

Acronyms Common to ARS, USDA, and REE

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A

AA	Associate Administrator
AAD	Associate Area Director
AAO	Area Administrative Officer
ABFO	Area Budget and Fiscal Officer
A/C	Accounting Code
AC	Administrator's Council
ACS	Agricultural Cooperative Service
ACS	Area Computer Specialist
AD	Area Director
AD-202	Travel Authorization / Advance Form
AD-616	Travel Voucher Form
ADA	Associate Deputy Administrator
ADAAM	Associate Deputy Administrator, Administrative Management
ADO	Authorized Departmental Officer
ADODR	Authorized Departmental Officer's Designated Representative
ADP	Automated Data Processing
A-E	Architect-Engineer
AES	Agricultural Experiment Station
AFM	Administrative and Financial Management
AGPMR	Agriculture Property Management Regulation
AHERA	Asbestos Hazard Emergency Response Act
AIMS	Agreements Information Management System
A/L	Annual Leave
ALOC	Acceptable Level of Competence
AM	Administrative Management

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AMS	Agricultural Marketing Service
AO	Administrative Officer
AOD	Administrative Operations Division
APHIS	Animal and Plant Health Inspection Service
APMO	Area Property Management Officer
APO	Accountable Property Officer
ARD	Automatic Release Date
ARIS	Agricultural Research Information System
ARMP	Annual Resource Management Plan
ARMPS	Annual Resource Management Plan System
ARMS	ARS Resource Management System
ARS	Agricultural Research Service
ARS-CMU	ARS Correspondence Management Unit
ARS-LS	ARS Legislative Staff
ARS-OA	ARS Office of Administrator
ARSITS	Agricultural Research Service Invention Tracking System
ASAP	As Soon as Possible
ASB	Accounting Services Branch
ASE	Actual Subsistence Expense
ASHM	Area Safety and Health Manager
ATA	Area Travel Assistant
ATM	Automated Teller Machine
ATR	Agriculture Travel Regulations
AUO	Area Utilization Officer
AWOL	Absent Without Leave

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B

B&F	Budget and Fiscal
BA	Beltsville Area
BARC	Beltsville Agricultural Research Center

BARD	Binational Agricultural Research and Development
BCA	Board of Contract Appeals
BFSB	Budget and Fiscal Services Branch, FMD
BLM	Bureau of Land Management
BOC	Budget Object Class
BPMS	Budget and Program Management Staff
BRM	Business Reply Mail
BSO	Biological Safety Officer

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C

CAA	Clean Air Act
CAD	Contracting and Assistance Division
CATS	CRIS Allocation Tracking System
CBA	Centrally Billed Account
CC	Common Carrier
CCC	Commodity Credit Corporation
CD	Center Director
CDL	Commercial Drivers License
CDSO	Communications and Data Services Division
CDSO	Collateral Duty Safety Officer
CDW	Collision Damage Waiver
CEP	Career Enhancement Program
CEPS	Cluster Environmental Protection Specialist
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFC	Combined Federal Campaign
CFPDC	Consolidated Forms and Publications Distribution Center
CFR	Code of Federal Regulations
CG	Comptroller General
CMCO	Classified Material Control Officer

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CO	Contracting Officer
COB	Close of Business
COLA	Cost of Living Allowance
CONUS	Continental United States
COP	Continuation of Pay
CO-PI	Cooperative Principal Investigator
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CPHST	Center for Plant Health Science and Technology
CR	Civil Rights
CRADA	Cooperative Research and Development Agreement
CRAS	CRIS Resource Allocation Schedule
CRIS	Current Research Information System
CS	Contract Specialist
CSRA	Civil Service Reform Act
CSREES	Cooperative State Research, Education and Extension Service
CSRS	Civil Service Retirement System
CWA	Clean Water Act
CY	Calendar Year

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D

DA	Deputy Administrator
DAD	Deputy Area Director
DAAM	Deputy Administrator, Administrative Management
DAEA	Designated Area Ethics Advisor
DDES	Demonstration and Delegated Examining Section, REE Policy Branch
DEMO	USDA Demonstration Project
DEPPC	Departmental Excess Personal Property Coordinator
DEU	Delegated Examining Unit

