AIR FORCE SPACE COMMAND (AFSPC) WRITING GUIDE FOR

- Enlisted Performance Reports (EPRs)
- Officer Performance Reports (OPRs)

Version Date: 27 August 2013

OPR: HQ AFSPC/A1KK
Mr. Al Brodecki, DSN: 692-3331

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>Section 2</td>
<td>Administrative Helpful Hints</td>
<td>4</td>
</tr>
<tr>
<td>Section 3</td>
<td>Acronyms</td>
<td>7</td>
</tr>
<tr>
<td>Section 4</td>
<td>Approved Abbreviations</td>
<td>9</td>
</tr>
<tr>
<td>Section 5</td>
<td>Commonly Used Words</td>
<td>11</td>
</tr>
</tbody>
</table>
SECTION 1: GENERAL INFORMATION:

PERFORMANCE REPORTS GENERAL INFORMATION:

AFI 36-2406, chapter 1, paragraph 1.12 identifies all Prohibited Evaluator Considerations and Comments. This paragraph and subparagraphs also outline the Air Force-approved stratification policy. Be sure to follow these guidelines.

ENLISTED PERFORMANCE REPORT (EPR):

Ensure you are using the new electronic version and the correct form for the member’s grade. AF Form 910 for AB-TSgt. AF Form 911 for MSgt-CMSgt.

It is permissible to use exclamation points for emphasis, but do not overuse.

Senior Rater Stratification on EPRs: Senior rater stratification is only permitted on MSgt and SMSgt EPRs when the member is eligible for promotion based on their time in grade. Stratification statements on all other EPRs, including CMSgt evaluations, are prohibited (IAW AFI 36-2406, para 1.12.1.6.2.).

OFFICER PERFORMANCE REPORTS (OPR):

Ensure you are using the electronic version of the AF Form 707.

It is permissible to use exclamation points for emphasis, but do not overuse.

Acronyms are permitted on the front side of the evaluation, but be sure to spell out acronyms on the back side of the report (in Section X – Remarks). Example: Space Situational Awareness (SSA). Refer to the list of approved acronyms and abbreviations in this guide.

In Section X acronyms should be listed in order of use.

Promotion or implied promotion statements are not allowed per AFI 36-2406, paragraph 1.12.2.1.1.

When recommending PME, do not recommend an officer for a level of PME until one of the following has occurred:

1) The officer has completed the previous level in residence, or
2) The officer has completed the previous level by correspondence and is past the in-residence eligibility window.

PME statements are limited to PDE, IDE and SDE and cannot refer to a specific school or Joint, (Ref. AFI 36-2406, paragraph 1.12.3.4.4).
COMMON ERRORS ON OPR/EPRs:

For changes made on shells (i.e., duty title, DAFSC, etc.), the corrected copy should be included or the local form requesting the update.

Evaluations should be written in past tense except for future job recommendations, school pushes and for EPRs only, promotion recommendations.

The words “group,” “squadron” and “theater” should be capitalized only when they refer to an actual organization (i.e., 21st Operations Group, group activity, squadron inspection, CENTCOM Theater, theater support).

For OPRs (section VI), if the Additional Rater is also the Reviewer, the following must be added: THE ADDITIONAL RATER IS ALSO THE REVIEWER (no bullet format, all caps, no quotes).

For EPRs (section VII), if the Reviewer is also the Additional Rater, the following must be added: THIS SECTION NOT USED. (no bullet format, capitalize “T,” follow w/period).

All signature blocks, to include Additional Rater and Reviewer, MUST be filled in with appropriate information.

Referral reports procedures for EPR and OPRs are outlined in AFI 36-2406, paragraph 1.10.
SECTION 2: ADMINISTRATIVE HELPFUL HINTS

QUOTATIONS:

Quotations should be used outside of all punctuation (except for semi-colons)
Do not use quotations around **Highly Qualified** or **HQ**
Do not use quotations around **Protection Level 1**
Use quotations around ratings, i.e., "Excellent," "Outstanding," etc.
Do not use quotations around names of awards or Professional Performers, etc; however, you may use quotations around the reason for an award or an assessment of an individual, i.e., won XX Trophy for "Best Operations Squadron in the Space Group" Inspector commented he was the "Best seen to date"

ABBREVIATIONS:

If the abbreviated word(s) is going to be plural, use a small "s" at the end of the abbreviation, i.e., launch facilities (LFs).
If the word is not on the acceptable list of abbreviations, always spell it out the first time.

