                                      | FltO        |
| FLIGHT PAY .....                                        | FltPay      |
| FOLLOW -S -ING .....                                    | Fol         |
| FOLLOWING NAMED OFFICERS.....                           | FNO         |
| FORCE -S .....                                          | For         |
| FOREIGN DUTY.....                                       | FORDU       |
| FOR ACTION .....                                        | ForAc       |
| FOR FURTHER ASSIGNMENT .....                            | FFA         |
| FOR FURTHER TRANSFER .....                              | FFT         |
| FORWARD .....                                           | fwd         |
| FORWARD ECHELON.....                                    | FwdEch      |
| FORWARD OBSERVER -S .....                               | FO          |
| FRAGMENTATION WOUND.....                                | FragWd      |
| FRAUDULENT ENLISTMENT.....                              | frdenl      |
| FREQUENCY MODULATION.....                               | FM          |
| FROM.....                                               | fr          |
| FUNCTIONAL ACCOUNT NUMBER.....                          | FAN         |
| FURNISH -ED.....                                        | furn        |
| FUTURE MONITORED COMMAND CODE .....                     | FMCC        |

|                                            |       |
|--------------------------------------------|-------|
| GENERAL .....                              | Gen   |
| GENERAL CLASSIFICATION TEST.....           | GCT   |
| GENERAL COURT-MARTIAL.....                 | GCM   |
| GENERAL COURT-MARTIAL ORDER .....          | GCMO  |
| GENERAL COURT-MARTIAL PRISONER .....       | GCMP  |
| GENERAL EDUCATIONAL DEVELOPMENT TEST ..... | GEDT  |
| GENERAL MILITARY SUBJECTS TEST.....        | GMST  |
| GOVERNMENT.....                            | Govt  |
| GRADUATE.....                              | grad  |
| GRAVES REGISTRATION.....                   | GrReg |
| GROUND.....                                | Gnd   |
| GROUND CONTROL APPROACH .....              | GCA   |
| GROUND CONTROL INTERCEPT SQUADRON .....    | GCIS  |
| GROUP.....                                 | Gru   |
| GUARD.....                                 | Gd    |
| GUIDED MISSILE.....                        | GM    |

|                                             |         |
|---------------------------------------------|---------|
| GUILTY .....                                | G       |
| GUNNER .....                                | gnr     |
| GUNNERY SERGEANT .....                      | GySgt   |
| GUNSHOT WOUND.....                          | GSW     |
|                                             |         |
| HANDLING .....                              | hdlg    |
| HEADQUARTERS .....                          | Hq      |
| HEADQUARTERS AND HEADQUARTERS SQUADRON..... | H&HSqdn |
| HEADQUARTERS AND SERVICE .....              | H&S     |
| HEADQUARTERS MARINE CORPS.....              | HQMC    |
| HEALTH RECORD(s).....                       | HR      |
| HEAVY.....                                  | hvy     |
| HEAVY ARTILLERY.....                        | HvyArty |
| HELICOPTER.....                             | Hcptr   |
| HIGH EXPLOSIVE .....                        | HE      |
| HIGH SCHOOL .....                           | HS      |
| HOME ADDRESS .....                          | HA      |
| HOME OF RECORD.....                         | HOR     |
| HONORABLE .....                             | hon     |
| HONORABLE DISCHARGE.....                    | HonDis  |
| HONORABLY RETIRED .....                     | HonRetd |
| HOSPITAL.....                               | hosp    |
| HOSPITAL APPRENTICE -E-2 .....              | HA      |
| HOSPITALMAN -E-3 .....                      | HN      |
| HOSPITAL MAN CHIEF -E-7 .....               | HMC     |
| HOSPITAL MAN FIRST -E-6 .....               | HM1     |
| HOSPITAL MAN SECOND -E-5 .....              | HM2     |
| HOSPITAL MAN THIRD -E-4 .....               | HM3     |
| HOSPITAL RECRUIT -E-1.....                  | HR      |
| HOUSEHOLD EFFECTS .....                     | HHE     |
| HOUSEHOLD GOODS.....                        | HHG     |
| HOWITZER .....                              | How     |
| HUMANITARIAN REASONS .....                  | HUMS    |
|                                             |         |
| IDENTIFICATION.....                         | ID      |
| IMMEDIATE -LY .....                         | immed   |
| IMMEDIATE SUPERIOR IN COMMAND.....          | ISinC   |
| IN ACCORDANCE WITH.....                     | IAW     |
| INACTIVE .....                              | inact   |
| INCAPACITATED .....                         | INCAP   |
| INCLUDE - INCLUDING - INCLUSIVE .....       | incl    |
| INCOMPETENCE -ENT .....                     | incomp  |
| INDEFINITE .....                            | indef   |
| INDICATE -S -D - INDICATING.....            | Indc    |
| INDIVIDUAL .....                            | indiv   |
| INDIVIDUAL RECORD CARD.....                 | IRC     |
| INDUCTION.....                              | ind     |
| INFANTRY .....                              | inf     |
| INFANTRY TRAINING REGIMENT .....            | ITR     |
| INFLAMMABLE.....                            | infl    |
| INFORMATION.....                            | info    |
| INFORMATION SERVICE OFFICER .....           | ISO     |
| IN HANDS OF CIVIL AUTHORITIES.....          | IHCA    |

INITIAL CIVILIAN CASH CLOTHING ALLOWANCE ..... ICCCA  
 INITIAL CLOTHING MONETARY ALLOWANCE..... ICMA  
 INITIAL ENTRY - LEAVE..... IE  
 INJURIES OR ILLNESSES FROM OTHER CAUSES..... IOC  
 INJURIES OR ILLNESSES SELF-INFLICTED (Intention-  
 ally) ..... ISI  
 INSPECT - INSPECTOR..... \*Ins Insp  
 INSPECTOR GENERAL MARINE CORPS ..... InsGenMC  
 INSPECTOR-INSTRUCTOR ..... I-I  
 INSTRUCTION..... instn  
 INSTRUCTOR ..... instr  
 INTELLIGENCE..... intel  
 INTERMEDIATE COMMAND..... IC  
 INTERNED ..... ITD  
 INTERPRETER ..... intpr  
 INVESTIGATION ..... Inves  
 INVOLUNTARY - TARIPLY..... invol  
 INVOLVING ..... inv  
 ITINERANT RECRUITING DUTY ..... IRD

JOINED ..... jd  
 JOINED ASSIGNED ..... jdasg  
 JOINED BY ENLISTMENT..... jdenl  
 JOINED BY INDUCTION..... jdind  
 JOINED BY REENLISTMENT ..... jdreenl  
 JOINED FROM ..... jdfr  
 JOINT CHIEFS OF STAFF ..... JCS  
 JOINT TRAVEL REGULATIONS..... JTR  
 JUDGE ADVOCATE..... JA  
 JUDGE ADVOCATE GENERAL..... JAG  
 JUNIOR..... Jr/jr  
 JURISDICTION ..... juris

KILLED IN ACTION..... KIA  
 KOREAN VETERAN..... KVet

LANCE CORPORAL ..... LCpl  
 LANDING EXERCISE ..... LEX  
 LANDING FORCE TRAINING COMMAND..... LFTC  
 LANDING SIGNAL OFFICER..... LSO  
 LANDING SUPPORT COMPANY..... LanSptCo  
 LANGUAGE..... lang  
 LANGUAGE PROFICIENCY TEST ..... LPT  
 LEADER..... ldr  
 LEAVE..... lv  
 LEGITIMATE CHILD ..... LC  
 LETTER..... ltr  
 LIAISON..... ln  
 LIEUTENANT..... Lt  
 LIEUTENANT COLONEL..... LtCol  
 LIEUTENANT COMMANDER..... LCdr

