

# **Virginia Defense Force Authorized Abbreviations**

**VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230**

**02 SEPTEMBER 2015**

# ***SUMMARY of CHANGE***

VDFR 25-52  
Approved Abbreviations  
02 September 2015

o This regulation is an extensive revision of VDF Regulation 600-10 01 October 2006 taken from superseded VDFR 600-10, Chapter 8 (administration) page 35 and Appendix Q.

o This regulation takes into account ICS terminology, new VDF response packages, and the VDF reorganizations of September 2013 and January 2015.

**Headquarters  
Virginia Defense Force  
5001 Waller Road  
Richmond, VA 23230**

**02 September 2015**

## **Personnel/Administration**

### **VDF Authorized Abbreviations**

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**Summary.** This document is an adaptation of the Army Regulation 25-52, Authorized Abbreviations, and is taken from superseded VDFR 600-10, page 35 and Appendix Q. Abbreviations and brevity codes authorized by this regulation may be used in the preparation of military records, publications, correspondence, and messages. They may also be used for operations plans, orders, and reports within the Virginia Defense Force.

**Applicability.** This regulation applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

**Suggested Improvements.** Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attention: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

**Distribution.** Distribution is intended for all VDF units down to, and including, Company-level.

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Brigadier General, Virginia Defense Force

**VDF Regulation 25-52 02 September 2015**  
**AUTHORIZED ABBREVIATIONS**

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**1. Purpose**

This regulation—

*a.* Prescribes policy for the use of abbreviations in official documents, correspondence, etc. throughout the Virginia Defense Force.

**2. References**

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

**3. Responsibilities**

*a.* The Deputy Chief of Staff G-1 will—

(1) Prescribe policy, procedures and implementing instructions on the use and construction of abbreviations.

(2) Supervise and manage the abbreviation program for the Virginia Defense Force.

(3) Review and approve/disapprove requests for new or modified abbreviations.

**4. General Rules on the Use of abbreviations**

*a.* Abbreviations listed in this regulation are furnished for reference and use by units of the VDF. Abbreviations will be used only when the meaning is clear. Normally, abbreviation of words is in lower case letters. Brevity codes (group of words) are normally in capital letters. For example, the abbreviation for enlisted is written “enl”, while the abbreviation for Virginia Defense Force is written “VDF”. In General, the listed abbreviations and brevity codes may be used, without being changed, to signify any of the various derivative of the root word, i.e., al, ally, ance, ed, er, ian, ies, ility, ing, ive, ment, etc.

**5. Policy**

*a.* Abbreviations and brevity codes authorized by this regulation may be used in the preparation of military records, publications, correspondence, and messages. They may also be used for operations plans, orders, and reports within the Virginia Defense Force.

## AUTHORIZED ABBREVIATIONS

For Use By The

Virginia Defense Force

**GENERAL RULES FOR ABBREVIATIONS.** Abbreviations listed below are authorized for use by the Virginia Defense Force. Additional abbreviations are published in *Army Regulation 310-50*, which is on line or on file in any Army National Guard unit library. Abbreviations will be used only when the meaning is clear. Normally, abbreviations of words are lower case letters. Brevity codes (groups of words) are normally in capital letters. In general, the listed abbreviations and brevity codes may be used, without being changed, to signify any of the various derivatives of the root word (al, ally, ance, ed, er, ian, ies, ility, ing, ive, ment, etc.).

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### A

abbreviation.....	abbr
absent.....	abs
absent without leave.....	AWOL
academic.....	acad
Access Control Resource.....	ACR
accident.....	acdt
account.....	acct
acknowledge, acknowledged.....	ack
action, acting, active.....	act
activity, activate.....	actv
address, addressee.....	adrs
adjust, adjutant.....	adj
Adjutant General's Corps.....	AG
Adjutant General, The.....	AG/TAG
administration.....	admin
administrative supply technician.....	AST

advertisement.....	.advt
agent.....	.agt
aircraft.....	.acft
amendment.....	.amdt
ammunition.....	.ammo
amount.....	.amt
amphibious.....	.amph
annex.....	.anx
annual general inspection.....	.AGI
annual training.....	.AT
antenna.....	.ant
appendix.....	.app
appoint, appointed.....	.apt
April.....	.Apr/APR
approve(ed).....	.appr
approximate.....	.approx.
area of concentration (officer basic branch).....	.AOC
area of operations.....	.AO
area of responsibility.....	.AOR
armored.....	.armd
Army Exchange.....	.PX
Army Regulations.....	.AR
Army National Guard.....	.ARNG
arrive.....	.arr
artillery.....	.arty
assemble.....	.assy
assign.....	.asg
assigned.....	.asgd
assist, assistant.....	.asst
Assistant Chief of Staff.....	.ACofS

associate.....assoc  
attach.....atch  
attention.....attn  
August.....Aug/AUG  
authority.....auth