CAPITALIZATION:

Only capitalize organizations, centers, units and squadrons if the number designation is in front:

    operations group or 21st Operations Group

When referring to Numbered Air Force use 14 AF or Fourteenth Air Force.

Only capitalize if it is a specific program:

    satellite program or Defense Satellite Program

Be very selective on capitalization of programs--make sure that only the correct, official name of a program is capitalized:

    Single Reentry Vehicle Program
    single reentry vehicle

Capitalize names of exercises and military operations:

    Operation BURNT FROST or Exercise GLOBAL LIGHTNING or OPERATION ENDURING FREEDOM

Only capitalize ranks when they are used with someone's name:

    He is one of the best master sergeants
    Master Sergeant Jones is one of the best

HYPHENS:

Hyphens are used for two adjectives modifying a noun. Look at the two words and see if either one stands alone with the noun, i.e., first-ever award; first award is okay but ever award makes no sense

    We had an error-free performance
The performance was error free
Implement this plan command wide
We directed a command-wide implementation of this plan

**USE OF $ AND %:**

Be consistent throughout the document—use %/$ or percent/dollar throughout the document.

**NUMBERS:**

Numbers 10 and above should be expressed in figures.
Numbers 1-9 should be expressed in words.
Statistical number should be expressed in figures
  - Top 1%
Time/age should be in figures:
  - He is 3 years old
  - It was done in 6 hours, 15 minutes.
All numbers within a sentence should be the same and when one is numeric, all are numeric:
  - There are 6 officers, 34 enlisted, 2 civilians.
  - There are six officers, two enlisted and one civilian.
  - There are 5 LFs in a 12,600 square-mile area.
When starting out a sentence with a number, it should be spelled out.

**MISCELLANEOUS:**

When using the two-letter designation for the state, do not put a comma between the base and the state.
  - Peterson AFB CO or Peterson AFB, Colorado

Put a comma before “Jr.” with names, but no comma with Roman numerals
  - SSgt John E. Doe, Jr.   SSgt John E. Doe III

Proper format for citing an award is XXX of the Quarter, 3d Quarter (or Qtr) 2001

**ORGANIZATIONAL REFERENCES:**

14 AF or 14th Air Force (not 14th AF or 14AF)
30 SW or 30th Space Wing (not 30th SW or 30SW)

**PUNCTUATION:**

**Apostrophes:**
Add apostrophe to create possessive forms of certain nouns. Only add the apostrophe (without the “s”) to nouns that end in s or with an s sound:
  - officer’s rank
  - Jones’ family tree
**Commas:**
Use with coordinating conjunctions *and, but, or or nor* when joining two or more independent clauses. Place commas inside quotation marks. Also use in series of three or more:
  - War is constantly developing, but technology is struggling to keep pace
  - I ate hotdogs, hamburgers and french-fries
  - “As you can see,” Sam said, “you have to be quick”

**Colons:**
Use when the word *say* or a substitute for *say* has been omitted. Ensure you put two spaces after the colon:
  - Russian Team Chief stated: “Best visit ever”

**Semicolons:**
Use to separate independent clauses or to join statements too closely-related in meaning to be written as separate sentences:
  - crews ready; launch scheduled to go
SECTION 3: ACRONYMS:

