



DEFENSE INTELLIGENCE AGENCY

DIA Style Manual for Intelligence Production

UNCLASSIFIED

(b)(3):10 USC 424

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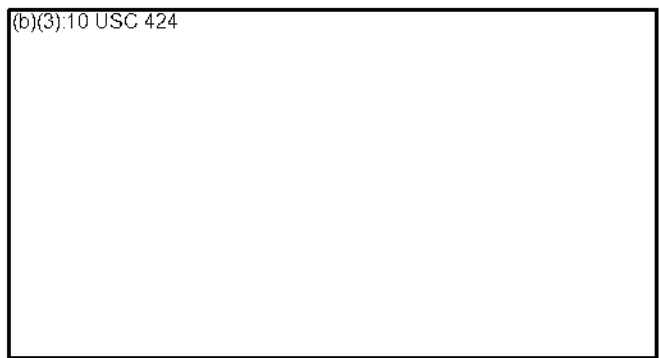
Defense Intelligence producers are more than analysts; they are also professional writers. Despite various new media and technological developments, writing is still the principal medium through which the Agency conveys its information, ideas, and concerns to customers. If our written products are to have the impact and inspire the confidence they warrant, they need to be delivered in a well-crafted package.

This manual is the authoritative reference to help us create that package. It sets Agency standards for written intelligence production, minimizing the guesswork on capitalization, numbers, abbreviations, and other style points. Consequently, intelligence producers can focus on crafting effective arguments to support analytic judgments.

The *DIA Style Manual for Intelligence Production* has been in use for decades. The manual's executive agent, the Directorate for Analysis, refines the guidance as Intelligence Community standards develop and the language evolves. The U.S. Government Printing Office *Style Manual* served as the basis for most of the guidance in this manual, and other references provided additional direction, notably *The Gregg Reference Manual*.

As professional analysts, we focus every day on maintaining subject matter expertise, but communicating that expertise requires us to maintain excellent writing skills. DIA must convey a Defense Intelligence message that is concise, precise, and compelling. This manual is a key tool in our arsenal as we execute our mission and ensure we meet the highest possible standards.

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CHAPTER I:

—President John F. Kennedy on Winston Churchill

CHAPTER 1:

Unlike the rest of this style manual, which focuses on “house style” issues, this chapter presents practical advice for authors and editors to consider in intelligence-related writing.

Good writers and editors need to be familiar with foundational grammar rules, such as subject verb agreement, but they also need to recognize what is and is not a hard-and-fast rule. Many people remember learning that they should not split infinitives or end a sentence with a preposition, but both are “rules” modern usage references largely dismiss.

The organizers decided to immediately address parking for employees and guests.

Moving the adverb “immediately” anywhere else in this sentence would make the meaning less clear. The natural place for an adverb is directly in front of the word it describes. Bottom line: avoid split infinitives if you prefer, but don’t make a sentence awkward or confusing by doing so. The same guidance applies to ending a sentence with a preposition.

Similarly, writers and editors need to recognize an error as opposed to a style or context decision.

- Failing to capitalize a word at the beginning of a sentence is an error, but not capitalizing a person’s title when it is separated from the name is a style choice (see Chapter 3).
- Spelling out numbers less than 10 in some cases but using numerals for them in others may appear to be a consistency error, but a closer look may show the presentation is in keeping with style guidance to use numerals for all numbers in a sentence when any are equal to or greater than 10 (see Chapter 4).
- Treating words such as *none* and *majority* as plural may appear to be a subject verb agreement error, but these words can be treated as either singular or plural, depending on the context (see Chapter 5).

This guide offers numerous examples of preferred presentation and answers many questions that come up in intelligence writing, but it does not cover every situation. For additional guidance, use a good all-around reference on the mechanics of writing, such as *The Gregg Reference Manual*. It contains detailed guidance, with numerous examples, on punctuation, grammar, and usage. However, keep in mind that the *DIA Style Manual for Intelligence Production* takes precedence on style issues, such as capitalization and compounding.

Studies of writing today advise authors to keep both sentences and paragraphs short—not necessarily because readers can’t deal with more complex writing, but because shorter sentences and paragraphs are easier to read and can be understood more quickly.

Traditionally, writers have used a paragraph to show the development of a single thought. For a complex thought, though, the paragraph’s length could become quite imposing. Moreover, for a publication with type in columns, paragraphs seem even longer because fewer words fit on a line. There’s a real risk, then, that several long paragraphs will resemble a solid block of type.

Short Sentences

Short sentences—fewer than 20 words—make your readers’ task easier. Use caution, though; too many short sentences can make your writing choppy. Good writers mix long and short sentences for variety. Just wrap it up when those longer sentences reach about 30 words.

The key is to look for minor changes within the thought of the long paragraph and to break the paragraph at those points. The unity and coherence of the thought aren't likely to suffer. Breaking material into shorter paragraphs is simply a better way of packaging ideas—one that uses white space to show readers minor shifts in organization, helping to speed them through their reading.

When organizing material in intelligence products, keep in mind that the topic sentence (first sentence) is the most important part of a paragraph. The topic sentence should be straightforward, encapsulating the message of the paragraph up front. Don't lead a topic sentence with a dependent clause, especially one that begins with a contrary term, such as *although*, *despite*, or *however*. Such clauses can impede the reader's ability to absorb the main point. Use subsequent sentences in the paragraph to fill out the story.

A heading can announce the topic of a section, or it can do more—focusing readers' attention on the main point of the section. Avoid labels like "Background" or "Introduction." Look instead for headings that provide the gist of a section, especially headings that express the point in a way that invites readers to continue reading. Don't try too hard to grab attention, though; cute titles or headings can detract from the professionalism of your presentation.

For long studies, there's another consideration: levels of headings. You have to be wary of the organizational complexity you try to portray with the headings. For the most part, writers of books only occasionally go beyond two levels of headings. Readers are likely to become confused if you try to portray three or four levels of headings throughout a long document.

Make your outline as complex as you need to help you organize the points and subpoints in what you write. However, when you actually write, use headings to highlight only the most important points, and focus readers' attention with the wording of those headings.

Passive voice is one of the less desirable features of bureaucratic writing. Passive constructions are more wordy than corresponding active constructions and can generate other wordiness—especially sentences beginning with "It is" and "There are." In addition, passive voice is indirect, reversing the natural order of spoken English, and it lacks the vigor inherent in active voice. Finally, passive constructions often mask the actor. Imagine being told, "Your fate will be decided tomorrow." Your reaction is to demand, "By whom?" Passive voice makes it all too easy for writers to omit the "by" part of a thought, and this evasiveness in particular is a mark of bureaucratic writing.

The natural order for an English sentence—actor action acted upon—requires active voice:

<i>The sailor</i>	<i>rowed</i>	<i>the boat</i>
(actor)	(action)	(acted upon)

A sentence in passive voice reverses that order:

<i>The boat</i>	<i>was rowed</i>	<i>by the sailor.</i>
(acted upon)	(action)	(actor)

Recognizing these constructions in more complicated sentences still is quite simple; that's why grammar-checking software can locate passive verbs quite well. Only a passive sentence will receive "yes" answers to all of the following tests:

- Is the subject of the sentence acted upon?
- Does the sentence combine a form of *to be* with the past participle of a main verb? The simple forms of *to be* are *is, am, are, was, and were*. Compound forms are *will be, is being, and has been*. Past participles of main verbs usually end in *-ed* or *-en* (except for irregular verbs such as *shot*). Thus, passive verbs look like these: *is divided, was shaken, has been shot*.

Don't Confuse Passive Voice and Past Tense

Both active and passive forms of a verb can appear in present, past, or even future tenses:

Active: takes, took, will take

Passive: is taken, was taken, will be taken

- If the actor appears in the sentence, is it in the prepositional phrase *by someone or something*? Or, if the actor doesn't appear in the sentence, does the sense of the sentence imply *by someone or something*?

Far too often, writers accept passive voice because they can't think how to write in the active voice; in such cases, passive is more accidental than intentional. You can prevent this lack of control in your own writing by learning the following three methods to convert passive voice into active:

- Reverse the object and the subject.

Passive: The greatest area coverage is offered by open-wire lines.

But: Open-wire lines offer the greatest area coverage.

- Delete the past participle main verb, leaving the form of *to be* as the only verb.

Passive: The processing plants are located in the north.

But: The processing plants are in the north.

- Change the verb. For example, *received* is an active counterpart of *was given*.

