



**ARMY ADMINISTRATIVE
AND
SUPPLY MANUAL**

A COMPILATION OF ARMY REGULATIONS,
TECHNICAL MANUALS, AND OTHER WAR DEPARTMENT PUBLICATIONS
COVERING ALL GENERAL ADMINISTRATIVE AND SUPPLY PROCEDURE,
INCLUDING FORMS AND DISTRIBUTION THEREOF.

FOR

OFFICERS
OFFICER CANDIDATES
OFFICER TRAINING SCHOOLS
ENLISTED ADMINISTRATIVE CLERKS, ALL ARMS AND SERVICES,
QUARTERMASTER R.O.T.C. STUDENTS AND SELECTEES.

A GUIDE FOR SUPPLY AND GENERAL ADMINISTRATIVE PROCEDURE

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APPENDIX I

AUTHORIZED ABBREVIATIONS AND SYMBOLS FOR USE IN PREPARATION OF MILITARY RECORDS AND ADMINISTRATIVE SPECIAL ORDERS EXCEPT FIELD ORDERS AND MESSAGES (AR 850-150):

NOTE: The following list of abbreviations is authorized. They may be used in combination, but no abbreviation or combination will be used when ambiguity would result and where the context does not show the meaning intended.

The abbreviations given below for the corresponding terms or expressions listed herein are authorized for use in the Army on pay rolls, rosters, returns, and other military records and are the only abbreviations to be used for the purpose, except such as are authorized for guard rosters.

Absent without leave.....AWOL
 ActingActg
 Active duty.....AD
 AdditionalAdd
 AdjutantAdj
 Adjutant GeneralAG
 Adjutant General's DepartmentAGD
 Adjutant General's Office.....AGO
 AdministrativeAdm
 Administrative ordersAdm O
 Administrative ServicesAdm Serv
 Aide-de-campADC
 Air BaseAB
 Airborne Command.....A/B Comd
 Air CorpsAC
 Aircraft warning (company)AW (Co)
 Aircraft Warning Service.....AWS
 AirdromeAdrm
 Air Intelligence Section.....A Int Sec
 Air mechanic, first class.....AM 1cl
 Air mechanic, second class.....AM 2cl
 AirplaneAp
 AirshipAsh
 Air Transport Command.....ATC
 AlabamaAla
 AllotmentAlmt
 AllottedAlot
 AllowancesAlws
 AmbulanceAmb
 American Expeditionary ForcesAEF
 American National Red CrossARC
 AmmunitionAm
 Amphibious Command.....Amph Comd
 AnimalAnl
 AntiaircraftAA
 Antiaircraft artilleryAAA
 AntitankAT
 AppointedAptd
 AppointmentApmt
 Apprehended or apprehensionApp
 AprilApr
 ArizonaAriz

A

ArkansasArk
 Army headquartersAHQ
 Army Air Forces.....AAF
 Army Exchange Service.....A Ex Serv
 Army Ground Forces.....AGF
 Army Medical CenterAMC
 Army Mine Planter.....AMP
 Army Mine Planter ServiceAMPS
 Army & Navy Munitions Board.....A&NMB
 Army Nurse CorpsANC
 Army of the United States.....AUS
 Army post office.....APO
 Army Postal Service.....APS
 Army RegulationsAR
 Army Specialist Corps.....ASC
 Army Transport Service.....ATS
 Army War College.....AWC
 ArrestAr
 ArsenalArs
 Article of WarAW
 ArtificerArtif
 ArtilleryArty
 AssignedAsgd
 AssignmentAsgmt
 AssistantAsst
 Assistant Chief of StaffACofS
 Personnel DivisionACofS, G-1
 Military Intelligence DivisionACofS, G-2
 Operations and Training DivisionACofS, G-3
 Supply Division.....ACofS, G-4
 Operations DivisionACofS, OPD
 War Plans DivisionACofS, WPD
 Assistant Secretary of War Asst Sec War
 Assistant Secretary of War for Air.....AsstSecWar(Air)
 AttachedAtchd
 AttackAtk
 At the rate ofa/r
 AugustAug
 AuthoritiesAuth
 AutomaticAuto
 AuxiliaryAux
 AverageAv
 AviationAvn

