

GENERAL GUIDANCE FOR UNIT ENTRIES

1. 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

A

Acquisition	ACQ
Administrative Support Unit	ADMINSUPPUNIT
Advisory Group	ADVGRU
Air Anti-Submarine Squadron	VS
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 Experimental Trails Units	PHIBASSLCETU
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
<u>B</u>	
Beach	BCH
Beach Group	BCHGRU
Beach Jumper Unit	BJU
Beach Master Unit	BMU
Beach Party	BCHPARTY
Bermuda Sector ASW Group Tactical	Bermuda Sector

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

C

Cargo Handling Battalion	CHB
Cargo Handling & Port Group	CHPG
Carrier Airborne Early Warning Squadron	VAW
Carrier Airborne Early Warning Training Squadron	RVAW
Carrier Air Wing	CAW
Carrier Anti-Submarine Air Group	CVSG
Carrier Air Group	CAG
Carrier Division	CARDIV
Carrier Group	CARGRU
Center For War Gaming & the Navy Field Operational Intelligence Office Detachment Support Element, Naval War College	CWG & NFOIO DET SUPPELEM NWC
Classic Buoyant Elements	CLASSIC BUOYANT
Coastal Division	COSDIV
Coastal Flotilla	COSFLOT
Coastal Group	COSGRU
Coastal Squadron	COSRON
Coastal System Center	COSSYSSEN

Coastal System Laboratory	COSSYSLAB
Coastal Zone	COSZON
Coastal Surveillance Center	COSSURCEN
Coastal Surveillance Force	COSSURFOR
Command Third Fleet	COM3FLT
Commandant 17 th 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	CINCLANFLT
Commander Air Anti-Submarine Wing	COMAIRASWING
Commander Anti-Submarine Warfare Wing Pacific	COMASWWINGPAC
Commander Carrier Group	COMCARGRU
Commander Reconnaissance Attack Wing	COMRECONATKWING
Commander Reserve Tactical Support Wing	COMRESTACSUPPWING
Commissary Store	COMSYSTO
Communication Center	COMMCEN
Communication Message Center	COMMSGCEN
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 Unit	CBRU
Construction Battalion Unit	CBU
Correctional Center	CORRCEN
Correctional Custody Center	CORRCUSTCEN
Cruiser Destroyer Flotilla	CRUDESFLOT
Cruiser Destroyer Force, Atlantic	CRUDESFLANT
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 Submarine Training Center, Pacific	DIVESCTRADEPSUBTRACENPAC

E

Environmental Preventive Medicine Unit	EPMU
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Escort Squadron	CORTRON
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

F

Fighter Attack Squadron (Marine)	VFMA
Fighter Squadron	VF
Fleet	FLT
Fleet Air Intelligence Support Center	FAISC
Fleet Air Photographic Squadron	VD
Fleet Air Reconnaissance Squadron	VQ
Fleet Air Support Unit	FASU
Fleet Air Wing	FAW
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 Religious Support Activity Atlantic	FRSALANT
Fleet Support Detachment	FSD
Fleet Support Office	FSO
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
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Harbor Defense Unit	HDU
Headquarters	HDQTRS
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 Mine Countermeasure Squadron	HM
Helicopter Squadron	HMX
Helicopter Support Squadron	HELISUPPRON
Helicopter Utility Squadron	HU
Helicopter Training Squadron	HT
High Frequency Direction Finding Division	HFDFD

I

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

J

Joint Public Affairs Office	JPAO
Joint Task Force	JTF
Joint Typhoon Warning Center	JTWCEN

L

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

M

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

N

National Naval Medical Center	NNMC
Naval Aerospace & Regional Medical Center	NARMC
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	NB
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
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	NR DNET

Naval Education & Training Unit	
Naval Reserve Intelligence Division	NRID
Naval Reserve Intelligence Unit	NRIU
Naval School Explosive Ordnance Disposal	NAVSCOLEOD
Naval Special Warfare Unit	NAVSPECWARU
Naval Station	NS
Naval Submarine Medical Center	NAVSUBMEDCEN
Naval Support Activity	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 Field Operational Intelligence Office	NFOIO
Navy Flight Demonstration Team	BLUE ANGELS
Navy & Marine Corps Trail Judiciary Activity Transatlantic Judicial Circuit	NAVMARCTJATJC
Navy Office of Information	NAVINFO
Navy Technical Assistance Field Team	NTAFT
Navy Weather Service	NWS
Nucleus Landing Force	NULF
	O
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

P

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	VP
Patrol Wing	PATWING
Patrol Wings Pacific Support Personnel	PATWINGSPAC SUPP PERS
Personnel Support Detachment	PERSUPPDET
Platoon	PLT
Public Works Center	PWC

R

Reconnaissance Attack Squadron	RVAH
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

S

Scientific & Technical Intelligence	STIC
Scouting Squadron	SCOUTRON
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 Warfare Group	SPECWARGRU
Special Warfare Unit	SPECWARUNIT
Station	STA
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>I</u>	
Tactical Air Control Group	TACGRU
Tactical Air Control Squadron	TACRON
Tactical Electronic Warfare Squadron	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
Training Squadron	VT
Transient Personnel Unit	TRANSITPERSU

U

Undersea Center	USEACEN
Undersea Construction Team	UCT
Underwater Demolition Team	UDT
U.S. Navy Section U.S. Military Training Mission	USNS USMTS

V

Voluntary Training Unit	VTU
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