

ANNEX HGLOSSARY OF ABBREVIATIONS, SHORT TITLES,
AND COMMUNICATION TERMS**H100. DEFINITIONS**

a. The word abbreviation, as used in this annex, means a shortened form of a word or phrase which will, in its condensed form, convey the same meaning as though the word or phrase itself were used.

b. The term short title, as used in this annex, refers to the condensed form of those proper names which together make up the title of a command, document, or device. An example of a short title would be SECDEF, the condensed form for Secretary of Defense.

H200. UTILIZATION

a. Abbreviations and short titles are intended for use in messages in order to shorten the text, consequently saving time. They provide an easy-to-read symbol for often repeated phrases and long, cumbersome titles. Many abbreviations and short titles can be spoken as single words, and may carry over into oral use. As an example, it is much easier to say or write "CINCUSNAVEUR" than "Commander in Chief, United States Naval Forces Europe".

b. Although abbreviations shorten messages and are intended to ease communications, indiscriminate, injudicious, and excessive use results in loss of intelligibility. Over-usage of abbreviations places the criterion of brevity above the criterion of clarity with a consequent loss of preciseness in communications. The brevity and economy being sought is more than offset by the error, delay, and misunderstanding that comes from an excessively abbreviated message.

c. Use of abbreviations must be limited to, and kept within, the confines of assured intelligibility. The increase in message preparation and transmission time, sometimes brought about by restricting the use of abbreviations, is acceptable, since such restrictions will eliminate the administrative effort and circuit time inevitably lost in sending service messages, obtaining repetitions, and clearing garbles to clarify message content.

H300. NAVY POLICY

a. General Navy/Marine Corps use of abbreviations adheres to the policy prescribed for joint usage.

b. The Chief of Naval Operations (CNO) is the authority responsible for coordinating and promulgating the abbreviated titles of U.S. Naval activities and other naval abbreviations for use in communications to ensure standardization and dissemination, and to hold, within reasonable limits, the number of abbreviations authorized for use.

c. When drafting messages, brevity in message texts will not be de-emphasized. Rather, brevity will be achieved through the proper choice of words and good writing techniques.

d. Well recognized abbreviations that definitely fall into one of the following categories may be used in the preparation of messages when they will serve a useful purpose:

(1) Abbreviations for medals, badges, or other marks of distinction.

(2) Abbreviations for points of the compass and map coordinates.

(3) Authorized model designations and symbols for common types of aircraft, ships, or vehicles.

(4) Abbreviations for titles, ranks, and grades except in messages of commendation, congratulation, acceptance or regret, etc., where the full title and rank will be used to give a fundamental degree of formality.

(5) Abbreviations commonly used for geographical locations and standard English dictionary abbreviations.

(6) Other technical abbreviations customarily used by specialists and technicians when communicating with activities or persons in the same field as that of the originator, and to no others.

e. Abbreviations, other than those categorized above, may be used in the text of messages after they have been initially spelled out and identified in each item of correspondence or message. For example, the abbreviation ICAO could be used, but

only if the first reference to the organization read:
International Civil Aviation Organization (ICAO).

f. The usage of abbreviations will at all times be governed by the principle of immediate comprehension. Abbreviations will not be used in messages unless the originator can reasonably assume that the meaning of the abbreviation will be immediately clear to the addressee(s).

H400. COMMUNICATION TERMS AND ABBREVIATIONS

The following is an alphabetical listing of the most frequently used abbreviations and communication terms with their definitions. Their use is governed by paragraphs H200 AND H300.

- A -

ACK : Acknowledge(ment)
ACPT : Accept
ACT : Act(ing) (ive) (ion)
ADCON : Advise all concerned
ADDEE : Addressee
ADMIN : Administrat(e) (ive) (ion)
ADMSG : Advise by electrically transmitted message
ADP : Automatic Data Processing. ADP systems are designed for the purpose of gaining access to computers or providing direct exchange of information between computers. These systems use various digital teletypewriter or information codes.
ADTAKE : Request advise action taken
ADV : Adv(ance) (ice) (ise)
AFSK : Audio Frequency Shift Key(ing) - modulation of RF carrier wave with audio tones, to provide shift in frequency of the carrier wave
AIG : Address Indicating Group
ALCON : All concerned
ALTNECOS : Alternate Net Control Station - a station appointed as back-up to the appointed net control station. The designated alternate NECOS should take charge of the net when the primary NECOS is inoperative for any reason. When in control, ALTNECOS will assume NECOS responsibilities.
AMTOR : A digital communication mode that uses error correction protocol (See Chapter 9)
ANS : Answer
APP : Appendix
APPL : Appli(cable) (cant) (cation)