|                                                                                     |                |
|-------------------------------------------------------------------------------------|----------------|
| LIEUTENANT GENERAL.....                                                             | LtGen          |
| LIGHT ANTIAIRCRAFT .....                                                            | LAA            |
| LIGHT ARTILLERY.....                                                                | LArty          |
| LIGHT SUPPORT COMPANY.....                                                          | LSptCo         |
| LIMITED .....                                                                       | ltd            |
| LIMITED DUTY OFFICER.....                                                           | LDO            |
| LOCATION .....                                                                      | Loc            |
| LOCATION TOUR DATE .....                                                            | LTD            |
| LOGISTIC .....                                                                      | log            |
| LOSE PAY - LOSS OF PAY.....                                                         | Lp             |
|                                                                                     |                |
| MACHINE GUN.....                                                                    | MG             |
| MAINTENANCE .....                                                                   | maint          |
| MAJOR.....                                                                          | Maj            |
| MAJOR GENERAL .....                                                                 | MajGen         |
| MANAGEMENT.....                                                                     | Mgt            |
| MANAGER.....                                                                        | Mgr            |
| MANEUVERS .....                                                                     | Mane           |
| MANUAL FOR CLUBS, MESSES AND MISCELLANEOUS<br>NONAPPROPRIATED FUND ACTIVITIES ..... | MCLUBSMESSMAN  |
| MANUAL FOR COURTS-MARTIAL, 1951.....                                                | MCM1951        |
| MARINE.....                                                                         | Mar            |
| MARINE AIRBASE SQUADRON.....                                                        | MABS           |
| MARINE AIR CONTROL GROUP.....                                                       | MACG           |
| MARINE AIR CONTROL SQUADRON.....                                                    | MACS           |
| MARINE AIRCRAFT REPAIR SQUADRON .....                                               | MARS           |
| MARINE AIR RESERVE TRAINING COMMAND .....                                           | MARTC          |
| MARINE AIR RESERVE TRAINING DETACHMENT.....                                         | MARTD          |
| MARINE AIRCRAFT GROUP.....                                                          | MAG            |
| MARINE AIRCRAFT WING.....                                                           | MAW            |
| MARINE AIRCRAFT MAINTENANCE SQDN .....                                              | MAMRON         |
| MARINE AIR SUPPORT SQUADRON .....                                                   | MASS           |
| MARINE ALL WEATHER FIGHTER TRAINING SQUAD-<br>RON .....                             | VMFT(AW)       |
| MARINE ATTACK SQUADRON .....                                                        | VMA            |
| MARINE ATTACK TRAINING SQUADRON .....                                               | VMAT           |
| MARINE AVIATION CADET .....                                                         | MARCAD         |
| MARINE AVIATION DETACHMENT .....                                                    | MAD            |
| MARINE BARRACKS.....                                                                | MB             |
| MARINE BRIGADE .....                                                                | MarBrig        |
| MARINE COMPOSITE SQUADRON.....                                                      | VMC            |
| MARINE CORPS.....                                                                   | USMC           |
| MARINE CORPS AIR BASE -S .....                                                      | MCAB           |
| MARINE CORPS AIR FACILITY .....                                                     | MCAF           |
| MARINE CORPS AIR STATION.....                                                       | MCAS           |
| MARINE CORPS AUXILIARY AIR FACILITY .....                                           | MCAAF          |
| MARINE CORPS AUXILIARY AIR STATION .....                                            | MCAAS          |
| MARINE CORPS BASE .....                                                             | MCB            |
| MARINE CORPS BULLETIN .....                                                         | MCBul          |
| MARINE CORPS DISBURSING OFFICE.....                                                 | MCDisbOff      |
| MARINE CORPS DISTRICT .....                                                         | MCD            |
| MARINE CORPS EDUCATION AND LIBRARY MANUAL...                                        | MARCOREDLIBMAN |
| MARINE CORPS EQUIPMENT BOARD .....                                                  | MCEB           |
| MARINE CORPS EXCHANGE .....                                                         | MCX            |
| MARINE CORPS EXCHANGE MANUAL .....                                                  | MCXM           |

|                                             |               |
|---------------------------------------------|---------------|
| MARINE CORPS INSTITUTE.....                 | MCI           |
| MARINE CORPS MANUAL.....                    | MARCORMAN     |
| MARINE CORPS ORDER .....                    | MCO           |
| %MARINE CORPS PERSONNEL MANUAL .....        | MARCORPERSMAN |
| #MARINE CORPS PERSONNEL MANUAL .....        | MCPM          |
| MARINE CORPS POSTAL CLERK .....             | PC            |
| MARINE CORPS RECRUIT DEPOT .....            | MCRDep        |
| MARINE CORPS RESERVE .....                  | MCR           |
| MARINE CORPS RESERVE TRAINING CENTER .....  | MCRTC         |
| MARINE CORPS SCHOOLS .....                  | MCS           |
| MARINE CORPS SPECIAL ORDERS .....           | MCSO          |
| MARINE CORPS SPECIAL SERVICES MANUAL.....   | MCSPLSERVMAN  |
| MARINE CORPS SUPPLY ACTIVITY .....          | MARCORSupActy |
| MARINE CORPS SUPPLY CENTER.....             | MCSC          |
| MARINE CORPS TECHNICAL BULLETIN .....       | MCTB          |
| MARINE CORPS UNIFORM REGULATIONS .....      | MCUR          |
| MARINE DETACHMENT .....                     | MD            |
| MARINE DIVISION.....                        | MarDiv        |
| MARINE FIGHTER SQUADRON .....               | VMF           |
| MARINE FIGHTER TRAINING SQUADRON .....      | VMFT          |
| MARINE GARRISON FORCE -S .....              | MGF           |
| MARINE GROUND CONTROL INTERCEPT SQUADRON... | MGCIS         |
| MARINE HELICOPTER TRANSPORT GROUP.....      | MAG-HR        |
| MARINE HELICOPTER TRANSPORT SQUADRON .....  | HMR           |
| MARINE INSTRUMENT TRAINING SQUADRON .....   | VMIT          |
| MARINE OBSERVATION SQUADRON .....           | VMO           |
| MARINE PHOTOGRAPHIC SQUADRON.....           | VMJ           |
| MARINE SIGNAL DETACHMENT.....               | MSD           |
| MARINE TRAINING AND REPLACEMENT COMMAND.... | MT&RC         |
| MARINE TRAINING SQUADRON.....               | VMT           |
| MARINE TRANSPORT SQUADRON .....             | VMR           |
| MARINE WING SERVICE GROUP.....              | MWSG          |
| MARK.....                                   | mk            |
| MARKSMANSHIP .....                          | Mkship        |
| MASTER GUNNERY SERGEANT .....               | MGySgt        |
| MASTER SERGEANT.....                        | MSgt          |
| MATERIAL .....                              | mat           |
| MATERIAL ALLOWANCE LIST .....               | MAL           |
| MAXIMUM.....                                | Max           |
| MECHANICAL APTITUDE TEST .....              | MAT           |
| MECHANIC - MECHANICAL.....                  | mech          |
| MEDICAL .....                               | Med           |
| MEDICAL OFFICER .....                       | MO            |
| MEDICAL SURVEY .....                        | MS            |
| MEDIUM SUPPORT COMPANY .....                | MSptCo        |
| MEMBER .....                                | mbr           |
| MEMBER OF A COMBAT UNIT ENTITLED TO COMBAT  |               |
| PAY.....                                    | MBRCU         |
| MEMORANDUM .....                            | memo          |
| MESSAGE.....                                | msg           |
| MESSAGE CENTER .....                        | MsgCen        |
| MESSENGER .....                             | msgr          |
| MESSMAN - MESSMEN .....                     | msm           |
| MILITARY .....                              | mil           |
| MILITARY AIRLIFT COMMAND .....              | MAC           |
| MILITARY OCCUPATIONAL SPECIALTY .....       | MOS           |
| MILITARY POLICE.....                        | MP            |



MILITARY SEA TRANSPORTATION SERVICE ..... MSTs  
 MISCELLANEOUS ..... misc  
 MISCONDUCT ..... miscon  
 MISSING ..... MIS  
 MISSING IN ACTION ..... MIA  
 MISSING MOVEMENT ..... MisMov  
 MITIGATE -D ..... mit  
 MOBILIZE - MOBILIZATION ..... mob  
 MODIFY -ING - MODIFIED - MODIFICATION ..... Mod  
 MONETARY ALLOWANCE IN LIEU OF QUARTERS ..... MAQ  
 MONITORED COMMAND CODE ..... MCC  
 MONTHLY MONETARY LIMITATION ..... MonLmt  
 MONTHLY PERSONNEL ROSTER ..... MPR  
 MORTAR ..... mort  
 MOTHER ..... M  
 MOTOR TRANSPORT -ATION ..... MT  
 MUSTERING OUT PAY ..... MOP

