

**Information Management: Records
Management**

Authorized Abbreviations, Brevity Codes, and Acronyms

**Headquarters
Department of the Army
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SUMMARY

AR 25-52

Authorized Abbreviations, Brevity Codes, and Acronyms

This administrative revision, dated 21 February 2014--

- o Updates the official Authorized Abbreviations, Brevity Codes, and Acronyms Web site (throughout).
- o Makes administrative changes (throughout).

Effective 21 March 2014

Information Management: Records Management

Authorized Abbreviations, Brevity Codes, and Acronyms

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation prescribes policy and assigns responsibility for developing, approving, and using abbreviations, brevity codes, and acronyms in Army written communications. In order to provide the widest possible access, this regulation also establishes a requirement that it be maintained on, or through a link from, an Army approved Internet/World Wide Web site. This regulation also prescribes policies for the uniform application and use of authorized abbreviations, brevity codes, and acronyms in Army

written communications (publications, records, correspondence, messages, plans, orders, and reports).

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States (ARNGUS)/Army National Guard (ARNG), and the United States Army Reserve unless otherwise stated. During full mobilization, requirements of this regulation are exempt.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer AR 25–30 for specific guidance.

Army internal control process. This regulation contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from the Deputy Chief of Staff, G–1 (DAPE–ZXI–RM), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Director, Records Management and Declassification Agency, (AHRC–PDD–RP), Casey Building, 7701 Telegraph Road, Room 102, Alexandria, VA 22315–3860.

Distribution. This publication is available in electronic media only and is intended for command levels, A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 25–52, dated 4 January 2005.

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Glossary

Chapter 1 Overview

1-1. Purpose

This regulation—

- a.* Authorizes standardized abbreviations, brevity codes, and acronyms (ABCAs) to be used throughout the Department of the Army.
- b.* Prescribes procedures for the use of abbreviations, brevity codes, and acronyms within the Department of the Army.
- c.* Governs the use of abbreviations, brevity codes, and acronyms in correspondence with other branches of Department of Defense (DOD) and Armies of the United States, United Kingdom, Canada, and Australia.
- d.* Lists national distinguishing letters reserved for identifying North Atlantic Treaty Organization (NATO) Armed Forces.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of terms

Abbreviations and terms used in this regulation and explained in the glossary.

1-4. Responsibilities

- a.* The Deputy Chief of Staff, G-1 will develop and direct policy for the standardization and dissemination of ABCAs to be used throughout the Department of the Army.
- b.* Heads of Headquarters, Department of the Army (HQDA) agencies and commanders of major Army commands, installations, activities, and units will submit recommended changes, corrections, additions, and deletions to this regulation via the electronic version or complete DA Form 2028 (Recommended Changes to Publication and Blank Forms) to Records Management and Declassification Agency, Casey Building, 7701 Telegraph Rd., Alexandria, VA 22315-3860. Required documentation will include—
 - (1) A reference as to where and how the term is used.
 - (2) An explanation of the term if it is not defined in this regulation.
 - (3) The extent of usage within the Department of the Army.
 - (4) Justification.
- c.* Records Management and Declassification Agency (RMDA), will—
 - (1) Establish and maintain the electronic version of authorized abbreviations, brevity codes, and acronyms located at <https://www.rmda.army.mil/abbreviation/mainpage.asp>.
 - (2) Update the ABCA database and make approved adjustments monthly.
 - (3) Publicize the availability of this regulation when it becomes available online and periodically thereafter.
 - (4) Review and approve/disapprove recommendations for additions, deletions, and changes to this regulation.
 - (5) Review new or changed official Army publications that have Army-wide application to ensure they comply with the policy in this regulation.
- d.* Commanders at all levels will actively support the effective and efficient use of the Army's authorized abbreviations, brevity codes, and acronyms by making known the availability of this regulation and its contents.

1-5. Policy

- a.* Abbreviations, brevity codes, and acronyms in this regulation should be used when preparing military records, publications, correspondence, messages, operation plans, orders, and reports within DA, except as qualified below.
- b.* Abbreviations, brevity codes, and acronyms that conflict with this regulation in official correspondence or Army publications should not be used.
- c.* Abbreviations, brevity codes, or acronyms, or military jargon in written communications to individuals outside of the DOD should not be used.
- d.* Abbreviations, brevity codes, and acronyms used in correspondence with DOD and Armies of the United Kingdom, Canada, and Australia will be spelled out the first time they are used followed by the abbreviation or acronym in parentheses. This rule does not apply to:
 - (1) Customary or assigned short titles of official publications.
 - (2) Abbreviations for points of the compass.
 - (3) Model designations and symbols assigned to aircraft, missiles, vessels, or vehicles.
 - (4) Abbreviations for title, rank, and grades.
 - (5) Standard abbreviations for geographical locations.
 - (6) Standard dictionary abbreviations.

