

ENCLOSURE 11OFFICIAL DIGRAPHS AND TRIGRAPHS

1. FOR ACTION OR INFORMATION AGENCY ASSIGNED. CMD shall use the digraphs and trigraphs in Table 26 in digitally assigning action, suspense reports, and the SD Form 391. Questions regarding them may be directed to CMD at (703) 695-3133.

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

OSD AND THE HEADS OF THE OSD COMPONENTS	
SD	Secretary of Defense
DSD	Deputy Secretary of Defense
TSA	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
TSD	The Staff Director
ES	Executive Secretary of the Department of Defense
ESR	Executive Secretariat Rear
PRO	Protocol
SDS	Secretary of Defense Scheduling
DS	Deputy Secretary of Defense Scheduling
CSR	Counselor
TNT	Transition Team
USA	Under Secretary of Defense for Acquisition, Technology and Logistics
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
CMO	Deputy Chief Management Officer
LA	Assistant Secretary of Defense for Legislative Affairs
NII	Assistant Secretary of Defense for Networks and Information Integration
PA	Assistant 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
IO	Assistant to the Secretary of Defense for Intelligence Oversight
ADM	Director of Administration and Management
NA	Director of Net Assessment
MILITARY DEPARTMENTS (Listed in Order of Establishment)	
SA	Secretary of the Army
SN	Secretary of the Navy
SAF	Secretary of the Air Force

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
BTA	Business Transformation Agency
CAA	Defense Contract Audit Agency
CMA	Defense Contract Management Agency
DCM	Defense Commissary Agency
DFS	Defense Finance and Accounting Service
DIA	Defense Intelligence Agency
DLA	Defense Logistics Agency
DLS	Defense Legal Service Agency
DSA	Defense Information Systems Agency
DSC	Defense Security Cooperation Agency
DSS	Defense Security Service
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
OTHER ACTIVITIES	
AAE	Army and Air Force Exchange Service
CAB	Cables Division
CMD	Correspondence Management Division
DBB	Defense Business Board
DPR	Defense Performance Review
IGA	Special Inspector General Afghanistan
IGI	Special Inspector General Iraq
NGB	Chief, National Guard Bureau
WHL	White House Liaison
WHS	Washington Headquarters Services

2. FOR ACTION REQUIRED. CMD shall use the digraphs and trigraphs in Table 27 in digitally assigning action, suspense reports, and the SD Form 391. Questions regarding them may be directed to CMD, (703) 695-3133.

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