

SECTION 13: OFFICIAL DIGRAPHS AND TRIGRAPHS

13.1. FOR COMPONENT ASSIGNMENTS.

CMD will use the digraphs and trigraphs in Table 26 for the DoD and OSD Component heads, as appropriate, when assigning actions in CATMS, in suspense reports, and on the SD Form 391. Questions regarding them may be directed to CMD at whs.pentagon.esd.mbx.cmd-correspondence@mail.mil.

Table 26. Digraphs and Trigraphs for Action or Information Component Assigned

OSD Entities	
SD	Secretary of Defense (Assign Action to ES)
DSD	Deputy Secretary of Defense
COS	The Special Assistant to the Secretary and Deputy Secretary of Defense
MAS	Military Assistant to the Secretary of Defense
MAD	Military Assistant to the Deputy Secretary of Defense
COS	Chief of Staff
ES	Executive Secretary of the Department of Defense
ESR	Executive Secretariat Rear
ESW	Executive Secretary White House Actions
PRO	Protocol
SDS	Secretary of Defense Scheduling
DS	Deputy Secretary of Defense Scheduling
TNT	Transition Team
USA	Under Secretary of Defense for Acquisition and Sustainment
URE	Under Secretary of Defense for Research and Engineering
USP	Under Secretary of Defense for Policy
USC	Under Secretary of Defense (Comptroller)/Chief Financial Officer
UPR	Under Secretary of Defense for Personnel and Readiness
USI	Under Secretary of Defense for Intelligence and Security
CMO	Chief Management Officer
CIO	DoD Chief Information Officer
LA	Assistant Secretary of Defense for Legislative Affairs
PA	Assistant to the Secretary of Defense for Public Affairs
GC	General Counsel of the Department of Defense
OTE	Director of Operational Test and Evaluation
CAP	Director, Cost Assessment and Program Evaluation
IG	Inspector General of the Department of Defense
NA	Director of Net Assessment
Military Departments	
SA	Secretary of the Army
SAF	Secretary of the Air Force
SN	Secretary of the Navy

Table 26. Digraphs and Trigraphs for Action or Information Agency Assigned, Continued

Joint Chiefs of Staff (Listed in Order of Precedence)	
JCS	Chairman of the Joint Chiefs of Staff
DJS	Director, Joint Staff
Defense Agencies (Listed in Alphabetical Order)	
ARP	Defense Advanced Research Projects Agency
CAA	Defense Contract Audit Agency
CMA	Defense Contract Management Agency
DCM	Defense Commissary Agency
DFS	Defense Finance and Accounting Service
DHA	Defense Health Agency
DIA	Defense Intelligence Agency
DLA	Defense Logistics Agency
DLSA	Defense Legal Services Agency
DSA	Defense Information Systems Agency
DPAA	Defense POW/MIA Accounting Agency
DSC	Defense Security Cooperation Agency
DSS	Defense Counterintelligence and Security Agency
DTR	Defense Threat Reduction Agency
MDA	Missile Defense Agency
NGA	National Geospatial-Intelligence Agency
NRO	National Reconnaissance Office
NSA	National Security Agency/Central Security Service
PPA	Pentagon Force Protection Agency
SDA	Space Development Agency
Field Activities (Listed in Alphabetical Order)	
DMA	Defense Media Activity
DTIC	Defense Technical Information Center
DTSA	Defense Technology Security Administration
DODEA	DoD Education Activity
HRA	DoD Human Resources Activity
TRMC	DoD Test Resource Management Center
OEA	Office of Economic Adjustment
WHS	Washington Headquarters Services
Other Activities	
AAE	Army-Air Force Exchange Service
CAB	Cables
CMD	Correspondence Management Division
DBB	Defense Business Board
DPR	Defense Performance Review
IGA	Special Inspector General Afghanistan
IGI	Special Inspector General Iraq

Table 26. Digraphs and Trigraphs for Action or Information Agency Assigned, Continued

NGB	Chief, National Guard Bureau
WHL	White House Liaison

13.2. FOR ACTION REQUIRED.

CMD must use the digraphs and trigraphs in Table 27 for actions required when assigning actions in CATMS, in suspense reports, and on the SD Form 391. Questions regarding them may be directed to CMD at whs.pentagon.esd.mbx.cmd-correspondence@mail.mil.

Table 27: Digraphs and Trigraphs for Action Required

Digraph/ Trigraph	Action Required (Listed in Priority Order)
ASN	Answer Note from the Secretary of Defense
PRS	Prepare Reply for Secretary of Defense Signature
ADN	Answer Note from the Deputy Secretary of Defense
PRD	Prepare Reply for Deputy Secretary of Defense Signature
AMN	Answer Note from the Military Assistant to the Secretary or Deputy Secretary of Defense
PRE	Prepare Reply for Executive Secretary Signature
C&R	Provide Comments and Recommendations to the Secretary or Deputy Secretary of Defense
RDC	Reply Direct by OSD or DoD Component Head
RD	Reply Direct at the appropriate level within the OSD or DoD Component
FAA	For Appropriate Action
I&R	Information and Retention