Passive: About 17,000 people are employed in research institutes.

But: About 17,000 people work in research institutes.

Is passive voice always wrong? No, of course not. Passive constructions have legitimate uses:

- When the object of the action is more important than the actor.
- When the actor is obvious, unimportant, or unknown.

But be careful! You can stretch those justifications to cover most sentences if you try hard enough. Even when the object of an action is more important than the actor, a verb in passive voice may not be necessary. Notice that the second and third methods for activating the passive do not require you to alter the subject of the sentence. Instead, both of these methods change the verb. A good rule of thumb, then, is to use the passive voice only when you have a strong reason.

Like passive voice, expletive constructions (*it is, it was, it will be, there are, there were, there will be*) lengthen a sentence, delay the point, mask responsibility, and force the subject to follow the verb.

The fix is often simple:

Unemphatic: There was a second explosion that killed three soldiers.

Emphatic: A second explosion killed three soldiers.

Unemphatic: It is probable that voter turnout will be heavy.

Emphatic: Voter turnout probably will be heavy.

Strong writing requires strong verbs, so don't bury verbs inside nouns by attaching *ion*, *tion*, *ment*, *-ance*, and *-ence*.

Weak: Chemical attacks are **in violation** of the treaty.

Strong: Chemical attacks **violate** the treaty.

Weak: North Korea has made a **commitment** to resume talks.

Strong: North Korea has **committed** to resuming talks.

Qualifiers are often necessary for accuracy in intelligence writing, but multiple qualifiers impede clarity. Words that already express a degree of judgment—for instance, *imply*, *indicate*, and *suggest*—should not be combined with qualifiers such as *may*, *likely*, and *probably*.

Not: The lull in attacks **may indicate** the rebels are ready to negotiate.

But: The lull in attacks **indicates** the rebels are ready to negotiate.

Or: The lull in attacks **may mean** the rebels are ready to negotiate.

When we discuss clichés, we usually think of overused comparisons like “blind as a bat” or “older than dirt”—phrases most of us know to avoid. However, clichés also can be stale words or phrases that indicate concepts in intelligence writing. Watch out for terms such as “paradigm” or “center of gravity”; they can be the words you need at times, but overuse can turn them into unhelpful catchphrases.

Along similar lines, avoid jargon that is familiar to a particular community but not to your entire audience. If an editor needs a term explained, chances are many other readers will as well.

As you choose the terms for your intelligence papers, be sure the concepts are fresh, accurate, and appropriate. Think twice about using a term just because you've seen it in a number of other papers—it may not be the right wording for your product.

Parallelism is particularly important for headings and bulleted lists. Readers expect headings to be in parallel form. Parallelism is even more important in lists, since their purpose is to emphasize a pattern of organization.

Readers grasp parallel ideas more quickly when they are in parallel form. Nouns should be parallel with nouns, active verbs with active verbs, infinitive phrases with infinitive phrases, subordinate clauses with subordinate clauses, and so on.

Not: The general's success has resulted from the allegiance of his troops and how he has treated the civilians in his region to gain their acceptance. [Noun paralleled with clause.]

But: The general's success has resulted from the allegiance of his troops and the acceptance of the civilians in his region. [Noun paralleled with noun.]

Not: As a soldier he had been in Japan, fighting in Vietnam, and following his general to the Middle East. [Verb paralleled with participles.]

But: As a soldier he had been in Japan, had fought in Vietnam, and had followed his general to the Middle East. [Verb paralleled with verbs.]

When it will help make the parallelism clear, repeat a preposition, an article, a helping verb, the *to* of an infinitive, or the introductory word of a long phrase.

- Not:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, interdict drug shipments, or destroy processing laboratories.
- But:* Overextended police forces have done little to protect farmers threatened by strongmen employed by drug dealers, to interdict drug shipments, or to destroy processing laboratories.

Placement of restrictive modifiers such as *almost, every, just, merely, most, nearly, only, primarily, and principally* requires care. Look at the effect of placement for *only* in "This plant produces lug nuts."

- Only this plant produces lug nuts. [No other plant produces them.]
- This plant only produces lug nuts. [The plant doesn't do anything else with them, such as marketing.]
- This plant produces only lug nuts. [The plant produces nothing else.]
- This plant produces lug nuts only. [The plant produces nothing else.]

As a general rule, put modifiers close to whatever they modify. "Close to" can be before or after the thing modified, so long as the sentence makes sense.

- Not:* The agreement provided for military equipment which was signed recently.
- But:* The agreement, which was signed recently, provided for military equipment.
- Or:* The recently signed agreement provided for military equipment.

Pay particular attention to a modifier that begins a sentence. Dangling modifiers can occur anywhere in a sentence but are most common at the beginning. Readers expect an introductory word or phrase modifier to refer to the subject of the sentence. When the modifier cannot logically modify the subject, the modifier "dangles."

- Not:* When completely filled out and checked, the taxpayer should sign the form.
- But:* When the form is completely filled out and checked, the taxpayer should sign it.
- Or:* After completely filling out and checking the form, the taxpayer should sign it.

Note, however, that some introductory phrases express a general truth rather than modifying the subject of the sentence. These introductory phrases do not dangle.

- Given the importance of the operation, the staff studied a number of scenarios.
- To sum up, we all agree to support the change.

Sudden, illogical shifts within a sentence or passage obscure the meaning and hamper reading:

- Not:* The farmer was intimidated by threats and cultivates coca leaves. [Shift from past tense to present tense.]
- But:* The farmer was intimidated by throats and began cultivating coca leaves. [Both verbs in past tense, with the second verb implying a continuing action.]
- Not:* Determine the margins for the page, and then you should set tabs. [Shift from imperative mood to indicative mood.]
- But:* Determine the margins for the page, and then set the tabs. [Both verbs in imperative mood.]

<i>Not:</i>	The troops hurried up the mountain path, and soon the camp came into their sight. [Subject shifts from <i>troops</i> to <i>camp</i> .]	<p>Work Toward a Common Goal: Readability</p> <p>Most writers and editors in the Intelligence Community have a common appreciation for the need to produce accurate, concise, clear intelligence for their readers, particularly busy policymakers and warfighters. Neither excessive pride of authorship nor heavyhanded editing helps to achieve that goal. Producers should keep two things in mind:</p> <ul style="list-style-type: none"> • All analytic products are the work of the Defense Intelligence Agency, not solely of the analyst or office on the byline. Authors need to recognize that just as senior intelligence officers and other reviewers have a responsibility to ensure the quality of the analytic content, technical editors have a responsibility to ensure the readability and professionalism of the presentation. • At the same time, editors need to keep their changes focused on readability. Rather than altering the author's voice, editors should keep changes to the minimum necessary to ensure clarity, consistency, conformance with DIA style and Intelligence Community standards, and good grammar and usage. Some products require more editing than others to achieve these objectives, but overediting risks introducing errors and should be avoided.
<i>But:</i>	The troops hurried up the mountain path and soon saw the camp. [One subject only.]	
<i>Not:</i>	The soldier did not relish a reduction in pay, but confinement to barracks was seen as the harsher punishment. [Subject shifts from <i>soldier</i> to <i>confinement</i> as active voice shifts to passive voice.]	
<i>But:</i>	The soldier did not relish a reduction in pay but saw confinement to barracks as the harsher punishment. [One subject only and both verbs active.]	
<i>Not:</i>	Analysts will find the new library hours a great convenience. You will have greater freedom to arrange your research time. [Shift from third to second person.]	
<i>But:</i>	Analysts will find the new library hours a great convenience. They will have greater freedom to arrange their research time. [Constant third person.]	
<i>Not:</i>	The United Nations deserves encouragement. Indeed, they deserve more than that. [If <i>United Nations</i> takes a singular verb in the first sentence, it cannot take a plural pronoun reference in the second sentence.]	
<i>But:</i>	The United Nations deserves encouragement. Indeed, it deserves more than that. [<i>United Nations</i> and it correspond in number.]	
<i>Not:</i>	Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to play ball with the rest of the world. [Shift from formal to colloquial style.]	
<i>But:</i>	Analysis of the main obstacles to harmony in the United Nations reveals that a group of nations refuses to cooperate with the rest of the world. [Consistent formal style.]	

CHAPTER 2:

—Strunk and White, *The Elements of Style*

CHAPTER 2:

Abbreviations can be acronyms, shortenings, brevity codes, or organizational designators. This chapter treats them all generally as abbreviations.

