

GENERAL GUIDANCE FOR UNIT ENTRIES

1. Only Echelon II commands should be entering Unit award recommendations that are being forwarded to CNO and/or SECNAV for approval; commands should not be entering approved Service, Campaign or Joint awards into NDAWS, if you have record of an approval that is not in NDAWS, please contact the CNO awards branch.
2. The following general guidance is provided with the attached acronym listings to ensure consistent acronyms and annotations are used when making entries in NDAWS.

a. Spell out all cities, states or countries completely. Do not abbreviate.

Examples: JACKSONVILLE vice JACKS
CUBI POINT vice CUBI PT

b. Do not add a state or country after a city.

Examples: WASHINGTON vice WASHINGTON DC
NAPLES vice NAPLES ITALY

c. Do not use parentheses around words or numbers except for (-) and the ship series LCI (G), (L), (M), (R), LCS (L), LCT (5), and LSM (R)

Example: SOC vice (SOC)

d. Do not use quotations around words or numbers.

Example CIVILIANS ONLY vice "CIVILIANS ONLY"

e. Do not use backslashes within detachments, units or commands. Leave an extra space instead of a backslash.

Example: COMRNCF FIRST RESCERIGADE vice COMRCF/FIRST RESCBRIGADE

f. Fleet commands should be spelled out as 6FLT, 7FLT, etc.

Examples: 6FLT vice 6THFLT, SIXTH FLEET, or SIXTHFLT
6FLT BAND vice SIXTHFLT BAND

g. Do not spell out a number or use an RD, ST, TH, after a number.

Examples: "3" vice THREE
"3" vice 3RD
"3" RIVERINE AREA INTOFF vice THIRD RIVERINE AREA INTOFF

h. Do not use a period to abbreviate a word or term.

Example: For the word Saint use an ST vice ST.

i. The term "TEAM" and "ELEMENT" should be spelled out completely unless it is part of an established acronym containing the word.

j. Do not use "USS" or parentheses when entering Ships

Example: Use BOXER LHD 4 vice USS BOXER (LHD 4)

k. Do not spell out the phonic alphabet. Use only the first letter of the word.

Example: DET A vice DET ALFA

l. Use the symbol for "and" vice the word. Leave a space before and after the "and" symbol.

Example: Use "&" vice the word "and"

m. The most commonly used general acronyms:

<u>Acronym</u>	<u>Word</u>
CL	Clinic
COMP	Component
FLIGHT PERS	Flight Personnel
FLT	Fleet
HDQTRS	Headquarters
PART	Participating
PART AIRCREWS	Participating Aircrews
PART CREWMEMBERS	Participating Crewmembers
PART ELEMENTS	Participating Elements
PART MEMBERS	Participating Members
PART PERS	Participating Personnel
PLT	Platoon
TAD PERS	Temporary Active Duty Personnel

n. Insert a tack symbol for the following types of training ships:

T-AFS
T-AGOS
T-AGS
T-AO
T-AKR
T-AP
T-ATF

Commands & Acronyms

Commands & Acronyms

A

Acquisition	ACQ
Administrative Support Unit	ADMINSUPPUNIT
Advisory Group	ADVGRU
Air Anti-Submarine Squadron	VS (former)
Air Anti-Submarine Support Unit	AIRASUPPU
Airborne Early Warning Squadron	VW
Aircraft Ferry Squadron	VRF
Air Test & Evaluation Squadron	VX
Air Transport Evacuation Squadron	VREVAC
Air Transport Squadron	VR
Alaskan Sea Frontier	ALSEAFRON
All Weather Attack Squadron	VAAW
All Weather Fighter Squadron	VFAW
Alternate Net Control Division	ANCD
American Liaison U.S. Naval Attaché	ALUSNA
Amphibious Assault Landing Craft	PHIBASSLCETU
Experimental Trails Units	
Amphibious Construction Battalion	PHIBCB
Amphibious Construction Unit	PHIBCUNIT
Amphibious Corps Signal Battalion	PHIBCORPS SIGBN
Amphibious Force	PHIBFOR
Amphibious Force Atlantic	PHIBLANT
Amphibious Group	PHIBGRU
Amphibious Ready Group	PHIBREADYGRU
Amphibious Squadron	PHIBRON
Antarctic Development Squadron	VXE
Antarctic Support Activity	ANTSUPPACT
Anti-Submarine Warfare Group	ASWGRU
Anti-Submarine Warfare Operational Center	ASWOC
Armed Forces Courier Service	AFCS
Armed Forces Police	AFP
Armed Guard Crew	AGC
Assault Craft Division	ACDIV
Assault Craft Unit	ACU
Atlantic Fleet Polaris Material Office	PMOLANT
Atlantic Forward Area Support Team	LANTFAST
Attack Carrier Air Wing	CVW
Attack Squadron	VA
Audio Visual	AV

