

**Section C-4**  
**Glossary of Terms and Acronyms**

## **Glossary of Terms and Acronyms**

Your association with the Guard or Reserve makes you a member of a unique culture. Like all cultures, the military has its own language. Terms and acronyms are routinely used in formal and informal communications. Your ability to thrive as a member of that military culture and to take care of your family adequately hinges on your ability to understand these unique terms and acronyms. This section of the Toolkit provides definitions for many common terms and acronyms. Some may be service specific. This is not a comprehensive list; feel free to add to the list!

<b>Term or Phrase</b>	<b>Definition</b>
AAFES	Army & Air Force Exchange Service – the military agency that operates Army Post Exchanges (PX) and Air Force Base Exchanges (BX). PX and BX are “department store” like activities that can be used by eligible military personnel and their families.
AC	Active Component – active duty forces of the military.
AD	Active Duty – a period of time when a service member is working for and paid by the military on a full-time basis. Active duty may be for the purpose of training or mission tasks.
ADSW	Active Duty for Special Work.
ADT	Active Duty for Training.
AER	Army Emergency Relief – each service has a relief society. A private non-profit organization funded by donations providing emergency assistance to Army military members and families in need.
AFN	American Forces Network – Network of TV and radio stations operated by AFRTS.
AFRTS	Armed Forces Radio and Television Service – A military activity that provides radio and television services to overseas commands.
AG	Adjutant General – a senior military official. The State Adjutant General is the most senior officer in a state’s National Guard. The Adjutant General of the Army is the Army’s senior official for administrative activities.
AGR	Active Guard Reserve – National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components.
Air Force Aid Society	A private non-profit organization funded by donations providing emergency assistance to military families in need.
Allotment	A specified amount of money the member designates to be paid to a particular place or person each month directly from his/her pay.
Ammo	Ammunition.

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<b>Term or Phrase</b>	<b>Definition</b>
ANG	Air National Guard – State National Guard units supported by the Air Force who may be called to active duty to contribute to the mission of the US Air Force.
AO	Area of Operation – a geographical area where military operations are under way.
ARC	American Red Cross.
ARNG	Army National Guard – State National Guard units supported by the Army who may be called to active duty to contribute to the mission of the US Army.
AT	Annual Training – A period of active duty attended by members of the Guard and Reserve for the purpose of training.
AWOL	Absence Without Leave – when a member is away from the military without authorized leave.
BAH	Basic Allowance for Housing – a financial allowance given to individuals on active duty when government quarters are not provided.
BAS	Basic Allowance for Subsistence – monthly food assistance provided to members who do not eat at military facilities.
BT	Basic Training – initial entry military training also known as IET.
BX	Base Exchange – a “department store” like activity on an Air Force base that can be used by eligible military members and their dependents.
CACO	Casualty Assistance Calls Officer – also known as CAO. This officer provides assistance to family members in case of the death of a military member.
CDO	Command Duty Officer – a military officer who temporarily represents a command after normal duty hours.
CDS	Child Development Service – also known as Child Development Program.
Chain of Command	A military structure that defines responsibility for units. Every unit has a chain of command. Units on active duty have a chain of command that extends from their immediate commander to the President (Commander in Chief). National Guard units not on federal service, have a chain of command through the State Adjutant General to the Governor.
Change of Command	The Change of Command ceremony is a clear, legal, and symbolic passing of the authority and responsibility from one commander to the next.
Chaplain	A military member of the clergy.
Chit	Voucher or request.
CID	Criminal Investigation Division – the investigative service of the military police.
CINC	Commander in Chief.

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<b>Term or Phrase</b>	<b>Definition</b>
Classified Information	Information or material that cannot be divulged to others without express permission and/or consent of competent authority.
CNO	Chief of Naval Operations – the senior officer in charge of the Navy and the Navy staff.
CO	Commanding Officer – an officer officially appointed to command a unit.
COB	Close of business – end of the official business day.
COLA	Cost of living allowance – the amount of money paid monthly to compensate for the high cost of living. The amount authorized, if any, varies depending on the location.
Commander-in-Chief	The President of the United States – Commander in Chief of all military activities under federal control.
Commissary	The store where members and their families can purchase food products.
Commission	The written order that gives an officer rank and authority.
COMRATS	Commutated rations is a payment made to the member for eating costs when the member is authorized meals provided by the Service, yet the Service is unable to provide those meals. The member must be authorized commuted rations to receive this payment in their paycheck.
CONUS	Continental United States.
CY	Calendar year – a year beginning on the 1 <sup>st</sup> of January and ending on the 31 <sup>st</sup> of December. Not to be confused with FY (Fiscal Year).
D-day	The day on which military operations are set to begin.
DEA	Dependent’s Educational Assistance – program for family members of certain deceased members.
DEERS	Defense Enrollment Eligibility Reporting System – the automated system that lists those enrolled and indicates their eligibility for military benefits.
DFAS	Defense Finance and Accounting Service – the federal military activity responsible for all civilian and military pay processing.
Dependent	A person for whom a member is legally and financially responsible – usually a spouse or child (also called family member).
Deployment	Temporary relocation of a military unit.
DOB	Date of Birth.
DoD	Department of Defense – the mission of DoD is to provide the military forces needed to deter war and protect the security of our country.
DoDEA	Department of Defense Education Activity.
DOR	Date of Rank – the date on which an individual was officially promoted to a specific grade.
DSN	Defense Switched Network – the military telephone service.
EAOS	End of Active Obligated Service – also known as ETS.

