

**AUTHORIZED ABBREVIATIONS**  
**For Use By The**  
**Virginia Defense Force**

**GENERAL RULES FOR ABBREVIATIONS.** Abbreviations listed below are authorized for use by the Virginia Defense Force. Additional abbreviations are published in *Army Regulation 310-50*, which is on line or on file in any Army National Guard unit library. Abbreviations will be used only when the meaning is clear. Normally, abbreviations of words are lower case letters. Brevity codes (groups of words) are normally in capital letters. In general, the listed abbreviations and brevity codes may be used, without being changed, to signify any of the various derivatives of the root word (al, ally, ance, ed, er, ian, ies, ility, ing, ive, ment, etc.).

---

**A**

abbreviation.....	abbr
absent.....	abs
absent without leave.....	AWOL
academic.....	acad
accident.....	acdt
account.....	acct
acknowledge, acknowledged.....	ack
action, acting, active.....	act
activity, activate.....	actv
address, addressee.....	adrs
adjust, adjutant.....	adj
adjutant.....	S1
Adjutant General's Corps.....	AGC
Adjutant General.....	AG
administration.....	admin
administrative supply technician.....	AST
advertisement.....	adv
agent.....	agt
aircraft.....	acft
amendment.....	amdt
ammunition.....	ammo
amount.....	amt
amphibious.....	amph
annex.....	anx
annual general inspection.....	AGI
annual training.....	AT
antenna.....	ant
appendix.....	app

**Appendix Q1**

appoint, appointed.....	apt
April.....	Apr
approve(ed).....	appr
approximate.....	approx
armored.....	armd
Army Exchange.....	PX
Army Regulations.....	AR
Army National Guard.....	ARNG
arrive.....	arr
artillery.....	arty
assemble.....	assy
assign.....	asg
assigned.....	asgd
assist, assistant.....	asst
Assistant Chief of Staff.....	ACofS
associate.....	assoc
attach.....	atch
attention.....	attn
August.....	Aug
authority.....	auth

**B**

balance.....	bal
battalion.....	bn
battery.....	btry
bivouac.....	biv
branch.....	br
brigade.....	bde
brigadier general.....	BG
building.....	bldg

**C**

caliber.....	cal
candidate.....	cand
captain.....	CPT
casualty, casualties.....	cas
Caucasian.....	Cau
cavalry.....	cav
change.....	ch
chaplain.....	Ch
Chaplain's Corps.....	ChC
chapter.....	chap

**Appendix Q2**

charge of quarters.....	CQ
chief of staff.....	CofS
civil, civilian.....	civ
Civil Air Patrol.....	CAP
colonel.....	COL
command.....	comd
commander.....	Cdr
commandant.....	comdt
commanding general.....	CG
commanding officer.....	CO
command post.....	CP
command post exercise.....	CPX
command sergeant major.....	CSM
commission, committee.....	com
communication.....	comm
communications officers.....	CommO
company.....	co
component.....	comp
comptroller.....	compt
conference, confidential.....	conf
confirm, confirmed.....	cfm
coordinate, coordination.....	coord
copy.....	cy
copy(ies) furnished.....	CF
corporal.....	CPL
Corps of Engineers.....	CE
course.....	crs
current series.....	CS
custody, custodian.....	cust

**D**

dated.....	dtd
date of birth.....	DOB
date of enlistment.....	DOE
date of rank.....	DOR
dead on arrival.....	DOA
deceased.....	decd
December.....	Dec
decontaminate, decontamination.....	decon
defense.....	def
Dental Corps.....	DC
department.....	dept
Department of Defense.....	DOD

**Appendix Q3**

Department of the Army.....	DA
designate.....	dsg
detachment.....	det
detail.....	dtl
direct, director.....	dir
disburse.....	disb
discharge.....	disch
dispensary.....	disp
disposition form.....	DF
distribution.....	distr
district.....	dist
ditto.....	do
division.....	div
document.....	docu
duty.....	dy

## E

echelon.....	ech
edit, edition, editor.....	ed
effect, effective.....	eff
efficiency.....	effcy
electric.....	elec
electronics.....	elct
elevation.....	elev
eligible.....	elig
emergency.....	emerg
emergency operations center.....	EOC
emergency operation simulation.....	EOS
end of the month.....	EOM
enemy.....	EOM
engineer.....	enr
enlist.....	enl
enlisted man or men.....	EM
enlisted woman or women.....	EW
entry on duty.....	EOD
equipment.....	equip
equivalent.....	equiv
essential elements of information.....	EEI
establish, established.....	estb
estimate, estimated.....	est
estimated time of arrival.....	ETA
estimated time of departure.....	ETD
estimated time of return.....	ETR