- (7) Abbreviations for types of weather phenomena used by aerologists and meteorologists.
- (8) Flight plan abbreviations set by the Federal Aviation Administration or the International Civil Aviation Organization.
- (9) Abbreviations used by specialists and technicians when communicating with colleagues only.
 - e. Under the terms of Standardization Agreement (STANAG) 2066, abbreviations, brevity codes, and acronyms are not normally used in military correspondence between Allied Forces. If abbreviations are used, the word or words abbreviated are to be written in full on the first appearance, followed by the appropriate abbreviation in parentheses. Abbreviations standing for combinations of words are written in uppercase letters without spaces or punctuation (for example, Supreme Headquarters Allied Powers Europe (SHAPE)). Abbreviations of commonly used international metric terms may be used in Army written correspondence.
 - f. As governed by Quadripartite Standardization Agreement (QSTAG) 163, the following abbreviations may be used in military communications among United States, United Kingdom, Canadian, and Australian Armies—
 - (1) Those printed in chapter 2.
 - (2) Those common to technical areas and used among similar offices.
 - g. The short form for abbreviating the grade of rank titles of colonel and below may be used when abbreviation is desired for official correspondence, literature, personal correspondence, automatic data processing (ADP) applications, and other areas where space is limited. The full grade of rank title will be used when corresponding with the general public and non-DOD agencies. The full general officer title will be used on official correspondence. The short form of abbreviating general officer grade of rank (GEN, LTG, MG, BG) may be used on informal correspondence and personal correspondence as desired. Short form abbreviations for military grade of rank are located at <https://www.rmda.army.mil/abbreviation/mainpage.asp>.
 - h. Abbreviations, brevity codes, and acronyms not contained in this regulation or the official RMDA database may be used within DA under the following conditions:
 - (1) When needed to meet electronic financial management requirements.
 - (2) In correspondence between offices and activities in the same scientific, technical field, or functional program where specialized abbreviations are developed.
 - (3) To process supply requisitions as prescribed in DA directives.
 - (4) When commonly used and listed in standard dictionaries and when they are not in conflict with this regulation.

1–6. Developing and using abbreviations, brevity codes, and acronyms

To ensure uniform treatment in forming and using abbreviations, brevity codes, and acronyms, follow guidance below.

- a. *Length.*
 - (1) Words or phrases containing less than seven letters should be avoided.
 - (2) The length of an abbreviation, brevity code, or acronym should be limited to avoid clumsiness and confusion.
 - (3) The term for which the ABCA has been developed must appear subsequently in the document (that is, if the term only appears once do not indicate a shortened form).
- b. *Existing words, abbreviations, and brevity codes.*
 - (1) Brevity codes or acronyms that form existing words should be avoided.
 - (2) Brevity codes and acronyms identical with those authorized for other terms and phrases should be avoided. Identical terms/phrases will not be authorized unless the meanings are so different in context that there is no possibility of confusion.
- c. *Derivation.* Nouns will be listed in the singular form and verbs in the present tense. Form plurals of brevity codes and acronyms by adding a lower case “s” (for example, major Army commands (MACOMs)).
- d. *Combinations.* Authorized abbreviations may be combined if—
 - (1) The resulting abbreviation or brevity code has not already been assigned a different meaning.
 - (2) The entire phrase or sentence has not been assigned a different abbreviation or brevity code (for example, AG is the authorized acronym for Adjutant General). (Abbreviations and brevity codes designated for groups of words must not be separated and used singularly. For example, the “A” in “AG” stands for “adjutant” in “Adjutant General,” but if the word “adjutant” is abbreviated, “adj” must be used.)
- e. *Periods.* A period will be used after an abbreviation, brevity code, or acronym only when it ends a sentence, or if the absence of a period would cause confusion, or when prescribed by the United States Government Printing Office Style Manual. For example, United States is abbreviated U.S. when part of a title that has other words spelled out, such as in U.S. Code or U.S. Army Reserve Center. When used as part of a brevity code such as USC (United States Code) or an acronym such as USARC (United States Army Reserve Center), the periods are omitted.
- f. *Capitalization.* In general, abbreviated words should follow the capitalization of the word or words abbreviated; acronyms and brevity codes are normally in capital letters.
- g. *Scope.* Abbreviations and brevity codes recommended for inclusion in this regulation will—
 - (1) Have Army-wide application.
 - (2) Not be unique to a single branch, department, or technical activity.

h. Abbreviations, brevity codes, and acronyms.

