

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

G.1. ACRONYMS.

ACRONYM	MEANING
ADN	answer Deputy Secretary of Defense note
AMHS	automated message handling system
ASD(LA)	Assistant Secretary of Defense for Legislative Affairs
ASD	Assistant Secretary of Defense
ASN	answer Secretary of Defense note
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
C&R	comments and recommendations
CATMS	Correspondence and Task Management System
cc	courtesy copy
CMD	Correspondence Management Division
CCMO	Component correspondence management office
DAOP OCMO	Director of Administration and Organization Policy, Office of the Chief Management Officer of the Department of Defense
DepSecDef	Deputy Secretary of Defense
DoDI	DoD instruction
ESD	Executive Services Directorate
ESR	Executive Secretariat Rear
ExecSec	Executive Secretary of the DoD
FAA	for appropriate action
GC DoD	General Counsel of the Department of Defense
I&R	information and retention
Info	information
OCR	office of coordinating responsibility
OPR	office of primary responsibility
POC	point of contact
PDF	portable document format
PRD	prepare reply for Deputy Secretary of Defense signature
PRE	prepare reply for Executive Secretary of Defense signature
PRS	prepare reply for Secretary of Defense signature
RD	reply direct at the appropriate level within the Component
RDC	reply direct by the Component head

ACRONYM	MEANING
SD	standard
SecDef	Secretary of Defense
USD	Under Secretary of Defense
WHMO	White House Military Office
WHS	Washington Headquarters Services