## Appendix Q4

evacuate, evacuated.....	evac
evaluate.....	eval
examine.....	exam
excellent.....	exc
exchange.....	exch
executive.....	exec
executive officer.....	XO
exercise.....	exer
expend, expense.....	exp
expiration term of service.....	ETS

**F**

facility, faculty.....	fac
fair wear and tear.....	FWT
familiar, familiarization, family.....	fam
favorable.....	fav
February.....	Feb
federal.....	fed
Federal Communications Commission.....	FCC
feet, foot, fort.....	ft
field artillery.....	FA
field manual.....	FM
field training exercise.....	FTX
figure.....	fig
finance.....	fin
first lieutenant.....	1LT
first sergeant.....	1SG
fiscal year.....	FY
follow, followed, following.....	fol
For Official Use.....	FOUO
for information.....	INFO
forward, forwarded.....	fwd
freight.....	frt
frequency, frequent.....	freq
frequency modulated.....	FM
from.....	fr

**G**

gallon.....	gal
gasoline.....	gas
general.....	GEN
general educational development.....	GED

**Appendix Q5**

General of the Army.....	GA
general staff.....	GS
Government.....	Govt
graduate.....	grad
graphic training aid.....	GTA
group.....	gp
guard.....	gd

## H

handling.....	hdlg
headquarters.....	HQ
heavy.....	hv
helicopter.....	hel
high explosive.....	HE
high frequency.....	HF
high school, high speed.....	HS
history.....	hist
home of record.....	HOR
hospital.....	hosp
hour.....	hr
howitzer.....	how

## I

identification, identify.....	ident
illustrate.....	illus
immediate.....	immed
implement.....	impl
in accordance with.....	IAW
inactive.....	inact
inactive duty training.....	IDT
inch.....	in
inclose, inclosure.....	incl
indicate.....	indic
individual.....	indiv
indorse, indorsement.....	ind
inefficiency.....	ineffcy
infantry.....	inf
information.....	info
injure, injury.....	inj
in lieu of.....	ILO
inspect.....	insp
inspector general.....	IG

## Appendix Q6

installation.....	instl
instant.....	inst
instruct.....	instr
insufficient.....	insuf
insure.....	ins
intelligence.....	intel
intelligence officer.....	S2
interest.....	int
inventory.....	inv
investigate.....	inv
invoice.....	inv
is amended to add.....	IATA
is amended to delete.....	IATD
is amended to read.....	IATR

**J**

January.....	Jan
joined.....	jd
Judge Advocate General's Corps.....	JAGC
July.....	Jul
June.....	Jun

**K**

killed in action.....	KIA
kilohertz.....	kHz
kilometer(s).....	km
kiloton.....	KT

**L**

laboratory.....	lab
leader.....	ldr
leave.....	lv
length.....	lgth
letter.....	ltr
liaison.....	ln
liaison officer.....	LO
lieutenant.....	LT
lieutenant colonel.....	LTC
lieutenant general.....	LTG
locality, location.....	loc
logistical, logistics.....	log

**Appendix Q7**

lubricate.....lbu

**M**

maintain.....maint  
major.....MAJ  
maneuver.....mvr  
March.....Mar  
master sergeant.....MSG  
material, materiel.....mat  
maximum.....max  
mechanical, mechanized.....mech  
megahertz.....MHz  
miles per hour.....mph  
military.....mil  
military intelligence.....MI  
military occupational specialty.....MOS  
military police.....MP  
Military Police Corps.....MPC  
minimum, minute.....min  
miscellaneous.....misc  
missing in action.....MIA  
mobilize.....mob  
moderate, modify.....mod  
Morning Report.....MR  
motor.....mtr  
mountain.....mt  
mounted.....mtd  
movement.....mov  
multiple unit training assemblies.....MUTA  
municipal.....muni  
munition.....mun

**N**

national.....natl  
National Guard Bureau.....NGB  
National Guard Regulation.....NGR  
naturalized.....nat  
naval, navigate.....nay  
necessary.....nec  
negative.....neg  
net control station.....NCS  
no change.....nc

**Appendix Q8**

noncommissioned officer.....	NCO
normal.....	norm
not applicable.....	NA
not later than.....	NLT
November.....	Nov
nuclear.....	nuc
number.....	no

