

WASHINGTON HEADQUARTERS SERVICES
Executive Services Directorate
Correspondence Management Division
“Official Digraphs/Trigraphs”
For Action/Information Agency Assigned
MARCH 2022

The Correspondence Management Division (CMD) uses the following list of Digraphs/Trigraphs in the Correspondence and Task Management System (CATMS), various suspense reports, and the Secretary of Defense Form 391.

OFFICE OF THE SECRETARY OF DEFENSE

SD	SECRETARY OF DEFENSE
MAS	MILITARY ASSISTANT TO THE SECRETARY OF DEFENSE
DSD	DEPUTY SECRETARY OF DEFENSE
MAD	MILITARY ASSISTANT TO THE DEPUTY SECRETARY OF DEFENSE
COS	CHIEF OF STAFF
TSA	THE SPECIAL ASSISTANT
ES	EXECUTIVE SECRETARY
ESR	EXECUTIVE SECRETARY REAR
ESW	EXECUTIVE SECRETARY WHITE HOUSE ACTIONS
PRO	PROTOCOL
SDS	SECRETARY OF DEFENSE SCHEDULING
TNT	TRANSITION TEAM
ADM	DIRECTOR, ADMINISTRATION AND MANAGEMENT
CAP	DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
CDA	CHIEF DIGITAL AND ARTIFICIAL INTELLIGENCE OFFICER
CIO	DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
GC	DEPARTMENT OF DEFENSE GENERAL COUNSEL
IG	DEPARTMENT OF DEFENSE INSPECTOR GENERAL
PCT	ASSISTANT TO THE SECRETARY OF DEFENSE FOR PRIVACY, CIVIL LIBERTIES, AND TRANSPARENCY
LA	ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
PA	ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
USA	UNDER SECRETARY OF DEFENSE FOR ACQUISITION & SUSTAINMENT
UPR	UNDER SECRETARY OF DEFENSE FOR PERSONNEL & READINESS
URE	UNDER SECRETARY OF DEFENSE FOR RESEARCH & ENGINEERING
USC	UNDER SECRETARY OF DEFENSE, COMPTROLLER
USP	UNDER SECRETARY OF DEFENSE FOR POLICY

MILITARY DEPARTMENTS

SA	SECRETARY OF THE ARMY*
SN	SECRETARY OF THE NAVY
SAF	SECRETARY OF THE AIR FORCE*

JOINT CHIEFS OF STAFF

JCS	CHAIRMAN OF THE JOINT CHIEFS OF STAFF*
NGB	NATIONAL GUARD BUREAU*

* **NOTE:** Organization must be tasked through Enterprise teams in CATMS' Manage Assignments instead of Local teams