These commonly accepted acronyms do not require being spelled out the first time or to be outlined in Section X of the OPR.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFFOR</td>
<td>(Air Force Forces)</td>
</tr>
<tr>
<td>AFI</td>
<td>(Air Force Instruction)</td>
</tr>
<tr>
<td>AFOTEC</td>
<td>(Air Force Operational Test &amp; Evaluation Center)</td>
</tr>
<tr>
<td>AFPC</td>
<td>(Air Force Personnel Center)</td>
</tr>
<tr>
<td>AFSPC</td>
<td>(Air Force Space Command)</td>
</tr>
<tr>
<td>AOC</td>
<td>(Air and Space Operations Center)</td>
</tr>
<tr>
<td>AWFC</td>
<td>(Air Warfare Center)</td>
</tr>
<tr>
<td>C2</td>
<td>(Command and Control)</td>
</tr>
<tr>
<td>C4</td>
<td>(Cmd, Ctrl, Computer, Comm)</td>
</tr>
<tr>
<td>C4I</td>
<td>(Cmd, Ctrl, Computer, Comm &amp; Intel)</td>
</tr>
<tr>
<td>CAF</td>
<td>(Combat Air Forces)</td>
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<tr>
<td>CAOC</td>
<td>(Combined Air Ops Center)</td>
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<tr>
<td>CDR</td>
<td>(Commander)</td>
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<tr>
<td>CENTAF</td>
<td>(USAF US Central Cmd)</td>
</tr>
<tr>
<td>CGO</td>
<td>(Company Grade Officer)</td>
</tr>
<tr>
<td>CIA</td>
<td>(Central Intelligence Agency)</td>
</tr>
<tr>
<td>CJCS</td>
<td>(Chairman of the Joint Chiefs of Staff)</td>
</tr>
<tr>
<td>C-NAF</td>
<td>(Component NAF)</td>
</tr>
<tr>
<td>COCOM</td>
<td>(Combatant Command)</td>
</tr>
<tr>
<td>COMSEC</td>
<td>(Communications Security)</td>
</tr>
<tr>
<td>CONOPS</td>
<td>(Concepts of Operations)</td>
</tr>
<tr>
<td>CSAF</td>
<td>(Chief of Staff, United States AF)</td>
</tr>
<tr>
<td>CUI</td>
<td>(Consolidated Unit Inspection)</td>
</tr>
<tr>
<td>DoD</td>
<td>(Department of Defense)</td>
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<tr>
<td>DOE</td>
<td>(Department of Energy not DoE)</td>
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<tr>
<td>DV</td>
<td>(Distinguished Visitor)</td>
</tr>
<tr>
<td>EMSEC</td>
<td>(Emissions Security)</td>
</tr>
<tr>
<td>FGO</td>
<td>(Field Grade Officer)</td>
</tr>
<tr>
<td>FSS</td>
<td>(Force Support Squadron)</td>
</tr>
<tr>
<td>GSU</td>
<td>(Geographically Separated Unit)</td>
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<tr>
<td>GPS</td>
<td>(Global Positioning System)</td>
</tr>
<tr>
<td>HHQ</td>
<td>(Higher Headquarters)</td>
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<tr>
<td>HQ</td>
<td>(Headquarters)</td>
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<tr>
<td>ICBM</td>
<td>(Intercontinental Ballistic Missile)</td>
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<tr>
<td>IDE</td>
<td>(Intermediate Developmental Education)</td>
</tr>
<tr>
<td>IG</td>
<td>(Inspector General)</td>
</tr>
<tr>
<td>ISO</td>
<td>(In Support Of)</td>
</tr>
<tr>
<td>ISR</td>
<td>(Intelligence, Surveillance and Reconnaissance)</td>
</tr>
<tr>
<td>JCS</td>
<td>(Joint Chiefs of Staff)</td>
</tr>
<tr>
<td>JEFX</td>
<td>(Joint Expeditionary Force Exercise)</td>
</tr>
<tr>
<td>JAOC</td>
<td>(Joint Air Operations Center)</td>
</tr>
<tr>
<td>MAJCOM</td>
<td>(Major Command)</td>
</tr>
<tr>
<td>MILSATCOM</td>
<td>(Military Satellite Comms)</td>
</tr>
<tr>
<td>MDG</td>
<td>(Medical Group)</td>
</tr>
<tr>
<td>MSG</td>
<td>(Mission Support Group)</td>
</tr>
<tr>
<td>MWR</td>
<td>(Morale, Welfare and Recreation)</td>
</tr>
<tr>
<td>NAF</td>
<td>(Numbered Air Force)</td>
</tr>
<tr>
<td>NATO</td>
<td>(North Atlantic Treaty Organization)</td>
</tr>
<tr>
<td>NCO</td>
<td>(Noncommissioned Officer)</td>
</tr>
<tr>
<td>NIPRNet</td>
<td>(Non-Secure Internet Protocol Router)</td>
</tr>
<tr>
<td>OCO</td>
<td>(Overseas Contingency Operations)</td>
</tr>
<tr>
<td>O&amp;M</td>
<td>(Operations and Maintenance)</td>
</tr>
<tr>
<td>OEF</td>
<td>(Operation ENDURING FREEDOM)</td>
</tr>
<tr>
<td>OG</td>
<td>(Operations Group)</td>
</tr>
<tr>
<td>OIF</td>
<td>(Operation IRAQI FREEDOM)</td>
</tr>
<tr>
<td>OND</td>
<td>(Operation NEW DAWN)</td>
</tr>
<tr>
<td>OPLAN</td>
<td>(Operational Plan)</td>
</tr>
<tr>
<td>OPSEC</td>
<td>(Operations Security)</td>
</tr>
<tr>
<td>ORI</td>
<td>(Operational Readiness Inspection)</td>
</tr>
<tr>
<td>OSD</td>
<td>(Office of the Secretary of Defense)</td>
</tr>
<tr>
<td>PDE</td>
<td>(Primary Developmental Education)</td>
</tr>
<tr>
<td>POTUS</td>
<td>(President of the United States)</td>
</tr>
<tr>
<td>QoL</td>
<td>(Quality of Life)</td>
</tr>
<tr>
<td>SAASS</td>
<td>(School of Advanced Air &amp; Space Studies)</td>
</tr>
<tr>
<td>SCC</td>
<td>(Space Control Center)</td>
</tr>
<tr>
<td>SDE</td>
<td>(Senior Developmental Education)</td>
</tr>
<tr>
<td>SECAF/SecAF</td>
<td>(Secretary of the AF)</td>
</tr>
<tr>
<td>SECDEF/SecDEF/SecDef</td>
<td>(Secretary of Defense)</td>
</tr>
<tr>
<td>SF</td>
<td>(Security Forces)</td>
</tr>
<tr>
<td>SIPRNet</td>
<td>(Secure Internet Protocol Router)</td>
</tr>
<tr>
<td>SITREP</td>
<td>(Situation Report)</td>
</tr>
<tr>
<td>SPO</td>
<td>(Systems Program Office)</td>
</tr>
</tbody>
</table>
SSN (Social Security Number--not SSAN)
START (Strategic Arms Reduction Treaty)
TO (Technical or Tech Order--not T.O.)
TS (Top Secret)
UEI (Unit Effectiveness Inspection)
USAFWS (US Air Force Weapons School)
USAFRICOM (US African Command)
USCENTCOM (US Central Command)
USEUCOM (US European Command)
USFJ (US Forces Japan)
USFK (US Forces Korea)

