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The Bureau of Resource Management publishes a yearly Performance and Accountability Report, which has a Glossary of Acronyms in the appendix. Find the report from the Bureau’s home page at [www.state.gov/s/d/rm](http://www.state.gov/s/d/rm).

*Chapter 26*  
**GLOSSARY OF TERMS  
and ACRONYMS**

<b>A</b>	Bureau of Administration, Department of State.
<b>A/GSSI</b>	Office of Global Support Services and Innovation.
<b>A/LM</b>	Office of Logistics Management.
<b>A/OPR/ALS</b>	Office of Allowances.
<b>A/OS</b>	Office of Overseas Schools.
<b>A 100</b>	Orientation training program for new Foreign Service Officers of Department of State.
<b>AAFSW</b>	Associates of the American Foreign Service Worldwide. Membership is open to adult family members or employees of the U.S. foreign affairs agencies, active or retired.
<b>AC</b>	Former Bureau of Arms Control, now part of the Bureau of International Security and Nonproliferation (ISN).
<b>A&amp;D</b>	Accounting and Disbursing System. Overseas financial management system.
<b>ACDA</b>	Arms Control and Disarmament Agency.
<b>ACS</b>	American Citizens Services.
<b>ADB</b>	Asian Development Bank.
<b>ADM/ADMIN</b>	Administrative Section overseas.
<b>ADP</b>	Automated Data Processing.

<b>ADST</b>	Association for Diplomatic Studies and Training. <a href="http://www.adst.org">www.adst.org</a>
<b>AEFM</b>	Appointment Eligible Family Member. Someone who meets the qualifications to be hired on an overseas direct hire but limited appointment (such as a Family Member Appointment).
<b>AETN</b>	American Embassy Television Network.
<b>AF</b>	Bureau of African Affairs.
<b>AFGE</b>	American Federation of Government Employees.
<b>AFM</b>	American family member.
<b>AFSA</b>	American Foreign Service Association. Professional association for United States Foreign Service personnel. <a href="http://www.afsa.org">www.afsa.org</a>
<b>AGR</b>	Agricultural Section overseas.
<b>AID</b>	U.S Agency for International Development.
<b>Aide Mémoire</b>	French for “aid to memory” to describe an informal note presented to a foreign official to help convey U.S. Government views or position.
<b>ALDAC</b>	Cable to all diplomatic and consular posts.
<b>ALMA</b>	A logical modernization approach. Department IT standards, also installation project.
<b>AMADS</b>	Automated Message Distribution System. Department of State message processing system.
<b>AMCIT</b>	American citizen.
<b>AFSPA</b>	American Foreign Service Protective Association Health Plan.
<b>AO</b>	Assignment Officer.
<b>APEC</b>	Asia Pacific Economic Cooperation Forum.
<b>APHIS</b>	Animal and Plant and Health Inspection Service, part of U.S. Dept. of Agriculture.
<b>APO</b>	Army Post Office. A mail system managed by the Department of Defense. Many Foreign Service posts abroad are included in the APO/FPO system.
<b>ASEAN</b>	Association of South Asian Nations.
<b>ASOS</b>	Advanced Security Overseas Seminar.
<b>ATA</b>	Air Transport Agreement.

<b>ATA</b>	Anti-Terrorism Assistance.
<b>Attaché</b>	Specialist, civilian or military, assigned to an overseas mission.
<b>AWAL</b>	Around the World in a Lifetime, a teen organization sponsored by the Foreign Service Youth Foundation.
<b>BBG</b>	Broadcasting Board of Governors.
<b>BCC</b>	Border Crossing Card.
<b>B &amp; F</b>	Budget and Fiscal Section in some overseas missions. Newer name is Financial Management Office (FMO).
<b>BIMC</b>	Beltsville Information Management Center.
<b>Biodata</b>	Biographic Data.
<b>Biographic Register</b>	Annual publication giving biographic information on officers of the Department of State and certain other foreign affairs agencies.
<b>BPP</b>	Bureau Performance Plan. Budget planning tool for bureaus.
<b>Branch Post</b>	Post outside the capital city. Also called constituent post.
<b>Buckslip</b>	A covering note used to forward a document or a newspaper clipping to a specific recipient in the Department or at a Foreign Service post, often with a brief, informal comment or explanation.
<b>Bureau</b>	The basic organizational entity—either geographic or functional—of the State Department; headed by an Assistant Secretary responsible for directing the work of various “offices” or “country directors.”
<b>BW</b>	Biological Weapons.
<b>BWC</b>	Biological Weapons Convention.
<b>C</b>	Counselor of the Department.
<b>C &amp; A</b>	Certification and Accreditation.
<b>CA</b>	Bureau of Consular Affairs.
<b>Cable/Telegram</b>	Used interchangeably to refer to communications (messages) sent electronically.
<b>Cablese Captions</b>	Abbreviations and other shortened language used in cables/telegrams, such as EXDIS, LIMDIS, GRIEVANCE CHANNEL, MED CHANNEL, etc.
<b>CAFTA</b>	U.S.-Central America Free Trade Agreement.