NAME, GRADE, AND SERVICE NUMBER ..... NAGRANO  
 NATIONAL ..... Natl  
 NATIONAL AGENCY CHECK ..... NAC  
 NATIONAL SERVICE LIFE INSURANCE ..... NSLI  
 NATIONAL WAR COLLEGE ..... NWC  
 NAVAL ADMINISTRATIVE UNIT ..... NavAdminU  
 NAVAL AIR FACILITY - NAVAL AIRCRAFT FACTORY .. NAF  
 NAVAL AIR MISSILE TEST CENTER ..... NAMTC  
 NAVAL AIR RESERVE TRAINING UNIT ..... NARTU  
 NAVAL AIR STATION ..... NAS  
 NAVAL AIR TECHNICAL TRAINING CENTER ..... NATTC  
 NAVAL AIR TRAINING BASE ..... NATB  
 NAVAL AMMUNITION DEPOT ..... NAD  
 NAVAL AVIATION CADET ..... NAVCAD  
 NAVAL AVIATION OBSERVER -AEROLOGY ..... NAOA  
 NAVAL AVIATION OBSERVER -NAVIGATION ..... NAON  
 NAVAL AVIATION OBSERVER -RADAR ..... NAOR  
 NAVAL AVIATION OBSERVER -TACTICAL ..... NAOT  
 NAVAL AVIATION ORDNANCE TESTING STATION ..... NAOTS  
 NAVAL AVIATION PILOTS -ENLISTED ..... NAP  
 NAVAL AVIATOR -OFFICER ..... NA  
 NAVAL BASE ..... NB  
 NAVAL CONSTRUCTION BATTALION ..... NCB  
 NAVAL DISTRICT ..... NavDis  
 NAVAL FLIGHT OFFICER ..... NFO  
 NAVAL GUNFIRE ..... NGF  
 NAVAL GUNFIRE LIAISON OFFICER ..... NGFLO  
 NAVAL HOSPITAL ..... USNH  
 NAVAL MAGAZINE ..... NM  
 NAVAL - NAVY ..... Nav  
 NAVAL OPERATING BASE ..... NOB  
 NAVAL ORDNANCE PLANT ..... NOP  
 NAVAL ORDNANCE TEST STATION ..... NOTS  
 NAVAL PROPELLANT PLANT ..... NPP  
 NAVAL PROVING GROUND ..... NPG  
 NAVAL RESERVE OFFICERS TRAINING CORPS ..... NROTC  
 NAVAL RETRAINING COMMAND ..... NRC

|                                                        |              |
|--------------------------------------------------------|--------------|
| NAVAL SHIPYARD .....                                   | NSyd         |
| NAVAL STATION.....                                     | NS           |
| NAVAL SUPPLY DEPOT .....                               | NSD          |
| NAVAL TRAINING CENTER .....                            | NTC          |
| NAVAL VESSEL .....                                     | USS          |
| NAVAL WEAPONS PLANT.....                               | NWP          |
| NAVAL WEAPONS STATION.....                             | NWS          |
| NAVY AND MARINE CORPS RESERVE TRAINING<br>CENTER ..... | NAVMCRTC     |
| NAVY DEPARTMENT.....                                   | ND           |
| NAVY DEPARTMENT GENERAL ORDER .....                    | NDGO         |
| NAVY REGULATIONS.....                                  | NavRegs      |
| NECESSARY .....                                        | Nec          |
| NEGATIVE.....                                          | negat        |
| NEXT INFERIOR RANK .....                               | NIR          |
| NOMINATE -ION .....                                    | nom          |
| NONBATTLE CASUALTY .....                               | NBC          |
| NONCOMMISSIONED OFFICER.....                           | NCO          |
| NONCOMMISSIONED OFFICER IN CHARGE .....                | NCOinC       |
| NOT APPLICABLE .....                                   | N/A          |
| NOT EARLIER THAN .....                                 | NET          |
| NOT GUILTY.....                                        | NG           |
| NOT LATER THAN .....                                   | NLT          |
| NOT TO, NOR NEEDED, BY ALL.....                        | NOTAL        |
| NO TIME LOST .....                                     | NTL          |
| NO TRAVEL INVOLVED.....                                | NTI          |
| NOT RECOMMENDED FOR REENLISTMENT.....                  | NRR          |
| NUMBER .....                                           | No           |
|                                                        |              |
| OBJECT -ION -IVE .....                                 | obj          |
| OBJECT CLASS.....                                      | OC           |
| OBLIGATED - OBLIGATOR - OBLIGATION .....               | obl          |
| OCCUPATIONAL FIELD.....                                | OF           |
| OFFICE OF NAVAL INTELLIGENCE .....                     | ONI          |
| OFFICE -R .....                                        | off          |
| OFFICER.....                                           | *O           |
| OFFICER CANDIDATE.....                                 | OCan         |
| OFFICER CANDIDATE CLASS .....                          | OCC          |
| OFFICER IN CHARGE.....                                 | OinC         |
| OFFICER OF THE DAY .....                               | OD           |
| OFFICER QUALIFICATION RECORD .....                     | OQR          |
| OFFICER SELECTION OFFICER .....                        | OSO          |
| OFFICIAL .....                                         | OfI          |
| ON THE JOB TRAINING.....                               | OJT          |
| OPERATION -S .....                                     | Op           |
| OPERATIONS ORDER .....                                 | OperO        |
| OPERATIONS PLAN .....                                  | Oplan        |
| OPERATOR - OPERATE .....                               | Opr          |
| ORDER.....                                             | *O           |
| ORDERED TO ACTIVE DUTY.....                            | OAD          |
| ORDNANCE .....                                         | Ord          |
| ORGANIZATION.....                                      | org          |
| ORGANIZED MARINE CORPS RESERVE .....                   | USMCR -(O)-  |
| ORGANIZED MARINE CORPS RESERVE - AVIATION ....         | USMCR -(AO)- |
| ORIGINAL.....                                          | orig         |
| OVERHAUL AND REPAIR SQUADRON .....                     | ORSqdn       |

|                                               |                  |
|-----------------------------------------------|------------------|
| OVERSEAS.....                                 | o/s              |
| OVERSEAS REPLACEMENT.....                     | OSRepl           |
| PACIFIC.....                                  | Pac              |
| PACKAGE.....                                  | Pkg              |
| PAID.....                                     | pd               |
| PARACHUTE - PARACHUTIST .....                 | prcht            |
| PARAGRAPH .....                               | par              |
| PARENTHESIS .....                             | paren            |
| PASSENGER .....                               | PAX              |
| PATIENT.....                                  | pnt              |
| PAY AND ALLOWANCES.....                       | PandL            |
| PAY ENTRY BASE DATE .....                     | PEBD             |
| PAY RECORD(s).....                            | PaRec            |
| PAY RECORD(s) AND HEALTH RECORD(s) .....      | PaHel            |
| PAYMENT.....                                  | Pmt              |
| PERFORM - ED .....                            | perf             |
| PERIOD .....                                  | prd              |
| PERMANENT .....                               | perm             |
| PERMANENT CHANGE OF STATION .....             | PCS              |
| PERMISSION GRANTED.....                       | PerGra           |
| PERSONAL EFFECTS .....                        | PerEf            |
| PERSONNEL .....                               | pers             |
| PERSONNEL ACCOUNTING CODES MANUAL .....       | PersAcctCodesMan |
| PERSONNEL ACCOUNTING SYSTEM .....             | PAS              |
| PERSONNEL ALLOCATION PLAN.....                | PAP              |
| PERSONNEL CLASSIFICATION .....                | PersClas         |
| PERSONNEL DEPARTMENT .....                    | PD               |
| PERSONNEL RECORD AUDIT/CODING FORM.....       | PRAC             |
| PERSONNEL REQUIREMENTS CRITERIA MANUAL .....  | PRCM             |
| PERSONNEL SECURITY CLEARANCE INVESTIGATION .. | PSCI             |
| PERTAIN - PERTINENT .....                     | Pert             |
| PHOTOGRAPH -OR -IC .....                      | photo            |
| PHYSICAL .....                                | phys             |
| PISTOL-REVOLVER EXPERT .....                  | PE               |
| PISTOL-REVOLVER MARKSMAN .....                | PMM              |
| PISTOL-REVOLVER SHARPSHOOTER .....            | PSS              |
| PISTOL-REVOLVER UNQUALIFIED.....              | PUQ              |
| PLATOON .....                                 | Plat             |
| PLATOON LEADER.....                           | PlLdr            |
| PLATOON LEADERS CLASS.....                    | PLC              |
| PLATOON LEADERS CLASS (AVIATION) .....        | PLC(A)           |
| PLATOON LEADERS CLASS (LAW).....              | PLC(L)           |
| POINT .....                                   | Pt               |
| PORT OF DEBARKATION .....                     | POD              |
| PORT OF EMBARKATION.....                      | POE              |
| POST OFFICE .....                             | PO               |
| POST SUPPLY OFFICER.....                      | PSO              |
| PRACTICE .....                                | prac             |
| PRELIMINARY.....                              | Prelim           |
| PREPARE - PREPARATION - PREPARATORY .....     | Prep             |
| PREVIOUS.....                                 | prev             |
| PRIMARY .....                                 | pri              |
| PRISONER AT LARGE .....                       | PAL              |
| PRISONER OF WAR .....                         | POW              |

