

## INSURANCE

## 1-61

(1) Every officer and enlisted man who enters the service will be advised that he is entitled to apply for one of the seven forms of Government life insurance (converted) within 120 days from the date of such entry. Recruiting officers and commanding officers may obtain supplies of blank forms of applications for insurance, reinstatement, and conversion, and rate books, upon application to the United States Veterans' Administration, Washington, D. C.

(2) When a newly enlisted or reenlisted man is taken up on the rolls, the company commander will, insofar as may be practicable, inform him once each month, up to and including the month in which the time limit elapses, of his right to apply for Government life insurance. (See arts. 28-19 to 28-32.)

## NAVAL VESSELS ASSIGNED TO MARINE CORPS

## 1-63

(1) **Officer in charge.**—When naval vessels are in the custody of the Marine Corps, an officer with experience in seamanship if practicable will be detailed in charge. The officer so detailed will be held strictly responsible for the cleanliness, preservation, and operation of any naval craft under his charge. Adequate crews of qualified enlisted men will be detailed.

(2) **Inspection.**—Frequent inspections of naval vessels in the custody of the Marine Corps will be made by commanding officers and inspecting officers, and all means adopted to insure that such vessels are kept in a creditable state of cleanliness and preservation.

## ABBREVIATIONS AUTHORIZED FOR USE IN MUSTER ROLLS, AND OTHER MARINE CORPS FORMS

## 1-64

absent/absence.....	abs	active duty.....	act d
absent/absence or over leave.....	AOL	Adjutant.....	Adj
absent/absence without leave.....	AWOL	Adjutant and Inspector....	A&I
accept (ed).....	acc	Adjutant and Inspector's Department.....	A&ID
accounts.....	a/c	administrative.....	adm
accounts closed for dis- charge.....	a/c CD	Aerological.....	Aero
accounts to Deserter's Roll	a/c DR	Aircraft.....	Air
accounts to Paymaster....	a/c PM	allowance(s).....	allow
acquittal/acquitted.....	acq	amount.....	amt
acting.....	act	analysis of accounts.....	a/a
Acting Assistant Quarter- master.....	AAQM	antiaircraft.....	AA
		appoint (ed) (ment).....	appt
		apprehend (ed).....	aprnd
		appropriate.....	appro

approved----- anpd  
 Armament----- Arm  
 Army Transport----- USAT  
 arrive(d)/arrival----- arr  
 arrived within continental  
 limits of United States-- arr US  
 article----- art  
 Artillery----- Arty  
 assigned----- assgd  
 assistant----- asst  
 Assistant, used in design-  
 ating title, rank, etc.,  
 prefix the letter "A",  
 e. g.,  
 Assistant Cook ACK  
 Assistant Pay-  
 master----- APM  
 attach(ed)----- att  
 authority/authorize(d)---- auth  
 Aviation----- Avn  
 Aviation Cadet----- AvnCdt  
 Aviation Unit----- AvnU  
 Aviator----- Avr  
 await----- awt  
 awaiting----- awtg  
 awaiting action of higher  
 authority----- AAHA  
 awaiting office hours---- AOH  
 awaiting results of trial-- ARTI  
 awaiting trial----- ATI  
 award(ed)----- awd

B

bad-conduct discharge---- BCD  
 balance----- bal  
 Barracks----- Bks  
 Base, used in designating  
 title, office, etc., prefix  
 the letter "B", e. g.,  
 Base Quar-  
 termaster BQM  
 Base Service  
 Battalion BSerBn  
 Battalion----- Bn  
 Battery----- Btry  
 Bread and Water----- B&W  
 Brigade----- Brig  
 Brigade, used in designat-  
 ing title, office, etc., pre-  
 fix the abbreviation  
 "Br", e. g.,  
 Brigade Quar-  
 termaster BrQM  
 Brigadier General----- BrigGen  
 Browning Automatic  
 Rifle----- BAR  
 Browning Machine Gun--- BMG