USNORTHCOM (US Northern Command)
USPACOM (US Pacific Command)
USOUTHCOM (US Southern Command)
USSOCOM (US Special Operations Command)
USSTRATCOM (US Strategic Command)
USTRANSCOM (US Transportation Command)
VCJCS (Vice Chairman, Joint Chiefs of Staff)

** This list is not all-encompassing. Refer to local guidance adhering to and supplementing this AFSPC Guide**
SECTION 4: APPROVED ABBREVIATIONS

a/c (aircraft) log (logistic(s))
add’l (additional) lvl (level)
admin (administration) mgr (manager)
AD (active duty) mgmt (management)
Amn (Airman) max (maximum)
alt (alternate) med (medical)
avg (average) mbr(s) (member(s))
awd(s) (award(s)) mil (military)
bldg (building) msl (missile)
CoC (Change of Command) msn (mission)
ctr(s) (center(s)) mtn (mountain)
cmte (committee) mths (months)
comm (communication) mnx (maintenance)
cc/cmdr (commander) ntwrk (network)
cmd (command) nat’l/natl (national)
coord (coordinate) nav (navigation)
coord’d (coordinated) ofc (office)
def (defense) ofcr (officer)
dep (department) op (operation)
det (detachments) ops (operations)
dir (director) pax (passengers)
div (division) pers (person, personal)
ea (each) prep’d (prepared)
equip (equipment) prgm (program)
eval (evaluation) prsnl (personnel)
enl (enlisted) pkg/pkggs (package(s))
ex/Ex (exercise or Exercise) qtr (quarter)
flt (flight) qtrly (quarterly)
Flt/CC (Flight Commander) res (residence)
Freq (frequency) rec’d/recd (received)
Govt/gov (government) rpt(s) (report(s))
grnd (ground) rqmts (requirements)
gp/grp (group) sr (senior)
Gp/CC (Group Commander) svc/svs (service)
hlt(h) (health) sq/sqdn (squadron)
hrs (hours) Sq/CC (Squadron Commander)
ID’d/Id’d (identified) std(s) (standard(s))
info (information) spec (specifications)
in-res (in-residence) spt (support)
intel (intelligence) sys (system)
instr (instruction/instructor) s/w (software)
insp (inspection) trans (transportation)
int’l (international) trng/tng (training)
j’t/Jt (joint services or Joint RED US (United States)
    FLAG/Staff) Vol/vol’d (volunteer/volunteered)
ldr(s) (leader(s)) vs (versus)
ldrship (leadership) wpn(s) (weapon(s))
wk (week)          wg (wing)
wkly (weekly)      Wg/CC (Wing Commander)
w/ (with--do not use a space, i.e.
    w/several)          wx (weather)
w/o (without)      xfer(s) (transfer(s))
w/in (within)      yr (year)