B

Beach	BCH
Beach Group	BCHGRU
Beach Jumper Unit	BJU

Commissary Store	COMSYSTO
Communication Center	COMMCEN
Communication Message Center	COMMMSGCEN
Communication Security	COMMSEC
Communication Station	COMMSTA
Communication Unit	COMMUNIT
Component	COMP
Composite Photographic Squadron	VCP
Composite Pier Det	COMPPIERDET
Composite Squadron	VC
Construction Battalion Center	CBC
Construction Battalion Maintenance Unit	CBMU
Construction Battalion Reconnaissance Units	CBRU
Construction Battalion Unit	CBU
Correctional Center	CORRCEN
Correctional Custody Center	CORRCUSTCEN
Cruiser Destroyer Flotilla	CRUDESFLOT
Cruiser Destroyer Force, Atlantic	CRUDESANT
Cruiser Division	CRUDIV

D

Defense Mapping Agency	DMA
Definitive Operations Reports Analysis Division	DORA
Destroyer Development Group	DESDEVGRU
Destroyer Division	DESDIV
Destroyer Squadron	DESRON
Detachment	DET
Direct Support Element	DIESUPPELE
Disease Vector Ecology & Control Center	DISVECTECOLCONCEN
Diving & Escape Training Department	
DIVESCTRADEPSUBTRACENPAC	
Submarine Training Center, Pacific	

E

Electronic Attack Squadron (VAQRON)	VAQ
Environmental Preventive Medicine Unit	EPMU
Escort Squadron	CORTRON
Expeditionary Strike Group	EXSTRKGRU
Explosive Ordnance Disposal	EOD
Explosive Ordnance Disposal Group	EODGRU
Explosive Ordnance Disposal Mobile Unit	EODMU
Explosive Ordnance Disposal Team	EODT
Explosive Ordnance Disposal Training & Evaluation Unit	EODTRAEVAL UNIT
Explosive Ordnance Disposal Unit	EODU
Explosive Ordnance Disposal Operations Support Unit	EODOSU

F

Fighter Attack Squadron	VFMA
Fighter Squadron (FITRON)	VF
Fleet	FLT
Fleet Air Intelligence Support Center	FAISC

Fleet Air Photographic Squadron	VD
Fleet Air Reconnaissance Squadron (FAIRECONRON)	VQ
Fleet Air Support Unit	FASU
Fleet Air Wing	FAW
Fleet Area Control & Surveillance Facility	FACSFAC
Fleet Aviation Specialized Operational Training Group, Atlantic	FASOTRAGRULANT
Fleet Aviation Specialized Operational Training Group, Pacific	FASOTRAGRUPAC
Fleet Ballistic Missile Operational Test Support Unit	FBMOPTESTSUPPU
Fleet Combat Camera Group	FCCG
Fleet Combat Direction System Support Activity	FLTCOMBATDIRSSACT
Fleet Composite Squadron	VC
Fleet Composite Operational Readiness Support Group	FCOMPOPREADSUPGRU
Fleet Composite Operational Readiness Group	FCOMPOPREADGRU
Fleet Intelligence Center	FIC
Fleet Logistic Support Squadron	VR/VRC
Fleet Mobile Photo Group	MOPHOTOGRU
Fleet Ocean Surveillance Information Center Reserve Unit	FOSICRESUN
Fleet Ocean Surveillance Information Facility/U.S. Naval Current Support Group	FOSIF CSG
Fleet Ocean Surveillance Information Facility Western Pacific	FOSIF WESTPAC
Fleet Readiness Center	FLTREADCEN
Fleet Religious Support Activity Atlantic	FRSALANT
Fleet Support Detachment	FSD
Fleet Support Office	FSO
Fleet Surgical Team	FLTSURGTEAM
Fleet Tactical Support Squadron	VR
Fleet Tactical Support Squadron	VRC
Fleet Training Group	FTG
Fleet Weather Central	FWC
Fleet Weather Facility	FWF
Flight Personnel	FLIGHT PERS