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B

Bachelor Officers' Quarters BOQ
 BakeryBkry
 BalloonBln
 Balloon Barrage Training
 Center.....BBTC
 BarracksBks
 Barracks and quarters.....B&Q
 BattalionBn
 BatteryBtry
 Bombardier.....Bmbdr
 BombardmentBomb

BranchBr
 Branch assignment.....BA
 Branch Immaterial.....BI
 BrigadeBrig
 Brigade headquarters.....BHQ
 Brigadier General.....Brig Gen
 BuglerBglr
 BulletinBull
 Bureau of the Budget.....BB
 By direction of the
 President.....DP

C

CaliberCal
 Camouflage.....Cam
 CaptainCapt
 CasualCas
 CavalryCav
 Center or Central.....Cen
 CertificateCert
 Certificate of Disability for
 DischargeCDD
 ChangesC
 ChaplainCh
 CharacterChar
 ChauffeurCfr
 ChemicalCml
 Chemical Warfare Service.....CWS
 ChiefC
 Chief ofCof
 Chief of Staff.....CofS
 Chief Signal Officer.....CSigO
 Chief Warrant Officer.....CWO
 CircularCir
 Citizens' Military Training
 CampCMTC
 Civil (or civilian).....Civ
 Civil authoritiesC Auth
 ClassCl
 ClericalCler
 ClerkClk
 ClothingClo
 Clothing and Equipage.....C&E
 Coast Artillery Corps.....CAC
 Coast Defense.....CD
 CollectingColl
 CollegeColg
 ColonelCol

ColorClr
 ColoradoColo
 ColoredCld
 CommandComd
 Command and General
 Staff School.....C&GS Sch
 CommandantComdt
 CommanderComdr
 CommandingComdg
 Commanding general.....CG
 Commanding officer.....CO
 Command PostCP
 Command Post Exercise.....CPX
 Commissary.....Comm
 CommunicationCom
 CommutationComtn
 CompanyCo
 CompilationCmpn
 ConcentrationCone
 ConferenceConfer
 ConfinedConf
 Confinement.....Conft
 ConnecticutConn
 Conscientious objectorCon objtr
 ConstructionCons
 ContinuedContd
 ContractCont
 Control.....Contl
 ConvenienceConv
 CookCk
 CorporalCpl
 Corps of Engineers.....CE
 Corps of Military Police.....CMP
 Court MartialCM
 CurrentCur
 Current series.....cs

D

DefenseDef
 Delinquent accountDel acct
 Delivered or deliveryDelv
 DentalDent
 Dental CorpsDC
 DepartmentDept

DepositDpt
 DepositsDpts
 DepotDep
 Deputy chief of staff.....DC of S
 Deserted or desertion.....Des
 Detached or detachment.....Det

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Detached Enlisted Men's
 ListDEML
 Detached Officers' List.....DOL
 Detached service.....DS
 Director.....Dir
 DisabilityDisab
 Discharge or discharged...Disch
 DisciplinaryDis
 DiscontinuedDiscontd
 Dishonorable or dishonor-
 ablyDishon
 DismissedDismd
 Dismounted.....Dsmtd
 DisratedDisr

Distinguished - Flying
 CrossDFC
 Distinguished - Service
 CrossDSC
 Distinguished - Service
 MedalDSM
 DistrictDist
 District Engineer Officer...DEO
 District of Columbia.....DC
 DivisionDiv
 Division headquarters...DHQ
 Document.....Doc
 DroppedDrpd
 Duty.....Dy
 Duty Officer.....DO