## O

object, objective.....	obj
observation.....	obsn
observation post.....	OP
occupation.....	occ
October.....	Oct
office.....	ofc
officer.....	off
officer candidate.....	OC
Officer Candidate School.....	OCS
officer in charge.....	OIC
officer of the day.....	OD
officer of the guard.....	OG
on-the-job training.....	OJT
operate, operation.....	op
operation order.....	OPORD
operation plan.....	OPLAN
operations and training officer.....	S3
opportunity.....	oppor
opposite.....	opp
ordnance.....	ord
Ordnance Corps.....	OrdC
Organization.....	ord
Orientation.....	orient

## P

paid, period.....	pd
pamphlet.....	pam
paragraph.....	para
patrol.....	ptl
payment.....	pmt
percent.....	pct
perform.....	perf
permanent.....	perm

## Appendix Q9

permanent change of station.....	PCS
personnel.....	pers
pertain.....	pert
petroleum.....	petrl
petroleum, oils, and lubricants.....	POL
phase line.....	PL
photograph.....	photo
physical.....	phys
platoon.....	plt
platoon sergeant.....	PSG
point.....	pt
position.....	pos
pound(s).....	lb
preference.....	pref
prejudice.....	prej
preliminary.....	prelim
preparation.....	prep
prevention maintenance.....	PM
previous.....	prev
prisoner.....	pris
private.....	PVT
private first class.....	PFC
privately owned vehicle.....	POV
profession, professor.....	prof
program, progress.....	prog
promote.....	prm
property.....	prop
property book officer.....	BPO
provost marshal.....	PM
public, publication, publish.....	pub
Public Affairs Officer.....	PAO
pursuant.....	pur

**Q**

qualify.....	qual
quantity.....	qty
quarter.....	qtr
quartermaster.....	QM
Quartermaster Corps.....	QMC

**R**

radio.....	rdo
------------	-----

**Appendix Q10**

radioactive.....	rada
radiological, radiology.....	radl
rads per hour.....	RAD/hr
railway.....	ry
rating, ration(s).....	rat
ready.....	rdy
reappoint.....	reapt
reason.....	rsn
reassign.....	rsg
recapitulation.....	recap
receipt, receive, record.....	rec
receiver.....	rcvr
recommend.....	recm
reconnaissance/reconnoiter.....	recon
redesignate.....	redsg
reenlist.....	reenl
refer, reference, referred.....	ref
regard.....	re
regiment.....	regt
regular, regulate, regulation.....	reg
Regular Army.....	RA
reimburse.....	reimb
reinforce.....	reinf
rejoin.....	rejn
relief, relieve.....	rel
release point (ground traffic).....	RP
reorganize.....	reorg
repair, represent, representative.....	rep
repairman.....	rpmn
re[eat].....	rpt
replace.....	repl
report.....	rept
request.....	rec
require.....	rqr
requisition.....	rqn
rescind.....	resc
Reserve Officer's Training Corps.....	ROTC
reserve(s).....	res
resignation.....	resig
responsible.....	resp

**S**

Adjutant (U.S.Army).....	S1
--------------------------	----

**Appendix Q11**

Intelligence Officer.....	S2
Operations & Training Officer.....	S3
Supply Officer.....	S4
Communications Officer.....	S6
subject as above.....	SAB
salvage.....	salv
salvage dives.....	SALVDV
search and rescue.....	SAR
satisfactory.....	sat
schedule.....	scd
security.....	scty
second lieutenant.....	2LT
sergeant major.....	SGM
Secretary of the General Staff.....	SGS
sergeant.....	SGT
sergeant first class.....	SFC
signal officer.....	SigO
Staff Judge Advocate.....	SJA
staff sergeant.....	SSG
status of equipment.....	SOE
social security number, specification serial number.....	SSN
stenographer.....	steno
subject.....	subj
supervise, supervisor.....	supv
suspend.....	susp

**T**

temporary duty.....	TDY
technical, technician.....	tech
telecommunications.....	TELECON
The Inspector General.....	TIG
team leader, time length, transport/loader.....	TL
table(s) of organization and equipment.....	TOE
transport.....	trans
transfer.....	trf
travel.....	trl

**U**

uniform.....	uni
unsatisfactory.....	unsat
urgent.....	urg
Unit Training Assembly.....	UTA

**Appendix Q12**

utility.....util

**V**

visual flight rules.....VFR  
very high altitude.....VHA  
very high frequency.....VHF  
very important person.....VIP  
very low frequency.....VLF  
verbal orders.....VO

**W**

without.....wo  
warrant officer.....WO  
warrant officer, W-1.....WO1  
words per minute.....WPM  
with prior service.....WPS

**X**

transmit.....xmit  
executive officer, expenditure order.....XO

**Y**

year of birth.....YOB

**Appendix Q13**