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DLA	Defense Logistics Agency, Department of Defense
DM	Department Manual
DMM	Domestic Mail Manual
DO	Decision Official
DOD	Department of Defense
DOJ	Department of Justice
DPM	Department Personnel Manual
DR	Department Regulation

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E

EAD	Extramural Agreements Division
EAP	Employee Assistance Program
EAS	Economic Analysis Staff
EAS	Employee Appeals Staff
EAS	Extramural Agreements Specialist
EC&R	Executive Correspondence and Records Unit, Office of Operations
EDS	Electronic Data Services
EEOC	Equal Employment Opportunity Counselor
EEO/CR	Equal Employment Opportunity/Civil Rights
EEOO	Equal Employment Opportunity Officer
EMS	Economics Management Staff
EMS	Environmental Management System
EO	Executive Order
EOD	Enter on Duty
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act
ERC	Equipment Review Committee
ERRC	Eastern Regional Research Center
ERS	Economic Research Service

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ERUR	Expert Review of Unit Research
ES	Extension Service
ESB CAD	Extramural Services Branch, Contracting and Assistance Division

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F

FAA	Foreign Agricultural Affairs, FAS
FAO	Food and Agricultural Organization
FARC	Federal Archives and Records Center
FAS	Foreign Agricultural Service
FBI	Federal Bureau of Investigation
FCIC	Federal Crop Insurance Corporation
FCMD	Facilities Construction Management Division
FD	Facilities Division
FDC	Financial Data Code
FECA	Federal Employees Compensation Act
FEHB	Federal Employees Health Benefits
FEORP	Federal Equal Opportunity Recruitment Program
FEPA	Federal Employee Pay Act
FEPCA	Federal Employees Pay Comparability Act of 1990
FERS	Federal Employees Retirement System
FES	Factor Evaluation System
FFIS	Foundation Financial Information System
FGIS	Federal Grain Inspection Service
FIRM	Foundation Information for Real Property Management
FMLA	Family and Medical Leave Act
FLSA	Fair Labor Standards Act
FMD	Financial Management Division
FNS	Food and Nutrition Service
FOIA	Freedom of Information Act

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FOMC	Facilities Operation Maintenance Contract
FPL	Full Performance Level
FPM	Federal Personnel Manual
FPMR	Federal Property Management Regulations
FPR	Federal Procurement Regulations
FPRS	Federal Property Resource Services, GSA
FR	Federal Register
FRC	Federal Records Center
FS	Forest Service
FSA	Farm Service Agency
FSC	Federal Supply Classification
FSIS	Food Safety and Inspection Service
FSS	Federal Supply Schedule
FT	Full Time Tour of Duty
FTCA	Federal Tort Claims Act
FTD	Federal Travel Directory
FTE	Full Time Equivalent
FTIS	Foreign Travel Information System
FTR	Federal Travel Regulations
FTS	Federal Telecommunications System
FTTA	Federal Technology Transfer Act
FTU	Foreign Travel Unit, FAS
FWS	Federal Wage System
FY	Fiscal Year

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G

GAMS	Grants and Agreements Management Staff, CAD
GAO	General Accounting Office
GIPSA	Grain Inspection and Packers and Stockyards Administration
GM	GS Employees in the Performance Management and Recognition System

GNA	Guide Not Applicable (decision)
GOV	Government Owned Vehicle
GPO	Government Printing Office
GPRA	Government Performance and Results Act
GS	General Schedule Pay Plan
GS	Graduate School (USDA)
GSA	General Services Administration
GSD	General Services Division
GTR	Government Transportation Request
GVTS	Government Transportation System

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H

HNIS	Human Nutrition Information Service
HPRL	High Priority Requirement List
HQ	Headquarters
HRD	Human Resources Division, AFM
HSPD12	Homeland Security Presidential Directive #12
HWC	Hazardous Waste Cleanup

I

IAS	Integrated Acquisition System
IBA	Individually Billed Account
ID	Identification Security
IDO	Informal Deciding Official
IDP	Individual Development Plan
IDR	In-depth Review or Reviewer
IFB	Insufficient Factual Basis (decision)
IH	Industrial Hygiene/Hygienist
IPSC	Indirect Program Support Cost
IR	Invention Report