APPR : Approve(d)
APPROX : Approximate(ly)
STATEDIR : State director
ARR : Arriv(al) (ed)
AUTH : Authority (zed)
AUTHGRA : Authority granted
AUTOVON : Automatic Voice Network - An automatic circuit switching network which offers rapid, direct voice quality interconnection for military and other installations in continental United States and certain overseas areas

- B -

BAUD: A unit of modulation rate - One baud corresponds to a rate of one unit interval per second.
BBS : Bulletin Board System
BIT : The smallest unit of information used in computer language/operation
BOOK MESSAGE: A message which is destined for two or more addressees and is of such a nature that the originator considers no addressee need be informed of any other addressees. Addressees of a book message are divided into groups according to the relay stations which serve them.
BROADCAST FILE: This file contains a copy or filler of each message transmitted or received by the broadcast method.
BYTE : Combination of eight BITS in computer language and/or programming

- C -

CALL SIGN : Any combination of characters or pronounceable words that identifies a communication facility, a command, an authority, an activity, or a unit; used primarily for establishing and maintaining communications (See also COLLECTIVE CALL)
CGBASE : Coast Guard Base
CGDIST : Coast Guard District
CHNAVMARCORMARS : Chief, Navy-Marine Corps Military Affiliate Radio System
CIRCUITRY : A complex of circuits describing inter-connection within or between systems
CKT : Circuit - (1) an electronic path between two or more points capable of providing a number of channels; (2)

a number of conductors connected together for carrying an electrical current

CLASSIFICATION : The determination that official information requires, in the interest of national defense, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made

CLASSIFIED INFO: Official information that has been determined to require, in the interest of national defense, protection against unauthorized disclosure and which has been so designated

CLASSIFIED MATTER : Official information or matter in any form or of any nature that requires protection in the interests of national defense

COGOFF : MARS cognizant officer on the staffs of each fleet Commander in Chief, Naval Force Commander and CNO

CODRESS MESSAGE : A type of message which carries in the encrypted text the entire address; i.e., the originator and all addressees

COLLECTIVE CALL : Any call sign that represents two or more facilities, commands, authorities, or units - The collective call sign for any of these includes the commander thereof and all subordinate commanders therein.

COMCON : A phased communications readiness condition to prepare NAVMARCORMARS stations for an emergency condition

COMMAND NET : A communications network which connects an echelon of command with some or all of its subordinate echelons for command control

COMMCEN : Communications center: A major component of a communication complex charged with the responsibility for receipt, transmission and delivery of messages

COMMUNICATIONS NETWORK : An organization of stations capable of inter-communication, but not necessarily on the same channel

COMMUNICATION SATELLITE : An orbiting vehicle, either active or passive, which relays signals between communication stations

COMNAVNETSPAOPSCOM : Commander, Naval Network and Space Operations Command

COMPROMISED : A term applied to classified matter, knowledge of which has (in whole or in part) passed to an unauthorized person or persons, or which has been subject to risk, of such passing (See also CLASSIFIED MATTER)

CONUS : Continental United States - United States territory, including adjacent territorial waters, located within the North American continent between Canada and Mexico

CW : Continuous wave - Commonly used to denote on-off keying of a carrier using the International Morse Code

CWO : Communication Watch Officer or Chief Warrant Officer

- D -

DCA : Defense Communications Agency

DCS : Defense Communications System

DIGITAL : Referenced to system(s) using two states, e.g. high/low, on/off, 0/1 for transfer of information

DIRECTED NET : A net in which requirements dictate that net stations obtain the net control station's permission prior to transmitting on the net

DIRLAUTH : Direct liaison authorized

DOD : Department of Defense

DRAFTER : A person who actually composes a message for release by a releasing officer (See also ORIGINATOR)

DTG : Date-time-group - An identifying date and time, expressed in digits and zone suffix, assigned to the message when prepared for transmission. The DTG is expressed as six digits followed by the month, year, and zone suffix (first pair of digits denoting the date, second pair the hours, third pair the minutes).

DUPLEX CIRCUIT : A duplex (full duplex) circuit provides two channels or frequencies linking two different stations, allowing the simultaneous exchange of information.

