



US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)
Records Management and Declassification Agency

Army Abbreviations, Brevity Codes, and Acronyms (ABCA) On-Line Users Manual



**August 2004 – Updated April 2010
Department of the Army
Component Programs Branch
US Army Records Management and Declassification
Agency (USARMDA)**

**Army Abbreviations, Brevity Codes, and Acronyms (ABCA)
On-Line Users Manual**

Welcome to the US Army Records Management and Declassification Agency's Army abbreviations, brevity codes, and acronyms on-line web site. This database contains abbreviations, brevity codes, and acronyms authorized for Army use. There is no distinction, either in this database or on this web site, between an abbreviation, brevity code, or acronym. This database was designed to provide appropriate abbreviations, brevity codes, and acronyms for Army's use in lieu of distinguishing whether the meaning/description is an abbreviation, brevity code, or acronym.

You may search for an ABCA by using one of the following search methods/criteria; and, where appropriate, submit changes, additions and deletions. When requesting a submission of a new ABCA, a change or a deletion, you will be asked to provide your name, email address, and phone number.

To begin a search, select a search option from the drop down menu in Section A.

Exact Abbreviation, Brevity Code, or Acronym – To find the exact meaning/description, enter your search criteria in Section B (example: USTRANSCOM, SAM, or TOW) and click the **Search** button. Click the **Restart Search** button to start over with a new search, or if modifying the current search criteria.

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Records Management Division - Component Programs Branch

Please select a search option from the drop down list in Section A. Enter your search criteria in Section B and then click on the 'Search' button. Click on 'Restart Search' button to start over with a new search.

Section A: Search Option Selection

Select an Option: exact Abbreviation, Brevity Code, or Acronym
exact Abbreviation, Brevity Code, or Acronym
acronym begins with
acronym (wild card)

Section B: Search Criteria: reverse lookup (keywords)

Enter Search Criteria

Search Restart Search

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Acronym begins with - To find all meanings/descriptions beginning with a text string, use the **acronym begins with** search. If you use the drop down list to select the **acronym begins with** option, the search uses a wildcard character at the end of the ABCA you type, so entering "USA" will return all ABCAs beginning with USA – USAARC, USAARMC, USAARMS, USAASA, etc.

Acronym wild card - To find meanings/descriptions containing the search string, use the drop down option list to select the **acronym (wildcard)** option. A search for USA using this option will return meanings/descriptions for USA, AUSA, DUSA, EUSA, HQUSACE, etc.

Reverse Lookup (keywords) - To find words/phrases, use the **reverse lookup (keywords)** option then type in a phrase or list of words. This will return a list of all ABCAs containing the words or phrases you entered.

The **Search Results** page displays the ABCA(s) and description(s) currently in the database.

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Search Results [Restart Search](#) [Add ABCA](#)

If your search does not yield the appropriate result, please click on **'Restart Search'** and use appropriate case letter size. If this fails, request to have ABCA added to database - click on **'Add ABCA'** to add an ABCA that is missing. This will take you to a page where a request for an addition can be made. For information that needs to be corrected, move the cursor over the information and click. You will be taken to a page where a change or deletion request can be made.

Jump To Page: 1

ABCA	Description
AMA	air material area
AMA	automatic message accounting
AMA	against medical advice
AMA	American Medical Association

Jump To Page: 1

If your search has yielded an ABCA that is incorrect, please click on the appropriate ABCA, to find the **'Request Change'** button. Click on it and complete the **'Request Change'** form.

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To add an ABCA that is not listed, click the **Add ABCA** button located at the upper right portion of the search results page. This will take you to a page where a request for an addition can be made.

Enter the requested information (i.e., ABCA, the description, prescribing directive) in Section A, the prescribing directive information in Section B and the Requester's information in Section C. The **requester** is the person adding the ABCA. If the ABCA administrator has a question concerning the submitted data, the requester will be contacted for clarification.

The screenshot shows a web form titled "US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)" with the subtitle "Records Management and Declassification Agency". The form is divided into three main sections:

- Section A: Abbreviation, Brevity Code, or Acronym Information** (Indicates a Required Field):
 - ABCA*: AMA
 - Description*: automatic message adaptor
- Section B: Prescribing Directive Information** (Indicates a Required Field):
 - Prescribing Directive*: AR
 - Directive Number*: xx-xx
 - Directive Date: 13 Jul 04
 - Remarks*: New regulation/new acronym
- Section C: Requester Information** (Indicates a Required Field):
 - Requester Name*: Kelly Patrick
 - Agency Name*: US Records Mgt & Declassification Agency
 - Business Telephone Number*: (123) 456 - 7890
 - DSN: 123 - 4567
 - Email Address*: kelly.patrick@abc.army.mil

At the bottom of the form, there is a note: "If you are satisfied the information is correct, click the 'Continue' button below. You will have another chance to verify that the information is complete and correct before the information is transmitted to RMDA. If you do not want to add this address information, click the 'Cancel' button below." Below this note are two buttons: "Continue" and "Cancel".