**B**

balance.....bal  
battalion.....bn/BN  
battery.....btry  
bivouac.....biv  
branch.....br  
brigade.....bde/BDE  
brigadier general.....BG  
building.....bldg

**C**

calendar year.....CY  
caliber.....cal  
candidate.....cand  
captain.....CPT  
casualty, casualties.....cas  
Caucasian.....Cau  
cavalry.....cav  
change.....ch  
chaplain.....Ch  
Chaplain's Corps.....ChC  
chapter.....chap

charge of quarters.....	CQ
chief of staff.....	CofS
chief warrant officer 2.....	CW2
chief warrant officer 3.....	CW3
chief warrant officer 4.....	CW4
chief warrant officer 5.....	CW5
civil, civilian.....	civ
Civil Air Patrol.....	CAP
colonel.....	COL
command.....	cmd/CMD
commander.....	Cdr/CDR
commandant.....	comdt/CMDT
commanding general.....	CG
commanding officer.....	CO
command post.....	CP
command post exercise.....	CPX
command sergeant major.....	CSM
commission, committee.....	com
communication.....	comm
communications officers.....	CommO
company.....	co
component.....	comp
comptroller.....	compt
conference, confidential.....	conf
confirm, confirmed.....	cfm
coordinate, coordination.....	coord
copy.....	cy
copy(ies) furnished.....	CF
corporal.....	CPL
Corps of Engineers.....	CE



course.....crs  
current series.....CS  
custody, custodian.....cust

**D**

dated.....dtd  
date of birth.....DOB  
date of enlistment.....DOE  
date of rank.....DOR  
dead on arrival.....DOA  
deceased.....decd  
December.....Dec/DEC  
decontaminate, decontamination.....decon  
defense.....def  
Defense Support to Civil Authorities.....DSCA  
Dental Corps.....DC  
department.....dept  
Department of Defense.....DOD  
Department of the Army.....DA  
designate.....dsg  
detachment.....det  
detail.....dtl  
direct, director.....dir  
disburse.....disb  
discharge.....disch  
dispensary.....disp  
disposition form.....DF  
distribution.....distr  
district.....dist

ditto.....do  
division.....div/DIV  
Division Response Force (East/West) (Obsolete).....DRF-E/DRF-W  
document.....docu  
duty.....dy

**E**

echelon.....ech  
edit, edition, editor.....ed  
effect, effective.....eff  
efficiency.....effcy  
electric.....elec  
electronics.....elct  
elevation.....elev  
eligible.....elig  
emergency.....emerg  
emergency operations center.....EOC  
emergency operation simulation.....EOS  
enclose, enclosure.....encl  
end of exercise.....ENDEX  
end of the month.....EOM  
enemy.....ENM  
engineer.....enr  
enlist.....enl  
enlisted man or men.....EM  
enlisted woman or women.....EW  
entry on duty.....EOD  
equipment.....equip

equivalent.....	equiv
essential elements of information.....	EEI
establish, established.....	estb
estimate, estimated.....	est
estimated time of arrival.....	ETA
estimated time of departure.....	ETD
estimated time of return.....	ETR
evacuate, evacuated.....	evac
evaluate.....	eval
examine.....	exam
excellent.....	exc
exchange.....	exch
executive.....	exec
executive officer.....	XO
exercise.....	exer
execute order.....	EXORD
expend, expense.....	exp
expiration term of service.....	ETS

**F**

facility, faculty.....	fac
fair wear and tear.....	FWT
familiar, familiarization, family.....	fam
favorable.....	fav
February.....	Feb/FEB
federal.....	fed
Federal Communications Commission.....	FCC
Federal Emergency Management Agency.....	FEMA
feet, foot, fort.....	ft

field artillery.....	FA
field manual.....	FM
field training exercise.....	FTX
figure.....	fig
finance.....	fin
first lieutenant.....	1LT
first sergeant.....	1SG
fiscal year.....	FY
follow, followed, following.....	fol
For Official Use Only.....	FOUO
for information.....	INFO
for your situational awareness.....	FYSA
forward, forwarded.....	fwd
fragmentary order.....	FRAGO
freight.....	frt
frequency, frequent.....	freq
frequency modulated.....	FM
from.....	fr
functional area (for officers other than basic branch).....	FA