Abbreviations can simplify presentation in a document, but too many of them make reading and understanding difficult. Readers are faced with a code known to the writer but unfamiliar or unknown to them—a source of irritation at best, but frequently an obstruction to communication. For this reason you should use abbreviations sparingly and only when you can be sure their meaning is clear for your readers.

Even in tables and graphics, where space is a consideration, avoid abbreviating unless the full terms will not fit. Changes in layout or type point size may preclude using abbreviations.

Common sense dictates these rules:

- Use an abbreviation only if it will simplify a document. Just because an abbreviation exists is not justification for using it. Establishing an abbreviation and then using it only once seldom justifies forcing readers to translate your abbreviations. If you are not going to repeat an abbreviation frequently, do not use it.

Also, keep in mind that making use of context in a paper may eliminate the need to establish an abbreviation when the abbreviation will not be needed repeatedly. Consider the following example:

Infrastructure modifications were evident in the Very Important Military District (VIMD), consistent with the VIMD's high priority in defense planning.

Establishing "VIMD" appears to be justified: the abbreviation will replace four words (a reasonable saving), and clearly the abbreviation is going to be used again, since it appears again in the same sentence. However, in this case rewording the sentence to make use of the context the sentence already establishes will eliminate the need for establishing the abbreviation:

Infrastructure modifications were evident in the Very Important Military District, consistent with that district's high priority in defense planning.

- Limit your use of abbreviations to appropriate places. Avoid using all but the most common abbreviations in key judgments or executive summaries, titles and headings, and tables of contents.
- Avoid using an abbreviation for a person's name. For example, refer to Kim Jong Un on secondary reference as Kim, not KJU.

When To Introduce an Abbreviation

Common wisdom says to introduce an abbreviation with the first occurrence of the corresponding term in a document. Taken literally, this leads to unnecessary abbreviations in key judgments and summaries and frequently results in an abbreviation's being introduced long before its next occurrence.

The best time to introduce an abbreviation is the first time you use the corresponding term in a portion of a document in which the abbreviation will appear frequently.

For example, a product dealing with military capabilities often discusses a force's organization—showing relationships among a number of subordinate entities in the force structure—and then each of the subordinate entities. If the writer introduces abbreviations for the entities in the discussion of the hierarchy, readers may be faced with 10 to 20 abbreviations in a few sentences. Expecting readers to absorb those abbreviations and recognize them later is unreasonable. The writer would do better to introduce each abbreviation in the discussion of the subordinate entity, when the abbreviation will reappear shortly after its introduction.

Occasionally readers are more familiar with an abbreviation than they are with the abbreviated term. For example, in a discussion of special forces, readers are more likely to recognize *SEAL* than the full term *sea/air/land* (which communicates little without further explanation). In such a case, use the abbreviation for clarity.

The most common way of introducing an abbreviation is to state the full term and then, immediately after it, to include the abbreviation in parentheses.

A motorized rifle division (MRD) reportedly....

The Federal Aviation Administration (FAA)....

When an abbreviation is better known than the term itself, you may want to reverse their positions, placing the term in parentheses after the abbreviation. This may be the case if the abbreviation is derived from the initial letters of a foreign term rather than the English translation.

The Cuban FAR (Revolutionary Armed Forces)....

During operations in Chechnya, Russia's GRU (General Staff Main Intelligence Directorate) ensured....

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

Sometimes you may need to establish an abbreviation more than once in a document:

- In a long document, when a large amount of text intervenes between the introduction (and first repeated use) of the abbreviation and later repeated use of the same abbreviation.
- In a collection of articles. Because readers often look at only some of the articles or read them in an order different from that of the publication that collects them, abbreviations do not carry over well from article to article. You will need to establish necessary abbreviations in each article, independent of the use of the same abbreviations in other articles.

Capitalization in an abbreviation does not indicate that the words of the corresponding term also must be capitalized. Capitalize the initial letters of appropriate words in the related term if they are proper nouns, and use lowercase for the words if they are common nouns.

The aircraft returned to Argut Naval Air Station (NAS).

The aircraft returned to the naval air station (NAS).

Authors frequently become confused about capitalization when they write about operational systems. The test still is whether the term is being used as a proper noun or only as a generic term.

The American Multiple-Launch Rocket System (MLRS) differs from other multiple rocket launchers (MRLs).

Capitalization also is an issue in establishing abbreviations. For years two different systems for establishing abbreviations have existed side by side—a situation that sometimes causes confusion. One system capitalizes only letters for important words, leaving those for unimportant words like of in lowercase form. The other system capitalizes all the letters in the abbreviation, whether they stand for important or unimportant words.

- Today the predominant system is to use capitals for all the letters in an abbreviation. If you establish an abbreviation in an intelligence product, use capital letters throughout the abbreviation.

Nevertheless, well established legacy abbreviations with some lowercase letters, such as DoD for the U.S. Department of Defense, are still in use today while similar abbreviations, such as DOE for Department of Energy, have all uppercase letters.

An abbreviation formed from a foreign term is not italicized, though the foreign term may be. Normally you will not italicize the original language or English translation of names of foreign organizations, institutes, governmental bodies, political parties, educational institutes, corporations, Internet service providers, and the like, because our business—assessing intelligence information dealing with foreign governments and their defense and security organizations—uses numerous foreign terms as a part of our writing. However, if you are providing the original language words to explain the formation of an abbreviation, italics are appropriate for the foreign words.

Russia's Spetsnaz (from *voiska spetsialnogo naznacheniya*, or "troops of special designation") had special missions.

Subordinate to Algeria's Ministry of National Defense is its Department of Intelligence and Security, or DRS (*Departement de Renseignement et de Securite*).

Very few abbreviations require periods. The exceptions are the traditional nonmilitary ranks or titles (*Mr., Mrs., Ms., Dr., Prof.*) and *no.* (for "number," to distinguish it from the answer or command *no*). In addition, use periods with *U.S.* The abbreviations *i.e.* ("that is") and *e.g.* ("for example") also require periods; however, many people confuse these abbreviations, so using them is discouraged.

Most abbreviations are established in the singular form. Therefore, when you introduce (or use) an abbreviation, pay attention to whether the term is singular or plural. If the term is singular, the abbreviation should be as well; if the term is plural, the abbreviation usually will have to be changed to make it plural.

... earth-penetrator weapons (EPWs).
... within the military regions (MRs).

SA-7 and SA-14 surface-to-air missiles (SAMs) are among the world inventory of shoulder-fired SAMs.

Particularly for military forces, an abbreviation often equates to a plural thing—for example, "ANDSF" for "Afghan national defense and security forces." However, usually the abbreviation itself, after it is established, is singular and requires a singular verb.

Afghan national defense and security forces (ANDSF) continue to improve their ability....

Here the subject *Afghan national defense and security forces* requires a plural verb (*continue*) and a plural pronoun (*their*). Thus, "ANDSF" represents a plural entity. Nevertheless, when *ANDSF* itself is used as a subject, the abbreviation is singular and requires a singular verb and singular pronoun:

However, the ANDSF is not yet prepared to hold its own in....

Forming Plurals of Abbreviations

When an abbreviation ends in an uppercase letter, form the plural by adding a lowercase *s*, without an apostrophe.

ICBMs SAMs MiGs INs

However, if the abbreviation ends in lowercase letters, form the plural by adding 's (apostrophe + lowercase *s*).

cy's

These are rare in general military intelligence writing but sometimes occur in scientific or technical publications. Do not confuse them with plurals of lowercase abbreviations for units of measure, which are not changed to plural form.

not 500 km's or 500 kms but 500 km

Furthermore, even though an abbreviation may stand for an entity that we know to consist of many people, references to the abbreviation cannot be the pronouns *they* or *their*. This problem occurs frequently in intelligence writing in discussion of a political party or organization (which obviously is a group of people):

- Not:* The CCP decided to implement their decisions after....
But: The CCP decided to implement its decisions after....

When the abbreviation is used instead as a modifier for a plural noun—for example, in *CCP members*—the abbreviation no longer determines the number, so a plural pronoun reference is appropriate to refer to the plural noun:

The CCP members decided to implement their decisions after....

Because of what they stand for, a few abbreviations are only plural. When it stands for “tactics, techniques, and procedures,” *TTP* is one of these. Because *TTP* in this sense is plural, we cannot write “A new *TTP* proved successful.” Instead, we would need to write “A new tactic [or technique, or procedure] proved successful.”

