

ENCLOSURE 2
STANDARD ABBREVIATIONS

Standard Abbreviations for Transfer of Personnel

Purpose This is a listing of approved standard abbreviations associated with the transfer of Coast Guard personnel. These abbreviations shall be used to the maximum extent possible when preparing transfer related messages and orders.

ABBREVIATION	MEANING
ACCTDATA	Accounting data
ACDIFOPS	Active duty in a flying status involving operational or training flights.
ACDIFINSOPS	Active duty under instruction in a flying status involving operational or training flights.
ACDU	Active duty.
ACDUINS	Active duty under instruction
ADASGN	For administrative, disciplinary, and accounting purposes
ADASGN REMAINS	While assigned to this duty your reporting unit for administrative, disciplinary, and personnel accounting purposes remains (unit).
ADCON	Advise all concerned.
ADCONSEN	With the advice and consent of the Senate.
ADDELREP	Provided no excess leave involved, authorized ____ days additional delay in reporting to count as leave.
ADDPLA	(And) to such additional places as may be necessary.
ADDU	Additional duty.
ADSTADIS	Advise status and/or disposition
ADTAKE	Advise what action taken.
AEX	Agreement to extend enlistment.
APPN	Appropriation.
ARI	Arithmetic test.
ARREP	Arrival report.
ASAP	As soon as practicable.
ASGN	Assign.
ASGNMT	Assignment
ATTNDIR	Attention directed.
ATTNINV	Attention invited.
AUTH	Authorized or authority.
AUTHAB	Authorized abbreviation.
AUTHPERSMAN	Authorized in accordance with Personnel Manual, Article ____.
AUTHGR	Authority granted.
AUTHPROBOUT	Authorized to proceed on or about (date).

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
AUTHTRAV	Authorized to perform such travel via commercial and/or Government transportation as may be necessary in proper performance of duties. While traveling via Government air outside CONUS, class three priority is certified. Cost of this travel chargeable to (appropriation designated).
AUTHTRAV-NOPENSE	In carrying out these orders, authorized to travel via any means desired with the understanding that there will be no entitlement to additional travel time, mileage or expense in excess of that allowed by the above orders. In case you do not desire to bear this expense, regard this authorization as canceled.
BAGAIR	(Number of pounds indicated) baggage to accompany authorized for air travel outside CONUS.
BI	Background investigation.
BTB	Basic Test Battery.
CADD	Current active duty date.
CARBAGAIR	While traveling via air outside the United States, 66 pounds baggage to accompany authorized, and an additional (number of pounds indicated) baggage is authorized as air cargo for shipment under the same class priority.
CARBASORD	Carry out remainder basic orders.
CIRCUITROUTE	Authorized travel by elected circuitous route with understanding not entitled mileage or expense in excess that allowed by orders, and any additional travel time will count as part of authorized delay. If member does not desire to bear this expense consider the authorization as canceled. Orders to be endorsed by detaching command as to transportation that would have been available at time of detachment to CONUS via shortest usually traveled route.
CLCVN	Class convening
CLER	Clerical aptitude test
CMD	Command.
COG	Convenience of the Government, cognizance.
COI	Course of instruction.
COMLAIRDIR	Where Government aircraft is not available, travel via commercial aircraft is directed.

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
COMLAIRAUTH	Where Government aircraft is not available, travel via commercial aircraft is authorized where necessary to expedite completion of duty.
COMLTRANS-AUTHEXPED	Where Government transportation not available, travel via commercial transportation authorized where necessary to expedite completion of duty.
COMPL	Upon completion thereof
COMPRET	Upon completion return duty station and resume regular duties.
COMPTEMDIRDET	Upon completion temporary duty and when directed detached.
COMPTRADIRDET	Upon completion training and when directed detached.
COMPVANTRADET	Upon completion advanced training detached
CONPRESDU	Continue present duties.
CONTREAT	Continue treatment.
CONUS	Continental United States.
CONVATE	Connection reactivation.
CONVERS	Connection conversion.
COTA	Confirming telephone or message authority of (date indicated).
CX	Canceled.
DDALV	Days en route authorized chargeable as leave.
DEF SEC BRIEF REQ	You are directed to contact your commanding officer for defensive security briefing
DECOM	Upon decommissioning (ship indicated).
DELREP	Provided no excess leave involved authorized to delay (number of days or until date specified) in reporting, to count as leave.
DELREPGRAD	Authorized to delay (number of days or until date specified) in reporting, to count as graduation leave. Total amount of graduation leave shall not exceed 30 days and must be taken within 3 months of date of graduation; otherwise delay counts as advance leave.
DEPN	Dependent(s).
DEPNOTAUTH	Dependents not authorized overseas duty station. For entitlements transportation of dependents and shipment HHG see JFTR, paragraphs U5222-D and U5350-E.
DIFDEN	Duty in a flying status not involving flying.
DIFDENRELAS	Duty in a flying status involving flying as his/her relief.
DIFINSOPS	Duty under instruction in a flying status involving operational or training flights.

