

A Guide to Frequently Used Acronyms & Abbreviations

In the military, as well as in Civil Air Patrol, the use of acronyms and abbreviations is prevalent. Our communications to the public typically do not contain acronyms unless they are specifically defined within the published text; however, as we have taken the initiative to ensure that our guests and all parents are copied on all communications to members in which they, the guests and parents, have a need to know, we offer this guide to familiarize everyone with the vernacular that will frequently be heard and read.

Acronyms and Abbreviations:

AE	Aerospace Education
AETC	Air Education Training Command
ALCON	All Contacted
AUX	Auxiliary
BE	Basic Encampment
BDU	Battle Dress Uniform
C/ or CDT	Cadet
CAP	Civil Air Patrol
CAP(F,R,M, P, I)	CAP Form, Regulation, Manual, Pamphlet, Index
CC	Commander
CD	Character Develop or Counter Drug
CIV	Civilian
CJCS	Chairman, Joint Chiefs of Staff
COY	Cadet of the Year
CP	Cadet Program
CPP	Cadet Protection Policy
CPFT	Cadet Physical Fitness Test
CSAF	Chief of Staff, Air Force
D&C	Drill and Ceremonies

DDR	Drug Demand Reduction
<i>e.g.</i>	Latin for “ <i>exempli gratia</i> ” meaning “for example”
EO	Equal Opportunity
ES	Emergency Services
<i>et al.</i>	Latin for “ <i>et alii</i> ” meaning “and others; and the rest”
<i>etc.</i>	Latin for “ <i>et cetera</i> ” meaning “and so forth”
FDU	Flight Dress Uniform (flight suit)
FOUO	for official use only
FY-11	Fiscal Year 2011 (October 2010 – October 2011)
HQ	Headquarters
IAW	in accordance with
<i>i.e.</i>	Latin for “ <i>id est</i> ” meaning “that is”
JB M-D-L	Joint Base McGuire Dix Lakehurst
JCS	Joint Chiefs of Staff
JSCS	Jack Schweiker Composite Squadron
LLAB	Leadership Laboratory
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officer Academy
NCSA	National Cadet Special Activity
NER	Northeast Region
NHQ	National Headquarters
NJ-059	Unit Charter Number for JSCS
NJWG	New Jersey Wing
NLT	no later than
OCS; OTS	Officer Candidate School; Officer Training School
OPSEC	Operational Security

POTUS	President of the United States
PTU	Physical Training Uniform
Q-1	Quarter-1 (October, November, December)
Q-2	Quarter-2 (January, February, March)
Q-3	Quarter-3 (April, May, June)
Q-4	Quarter-4 (July, August, September)
RCLS	Region Cadet Leadership School
ROTC	Reserve Officer Training Corps
SAR; SAREX	Search and Rescue; Search and Rescue Exercise
SECDEF	Secretary of Defense
SQ	Squadron
TBD; TBA	to be decided; to be announced
UOD	uniform of the day
USA	United States of America or United States Army
USAF	United States Air Force
USAFA	United States Air Force Academy (Colorado Springs, CO)
USMA	United States Military Academy (West Point, NY)
USMC	United States Marine Corps
USMM	United States Merchant Marines
USMMA	United States Merchant Marine Academy (Great Neck, NY)
USN	United States Navy
USNA	United States Naval Academy (Annapolis, MD)
USCG	United States Coast Guard
USCGA	United States Coast Guard Academy (New London, CT)
WG	Wing
WILCO	will comply

Date Format: DD MMM YYYY: 01 JAN 2011

Time:

Time Zones:

GMT	Greenwich-Mean Time
EST/EDT	Easter Standard Time; Eastern Daylight Time
CST/CDT	Central Standard Time; Central Daylight Time
MST/MDT	Mountain Standard Time; Mountain Daylight Time
PST/PDT	Pacific Standard Time; Pacific Daylight Time

24-hour Clock:

0000	1200
0100	1300
0200	1400
0300	1500
0400	1600
0500	1700
0600	1800
0700	1900
0800	2000
0900	2100
1000	2200
1100	2300

Phonetic Alphabet:

Alpha	November
Bravo	Oscar
Charlie	Papa
Delta	Quebec
Echo	Romeo
Foxtrot	Sierra
Golf	Tango
Hotel	Uniform
India	Victor
Juliet	Whiskey
Kilo	X-ray
Lima	Yankee
Mike	Zulu

USAF/CAP Grade Abbreviations:

Junior Enlisted:

AB	Airman Basic
Amn	Airman
A1C	Airman First Class
SrA	Senior Airman

Noncommissioned Officers:

SSgt	Staff Sergeant	
TSgt	Technical (Tech) Sergeant	
MSgt	Master Sergeant	
SMSgt	Senior Master Sergeant	
CMSgt	Chief Master Sergeant	
CCMSgt	Command Chief Mast Sergeant	
CMSAF	Chief Master Sergeant of the Air Force	[USAF Only] [Position, not a grade]

Company Grade Officers (CGO):

2d Lt	Second Lieutenant
1st Lt	First Lieutenant
Capt	Captain

Field Grade Officers (FGO):

Maj	Major
Lt Col	Lieutenant Colonel
Col	Colonel

*Cadet grades are simply preceded with "C/" e.g. "C/SSgt" = Cadet Staff Sergeant.

General Officers (GO):

Brig Gen	Brigadier	(1-Star)	[CAP SM & USAF Only]
Maj Gen	Major General	(2-Star)	[CAP SM & USAF Only]
Lt Gen	Lieutenant General	(3-Star)	[USAF Only]
Gen	General	(4-Star)	[USAF Only]