G

Group	GRU
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H

Harbor Clearance Unit	HCU
Harbor Defense Unit	HDU
Headquarters	HDQTRS/HQ
Headquarters Support Activity	HSA
Heavy Attack Squadron	VAH
Heavy Photographic Squadron	VAP
Helicopter Anti-Submarine Squadron	HS
Helicopter Anti-Submarine Squadron Light	HSL
Helicopter Anti-Submarine Wing	HSWING
Helicopter Attack Light Squadron	HAL

Helicopter Combat Support Squadron	HC
Helicopter Combat Support Training Squadron	HELSTPTRAON
Helicopter Maritime Strike Wing	HSM
Helicopter Mine Countermeasure Squadron	HM
Helicopter Sea Combat Wing, U.S. Atlantic Fleet	HSCWINGLANT
Helicopter Sea Combat Squadron	HSC
Helicopter Squadron	HMX
Helicopter Support Squadron	HELSTPPRON
Helicopter Utility Squadron	HU
Helicopter Training Squadron (HELTRARON)	HT
High Frequency Direction Finding Division	HDFDFD
<u>I</u>	
Inshore Fire Support	IFS
Inshore Operations Center	IOTC
Inshore Undersea Warfare Group	IUWG
Inspection & Survey, Board of	INSURV
Inspection & Survey, Sub-Board	SUBINSURV
Intelligence Analysis Division	IAD
Interim Mobile Logistic Support Group	IMLSG
Intermediate Support Base	ISB
<u>J</u>	
Joint Functional Component Command	JFCC
Joint Public Affairs Office	JPAO
Joint Task Force	JTF
Joint Typhoon Warning Center	JTWCEN
Joint Warfare Analysis Center	JWAC
<u>L</u>	
Landing Craft Personnel Large	LCPL
Landing Craft Personnel Unit	LCPU
Landing Craft Unit	LCU
Landing Force Sixth Fleet	LANDING FORCE 6FLT
Light Attack Squadron	VAL
Light Photographic Squadron	VFP
Logistic Support Base	LSB
<u>M</u>	
Marine Corps Recruiting Command	MCRS
Marine Corps Recruiting Station	MCRS
Marine Corps Reserve Support Center	MCRSC
Marine Fighter Attack Squadron	VMFA
Maritime Civil Affairs Team	MCAT
Maritime Expeditionary Security Squadron	MAREXSECRO
Medical Branch Clinic	MEDBRCL
Medical Clinic	MEDCL
Medical Research Unit	MEDRESUN
Medical Team	MEDTM
Mediterranean Mobile Environmental Team	MEDMET
Message Center	MSGCEN
Military Assistance Command Vietnam	MACV
Military District Washington DC	MDW

Military Provincial Health Assistance Program	MILHAP
Military Sealift Command	MSC
Military Sealift Command Office	MSCO
Military Sea Transportation Service	MSTS
Mine Division	MINEDIV
Mine Flotilla	MINEFLOT
Mine Squadron	MINERON
Mobile Amphibious News Team	MANT
Mobile Construction Battalion	MCB
Mobile Inshore Undersea Warfare Unit	MIUWU
Mobile Mine Assembly Group Unit	MOMOG UNIT
Mobile Missile Maintenance Unit	MMMU
Mobile Support Team	MST
Mobile Technical Unit	MTU
Mobile Training Team	MTT
Motor Torpedo Boat Squadron	MTBRON
Multi-National Security Transition Command	MNSTC
<u>N</u>	
National Naval Medical Center	NNMC
Naval Aerospace & Regional Medical Center	NARMC
Naval and Marine Corps Reserve Center	NMCRC
Naval Area Audit Service	NAVREAAUDSER
Naval Astronauts Group	NAVASTROGRU
Naval Air Facility	NAF
Naval Air Reserve Force	NAVAIRRESFOR
Naval Air Reserve Intelligence Unit	NARIU
Naval Air Station	NAS
Naval Air Support Unit	NASU
Naval Air Training Center	NATC CHOIR
Naval Astronautics Group	NAVASTROGRU
Naval Aviation Engineering Service Unit	NAESU
Naval Aviation Maintenance Training Detachment	NAVMATRADET
Naval Base	NAVBASE
Naval Broadcasting Service	NAVBCSTSVC
Naval Communication Area Master Station	NCAMS
Naval Construction Battalion	NCB
Naval Construction Battalion Unit	NCBU
Naval Construction Battalion, U.S. Atlantic Fleet	CBLANT
Naval Construction Battalion, U.S. Pacific Fleet	CBPAC
Naval Construction Regiment	NCR
Naval Construction Regiment Composite Pier	NCR COMPIER
Naval Construction Regiment Composite Pier Construction Team (Pier Team)	NCR COMPIERCTM PIER TM
Naval Construction Training Unit	NCTU
Naval Dental Clinic	NDCL
Naval Damage Control Training Center	NAVDAMCONTRACEN
Navy Expeditionary Medical Facility	NAVEXPMEDFAC
Naval Facility	NAVFAC

