

WASHINGTON HEADQUARTERS SERVICES
Executive Services Directorate
Correspondence Management Division
"Official Digraphs/Trigraphs"
For Action/Information Agency Assigned
March 20, 2015

The Correspondence Management Division (CMD) uses the following list of Digraphs/Trigraphs in the Correspondence and Task Management System (CATMS), various suspense reports, and the Secretary of Defense Form 391.

OFFICE OF THE SECRETARY OF DEFENSE

SD	SECRETARY OF DEFENSE
MAS	MILITARY ASSISTANT TO THE SECRETARY OF DEFENSE
DSD	DEPUTY SECRETARY OF DEFENSE
MAD	MILITARY ASSISTANT TO THE DEPUTY SECRETARY OF DEFENSE
TSA	THE SPECIAL ASSISTANT
TSD	THE STAFF DIRECTOR
ES	EXECUTIVE SECRETARY
ESR	EXECUTIVE SECRETARY REAR
ESW	EXECUTIVE SECRETARY WHITE HOUSE ACTIONS
PRO	PROTOCOL
SDS	SECRETARY OF DEFENSE SCHEDULING
TNT	TRANSITION TEAM
USA	UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY & LOGISTICS
USP	UNDER SECRETARY OF DEFENSE FOR POLICY
USC	UNDER SECRETARY OF DEFENSE, COMPTROLLER
CAP	DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
UPR	UNDER SECRETARY OF DEFENSE FOR PERSONNEL & READINESS
USI	UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE
CIO	DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
CMO	DEPUTY CHIEF MANAGEMENT OFFICER
LA	ASSISTANT SECRETARY OF DEFENSE (LEGISLATIVE AFFAIRS)
PA	ASSISTANT SECRETARY OF DEFENSE (PUBLIC AFFAIRS)

IO ATSD (INTELLIGENCE OVERSIGHT)
OTE DIRECTOR, OPERATIONAL TEST & EVALUATION
GC DEPARTMENT OF DEFENSE GENERAL COUNSEL
IG DEPARTMENT OF DEFENSE INSPECTOR GENERAL
DA DIRECTOR, ADMINISTRATION
NA DIRECTOR NET ASSESSMENT

MILITARY DEPARTMENTS

SA SECRETARY OF THE ARMY
SN SECRETARY OF THE NAVY
SAF SECRETARY OF THE AIR FORCE

JOINT CHIEFS OF STAFF

JCS CHAIRMAN OF THE JOINT CHIEFS OF STAFF

DEFENSE AGENCIES

ARP DEFENSE ADVANCED RESEARCH PROJECTS AGENCY
CAA DEFENSE CONTRACT AUDIT AGENCY
CMA DEFENSE CONTRACT MANAGEMENT AGENCY
DCM DEFENSE COMMISSARY AGENCY
DFS DEFENSE FINANCE & ACCOUNTING SERVICE
DIA DEFENSE INTELLIGENCE AGENCY
DLS DEFENSE LEGAL SERVICE AGENCY
DLA DEFENSE LOGISTICS AGENCY
DNA DEFENSE NUCLEAR AGENCY
DSA DEFENSE INFORMATION SYSTEMS AGENCY
DSC DEFENSE SECURITY COOPERATION AGENCY
DSS DEFENSE SECURITY SERVICE
DTR DEFENSE THREAT REDUCTION AGENCY
JIE JOINT IMPROVISED EXPLOSIVE DEVICE DEFEAT ORGANIZATION
MDA MISSILE DEFENSE AGENCY
NGA NATIONAL GEOSPATIAL INTELLIGENCE AGENCY
NSA NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE
NRO NATIONAL RECONNAISSANCE OFFICE
PPA PENTAGON FORCE PROTECTION AGENCY

OTHER ACTIVITIES

AAE	ARMY-AIR FORCE EXCHANGE SERVICE
CAB	CABLES
DBB	DEFENSE BUSINESS BOARD
DPR	DEFENSE PERFORMANCE REVIEW
IGI	SPECIAL INSPECTOR GENERAL IRAQ
IGA	SPECIAL INSPECTOR GENERAL AFGHANISTAN
NGB	CHIEF, NATIONAL GUARD BUREAU
OAR	OFFICE FOR THE ADMINISTRATIVE REVIEW OF THE DETENTION OF ENEMY COMBATANTS (OARDEC)
WHL	WHITE HOUSE LIASION
WHS	WASHINGTON HEADQUARTERS SERVICES

NON-DOD ACTIVITIES

CCS UPDATE

CIA	CENTRAL INTELLIGENCE AGENCY	CIA
DED	DEPARTMENT OF EDUCATION	EDUCATION
DHS	DEPARTMENT OF HOMELAND SECURITY	HOMELAND SECURITY
DOA	DEPARTMENT OF AGRICULTURE	AGRICULTURE
DOC	DEPARTMENT OF COMMERCE	COMMERCE
DOE	DEPARTMENT OF ENERGY	ENERGY
DOI	DEPARTMENT OF INTERIOR	INTERIOR
DOJ	DEPARTMENT OF JUSTICE	JUSTICE
DOL	DEPARTMENT OF LABOR	LABOR
DOS	DEPARTMENT OF STATE	STATE
DOT	DEPARTMENT OF TRANSPORTATION	TRANSPORTATION
DNI	DIRECTOR, NATIONAL INTELLIGENCE	DNI
FBI	FEDERAL BUREAU OF INVESTIGATION	FBI
GAO	GENERAL ACCOUNTING OFFICE	GAO
HHS	HEALTH AND HUMAN SERVICES	HHS
HUD	HOUSING AND URBAN DEVELOPMENT	HUD
MOC	MEMBER OF CONGRESS	MOC
NDU	NATIONAL DEFENSE UNIVERSITY	NDU
OPM	OFFICE OF PERSONNEL MANAGEMENT	OPM
TRE	DEPARTMENT OF TREASURY	TREASURY
UCG	UNITED STATES COAST GUARD	HOMELAND SECURITY
USS	UNITED STATES SENATOR	USS
VA	DEPARTMENT OF VETERANS AFFAIRS	VA
VP	VICE PRESIDENT	VP
WH	WHITE HOUSE	WH
WH NSC	WHITE HOUSE NATIONAL SECURITY COUNCIL	WH NSC
WH NSS	WHITE HOUSE NATIONAL SECURITY STAFF	WH NSS