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
DIRBY	When directed by the commanding officer (or commander designated). (Date on or about which these orders are effective may be indicated.)
DIRDET	When directed, detached (duty indicated). (Date on or about which these orders are effective may be indicated.)
DIRLAUTH	Direct liaison authorized.
DIRPRO	When directed proceed.
DISESTAB	Upon disestablishment.
DISTREAT	Upon discharge treatment.
DUCON	Duty connection.
DUINS	Duty under instruction.
DURELAS	Duty as his/her relief.
DUSIGN	To duty assigned by.
EAOS	Expiration active obligated service.
EDA	Estimated date of arrival.
EFPROUT	In effecting promotion, procedure outlined in _____ will be followed.
ENL	Enlisted.
ENLORDS	Enlisted orders.
ETO	Enlisted transfer order
FAIRTRANS	(Via) first available air transportation.
FASDU	For assignment to duty.
FATRANS	(Via) first available transportation.
FFA	For further assignment.
FFT	For further transfer.
FURORDMOD	Orders (identified by date or message reference numbers following) further modified.
GCT	General classification test.
GOVAIRAUTHVAIL	Travel via Government aircraft authorized outside CONUS where available. Class _____ priority is certified.
GOVAIRDIRVAIL	Travel via Government aircraft directed outside CONUS where available. Class _____ priority is certified.
GOVCOMLAIRAUTH	Travel via Government and/or commercial aircraft as may be elected by him/her directed where necessary to expedite completion of this duty. Class _____ priority certified for travel via Government aircraft.

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
DIFOPS	Duty in a flying status involving operational or training flights.
DIFOPSDORSE	Detailed to duty in a flying status involving operational or training flights effective such date as endorsed hereon.
DIFOPSREPT	Detailed to duty in a flying status involving operational or training flights effective upon reporting.
DIFPRO	Duty in a flying status involving proficiency flying.
DIFTECH	Duty in a flying status involving operational or training flights as a crewmember.
GOVTRANSDIROUT	Travel via Government transportation directed outside CONUS.
GOVTRANSDIRVAIL	Travel via Government transportation directed outside CONUS where available. Class ____ priority certified for travel via Government aircraft.
GREEMAIN	Orders contingent upon agreement remain on active duty until (date specified). Execution of these orders constitutes your agreement to serve until date indicated. Member notifies issuing authority if he/she does not desire to execute these orders.
HEDALOT	Headquarters allotment.
HELREC	Health record(s).
HELTRA	Helicopter training.
HERDET	Hereby detached (duty indicated).
HHG	Household goods.
HHGLIMIT	Shipment HHG to overseas duty station limited to 2,000 net pounds or 25 percent of weight limitation authorized by the JFTR, Vol. 1, whichever is greater. This limitation does not apply to unaccompanied baggage and professional items.
HOR	Home of record.
HS	High school.
HUMS	Humanitarian reasons.
IAW	In accordance with.
ICW	In connection with.
IMMUN	Obtain appropriate immunization.
IMREP	Immediately report.
INACT	Upon inactivation of (ship or station indicated).

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
JFTR	Joint Federal Travel Regulations.
LIMDU	Limited duty.
LOCTRAV/TAXLAUTH	Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary additional duty station is authorized subject to restrictions outlined in the U.S. Coast Guard Travel Manual, COMDTINST M4600.12 (series).
NAC	National agency check.
NARANO	Name, rate, and social security number
NET	Not earlier than.
NLT	Not later than.
NOCOST	This authorization issued with the understanding that you will not be entitled to reimbursement for expense in connection with these orders. In case you do not desire to bear this expense consider this authorization canceled.
NONEG	Negative replies neither required nor desired.
NOPROCAN	If not already proceeded, orders (identified by date or date-time group which follows) canceled
NORMSHOR	Normal tour of shore duty.
NOTAL	Not to all.
OA	On or about.
OBLISERV	Obligated active service of (number of months indicated) required.
ONBOWCOM	On board that vessel when placed in commission.
ONBOWSERV	On board that vessel when placed in service.
ORDAB	Hold orders in abeyance.
ORDCAN	Orders (identified by date or message reference numbers following) canceled.
ORDMOD	Orders (identified by date or message reference numbers following) modified.
OUTCONUS	Outside continental United States.
PAHEL	Pay record(s) and health record(s).