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IRC	Indirect Research Cost
IRS	Internal Revenue Service
IS	Information Staff
ISTD	Information Systems and Technology Division
IT	Information Technology
ITP	Individual Training Plan
ITS	Information Technology Specialist

J

JO	Judicial Officer
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K

KSA	Knowledge, Skill and Ability
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L

L/A	Letter of Authorization
LAO	Location Administrative Officer
LAPC	Location Agency Program Coordinator
LASER	Lincoln Advanced Science Engineering Reinforcement Program
LAT	Location Administrative Technician
LC	Location Coordinator
LD	Laboratory Director
LERB	Labor Employee Relations Branch
LL	Location Leader
LOC	Locations
LOTS	Location Obligation Tracking System
LS	Lead Scientist
LSO	Location Safety Officer
LWOP	Leave Without Pay

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M

M&IE	Meals and Incidental Expenses
MAEA	Mission Area Ethics Advisor
MM	Mail Manager
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRMD	Mail and Reproduction Management Division, Office of Operations
MSA	Mid South Area
MSPB	Merit Systems Protection Board
MU	Management Unit
MWA	Midwest Area

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N

NAA	North Atlantic Area
NACOSP	National Advisory Council for Office Support Professionals
NADC	National Animal Disease Center
NAL	National Agricultural Library
NARA	National Archives and Records Administration
NARDAC	National Regional Data Automation Center
NARS	National Archives and Records Service
NASDPD	Newly Appointed Scientist Professional Development Program
NASS	National Agricultural Statistics Service
NCAUR	National Center for Agricultural Utilization Research
NEPA	National Environmental Policy Act
NFC	National Finance Center
NFCA	Non-Funded Cooperative Agreement
NOAA	National Oceanic and Atmospheric Administration
NP	National Program
NPA	Northern Plains Area

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NPASAC	Northern Plains Area Secretarial Advisory Council
NPL	National Program Leader
NPS	National Program Staff
NRCS	Natural Resources Conservation Service
NRI-CGP	National Research Institute - Competitive Grants Program
NFCA	Non-Funded Cooperative Agreement
NRRC	Natural Resources Research Center
NRRC	Northern Regional Research Center
NTE	Not to Exceed
NTIS	National Technology Information Service
NTTC	National Technology Transfer Coordinator

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O

O&F	Office of Operations and Finance
OA	Office of the Administrator
OAA	Office of the Associate Administrator
OAE	Office of Advocacy and Enterprise
OALJ	Office of Administrative Law Judges
OBPA	Office of Budget and Program Analysis, USDA
OCA	Office of the Consumer Advisor
OCE	Office of Chief Economist
OCI	Office of Cooperative Interactions
OCIO	Office Chief Information Officer
OCONUS	Outside Continental United States
ODS	Official Duty Station
OE	Office of Energy
OFM	Office of Finance and Management
OGC	Office of the General Counsel
OGE	Office of Government Ethics

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OHMP	Occupational Health Maintenance Program
OHR	Office of Human Resources
OICD	Office of International Cooperation and Development
OIG	Office of Inspector General
OIRM	Office of Information Resources Management
OMB	Office of Management and Budget
OO	Office of Operations
OP	Office of Personnel
OPA	Office of Public Affairs
OPF	Official Personnel Folder
OPM	U.S. Office of Personnel Management
OSC	Office of Special Counsel
OSEC	Office of Secretary
OSHA	Occupational Safety and Health Act/Administration
OSQR	Office of Scientific Quality Review
OT	Office of Transportation
OTT	Office of Technology Transfer
OWCP	Office of Workers Compensation Program

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P

P&P	Policies and Procedures
PA	Program Analyst or Patent Advisor
PA	Privacy Act
PAA	Program Analyst Assistant
PAIS	Property Accounting Information System
PAO	Procurement Assistance Officer
PB	Publications Branch
PCB	Polychlorinated Biphenyls
PCMI	President's Counsel on Management Improvement