As with the terms they represent, most abbreviations can be used in the possessive form. If the abbreviation is being used as a singular possessive, add an apostrophe and a lowercase *s*. If the application requires a plural possessive, add the apostrophe after the lowercase *s* that forms the plural of the abbreviation.

- Singular possessive:* The MRD's leaders....
Plural possessive: The MRDs' leaders....

Generally the adjective form of the abbreviation is preferable; it can be substituted for both the singular and plural possessive forms:

- Adjective form:* The MRD leaders....

When you introduce an abbreviation, avoid establishing it in its possessive form. Usually you can avoid that situation by using the abbreviation as an adjective, or you can put the abbreviation in a prepositional phrase. However, if you do establish an abbreviation when the words for it are in the possessive form, the abbreviation also needs to appear in the possessive form.

- Avoid:* The Royal Air Force's (RAF's) aircraft....
Use: The Royal Air Force (RAF) aircraft....
Or: The aircraft of the Royal Air Force (RAF)....

You can join a prefix or suffix to an abbreviation with a hyphen. Do not capitalize the prefix or suffix unless it indicates a proper noun form.

- | | |
|------------------|-------------------------|
| anti-NATO stance | CFE-mandated reductions |
| pro-UN position | START-related reforms |

However, the participial and negative forms of *MIRV* are formed without hyphens:

- a MIRVed ICBM
- an unMIRVed version of the ICBM
- deploying nonMIRVed missiles

When you need to form a multiple-word compound at the same time you are introducing an abbreviation, hyphenate after the parentheses enclosing the abbreviation.

interference with Global Positioning System (GPS)-related technology

If possible, avoid a construction such as this by restructuring the passage: in this case, for example, with "interference with technology related to the Global Positioning System (GPS)."

Depending on how you use an abbreviation in a sentence, a definite article (*the*) or an indefinite one (*a* or *an*) may need to precede the abbreviation. If you would use *the* in front of the term the abbreviation stands for, you usually will need *the* in front of the abbreviation.

The surface-to-air missile was fired....

The SAM was fired....

The ground controlled intercept operator chooses....

The GCI operator chooses....

Task Force Marte reported....

TFM reported....

Use of *the* with abbreviations is not a hard-and-fast rule, but be aware of common practice. Particularly for organization names, *the* is used with abbreviations pronounced as individual letters (initialisms) more often than with abbreviations pronounced as words (acronyms), especially multisyllable words. For instance, *the* is generally used with *the CMC* and *the FARC* but not with *AMISOM*, *NATO*, and *ISAF*.

For abbreviations representing Intelligence Community and Defense Intelligence Enterprise agencies and organizations (DIA, NSA, CIA, NGIC, etc.) and the combatant commands (USCENTCOM, etc.), delete *the* from in front of the abbreviation for general intelligence writing, including most correspondence.

DIA estimates....

... coordination with CIA, NSA, and USSTRATCOM.

Deleting *the* from in front of an abbreviation also is appropriate for the abbreviation representing the organization of which the writer is a part. For example, an author who is a member of DIA's Directorate for Analysis (DI) could write something like the following:

When dealing with Defense Intelligence

Enterprise organizations, DI will....

A or An?

Using *a* or *an* with abbreviations is trickier. For an abbreviation, including an acronym or letter/number group, pronounced as a word (such as "HOT" and "IMINT"), use *a* if the abbreviation begins with a consonant sound or an aspirated *h* ("a HOT missile") and *an* if the abbreviation begins with a vowel sound ("an IMINT collector"). For abbreviations for which you pronounce the letters and numbers themselves:

When choosing between using *a* or *an* with an abbreviation, consider the abbreviation itself, not an expansion of the abbreviation. For example, for discussion of a frequency hopping (FH) radar, because we would pronounce the letters of the abbreviation, we would write "an FH radar," as *an* is appropriate before an abbreviation beginning with *f*; we would not choose "a FH radar" even though *a* would be appropriate before "frequency."

- Use *a* when the group begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z*: "a DIA employee," "a UN worker."
- Use *an* when the group begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x*: "an NSC directive," "an SS-25 missile," "an Su-24 aircraft."

You have to consider the expansion of an abbreviation when deciding what words can follow it. Be careful to avoid redundancy when you use abbreviations.

AC current = alternating current current
START treaty = Strategic Arms Reduction Treaty treaty
LOC lines = lines of communication lines
AWACS system = airborne warning and control system system
CAC card = common access card card

Nix GOx Abbreviations

Avoid using abbreviations like *GOP* for "government of Pakistan [or Panama, Peru, Paraguay, etc.]" in a finished intelligence product. Abbreviations such as this are useful in message traffic and similar reporting, but they are out of place in finished intelligence products, especially those for senior-level customers.

Use what *The World Factbook* calls the conventional short form for a country name (rather than the conventional long form): "China" rather than "People's Republic of China," "North Korea" rather than "Democratic People's Republic of Korea," "South Korea" rather than "Republic of Korea," etc. Congo is a bit more complicated because of the need to distinguish between the two countries. For the Democratic Republic of the Congo, establish the abbreviation "DRC," which *The World Factbook* lists as the conventional short form for the country's name; "Congo (Kinshasa)" also is acceptable. For the Republic of the Congo, *The World Factbook* provides "Congo (Brazzaville)" as the conventional short form.

Spell out most country names, whether you use them as nouns or adjectives—except the United States, the United Kingdom, and the United Arab Emirates. Spell out *United States* and *United Kingdom* (and *United Nations*) when you use them as nouns, but use the abbreviations for the adjective forms. If you need multiple references to the United Arab Emirates, establish *UAE* early in a paper.

The United States sold....
U.S. arms sales....
... contracts involving the United Kingdom.
... UK contracts.

For members of the U.S. military, use rank/rate abbreviations as the individual Military Services use them. For all militaries, use the abbreviation in front of a name, but spell out the rank in lowercase elsewhere: "Maj Gen Gonzales of the Mexican Air Force plans to visit shortly after his promotion to lieutenant general." Also spell out the rank in plural form: "Captains Arroyo and Valdez."

U.S. Army Officers/Warrant Officers

general of the Army (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)

chief warrant officer 5 (W-5)
chief warrant officer 4 (W-4)
chief warrant officer 3 (W-3)
chief warrant officer 2 (W-2)
warrant officer 1 (W-1)

U.S. Navy and Coast Guard Officers/Warrant Officers

fleet admiral (special)
admiral (O-10)
vice admiral (O-9)
rear admiral, upper half (O-8)
rear admiral, lower half (O-7)
captain (O-6)
commander (O-5)
lieutenant commander (O-4)
lieutenant (O-3)
lieutenant, junior grade (O-2)
ensign (O-1)
chief warrant officer (W-5)
chief warrant officer (W-4)
chief warrant officer (W-3)
chief warrant officer (W-2)
warrant officer (W-1) [no longer used]

U.S. Air Force Officers

general of the Air Force (special)
general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
[U.S. Air Force does not have warrant officers]

U.S. Marine Corps Officers/Warrant Officers

general (O-10)
lieutenant general (O-9)
major general (O-8)
brigadier general (O-7)
colonel (O-6)
lieutenant colonel (O-5)
major (O-4)
captain (O-3)
first lieutenant (O-2)
second lieutenant (O-1)
chief warrant officer 5 (W-5)
chief warrant officer 4 (W-4)

- chief warrant officer 3 (W 3)
- chief warrant officer 2 (W 2)
- warrant officer 1 (W 1)

U.S. Army Enlisted Personnel

- sergeant major of the Army (E-9)
- command sergeant major (E-9)
- sergeant major (E-9)
- first sergeant (E-8)
- master sergeant (E-8)
- sergeant first class (E-7)
- staff sergeant (E-6)
- sergeant (E-5)
- corporal (E-4)
- specialist (E-4)
- private first class (E-3)
- private (E-2)
- private (E-1)

U.S. Navy and Coast Guard Enlisted Personnel

U.S. Navy and Coast Guard enlisted personnel are identified by paygrade (rate) and occupational specialty (rating). These specialties and their combinations with rates are too numerous to list here. For ratings, see NIPRNET <http://www.navy.mil/navydata/nav_legacy.asp?id=259>. Rates are as follows:

