

Acronyms

AAC	Activity Access Code
AAD	Associate Area Director
AAPC	Area Agency Program Coordinator
ABCO	Administrative Billings and Collections
AC	Administrator's Council
ACO	Administrative Contracting Officer
AD	Area Director
ADA	Associate Deputy Administrator
ADO	Authorized Departmental Officer
ADODR	Authorized Departmental Officer's Designated Representative
ADP	Automated Data Processing (Resources)
A-E	Architect-Engineer
AES	Agricultural Experiment Station
AFM	Administrative and Financial Management
AFMC	Administrative and Financial Management Council
AGAR	Agriculture Acquisition Regulations
AGCAS	Agriculture Contract Automation System
AIMS	Agreements Information Management System
AL	Annual Leave
ALPS	Automated Location Planning System
AO	Administrative Officer
AO	Area Office
AOE	Area Office Engineer
AOP	Annual Operating Plan
APD	Acquisition and Property Division
APHIS	Animal Plant Health Inspection Service
APMO	Area Property Management Officer
ARIS	Agricultural Research Information System
ARMP	Annual Resource Management Plan
ARMPS	Annual Resource Management Plan Systems
ARS	Agricultural Research Service
ARSnet	ARS Wide Area Network
ASAP	As Soon As Possible
AT	Administrative Technician
ATA	Area Transportation Assistant
ATM	Agricultural Travel Management
ATR	Agricultural Travel Regulations

AWOL	Absent Without Leave
B&F	Budget & Fiscal
BA	Beltsville Area
BAAM	Budget Area Allocation Module
BARC	Beltsville Agricultural Research Center
BC	Branch Chief
BCA	Board of Contract Appeals
BDN	Bureau of Drugs and Narcotics
BHNRC	Beltsville Human Nutrition Research Center
BOAC	Billed Office Address Code
BOC	Budget Object Class
BPA	Blanket Purchase Agreement
BPMS	Budget Program Management Staff
BRAVO	Bringing Rural America Venture Opportunities
CA	Cooperative Agreement
CADD	Computer Assisted Design and Drafting
CADI	Central Accounting Data Inquiry
CAM	CRIS Activities Module
CARE	Consolidated Assistance, Review, and Evaluation
CAS	Central Accounting System
CATS	Cris Allocated Tracking System
CBD	Commerce Business Daily
CCO	Correspondence Control Office
CCR	Central Contractor Registration
CD	Center Director
CEPS	Cluster Environmental Protection Specialist
CFC	Combined Federal Campaign
CFR	Code of Federal Regulations
CG	Comptroller General
CMU	Correspondence Management Unit
CNRC	Children's Nutrition Research Center
CO	Contracting Officer
COB	Close of Business
COLA	Cost of Living Allowance
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CPDF	Central Personnel Data File
CR	Civil Rights
CRADA	Cooperative Research and Development Agreement
CRP	Consolidated Review Program

CS	Contract Specialist
CSC	Customer Supply Center
CSREES	Cooperative State Research Education Extension Service
CSRS	Civil Service Retirement System
CTAP	Career Transition Assistance Program
CY	Calendar Year
D&F	Determination and Findings
DA	Deputy Administrator
DAAFM	Deputy Administrator, Administrative and Financial Management
DAD	Deputy Area Director
DD	Division Director
DEA	Drug Enforcement Agency
DEMO	Demonstration Project
DN	Departmental Notice
DOB	Date of Birth
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation
DR	Departmental Regulation
DST	Daylight Savings Time
EAD	Extramural Agreements Division
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
EFT	Electronic Funds Transfer
EMF	Employee Medical File
ENR	Emergency Needs Request
EO	Executive Order
EPA	Environmental Protection Agency
ERRC	Eastern Regional Research Center
ERS	Economics Research Service
EST	Eastern Standard Time
FAC	Federal Acquisition Circular
FAIR	Federal Activities Inventory Reform Act
FAO	Foreign Agricultural Office (USDA)
FAR	Federal Acquisition Regulations
FARA	Federal Acquisition Reform Act
FAS	Foreign Agricultural Service