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<b>Term or Phrase</b>	<b>Definition</b>
EFMP	Exceptional Family Member Program – a program designed to provide support to military families who have members with handicaps or other special needs.
EM	Enlisted Member – a member of the military who is not an officer, warrant officer, cadet, or midshipman.
Emergency Data Card	A form kept with official records that lists important information for quick reference in case of emergency. It includes names of relatives, addresses, and telephone numbers.
ESGR	Employer Support of the Guard and Reserve – a program designed to educate employers and encourage them to support their employees’ service in the Guard and Reserve.
ETD	Estimated Time of Departure – expected time a military unit, person, vehicle, aircraft, or ship will begin a trip.
ETS	Expiration of Term of Service.
Exchange	Military department store.
FAC	Family Assistance Center – program that is opened during deployments and mobilizations to assist members and their families.
Family Member	A person for whom a member is legally and financially responsible – usually a spouse or child – is also abbreviated as FM.
FC	Family Center – called the Fleet and Family Support Program in the Navy; Marine Corps Community Services in the Marine Corps; Family Support Center in the Air Force, and Army Community Service in the Army.
FCP	Family Care Plan – working document for the care of family members during separation.
FLO	Family Liaison Office.
FPC	Family Program Coordinator for the Guard and Reserve
FRC	Family Readiness Center - similar to FAC. It’s a family service program.
FRG	Family Readiness Group – group of members, command, family members, retirees, and civilian employees who work together to meet the challenges of military life.
FRO	Family Readiness Officer – the commander’s staff officer assigned to work family related matters.
FSA	Family Separation Allowance – a special allowance paid to eligible service members when separated from their family for extended periods of time.
FSSA	Family Subsistence Supplemental Allowance - a program enacted by Congress to increase a service member’s BAS to a level that removes him from eligibility for Food Stamp benefits.

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FY	Fiscal Year – a year running from 1 October to through the end of September of the following year. Fiscal years are used by congress and the military to budget and control funding for military activities.
ID	Uniformed Services Identification Card – a distinct ID card identifying individuals as active duty, Reserve, Guard, or retired members authorizing them to receive uniformed services. ID cards are also issued to members’ eligible dependents and other eligible individuals authorizing them to receive uniformed services benefits and privileges.
IG	Inspector General – serves as an independent and objective official for conducting, supervising, monitoring, and initiating audits and investigations relating to the programs of operation of the services or DoD.
IMA	Individual Mobilization Augmentee – an individual reservist attending drills who receives training and is preassigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization.
ING	Inactive National Guard – consists of Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain members of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all members of the Inactive National Guard have legal, contractual obligations. Members of the Inactive National Guard may not train for retirement credit or pay and are not eligible for promotion.
I&R	Information and Referral.
IRR	Individual Ready Reserve – a manpower pool consisting of individuals who have had some training and who have served previously in the Active component or in the Selected Reserve and may have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points with or without pay and promotion.
ITO	Invitational Travel Order – a document authorizing travel by someone not under military authority. Often used to provide government-funded travel to family members.
JAG	Judge Advocate General – a military lawyer. Often used to identify the senior military legal advisor to a commander.

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<b>Term or Phrase</b>	<b>Definition</b>
JUMPS	Joint Uniform Military Pay System – the automated system used to calculate military pay.
KIA	Killed in Action.
KNOT	Nautical mile – a distance of approximately 1.15 miles. Most often used to designate speed – the term denotes how many nautical miles will be covered in 1 hour.
Leave	Paid vacation days. A period of time when a service member is on paid vacation and not performing military duties.
LES	Leave and Earning Statement – a service member’s pay slip for military pay. It includes information on gross pay, taxes and other deductions as well as leave earned and taken during a month.
Liberty	Authorized absence of an individual from place of duty, not chargeable as leave; also referred to as pass.
MEDDAC	Medical Department Activity – the military organization that provides medical treatment to eligible military members and their families.
MFO	Multinational Forces and Observer – individuals who are assigned to an organization supported by more than one nation, often for the purpose of peacekeeping.
MIA	Missing in Action – a term applied to individuals who cannot be located and whose status is unknown.
Mission	The primary task of the military organization.
Mobilization	The assembling of forces in preparation for deployment. The act of the President of the United States to bring members/units of the Guard and Reserve to active duty for national emergencies.
MRE	Meals Ready to Eat – food packets that do not require refrigeration and can be used by service members who do not have access to prepared hot food.
MUSTER	Roll Call – a formal gathering of unit members for the purpose of personnel accountability.
MTT	Mobile Training Team – persons trained and appointed for the purpose of training Navy commands, Fleet and Family Support Program Managers, and Ombudsmen.
MWR	Morale, Welfare, and Recreation
NAF	Non-Appropriated Funds – money not provided by Congress that is commonly used for MWR functions. NAF funds are normally derived from fees collected from commissaries, PX/BXs, and recreation activities.
NATO	North Atlantic Treaty Organization – a cooperative military organization dedicated to the joint defense of member countries. The United States and most European nations are members.
NCO	Noncommissioned Officer – senior enlisted service members commonly referred to as sergeants and petty officers.