E

Eachea
 EastE
 Electrical or electrician...Elec
 EmbarkationEmb
 EmergencyEmerg
 EngineerEngr
 EnlistedEnl
 Enlisted man or men.....EM
 Enlisted Reserve Corps...ERC
 EnlistmentEnlmt
 EvacuationEvac

EvidenceEvid
 ExcellentEx
 ExecutiveEx
 Existed prior to induction...EPTI
 Expert gunner.....EG
 Expert Rifleman.....ER
 Expiration.....Exp
 Expiration of term of
 serviceETS
 Extended active duty.....EAD

F

FebruaryFeb
 FederalFed
 FieldFld
 Field ArtilleryFA
 Field ManualFM
 Field ordersFO
 Field Service Regulations.FSR
 FigureFig
 Film Strip.....FS
 Final Statement.....F/S
 FinanceFin
 Finance Department.....FD
 Finance Officer.....FO

First.....1st
 First class.....1cl
 Fiscal.....Fis
 Fiscal year.....Fy
 FlightFlt
 FloridaFla
 ForfeitForf
 FortFt
 Forward Echelon.....Fwd Ech
 Fraudulent.....Fraud
 Fromfr
 FurloughFur
 FurnishedFurn

G

GeneralGen
 General Court-martial.....GCM
 General Dispensary.....Gen Disp
 General headquarters.....GHQ
 General Hospital.....Gen Hosp
 General orders.....GO
 General Service Schools.....GSS
 General Staff.....GS

General Staff Corps.....GSC
 GeorgiaGa
 GovernmentGovt
 GradeGr
 GraduateGrad
 GroupGp
 GuardGd
 GunnerGnr

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<p>H</p> <p>Harbor Mar Harbor defense HD Harbor Defense Command... HDC Headquarters Hq Heavy Hv</p> <p>Illinois Ill Inch in Inclosure Incl Include Incl Indiana Ind Indorsement Ind Inducted Indetd Infantry Inf Inspector General IG Inspector General's De- partment IGD</p> <p>January Jan Join Jn Joined Jd Judge Advocate JA Judge Advocate General... JAG</p> <p>Kansas Kans Kentucky Ky</p> <p>Laboratory Lab Laundry Ldry Leader Ldr Leave Lv Legislative Leg Letter Ltr Liaison Ln Lieutenant Lt Lieutenant colonel..... Lt col</p> <p>Machine gun..... MG Machine Records Unit..... MRU Maine Me Maintenance Maint Major Maj Major general Maj Gen Manual Man Manual for Courts-martial MCM March Mar Mark Mk Marksman Mkm Maryland Md Massachusetts Mass Master Sergeant..... M Sgt</p>	<p>H</p> <p>High explosive..... HE Honor or honorable..... Hon Hospital Hosp Howitzer How</p> <p>I</p> <p>Installation Instl Instructor Instr Instrument Inst Insurance Ins Intelligence Int International Intn Interpreter Intpr Inventory and Inspec- tion Report I&I Report</p> <p>J</p> <p>Judge Advocate General's Department JAGD July Jul Junior Jr</p> <p>K</p> <p>Killed Kd Kitchen Ki</p> <p>L</p> <p>Lieutenant General Lt Gen Light L Light machine gun LMG Limited service Ltd serv Line of duty..... LD Line of duty status LDS Lines of Communication... LC Louisiana La Low explosive..... LE</p> <p>M</p> <p>Mechanic Mech Mechanized Mecz Medal of Honor MH Medical Med Medical Administrative Corps Med Adm C Medical Corps..... MC Medical Department..... MD Memorandum Memo Memorandum Receipt..... M/R Message Msg Message center..... Msg Cen Messenger Msgr Meteorological Met</p>
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Michigan Mich
 Military Mil
 Military attache Mil Att
 Military aviator Mil av
 Military Intelligence MI
 Military occupational specialty specification serial number MOS
 Military police MP
 Millimeter mm
 Minnesota Minn
 Miscellaneous Misc
 Mississippi Miss
 Missouri Mo
 Mobilization Regulations MR