CAO	Cultural Affairs Officer in Public Diplomacy section of Embassy.
CBP	Bureau of Customs and Border Protection.
CCD	Consular Consolidated Database.
CCP	Classified Connectivity Program.
CDA	Career Development and Assignments.
CDC	U.S. Center for Disease Control.
CDO	Career Development Officer.
CDT	Career Development and Training.
CEA	Council of Economic Advisors.
CFC	Combined Federal Campaign.
CFSC	Charleston Financial Service Center.
CFMS	Central Financial Management System. Primary Department accounting system.
CG	Consul General, principal officer of a consulate general.
Chancery	Principal office of an Embassy (building housing the Ambassador’s office).
Chargé d’Affaires	French, literally “in charge of affairs.” The designation of the officer—normally the Deputy Chief of Mission—who is temporarily in charge of an Embassy when the Ambassador is out of the country. Sometimes followed by the letters “a.i.,” which stands for the Latin “ad interim.”
CHR	Commission on Human Rights.
CIA	Central Intelligence Agency.
CIO	Chief Information Officer.
CIS	Consular Information Sheets.
CITES	Convention on International Trade in Endangered Species.
Classification	Unclassified; Limited Official Use (outdated Administrative Classification only); Sensitive But Unclassified (not a classification, but used to indicate handling); Confidential, Secret, Top Secret.
CLO	Community Liaison Office. Overseas field office of the Family Liaison Office. Also the informal title of the office coordinator.

<b>CME</b>	Crisis Management Exercise. A one-day, tabletop exercise for an embassy's Emergency Action Committee (EAC) to exercise their mastery of the Emergency Action Plan.
<b>CMS</b>	Content management system.
<b>CNB</b>	Chemical, nuclear, biological weapons of mass destruction.
<b>CNBR</b>	Chemical, Nuclear, Biological, and Radiation Weapons of Mass Destruction.
<b>CODEL</b>	Congressional Delegation traveling abroad on official business.
<b>COM</b>	Chief of Mission. This generally would be the ambassador at an embassy, the chargé d'affaires if there is no ambassador or if he is out of the country, or the permanent representative (PERMREP) if a mission to a multilateral organization like the UN.
<b>COMPUSEC</b>	Computer security. Government term for data security.
<b>COMSEC</b>	Communications security. Policy/procedures to protect communications.
<b>CON</b>	Consular section overseas.
<b>Cone</b>	One of the five functional specialties into which Foreign Service Officers (FSOs) are grouped at entry into the Foreign Service. The cones are: consular, economic, administrative, political, and public diplomacy.
<b>CONGEN</b>	Consulate General. A large consulate (see below) headed by a Consul General and capable of performing a wider variety of consular and reporting functions than a consulate.
<b>CONGEN</b>	The FSI course preparing Foreign Service Officers for consular work.
<b>CONOFF</b>	Consular Officer.
<b>Consul/Vice Consul</b>	Consular titles for officers doing consular work overseas; responsible for: (1) administering U.S. immigration laws (issuing visas, etc.); and, (2) looking after passports, citizenship matters, and the welfare of American citizens overseas.
<b>Consulate</b>	A Foreign Service post engaged primarily in consular work. Consulates are usually constituent posts of an embassy, either within the embassy itself or in some other city in the foreign country. While consulates engage in routine reporting, they carry out no diplomatic or representational functions vis à vis the host government.
<b>CONUS</b>	Continental United States.
<b>COSPO</b>	Community Open Source Project Office. Intelligence Community system manager.
<b>Counselor</b>	A diplomatic title accorded to a head of section in the Embassy, as "Counselor for

Political Affairs” or “Political Counselor” (for which the acronym is POLCOUNS). (N.B. Do not confuse diplomatic ranks like “Counselor” with the Senior Foreign Service pay grades of “Counselor,” “Minister Counselor,” “Career Minister,” and “Career Ambassador,” which correspond to the top four grades of the Senior Intelligence Service and the Senior Executive Service.)