Naval Forces	NAVFOR
Naval Hospital	NAVHOSP
Naval Hospital Corps School	NAVHOSPCORPSCOL
Naval Intelligence Liaison Officer	NILO
Naval Intelligence Processing Systems Support Activity	NIPSSA
Naval Intelligence Processing System Training Facility	NIPSTRAFAC
Naval Investigative Service	NIS
Naval Investigative Service Office	NISO
Naval Legal Service Office	NAVLEGSVCOFF
Naval Magazine	NAVMAG
Naval & Marine Corps Reserve Center	NMCRC
Naval Medical Clinic	NAVMEDCL
Naval Medical Research Unit	NAVMEDRSCHU
Naval National Recruiting Information Center	NNRIC
Naval Nuclear Power Unit	NPU
Naval Ocean Surveillance Information Center	NAVOCEANSURVINFOCEN
Naval Ordnance Disposal Facility	NAVORDDISPFAC
Naval Regional Dental Center	NRDC
Naval Regional Medical Center	NRMC
Naval Regional Medical Clinic	NRMCL
Naval Reserve Center	NRC
Naval Reserve Readiness Command	NAVRESREDCOM
Naval Reserve Component, Director of Naval Education & Training Unit	NR DNET
Naval Reserve Intelligence Division	NRID
Naval Reserve Intelligence Unit	NRIU
Naval Safety Center	NAVSAFECEN
Naval Shipyard	NAVSHIPYD
Naval School Explosive Ordnance Disposal	NAVSCOLEOD
Naval Special Warfare Unit	NAVSPECWARU
Naval Station	NAVSTA
Naval Submarine Medical Center	NAVSUBMEDCEN
Naval Support Activity	NAVSUPPACT/NSA
Naval Supply Depot	NSD
Naval Support Force	NAVSUPPFOR
Naval Support Unit	NAVSUPPU
Naval Telecommunication Center	NTCC
Navigational Aids Support Unit	NAVAIDSUPPUNIT
Navy Audit Office	NAVAUDOFIC
Navy Cyber Defense Operational Command	NAVCYBERDEFORPCOM
Navy Disease Vector Ecology & Control Center	DVECC
Navy Environmental & Preventative Medicine Unit	NAVENPVNTMEDU
Navy Field Operational Intelligence Office	NFOIO
Navy Flight Demonstration Team	BLUE ANGELS
Navy & Marine Corps Trail Judiciary	NAVMARCTJATJC
Activity Transatlantic Judicial Circuit	
Navy Medicine Manpower, Personnel	NAVMEDMPTECOM

