

RELEASE IN FULL

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**From:** Mills, Cheryl D <MillsCD@state.gov>  
**Sent:** Thursday, December 2, 2010 12:41 PM  
**To:** H  
**Subject:** FW: SECDEF'S War on Acronyms

Enjoy!

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**From:** Chitre, Nanda S  
**Sent:** Thursday, December 02, 2010 10:27 AM  
**To:** Dowd, Katie W; Toiv, Nora F  
**Subject:** SECDEF'S War on Acronyms

**FYI FOR GETTING ON SECDEF'S GOOD SIDE** – Gates has declared war on acronyms. In a Nov. 30 letter obtained by Morning Defense, Executive Secretary Michael Bruhn tells department heads, the chiefs, the department secretaries and other top officials that the use of acronyms is too extensive. “Many acronyms have multiple meanings and are not always well known outside a particular organization,” Bruhn wrote.

“Although using acronyms in written material is intended to make writing clearer, their misuse or abuse does the exact opposite.” So ... “Effective immediately, all written correspondence prepared for the secretary or deputy secretary of defense will minimize the use of acronyms or include a comprehensive glossary as the last tab of the package,” the Nov. 30 letter said. And watch “read-aheads” and “slide presentations,” Bruhn writes, since they are acronym magnets.

This acronym proclamation is a BFD for DOD. Have you ever seen a PPT that didn't refer to COCOMs, the GIG, OSD, the FYDP, ADCON or the G-4? Will it work?

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