PRIVATE..... Pvt  
 PRIVATE FIRST CLASS..... PFC  
 PROBATION -ARY..... prob  
 PROCEED..... pro  
 PROCESSING..... Proc  
 PROFICIENCY PAY..... ProPay  
 PROGRAM..... prog  
 PROJECT -ED..... Proj  
 PROMOTE -D - PROMOTION..... prom  
 PROPERTY..... prop  
 PROSPECTIVE COMMANDING OFFICER..... PCO  
 PROVISIONAL..... prov  
 PROVISIONAL - PROVISIONS..... Prov  
 PROVOST MARSHAL..... PM  
 PUBLICATION -S..... pub(s)  
 PUBLIC PROPERTY..... PP  
 PURIFICATION..... purif  
 PURSUANT..... pur  
 PURSUANT TO SENTENCE -OF COURT..... PurSent

QUALIFICATION - QUALIFIED - QUALIFY..... qual  
 QUARTERMASTER..... QM  
 QUARTERMASTER GENERAL OF THE MARINE CORPS.. QMGMC  
 QUARTER..... qtr  
 QUARTERS..... QTRS  
 QUOTA SERIAL NUMBER(s)..... QSN

RADAR..... rdr  
 RADIO..... rad  
 RADIO AND PANEL SECTION..... R&PSec  
 RADIO INTELLIGENCE PLATOON..... RadIntelPlat  
 RADIO OPERATOR..... RadOpr  
 RAILROAD..... RR  
 RANK..... rk  
 RATION..... rat  
 RATIONS..... Rats  
 REAPPOINT..... Reappt  
 REAR ECHELON..... RearEch  
 REASSIGN..... Reasg  
 RECAPITULATION..... recap  
 RECEIVED..... recd  
 RECEIVING STATION..... RecSta  
 RECLAMATION..... recl  
 RECOMMEND -ATION -ED..... recom  
 RECOMMENDED FOR REENLISTMENT..... RR  
 RECONNAISSANCE..... recon  
 RECORD..... rec  
 RECRUIT DEPOT..... MCRDep  
 RECRUITING..... Rctg  
 RECRUITING OFFICER..... RO  
 RECRUITING STATION -SUBSTATION..... USMC-RS-RSS  
 REDISTRIBUTION..... redistribr  
 REDUCE -D..... red

|                                        |         |
|----------------------------------------|---------|
| REENLIST -ED -MENT .....               | reenl   |
| REFER -ENCE .....                      | ref     |
| REGIMENT .....                         | Regt    |
| REGULAR .....                          | reg     |
| REGULATIONS .....                      | regs    |
| REHABILITATION .....                   | rehab   |
| REINFORCED .....                       | Rein    |
| RELIEVE -D RELIEF - RELEASE .....      | rel     |
| REMIT -TED .....                       | rem     |
| REPAIR .....                           | rep     |
| REPLACE -MENT .....                    | Repl    |
| REPORT -ED .....                       | rpt     |
| REPORTING UNIT .....                   | RU      |
| REPRODUCTION .....                     | repro   |
| REQUALIFIED -REQUALIFY .....           | requal  |
| REQUEST .....                          | req     |
| REQUIRE -MENT -S .....                 | Rqr     |
| REQUISITION .....                      | rqn     |
| RESERVE .....                          | Res     |
| RESERVE AND RECRUITMENT DISTRICT ..... | MCRRD   |
| RESIGNATION .....                      | Resig   |
| RESIGNED .....                         | resgd   |
| RESPONSIBLE .....                      | resp    |
| RETAIN -ED .....                       | ret     |
| RETAINED IN THE SERVICE .....          | retserv |
| RETIRED - RETIREMENT .....             | retd    |
| RETROACTIVE .....                      | retro   |
| RETURN .....                           | ret     |
| RETURNED TO MILITARY CONTROL .....     | RMC     |
| REVOKE -D - REVOCATION .....           | Revo    |
| RIFLE AND PISTOL TEAM .....            | r&pt    |
| RIFLE EXPERT .....                     | RE      |
| RIFLE MARKSMAN .....                   | RMM     |
| RIFLE RANGE .....                      | RR      |
| RIFLE SHARPSHOOTER .....               | RSS     |
| RIFLE UNQUALIFIED .....                | RUQ     |
| RIFLE - WEAPON .....                   | rfl     |
| RIGHT .....                            | rt      |
| ROCKET .....                           | rkt     |
| ROCKET LAUNCHER .....                  | RL      |
| ROTATION .....                         | Rot     |
| ROTATION TOUR DATE .....               | RTD     |

|                              |         |
|------------------------------|---------|
| SALVAGE .....                | salv    |
| SAN DIEGO AREA .....         | SDA     |
| SATISFACTORY .....           | sat     |
| SCHEDULE .....               | sked    |
| SCHOOL .....                 | scol    |
| SEA DUTY .....               | SEADU   |
| SEAMAN -E-3 .....            | SN      |
| SEAMAN APPRENTICE -E-2 ..... | SA      |
| SEAMAN RECRUIT -E-1 .....    | SR      |
| SEA SCHOOL .....             | SeaScol |
| SECOND LIEUTENANT .....      | 2ndLt   |
| SECRETARY OF THE NAVY .....  | SecNav  |