Mobilization Training Program MTP
 Model Mdl
 Monday Mon
 Montana Mont
 Month Mo
 Months Mos
 Morning Report M/R
 Motorcycle Mtrcl
 Motorcyclist Mtrclt
 Motorized Mtz
 Motor Transport MT
 Mounted Mtd
 Musician Mus

N

National Guard Bureau NGB
 Net Control Station NCS
 Nebraska Nebr
 Nevada Nev
 New Hampshire NH
 New Jersey NJ

New Mexico N Mex
 New York NY
 North Carolina NC
 North Dakota N Dak
 Noncommissioned officer NCO
 North N
 November Nov

O

Observation Obsn
 Observer Obsr
 October Oct
 Office, Officer, Order, or Orders O
 Office of The Quartermaster General OQMG
 Officer candidate OC
 Officer Candidate School OCS
 Officer in charge O/C
 Officer in Charge of National Guard Affairs OCNGA
 Officer of the day OD
 Officer of the Guard OG
 Officers' Reserve Corps ORC
 Oklahoma Okla

Office Under Secretary of War O USec War
 Olive drab od
 One pounder 1 pdr
 On or about o/a
 Operation Opn
 Operator Opr
 Opinions Ops
 Orderly Odly
 Ordnance Ord
 Ordnance Department Ord Dept
 Oregon Oreg
 Organization Orgn
 Organized Reserves OR
 Over, Short, and Damaged Report OS&D

P

Pack Pk
 Packer Pkr
 Packmaster Pkmr
 Paid Pd
 Panama Canal PC
 Parachute Prcht
 Paragraph Par
 Partial Part
 Patient Pnt
 Payment Pmt
 Pay roll P/R
 Pennsylvania Pa
 Permanent Perm
 Personnel Pers
 Philippine Scouts PS

Photograph or photographic Photo
 Pigeon Pgn
 Pioneer Pion
 Point Pt
 Ponton Pon
 Port of embarkation P/E
 Post hospital PHosp
 Post Laundry PL
 Primary Prim
 Principal Princ
 Prisoner Pris
 Prisoner of War PW
 Private Pvt
 Private, first class Pfc

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Professor Prof
 Professor of Military Science and Tactics PMS&T
 Provisional Prov
 Provost marshal PM
 Provost Marshal-General PMG

Public Pub
 Publication Publ
 Puerto Rico PR
 Pursuit Pur
 Purple Heart PH

Qualified Qual
 Quartermaster QM
 Quartermaster Corps QMC
 Quartermaster General QMG

Q

Quartermaster Supply Officer QMSO
 Quarters Qrs

Radio Rad
 Railroad RR
 Railroad transportation officer RTO
 Railway Ry
 Rations Rat
 Reappointed Reaptd
 Received Recd
 Reception Center Reep Cen
 Reconnaissance Rcn
 Recreation Rec
 Recruit Ret
 Recruiting Rctg
 Reduce or reduced Rd
 Reducing Rdg
 Reenlist Reenl
 Reenlistment Reenlmt
 Regiment Regt
 Regimental orders RO
 Regular Reg
 Regular Army RA
 Regular Army Reserve RAR
 Regulating Station R Sta

R

Rejoined Rejd
 Relieved Reld
 Remount Rmt
 Repair Rep
 Replacement Repl
 Replacement Training Center RTC
 Report Rpt
 Report of Survey R/S
 Requalified Requal
 Requirements Reqmt
 Requisition Req
 Rescinded Resc
 Reserve Res
 Reserve Officers' Training Corps ROTC
 Resigned Resgd
 Resources Res
 Retired Ret
 Retirement Retmt
 Returns Rets
 Revolutions per minute rpm
 Rhode Island RI