FASA	Federal Acquisition Streamlining Act
FBI	Federal Bureau of Investigation
FD	Facilities Division
FDA	Food and Drug Administration
FEDSTRIP	Federal Standard Requisitioning and Issue Procedure
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
FES	Factor Evaluation System
FFIS	Foundation Financial Information System
FFP	Firm Fixed Price
FY	fiscal year (you do not capitalize 'fiscal year' unless it is in the subject line of the memo)
FGCA	Federal Grants and Cooperative Agreement Act of 1977
FHCP	Federal Hazard Communication Program
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act
FMD	Financial Management Division
FMFIA	Federal Manager's Financial Integrity Act
FMLA	Family Medical Leave Act
FNS	Food and Nutrition Service
FOB	Free on Board
FOIA	Freedom of Information Act
FP	Facilities Plan
FPL	Full Performance Level
FPM	Federal Personnel Manual
FPMR	Federal Property Management Regulations
FS	Forest Service
FSA	Farm Service Agency
FSC	Federal Supply Class
FSC	Federal Supply Contracts
FSIS	Food Safety and Inspection Service (USDA)
FSS	Federal Supply Schedule
FTE	Full Time Equivalent
FTIS	Foreign Travel Information Service
FTR	Federal Travel Regulations
FTS	Federal Telecommunications System
FWS	Federal Wage System
FY	Fiscal Year
FYI	For Your Information
GAO	Government Accountability Office

GOV	Government Owned Vehicle
GPO	General Printing Office
GS	General Schedule
GSA	General Services Administration
GTR	Government Travel Request
GWCC	George Washington Carver Center
HACAP	Headquarters Advisory Council for Administrative Professionals
HACU	Hispanic Association of Colleges and Universities (1890)
HBCU	Historically Black Colleges and Universities
HCAD	Head of Contracting Activity Designee
HHS	Health and Human Services (Department of)
HNRC	Human Nutrition Research Center
HPRL	High Priority Requirements List
HQ	Headquarters (ARS)
HRA	Human Resources Assistant
HRD	Human Resources Division
HRM	Human Resources Management
HRS	Human Resources Specialist
HSI	Hispanic Serving Institutions
HUD	Housing and Urban Development
HUBZone	Historically Underutilized Business Zone
IAS	Intergrated Acquisition System
ICC	Interstate Commerce Commission
IDP	Individual Development Plan
IFB	Invitation for Bids
IMOU	Individual Memorandum of Understanding
IPA	Intergovernmental Personnel Act
IPAC	Inter-governmental Payment and Collections
IPSC	Indirect Program Support Cost
IRA	Individual Retirement Account
IRC	Indirect Research Cost
IRS	Internal Revenue Service
IS	Information Staff
KSA	Knowledge, Skills, and Abilities
LAN	Local Area Network
LAPC	Local Area Program Coordinator
LC	Location Coordinator
LD	Laboratory Director
LEAD	Leadership Evaluation and Development (Program)
LOC	Letter of Credit

LOTS	Location Obligation Tracking System
LPSI	Livestock and Poultry Sciences Institute
LS	Lead Scientist
LSS	Location Support Staff
LWOP	Leave Without Pay
M&IE	Meals and Incidental Expenses
MARC	Meat Animal Research Center – Clay Center, NE
MISCPAY	Miscellaneous Payment System
MMOU	Master Memorandum of Understanding
MOL	Maximum Order Limit
MOU	Memorandum of Understanding
MSA	Mid South Area
MWA	Mid West Area
NACOP	National Advisory Council for Office Professionals
NAA	North Atlantic Area
NADC	National Animal Disease Center – Ames, IA
NAICS	North American Industry Classification System
NAL	National Agricultural Library
NASA	National Aeronautics and Space Administration
NASS	National Agricultural Statistics Service
NATO	North Atlantic Treaty Organization
NCUA	National Credit Union Administration
NCPPC	National Capital Park and Planning Commission
NEC	Non-expendable Capitalized
NFC	National Finance Center
NIH	National Institute of Health
NOAA	National Oceanic and Atmospheric Administration
NOAC	Nature of Action Code
NPA	Northern Plains Area
NPL	National Program Leader
NPPC	National Patent Program Coordinator
NPR	National Performance Review
NPS	National Program Staff
NRC	Nuclear Regulatory Commission
NRCS	National Resources Conservation Service (USDA)
NRI	National Resources Institute
NSF	National Science Foundation
NSRC	National Swine Research Center
NTE	Not to Exceed
NTIS	National Technical Information Service