<b>Country Desk</b>	The basic country organization of the Department of State office, each “desk” is headed by a Country Desk Officer and sometimes includes several other persons.
<b>Country Team</b>	Agency heads and other senior advisors of the Ambassador. Meets at intervals determined by the Ambassador.
<b>CPO</b>	Communications Program Officer.
<b>CS</b>	Civil Service.
<b>CSRS</b>	Civil Service Retirement System.
<b>CT</b>	Counterterrorism Office.
<b>CTB</b>	Career Tenuring Board.
<b>CTBT</b>	Comprehensive Test Ban Treaty.
<b>CTC</b>	Career Transition Center. A division of the Transition Center at the George P. Shultz National Foreign Affairs Training Center.
<b>CW</b>	Chemical weapons.
<b>CWC</b>	Chemical Weapons Convention.
<b>CY</b>	Calendar year.
<b>D</b>	Deputy Secretary.
<b>DACOR</b>	Diplomatic and Consular Officers Retired. <a href="http://www.dacorbacon.org">www.dacorbacon.org</a>
<b>DAO</b>	Defense Attache Office. Performs representational functions on behalf of the Secretary of Defense, the Secretaries of the Military Services, the Joint Chiefs of Staff, the Chiefs of the U.S. Military Services, and so on.
<b>DAS</b>	Deputy Assistant Secretary (of State, of Defense, etc.) Works directly for the Assistant Secretary and supervises several office directors.
<b>DCM</b>	Deputy Chief of Mission. The second ranking officer at post, often functioning as the chief operating officer or chief of staff to the ambassador. Acts for the ambassador when he is away from post and as chargé d’affaires when the ambassador is out of the country of assignment. Responsible for managing the reporting program.

<b>D&amp;CP</b>	Diplomatic and Consular Programs (1019). DOS funding source.
<b>DEA</b>	U.S. Drug Enforcement Administration.
<b>Démarche</b>	A request or intercession with a foreign official; e.g., a request for support of a policy or a protest about the host government's policy or actions.
<b>Desk Officer</b>	Officer responsible for a specific country or countries in the geographic bureaus of the Department of State.
<b>DG</b>	Director General of the Foreign Service.
<b>DGHR</b>	Director General of the Foreign Service and Director of Human Resources.
<b>DHHS</b>	Department of Health and Human Services.
<b>DHS</b>	Department of Homeland Security.
<b>DIA</b>	Defense Intelligence Agency.
<b>Diplomatic Corps</b>	All accredited members of all diplomatic missions at a given post.
<b>Diplomatic Courier</b>	Carries the classified diplomatic pouch.
<b>Diplomatic List</b>	List of accredited diplomats; issued by the Foreign Ministry. In some countries the list does not include all assigned personnel holding diplomatic passports.
<b>DISA</b>	Defense Information Systems Agency.
<b>Distribution Special Handling:</b>	NODIS: No distribution to other than addresses ROGER CHANNEL: Director INR and Principal Officer STADIS: Distribution within State Department only AGREEMENT CHANNEL: Agreement requests DIRGEN: Sensitive Personnel Matters
<b>DMS</b>	Department of Defense messaging system.
<b>DOC</b>	Department of Commerce.
<b>DOD</b>	Department of Defense.
<b>DODDS</b>	Department of Defense Dependents Schools.
<b>DOE</b>	Department of Energy.
<b>DOJ</b>	Department of Justice.
<b>DOL</b>	Department of Labor.
<b>DOS</b>	Department of State.

<b>DOT</b>	Department of Transportation.
<b>DPM</b>	Diplomatic Pouch and Mail.
<b>DPO</b>	Deputy Principal Officer. The generic term for the number two at a Foreign Service post, whether Embassy or Consulate.
<b>DPO</b>	Diplomatic Post Office. Mail system managed by the Department of State.
<b>Drafter</b>	Officer originator of a cable or memo, responsible for initiating clearance and finalizing changes.
<b>DRI</b>	Diplomatic Readiness Initiative.
<b>DRL</b>	Bureau of Democracy, Human Rights, and Labor.
<b>DS</b>	Bureau of Diplomatic Security.
<b>DSTC</b>	Diplomatic Security Training Center.
<b>DTS</b>	Diplomatic Telecommunications Service.
<b>Duty Officer</b>	Officer at post or in the Department assigned after hours to be responsible for any emergency.
<b>E</b>	Under Secretary for Economic, Business, and Agricultural Affairs.
<b>EAP</b>	Bureau of East Asian and Pacific Affairs.
<b>EAC</b>	An embassy's Emergency Action Committee (see CME).
<b>EB</b>	Bureau of Economic and Business Affairs.
<b>EC</b>	European Community.
<b>ECA</b>	Bureau of Educational and Cultural Affairs, Department of State.
<b>ECON</b>	Economic Section overseas.
<b>ECOSOC</b>	Economic and Social Council, United Nations.
<b>ECS</b>	Employee Consultation Service.
<b>E&amp;E</b>	Emergency & Evacuation. Term used in security planning.
<b>EFM</b>	Eligible family member. Official spouse or a dependent of a U.S. Foreign Service direct hire employee.
<b>EFT</b>	Electronic Funds Transfer.