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
PALCRU	Pay and allowances accrue from.
PANDL	Pay and allowances.
PANDLCHAR	Pay and allowances chargeable (appropriation and identifying numbers designated).
PARA	Paragraph.
PAREC	Pay record(s).
PASEP	Being passed separately.
PCS	Permanent change of station.
PEREF	Personal effects.
PERGRA	Permission granted.
PERNOGRA	Permission not granted.
PHYSEXAM	Physical examination.
PHYSQUAL	Request report physical examination and any physical defects, which disqualify from performing military service of following individual(s) (name, grade, and social security number/designator).
POC	Privately owned conveyance.
POTT	Personnel, orders, transfer, travel.
POV	Privately owned vehicle.
PRIAUTH	Authorized travel via privately owned conveyance with understanding no additional cost to Government involved.
PRO	Proceed.
PROBOUT	Proceed on or about.
PROWDELREP	Proceed without delay (location of ship, commander, or station designated by group(s) immediately following), report duty or purpose indicated.
PROIMREP	Proceed immediately and report.
PROREP	Proceed and report.
PROTIMEREP	Proceed in time report (activity or station designated by group(s) immediately following) (hour and/or date indicated).

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
PROVMAIN	Other provisions basic orders remain in effect.
PRODELREP	Proceed without delay and report.
RDLTR	Rapidraft letter.
RELAD	Release(d) from active duty.
RELADTR	Release(d) from active duty for training.
RELBY	When relieved by.
RETAT	It is requested that.
RETULSIGN	Retain on board until ultimate assignment received.
REVAR	Authorized revisit above-mentioned places and vary itinerary as necessary
SECTANSFIND	The Secretary of Transportation has found that this permanent change of station is required by the exigencies of the Service.
SEPCORR	Member/subject matter will be subject of separate correspondence.
SEPROS	Separation processing
SERANDA	Service record(s), health record(s), pay account(s), and personal effects.
SERVHEL	Service record(s) and health record(s).
SERVPA	Service record(s) and pay record(s).
SERVPAHEL	Service record(s), pay record(s), and health record(s).
SERVREC	Service record(s).
SNM	Subject named member.
SUBCONSENT	This assignment to active service subject to consent.
SVCM	Serviceman.
TAD	Temporary additional duty.
TEMAC	Temporary active duty.
TADCON	Temporary additional duty in connection with.
TADINS	Temporary additional duty under instruction.
TEMDIFINSOPS	Temporary duty under instruction in a flying status involving operational or training flights.
TEMDIFOPS	Temporary duty in a flying status involving operation or training flights

Continued on next page

**ENCLOSURE 2
STANDARD ABBREVIATIONS**

Standard Abbreviations for Transfer of Personnel,

Continued

ABBREVIATION	MEANING
TEMDU	Temporary duty.
TEMUCON	Temporary duty in connection with.
TEMUINS	Temporary duty under instruction.
TEMPLINACT	Temporary duty pending disciplinary action.
TEMSEPRAD	Temporary duty connection separation processing. Upon completion and when directed detached; proceed home for release from active duty accordance instructions.
TEMWAIT	Temporary duty awaiting.
TETO	Training enlisted transfer order.
TPA	Travel via privately owned conveyance authorized.
TRACEN	Coast Guard Training Center.
TRAFOLPERS	Transfer following enlisted personnel
TRAVCHAR	Cost travel chargeable (appropriation or identifying numerals may be added).
TRF	Transfer
TVL	Travel.
TVLMAN	Coast Guard Travel Manual.
ULTSIGN	Ultimate assignment.
UNODIR	Unless otherwise directed.
UNORDCAN	Unexecuted portion of orders (identified by date or message reference numbers following) canceled.
UTNOTREQ	Utilization of Government facilities not required as it is considered such utilization would adversely affect performance of assigned temporary duty.
USCGA	United States Coast Guard Academy.
WHAP	Where/when applicable.
WITHOUTACCTDATA	Issuance this order is without accounting data since it appears order can be executed without cost. If costs or entitlements will accrue member must request and receive written authorization including accounting data from order issuing authority prior execution.