OA	Office Automation
OA	Office of the Administrator
OCI	Office of Cooperative Interactions
OCIO	Office of the Chief Information Officer
ODEO	Office of Outreach, Diversity, and Equal Opportunity
OES	Office of the Executive Secretariat
OF	Optional Form
OFCCP	Office of Federal Contract Compliance
OGC	Office of General Counsel
OGE	Office of Government Ethics
OIG	Office of Inspector General
OIRP	Office of International Research Programs
OJT	On-the-job Training
OMB	Office of Management and Budget
OO	Office of Operations (USDA)
OON	Originating Office Number
OPEDA	Organization of Professional Employees
OPF	Official Personnel Folder
OPM	Office of Personnel Management
OPPM	Office of Procurement and Property Management
OSDBU	Office of Small and Disadvantaged Business Utilization
OSEC	Office of the Secretary
OSHA	Occupational Safety and Health Administration
OSQR	Office of Scientific Quality Review
OTT	Office of Technology Transfer
OWCP	Office of Worker's Compensation Programs
P&P	Policies and Procedures
P.L.	Public Law
PA	Program Analyst
PAA	Program Analyst Assistant
PADI	Program Adjustment Decision Item
PATS	Personnel Action Tracking System
PC	Personal Computer
PCMS	Purchase Card Management System
PC-PROP	Personal Computer Personal Property System
PCS	Position Classification System
PD	Position Description
PDF	Adobe Acrobat Portable Document Format
PEAK	Professional Excellence and Knowledge
PEEM	Period End Estimate Module

PFT	Permanent Full Time
PHS	Public Health Service
PI	Principal Investigator
PIADC	Plum Island Animal Disease Center
PIN	Personal Identification Number
PIP	Performance Improvement Plan
PM	Preventative Maintenance
PM	Program Management
PO	Purchase Order
POC	Point of Contact
POV	Privately Owned Vehicle
PPT	Permanent Part Time
PSC	Product/Service Code
PSP	Position Staffing Plan (ARMP)
PWA	Pacific West Area
QRF	Quality Ranking Factor
QSI	Quality Step Increase
R&D	Research and Development
R&M	Repair and Maintenance
RCA	Reimbursable Cooperative Agreement
REE	Research, Education, and Economics
REWO	Real Estate Warrant Officer
RFP	Request for Procurement
RFQ	Request for Quotes
RIF	Reduction in Force
RIG	Remain in Grade
RL	Research Leader
RMIS	Research Management Information System
RMU	Research Management Unit
RPES	Research Position Evaluation Staff
RSA	Research Safety Staff
RU	Research Unit
SAA	South Atlantic Area
SAES	State Agricultural Experiment Stations
SAM	Staff Action Monitor
SAMS	Salary Allocation Management System
SBA	Small Business Administration
SCD	Service Computation Date
SCEP	Student Career Experience Program
SCS	Soil Conservation Service (USDA)

SEC	Secretary
SES	Senior Executive Service
SF	Standard Form
SIP	Summer Intern Program
SLP	Salary Lapse Policy
SOBDG	South Building (USDA)
SOF	Status of Funds
SOP	Standard Operating Procedure
SOW	Statement of Work
SPA	Southern Plains Area
SRRC	Southern Regional Research Center
SSA	Social Security Administration
SSN	Social Security Number
STEP	Student Temporary Employment Program
SY	Scientific Year
T&A	Time and Attendance
TDY	Temporary Duty
TL	Team Leader
TM	Technical Manual
TO	Task Order
TOS	Temporarily out of Stock
TPS	Target Percent in Savings
TQM	Total Quality Management
TSP	Thrift Savings Plan
UNESCO	United Nations Educational, Scientific, and Cultural Organization
UNICEF	United Nations Children's Fund
USC	United States Code
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USDFRC	United States Dairy Forage Research Center
USNA	United States National Arboretum
USPS	United States Postal Service
VA	Veterans Affairs (Department of)
VRA	Veterans Readjustment Appointment
WAN	Wide Area Network
WATS	Work Action Tracking System
WG	Wage Grade
WGI	Within Grade Increase
WHNRC	Western Human Nutrition Research Center
WHSE	Warehouse

WHTBDG	Whitten Building
WITS	Washington Interagency Telecommunications Service
WRMS	Work Request Management System
WRRC	Western Regional Research Center
WWW	World Wide Web
WYSIWYG	What You See Is What You Get