**Confusing Words:**

- accept      receive
- except      omitting or leaving out
- affect      to influence or feign
- effect      (noun) result; (verb) to bring about
- amount      qty that can't be counted/measured in units
- number      quantity counted and measured in units
- farther     expresses distance
- further     expresses degree

**Numbers:**
- 1st-ever
- 1st-time
- 5-skill level
- 7-skill level
- 9-skill level
# SECTION 5: COMMONLY USED WORDS

## A
- acknowledgment (not acknowledgement)
- Adopt-a-Beach
- Adopt-a-Highway
- Aerospace
- Aerospace Show
- AF-directed
- affect (verb)
- Air Force Materiel Command (note spelling of Materiel)
- Airman's Attic
- Airmen
- All Ordnance Destruct System
- Allied (always capitalized)
- anchorman
- anchorwoman
- anomalies
- anomaly
- around-the-clock
- attention-to-detail
- augmentee(s)

## B
- baseline
- base-wide
- battlelab
- battlespace
- battlestaff
- beddown
- below-the-zone
- benchmark
- bench stock
- bioenvironmental
- blue-chip leader
- blue-suit launch
- board-selected
- build-up (to construct or erect gradually)
- buildup (the act of building up; something produced by building up)
- by name
- bull's-eye

## C
- can-do attitude
- cannot

---

Central Coast (capitalize compass directions when referring to a specific region)
- changeover
- checklist
- check-outs
- Civil Engineering
- Clean-up
- co-authored
- CDR JFCC SPACE
- CDRUSSTRATCOM (no space)
- Command Chief Master Sergeant (replaces Senior Enlisted Advisor)
- Commanders’ Conference
- command-wide
- counterspace
- co-workers/coworkers
- crew force
- crew member
- cross-feed
- cross-flow
- crosstalk

## D
- data update inspection
- database
- day-to-day
- decision maker
- decision making
- decision-making (modifier)
- de-conflict
- DCDRUSSTRATCOM (Deputy CC/no space)
- Defense Threat Reduction Agency (replaces On-Site Inspection Agency)
- demate (maintenance term)
- Department of Defense (DOD)
- Department of Energy (DOE)
- de-orbit/deorbit
- depot-level
- desktop
- disk drive
- Distance Learning
- Distinguished Visitor (DV)
- download
- downstage
downtime

**E**
e.g. (for example)
East Coast
Electronic Launch-Minuteman
Electromagnetic
Electro-Static Discharge
e-mail (not email)
emceed (not mced)
emergency war order
end-of-course
error-free
esprit de corps
ever changing
excellent performance
“Excellent” rating
Exercise DISTANT THUNDER
(capitalize names of exercises)

**F**
final enable
first-class (first-class NCO)
first-ever
first-rate
Fiscal Year 2000, FY10
fiscal year
fleet-wide
flow chart
Force Shaping
front runner
full-time
fund raiser
fund-raising
Flying Tigers

**G**
geographically separated
Global War on Terror
Global War on Terrorism
go-getter
go-to
go-to-guy (“go-to-guy”)
groundwork
group-level

**H**
hand carry
hand selected (Capt X was hand

selected to…)
hand-selected (hand-selected as xxx)
handpicked
hands down (we won the race hands
down)
hand-down (was the hands-down
choice)
hands-on
hard work
hard-charger (ing)
hard-driving
hardworking
head-on
high-impact
highly accurate
Homeland Defense
Human Resource Program Manager

**I**
i.e. (that is)
inadvertently
in-depth
in-residence
in-shop
Integration Demonstration Flight
inter command
intercontinental ballistic missile (note
lowercase)
Intermediate Service School (ISS)
intermediate-level
International Air Attachés
internet
intra-command