C

caliber----- cal  
 Captain----- Capt  
 Casual----- Cas  
 Central Recruiting Divi-  
 sion----- CRD  
 certificate/certified----- cert  
 change sheet----- CS  
 character----- char  
 checked----- ckd  
 Chemical----- Cml  
 Chief cook----- CCK  
 Chief Marine Gunner----- CMG  
 Chief Pay Clerk----- CPC  
 Chief Quartermaster  
 Clerk----- CQMC  
 class----- cl  
 clerical----- cler  
 clerk----- clk  
 clothing----- clo  
 Colonel----- Col  
 Command post----- CP  
 Commandant----- Comdt  
 Commander----- Comdr  
 Commander in Chief----- CinC  
 commanding----- comdg  
 Commanding General----- CG  
 Commanding Officer----- CO  
 commission(ed)----- comm  
 Communication----- Com  
 commutation of/commuted  
 rations----- com rats  
 Company----- Co  
 competitor----- comp  
 confine(d)/confinement---- conf  
 connection/in connection  
 with----- conn  
 continuous active duty---- con act d  
 convenience----- convn  
 Convenience of the Govern-  
 ment----- CofG  
 convening authority/Civil  
 Authorities----- CA  
 convict(ed)/conviction---- conv  
 Cook----- Ck  
 Corporal----- Corp  
 credit----- cr  
 current----- curr

D

days----- das  
 Deck Court----- DC  
 Defense----- Def  
 deliver(ed)----- del  
 Department----- Dept  
 Department of the Pacific-- DP

Depot.....	Dep	excellent.....	Exc
Depot of Supplies.....	DofS	expert rifleman.....	ER
Depot Quartermaster.....	DQM	expiration of enlistment.....	exp enl
Depot Quartermaster, Philadelphia, Pa.....	DQP	extended enlistment/extension of enlistment.....	ext enl
Depot Quartermaster, NOB, Norfolk, Va.....	DQN	extra duty.....	ED
Depot Quartermaster, MB, Quantico, Va.....	DQQ	extra police duty.....	EPD
Depot Quartermaster, San Francisco, Calif.....	DQSF		
desert(ed)/deserter/desertion.....	des	<b>F</b>	
designate(d)/designation.....	desig	Field Cook.....	FldCk
designated as Naval Aviation Pilot.....	desig NAP	Field Music.....	FM
detached duty.....	det d	Field Music First Class.....	FM1cl
detach(ed)/Detachment.....	det	Field Music Corporal.....	FMCorp
detail(ed).....	dtl	Field Music Sergeant.....	FMSgt
detailed as Aviator (detailed to duty involving actual flying in aircraft).....	dtl Avr	Field Music School.....	FMS
difference.....	dif	final settlement.....	FS
Director, Marine Corps Reserve.....	DMCR	first available Government transportation.....	FAGT
Disbursing Officer.....	DO	First Lieutenant.....	1stLt
discharge(d).....	dis	First Sergeant.....	1stSgt
discontinue(d).....	disc	fiscal.....	fis
disembark(ed).....	disemb	Fleet Marine Corps Reserve.....	USMCR(F)
dishonorable discharge.....	DD	Fleet Marine Force.....	FMF
District.....	Dist	flight.....	fit
Distinguished Flying Cross.....	DFC	foreign shore service.....	FSS
Distinguished Service Cross.....	DSC	for further transfer to.....	FFT
Distinguished Service Medal.....	DSM	fraudulent enlistment.....	frd enl
District Headquarters Station (Recruiting).....	DHS	from.....	fr
Division.....	Div	furlough.....	fur
Drill.....	Dr		
Drill Instructor.....	DI	<b>G</b>	
Drum Major.....	DrmMaj	General.....	Gen
during.....	dur	General Court Martial.....	GCM
duty.....	d	General Court Martial Prisoner.....	GCMP
		General Order.....	GO
<b>E</b>		General Service Unit.....	GSU
Eastern Recruiting Division.....	ERD	Good Conduct Medal.....	GCMed
effect(ed)/effective.....	eff	Government.....	Govt
embark(ed).....	emb	Gun Captain (First Class).....	GC1cl
Engineer.....	Engr	Gun Director Pointer.....	GDP
enlist(ed)/enlistment.....	enl	Gun Pointer.....	GP
equivalent instruction or duty.....	EIOD	Gun Range Finder Operator.....	GRFO
examination.....	exam	Gunnery Sergeant.....	GySgt
		<b>H</b>	
		Headquarters.....	Hq
		Headquarters (examples):	
		Battalion	
		Headquarters..	BnHQ