<b>E-GOALS</b>	Online Performance Measurement System.
<b>E-gov</b>	Electronic government.
<b>EL</b>	Entry Level.
<b>ELO</b>	Entry Level Officer or English Language Officer.
<b>ELSO</b>	European Logistic Support Office in Antwerp, Belgium.
<b>Embassy</b>	A diplomatic mission in the capital city of a foreign country headed by an ambassador.
<b>EMBOFF/MISOFF</b>	Any officer assigned to an embassy or mission.
<b>E.O. 12356</b>	Executive Order—a presidential requirement to include specific declassification instructions on all government telegrams.
<b>E.O. 12721</b>	Executive Order Eligibility—gives Eligible Family Members opportunity to earn eligibility for Civil Service employment while they serve in non-career positions abroad.
<b>E.O. 12958</b>	Executive Order—federal declassification guidelines.
<b>EP/EP+</b>	Employee Profile (formerly “Personal Audit Report” or PAR)/extended Employee Profile.
<b>EPA</b>	Environmental Protection Agency.
<b>ERS</b>	Electronic Receipt System. Part of the Diplomatic Pouch & Mail System.
<b>ETA</b>	Estimated time of arrival.
<b>ETD</b>	Estimated time of departure.
<b>EU</b>	European Union.
<b>EUR</b>	Bureau of European and Eurasian Affairs.
<b>EVT</b>	Emergency visitation travel.
<b>EX</b>	Executive Office.
<b>EXIM</b>	Export Import Bank.
<b>FAA</b>	Federal Aviation Administration.
<b>FAC</b>	Foreign affairs community.

<b>FAH</b>	Foreign Affairs Handbook.
<b>FAM</b>	Foreign Affairs Manual, the general (and authoritative) guide, in many volumes, for Foreign Service procedures.
<b>FARA</b>	Foreign Affairs Recreation Association.
<b>FAS</b>	Foreign Agricultural Service, Department of Agriculture. Provides Agricultural attachés to missions abroad.
<b>FA SI</b>	Foreign Affairs Systems Integration.
<b>FAST</b>	Free and Secure Trade Program.
<b>FASA</b>	Federal Acquisition Streamlining Act. USG procurement guidelines.
<b>FBI</b>	Federal Bureau of Investigation.
<b>FCC</b>	Federal Communications Commission.
<b>FCS</b>	Foreign Commercial Service, Department of Commerce. Provides Commercial attaches to missions abroad.
<b>FDA</b>	Food and Drug Administration.
<b>FEGLI</b>	Federal Employees Group Life Insurance.
<b>FEHB</b>	Federal Employees Health Benefits Program.
<b>FEMA</b>	Federal Emergency Management Agency.
<b>FEP</b>	Family Employment Program.
<b>FERS</b>	Federal Employee Retirement System.
<b>FLO</b>	Family Liaison Office.
<b>FMA</b>	Family Member Appointment. Department of State hiring mechanism.
<b>FMC</b>	Financial Management Center.
<b>FMLA</b>	Family and Medical Leave Act.
<b>FMO</b>	Financial Management Office. Unit of administrative section in post overseas. Formerly B&F.
<b>FMP</b>	Bureau of Finance and Management Policy.
<b>FOIA</b>	Freedom of Information Act.

<b>Foreign Office/Ministry</b>	Office or ministry handling foreign affairs, comparable to the Department of State in the United States. See also MFA.
<b>FPO</b>	Fleet (Navy) Post Office. A mail system managed by the Department of Defense similar to the APO (see APO above).
<b>FS</b>	Foreign Service Salary Schedule for all U.S. Foreign Service personnel.
<b>FSAN</b>	<i>Foreign Service Assignment Notebook</i> . Published by the FSI Transition Center.
<b>FSC</b>	Financial Service Center. Three financial centers supporting FS posts.
<b>FSI</b>	Foreign Service Institute, Department of State, located at the George P. Shultz National Foreign Affairs Training Center.
<b>FSN</b>	Foreign Service National. A non-American employed by a Foreign Service post abroad, usually from the host country; important as staff members in every section.
<b>FSO</b>	Foreign Service Officer. May be employee of the State Department, AID, Commerce Department, or Agriculture Department.
<b>FSPS</b>	Foreign Service Pension System.
<b>FSRDS</b>	Foreign Service Retirement and Disability System.
<b>FSYF</b>	Foreign Service Youth Foundation. Organization dedicated to the internationally mobile youth of all U.S. foreign affairs agencies. <a href="http://www.fsyf.org">www.fsyf.org</a>
<b>FTA</b>	Free Trade Agreement.
<b>FTAA</b>	Free Trade Agreement of the Americas.
<b>FTE</b>	Full Time Equivalent.
<b>FTO</b>	Foreign Terrorist Organization.
<b>Fulbright Commission</b>	Popular name for binational educational exchange commissions. Administers an exchange of persons program—students, research scholars, professors, and teachers—between the United States and other countries.
<b>FY</b>	Fiscal year.
<b>G</b>	Under Secretary for Global Affairs.
<b>G/TIP</b>	Office to Monitor and Combat Trafficking in Persons.
<b>G-8</b>	Group of Eight (major industrialized nations).
<b>GAO</b>	The Government Accountability Office.