|                                               |          |
|-----------------------------------------------|----------|
| SECTION .....                                 | Sec      |
| SECURITY .....                                | Scty     |
| SELECTION BOARD .....                         | SelBd    |
| SELECTIVE SERVICE .....                       | SS       |
| SENIOR .....                                  | sr       |
| SENIOR OFFICER PRESENT .....                  | SOPres   |
| SENTENCE .....                                | sent     |
| SENTENCED TO BE CONFINED .....                | sentconf |
| SENTENCED TO LOSE PAY .....                   | SentLP   |
| SEPARATE - SEPARATION .....                   | sep      |
| SERGEANT .....                                | Sgt      |
| SERGEANT MAJOR .....                          | SgtMaj   |
| SERIAL .....                                  | ser      |
| SERIOUS .....                                 | SRS      |
| SERVE - SERVING .....                         | serv     |
| SERVICE .....                                 | serv     |
| SERVICE NUMBER .....                          | SN       |
| SERVICE RECORD BOOK .....                     | SRB      |
| SERVICE RECORDS .....                         | SR       |
| SERVICE SCHOOL .....                          | SvcScol  |
| SETTLEMENT - SETTLED .....                    | sett     |
| SHIP IMMEDIATELY .....                        | ShipIm   |
| SHIPMENT - SHIPPING .....                     | Ship     |
| SHIPPING .....                                | ship     |
| SHORE FIRE CONTROL PARTY .....                | SFCP     |
| SHORE PATROL - SHORE PARTY .....              | SP       |
| SICK MISCONDUCT .....                         | SKMC     |
| SICK - SICK IN .....                          | sk       |
| SIGNAL .....                                  | Sig      |
| SIGNAL OPERATION INSTRUCTIONS .....           | SOI      |
| SIGNED .....                                  | /s/      |
| SMALL ARMS TARGET PRACTICE .....              | SATP     |
| SOCIAL SECURITY NUMBER .....                  | SSNo     |
| SPECIAL COURT-MARTIAL .....                   | SPCM     |
| SPECIAL DUTY .....                            | Spldu    |
| SPECIAL MONEY REQUISITION .....               | SMR      |
| SPECIAL ORDER -S .....                        | SO       |
| SPECIAL -IST .....                            | spl      |
| SPECIAL SERVICES .....                        | SplSvc   |
| SPECIALTY .....                               | Splty    |
| SPECIFY - SPECIFICATION .....                 | spec     |
| SPEEDLETTER .....                             | Spdltr   |
| SQUAD .....                                   | Sqd      |
| SQUADRON .....                                | Sqdn     |
| STAFF SERGEANT .....                          | SSgt     |
| STANDARD FORM .....                           | SF       |
| STANDARD MAINTENANCE ALLOWANCE .....          | SMA      |
| STANDARD NOMENCLATURE LIST .....              | SNL      |
| STANDING OPERATION PROCEDURE .....            | SOP      |
| STATION .....                                 | Sta      |
| STATION MAINTENANCE SQUADRON .....            | SMS      |
| STATION OPERATION AND ENGINEERING SQUADRON .. | SOES     |
| STENOGRAPHER .....                            | Steno    |
| STEPCHILD .....                               | SC       |
| STRAGGLER .....                               | strag    |
| STREET .....                                  | St       |
| STRENGTH .....                                | str      |

|                                        |         |
|----------------------------------------|---------|
| STUDENT .....                          | stud    |
| STUDENT NAVAL FLIGHT OFFICER .....     | SNFO    |
| SUBJECT .....                          | subj    |
| SUBMACHINE GUN .....                   | SMG     |
| SUBMACHINE GUN EXPERT .....            | SMGE    |
| SUBMACHINE GUN SHARPSHOOTER .....      | SMGSS   |
| SUBMACHINE GUN UNQUALIFIED .....       | SMGUQ   |
| SUBMIT -TED .....                      | sub     |
| SUBSEQUENT .....                       | Subq    |
| SUBSISTENCE .....                      | Subs    |
| SUBSTITUTE -D - SUBSTITUTION .....     | Subt    |
| SUB UNIT .....                         | SU      |
| SUFFICIENT .....                       | Suf     |
| SUMMARY COURT-MARTIAL .....            | SCM     |
| SUPERINTEND -ENT .....                 | Supt    |
| SUPERIOR PERFORMANCE .....             | SP      |
| SUPPLY .....                           | sup     |
| SUPPLY DEPARTMENT .....                | SD      |
| SUPPLY DEPARTMENT CIRCULAR .....       | SDC     |
| SUPPORT .....                          | spt     |
| SURRENDER .....                        | surr    |
| SURVEY .....                           | surv    |
| SUSPECT - SUSPICION .....              | susp    |
| SWITCHBOARD .....                      | swbd    |
| SYSTEM .....                           | Sys     |
|                                        |         |
| TABLE OF ALLOWANCES .....              | T/A     |
| TABLES OF EQUIPMENT .....              | T/E     |
| TABLES OF ORGANIZATION .....           | T/O     |
| TANK .....                             | tk      |
| TECHNICAL BULLETIN .....               | TB      |
| TECHNICAL MANUAL .....                 | TM      |
| TECHNICAL - TECHNICIAN .....           | Tech    |
| TELEPHONE .....                        | Tp      |
| TELEPHONE CONVERSATION .....           | FoneCon |
| TELEVISION .....                       | tv      |
| TEMPORARILY ATTACHED .....             | tempatt |
| TEMPORARY .....                        | temp    |
| TEMPORARY ADDITIONAL DUTY .....        | TAD     |
| TEMPORARY DUTY .....                   | TEM     |
| TERMINATE -D .....                     | term    |
| THE BASIC SCHOOL .....                 | TBS     |
| TIME LOST .....                        | TL      |
| TOP SECRET .....                       | TopSec  |
| TOTAL DETENTION OF PAY .....           | TDP     |
| TOTAL LOSS OF PAY .....                | TLP     |
| TRACKED VEHICLE SCHOOL BATTALION ..... | TvsBn   |
| TRAINING .....                         | trng    |
| TRAINING CENTER .....                  | TC      |
| TRAINING DUTY .....                    | Trdu    |
| TRAINING FILM .....                    | TF      |
| TRANSFER -RED .....                    | tr      |
| TRANSIENT FACILITY .....               | TFAC    |
| TRANSMIT .....                         | XMIT    |
| TRANSPORT .....                        | trans   |

|                                                 |           |
|-------------------------------------------------|-----------|
| TRAVEL .....                                    | Tvl       |
| TREATMENT .....                                 | Trmt      |
| TRIAL .....                                     | tl        |
| TROOPS .....                                    | Trps      |
|                                                 |           |
| UNAUTHORIZED .....                              | unauth    |
| UNAUTHORIZED ABSENCE - ABSENT OVER LEAVE ....   | UA(AOL)   |
| UNAUTHORIZED ABSENCE - ABSENT WITHOUT LEAVE ..  | UA(AWOL)  |
| UNAVOIDABLE .....                               | Unavd     |
| UNDESIRABLE DISCHARGE .....                     | UnDis     |
| UNFITNESS .....                                 | unfit     |
| UNIFORM CODE OF MILITARY JUSTICE .....          | UCMJ      |
| UNIFORM -ITY .....                              | unif      |
| UNIT DIARY .....                                | UD        |
| UNITED STATES ARMED FORCES INSTITUTE .....      | USAFI     |
| UNIT OF FIRE .....                              | u/f       |
| UNIVERSITY .....                                | Univ      |
| UNKNOWN .....                                   | UNK       |
| UNQUALIFIED .....                               | UQ        |
| UNSATISFACTORY .....                            | unsat     |
| UNSUITABILITY .....                             | unsuit    |
| UNUSED LEAVE .....                              | UL        |
| U S AIR FORCE .....                             | USAF      |
| U S ARMY .....                                  | USA       |
| U S ARMY HOSPITAL .....                         | USAH      |
| U S COAST GUARD .....                           | USCG      |
| U S FLEET ACTIVITIES .....                      | FleAct    |
| U S MARINE CORPS .....                          | USMC      |
| U S MARINE CORPS RESERVE .....                  | USMCR     |
| U S MARINE CORPS SELECTIVE SERVICE SELECTEE ..  | USMC SS   |
| U S MARINE CORPS SELECTIVE SERVICE VOLUNTEER .. | USMC SS V |
| U S NAVAL ACADEMY .....                         | USNA      |
| U S NAVAL ACTIVITIES .....                      | NavAct    |
| U S NAVAL ATTACHE .....                         | ALUSNA    |
| U S NAVAL HOSPITAL .....                        | USNH      |
| U S NAVAL MOBILE HOSPITAL .....                 | USNHMH    |
| U S NAVAL TELETYPEWRITER EXCHANGE .....         | NTX       |
| U S NAVAL VESSEL .....                          | USS       |
| U S NAVY .....                                  | USN       |
|                                                 |           |
| VARIABLE REENLISTMENT BONUS .....               | VRB       |
| VARIABLE REENLISTMENT BONUS INSTALLMENTS ....   | VRBI      |
| VARIABLE REENLISTMENT BONUS MULTIPLE .....      | VRBM      |
| VARIABLE TIME - PROXIMITY FUSE .....            | VT        |
| VEHICLE - VEHICULAR .....                       | veh       |
| VENEREAL DISEASE .....                          | VD        |
| VERIFY .....                                    | ver       |
| VERY GOOD .....                                 | VG        |
| VIOLATION .....                                 | viol      |
| VISUAL .....                                    | vis       |
| VOLUME .....                                    | vol       |
| VOLUNTEER .....                                 | V         |
| VOLUNTEER MARINE CORPS RESERVE .....            | USMCR (V) |



VOLUNTEER MARINE CORPS RESERVE-AVIATION ..... USMCR (AV)  
 VOLUNTEER TRAINING UNIT ..... VTU  
 VOUCHER ..... vou

WAIVED ..... wvd  
 WAREHOUSE ..... whs  
 WARRANT ..... wrnt  
 WARRANT OFFICER ..... WO  
 WEAPON ..... Wpn  
 WEIGHT ..... wt  
 WELL AND ON DUTY ..... WOD  
 WHEN DIRECTED ..... WD  
 WHITE PHOSPHOROUS ..... WP  
 WIFE ..... W  
 WING ..... Wg  
 WITH ..... w/-  
 WITHOUT ..... w/o  
 WOMAN MARINE ..... WM  
 WOMEN OFFICER CANDIDATE COURSE ..... WOCC  
 WOMENS RESERVE ..... WR  
 WOUNDED IN ACTION ..... WIA  
 WOUNDED IN ACTION - NOT EVACUATED ..... WIANE

NOTES:

\*Are for compound abbreviations only and may not be used alone.