Headquarters  
Continued:  
(examples) —  
Brigade  
Head-  
quarters.. BrHQ  
Force Head-  
quarters.. FHQ  
Regimental  
Head-  
quarters.. RHQ  
Headquarters and Service.. Hq&Serv  
Headquarters Department of Pacific.. HQDP  
Headquarters Marine Corps .. HQMC  
Home Address .. HA  
honorable .. hon  
Hospital .. hosp

I

Immediate Superior in Command .. ISinC  
include/including/inclusive .. incl  
indebted .. indeb  
individual .. indiv  
Inspector/inspection .. insp  
instruction .. instn  
Instructor .. Instr  
Inspector-Instructor .. Insp-Instr

J

joined .. jd  
joined by enlistment .. jdenl  
joined by reenlistment .. jdreenl  
joined by Staff Returns .. jd S/RS  
joined from .. jdfr  
Judge Advocate .. JA  
Judge Advocate General .. JAG

L

leave .. lv  
letter .. ltr  
Lieutenant Colonel .. LtCol  
lose pay/loss of pay .. LP

M

machine gun .. mg  
Major .. Maj  
Major General .. MajGen  
Major General Commandant .. MGO  
Marine .. Mar

Marine Barracks .. MB  
Marine Barracks, Naval Operating Base .. MBNOB  
Marine Barracks, Naval Station .. MBNS  
Marine Barracks, Navy Yard .. MBNY  
Marine Barracks, Submarine Base .. MBSB  
Marine Barracks, Naval Ammunition Depot .. MBNAD  
Marine Barracks, Naval Mine Depot .. MBNMD  
Marine Bombing Squadron One .. VMB-1  
Marine Corps .. USMC  
Marine Corps Base .. MCB  
Marine Corps Manual .. MCM  
Marine Corps Order .. MCO  
Marine Corps Reserve .. MCR  
Marine Corps Schools .. MCS  
Marine Detachment .. MD  
Marine Fighting Squadron One .. VMF-1  
Marine Gunner .. MG  
Marine Observation Squadron One .. VMO-1  
Marine Scouting Squadron One .. VMS-1  
Marine Service Squadron One .. SMS-1  
Marine Utility Squadron One .. VMJ-1  
marksman .. mks  
Marksmanship Qualification Order .. MQO  
Master Gunnery Sergeant .. MGySgt  
Master Technical Sergeant .. MTSgt  
Master Technical Sergeant (Mess) .. MTSgt (M)  
Mechanic(al) .. mech  
Medical Officer .. MO  
Medical Survey .. MS  
Message Center .. MsgCen  
Messenger .. Msgr  
Mess Corporal .. MessCorp  
messman/messmen .. msm  
Mess Sergeant .. MessSgt  
mitigate(d) .. mit  
month(a) .. mo(s)  
Motion Picture Operator .. MPO  
Motorcycle .. Mtcl  
Motor transport(ation) .. MTrans  
Musician .. Mus

## N

Naval Ammunition Depot	NAD
Naval Aviator	NA
Naval Aviation Pilot	NAP
Naval District	NavDis
Naval Magazine	NM
Naval Mine Depot	NMD
Naval Operating Base	NOB
Naval Prison	NP
Naval Station	NS
Naval Torpedo Station	NTpS
Naval Training Station	NTS
Naval Vessel	USS
Navy Department	ND
Navy Department General Order	NDGO
Navy Mail Clerk	NMCik
Navy Yard	NYd
noncommissioned officer	NCO
Noncommissioned officer in charge	NCOinC
Norfolk Navy Yard	NNYd
number	No

## O

office (r)	off
Officer, used in designating title, office, etc., append the letter "O" e. g. Mess officer	MessO
Communication Officer	ComO
Officer in charge	OinC
Operations	OperS
operator	oper
orderly	ord
Ordnance	Ord
Organized Marine Corps Reserve	USMCR(O)
original	orig

## P

paid	pd
Pay Clerk	PC
Paymaster	PM
Paymaster Sergeant	PMSgt
performed	perf
period	prd
Photographic	Photo
Platoon	Plat
Platoon Leader	PlLdr
Platoon Leaders Class	PLC
Platoon Leaders Unit	PLU

Platoon Sergeant	PlSgt
Post, used in designating title, office, etc., prefix the letter "P," e. g., Post commander	PCmdr
Post Quartermaster	PQM
Post Exchange	PE
practice	prac
previous	prev
Principal Musician	PrinMus
prisoner at large	PAL
Private	Pvt
Private First Class	PFC
probation (ary)	prob
promote (d) / promotion	pro
property	prop
public property	PP
pursuant	pur
Puget Sound Navy Yard	PSNYd