**G**

gallon.....	gal
gasoline.....	gas
general.....	GEN
general educational development.....	GED
General of the Army.....	GA
general staff.....	GS
Government.....	Govt
graduate.....	grad
graphic training aid.....	GTA

group.....gp  
guard.....gd

**H**

handling.....hdlg  
headquarters.....HQ  
heavy.....hv  
helicopter.....hel  
high explosive.....HE  
high frequency.....HF  
High Frequency Radio Resource.....HFRR  
high school, high speed.....HS  
history.....hist  
home of record.....HOR  
hospital.....hosp  
hour.....hr  
howitzer.....how

**I**

identification, identify.....ident  
illustrate.....illus  
immediate.....immed  
implement.....impl  
in accordance with.....IAW  
inactive.....inact  
inactive duty training.....IDT  
inch.....in  
Incident Command System.....ICS

Incident Commander.....	IC
Incident Management Assistance Resource.....	IMAR
indicate.....	indic
individual.....	indiv
indorse, indorsement.....	ind
inefficiency.....	ineffcy
infantry.....	inf
infantry (service branch).....	IN
information.....	info
injure, injury.....	inj
in lieu of.....	ILO
in order to.....	IOT
inspect.....	insp
inspector general.....	IG
installation.....	instl
instant.....	inst
instruct.....	instr
insufficient.....	insuf
insure.....	ins
intelligence.....	intel
intelligence officer.....	S2
interest.....	int
inventory.....	invt
investigate.....	invt
invoice.....	inv
is amended to add.....	IATA
is amended to delete.....	IATD
is amended to read.....	IATR

**J**

January.....	Jan/JAN
Joint Forces Headquarters (NG HQ) .....	JFHQ
Joint Operations Center .....	JOC
JOC Augmentation Resource.....	JOCAR
joined.....	.jd
Judge Advocate General’s Corps.....	JAG
July.....	Jul/JUL
June.....	Jun/JUN

**K**

killed in action.....	KIA
kilohertz.....	kHz
kilometer(s).....	km/KM
kiloton.....	KT

**L**

laboratory.....	.lab
leader.....	.ldr
leave.....	.lv
length.....	.lgth
letter.....	.ltr
liaison.....	.ln
liaison officer.....	LNO
lieutenant.....	LT
lieutenant colonel.....	LTC
lieutenant general.....	LTG

logistics operation center.....LOC  
locality, location.....loc  
logistical, logistics.....log  
lubricate.....lbu

**M**

maintain.....maint  
major.....MAJ  
maneuver.....mvr  
March.....Mar/MAR  
master sergeant.....MSG  
material, materiel.....mat  
maximum.....max  
mechanical, mechanized.....mech  
megahertz.....MHz  
miles per hour.....mph  
military.....mil  
military intelligence.....MI  
military occupational specialty (enl and WOs).....MOS  
military police.....MP  
Military Police Corps.....MP  
minimum, minute.....min  
miscellaneous.....misc  
missing in action.....MIA  
Mobile Communications Platform (Resource).....MCP/MCPR  
mobilize.....mob  
moderate, modify.....mod  
Morning Report.....MR  
motor.....mtr



mountain.....mt  
mounted.....mtd  
movement.....mov  
multiple unit training assemblies.....MUTA  
Multifunctional Response Group.....MRG  
municipal.....muni  
munition.....mun

**N**

national.....natl  
National Guard Bureau.....NGB  
National Guard Regulation.....NGR  
National Incident Management System.....NIMS  
National Response Framework.....NRF  
National Response Plan .....NRP  
naturalized.....nat  
naval, navigate.....nav  
necessary.....nec  
negative.....neg  
net control station.....NCS  
no change.....nc  
noncommissioned officer.....NCO  
normal.....norm  
not applicable.....NA  
not later than.....NLT  
November.....Nov/NOV  
nuclear.....nuc  
number.....no

**O**

object, objective.....obj  
observation.....obsn  
observation post.....OP  
occupation.....occ  
October.....Oct/OCT  
office.....ofc  
officer.....off  
officer candidate.....OC  
Officer Candidate School.....OCS  
officer in charge.....OIC  
officer of the day.....OD  
officer of the guard.....OG  
on-the-job training.....OJT  
operate, operation.....op  
operation order.....OPORD  
operation plan.....OPLAN  
operations and training officer.....S3  
opportunity.....oppor  
opposite.....opp  
ordnance.....ord  
Organization.....org  
Orientation.....orient

