

**ANNEX E TO
DEFENCE WRITING****ABBREVIATIONS IN COMMON USE IN THE ATC**

This document provides a list of the more common abbreviations ATC personnel are likely to use. If you consider that all recipients will understand an abbreviation, it need not be explained. However, if not then the first time you use it (including the heading) explain in full, followed by the abbreviation in brackets i.e. Defence Writing (DW). Thereafter, the abbreviation should be used consistently.

Absent Without Leave	AWOL
Account(s)	Acct(s)
Adjutant	Adjt
Administration	admin
Adult Warrant Officer	AWO
Advanced Glider Training	AGT
Aide-de-Comp	ADC
Air Cadet Liaison Officer	ACLO
Air Cadet Organization	ACO
Air Cadet Publication	ACP
Air Cadet Training Instruction	ACTI
Air Chief Marshal	Air Chf Mshl
Air Commodore	Air Cdre
Air Experience Flight	AEF
Air Experience Gliding	AEG
Air Loadmaster	ALM
Air Marshal	Air Mshl
Air Officer Commanding	AOC
Air Officer Commanding-in-Chief	AOCinC
Air Publication	AP
Air Traffic Control	ATC
Air Training Corps	ATC
Air Vice-Marshal	AVM
Aircraft	ac
Amendment List	AL
Ammunition	ammo
Appendix	appx
Approximately	approx
As soon as possible	ASAP
Cadet	Cdt
Cadet Warrant Officer	CWO
Cash in lieu of rations	CILOR
Chief of Staff	COS
Chief of the Air Staff	CAS
Chief of the Defence Staff	CDS
Chief Technician	Chf Tech
Civilian Instructor	CI
Combined Cadet Force	CCF
Commandant	Comdt
Commander-in-Chief	CinC
Commanding Officer	CO
Continued	cont
Coordination	coord
Corporal	Cpl

Air Cadet Staff Development Training

Corporate Communications Officer	CCO
Date of Birth	DOB
Defence Land Agent	DLA
Department	dept
Detached Flight	DF
Document	doc
Drop Zone	DZ
Duke of Edinburgh's Award	D of E
Estimated time of arrival	ETA
Estimated time of departure	ETD
Exercise	ex
Extension	ext
Facsimile	fax
Flight	Flt
Flight Commander	Flt Cdr
Flight Lieutenant	Flt Lt
Flight Sergeant	FS
Flying Officer	Fg Off
Flying Training School	FTS
Friday	Fri
Gliding Induction Course	GIC
Gliding Scholarship	GS
Group	gp
Group Captain	Gp Capt
Headquarters	HQ
Headquarters Air Cadets	HQAC
Headquarters RAF Personnel and Training Command	HQ PTC
Heavy good vehicle	HGV
Helicopter	hel
High Frequency	HF
Hour	hr
In accordance with	iaw
In charge of	IC
Junior Non Commissioned Officer	JNCO
Junior Technician	Jnr Tech
Leading aircraftman	LAC
Local Unit Establishment	LUE
Low Frequency	LF
Maintenance Unit	MU
Marshal of the Royal Air Force	MRAF
Maximum	max
Mechanical Transport	MT
Medical evacuation	MEDEVAC
Medical Officer	MO
Memorandum	memo
Meteorological	Met
Millennium Volunteers	MV
Ministry of Defence	MOD
Ministry of Defence Police	MDP
Miscellaneous	misc
Monday	Mon
Movements	mov
Navigation, Navigator	Nav
Next of kin	NOK
Non Commissioned Officer	NCO

Air Cadet Staff Development Training

Nothing to Report	NTR
Number	no
Officer	Offr
Officer Commanding	OC
Officer in Charge	OIC
Orderly Officer	OO
Paragraph	para
Part-worn serviceable	PWS
Passengers	pax
Personal Assistant	PA
Physical Education	PEd
Physical Education Officer	PEdO
Pilot	Plt
Pilot Officer	Plt Off
Position	posn
Provost and Security Services	P&SS
Public Relations	PR
Public Service Telephone Network	PSTN
Radio telecommunications	RT
Range Conducting Officer	RCO
Reconnaissance	Recce
Refer, Reference	ref
Region	rgn
Rendezvous	RV
Retired	Ret
Retired Officer	RO
Royal Air Force	RAF
Royal Air Force Regiment	RAF Regt
Royal Air Force Volunteer Reserve	RAFVR
Royal Air Force Volunteer Reserve Training Branch	RAFVR (T)
Royal Air Forces Association	RAFA
Royal British Legion	RBL
Saturday	Sat
Second in Command	2IC
Senior aircraftman	SAC
Senior Non Commissioned Officer	SNCO
Sergeant	Sgt
Squadron	Sqn
Squadron Leader	Sqn Ldr
Standard operating procedure	SOP
Station	Stn
Station Commander	Stn Cdr
Station headquarters	SHQ
Station Warrant Officer	SWO
Strike Command	STC
Sunday	Sun
Telephone conversation	telecon
Temporary	temp
Thursday	Thu
To be notified	TBN
Training	trg
Training Officer	Trg Off
Tuesday	Tue
Ultra-High Frequency	UHF
Unit Identification Number	UIN

Air Cadet Staff Development Training

University Air Squadron	UAS
Unserviceable	U/S
Very High Frequency	VHF
Very Important Person	VIP
Visual Display Unit	VDU
Volunteer Gliding School	VGS
Warrant Officer	WO
Wednesday	Wed
Wing	Wg
Wing Commander	Wg Cdr
Wing Headquarters	WHQ
With effect from	Wef