<b>GBL</b>	Government Bill of Lading.
<b>Globe Trotters</b>	A Foreign Service group for children between the ages of 9 and 12, sponsored by the Foreign Service Youth Foundation.
<b>GPO</b>	Government Printing Office.
<b>GS</b>	General Schedule, designation for Civil Service jobs.
<b>GSA</b>	General Services Administration. USG agency providing goods and services.
<b>GSO</b>	General Services Officer in an overseas mission. Responsible for motor pool, supplies, building maintenance, contracts and procurement, customs, travel, and shipping.
<b>GTR</b>	Government Travel Request.
<b>GWACs</b>	Government-Wide Agency Contracts. Procurement vehicle any agency can use.
<b>H</b>	Bureau of Legislative Affairs.
<b>HCN</b>	Host country national.
<b>HDS</b>	Historically Difficult to Staff.
<b>HHE</b>	Household effects.
<b>HL</b>	Home Leave.
<b>HMA</b>	Humanitarian Mine Action.
<b>HR</b>	Bureau of Human Resources.
<b>HRDF</b>	Human Rights and Democracy Fund.
<b>HRO</b>	Human Resources Officer. Formerly Personnel Officer.
<b>HSC</b>	Homeland Security Council.
<b>HST</b>	Harry S Truman building; Department of State main building.
<b>HSTA</b>	Home Service Transfer Allowance.
<b>HTF</b>	Hard to Fill.
<b>IASP</b>	International Affairs Strategic Plan.
<b>IC</b>	Intelligence Community.
<b>ICASS</b>	International Cooperative Administrative Support Service.

<b>IDB</b>	Inter-American Development Bank.
<b>IDENT</b>	Automated Biometric Identification System.
<b>IFC</b>	International Financial Corporation.
<b>IG</b>	Inspector General.
<b>IIP</b>	Bureau of International Information Programs.
<b>IM</b>	Information Management.
<b>IMF</b>	International Monetary Fund.
<b>IMO</b>	Information Management Officer. The office in charge of all information management at post. Supervises the Information Programs Officer, Information Systems Officer, and Information Technical Officer.
<b>IMS</b>	Information Management Specialist. Works in an Information Program Center or Information Systems Center.
<b>IMTS</b>	Information Management Technical Specialist. Works for a Regional Information Management Center. A traveling Information Management technician.
<b>INL</b>	Bureau of International Narcotics and Law Enforcement Affairs.
<b>INR</b>	Bureau of Intelligence and Research.
<b>INRISS</b>	Bureau of Intelligence and Research Intelligence Support System.
<b>INS</b>	The former Immigration and Naturalization Service, now part of the Department of Homeland Security.
<b>Inspector</b>	A Foreign Service or General Schedule officer assigned to inspect a diplomatic or consular post.
<b>INTELINK</b>	Intelligence Community Network for classified data.
<b>Interest Section</b>	The office responsible for protecting the interests of the United States, housed in a third country embassy, in a country with which the United States has no formal relations.
<b>IO</b>	Bureau of International Organization Affairs or Information Officer.
<b>IPC</b>	Information Program Center. Telegrams, COMSEC, Classified Systems, and Classified Pouch.
<b>IPO</b>	Information Programs Officer. The officer in charge of an Information Program Center.