**P**

paid, period.....pd  
pamphlet.....pam  
paragraph.....para

patrol.....	ptl
payment.....	pmt
percent.....	pct
perform.....	perf
permanent.....	perm
permanent change of station.....	PCS
personnel.....	pers
pertain.....	pert
petroleum.....	petrl
petroleum, oils, and lubricants.....	POL
phase line.....	PL
photograph.....	photo
physical.....	phys
platoon.....	plt
platoon sergeant.....	PSG
point.....	pt
position.....	pos
pound(s).....	lb
preference.....	pref
prejudice.....	prej
preliminary.....	prelim
preparation.....	prep
prevention maintenance.....	PM
previous.....	prev
prisoner.....	pris
private.....	PVT
private 1.....	PV1
private 2.....	PV2
private first class.....	PFC
privately owned vehicle.....	POV

profession, professor.....prof  
program, progress.....prog  
promote.....prm  
property.....prop  
property book officer.....PBO  
provost marshal.....PM  
public, publication, publish.....pub  
Public Affairs Officer.....PAO  
pursuant.....pur

## Q

qualify.....qual  
quantity.....qty  
quarter.....qtr  
quartermaster.....QM  
Quartermaster Corps.....QM

## R

radio.....rdo  
radioactive.....rada  
radiological, radiology.....radl  
rads per hour.....RAD/hr  
railway.....ry  
rally point.....RP  
rating, ration(s).....rat  
ready.....rdy  
reappoint.....reapt  
reason.....rsn

reassign.....rsg

recapitulation.....recap

receipt, receive, record.....rec

receiver.....rcvr

recommend.....recm

reconnaissance/reconnoiter.....recon

redesignate.....redsg

reenlist.....reenl

refer, reference, referred.....ref

regard.....re

regiment.....regt/REGT

Regimental Response Team.....RRT

regular, regulate, regulation.....reg

Regular Army.....RA

reimburse.....reimb

reinforce.....reinf

rejoin.....rejn

relief, relieve.....rel

release point (ground traffic).....RP

reorganize.....reorg

repair, represent, representative.....rep

repairman.....rpmn

repeat.....rpt

replace.....repl

report.....rept

request.....rec

require.....rqr

requisition.....rqn

rescind.....resc

Reserve Officer's Training Corps.....ROTC

reserve(s).....res  
resignation.....resig  
responsible.....resp

**S**

Adjutant (U.S. Army).....S1  
Intelligence Officer.....S2  
Operations & Training Officer.....S3  
Supply Officer.....S4  
Communications Officer.....S6  
subject as above.....SAB  
salvage.....salv  
salvage dives.....SALVDV  
search and rescue.....SAR  
satisfactory.....sat  
schedule.....scd  
security.....scty  
second lieutenant.....2LT  
sergeant major.....SGM  
Secretary of the General Staff.....SGS  
sergeant.....SGT  
sergeant first class.....SFC  
signal officer.....SigO  
Staff Judge Advocate.....SJA  
staff sergeant.....SSG  
Staff Augmentation Resource.....SAR  
start of exercise.....STARTEX  
State Agencies Radio System (Resource) ..... STARS/STARR  
State Managed Shelter (Team) .....SMS/SMST

status of equipment.....SOE  
social security number, specification serial number.....SSN  
stenographer.....steno  
subject.....subj  
supervise, supervisor.....supv  
suspend.....susp

**T**

temporary duty.....TDY  
technical, technician.....tech  
telecommunications.....TELECON  
The Inspector General.....TIG  
team leader, time length, transport/loader.....TL  
table(s) of organization and equipment.....TOE  
training schedule.....TS  
training year.....TY  
transport.....trans  
transfer.....trf  
travel.....tvl

**U**

uniform.....uni  
unsatisfactory.....unsat  
urgent.....urg  
Unit Training Assembly.....UTA  
utility.....util

V

VDF Access Control Resource.....VDFACR  
VDF Chaplain Resource.....VDF-CHR  
VDF Finance & Accounting Resource.....VDF-FIN  
VDF Legal Resource.....VDF-JAG  
VDF Medical Resource.....VDF-MED  
VDF Regulation.....VDFR  
visual flight rules.....VFR  
very high altitude.....VHA  
very high frequency.....VHF  
very important person.....VIP  
very low frequency.....VLF  
verbal orders.....VOCO  
Virginia Defense Force.....VDF  
Virginia Department of Emergency Management.....VDEM  
Virginia Emergency Operations Center.....VEOC  
Virginia EOC Support Team.....VEOST  
Virginia State Police.....VSP

W

without.....wo  
warning order.....WARNO  
warrant officer.....WO  
warrant officer, W-1.....WO1  
words per minute.....WPM  
with prior service.....WPS



**X**

transmit.....xmit  
executive officer.....XO

**Y**

year of birth.....YOB

**Appendix A  
References**

AR 25-52  
Abbreviations