- master chief petty officer of the Navy (E-9)
- master chief petty officer of the Coast Guard (E-9)
- fleet/force/command master chief petty officer (E-9)
- master chief petty officer (E-9)
- senior chief petty officer (E-8)
- chief petty officer (E-7)
- petty officer first class (E-6)
- petty officer second class (E-5)
- petty officer third class (E-4)
- seaman (E-3)
- seaman apprentice (E-2)
- seaman recruit (E-1)

U.S. Air Force Enlisted Personnel

- chief master sergeant of the Air Force (E-9)
- command chief master sergeant (E-9)
- first sergeant (E-9)
- chief master sergeant (E-9)
- first sergeant (E 8)
- senior master sergeant (E 8)
- first sergeant (E 7)
- master sergeant (E 7)
- technical sergeant (E-6)
- staff sergeant (E-5)
- senior airman (E-4)
- airman first class (E-3)
- airman (E-2)
- basic airman (E-1)

U.S. Marine Corps Enlisted Personnel

sergeant major of the Marine Corps (E-9)
sergeant major (E-9)
master gunnery sergeant (E-9)
first sergeant (E-8)
master sergeant (E-8)
gunnery sergeant (E-7)
staff sergeant (E-6)
sergeant (E-5)
corporal (E-4)
lance corporal (E-3)
private first class (E-2)
private (E-1)

Foreign Military Officers

For foreign military officers, regardless of branch of service, use the following abbreviations for ranks:

admiral
admiral (first grade)
admiral of the fleet
admiral (second grade)
air chief marshal
air commander
air commodore
air marshal
air vice marshal
army general
brigadier
brigadier general
captain
captain first rank
captain second rank
chief warrant officer
colonel
colonel general
colonel major
commander
commodore
corps general
director general
division general
ensign
field marshal
first lieutenant
fleet admiral
flight lieutenant
flying officer
general
general-colonel
general (first grade)

general lieutenant
general lieutenant colonel
general major
general of the air force
general of the army
general (second grade)
group captain
lieutenant
lieutenant colonel
lieutenant colonel general
lieutenant commander
lieutenant general
lieutenant junior grade
major
major general
marshal
marshal of aviation
marshal of the Royal Air Force
marshal of the Soviet Union
pilot officer
rear admiral
second lieutenant
senior colonel
senior lieutenant colonel
squadron leader
squadron vice admiral
staff air marshal
staff air vice marshal
staff brigadier general
staff general
staff lieutenant general
staff major general
staff rear admiral
vice admiral
vice marshal
warrant officer
wing commander

Do not abbreviate a unit of measure used in a general or approximate (dataless) sense.

Ranges are in kilometers.

The opening was several meters wide.

As a general rule, write out the units of measure in text when presenting nouns, but abbreviate the units of measure in the adjective form. In tables, abbreviations are appropriate for all units of measure because of space limitations. Abbreviations for units of measure do not have periods and are not changed to plural form. Unit modifiers involving units of measure require hyphens. (For a full explanation of unit modifiers, see Chapter 7; for complete coverage of number usage, see Chapter 4.)

- a 50 km road segment
- a section of road that stretched 50 kilometers
- a 500-NM range
- a 3-cm-diameter pipe

Because of the risk of ambiguity, avoid single-letter abbreviations (*g, h, m, L, t, V, W*).

- Change:* a segment of 300 m on Route A
- To:* a 300-meter segment on Route A
- Or:* a Route A segment of 300 meters

Some offices have preferred to use *mt* or *MT* for metric ton(s). These abbreviations, however, present problems.

- As a prefix, *m* equates to “milli,” and *t* is the symbol for metric ton(s), making *mt* equate to “milli-metric ton(s),” which is somewhat nonsensical.
- In addition, using *mt* or *MT* invites confusion with *Mt*, which equates to “megaton(s).”

For these reasons, we need to use the international symbol of *t* for metric ton(s), even though this abbreviation has only a single character. Of course, using the words *metric ton* or *metric tons* avoids the abbreviation issue.

Percent and Other Symbols

Do not abbreviate or use the symbol for *percent* except to save space in tables or graphics, where the symbol % may be used if required. However, even in these cases do not abbreviate unless the term will not fit. Similarly, do not use symbols such as *~* (*about or roughly*), *<* (*less than*), or *>* (*greater than*) unless the spelled out term will not fit. In tables where symbols are appropriate, minimize clutter by putting symbols in column headings if possible, rather than in individual cells.

Do not abbreviate the names of months and days except to save space in tables and graphics. However, even in these cases do not abbreviate unless the full terms will not fit.

Use the following abbreviations if they are required:

<i>Days</i>		<i>Months</i>	
Sunday	Sun	January	Jan
Monday	Mon	February	Feb
Tuesday	Tue	March	Mar
Wednesday	Wed	April	Apr
Thursday	Thu	May	May
Friday	Fri	June	Jun
Saturday	Sat	July	Jul
		August	Aug
		September	Sep
		October	Oct
		November	Nov
		December	Dec

The list that follows contains abbreviations for use in DIA intelligence products. This list is included for standardization of preferred usage, to show uppercase and lowercase forms, and to permit marking abbreviations that may be used without being introduced in the text of a product. This list does not preclude use of the *Department of Defense Dictionary of Military and Associated Terms* and Intellipedia's "Acronyms" page, which present many abbreviations not covered here.

The following abbreviation list sometimes shows multiple uses for the same abbreviation, and all of them can be considered "preferred" abbreviations. Common sense, however, indicates that you cannot use the same abbreviation for multiple purposes in the same paper. For example, even though *BW* can stand for either "biological warfare" or "biological weapon," it must not stand for both things in the same piece of writing.

The abbreviation list employs two symbols:

- A superscript dagger symbol ([†]) marks an abbreviation that should be used instead of the words the abbreviation stands for. Very few abbreviations show this marking.
- An asterisk (*) after an abbreviation indicates that you can use the abbreviation without introducing it if you can be certain that intended users of a product will understand the abbreviation. When you have any doubt about whether your consumers will understand an abbreviation, spell out the term on first use in your publication, even if the abbreviation is marked with an asterisk in the following list.

Caution: Because a production element has been reading numerous bits of information that use an abbreviation and analysts from that element are writing a number of papers using an abbreviation, analysts frequently believe that surely everyone else must be familiar with the abbreviations they commonly see and use. However, for perspective, consider the following: The Free Dictionary, on the Internet at <http://www.thefreedictionary.com>, has an "Acronym Finder" that lists expansions for letter sets, and it includes military expansions among the many possible "translations" for an abbreviation. As of 1 December 2015, this website produced 43 expansions for "PTG," one of which equated to the expansion in our listing; 191 expansions for "SSP," none of them matching the one in our listing; and 105 for "ADA," one of which was the one in our listing. For this reason, we need to be careful when deciding whether to establish an abbreviation. Do not consider an asterisk with an abbreviation to be a license to never establish the abbreviation.

- Correspondence going to high-level customers normally will need to have all abbreviations established. For example, the personnel directly supporting the DIA Command Element usually require that all abbreviations be established for papers going to or through members of the Command Element. High level customers receive large numbers of documents and have little time to review any of them. They are generalists for many subjects, not subject matter experts. Even though they may have been exposed to abbreviations Defense Intelligence analysts commonly see and use, expecting these high-level customers to remember all the abbreviations analysts are capable of using simply is not realistic.
- As an experienced editor in one of the Agency's scientific and technical intelligence production centers has noted, basic documents produced in the centers frequently go to inexperienced customers as well as to those who might be familiar with abbreviations. Establishing most abbreviations in basic intelligence products, therefore, is both a courtesy and a wise course of action.
- You can never go wrong by establishing an abbreviation, whereas not establishing it may cause problems.