%Will be used in all types of administrative procedures except personnel records and forms.

#Will be used only in completion of personnel records and forms.

b. Phrases, sentences, or groups of sentences, frequently used in Marine Corps Special Orders

| <u>PHRASE EQUIVALENT</u> | <u>MEANING</u>                                                                                                                                                                                                               |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *** ACDIFOT.....         | Active duty in a flying status involving operational or training flights                                                                                                                                                     |
| *** ACDIFOTINS .....     | Active duty under instruction in a flying status involving operational or training flights                                                                                                                                   |
| ACDU.....                | Active duty                                                                                                                                                                                                                  |
| ADCON.....               | Advise all concerned                                                                                                                                                                                                         |
| ADDIFOT.....             | Additional duty in a flying status involving operational or training flights                                                                                                                                                 |
| ADDU .....               | Additional duty                                                                                                                                                                                                              |
| ADLVADDR .....           | You are directed to keep the Commandant of the Marine Corps advised of an address at which you can be reached by telegram at all times while in a proceed, travel, or leave status                                           |
| ADMSG .....              | Please advise by message                                                                                                                                                                                                     |
| ADSPDLTR .....           | Please advise by speedletter                                                                                                                                                                                                 |
| ADTAKE.....              | Please advise action taken                                                                                                                                                                                                   |
| APPT .....               | Appointment                                                                                                                                                                                                                  |
| ARPROREP.....            | Upon arrival further proceed and report (to)                                                                                                                                                                                 |
| ARREP .....              | Upon arrival report (to) _____                                                                                                                                                                                               |
| ARREPCOVES .....         | Upon arrival report to commanding officer of that vessel for duty                                                                                                                                                            |
| AUTHDELREP.....          | With authority to delay in reporting until _____ (date)                                                                                                                                                                      |
| AUTHPROBOUT .....        | Authorized to proceed on or about _____ (date)                                                                                                                                                                               |
| BAGAIR .....             | While traveling via air outside the United States (number of pounds indicated) baggage to accompany is authorized.                                                                                                           |
| CARBAGAIR .....          | While traveling via air outside United States, 65 pounds baggage to accompany is authorized, and an additional (number of pounds indicated) baggage is authorized as air cargo for shipment under the same class of priority |
| CARBASO .....            | Carry out unexecuted portion basic orders                                                                                                                                                                                    |

| <u>PHRASE EQUIVALENT</u> | <u>MEANING</u>                                                                                                                                                                                                                                                                               |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CIPAP.....               | Authority is granted to make such changes in above itinerary and to proceed to such additional places as may be necessary for accomplishment of this mission                                                                                                                                 |
| COMPL.....               | Upon completion thereof                                                                                                                                                                                                                                                                      |
| COMPRET.....             | Upon completion thereof return to duty station and resume regular duties                                                                                                                                                                                                                     |
| COMPTEM.....             | Upon completion of temporary duty                                                                                                                                                                                                                                                            |
| COMPTEMINS.....          | Upon completion of temporary duty under instruction                                                                                                                                                                                                                                          |
| DATEDSG.....             | On such date as the Commanding General, Commanding Officer or other competent authority may designate                                                                                                                                                                                        |
| DELREP.....              | Authorized to delay (number of days indicated) provided no excess leave involved, in reporting in compliance with these orders such delay to count as leave. Keep old and new station advised address                                                                                        |
| DELREPANY.....           | Authorized to delay (number of days indicated), provided no excess leave involved, any or all of which may be taken prior to or after reporting temporary duty station(s), such delay to count as leave. No additional cost to government involved. Keep old and new station advised address |
| DELREPARUS.....          | Authorized to delay (number of days indicated or until date indicated), provided no excess leave involved, in reporting in compliance with these orders, such delay to count as leave, any portion of which may be taken prior to or after arrival in the U.S.                               |
| DELURN.....              | Authorized to delay (number of days indicated or until date indicated) in returning to duty station, such delay to count as leave; provided no excess leave involved and at no additional cost to government. Keep duty station advised address                                              |
| *** DIFOT.....           | Duty in a flying status involving operational or training flights                                                                                                                                                                                                                            |
| DIFOTECH.....            | Duty as a technical observer in a flying status involving operational or training flights                                                                                                                                                                                                    |
| *** DIFOTINS.....        | Duty under instructions in a flying status involving operational or training flights                                                                                                                                                                                                         |

| <u>PHRASE EQUIVALENT</u> | <u>MEANING</u>                                                                                                                                                                                                         |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *** DIFOTSODA .....      | Duty in a flying status involving operational or training flights or such other duty in a flying status involving operational or training flights within his (command or activity) as (command or activity) may assign |
| DISTREAT .....           | Upon being discharged from treatment                                                                                                                                                                                   |
| DUINS .....              | Duty under instructions                                                                                                                                                                                                |
| DUSODA .....             | For duty or such other duty as (command or activity indicated) may assign                                                                                                                                              |
| EXACCT .....             | Expenditure account                                                                                                                                                                                                    |
| FAGAIRTRANS .....        | (Via) first available government air transportation                                                                                                                                                                    |
| FAGSURTRANS .....        | Via first available government surface transportation                                                                                                                                                                  |
| FAGTRANS .....           | (Via) first available government transportation                                                                                                                                                                        |
| FAIRTRANS .....          | (Via) first available air transportation                                                                                                                                                                               |
| FATRANS .....            | (Via) first available transportation                                                                                                                                                                                   |
| FFT .....                | For further transfer                                                                                                                                                                                                   |
| FURAS .....              | For further assignment                                                                                                                                                                                                 |
| FURNARSER .....          | Furnish full names, rates, and service numbers of men transferred in accordance with this directive                                                                                                                    |
| FURNDISBOFF .....        | Furnish the Disbursing Officer carrying your pay accounts a copy of these orders bearing all endorsements                                                                                                              |
| ** GOVAIR .....          | Including government air                                                                                                                                                                                               |
| GOVAIRDIR .....          | Travel via government aircraft is directed (between points specified) where necessary to expedite completion of this duty. Class priority is certified                                                                 |
| GOVAIRDIROUT .....       | Travel via government aircraft is directed outside the United States. Class__ priority is certified                                                                                                                    |
| GOVAIRDIRVAIL .....      | Travel via government aircraft is directed (between points specified) where available. Class__ priority is certified                                                                                                   |