- E -

ECOM : Emergency Communication(s)

EEI : Essential Elements of Information

EHF : Extremely High Frequency (30-300 GHz)

ECM : Electronic countermeasures: That major subdivision of electronic warfare involving actions taken to prevent or reduce the effectiveness of enemy equipment and tactics employing or affected by electromagnetic radiations and to exploit the enemy's use of such radiations

ELECTRONIC JAMMING : The deliberate radiation, reradiation, or reflection of electromagnetic signals to impair the use of electronic devices

EMCON : Emission control orders : Orders, referred to as EMCON orders, used to authorize, control or prohibit electronic emissions

- F -

FAA : Federal Aviation Agency
FAX : FACSIMILE - A system of telecommunication for transmitting fixed images
FCC : Federal Communications Commission
FEMA : Federal Emergency Management Agency
FLEACT : Fleet Activit(ies) (y)
FONECON : Telephone conference
FORAC : For action
FREE NET : When operational factors permit, the Net Control Station may authorize member stations to communicate with other net stations without obtaining prior permission from the Net Control Station. During this period full call signs must be used.
FREQUENCY (FREQ) : Frequency is the number of vibrations or cycles of the radio signal occurring in one second.
FREQUENCY STANDARDS : Devices used to compare the accuracy of transmitters and receivers with a signal known to be accurate
FSK : Frequency Shift Keying, shifting a carrier by electrical/mechanical operations
FYI : For your information

- G -

GARBLE : An error in transmission, reception, encryption or decryption which renders a message or a portion thereof incorrect or undecipherable
GENERAL MESSAGE FILE : This file is a record of all general messages which require retention. It is subdivided by title of each general message and filed in serial number order.

- H -

HERTZ (Hz) : Cycles per second
HF : High frequency - 3 to 30 MHz

- I -

IAW : In accordance with
IDN : International Digital Network (See Annex E)

INFO : Information
IRT : In response to; in reference to

- J -

- K -

- L -

LL : Landlines and cables are metallic wire conductors that provide a direct path for transmitting information between two or more stations (usually telephones).

LF : Low frequency - 30 to 300 KHz

LINK : A general term used to indicate the existence of communication facilities between two points

LISTENING WATCH : A continuous receiver watch established for receiving traffic addressed to, or of interest to, one unit

- M -

MARS : Military Affiliate Radio System

MARSCOGOFF : Navy-Marine Corps MARS Cognizant Officer - An officer on the Staff of each Fleet Commander, Naval Force Commander and CNO State director for the purpose of maintaining appropriate administrative MARS liaison between the Commander/Commandant and the Commander, Naval Network and Space Operations Command

MARSOFF : MARS Officer - An officer at a command or activity with an established Navy-Marine Corps MARS Radio Station who provides supervision for its operation and administration

MARSREPSYS : Navy-Marine Corps MARS VHF Repeater System (See Annex F)

MBO : Mailbox: An electronic store and forward message handling system operating on radio frequencies (See Annex E)

MDS : MARS Data System (See Annex E)

MESSAGE, MSG: Any thought or idea expressed briefly in a plain or CRYPTIC language, prepared in a form suitable for transmission by any means of communications

MESSAGE PRECEDENCE : Designations employed to indicate the relative order in which a message is handled with respect to other messages

MF : Medium Frequency - 300 to 3000 KHz

MINIMIZE : A condition wherein normal message and telephone traffic is drastically reduced in order that messages

connected with an actual or simulated emergency shall not be delayed

MUX : Multiplex - The equipment or technique of combining two or more independent channels (voice, telegraph, data, etc.) into a composite signal which is then transmitted via the transmission medium to a like terminal where the process is reversed, restoring the channels to their original state

- N -

NAVCOMTELSTA : Naval Computer and Telecommunications Station : An activity which operates and maintains those facilities, systems, equipments and devices necessary to provide requisite fleet support and fixed communication services for a specific area

NAVMARCORMARS : Navy-Marine Corps Military Affiliate Radio System (MARS)

NCTAMS : Naval Computer and Telecommunications Area Master Station

NCS : National Communication System - existing communication facilities of certain federal departments and agencies to provide communications for the President and certain federal agencies

NDN National Digital Network (See Annex E)

NECOS : Net Control Station - A station designated by appropriate authority to direct and control the operation and flow of all traffic on the net

NEED TO KNOW : A criterion used in security procedures which requires holders of classified information to establish, prior to disclosure, that the intended recipient must have access to the information to perform his official duties

NET : An organization of stations capable of direct communications on a common channel or frequency

NET CALL SIGN : A call sign which represents all stations within a net (See also CALL SIGN)

NLT : Not later than

NOTAL : Not to all nor needed by all

- O -

OPERATING SIGNALS : Operating signals (Q and Z) are a concise unclassified code designed for use by communication personnel in exchanging information incident to handling messages or establishing communications.