**J**
Job Qualification Standard
Joint (always capitalised)
Joint Chiefs of Staff (JCS) (note Chiefs
with “s”)
Joint Chiefs of Staff-directed (JCS-
directed)
JFCC SPACE
judgment (not judgement)
JSpOC (Joint Space Operations Center)
JSTO (Joint Space Tasking Order)

**K**
key player
L
laptop
Launch Control Center
Launch Facility (LF)
launch-critical
launch-related
lead (not led)
Letter of Appreciation
liaison
lifeline
life span
life threatening (He had an injury that was life threatening)
life-threatening (adj, modifier); e.g., He has a life-threatening injury
Liftoff
Lift-a-Loft
light-year
line-item
linchpin
long range (it passed in the long range)
long-range (long-range plans)

M
man-hours
man-made
Mark-21 (not MK-21)
material (what something is made of)
materiel (military supplies)
Meals on Wheels
MILCON
Minuteman (MM) III; not Minuteman III (MM III)
Missile Alert Facility (MAF)
missile guidance control set (MGCS)
missile guidance set (MGS)
mission support equipment
mission-critical
mission-essential
mission-oriented
mission-ready
multi-million-dollar
Multi-Service Launch System (MSLS)
Multitalented
multinational
multi-million
multi-unit

N
Nation (when referring to the United States)
Nations
national (non-specific)
nations (non-specific)
Noncommissioned Officer in Charge (NCOIC)
nonnuclear
notices-of-violation
Nuclear (not nuke)
nuclear-certified
nuclear-equipped
Off-base
off-duty
Officer in Charge
Officer Training School
Officers' Club
on- and off-base activities
on track
on-base
on-duty
one-of-a-kind
ongoing
on-site
on-Site Inspection Agency (now Defense Threat Reduction Agency)
on-the-job training (OJT)
on-the-spot
open-door launch
Operation DESERT FOX (capitalize names of military operations)
Operation Kids' Christmas
Operational Readiness Inspection (ORI)
outbrief
outperforms
overdue
overpressurized
ozone-depleting
P
PACAF/CC
pacesetter
paper-based
paperwork
part-time
personnel proficiency inspection (should
picture-perfect
pinpoint
point-man
post-launch
PowerPoint (not Power Point)
pre- and post-launch
preflight
preplanned
principal (person)
principle
priority-one to priority-four
pro-active
problem solving
proof load
Proof Load Test Facility (PLTF)

Q
quality-focused
Quality of Life (QoL)

R
railcar
ratings (not rate)
razor-sharp
READY (Resource Augmentation Duty)
reachback
real time/real-time
real-world
Red Flag (not RED FLAG)
reentry
regardless (not irregardless)
rework
rivet workforce
road map
rock-solid

S
Schriever (not Schreiver or Shreiver)
seldom-used

selectively manned (He was selectively manned)
selectively-manned (a selectively-manned unit)
self-inspection
semi trailer
semiannual
Senior Service School (SSS)

Setup
shootdown
shortfall
showstopper
showstopping
shutdown
Shuttle Return-to-Flight
Shuttle Rtn-to-Flt
simulated
Single Integrated Operational Plan (SIOP)
single reentry vehicle
single-handedly
sought out
Space Shuttle Return-to-Flight
Space Shuttle Rtn-to-Flt
spaceborne
spacecraft
spacelift
spearheaded
special-purpose
Squadron Officer School (SOS)
standout (a thing or a person readily distinguishable)
standup
state-of-the-art
Status of Forces
S-T-O (Space Tasking Order)
STO (Special Technical Operations)
step-by-step
straightforward
Strategic Arms Reduction Treaty (START)
subaccount

T
Technical Order (TO)
Task Based Training
Task Force
team builder
teamwork
technical proficiency inspection (should be lower case)
Test Order (spell out--do not use acronym)
tie-down
time line
time-sensitive
time trial
Top 3
Top Hand
Top Hand Launch Crew
Top Secret
top-notch
trailblazer
Triad
troubleshooter
turnaround
turn-in
Twelve Outstanding Airmen of the Year (12 AOY)
Twentieth Air Force (20 AF)
twofold

U
ULCHI FOCUS LENS
Up-to-date
US (for United States; not U.S.)
user-friendly

V
value-added

videotape

W
w/xxx (there is no space after w/)
wait time
wall-to-wall
war planes
warfighter
warfighting
wargame
Warfit
wartime
work cage
work center
work order
work stoppage
workgroup
workload
work-stopper
workweek
world-class
worldwide

X
X-ray equipment