| <u>PHRASE EQUIVALENT</u> | <u>MEANING</u>                                                                                                                                             |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GOVAIRSUR .....          | Travel by government air and/or surface is authorized                                                                                                      |
| GOVAIRSURDIR .....       | Travel by government air and/or surface vessel is directed                                                                                                 |
| GOVAIRSURDIR VAIL .....  | Travel via government aircraft and/or surface vessel is directed (between points specified) where available. Class ____ priority is certified              |
| GOVMERAIRDIR .....       | In performing this travel government air and/or government procured commercial air is directed                                                             |
| IMMUNQUIRED.....         | Immediately upon receipt of these orders obtain immunization required for areas to be visited. Procure properly NavMed 585 (U.S. Navy Immunization Record) |
| MERAIR .....             | Commercial air                                                                                                                                             |
| MITRE .....              | Authorized to omit or revisit any of the mentioned places as may be deemed necessary                                                                       |
| MITREVAR .....           | Authorized to omit or revisit any of the mentioned places and to vary the itinerary as may be deemed necessary                                             |
| MITVAR .....             | Authorized to omit any of the mentioned places and to vary the itinerary as may be deemed necessary                                                        |
| MPMC.....                | Military Personnel Marine Corps                                                                                                                            |
| OC.....                  | Object class                                                                                                                                               |
| NAO.....                 | Naval Aviation Observer                                                                                                                                    |
| NOPROCAN.....            | If not already proceeded, orders (identified by date or date-time group which follows) are cancelled                                                       |
| OUTCONUS .....           | Outside 48 contiguous states and District of Columbia                                                                                                      |
| PERNOGRA.....            | Permission not granted                                                                                                                                     |
| * Pro.....               | Proceed                                                                                                                                                    |
| * Prog .....             | Program                                                                                                                                                    |
| PROIMREP .....           | Proceed immediately to location of ship, commander or station designated and upon arrival report for duty or purpose indicated                             |

| <u>PHRASE EQUIVALENT</u> | <u>MEANING</u>                                                                                                                                                     |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROREP.....              | Proceed to (location of ship, commander, or station designated) by group(s) immediately following and upon arrival report for duty or purpose indicated            |
| PROTIMEREP.....          | Proceed in time to report to activity or station designated not later than (hour and/or date indicated)                                                            |
| PROVMAIN.....            | All other provisions of present orders to remain in effect                                                                                                         |
| PROWODELREP.....         | Proceed without delay to location of ship, commander, or station designated and upon arrival report for duty or purpose indicated                                  |
| RELBY.....               | When relieved by _____                                                                                                                                             |
| SECNAVFIN.....           | The Secretary of the Navy found on (date) that more than one permanent change of station was required by the exigencies of the service during the same fiscal year |
| SERVREC.....             | Service record(s)                                                                                                                                                  |
| SURTRANS.....            | (Via) first available government transportation, not including air                                                                                                 |
| TEM.....                 | Temporary duty                                                                                                                                                     |
| TEMAC.....               | Temporary active duty                                                                                                                                              |
| *** TEMACDIFOT.....      | Temporary active duty in a flying status involving operational or training flights                                                                                 |
| *** TEMACDIFOTINS.....   | Temporary active duty under instruction in a flying status involving operational or training flights                                                               |
| TEMADD.....              | Temporary additional duty                                                                                                                                          |
| TEMADDCON.....           | Temporary additional duty in connection with                                                                                                                       |
| *** TEMADDIFOT.....      | Temporary additional duty in a flying status involving operational or training flights                                                                             |
| *** TEMADDIFOTINS.....   | Temporary additional duty under instruction in a flying status involving operational or training flights                                                           |
| TEMADDINS.....           | Temporary additional duty under instruction                                                                                                                        |
| TEMCON.....              | Temporary duty in connection with                                                                                                                                  |
| *** TEMDIFOT.....        | Temporary duty in a flying status involving operational or training flights                                                                                        |

PHRASE EQUIVALENTMEANING

\*\*\* TEMDIFOTINS..... Temporary duty under instruction in a flying status involving operational or training flights

TEMINS..... Temporary duty under instruction

TRAVCHAR..... Cost of this travel is chargeable to (appropriation or department designated in following group(s). Identifying numerals may be added.)

UNORDREVO..... Unexecuted portion of orders (identified by reference number following) are revoked

\* Are for compound abbreviations only and may not be used alone.

\*\* Phrase equivalents usually used in combination.

\*\*\* May be followed by "crew" or "non-crew"; to be translated "as a crew-member" or "as a non-crewmember."

c. U. S. Decorations and Medals

|                                           |                |
|-------------------------------------------|----------------|
| Air Medal .....                           | AM             |
| Bronze Star Medal.....                    | BSM            |
| Commendation Ribbon.....                  | CR             |
| Distinguished Flying Cross.....           | DFC            |
| Distinguished Service Cross.....          | DSC            |
| Distinguished Service Medal.....          | DSM            |
| Distinguished Unit Emblem .....           | DUE            |
| Gold Life Saving Medal.....               | GLSM           |
| Good Conduct Medal.....                   | GCMDL          |
| Legion of Merit.....                      | LM             |
| Medal of Honor .....                      | MH             |
| Naval Reserve Medal .....                 | NRM            |
| Navy and Marine Corps Medal .....         | NMCM           |
| Navy Cross .....                          | NC             |
| Navy Unit Commendation (citation) .....   | NUC            |
| Organized Marine Corps Reserve Medal..... | OMCRM(MC only) |
| Presidential Unit Citation.....           | PUC            |
| Purple Heart .....                        | PH             |
| Reserve Special Commendation Ribbon.....  | RSCR           |
| Silver Life Saving Medal.....             | SLSM           |
| Silver Star Medal .....                   | SSM            |
| Soldiers Medal.....                       | SM             |

d. U. S. Campaign and Service Medals

|                                                   |           |
|---------------------------------------------------|-----------|
| American Campaign Medal.....                      | ACM       |
| American Defense Service Medal .....              | ADSM      |
| Army of Occupation Medal .....                    | OCCMDL    |
| Army of Occupation of Germany Medal.....          | OCCGERMDL |
| Asiatic-Pacific Campaign Medal.....               | APCM      |
| China Service Medal.....                          | CHSM      |
| Dominican Campaign Medal.....                     | DCM       |
| European-African-Middle-Eastern Campaign Medal .. | EAMECM    |
| Haitian Campaign Medal .....                      | HCM       |
| Indian Campaign Medal.....                        | ICM       |
| Korean Service Medal .....                        | KSM       |
| Mexican Service Medal.....                        | MEXSVM    |
| National Defense Service Medal .....              | NATDEFSM  |
| Navy Occupation Service Medal.....                | NOSM      |
| Nicaraguan Campaign Medal.....                    | NCM       |
| Philippine Campaign Medal .....                   | PCM       |
| Philippine Defense Ribbon.....                    | PDR       |
| Philippine Independence Ribbon.....               | PIR       |
| Philippine Liberation Ribbon .....                | PLR       |
| Second Nicaraguan Campaign Medal.....             | SNCM      |
| Spanish Campaign Medal.....                       | SPCM      |
| Spanish War Service Medal .....                   | SPWSM     |
| Victory Medal WWI.....                            | VMWWI     |
| Victory Medal WWII.....                           | VMWWII    |
| Yangtze Service Medal .....                       | YSM       |



e. Punctuation used in messages. Punctuation shall be used when essential for clarity. The letter "X" will not be used. The punctuation marks used in the drafting of messages normally shall be limited to those symbols listed below which have Morse equivalents and appear on the standard typewriter and teletypewriter keyboards:

| <u>NAME</u>        | <u>ABBREVIATION</u> | <u>SYMBOL</u> |
|--------------------|---------------------|---------------|
| Apostrophe         |                     | * ' .         |
| Colon              | CLN                 | :             |
| Comma              | CMM                 | ,             |
| Hyphen             |                     | -             |
| Parenthesis        | PAREN               | ()            |
| Period             | PD                  | .             |
| Question Mark      | QUES                | ?             |
| Quotation Marks    | QUOTE/UNQUOTE       | * " "         |
| Slant sign/Virgule | SLANT               | /             |

The following symbols, which appear on the standard typewriter and teletypewriter keyboards may be used although they have no Morse equivalents:

|             |      |
|-------------|------|
| Ampersand   | * &  |
| Dollar Sign | * \$ |

\* These symbols are not agreed for Allied use.

