

WASHINGTON HEADQUARTERS SERVICES
Executive Services Directorate
Correspondence Management Division
"Official Digraphs/Trigraphs"
For Action/Information Agency Assigned
JANUARY 2019

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
CAP	DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
CIO	DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
CMO	CHIEF MANAGEMENT OFFICER
GC	DEPARTMENT OF DEFENSE GENERAL COUNSEL
IG	DEPARTMENT OF DEFENSE INSPECTOR GENERAL
USA	UNDER SECRETARY OF DEFENSE FOR ACQUISITION & SUSTAINMENT
UPR	UNDER SECRETARY OF DEFENSE FOR PERSONNEL & READINESS
URE	UNDER SECRETARY OF DEFENSE FOR RESEARCH AND 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

NON-DOD ACTIVITIES

CIA CENTRAL INTELLIGENCE AGENCY
DED DEPARTMENT OF EDUCATION
DHS DEPARTMENT OF HOMELAND SECURITY
DOA DEPARTMENT OF AGRICULTURE
DOC DEPARTMENT OF COMMERCE
DOE DEPARTMENT OF ENERGY
DOI DEPARTMENT OF INTERIOR
DOJ DEPARTMENT OF JUSTICE
DOL DEPARTMENT OF LABOR
DOS DEPARTMENT OF STATE
DOT DEPARTMENT OF TRANSPORTATION
DNI DIRECTOR, NATIONAL INTELLIGENCE
FBI FEDERAL BUREAU OF INVESTIGATION
GAO GENERAL ACCOUNTING OFFICE
HHS HEALTH AND HUMAN SERVICES
HUD HOUSING AND URBAN DEVELOPMENT
MOC MEMBER OF CONGRESS
NDU NATIONAL DEFENSE UNIVERSITY
OPM OFFICE OF PERSONNEL MANAGEMENT
TRE DEPARTMENT OF TREASURY
UCG UNITED STATES COAST GUARD
USS UNITED STATES SENATOR
VA DEPARTMENT OF VETERANS AFFAIRS
VP VICE PRESIDENT
WH WHITE HOUSE
WH NSC WHITE HOUSE NATIONAL SECURITY COUNCIL
WH NSS WHITE HOUSE NATIONAL SECURITY STAFF

CATMS UPDATE

CIA
EDUCATION
HOMELAND SECURITY
AGRICULTURE
COMMERCE
ENERGY
INTERIOR
JUSTICE
LABOR
STATE
TRANSPORTATION
DNI
FBI
GAO
HHS
HUD
MOC
NDU
OPM
TREASURY
HOMELAND SECURITY
USS
VA
VP
WH
WH NSC
WH NSS