

WORD REFERENCE LIST

(as of 13 Jan 10)

ACOM (Army command), replaces MACOM (FORSCOM, TRADOC, AMC)
 active Army (AA) (replaces Active Component (AC))
 Active Reserve
 antiterrorism
 Armed Forces (for U.S.)
 Armywide
 Army Reserve component
 armies of the U.S. and Britain, but Canadian and U.S. Armies
 ARSTAF – Army Staff
 ASCC (Army service component command)
 (USAREUR, USARCENT, USARPAC, EUSA, etc.)
 battalions, but 11th Battalion
 bimonthly
 brigades, but 8th Brigade
 can-do attitude
 century (21st century)
 CG, TRADOC (but TRADOC CG)
 chain of command (no hyphens)
 *codirector
 CoE – Center of Excellence
 CoEs – Centers of Excellence
 CoS – Chief of Staff
 COIN – counterinsurgency
 command, but Army Materiel Command (when using the whole name)
 commandants
 commanders, unless Commander, TRADOC
 commandwide
 DAC – Department of the Army civilian (one employee), but Army Civilian Corps
 (more than one employee, **not** DACs)
 decisionmakers
 decisionmaking process
 directors
 divisions, but 2nd Infantry Division
 DOD – Department of Defense
 DOTMLPF – doctrine, organization, training, materiel, leadership and education,
 personnel, and facilities
 DRU (direct reporting unit)
 (MEDCOM, INSCOM, MDW, IMCOM, etc.)
 e-mail
 (enclosed) Request review of MOU (enclosed) and provide
 (Enclosure 1) Request review of MOU (Enclosure 1) or (Encl 1) and provide ...
 endstate
 Executive Order 1640, but executive order if stand alone

Families (when referring to Army Families)
Family members
Federal Government, but federal form of government
Federal service
Figure 1 – capitalize when used as a caption under a figure
figure 1– lower case when used in a sentence (The workflow is shown in figure 1.)
full spectrum BUT full-spectrum operations
FY06 or FY 06 (just be consistent throughout the document)
G-1, G-3/5/7, G-35, etc.
general officers
*Generating Force
*~~GWOT – Global War on Terrorism~~ (replaced with Overseas Contingency
Operation)
HHI – Higher HQ Issues
homepage, but TRADOC Homepage
HQDA (no spaces)
HQ TRADOC (no comma), but Headquarters, TRADOC
IED Defeat
in-brief
inprocess/outprocessing
Internet, Intranet
Internet Protocol
Internet service provider
interservice
joint services/joint training
Joint Staff
KN – knowledge developed (KN majors)
lifelong
local area network (LAN)
LOO – line of operation
*major subordinate ~~command~~ organization (MSO)
Modular Force
nation (France is a nation)
Nation (synonym for United States)
Nation at war
National Government
nationwide
noncommissioned officer
nonconcurrency
nonduty
nonfederal, but non-Federal entity
online
Operational Force
out-brief
Overseas Contingency Operation (replaced GWOT)
recordkeeping
Reserve component

seasons (spring, summer, fall, winter)
*SECARMY
semiannual
service member
services
Senior Executive Service (SES)
Soldier
Soldiering
teambuilding
theater (in theater)
topnotch Soldier
TRADOC-wide
up to date, but up-to-date briefing (when used as a modifier)
U.S. (w/periods)
Veterans Day (no apostrophe)
warfighter
~~*War on Terrorism~~ (see Overseas Contingency Operation)
Warrior Ethos
Warriors
Wounded Warriors
wartime
*Washington, DC or WASH DC (if using all CAPS in TO line)
way ahead
Web site
well-being
workforce

Miscellaneous

1,000
1 month (exception to the 1-9 rule to spell out)
2 years (exception to the 1-9 rule to spell out)
NLT 2 Nov 07 (bold in **body** of document)
S: 2 Nov 07 (**not bold** at top of document)
*four decades (exception to the 1-9 rule to spell out)

REFERENCES USED:

***GPO Style Manual (2008)**. Order from bookstore.gpo.gov/ (Type in GPO Style Manual in Simple Search box)

U.S. Army Abbreviations, Brevity Codes, and Acronyms (ABCA), Records Management and Declassification Agency Web site:
<https://www.rmda.army.mil/abbreviation/MainMenu.asp>

The Gregg Reference Manual (10th Edition). Great reference for grammar, but not for capitalization, as it is a civilian book. Refer to GPO Style Manual for capitalization.

* Recent change/update.