f. Combination of Cities and States

Alexandria, Va. ....ALEX  
 Annapolis, Maryland .....ANNA  
 Asheville, N.C. ....ASH  
 Atlanta, Ga. ....ATLA  
 Bainbridge, Maryland.....BAIN  
 Baltimore, Maryland.....BALTO  
 Banana River, Fla. ....BANRIV  
 Barbers Point, Oahu,  
   Hawaii .....BARPT  
 Birmingham, Ala. ....BHAM  
 Boston, Mass. ....BSN  
 Bremerton, Wash. ....BREM  
 Brooklyn, N.Y. ....BKLYN  
 Buffalo, N.Y. ....BFLO  
 Charleston, S.C. ....CHASN  
 Chicago, Ill. ....CHGO  
 Cincinnati, Ohio .....CIN  
 Clearfield, Utah .....CLFD  
 Cleveland, Ohio.....CLEVE  
 Corpus Christi, Tex. ....CORPC  
 Dallas, Tex. ....DAL  
 Denver, Colo. ....DVR  
 Elizabeth City, N.C. ....ELIZCTY  
 El Toro (Santa Ana), Calif. .ELTORO  
 Galveston, Tex. ....GALV  
 Glenview, Ill. ....GLEN  
 Governor's Island, N.Y. ...GOVIS  
 Great Lakes, Ill. ....GLAKES  
 Green Cove Springs, Fla. .GRCOVSPR  
 Guantanamo Bay, Cuba ....GTMO  
 Hampton Roads, Va. ....HAMP  
 Honolulu, Hawaii .....HONO  
 Houston, Tex. ....HOU  
 Hunters Point, Calif. ....HUNPNT  
 Hutchison, Kansas .....HUTCH  
 Indiantown Gap, Pa. ....INGAP  
 Jacksonville, N.C. ....JAXNC  
 Jacksonville, Fla. ....JAXFLA  
 Kansas City, Mo. ....KSC  
 Key West, Fla. ....KWEST  
 Little Creek, Va. ....LCREEK  
 Little Rock, Ark. ....LROCK  
 Long Beach, Calif. ....LBEACH  
 Los Alamitos, Calif. ....LOSALAM

Los Angeles, Calif. ....LOSA  
 Louisville, Kentucky .....LVILLE  
 Mare Island, Calif. ....MARE  
 Memphis, Tenn. ....MFS  
 Milwaukee, Wis. ....MILW  
 Minneapolis, Minn. ....MPLS  
 Montgomery, Ala. ....MONTG  
 Morehead City, N.C. ....MHNC  
 Narragansett Bay, R.I. ....NARRABAY  
 Nashville, Tenn. ....NASH  
 New London, Conn. ....NLON  
 New Orleans, La. ....NRLNS  
 Newport News, Va. ....NPTNWS  
 Newport, R.I. ....NPT  
 New York, N.Y. ....NYK  
 Niagara Falls, N.Y. ....NIAG  
 Norfolk, Va. ....NORVA  
 Oakland, Calif. ....OAK  
 Oklahoma City, Okla. ....OKCTY  
 Parris Island, S.C. ....PISC  
 Patuxent River, Md. ....PAXRIV  
 Pearl Harbor, Hawaii.....PEARL  
 Pensacola, Fla. ....PNCLA  
 Philadelphia, Pa. ....PHILA  
 Pittsburgh, Pa. ....PGH  
 Port Blakely, Wash. ....PTBLAKE  
 Port Hueneme, Calif. ....PORHUE  
 Portsmouth, N.H. ....PTSMH  
 Quantico, Va. ....QUANT  
 Quonset Point, R.I. ....QUONPT  
 Richmond, Va. ....RICH  
 Rochester, N.Y. ....ROCH  
 Rockland, Mo. ....RKLND  
 St. Louis, Mo. ....STL  
 St. Petersburg, Fla. ....SPETE  
 San Diego, Calif. ....SDIEGO  
 San Francisco, Calif. ....SFRAN  
 San Pedro, Calif. ....SPEDRO  
 Schenectady, N.Y. ....SCHNET  
 Shreveport, La. ....SPORT  
 Stockton, Calif. ....STOCK  
 Tacoma, Wash. ....TACO  
 Treasure Island, San Fran-  
   cisco, Calif. ....TISFRAN  
 Tulsa, Okla. ....TUL  
 Washington, D.C. ....WASHDC

g. States

|                     |       |
|---------------------|-------|
| Alaska.....         | Alas  |
| Alabama.....        | Ala   |
| Arizona.....        | Ariz  |
| Arkansas.....       | Ark   |
| California.....     | Calif |
| Colorado.....       | Colo  |
| Connecticut.....    | Conn  |
| Delaware.....       | Del   |
| Florida.....        | Fla   |
| Georgia.....        | Ga    |
| Hawaii.....         | Haw   |
| Idaho.....          | Ida   |
| Iowa.....           | Iowa  |
| Illinois.....       | Ill   |
| Indiana.....        | Ind   |
| Kansas.....         | Kans  |
| Kentucky.....       | Ky    |
| Louisiana.....      | La    |
| Maine.....          | Me    |
| Maryland.....       | Md    |
| Massachusetts.....  | Mass  |
| Michigan.....       | Mich  |
| Minnesota.....      | Minn  |
| Mississippi.....    | Miss  |
| Missouri.....       | Mo    |
| Montana.....        | Mont  |
| Nebraska.....       | Nebr  |
| Nevada.....         | Nev   |
| New Hampshire.....  | NH    |
| New Jersey.....     | NJ    |
| New Mexico.....     | NM    |
| New York.....       | NY    |
| North Carolina..... | NC    |
| North Dakota.....   | NDak  |
| Ohio.....           | Ohio  |
| Oklahoma.....       | Okla  |
| Oregon.....         | Ore   |

|                       |        |
|-----------------------|--------|
| Pennsylvania.....     | Pa     |
| Rhode Island.....     | RI     |
| South Carolina.....   | SC     |
| South Dakota.....     | SDak   |
| Tennessee.....        | Tenn   |
| Texas.....            | Tex    |
| Utah.....             | Utah   |
| Vermont.....          | Vt     |
| Virginia.....         | Va     |
| Washington.....       | Wash   |
| Washington, D.C. .... | WashDC |
| West Virginia.....    | WVa    |
| Wisconsin.....        | Wisc   |
| Wyoming.....          | Wyo    |

h. Days

|                |       |
|----------------|-------|
| Monday.....    | Mon   |
| Tuesday.....   | Tues  |
| Wednesday..... | Wed   |
| Thursday.....  | Thurs |
| Friday.....    | Fri   |
| Saturday.....  | Sat   |
| Sunday.....    | Sun   |

i. Months

|                |     |
|----------------|-----|
| January.....   | Jan |
| February.....  | Feb |
| March.....     | Mar |
| April.....     | Apr |
| May.....       | May |
| June.....      | Jun |
| July.....      | Jul |
| August.....    | Aug |
| September..... | Sep |
| October.....   | Oct |
| November.....  | Nov |
| December.....  | Dec |

j. Weights and Measures

|                        |      |                             |        |
|------------------------|------|-----------------------------|--------|
| Ampere .....           | amp  | Measure .....               | meas   |
| Barrel.....            | bbl  | Measurement ton.....        | mton   |
| Diameter .....         | diam | Megacycle.....              | mc     |
| Dollar .....           | dol  | Meter.....                  | m      |
| Drum .....             | dr   | Mile.....                   | mi     |
| Feet/foot .....        | ft   | Miles per hour.....         | mph    |
| Gallon .....           | gal  | Millimeter .....            | mm     |
| Gallon per hour.....   | gph  | Minute.....                 | min    |
| Gallon per minute..... | gpm  | Month.....                  | mo     |
| Gallon per second..... | gps  | Number .....                | no     |
| Height .....           | ht   | Package.....                | pkg    |
| Horsepower.....        | hp   | Pound.....                  | lb     |
| Hour .....             | hr   | Quantity.....               | qty    |
| Hundred.....           | hun  | Revolutions per minute..... | rpm    |
| Inch.....              | in   | Round (ammunition) .....    | rnd    |
| Kilocycle .....        | Kc   | Shipment.....               | shipmt |
| Kilometer .....        | Km   | Short ton.....              | ston   |
| Kilo-volt-ampere ..... | Kva  | Thousand .....              | thou   |
| Kilowatt.....          | Kw   | Unit of fire.....           | uf     |
| Kilowatt-hour .....    | Kwh  | Volt .....                  | v      |
| Knot.....              | Kt   | Volume.....                 | vol    |
| Length over all .....  | LOA  | Week.....                   | wk     |
| Liquid .....           | liq  | Weight.....                 | wt     |
| Long ton .....         | lton | Yard .....                  | yd     |
|                        |      | Year .....                  | yr     |