

WASHINGTON HEADQUARTERS SERVICES  
EXECUTIVE SERVICES DIRECTORATE  
CORRESPONDENCE MANAGEMENT DIVISION  
*"OFFICIAL DIGRAPHS/TRIGRAPHS"*  
"FOR TYPE OF ACTION ASSIGNED TO DOD COMPONENT"

January 2019

**The Correspondence Management Division uses the following lists of Digraphs/Trigraphs In the Correspondence and Task Management System (CATMS), for identifying response types used for various reports and the Secretary of Defense Form 391.**

<b>ASN</b>	<b>ANSWER NOTE FROM THE SECRETARY OF DEFENSE</b>
<b>PRS</b>	<b>PREPARE REPLY FOR THE SECRETARY OF DEFENSE</b>
<b>PRD</b>	<b>PREPARE REPLY FOR THE DEPUTY SECRETARY OF DEFENSE</b>
<b>ADN</b>	<b>ANSWER NOTE FROM THE MILITARY ASSISTANT TO THE DEPUTY SECRETARY OF DEFENSE</b>
<b>AMN</b>	<b>ANSWER NOTE FROM THE MILITARY ASSISTANT TO SECRETARY OR DEPUTY SECRETARY OF DEFENSE</b>
<b>PRE</b>	<b>PREPARE REPLY FOR THE EXECUTIVE SECRETARY SIGNATURE</b>
<b>C&amp;R</b>	<b>COMMENTS &amp; RECOMMENDATIONS BACK TO THE SECRETARY OR DEPUTY SECRETARY OF DEFENSE</b>
<b>RDC</b>	<b>REPLY DIRECT BY COMPONENT HEAD</b>
<b>RD</b>	<b>REPLY DIRECT – AT THE APPROPRIATE LEVEL WITHIN THE DOD COMPONENT</b>
<b>FAA</b>	<b>FOR APPROPRIATE ACTION</b>
<b>I&amp;R</b>	<b>INFORMATION &amp; RETENTION</b>