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<b>Term or Phrase</b>	<b>Definition</b>
NEX	Navy Exchange – a government operated “department store” operated on Navy installations.
NG	National Guard.
NGB	National Guard Bureau – a joint bureau of the Department of the Army and Department of the Air Force to serve as the channel of communication for the National Guard, Army National Guard, and Air National Guard between the Department of the Army, Department of the Air Force, and the several states.
NMFA	National Military Family Association – a not-for-profit private association dedicated to improving the quality of life for military families.
NMCRS/NAVMCREL	Navy-Marine Corps Relief Society - A private non-profit organization funded by donations providing emergency assistance to military families in need.
OCAR	Office of the Chief, Army Reserve – the senior federal official charge with supporting the Army Reserve.
OCONUS	Outside the Continental United States. The continental United States include all states except Hawaii and Alaska.
OIC	Officer in Charge – the individual managing or supervising an activity.
Ombudsman	The person appointed by the Commanding Officer to act as the official Point of Contact between the command and families.
OSD	Office of Secretary of Defense – the office of the cabinet official responsible for national defense.
PAO	Public Affairs Officer – military officer responsible for responding to inquiries from the Press.
PCS	Permanent Change of Station – reassignment to a different duty station. Not to be confused with TDY (Temporary Duty) which does not involve the long-term relocation to another community.
POC	Point of Contact – a person responsible for a program. The person you call when you need information or assistance.
POA	Power of Attorney – a legal document that enables one person to sign documents or take actions on behalf of another person.
POV	Privately Owned Vehicle – your family’s car or truck.
PRC	Presidential Reserve Call-up. A special authority the President may use to allow the Secretary of Defense and the Secretary of Transportation to order any unit, and any member to active duty for not more than 270 days.
Promotion	The advancement in grade and pay of members in recognition of their ability to perform at a higher level. The basic ceremony includes the reading of the official orders.
PX	Post Exchange – a “department store” like activity on Army installations.

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<b>Term or Phrase</b>	<b>Definition</b>
Quarters	Government-owned housing assigned to personnel or living spaces.
RC	Reserve Components -- Reserve Components of the Armed Forces of the United States are: (a). the Army National Guard of the United States; (b). the Army Reserve; (c). the Naval Reserve; (d). the Marine Corps Reserve; (e). the Air National Guard of the United States; (f). the Air Force Reserve; and (g). the Coast Guard Reserve
RCSBP	Reserve Component Survivor Benefit Plan.
RDC	Rear Detachment Commander – an individual, typically an officer, designated to remain behind after a unit’s departure and deployment and other unit members who did not move with the unit.
Reunion	A period of readjustment that follows a members return from mobilization or training.
R&R	Rest & Relaxation or Return & Reunion.
RSC	Regional Support Command.
SBP	Survivor Benefit Plan – a federal program designed to provide annuity to the spouse and/or dependents after a retired service member dies.
SECDEF	Secretary of Defense.
SGLI	Service Member’s Group Life Insurance – an optional federal program designed to provide insurance coverage to eligible military service members.
SITREP	Situation Report – a short report provided by military units to their next higher commander.
SOP	Standard Operating Procedure – a set of fixed instructions for routine operations.
Sponsorship program	Military program in which volunteers greet and help members who have been assigned to a new duty station or unit.
SSN	Social Security Number.
TAG	The Adjutant General
TAR	Training and Administration of Reserves. Navy equivalent of AGR.
TDY/TAD	Temporary duty – military duty or active duty away from the unit of assignment normally for a period of 139 days or less.
Telephone tree	Also known as a telephone roster. It is a way of transmitting information to a large group of people.
TRICARE	A health insurance program for eligible military members and their eligible dependents.
TSP	Thrift Saving Plan – is to provide retirement income. It offers participants the same type of savings and tax benefits that many private corporations offer their employees under so-called “401(k) plans.” Beginning on October 9, 2001, members of the uniformed services will be able to enroll in the TSP during a special 60-day enrollment period.

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<b>Term or Phrase</b>	<b>Definition</b>
TTAD	Temporary Tour of Active Duty.
USAR	U. S. Army Reserve.
VA	Department of Veterans Affairs – the federal agency responsible for administering veterans’ benefits and providing services to veterans.
Work-Life Program	The name of the family service program in the Coast Guard.
XO	Executive Officer – the second officer in command, regardless of rank.