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:

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

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACQ</td>
<td>Acquisition</td>
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<tr>
<td>ADMINSUPPUNIT</td>
<td>Administrative Support Unit</td>
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<tr>
<td>ADVGRU</td>
<td>Advisory Group</td>
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<tr>
<td>VS (former)</td>
<td>Air Anti-Submarine Squadron</td>
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<tr>
<td>AIRASUPPU</td>
<td>Air Anti-Submarine Support Unit</td>
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<tr>
<td>VW</td>
<td>Airborne Early Warning Squadron</td>
</tr>
<tr>
<td>VRF</td>
<td>Aircraft Ferry Squadron</td>
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<tr>
<td>VX</td>
<td>Air Test &amp; Evaluation Squadron</td>
</tr>
<tr>
<td>VREVAC</td>
<td>Air Transport Evacuation Squadron</td>
</tr>
<tr>
<td>VR</td>
<td>Air Transport Squadron</td>
</tr>
<tr>
<td>ALSEAFRON</td>
<td>Alaskan Sea Frontier</td>
</tr>
<tr>
<td>VAAW</td>
<td>All Weather Attack Squadron</td>
</tr>
<tr>
<td>VFAW</td>
<td>All Weather Fighter Squadron</td>
</tr>
<tr>
<td>ANCD</td>
<td>Alternate Net Control Division</td>
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<tr>
<td>ALUSNA</td>
<td>American Liaison U.S. Naval Attaché</td>
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<tr>
<td>PHIBASSLCETU</td>
<td>Amphibious Assault Landing Craft</td>
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<td>PHIBCUNIT</td>
<td>Amphibious Construction Unit</td>
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<td>PHIBCORPS SIGBN</td>
<td>Amphibious Corps Signal Battalion</td>
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<td>PHIBGRU</td>
<td>Amphibious Group</td>
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<td>PHIBREADYGRU</td>
<td>Amphibious Ready Group</td>
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<td>PHIBRON</td>
<td>Amphibious Squadron</td>
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<tr>
<td>VX</td>
<td>Antarctic Development Squadron</td>
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<td>ANTSUPPACT</td>
<td>Antarctic Support Activity</td>
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<tr>
<td>ASWGRU</td>
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<td>ASWOC</td>
<td>Anti-Submarine Warfare Operational Center</td>
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<tr>
<td>AFCS</td>
<td>Armed Forces Courier Service</td>
</tr>
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<td>AFP</td>
<td>Armed Forces Police</td>
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<td>Armed Guard Crew</td>
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<td>ACDIV</td>
<td>Assault Craft Division</td>
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<td>PMOLANT</td>
<td>Atlantic Fleet Polaris Material Office</td>
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<td>LANTFAST</td>
<td>Atlantic Forward Area Support Team</td>
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<td>CVW</td>
<td>Attack Carrier Air Wing</td>
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<td>VA</td>
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<td>Audio Visual</td>
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<td>Beach</td>
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<td>Beach Group</td>
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<td>BJU</td>
<td>Beach Jumper Unit</td>
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</table>
Beach Master Unit BMU
Beach Party BCHPARTY
Bermuda Sector ASW Group Tactical Support Center ASWGRUTSCEN

Boat Support Unit BSU
Bombing Squadron VB
Branch Clinic BRCL
Branch Dental Clinic BRDENCL
Branch Medical Clinic BRMEDCL

Cargo Handling Battalion (NAVCARGOBN) CHB
Cargo Handling & Port Group CHPG
Carrier Airborne Early Warning Squadron (CARAEWRON) VAW
Carrier Airborne Early Warning Training Squadron RVAW
Carrier Air Wing (CARAIRWING) CAW
Carrier Anti-Submarine Air Group CVSG
Carrier Air Group CAG
Carrier Division CARDIV
Carrier Group CARGRU
Carrier Strike Group (CARSTRKGRU) CARSTRKGRU
Center For War Gaming & the Navy Field CWG & NFOIO DET SUPPELEM
Operational Intelligence Office Detachment NWC
Support Element, Naval War College CLASSIC BUOYANT

Classic Buoyant Elements
Coastal Division COSDIV
Coastal Flotilla COSFLOT
Coastal Group COSGRU
Coastal Squadron COSRON
Coastal System Center COSSYSCEN
Coastal System Laboratory COSSYSLAB
Coastal Zone COSZON
Coastal Surveillance Center COSSURCEN
Coastal Surveillance Force COSSURFOR
Combined Joint Special Operations Task Force Combined JSOTF
Combined Joint Task Force Horn of Africa CJTF HOA
Command Third Fleet COM3FLT
Commandant 17th Naval District COM 17
Commander in Chief, Specified Command, Middle East CINCSPECOMME

Commander in Chief U.S. Atlantic Fleet CINCLANFLT
Commander in Chief U.S. Pacific Fleet CINCPACFLT
Commander Air Anti-Submarine Wing COMAIRASWING
Commander Anti-Submarine Warfare Wing Pacific COMASWINGPAC
Commander Carrier Group COMCARGRU
Commander Reconnaissance Attack Wing COMRECONATKWING
Commander Reserve Tactical Support Wing COMRESTACSUPPWING
Commissary Store COMSYSTO
Communication Center COMMCEN
Communication Message Center COMMSMSGCEN
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 CRUDESLANT
Cruiser Division CRUDIV

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 DISVECTECOLCONCEN

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 EODTRAEMAIL UNIT
& Evaluation Unit EODDU
Explosive Ordnance Disposal Operations EODOSU
Support Unit EODUSU