<b>IPS</b>	Information Programs Supervisor. A shift supervisor in an Information Program Center.
<b>IRM</b>	Bureau of Information Resource Management.
<b>IROG</b>	International Relations Officer General.
<b>IRRF</b>	Iraq Relief and Reconstruction Fund.
<b>ISC</b>	Information Systems Center. The office that manages the unclassified systems.
<b>ISN</b>	Bureau of International Security and Nonproliferation.
<b>ISO</b>	Information Systems Officer. The officer in charge of an Information Systems Center.
<b>ISSO</b>	Information Systems Security Officer. The Information Management Specialist in charge of security on the computer networks.
<b>ITC</b>	Information Technical Center.
<b>ITO</b>	Information Technical Officer. The officer in charge of an Information Technical Center.
<b>JCS</b>	Joint Chiefs of Staff.
<b>JMC</b>	Joint Military Commission.
<b>JUSMAAG/MAAG</b>	Joint U.S. Military Assistance and Advisory Mission (if indeed "Joint") or Military Assistance Advisory Mission (if not); other terms in use include: "Security Assistance Office," "Office of the Defense Representative" and "Office of Defense Cooperation." All describe a military office within an Embassy responsible for directing programs of military assistance and training to foreign governments. The head of the office may be referred to as "Chief MAAG," "Chief ODC," etc.
<b>KSA</b>	Knowledge, skills, and abilities.
<b>L</b>	Office of the Legal Advisor.
<b>LDP</b>	Language Designated Position.
<b>LE</b>	Locally employed staff abroad. Includes Foreign Service Nationals, other locally employed staff, and family member employees.
<b>Legation</b>	A diplomatic mission in a foreign country headed by a minister. The United States has none at the present time, but a few other countries do.
<b>LGF</b>	Local guard force. Post security group.

<b>Liaison Office</b>	The office responsible for protecting the interests of the United States prior to the establishment of diplomatic relations (or while diplomatic relations are suspended) between the United States and the host country.
<b>LM</b>	Office of Logistics Management.
<b>LMR</b>	Land mobile radio. Radio used by post security groups.
<b>LMS</b>	School of Leadership and Management at the Foreign Service Institute.
<b>LNA</b>	Limited Non-career Appointment.
<b>LWOP</b>	Leave without pay.
<b>M</b>	Office of the Under Secretary for Management.
<b>Main State</b>	Department of State main building (21st & C Street, NW). Harry S Truman building.
<b>MAP</b>	Military Assistance Program.
<b>MCA</b>	Millennium Challenge Account.
<b>MCC</b>	Millennium Challenge Corporation.
<b>MED</b>	Office of Medical Services.
<b>MEMCON</b>	Memorandum of Conversation recounting the details of an official conversation with a foreign contact or official, traditionally sent by pouch (although most cable reports of calls and meetings are also MEMCONS).
<b>MENA</b>	Middle East/North Africa.
<b>MFA</b>	Minister and/or Ministry of Foreign Affairs.
<b>Minimize</b>	A communications term used to describe a post using minimum communications to avoid overload during a crisis; e.g., "Embassy Beirut is on minimize." This reduces routine communications and means outgoing communications require very senior level authorization.
<b>Mission</b>	A generic term that can be used interchangeably with "embassy" or "post." USAID uses the word to mean specifically the USAID component of a diplomatic mission. Also used as the term for posts accredited to multilateral organizations; e.g., the U.S. Mission to the United Nations, the U.S. Mission to NATO.
<b>ML</b>	Mid level.
<b>MOA</b>	Memorandum of Agreement.

<b>MOH</b>	Member of household. An individual who falls outside the Department's legal and statutory definition of eligible family member but resides at post with the employee.
<b>MOMS</b>	Model for Overseas Management Support.
<b>MOU</b>	Memorandum of Understanding.
<b>MPP</b>	Mission Performance Plan. Budget planning tool for missions.
<b>NAFTA</b>	North American Free Trade Agreement.
<b>NAS</b>	Narcotics Affairs Section. Embassy anti-drug section.
<b>NATO</b>	North Atlantic Treaty Organization.
<b>NEA</b>	Bureau of Near Eastern Affairs.
<b>NFATC</b>	National Foreign Affairs Training Center, home of the Foreign Service Institute in Arlington, Virginia.
<b>NGO</b>	Non-governmental organization.
<b>NIH</b>	National Institute of Health.
<b>NIS</b>	Newly Independent States.
<b>NIV</b>	Non-immigrant visa.
<b>NOTAL</b>	Cables not received by all addresses.
<b>NP</b>	Former Bureau of Nonproliferation, now part of ISN.
<b>NSA</b>	National Security Agency.
<b>NSC</b>	National Security Council.
<b>NSF</b>	National Science Foundation.
<b>OAS</b>	Organization of American States.
<b>OAU</b>	Organization of African Unity.
<b>OB</b>	Official building (embassy building).
<b>OBC</b>	Overseas Briefing Center at the Foreign Service Institute.
<b>OBO</b>	Overseas Buildings Operations (formerly FBO).
<b>OCR</b>	Office of Civil Rights.