Salvage Salv
 Same date sd
 Sanitary Sn
 Saturday Sat
 Scheduled scd
 School Sch
 Searchlight battery SL Btry
 Secretary of War Sec War
 Section Sec
 Selective Service SS
 Sentence Sent
 Sentenced Sentd
 Separate Sep
 September Sept
 Sergeant Sgt
 Service Serv
 Service Command Serv C
 Service Record S/R
 Services of Supply SOS

S

Service Unit SU
 Sharpshooter ss
 Shipment Shipt
 Sick Sk
 Signal Sig
 Signal Corps Sig C
 Small arms SA
 Soldier's Medal SM
 South S
 South Carolina SC
 South Dakota S Dak
 Special sp
 Special court martial SCM
 Special Duty SD
 Specialist Specl
 Special messenger Sp msgr
 Special orders SO
 Special troops Spec trs
 Squad Sqd

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Squadron	Sq	Submachine gun	SMG
Stable	Stab	Submarine	Subm
Staff	Stf	Subsistence	Subs
Staff sergeant	S sgt	Summary	Sum
Standard operating procedure	SOP	Summary court	SC
Statement of Charges	S/C	Summary court martial	SCM
Station	Sta	Sunday	Sun
Station complement	Sta com	Supplemental	Suppl
Statistical	Statl	Supply	Sup
Stenographer(s)	Steno	Surgeon	Surg
Sterilization and Bath	S&B	Surgeon General	SG
Stevadore	Stev	Surgical	Surg
Steward	Stew	Surrendered or surrender	Surr
Strength	Str	Suspended	Susp
Student	Stu	Switchboard	Sb
		Subject	Sub

T

Tables of Allowances	T/A	Thursday	Thurs
Tables of Basic Allowances	T/BA	Theater of Operations	T of Opns
Tables of Equipment	T/E	Topographical	Top
Tables of Organization	T/O	Torpedo	Tor
Tactical	Tac	Tractor	Trac
Tank	Tk	Train	Tn
Tank destroyer	TD	Trainee	Trne
Tank Destroyer Tactical and Firing Center	TDT/FC	Training	Tng
Technical	Tech	Training Circular	TC
Technical Manual	TM	Training Film	TF
Technical Regulations	TR	Training Manual	TM
Technical Sergeant	T Sgt	Training Unit	TU
Technician	Techn	Transferred	Trfd
Telegram	Telg	Transportation Corps	TC
Telegraph	Tg	Transportation Request	T/R
Telephone	Tp	Transport or transportation	T
Teletypewriter exchange (message)	TWX	Travel by officer or his dependents by privately owned automobile is authorized. DS for officer's travel is authorized	TPA
Temporary	Temp	Travel directed is necessary in the military service	TDN
Tennessee	Tenn	Troop	Tr
Territorial assignment	TA	Truck	Trk
Territory of Hawaii	TH	Tuesday	Tues
Texas	Tex		
The Adjutant General	TAG		

U

Unassigned	Unasgd	United States Military Academy	USMA
Under Secretary of War	U Sec War	United States Navy	USN
United States Engineer Office	USEO	United States Property and Disbursing Officer	USP&DO
United States Marine Corps	USMC	Unsatisfactory	Unsat

V

Verbal orders	VO	Visual	Vis
Vermont	Vt	Volunteer	Vol
Veterinary Corps	VC	Volunteer Officer Candidate	VOC
Virginia	Va	Voucher	Vou

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W

Wagon Wag
War Department WD
War Department General
Staff WDGS
Warrant Wrnt
Warrant officer WO
Warrant Officer, Junior
Grade WOJG
Washington Wash
Weather Wea

Wednesday Wed
West W
West Virginia W Va
Will proceed to WP
Wing Wg
Wisconsin Wis
Women's Army Auxiliary
Corps WAAC
Wrecker Wkr
Wyoming Wyo

Yard Yd

Y

Zone of interior Z of I

Z