After entering the data and you are satisfied that the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to add the ABCA click the **Cancel** button.

The **Add Information-Verification** page contains a summary of the information you have provided. Review this information carefully to ensure its accuracy. To make changes, click the **Modify** button below. If the information is correct and you wish to continue, click the **Submit** button to have your request transmitted and processed by RMDA.

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Add Information - Verification

This page contains a summary of the information that you have provided. Please review this information carefully to make sure that it is accurate. If you wish to make any changes, please click on the "Modify" button below. If the information shown is correct and you wish to continue please click on the "Submit" button below.

Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA	AMA
Description	automatic message adaptor

Section B: Prescribing Directive Information

Prescribing Directive	AR
Directive Number	xx-xx
Directive Date	13 Jul 04
Remarks	New regulation/new acronym

Section C: Requester Information

Requester Name	Kelly Patrick
Agency Name	US Records Mgt & Declassification Agency
Business Telephone Number	(123) 456 - 7890
DSN	123 - 4567
Email Address	kelly.patrick@abc.army.mil

Please note that once you click on the "Submit" button, you will NOT be able to change this information by clicking on the "Back" button on your screen.

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Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking the **Back** button in your browser.

To make a **change** to an ABCA, move the cursor over the hyperlink and click. You will be taken to a page where a request for a change or a deletion can be made.

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Search Results [Restart Search](#) [Add ABCA](#)

If your search does not yield the appropriate result, please click on 'Restart Search' and use appropriate case letter size. If this fails, request to have ABCA added to database - click on 'Add ABCA' to add an ABCA that is missing. This will take you to a page where a request for an addition can be made. For information that needs to be corrected, move the cursor over the information and click. You will be taken to a page where a change or deletion request can be made.

Jump To Page: 1

ABCA	Description
AMA	air material area
AMA	automatic message accounting
AMA	against medical advice
AMA	American Medical Association

Jump To Page: 1

If your search has yielded an ABCA that is incorrect, please click on the appropriate ABCA, to find the 'Request Change' button. Click on it and complete the 'Request Change' form.

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The **View Information** page displays the data currently in the system. You may choose to change a record by clicking on the **Request change** hyperlink.

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View Information

This page displays the data we currently have in our database. If any of the information is incorrect, please select the 'Request Change' button located at the bottom of the page. This will allow you to submit a request which will be reviewed and implemented by the ABCA personnel.

Abbreviation, Brevity Code, or Acronym Information

ABCA	AMA
Description	automatic message accounting

[Back to Search Results](#) [Request Change](#) [Request Delete](#)

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Section A of the **Change Information** page is pre-filled for your convenience. Modify all information that is incorrect and click the **Continue** button.

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Change Information

This page displays the ABCA Terms currently in the database. Fields in "Section A" are pre-filled for your convenience. Modify all information that is incorrect and click the "Continue" button.

Section A: Abbreviation, Brevity Code, or Acronym Information * Indicates a Required Field

ABCA*

Description*

Section B: Prescribing Directive Information * Indicates a Required Field

Prescribing Directive*

Directive Number*

Directive Date

Remarks*

Section C: Requester Information * Indicates a Required Field

Requester Name*

Agency Name*

Business Telephone Number*

DSN

Email Address*

If you are satisfied the information is correct, click the "Continue" button below. You will have another chance to verify that the information is complete and correct before the information is transmitted to RMDA. If you do not want to change the information, click the "Cancel" button below.

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If you are satisfied the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to add the ABCA, click the **Cancel** button.

The **Change Information –Verification** page contains a summary of the information you have provided. Review this information carefully to ensure its accuracy. To make changes, click the **Modify** button. If the information is correct and you wish to continue, click on the **Submit** button to have this request transmitted and processed by RMDA.

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Change Information - Verification

This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button below. If the information shown is correct and you wish to continue, click the **Submit** button below to have this request transmitted and processed by RMDA.

Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA	AMA
Description	automatic message accounting

Section B: Prescribing Directive Information

Prescribing Directive	AR
Directive Number	xx-xx
Directive Date	13 Jul 04
Remarks	new regulation/new acronym

Section C: Requester Information

Requester Name	Kelly Patrick
Agency Name	US Records Mgt & Declassification Agency
Business Telephone Number	(123) 456 - 7890
DSN	123 - 4567
Email Address	kelly.patrick@abc.army.mil

Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking on the **Back** button on your screen.

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Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking the **Back** button in your browser.

To **delete** an ABCA, move the cursor over the information and click. You will be taken to a page where a request for change or a deletion can be made.

The screenshot shows the 'US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)' website. The header includes the U.S. Army logo and the title. Below the header is a navigation bar with 'HOME', 'RMDA', 'HELP', and 'USER MANUAL'. The main content area is titled 'Search Results' and includes a 'Restart Search' and 'Add ABCA' link. A paragraph explains that if a search does not yield the appropriate result, users should click on 'Restart Search' and use appropriate case letter size. If this fails, a request to have ABCA added to the database can be made by clicking on 'Add ABCA'. Below this is a 'Jump To Page: 1' link. A table displays the search results:

ABCA	Description
AMA	air material area
AMA	automatic message accounting
AMA	against medical advice
AMA	American Medical Association

Below the table is another 'Jump To Page: 1' link. A paragraph at the bottom explains that if a search has yielded an ABCA that is incorrect, users should click on the appropriate ABCA to find the 'Request Change' button. At the very bottom is a link to the 'US Army Records Management and Declassification Agency (RMDA)'.

The **View Information** page displays the data currently in the system. You may choose delete a record by clicking the **Request Delete** hyperlink.

The screenshot shows the 'US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)' website. The header includes the U.S. Army logo and the title. Below the header is a navigation bar with 'HOME', 'RMDA', 'HELP', and 'USER MANUAL'. The main content area is titled 'View Information' and includes a paragraph explaining that this page displays the data currently in the database. Below this is a section titled 'Abbreviation, Brevity Code, or Acronym Information' with the following details:

ABCA	AMA
Description	automatic message accounting

At the bottom of the page are three hyperlinks: 'Back to Search Results', 'Request Change', and 'Request Delete'. A red arrow points to the 'Request Delete' link. At the very bottom is a link to the 'US Army Records Management and Declassification Agency (RMDA)'.

The **Delete Information** page displays the data we currently have in the system. This information cannot be changed. Fill out the requester's information and click on the **Continue** button to have this record deleted.

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Delete Information

This page displays the data we currently have in our system. Please fill out your information, and click on the 'Continue' button to have your request to delete this address processed.

Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA: AMA
Description: automatic message accounting

Section B: Prescribing Directive Information * Indicates a Required Field

Prescribing Directive*: AR
Directive Number*: xx-xx
Directive Date: 13 Jul 04
Remarks*: rescinded acronym

Section C: Requester Information * Indicates a Required Field

Requester Name*: Kelly Patrick
Agency Name*: US Records Mgt & Declassification Agency
Business Telephone Number*: (123) 456 - 7890
DSN: 123 - 4567
Email Address*: kelly.patrick@abc.army.mil

If you are satisfied that the above information should be deleted, click the 'Continue' button below. You will have another chance to verify that the information is complete and correct before the information is transmitted to RMDA. If you do not want to delete this address information, click the 'Cancel' button below.

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If you are satisfied the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to delete the ABCA, click the **Cancel** button.

The **Delete Information – Verification** page contains a summary of the information you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button. If the information shown is correct and you wish to continue, click on the **Submit** button to have this request transmitted and processed by RMDA.

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Delete Information - Verification

This page contains a summary of the information that you have provided. Please review this information carefully to make sure that it is accurate. If you wish to make any changes, please click on the 'Modify' button below. If the information shown is correct and you wish to continue please click on the 'Submit' button below.

Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA	AMA
Description	automatic message accounting

Section B: Prescribing Directive Information

Prescribing Directive	AR
Directive Number	xx-xx
Directive Date	13 Jul 04
Remarks	rescinded acronym

Section C: Requester Information

Requester Name	Kelly Patrick
Agency Name	US Records Mgt & Declassification Agency
Business Telephone Number	(123) 456 - 7890
DSN	123 - 4567
Email Address	kelly.patrick@abc.army .mil

Please note that once you click on the 'Submit' button, you will NOT be able to change this information by clicking on the 'Back' button on your screen.

[US Army Records Management and Declassification Agency \(RMDA\)](#)

Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking the **BACK** button in your browser.