

A CHEAT SHEET OF ABBREVIATIONS AND TERMS FOR CIVILIANS INTERESTED IN WORKING WITH MILITARY FAMILIES

This document provides a quick reference guide to some basic U.S. military structures and language your employees may use in describing how military service impacts their personal and professional lives. It also includes a list of some key federal and state remembrance and celebration days about which employers may want to know.

PERSONNEL CLASSIFICATIONS

Active Duty: full time employment in military service

Reserve: personnel who perform at least 39 days of military service per year and who augment the active duty military when necessary. Reserve units are composed of both military and civilian personnel units. Each branch of the military has its own reserve units. Reserves may be:

- (1) **Ready Reserve:** Reserve and National Guard members who may be recalled into active duty. Composed of three subcategories:
 - a. *Selected reserve:* units and individuals that are so essential to the military they have priority over the other reserves. Three types:
 - i. *Drilling reservists in units:* participate in training activities
 - ii. *Training pipeline:* enlisted personnel who have not yet completed initial active duty training and officers training for professional categories
 - iii. *Individual mobilization Augmentees (IMAs):* training individuals assigned to active duty who participate in training activities with their active unit in preparation for recall (most common type of selected reservists)
 - iv. *Active Guard/Reserve (AGR):* National Guard or reserve members who are ordered to active duty or full time National Guard duty to instruct, train, organize, and administer reserve units.
 - b. *Individual Ready Reserve (IRR):* individuals who served in active duty that have some period of military service obligation remaining
 - c. *Inactive National Guard (ING):* do not participate in training and are only required to check in with National Guard unit once a year
- (2) **Standby Reserve:** a pool of trained individuals who could be mobilized if their specific skills are needed; not required to perform training and are not part of units
- (3) **Retired Reserve:** receive retired pay on the basis of active duty or reserve service; may still be called back to service

National Guard: There are two types of National Guard units: the *United States National Guard* (made up of the Air National Guard and Army National Guard, and operate under the federal government during times when the President or law requires, otherwise subordinate to state) and *State National Guards* (operate under authority of the individual states). National Guard units can be active duty or reserve units.

RANKINGS

Standard rankings for Army, Air Force, and Marine servicemembers follow (Navy rankings available at: <http://www.military-quotes.com/ranks/navy-rank-insignia.htm>):

Enlisted: serve to perform jobs specific to an occupational specialty. They rank below a commissioned or warrant officer. Designated as follows:

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|--|---|
| (1) Private E-1/Airman Basic/Private | (8) Master Sergeant/Senior Master Sergeant/First Sergeant |
| (2) Private E-2/ Airman/Lance Corporal | (9) First Sergeant/Chief Master Sergeant/Sergeant Major |
| (3) Private First Class/Airman First Class/Corporal | (10) Sergeant Major/First Sergeant/Master Gunnery Sergeant |
| (4) Specialist/Senior Airman/Sergeant | (11) Command Sergeant Major/Chief Master Sergeant of the Air Force/Sergeant Major of the Starfleet Command Marine Corps |
| (5) Sergeant/Staff Sergeant/Staff Sergeant | (12) Sergeant Major of the Army/Command Chief Master Sergeant |
| (6) Staff Sergeant/Technical Sergeant/Gunnery Sergeant | |
| (7) Sergeant First Class/Master Sergeant/Master Sergeant | |

Warrant Officers: Highly skilled and hold a specialty position, ranked above the most senior enlisted, but below officer levels in the Army, Navy, Marine Corps, and Coast Guard. (Most famous Army warrant officers are used as pilots.)

- (1) Warrant Officer
- (2) Chief Warrant Officer (these can go from a grade of CW1 – CW5) and would be referred to as Chief Warrant Officer “one,” “two,” and so on.

Officers: Commissioned officers hold a position of authority, leadership and management. All are college educated and receive their commissions through ROTC (reserve officer training corps), OCS (officer candidate schools for prior enlisted grades), or a military academy:

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|------------------------|--|
| (1) Second Lieutenant | (7) Brigadier General (1 star) |
| (2) First Lieutenant | (8) Major General (2 star) |
| (3) Captain | (9) Lieutenant General (3 star) |
| (4) Major | (10) General (4 star) |
| (5) Lieutenant Colonel | (11) General of the Army, AF, Marines (5 star) |
| (6) Colonel | |

COMMON TERMINOLOGY

ABU/ACU = air battle uniform (desert camouflage)

AD = active duty

ADT = active duty for training

AGR = Active Guard/Reserve

AWOL = absent without leave

BASD = basic active service date (first day of active duty)

BDU = battle dress uniform (green camouflage)

CMD = command

COB = close of business

COLA = cost of living allowance (monthly pay for living expenses beyond base pay)

LOD = line of duty

LOI = letter of instruction

MFR = memorandum for record

MOS = Military Occupational Specialty (one's job)

NCO = non-commissioned officer (high ranking enlisted grades)

NCOIC = non-commissioned officer in charge

OEF = Operation Enduring Freedom

OIF = Operation Iraqi Freedom

OpSec = Operational Security

PCS = permanent change of duty station

RC = reserve components

RF = reserve forces

ROA = reserve officers association

ROE = Rules of Engagement

ROTC = reserve officers training corps

RPA = reserve personnel

TDY = temporary duty

Other Jargon:

Hoorah/Hooah/HUA = Heard, Understood, Acknowledged; aka Yes, Awesome, Ok

Squared Away/High Speed = a person who knows his or her job or looks sharp

Butter Bar = a new fresh out of college Second Lieutenant

ROAD = a soldier who is retired on active duty

Dead Wood = unmotivated soldier

(More at: <http://www.glossarist.com/glossaries/government-politics-military/military/air-force.asp> and [http://www.acronymslist.com/cat/us-army-acronyms-\(official\).html](http://www.acronymslist.com/cat/us-army-acronyms-(official).html))

MILITARY FAMILY OR WORKPLACE FLEXIBILITY SUPPORT MONTHS AND RECOGNITION DAYS

USO Day -- February 4

Telework Week -- February 14-18

Month of the Military Child -- April

Prisoners of War Remembrance Day -- April 9

National Military Appreciation Month -- May

Flexible Work Arrangements Week -- First Week in May

Military Spouse Appreciation Day -- Friday before Mother's Day

Armed Forces Day -- Third Saturday in May

Memorial Day -- Last Monday in May

Korean War Veterans Day -- July 27

Coast Guard Day -- August 4

National Work and Family Month -- October

National Disability Employment Awareness Month -- October

Military Family Appreciation Month -- November

Marine Corps Day -- November 10

Veterans Day -- November 11