<b>OCS</b>	Overseas Citizens Service.
<b>ODIHR</b>	Office of Democratic Institutions and Human Rights.
<b>OECD</b>	Organization of Economic Cooperation and Development, headquartered in Paris.
<b>OES</b>	Bureau of Oceans and International Environmental and Scientific Affairs.
<b>Official/Informal</b>	A term deeming a type of communication, either cable or letter, BOTH official and informal; may NOT be used for making action requests or for official reporting.
<b>OIG</b>	Office of the Inspector General.
<b>OMB</b>	Office of Management and Budget.
<b>OMS</b>	Office Management Specialist (formerly Foreign Service secretary).
<b>ONE</b>	OpenNet Everywhere. This program allows remote users to access the intranet.
<b>OpenNet</b>	State Department intranet, also known as ON+.
<b>OPF</b>	Official Personnel File.
<b>OPIC</b>	Overseas Private Investment Corporation.
<b>OPM</b>	Office of Personnel Management.
<b>ORE</b>	Official Residence Expense. A special account for funding official expenses of the ambassador's (Chief of Mission) residence.
<b>OSAC</b>	Overseas Schools Advisory Council.
<b>OSAC</b>	Overseas Security Advisory Council.
<b>OSCE</b>	Organization of Security and Cooperation in Europe.
<b>OSIS</b>	Open Source Information System, a secure but unclassified network connecting dozens of organizations (intelligence producers, military services, Department of Justice, Energy, Treasury, State, and others).
<b>OSPB</b>	Overseas Security Policy Board.
<b>P</b>	Under Secretary for Political Affairs.
<b>p.c.</b>	Pour condoler (to express sympathy).
<b>p.f.</b>	Pour féliciter (to extend congratulations).
<b>p.m.</b>	Pour mémoire (to remind).

p.p.	Pour présenter (to introduce).
p.p.c.	Pour prendre congé (to take leave).
p.r.	Pour remercier (to express thanks).
P & F	Programs and Financing.
PA	Bureau of Public Affairs.
PA/PC	Office of Public Communications. Office within PA.
PAO	Public Affairs Officer. The title of public diplomacy officer assigned to the public affairs section of an embassy or consulate. Responsible for managing programs of public information and cultural affairs.
PAR	Performance Accountability Report.
PART	Programs Assessment Rating Tool.
PC	Peace Corps (PC Rep—Peace Corps Representative, PCV—Peace Corps Volunteer).
PD	Public Diplomacy.
PDD	Presidential Decision Directive.
PEC	Post Employment Committee.
PERMREP	See COM.
PIT	Part-time/Intermittent/Temporary employee. This term formerly applied to most family member employment positions.
PL 480	Public Law 480 dealing with the overseas sale of surplus agricultural products.
PM	Bureau of Political Military Affairs.
PNG	Persona Non Grata.
PO	Principal Officer.
POL	Political Section overseas.
POLCONS	See Counselor.
Post	Any diplomatic or consular establishment maintained by the United States abroad.
POTUS	President of the United States.

<b>Pouch</b>	Refers to the service and to the mailbag by which communications and other materials are conveyed to and from U.S. diplomatic posts. Pouches may be unclassified (moving on their own like mail) or classified (moving under the care of a U.S. Department of State employee known as a Diplomatic Courier). The word can also be used as a verb, i.e., "to pouch."
<b>POV</b>	Privately owned vehicle.
<b>Precedence</b>	How fast a cable is to be transmitted electronically. Precedence is: Routine, Priority, Immediate, or Night Action (NIACT) Immediate, Flash, Critic.
<b>PRM</b>	Bureau of Population, Refugees, and Migration.
<b>Protocol Officer</b>	Officer assigned to deal with protocol and ceremonial matters.
<b>PSC</b>	Personal services contract.
<b>PSO</b>	Post Security Officer.
<b>Public Diplomacy Section</b>	Formerly the United States Information Agency (USIA). Responsible for managing programs of public information and cultural affairs.
<b>R</b>	Under Secretary for Public Diplomacy & Public Affairs.
<b>R&amp;R</b>	Rest and recuperation leave.
<b>RCSO</b>	Regional Computer Security Officer.
<b>REFTEL</b>	Reference telegram.
<b>RELO</b>	Regional English Language Officer.
<b>Residence</b>	Living quarters of the Ambassador.
<b>RFE/RL</b>	Radio Free Europe and Radio Liberty.
<b>RFSC</b>	Regional Financial Service Center.
<b>RM</b>	Bureau of Resource Management.
<b>RMO</b>	Regional Medical Officer.
<b>RPSO</b>	Regional Procurement Service Office. Overseas logistics support center.
<b>RSO</b>	Regional Security Officer. Reports directly to the Deputy Chief of Mission.
<b>S</b>	Office of the Secretary of State.