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PCMS	Purchasing Card Management System
PCS	Permanent Change of Station
PD	Per Diem Allowance
PD	Personnel Division
PD	Position Description
PDRAM	Program Direction Resource Allocation Memo
PDS	Permanent Duty Station
PFT	Permanent Full Time
PI	Principal Investigator
PIADC	Plum Island Animal Disease Center
PINQ	Personnel Inquiry System
PIP	Performance Improvement Plan
PL	Public Law
PM	Program Management
PMAR	Precious Metals Recovery Representative, Defense Logistics Agency, DOD
PMB	Property Management Branch
PMO	Property Management Officer
PMRS	Performance Management Recognition System
POB	Personnel Operations Branch, PD
POD	Post of Duty
POV	Privately Owned Vehicle
PPO	Project Plan Outline
PPMS	Personal Property Management Section
PPPM	Payroll/Personnel Processing Manual
PPSB	Personnel Policy and Systems Branch, PD
PRB	Performance Review Board
PRC	People's Republic of China
PSA	Packers and Stockyards Administration
PSP	Position Staffing Plan

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PT	Part Time Tour of Duty
PTO	Patent and Trademark Office
PVPA	Plant Variety Protection Act
PVPC	Plant Variety Protection Certificate
PWA	Pacific West Area

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R

R&M	Repair and Maintenance
RA	Research Associate
RAP	Research Apprenticeship Program
RCRA	Resource Conservation and Recovery Act
RD	Rural Development
REA	Rural Electrification Administration
REE	Research, Education and Economics
RG	Records Group
RGEG	Research Grade Evaluation Guide
RIF	Reduction in Force
RL	Research Leader
RMO	Records Management Officer
RPA	Research Problem Area
RPEC	Research Personnel Evaluation Committee
RPES	Research Position Evaluation System
RS#4	Reporting Section #4
RSA	Research Support Agreement
RSS	Radiological Safety Staff
RTB	Rural Telephone Bank

S

SAA	South Atlantic Area
SAES	State Agricultural Experiment Station

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SARA	Superfund Amendments and Re-authorization Act
SBG	Scored Below Grade
SCA	Specific Cooperative Agreement
SCS	Soil Conservation Service
SEC	Office of the Secretary
SES	Senior Executive Service
SEU	Special Examining Unit
SF	Standard Form
SGEG	Supervisory Grade-Evaluation Guide
SHEM	Safety, Health and Environmental Management
SHEMB	Safety, Health and Environmental Management Branch
S/L	Sick Leave
SL	Senior Level
SO	Safety Officer
SOI	Subject of Investigation
SOW	Statement of Work
SPA	Southern Plains Area
SPO	Servicing Personnel Office
SPS	Servicing Personnel Specialist
SR	Standard Regulations
SRC	Shared Research Cost
SRRC	Southern Regional Research Center
ST	Scientific and Professional Pay Plan
STAR	System for Time and Attendance Reporting
STEP	Student Temporary Employment Program
STP	Strategic Plan Code
SY	Scientist Year (Category 1 or 4 positions)

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T

T&A	Time and Attendance
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TAC	HQ and/or Area Time and Attendance Coordinator
TASSB	Technology Assessment and Support Services
TC	Transaction Code (NFC T&A designation)
TCR	Torts Claim Representative
TDY	Temporary Duty
TEKTRAN	Technology Transfer Automated Retrieval System
TEP	Technical Evaluation Panel
TFT	Temporary Full Time
TINQ	Time Inquiry System
TMC	Travel Management Center
TPS	Target Percent in Salaries
TRAI	Training Information System
TRVL	Travel Information System
TSCA	Toxic Substance Control Act
TSP	Thrift Savings Plan
TT	Technology Transfer
TY	Travel Year

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U

U.S.C.	United States Code
UPS	United Parcel Service
USDA	United States Department of Agriculture
USPS	United States Postal Service
USSR	Union of Soviet Socialist Republics

V

VRA	Veterans Readjustments Act
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W

WAOB	World Agricultural Outlook Board
WG	Wage Grade

WGI	Within-Grade Increase
WNRC	Washington National Records Center
WOPFP	Without Postage and Fees Paid
WPPF	With Postage and Fees Paid
WRRC	Western Regional Research Center
X - Y - Z	
YW	Pay Plan for Stay-in-School Students

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