## Q

qualify/qualified/qualification	qual
quarter	qtr
Quartermaster Clerk	QMC
Quartermaster Sergeant	QMSgt
quarters	qtrs

## R

radio	rad
Radio and Panel Section	R&PSec
radio operator	RadOp
ration (s)	rat (s)
received	recd
Receiving Ship	RecShip
Receiving Station	RecSta
recommend (ed) / recommendation	recom
Recruit Depot	RDep
Recruit Instruction	RI
Recruiting	Rctg
Recruiting District	RD
Recruiting District Headquarters Station	DHS
Recruiting Sub-District Headquarters Station	SDHS
Recruiting Officer	RO
Recruiting Station	RS
Recruiting Warrant	RW
reduce (d)	red
reenlist (ed) / reenlistment	reenl
Regiment	Regt

**R e g i m e n t/Regimental,**  
used in designating title,  
office, etc., prefix the let-  
ter "R", e. g.,  
Regimental Headquar-  
ters RHQ  
Regimental Quarter-  
master RQM

relieve (d)..... rel  
remit (ted)..... rem  
requalify/requalified..... requal  
request/requisition..... req  
Reserve..... Res  
Reserve District..... ResDist  
resigned..... resgd  
retain (ed)..... ret  
retained in the service..... ret ser  
retired..... ret d  
Rifle and Pistol Team..... R&PT  
Rifle Range..... RR

**S**

Sea School..... SeaS  
Searchlight and Sound  
Locator..... SLt&SdL  
Secondary Gun Pointer..... SGP  
Second Lieutenant..... 2dLt  
Senior Officer Present..... SOP  
sentence..... sent  
sentenced to lose pay..... sent LP  
sentenced to be confined..... sent conf  
Sergeant..... Sgt  
Sergeant Major..... SgtMaj  
serve/service/serving..... ser  
service record book..... SRB  
settlement..... sett  
Severn and Potomac Riv-  
ers Reserve District..... S'PRResDis  
sharpshooter..... SS  
Ship's Warrant..... SW  
sick/sick in..... sk  
Signal..... Sig  
Small A r m s Interpost  
Competition..... SAIC  
Small Arms Post Competi-  
tion..... SAPC  
Small Arms Target Prac-  
tice..... SATP  
Sound Motion Picture Op-  
erator..... SMPO  
Southern Recruiting Divi-  
sion..... SRD  
special/specialist..... spl  
special duty..... SD  
special money requisition..... SMR  
special order..... SO  
special order of the Major  
General Commandant..... SOMGC  
Special Service Unit..... SSU  
special temporary aviation  
duty..... STAD

Special Warrant..... SplW  
Squadron..... Sq  
staff returns..... S/RS  
Staff Sergeant..... StfSgt  
Staff Sergeant (Mess)..... StfSgt (M)  
Station..... Sta  
Straggler..... strag  
student..... stud  
Student Naval Aviation  
Pilot..... SNAP  
Student Naval Aviator..... SNA  
Supply Sergeant..... SupSgt  
surrender (ed)..... sur  
Switchboard..... Sb

**T**

Tank..... Tk  
Tables of Organization..... T/O  
Technical Sergeant..... TSgt  
T e c h n i c a l Sergeant  
(Mess)..... TSgt (M)  
Telegraph..... Tg  
Telephone..... Tp  
telephone operator..... TpOp  
temporarily attached..... temp att  
temporary/temporarily..... temp  
temporary detached duty..... temp detd  
temporary duty..... temp d  
T h o m p s o n Submachine  
Gun..... TSMG  
total loss of pay..... TLP  
training duty..... trng d  
transfer (red)..... tr  
travel..... trav  
trial..... tl  
Troops..... trs

**U**

U. S. Army..... USA  
U. S. Army Transport..... USAT  
U. S. Coast Guard..... USCG  
U. S. Marine Corps..... USMC  
U. S. Marine Corps Reserve..... USMCR  
U. S. Naval Hospital..... USNH  
U. S. Naval Vessel..... USS  
U. S. Navy..... USN

**V**

Very Good..... VG  
Visual..... Vis  
Volunteer Marine Corps  
Reserve..... USMCR (V)

**W**

Western Recruiting Divi-  
sion..... WRD

**Y**

Year..... Yr

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