S/COS	Chief of Staff.
S/CPR	Chief of Protocol.
S/CRS	Coordinator of Reconstruction and Stabilization.
S/CT	Coordinator for Counterterrorism.
S/ES	Executive Secretariat.
S/GAC	Global AIDS Coordinator.
S/P	Policy Planning Staff.
S/WCI	Office of War Crimes Issues.
S&E	Salary & Expenses.
SA	Former Bureau of South Asian Affairs, now SCA (see below).
SA	State Annex. A Department of State structure other than the Harry S Truman building.
SAIT	School of Applied Information Technology at the Foreign Service Institute.
SBU	Sensitive but unclassified information.
SC	Shultz Center, also known as the George P. Shultz National Foreign Affairs Training Center.
SCA	Bureau of South and Central Asian Affairs.
Secretary	A diplomatic rank, as in Third Secretary, Second Secretary, and First Secretary, in ascending order of seniority. In the Department of State (or Defense or Commerce, etc.) usually prefaced with "The" and referring to the cabinet officer in charge.
SEP	Special Embassy Program. A program reflecting the reduced communications and reporting capabilities of the smallest Foreign Service posts abroad. SEP posts are exempted from certain reporting requirements.
SEA	Subsistence Expense Allowance.
SEPTTEL	Separate Telegram.
Seventh Floor	Department of State terminology referring to the Secretary of State, the Deputy Secretary and the Under Secretaries.
SFS	Senior Foreign Service.

<b>SIPRNET</b>	Secret Internal Protocol Router Network. Government-wide classified intranet.
<b>Sixth Floor</b>	State Department terminology referring to the next lower echelon within the Department; i.e., the Assistant Secretary level.
<b>SL</b>	Senior level.
<b>SLS</b>	School of Language Studies at the Foreign Service Institute.
<b>SMA</b>	Separate Maintenance Allowance.
<b>SMART</b>	State Messaging and Archive Retrieval Toolset.
<b>SNAP</b>	Spouse Networking and Assistance Program.
<b>SND</b>	Service Need Differential.
<b>SOS</b>	Security Overseas Seminar.
<b>SPAS</b>	School of Professional and Area Studies at the Foreign Service Institute.
<b>SR</b>	Standardized Regulations.
<b>SSN</b>	Social Security number.
<b>STAFFDEL</b>	See CODEL.
<b>START</b>	Strategic Arms Reduction Treaty.
<b>STMS</b>	Student Training Management System.
<b>T</b>	Under Secretary of State for Arms Control and International Security.
<b>TAGS</b>	Traffic Analysis by Group and Subject. A distribution and filing system for telegraphic traffic.
<b>TBD</b>	To be determined.
<b>TC</b>	Foreign Service Institute Transition Center (Overseas Briefing Center, Training Division, and Career Transition Center).
<b>TCC</b>	Temporary continuation of coverage program. For family member's health insurance benefits in case of the death of or divorce from employee.
<b>TC/T</b>	Training Division of the Foreign Service Institute's Transition Center.
<b>TCN</b>	Third country national. A citizen of a country other than the United States or the host country.
<b>TDY</b>	Temporary duty.

<b>TED</b>	Transfer eligibility date.
<b>TIC</b>	Time in class.
<b>TIS</b>	Time in service.
<b>TM</b>	Travel message.
<b>TOD</b>	Tour of duty.
<b>TQSA</b>	Temporary Quarters Subsistence Allowance.
<b>TSP</b>	Thrift Savings Plan.
<b>UAB</b>	Unaccompanied air baggage, also known as “air freight.”
<b>UN</b>	United Nations.
<b>UNESCO</b>	United Nations Education, Scientific, and Cultural Organization.
<b>USAID</b>	U.S. Agency for International Development.
<b>USCG</b>	U.S. Coast Guard.
<b>USCS</b>	U.S. Customs Service.
<b>USDA</b>	U.S. Department of Agriculture.
<b>USG</b>	U.S. Government.
<b>USEU</b>	U.S. Mission to the European Union in Brussels.
<b>USIA</b>	U.S. Information Agency. (Former foreign affairs agency incorporated into the DOS in 1999.)
<b>USMS</b>	U.S. Marshall Service.
<b>USNATO</b>	U.S. Mission to the North Atlantic Treaty Organization in Brussels.
<b>USO</b>	Unit Security Officer.
<b>USPS</b>	U.S. Postal Service.
<b>USPTO</b>	U.S. Patent and Trademark Office.
<b>USTR</b>	U.S. Trade Representative’s office.
<b>USUN</b>	U.S. Mission to the United Nations in New York.
<b>VCI</b>	Bureau of Verification, Compliance, and Implementation.

## *Chapter 26 Glossary of Terms and Acronyms*

VIP	Very important person.
VOA	Voice of America; the broadcasting service that beams programs overseas.
WAE	When actually employed; generally a retiree who returns to work for short periods.
WHA	Bureau of Western Hemisphere Affairs (formerly ARA).
WHO	World Health Organization, United Nations.
WI	Office of Women's Issues.
WMD	Weapons of mass destruction.
WTO	World Trade Organization in Geneva.