They are also used in service messages and other forms of messages between communication personnel.

OPORD : Operation(s) Order
OPLAN : Operation(s) Plan
ORIG : Originator - The command or station by whose authority a message is sent

- P -

PACKET : Packet radio mode of digital communications (see Chapter 9)
FACTOR : FACTOR radio mode of digital communications (see Chapter 9)
PASEP : Being passed separately or has been passed separately
PERGRA : Permission granted
PLAINDRESS MESSAGE : A message in which the originator and addressee designations are indicated externally of the text
PRECEDENCE : A designation assigned to a message by the originator to indicate to communication personnel the relative order of handling and to the addressee the order in which the message is to be noted (See also MESSAGE PRECEDENCE)
PRIORITY MESSAGE : A category of precedence reserved for messages which require expeditious action by the addressee(s) and/or furnish essential information for the conduct of operations in progress when ROUTINE precedence will not suffice. Normally, PRIORITY is the highest precedence which may be assigned to administrative traffic and such traffic must be transmitted via administrative circuits when they are available. "Normally" in the foregoing sentence provides for circumstances of extreme urgency and shall not be construed as a pretext for the abuse of high precedence.
PROFORMA : (1) a message, the nature of the successive elements of which is understood by prearrangement; (2) a standard form
PROSIGNS : Procedural signs consisting of one or more letters or characters or combinations thereof. They are used to facilitate rapid communication by conveying in condensed standard form certain frequently used orders, instructions, requests, reports and information.
PROWORDS : Word equivalents of PROSIGNS

- R -

RADIO CIRCUIT : Any means of communication between two or more stations which uses the radiation of electromagnetic energy to transmit information

RADIO SILENCE : A period during which all or certain radio equipment capable of radiation is kept inoperative

RADIOTELEGRAPHY : See CW

RECORD TRAFFIC : That information which has been electrically transmitted and must be received by the ultimate user in such a form as to permit permanent storage.
(Includes narrative and data formatted messages.)

ROUTINE MESSAGE : A category of precedence to be used for all types of messages which justify transmission by rapid means unless of sufficient urgency to require a higher precedence (See also MESSAGE PRECEDENCE)

ROUTING INDICATOR : A group of letters assigned to indicate the basic geographic location of a station

RTTY : Radio Teletypewriter - communications using teletypewriter on radio circuits

- S -

SAR : Search and Rescue - The use of aircraft, surface craft, submarines and other special equipment to locate and rescue personnel in distress on land and sea

SATCOM : Satellite Communications - The SATCOM system integrates military communication facilities into a worldwide network through satellites which orbit the earth.

SCD : Single Channel Data

SERVICE MESSAGES : Short, concise messages between communication personnel relating to message traffic

SHARES "Shared Resources" - Federally implemented multi-agency ECOM program

SHF : Superhigh Frequency - 3 to 30 GHz

SITREP : Situation Report

SOP : Standing Operating Procedure - A set of instructions covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. Procedure is applicable unless prescribed otherwise in a particular case.

SVC : Service Message

- T -

TELECOMMUNICATION : Any transmission, emission, or reception of signs, signals, writing, images and sounds or information of any nature by wire, radio, visual, or other electromagnetic systems

TELECON (or TELCON) : Teleconference - a conference between persons remote from one another but linked by a telecommunication system

TNC : Terminal Node Controller - The hardware used to convert computer information to digital communications format used in Radioteletype, Packet, AMTOR, Pactor, and other digital modes

THISTA : This station

TOD : Time of delivery - the time at which addressees or relay facilities receipt for a message

TOR : Time of receipt - the time at which a receiving station completes reception of a message

TRACER ACTION : The process by which an investigation is conducted to determine the reason for inordinate delay in delivery or non-delivery of a message

- U -

UHF : Ultrahigh Frequency - 300 to 3000 MHz

UHF/HF RELAY : A relay method that permits long-range uninterrupted communications during periods when HERO restrictions are in effect by transmission of a UHF signal to a relay station. The relay station retransmits the signal via HF by use of special equipment.

UNCLAS : Unclassified - a message classification category, indicating the message is not classified

UNODIR : Unless otherwise directed

URSTA : Your Station

UTC : Universal Coordinated Time - time zone "Z"

- V -

VHF : Very High Frequency - 30 to 300 MHz

VLF : Very Low Frequency - Below 30 KHz

- W -

WRT : With reference to (or with respect to)

- X -

- Y -

- Z -