

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

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ADN	Answer Deputy Secretary of Defense Note
AMN	Answer Note from the Military Assistant to the Secretary or Deputy Secretary of Defense
ASD(LA)	Assistant Secretary of Defense for Legislative Affairs
ASD(PA)	Assistant Secretary of Defense for Public Affairs
ASDs	Assistant Secretaries of Defense
ASN	Answer Secretary of Defense Note
ATSDs	Assistants to the Secretaries of Defense
C&R	Comments and Recommendations
CMD	Correspondence Management Division
CMO	Correspondence Management Office
DA&M	Director of Administration and Management
DepSecDef	Deputy Secretary of Defense
ESD	Executive Services Directorate
ESR	Executive Secretariat Rear
ExecSec	Executive Secretary of the Department of Defense
FAA	Forwarded for Appropriate Action
PRD	Prepare Reply for DepSecDef Signature
PRE	Prepare Reply for ExecSec Signature
PRS	Prepare Reply for SecDef Signature
RD	Reply Direct at the appropriate level within the Component
RDC	Reply Direct by Component Head
SecDef	Secretary of Defense
USDs	Under Secretaries of Defense
WHMO	White House Military Office
WHS	Washington Headquarters Services