Personnel & Education Command		
Navy Medical Logistics Command		NAVMEDLOGCOM
Navy Medical Research Center		NAVMEDRSCHCEN
Navy Medical Research Unit		NAVMEDRSCHU
Navy Office of Information		NAVINFO
Navy Operational Medical Institute		NAVOPMEDINST
Navy Program Management Office		NAVPMOSSP
Strategic Systems Program		
Navy Safety and Environmental Training Center		NAVSAFENVTRACEN
Navy Technical Assistance Field Team		NTAFT
Navy Weather Service		NWS
Nucleus Landing Force		NULF
	<u>O</u>	
Observation Squadron		VO
Oceanographic Development Squadron		VXN
Oceanographic Office		OCEANO
Oceanographic System		OCEANSYS
Oceanographic Unit		OCEANOUNIT
Officer in Charge of Construction		OICC
Oliver Hazard Perry Class Combat System Test Center		O H PERRY CLASS CSTC
Operations Control Center		OPCON
	<u>P</u>	
Pacific Forward Area Support Team		PFAST
Pacific Mobile Environmental Teams		PACMET
Participating		PART
Participating Aircrews		PART AIRCREWS
Participating Element		PART ELEMENT
Participating Members		PART MEMBERS
Participating Personnel		PART PERS
Patrol Bombing Squadron		VPB
Patrol Squadron (PATRON)		VP
Patrol Wing		PATWING
Patrol Wings Pacific Support Personnel		PATWINGSPAC SUPP PERS
Personnel Support Detachment		PERSUPPDET
Platoon		PLT
Public Works Center		PWC
	<u>R</u>	
Reconnaissance Attack Squadron		RVAH
Recruiting Area		CRUITAREA
Recruiting Command		CRUITCOM
Recruiting District		CRUITDIST
Reserve Harbor Clearance Unit		RHCU
Reserve Law Company		RESLAWCO
Reserve Security Group Units		RESSECGRUUNITS
Reserve Voluntary Training Units		RESVOLTRAUNITS
Resident Officer in Charge of Construction		ROICC
River Assault Division		RIVASSDIV
River Assault Flotilla		RIVASSFLOT

River Assault Squadron	RIVASSRON
River Division	RIVDIV
River Group	RIVGRU
River Section	RIVSEC
River Squadron	RIVRON
River Support Squadron	RIVSUPPRON
<u>S</u>	
Scientific & Technical Intelligence	STIC
Scouting Squadron	SCOUTRON
Sea Control Squadron (SEACONRON)	VS
Security Group	SECGRU
Security Group Activity	SECGRUACT
Security Group Command	SECGRUCOM
Security Group Detachment	SECGRUDET
Security Group Direct Service Element	SECGRUDIRSERVELLE
Service Group	SERVGRU
Service School Command	SERVSCOLCOM
Service Squadron	SERVRON
Seventh Fleet Band	7FLT BAND
Ship Repair Facility	SHIPREFAC
Special Boat Unit	SPECBOATU
Special Operations Command Joint Forces Command	COMSOCJFCOM
Special Warfare Group	SPECWARGRU
Special Warfare Unit	SPECWARUNIT
Station	STA
Strike Fighter Squadron (STRKFITRON)	VFA
Submarine Development Group	SUBDEVGRU
Submarine Flotilla	SUBFLOT
Submarine Group	SUBGRU
Submarine Squadron	SUBRON
Submarine Surveillance Equipment Program Component	SUBSURVEQPROGCOMP
Surface Effect Ship Test Facility	SESTF
Support Facility	SUPPFAC
Support Force	SUPPFOR
Support Group	SUPPGRU
Surgical Platoon Cadre	SURGPLTCADRE
Surgical Team	SURGTM
Survival Training Department	SURVTRDEPT
<u>T</u>	
Tactical Air Control Group	TACGRU
Tactical Air Control Squadron (TACRON)	VTC
Tactical Electronic Warfare Squadron (TACELRON)	VAQ
Tan So Nhut	TSN
Task Element	TE
Task Force	TF
Task Group	TG
Task Unit	TU

Temporary Active Duty		TAD
Temporary Active Duty Personnel		TAD PERS
Torpedo Squadron		VT (former)
Training Squadron (TRARON)		VT
Transient Personnel Unit		TRANSITPERSU
	<u>U</u>	
Undersea Center		USEACEN
Undersea Construction Team		UCT
Underwater Demolition Team		UDT
U.S. Naval Academy		USNA
U.S. Joint Forces Command		USJFCOM
U.S. Navy Section U.S. Military Training Mission		USNS USMTS
U.S. Transportation Command		USTRANSCOM
	<u>V</u>	
Voluntary Training Unit		VTU
	<u>W</u>	
Weapons Station		WPNSTA