A

angstrom(s)
antiaircraft
Abdallah Azzam Brigades
antiaircraft artillery
Asaib Ahl al-Haq
air-to-air intercept
antiarmor improvised explosive device
air-to-air missile
air-to-air refueling
Ansar al-Sharia
Ansar al-Sharia in Tunisia
antiair warfare
airbase [in the proper name of a U.S. OCONUS airbase, Air Base—for example, Incirlik Air Base]
airborne battlefield command and control center
antiballistic missile
airborne
airborne command post
alternating current
aircraft
airborne-controlled intercept
Army Counterintelligence Center
acoustic intelligence
alternate command post
armored cavalry regiment
armored command and reconnaissance vehicle;
artillery command and reconnaissance vehicle
air-cushion vehicle;
armored combat vehicle
aircraft warning and control;
anticarrier warfare
air defense
air defense artillery
air defense antitank system
air defense command center
air defense district
automatic direction finding
degaussing/deperming ship
air defense identification zone
air defense operations center
advanced
air defense exercise
air defense zone
ammunition ship
active electronically scanned array
armored engineer vehicle
airborne early warning
airborne early warning and control
stores ship
air force base
automatic frequency control
medium auxiliary floating drydock (non-self-propelled)
Air Force Intelligence Analysis Agency
Air Force Information Operations Center
Air Force Intelligence, Surveillance and Reconnaissance Agency
airfield
Armed Forces Medical Intelligence Center [now NCMI—National Center for Medical Intelligence]
Air Force Office of Special Investigations
Air Force Operational Test and Evaluation Center

combat stores ship
 Air Force Satellite
 Communications System
 Air Force Technical
 Applications Center
 armored fighting vehicle
 Australia Group;
 auxiliary general [ship]
 icebreaker
 experimental auxiliary [ship]
 intelligence collection ship
 oceanographic research ship
 ocean surveillance ship
 surveying ship
 actual ground zero
 hospital ship
 avian influenza; airborne
 intercept; air interdiction
 al-Ittihad al-Islamiya
 armored infantry
 combat vehicle
 acquired immunodeficiency
 syndrome
 armored infantry
 fighting vehicle
 addressee indicator group
 air intercept missile
 air-independent propulsion/
 power; air-independent-
 powered
 automated information sys-
 tem; Automatic Identification
 System
 American Institute in Taiwan
 cargo ship
 also known as
 air-launched cruise missile
 air line of communication
 air-launched long-range air-
 to air missile

ante meridian (before noon);
 amplitude modulation
 ambassador
 Air Mobility Command [USAF]
 American Embassy
 [U.S. Embassy preferred]
 African Union Mission
 in Somalia
 antimateriel rifle
 advanced medium-range
 air to air missile
 Afghan National Army
 African National Congress;
 active noise control
 Afghan National
 Civil Order Police
 Afghanistan national
 development strategy
 Afghan National Police
 Afghan national defense and
 security forces [formerly
 ANSF—Afghan national security
 forces]
 Australia-New Zealand-
 United States [Treaty]
 area of operations; oiler
 air order of battle
 air operations center
 fast combat support ship
 gasoline tanker
 area of interest
 area of responsibility;
 replenishment oiler
 special liquids tanker
 transport oiler
 armor-piercing; ammonium
 perchlorate; access point;
 transport [ship]
 armored personnel carrier
 Asia-Pacific Economic
 Cooperation

aerial point of debarkation;
air point of departure
al-Qaida
al-Qaida in the Arabian Peninsula
al-Qaida in Iraq [now known as Islamic State of Iraq and the Levant (ISIL)]
al-Qaida in the Lands of the Islamic Maghreb
al-Qaida in the Indian Subcontinent
repair ship
Arab Satellite Communications Organization
armored reconnaissance carrier; cable repairing ship
Nationalist Republican Alliance [El Salvador]
antiradiation missile
advanced remotely piloted vehicle
salvage ship
artillery
armored recovery vehicle;
armored reconnaissance vehicle
submarine tender
as soon as possible
advanced synthetic-aperture radar system
antisatellite
antiship ballistic missile
antiship cruise missile
advanced SEAL/swimmer delivery system
auxiliary SEAL/swimmer delivery vehicle
Association of Southeast Asian Nations
African Standby Force
Abu Sayyaf Group
above sea level
air-to-surface missile
alternate supply route;
submarine rescue ship
advanced short-range air-to-air missile
antisubmarine rocket
antisurface ship warfare
antisurface warfare
armored support vehicle
antisubmarine warfare
antitank; antiterrorism
auxiliary ocean tug
Army Tactical Missile System
antitactical ballistic missile
air traffic control;
mini-armored troop carrier
Bureau of Alcohol, Tobacco, Firearms, and Explosives;
fleet ocean tug
antitank gun
antitank guided missile
Acquisition, Technology, and Logistics
asynchronous transfer mode
Atlantic-to-the-Urals [region]
advanced technology vehicle;
all-terrain vehicle
African Union
autonomous underwater vehicle
armored vehicle
aviation logistic support ship
armored-vehicle-launched bridge
airborne warning and control system
absent without leave
water transport [ship]
all weather

B

miscellaneous auxiliary [ship]
training ship

barrel(s)
criminal band
[from *banda criminala*]
battalion artillery group
battlefield air interdiction
billion cubic meters
barrel(s) per day
battle damage assessment
brigade
Basic Encyclopedia
Belgium, Netherlands,
Luxembourg
Board on Geographic
Names
barrel(s) per hour
Battlefield Information
Collection and Exploitation
System
United Nations Integrated
Office in Burundi
basic input/output system
bit(s) per second
building
beyond line of sight
battalion landing team
ballistic missile defense
ballistic missile defense system
ballistic missile early
warning system
battalion
broad ocean area
United Nations Peacebuilding
Support Office in the Central
African Republic

C

Base Realignment and
Closure
Brazil, Russia, India, China,
and South Africa
Border Tunneling Activity
Detection System
battery
bushel(s)
beyond visual range
biological warfare;
biological weapon
Biological Weapons
Convention
Celsius
command and control
command, control, and
communications
command, control, commu-
nications, and computers
command, control, and com-
munication countermeasures
command, control, commu-
nications, and intelligence
command, control, commu-
nications, computers,
and intelligence
command, control, com-
munications, computers,
intelligence, surveillance,
and reconnaissance
combined-arms army
common access card
Central American
Common Market
carrier air group
caliber
Canada-United
Kingdom United States

Canada United States
 combat air patrol
 [former] Controlled Access
 Program Coordination
 Office [see SMP]
 Caribbean Community
 close air support
 cavalry
 chemical and
 biological defense
 confidence building measure
 chemical, biological,
 and radiological
 chemical, biological,
 radiological, and nuclear
 chemical, biological,
 radiological, nuclear,
 and explosives
 cluster bomb unit
 chemical and biological
 warfare; chemical and
 biological weapon
 command center;
 command ship
 command and control boat
 camouflage, concealment,
 and deception; charge
 coupled device
 commander's critical
 information requirement
 counter-countermeasure
 combatant command
 [see COCOM]
 Chinese Communist Party
 closed-circuit television;
 China Central Television
 compact disc
 Centers for Disease
 Control and Prevention
 coastal defense cruise missile
 Chief of Defence
 Intelligence [Canada]
 recordable compact disc
 compact disc–
 read-only memory
 rewriteable compact disc
 Communications and
 Electronics Command
 Central America
 circular error probable
 computer emergency
 response team
 Conventional Armed Forces
 in Europe
 cavalry fighting vehicle
 centigram(s)
 guided-missile cruiser;
 coast guard [or Coast Guard]
 nuclear-powered
 guided-missile cruiser
 common ground station
 aviation cruiser
 guided-missile
 aviation cruiser
 chief of defense
 change of
 operational control
 counterintelligence
 Central Intelligence Agency
 Central Intelligence Agency
 Crime and Narcotics Center
 combat information center;
 combat intelligence center
 Conference on Interaction
 and Confidence-Building
 Measures in Asia
 Consolidated Intelligence
 Guidance
 commander in chief
 Combined Intelligence
 Operations Center

Commonwealth of Independent States
Counterintelligence Support Program
close-in weapon system
Chairman of the Joint Chiefs of Staff
core knowledge online
light cruiser
command to line of sight
centimeter(s)
square centimeter(s)
cubic centimeter(s)
Central Military Commission [China]
Cyber Mission Force
counternarcotics
computer network attack
Comprehensive National Cybersecurity Initiative
computer network defense
computer network exploitation
computer network operations;
Chief of Naval Operations
company
commanding officer
course of action
combat operations center
combatant command (common usage) [Note: The *Department of Defense Dictionary of Military and Associated Terms* reserves *COCOM* for the command authority of a combatant command, using *CCMD* as the abbreviation for combatant command.]
congressional delegation
combined operations group:
center of gravity
community of interest
counterinsurgency
Community Online Intelligence System for End Users and Managers
communications exercise
communications intelligence
computer security
communications satellite
communications security
concept of operations
contingency plan;
concept plan
continental United States
continuity of operations
Council of Representatives [Iraq]: contracting officer representative
commercial off the shelf
command post
Comprehensive Peace Agreement [Sudan]
central processing unit
command post exercise
collection requirement
close range ballistic missile
combat support
combat search and rescue
confidence- and security-building measure
carrier strike group
nonpowered causeway section (non-self-propelled)
combat service support;
Central Security Service [NSA often shown as NSA/CSS]
Combined Security Transition Command Afghanistan
Collective Security Treaty Organization

command and staff exercise
capstone threat assessment
Comprehensive Test
Ban Treaty
counter-threat-finance
intelligence
conventional takeoff
and landing
multipurpose aircraft carrier
attack aircraft carrier
nuclear powered attack
aircraft carrier
V/STOL aircraft carrier
light aircraft carrier
nuclear-powered
multipurpose aircraft carrier
tracked reconnaissance
combat vehicle
chemical warfare; chemical
weapon; continuous wave
Chemical Weapons
Convention
command-wired improvised
explosive device
calendar year
copy