(1) Abbreviations normally will not be used in the text of written communications. They may be used in tables and figures and must be explained in a note or legend accompanying the table or figure. Abbreviated words should follow the capitalization of the word or words abbreviated, except when they are abbreviations for proper nouns that will begin with an upper case letter (for example, *evac* for evacuation; *Eur* for Europe).

(2) The meanings of brevity codes and acronyms used in Army written communications will be spelled out the first time that they appear, followed by the brevity code, or acronym in parentheses.

(3) Brevity codes will normally consist entirely of upper case letters (for example, TRADOC). Exceptions to this general rule may be made in the interest of clarity and conciseness. These exceptions will usually involve the use of the ampersand (&), numerals, or prepositions such as *of*, *for*, *in*, and *at*. Examples follow:

(a) Assistant Secretary of the Army, Financial Management and Comptroller—ASA (FM&C).

(b) Command, Control, Communications, Computers and Information Technology—C4/IT.

(c) Chief of Staff—CofS.

(4) Acronyms will consist entirely of upper case letters comprised of the first letters of a title, or a series of words. Acronyms may or may not include the first letter of prepositions and conjunctions in a series of words. An acronym should be pronounceable as a word (for example, RSOP—reconnaissance, selection, and occupation of position; ACTS—Army Criteria Tracking System).

(5) When spelled out in text or in glossaries, the meanings of abbreviations, brevity codes, and acronyms will follow generally accepted rules for capitalization. The practice of capitalizing all letters, or indiscriminately capitalizing the first letter of each word in a meaning, is not acceptable in Army publications, records, correspondence, messages, plans, orders, and reports. See table 1 for examples of acceptable and unacceptable capitalization of meanings.

1–7. Changes

Additions, deletions, and/or changes to the Army abbreviations, brevity codes, and acronyms may be listed on a DA Form 2028 and sent to the Records Management and Declassification Agency, AHRC–PDD–RP, Casey Building, Room 102, 7701 Telegraph Road, VA 22060–5603; or, via the Web site application at <https://www.rmda.army.mil/abbreviation/mainpage.asp>.

**Table 1–1
Examples of acceptable and unacceptable capitalization of meanings of abbreviations, brevity codes, and acronyms**

Abbreviation, Brevity Code, or Acronym	Acceptable Spelling of Meaning in Text or Glossary	Unacceptable Spelling of Meaning in Text or Glossary
abn	airborne	AIRBORNE or Airborne
CofS (abbreviation is only used in reference to a specific organization; for example CofS, FORSCOM)	Chief of Staff	CHIEF OF STAFF
COMSEC	communications security	COMMUNICATIONS SECURITY or Communications Security
TAA	total Army analysis	TOTAL army analysis OR Total Army Analysis
TOW	tube launched, optically tracked, wire-guided	TUBE LAUNCHED, OPTICALLY TRACKED, WIRE–GUIDED or Tube-launched, optically Tracked, Wire-guided

Chapter 2 Other Abbreviations

2-1. National distinguishing letters for use by North Atlantic Treaty Organization Armed Forces

a. Under the terms of STANAG 1059, the following national distinguishing letters will be used when it is necessary to use abbreviations in staff work and communications, including publications, documents, orders, or other media to identify a North Atlantic Treaty Organization nation, or any part of NATO forces.

- (1) Belgium - BE.
- (2) Czech Republic - CZ.
- (3) Canada - CA.
- (4) Denmark - DA.
- (5) France - FR.
- (6) Germany - GE.
- (7) Greece - GR.
- (8) Hungary - HU.
- (9) Iceland - IC.
- (10) Italy - IT.
- (11) Luxembourg - LU.
- (12) Netherlands - NL.
- (13) Norway - NO.
- (14) Poland - PL.
- (15) Portugal - PO.
- (16) Spain - SP.
- (17) Turkey - TU.
- (18) United Kingdom - UK.
- (19) United States - US.

b. The distinguishing letters listed above are to be used to denote the countries concerned in all documents or papers, irrespective of whether they are in English or French.

c. Whenever the NATO nations are listed in any paper or document, they are to be listed in the order shown above in English and French.

d. When used to identify a national force or component of a national force, the distinguishing letters are to be bracketed immediately following the force, formation, or unit number. Examples: 12(US) Army Group, 5(FR) Armored Division, 6(NL) Infantry Brigade, 6(IT) Infantry Regiment.