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

Group GRU

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 HELSUPPTRAON
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 HELSUPPRON
Helicopter Utility Squadron HU
Helicopter Training Squadron (HELTRARON) HT
High Frequency Direction Finding Division HFDFD

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 IMLLSG
Intermediate Support Base ISB

Joint Functional Component Command JFCC
Joint Public Affairs Office JPAO
Joint Task Force JTF
Joint Typhoon Warning Center JTWCEN
Joint Warfare Analysis Center JWAC

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

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 MAREXSECRON
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
<table>
<thead>
<tr>
<th>Organization</th>
<th>Abbreviation</th>
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<tr>
<td>Military Provincial Health Assistance Program</td>
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<td>Military Sealift Command</td>
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<td>Military Sealift Command Office</td>
<td>MSCO</td>
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<td>Military Sea Transportation Service</td>
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<td>Mine Division</td>
<td>MINEDIV</td>
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<tr>
<td>Mine Flotilla</td>
<td>MINEFLOT</td>
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<td>Mine Squadron</td>
<td>MINERON</td>
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<tr>
<td>Mobile Amphibious News Team</td>
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<tr>
<td>Mobile Construction Battalion</td>
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<tr>
<td>Mobile Inshore Undersea Warfare Unit</td>
<td>MIUW</td>
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<tr>
<td>Mobile Mine Assembly Group Unit</td>
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<td>Mobile Missile Maintenance Unit</td>
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<td>Mobile Support Team</td>
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<td>Mobile Technical Unit</td>
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<tr>
<td>Mobile Training Team</td>
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<td>Motor Torpedo Boat Squadron</td>
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<td>Multi-National Security Transition Command</td>
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<td>National Naval Medical Center</td>
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<td>Naval Aerospace &amp; Regional Medical Center</td>
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<td>Naval and Marine Corps Reserve Center</td>
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<td>Naval Area Audit Service</td>
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<td>Naval Air Facility</td>
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<tr>
<td>Naval Construction Regiment</td>
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<tr>
<td>Naval Construction Regiment Composite Pier</td>
<td>NCR COMPPIER</td>
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<tr>
<td>Naval Construction Regiment Composite</td>
<td>NCR COMPIERCTM PIER</td>
</tr>
<tr>
<td>Pier Construction Team (Pier Team)</td>
<td>TM</td>
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<tr>
<td>Naval Construction Training Unit</td>
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<tr>
<td>Naval Dental Clinic</td>
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<td>Naval Damage Control Training Center</td>
<td>NAVDAMCONTRACEN</td>
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<tr>
<td>Navy Expeditionary Medical Facility</td>
<td>NAVEXPMEDFAC</td>
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<td>Naval Facility</td>
<td>NAVFAC</td>
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Naval Forces NAVFOR
Naval Hospital NAVHOSP
Naval Hospital Corps School NAVHOSPCORPSCOL
Naval Intelligence Liaison Officer NILO
Naval Intelligence Processing Systems NIPSSA
Support Activity
Naval Intelligence Processing System NIPSTRAFAC
Training Facility
Naval Investigative Service NIS
Naval Investigative Service Office NISO
Naval Legal Service Office NAVLEGSVCOFF
Naval Magazine NAVMAG
Naval & Marine Corps Reserve Center NMRC
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 NRD
Naval Regional Medical Center NRM
Naval Regional Medical Clinic NRMCL
Naval Reserve Center NRC
Naval Reserve Readiness Command NAVRESREDCOM
Naval Reserve Component, Director of NR DNET
Naval Education & Training Unit NRID
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 NAVAUDOFC
Navy Cyber Defense Operational Command NAVCYBERDEFORPS
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 NAVMEDMPTECOM
Navy Medicine Manpower, Personnel
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 NAVSAFENVTRACEN
Navy Safety and Environmental Training Center NTAFT
Navy Technical Assistance Field Team NTAFT
Navy Weather Service NWS
Nucleus Landing Force NULF

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

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

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
River Division
River Group
River Section
River Squadron
River Support Squadron
Science & Technical Intelligence
Scouting Squadron
Sea Control Squadron (SEACONRON)
Security Group
Security Group Activity
Security Group Command
Security Group Detachment
Security Group Direct Service Element
Service Group
Service School Command
Service Squadron
Seventh Fleet Band
Ship Repair Facility
Special Boat Unit
Special Operations Command Joint Forces Command
Special Warfare Group
Special Warfare Unit
Station
Strike Fighter Squadron (STRKFITRON)
Submarine Development Group
Submarine Flotilla
Submarine Group
Submarine Squadron
Submarine Surveillance Equipment
Program Component
Surface Effect Ship Test Facility
Support Facility
Support Force
Support Group
Surgical Platoon Cadre
Surgical Team
Survival Training Department
Tactical Air Control Group
Tactical Air Control Squadron (TACRON)
Tactical Electronic Warfare Squadron (TACELRON)
Tan So Nhut
Task Element
Task Force
Task Group
Task Unit
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<th>Temporary Active Duty</th>
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<tr>
<td>Temporary Active Duty Personnel</td>
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<td>Torpedo Squadron</td>
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<td>Transient Personnel Unit</td>
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<td>Undersea Center</td>
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<td>Undersea Construction Team</td>
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<td>Underwater Demolition Team</td>
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<td>U.S. Naval Academy</td>
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<td>Training Mission</td>
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<td>U.S. Transportation Command</td>
<td>USTRANSCOM</td>
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<td>Voluntary Training Unit</td>
<td>VTU</td>
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