D

defense attaché office
Defense Advanced Research
Projects Agency
defense attaché
decibel(s)
decibel referenced to
1 square meter
direct current
Defense Cooperation
Agreement

Defense Counterintelligence
and HUMINT Center [now
DIA Directorate for Operations]
Director of Central
Intelligence [position no
longer exists]
Defense Civilian Intelligence
Personnel System
Defense Clandestine Service
deputy director; destroyer
denial and deception
guided-missile destroyer
aviation destroyer (ASW)
Deputy Director of National
Intelligence for Analysis
dynamic domain name system
distributed denial of service
disarmament, demobiliza-
tion, and reintegration
Directorate of Defense
Research and Engineering;
director, Defense Research
and Engineering
damage expectancy;
directed energy
Drug Enforcement
Administration
Defense Special Missile
and Aerospace Center
degree(s)
U.S. Deputy Secretary
of Defense
department
detachment
directed-energy weapon
Intelligence Community
Deputies Executive Committee
direction finding
desired ground zero

dynamic host configuration protocol
Revolutionary People's Liberation Party/Front
Department of Homeland Security
Directorate for Analysis; Director for Analysis
Defense Intelligence Agency
Defense Intelligence Analysis Center [now DIA Headquarters]
Defense Intelligence Agency directive
Defense Intelligence Agency instruction
Defense Intelligence Agency Liaison Office
diameter
Defense Intelligence Agency manual
Defense Intelligence Analysis Program
Defense Intelligence Agency regulation
Defense Intelligence Digest
defense intelligence officer; Defence Intelligence Organisation [Australia]
Defence Intelligence Staff [United Kingdom]
Defense Information Systems Agency
Defense Intelligence Senior Executive Service
Defense Intelligence Senior Level
division
Defense Liaison Office
desired mean point of impact
Defense Message System
demilitarized zone [use initial capitalization when spelling out a proper name, such as Korean Demilitarized Zone]
deoxyribonucleic acid
Director of National Intelligence
date of birth
Department of Commerce [or Commerce Department]
document exploitation
Department of Defense [or Defense Department]
Department of Defense directive
Department of Defense Intelligence Information System
Department of Defense manual
Department of Defense regulation
Department of Energy [or Energy Department]
date of information; Department of Interior [or Interior Department]
Department of Justice [or Justice Department]
document and media exploitation
Department of State [or State Department]
denial of service
Department of Transportation [or Transportation Department]
director of Operational Test and Evaluation
desired point of impact
diesel powerplant
director

Democratic Republic
of the Congo
digital radiofrequency memory
Defense Security
Cooperation Agency
Defense Satellite
Communications System
Defense Switched Network
Defense Support Program
deep submergence rescue
vehicle (self-propelled)
Defense Security Service
deep-submergence
vehicle (self propelled)
dynamic threat assessment
Disruptive Technology
Innovations Partnership
drug trafficking organization
Defense Threat
Reduction Agency
Defense Technology Security
Administration
deep underground [facility]
digital video disc
deadweight ton(s)
drop zone/landing zone

E

electronic attack
[formerly ECM—
electronic countermeasures]
electronic counter-
countermeasures
[now EP—electronic protection]
electronic countermeasures
[now EA—electronic attack]
Economic Community of
West African States

escape and evasion
essential element
of information
exclusive economic zone
explosively formed penetrator
extremely high frequency
Egyptian Islamic Jihad
Economist Intelligence Unit
enemy killed in action
extremely low frequency
electronic intelligence
element
National Liberation
Army [Colombia]
electronic mail
emission control
emissions intelligence
electromagnetic pulse
exception to National
Disclosure Policy
electro-optical;
executive order
electronic order of battle
explosive ordnance disposal
ELINT ocean
reconnaissance satellite
Earth observation satellite
electro optical warfare

electronic protection
[formerly ECCM—
electronic counter-
countermeasures]
El Paso Intelligence Center
explosively pumped
iodine laser
ELINT Parameter Limits
earth-penetrator weapon
extended-range

effective radiated power
Popular Antiterrorist
Revolutionary Army
of Colombia
early release of submunitions
enhanced radiation weapon
electronic warfare support
[formerly ESM—electronic
support measures]
European Space Agency
European security and
defense policy
electronic support measures
[now ES—electronic
warfare support]
estimate: estimated
estimated time of arrival;
Basque Fatherland and Liberty
enhanced tactical fighter
East Turkestan Islamic
Movement [also called ETIP]
East Turkestan Islamic Party
[also called ETIM]
elevate to launch
European Union
European Union Force
European Union Rule
of Law Mission
European
Telecommunications Satellite
Organization
extreme ultraviolet
electronic warfare:
early warning
early warning/ground-
controlled intercept
executive committee;
Intelligence Community
Executive Committee

F

Fahrenheit
field artillery
forward air controller
fuel-air explosive
fuel-air incendiary
Federal Agency
for Government
Communications and
Information [Russia]
Revolutionary Armed
Forces of Colombia
Armed Forces of the
Democratic Republic
of the Congo
Federally Administered
Tribal Areas [Pakistan]
Federal Bureau of
Investigation
Foreign Broadcast
Information Service [see OSC]
fire control
functional combatant
command
Foreign Counterintelligence
Program
Food and Drug Administration
foreign disclosure officer
forward edge of the
battle area
Federal Emergency
Management Agency
fuel enrichment plant
frigate
folding fin aerial rocket
guided-missile frigate
corvette
frigate (reserve training)

foreign government information
frequency-hopping
foreign intelligence entity
far infrared
foreign instrumentation signal;
foreign intelligence service
Foreign Intelligence Surveillance Act
foreign instrumentation signals intelligence
foreign intelligence and security service
forward looking infrared
float-on/float-off
forward line of own troops
fleet; flight
Fleet Satellite Communication System
frequency modulation
foreign materiel exploitation
Foreign Military Financing
Farabundo Marti National Liberation Front
fuel manufacturing plant
Foreign Military Sales
first name unknown
forward operating base
fractional orbital bombardment system
full operational capability
foreign object damage
follow on forces attack
Freedom of Information Act
follow-on test and evaluation
14 February Youth Coalition
field of view
focused police district development
frequency
free rocket over ground
Federal Security Service [Russia]
Sandinista National Liberation Front
forward storage site
Federal Service for Technical and Export Control [Russia]
former Soviet Union
fire-support vehicle
foot; feet
square foot; square feet
cubic foot; cubic feet
full time equivalent; full time employee
fixed-target indicator
foot (feet) per minute
foreign terrorist organization
file transfer protocol
fighter
foot (feet) per second
field training exercise
Five Eyes (United States, Australia, Canada, New Zealand, United Kingdom)
[tetragraph for portion markings; in text, spell out, as in "Five Eyes community"]
fiscal year
Future Years Defense Program
for your information

G

gram(s); acceleration
of gravity

Group of Seven (major
industrial nations): United
States, United Kingdom,
Canada, France, Germany,
Italy, Japan

Group of Seven plus Russia

Group of 20: 19 of the
world's largest economies
plus the European Union

guards artillery division

gallon(s)

guided bomb unit

ground controlled approach

Gulf Cooperation
Council; geographic
combatant command

Global Command
and Control System

Government
Communications
Headquarters [United
Kingdom]

ground controlled intercept

Global Combat
Support System

Global Counterterrorism Force

General Defense
Intelligence Program

gross domestic product

geosynchronous Earth orbit

geospatial intelligence

general headquarters

gigahertz

General Intelligence
Directorate

Global Information Grid

General Intelligence
Training System

Greenland Iceland United
Kingdom

ground-launched
cruise missile

ground line of
communication

Global Navigation
Satellite System

general military intelligence

guards motorized
rifle division

Greenwich Mean Time
[see Coordinated Universal Time
(UTC), also called Zulu in
the U.S. military]

gross national product

ground order of battle

government-owned,
contractor-operated

gas oil separation plant

Geotagged Open-Source
Search Intelligence Program

government off-the-shelf

general purpose

Global Positioning System

group

gross registered ton(s)