2-2. Quadripartite Standardization Agreement abbreviations

a. The abbreviations contained herein comprise the abbreviations authorized for use between the United States, United Kingdom, Canadian, and Australian armies and listed in QSTAG 163 (Military Abbreviations).

b. The following terms and abbreviations are no longer authorized for use with the Department of the Army:

- (1) AA - antiaircraft.
- (2) BW - biological warfare.
- (3) CW - chemical warfare.
- (4) JAAOC - Joint Aircraft Operations Center.
- (5) LAA - Light antiaircraft.
- (6) LMG - Light machine gun.
- (7) MMG - medium machine gun.

c. National distinguishing letters for components of Army Forces smaller than a division are to be used only when it is necessary to avoid confusion.

d. The national distinguishing letters for Canada are not to be used to identify Canadian Army formations that have the word "Canadian" in their official designation.

e. The letters "UK" denote the United Kingdom, or part of a force provided solely from the United Kingdom. The letters "BR" may, however, be used in special cases to denote a force comprising units or elements of more than one country of the British Commonwealth.

Appendix A References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

A related publication is additional information. The user does not have to read it to understand the publication.

AR 25–1

Record Communications and the Privacy Communications System

AR 25–30

The Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 34–1

Multinational Force Compatibility

American Society of Mechanical Engineers Y14.38

Abbreviations and Acronyms for Use on Drawings and Related Documents (Available at <http://www.asme.org/catalog>.)

DA Pam 25–40

Army Publishing: Action Officers Guide

FM 1–02

Operational Terms and Graphics

FM 21–31

Topographic Symbols

MIL–STD–129P

Department of Defense Standard Practice Military Marking For Shipment and Storage (Available at <http://assist.daps.dla.mil>.)

Joint Publication 1–02

Department of Defense Dictionary of Military and Associated Terms (Available at <http://www.dtic.mil/doctrine/jel/doddict/index.html>.)

GPO Style Manual

U.S. Government Printing Office Style Manual (Available at <http://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008/>.)

STANAG 1059

Distinguishing Letters for Geographic Entities for Use in NATO (Available at U.S. Army Delegation, Military Agency for Standardization (NATO), MAS/DEL, PSC 80, Box 500, APO, AE 09724.)

STANAG 2066

NATO Standardization Agreement: Layout For Military Correspondence (Available at U.S. Army Delegation, Military Agency for Standardization (NATO), MAS/DEL, PSC 80, Box 500, APO, AE 09724.)

QSTAG 163

Military Abbreviations (Available at <http://www.document-center.com/standards/show/QSTAG-163>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

ABCA

abbreviations, brevity codes, and acronyms

ADP

automatic data processing

AR

Army regulation

ASME

American Society of Mechanical Engineers

DA

Department of the Army

DOD

Department of Defense

FM

field manual

HQDA

Headquarters, Department of the Army

JP

Joint publications

MACOM

major Army command

NATO

North Atlantic Treaty Organization

QSTAG

Quadripartite Standardization Agreement

RMDA

Records Management and Declassification Agency

STANAG

Standardization Agreement

TAG

The Adjutant General

U.S.

United States

USC

United States Code

Section II Terms

Abbreviation

An abbreviation is a shortened form of a word or phrase. For example, appt - appointment, assgd - assigned, or PA - Pennsylvania.

Acronym

An acronym is a word formed from the initial letters of a name or parts of a series of words. For example, ACTS means Army Criteria Tracking System; ARIMS means Army Records Information Management System; and ASAP means as soon as possible.

Brevity code

A brevity code is the shortened form of a frequently used phrase, sentence, or group of sentences, normally consisting entirely of upper case letters; for example, COMSEC means communications security, REFRAD means release from active duty, and SIGINT means signals intelligence. When originating brevity codes: (1) Use letters that convey the meaning of the language they represent. (2) Do not represent the same word with more than one brevity code. (3) Make the first letter of the brevity code and the first letter of the phrase should be the same.

Section III Special Abbreviations and Terms

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