

**WASHINGTON HEADQUARTERS SERVICES**  
**Executive Services Directorate**  
**Correspondence Management Division**  
***“Official Digraphs/Trigraphs”***  
**“For Type of Action Assigned to DoD Component”**  
**January, 2015**

**The Correspondence Management Division (CMD) uses the following lists of Digraphs/Trigraphs in the Correspondence and Task Management System (CATMS), various suspense 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 and Retention</b>