General Staff Main Intelligence
Directorate [Russia]

General Staff

ground support equipment

Global System for Mobile
Communications

General Security of Military
Information Agreement

Global Strategic
and Tactical Relay

guards tank division

Guantanamo Bay

geostationary transfer orbit

gas turbine powerplant

H

hour(s)
hectare(s)
hardened aircraft bunker
humanitarian assistance and disaster relief
high altitude, low opening
Islamic Resistance Movement [Note: Because the abbreviation is better known and more commonly used than either the Arabic name on which it is based or its English equivalent, shown here, *HAMAS* generally is used without establishing the abbreviation; showing the English equivalent is acceptable for information but is not necessary.]
high-speed antiradiation missile
hardened aircraft shelter
Homing-All-the-Way Killer
hazardous materials
HUMINT Control System
hardened and deeply buried target
high-definition television
high explosive
high-explosive antitank
high-explosive incendiary
high-energy laser
helicopter
high-altitude electromagnetic pulse
highly elliptical orbit
heavy equipment transporter
highly enriched uranium
high frequency
high-frequency direction finding
hypersonic glide vehicle
higher high water
Hezbollah
High-Mobility Artillery Rocket System
human immunodeficiency virus
helicopter landing area
helicopter landing area/drop zone
higher low water
helicopter landing zone
homemade explosive
heavy machinegun
high-mobility multipurpose wheeled vehicle [preferred: Humvee, not spelled out]
height of burst
howitzer
horsepower
high-power microwave
hydroelectric powerplant
headquarters
Haqqani Network
Homeland Security Council
high speed sealift [vessel]
high speed vessel
head-up display
Harakat-ul-Jihad-i-Islami
Harakat ul-Jihad-i-Islami Bangladesh
human intelligence
heating, ventilation, and air conditioning
homegrown violent extremist
high-value individual
high-value target
highway
hertz

I

information assurance
integrated air defense system
International Atomic Energy Agency
in accordance with
Iberian Atlantic [region];
Iberian-Atlantic [Command,
NATO: now SOUTHLANT]
Iraqi Baath Party
Intelligence Community
International Civil Aviation Organization
intercontinental ballistic missile
International Criminal Court
Intelligence Community directive; imitative communication deception
Immigration and Customs Enforcement
International Contact Group
International Court of Justice [commonly called World Court]
information cutoff date;
intelligence cutoff date
intelligence collection requirement
International Committee of the Red Cross

International Criminal Tribunal for the former Yugoslavia
infantry combat vehicle
International Development Association
Israel Defense Forces
internally displaced person
International Energy Agency
Independent Election Commission [Afghanistan]
improvised explosive device
Implementation and Followup Committee for National Reconciliation [Iraq]
identification, friend or foe
instrument flight rules
infantry fighting vehicle
inspector general; Islamic Group
Improved Homing-All-the-Way Killer
Independent High Electoral Commission [Iraq]
Interagency Intelligence Committee on Terrorism
intelligence information report; imaging infrared
Islamic Jihad Union
instrument landing system
info memo
International Military Education and Training
International Monetary Fund
imagery intelligence
International Maritime Organization
imagery satellite

Islamic Movement of Uzbekistan; inertial measurement unit
inch(es)
square inch(es)
cubic inch(es)
information need
Iraqi National Alliance
improvised nuclear device
indefinite

infantry

intermediate-range nuclear force; Intermediate-Range Nuclear Forces [Treaty]

information security

International Mobile Satellite Organization [originally International Maritime Satellite Organization]

[State Department] Bureau of Intelligence and Research

inertial navigation system

Intelligence and Security Command [U.S. Army]

intelligence

International Telecommunications Satellite Organization

International Criminal Police Organization

intelligence report

intelligence summary

information operations

initial operational capability

International Olympic Committee

Internet protocol

intelligence preparation of the battlespace

intelligence production requirement

infrared

Irish Republican Army

improvised rocket-assisted munition

intermediate-range ballistic missile

infrared countermeasures

inhibited red fuming nitric acid

Islamic Revolutionary Guard Corps [Iran]

Islamic Revolutionary Guard Corps–Qods Force [Iran]

infrared intelligence

INHERENT RESOLVE Kinetic Support

infrared search and track

Intelligence Reform and Terrorism Prevention Act

International Security Assistance Force

Islamic Supreme Council of Iraq [formerly SCIRI—Supreme Council for the Islamic Revolution in Iraq]

Iraqi security forces

Directorate General for Inter Services Intelligence [Pakistan]

Islamic State of Iraq and the Levant [widely known in the news media as ISIS (for Islamic State of Iraq and Syria) or simply Islamic State]

improved semisubmersible infiltration landing craft [improved infiltration boat]

International Organization for Standardization

Information Security Oversight Office

Internet service provider

intelligence, surveillance, and reconnaissance

intelligence, surveillance, target acquisition, and reconnaissance

information technology

International Traffic in Arms Regulations

Information Telegraph Agency of Russia

International
Telecommunications
Satellite Organization

initial threat
warning assessment
in the vicinity of; in view of
information warfare
indications and warning
interagency working group;
intelligence working group
unclassified miscellaneous
unit [naval]

J

joint analysis center
Joint Atomic Energy
Intelligence Committee
judge advocate general
Jund al-Khilafah
joint air to surface
standoff missile
Jemaah Anshorut Tauhid
joint country
force assessment
Joint Chiefs of Staff
junction
joint capabilities
technology demonstration
joint duty assignment
Joint Direct-Attack Munition

Joint Document Exploitation
Center—Afghanistan
Justice and Equality
Movement; Jaish-e-
Mohammad
Joint Electronic
Warfare Center

Joint Functional
Component Command for
Intelligence, Surveillance,
and Reconnaissance

Joint Functional
Component Command for
Network Warfare

Jemaah Islamiyah

Joint Interagency
Cyber Task Force

Joint Interagency
Task Force South

joint intelligence center

Joint Improvised-Threat
Defeat Agency [formerly
JIEDDO]

[former] Joint Improvised
Explosive Device Defeat
Organization [now JIDA]

joint intelligence
operations center

Joint Intelligence Operations
Center—Afghanistan

Joint Information Operations
Warfare Command

Joint Intelligence Preparation of
the Operational Environment

Joint Military Intelligence
Training Center

joint operations center

Joint Operational Intelligence
Information System

jet petroleum

Jaysh Rijal al-Tariq
al-Naqshabandiyah (Army of
the Naqshabandiyah Order)

Joint Staff

Japan Self-Defense Force

Joint Strike Fighter

Joint Standoff Weapon

Joint Surveillance Target
Attack Radar System
joint task force
Joint Task Force–Global
Network Operations
Joint Tactical Information
Distribution System
Jamaat-ud-Dawa
Joint-Use Intelligence
Analysis Facility
Joint U.S. Military
Advisory Group
Joint Warfare
Analysis Center
Joint Worldwide Intelligence
Communications System

K

degrees Kelvin [Note: used
without degree symbol (°)
or word *degree*]
Kurdistan Democratic
Party [Iraq]
Kosovo Force
kilogram(s)
Kongra Gel [also
called Kurdistan People's
Congress; formerly Kurdistan
Workers' Party (PKK)]
Kataib Hizballah
kilohertz
killed in action
kinetic-kill vehicle
kilometer(s)
square kilometer(s)
cubic kilometer(s)

kilometer(s) per hour
[see also kph]
knot(s)

kilonewton(s)
[North] Korean People's
Army
kilometer(s) per hour
[see also km/h]
Kurdistan Regional
Government [Iraq]
kips per square inch
kiloton(s)
kilovolt(s)
kilowatt(s)
kilowatt-hour(s)

L

liter(s)
laboratory
Line of Actual Control
[de facto boundary between
India and China]
land-attack cruise missile
Lebanese Armed Forces
local area network
Land Satellite (commercial
multispectral)
Low-Altitude Navigation and
Targeting Infrared for Night
light artillery rocket
light amplification by simu-
lated emission of radiation
laser intelligence
light antitank weapon
pound(s)
assault landing craft
air cushion landing craft
amphibious command ship
launch control facility