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8-69-00 PURPOSE AND SCOPE

This Chapter prescribes a Standard Administrative Code for use throughout the Department of Health, Education, and Welfare. The Administrative Code is designed to be concise, easy to remember, easy to say and write, and reasonably visually **decodable**. In addition, it shows the position of a unit in the organizational structure.

8-69-10 OVERVIEW OF THE ADMINISTRATIVE CODE

A concise statement of what makes up the Standard Administrative Code is as follows:

1. The code consists of a combination of alphabetical and numeric characters; the total cannot exceed eleven characters or eleven columns.
2. The number of characters required to completely identify a particular organizational element depends on the place of a given organization in the organizational hierarchy.

For example, the Office of General Counsel in the Office of the Secretary would be coded with two alpha characters "**AG**." The first letter, "A" denotes the Office of the Secretary and the "**G**" denotes the Office of the General Counsel, a prime unit of the Office of the Secretary.

An organization at a lower level would have a longer Code. For example, HSMB would denote H Public Health Service; S Health Services Administration; M Bureau of Medical Services; and B Division of Hospitals and Clinics. Thus, the Code is hierarchical, because **it** portrays the place of an organization in the organizational structure.

3. The code is structured so that all eleven columns have the **potential for** both alphabetical and numeric characters. However, initially Columns 1-3 inclusive will specify alphabetical characters (except where a number is used in Column 3 to denote

a regional office). **Columns 4-11** will contain numeric/alpha characters.

4. Each of the eleven columns is a discrete Code element except in the single instance in which two columns are paired to denote a given organizational element.

The code can be used to identify any individual activity, even though there may be many of the same type. For example, HEW has 150 PHS Health Units under its jurisdiction. Each Unit can be separately identified. If the **various units** cannot be identified using a single column, then two columns are used. This is discussed in detail in 8-69-20-H-3.

5. Certain alphabetical and numeric characters are used for special purposes as described in 8-69-20, Technical Instructions for Code Application.

8-69-20 TECHNICAL INSTRUCTIONS FOR CODE APPLICATIONS

- A. The Code is made up of two parts: Columns 1-3 and Columns 4-11.
 1. Columns 1, 2, and 3 will specify alphabetical characters except as specified in F below. All letters are available for use in these columns, except "I," "O," and "Z" which is written as **z**. "I" and "O" are not used to avoid confusion with numbers. **z** serves a special function as explained below.
 2. Columns 4 to 11 inclusive may contain alphabetical and numeric characters, subject to the following **restrictions**:
 - a. All letters except I and O are available for use in these columns. F and **z** are available only for special uses as noted below.
 - b. Numbers 1-9 inclusive likewise are available in these columns. Numeric zero, which is written **0**, is used only for special purposes as described below.
 - c. Numbers are used first **and** then letters, except as specifically noted.
- B. Certain letters, numbers, and characters when they are placed in certain columns are used for specified purposes. The following table shows the specific reservations for Principal Operating Components (**POCs**) in Column 1, and specifies other special uses and reservations:
 - A - Col. 1 - Office of the Secretary**
 - A - Cols. 2 and 3 - Office of the head of an organization where the size and complexity require such breakout.**

- D - Col. 1 - Office of Human Development Services (OHDS)
- D - Cols. 2 and 3 denote Office of PRO, POC Regional Commissioner, or POC Regional Administrator
- E - Col. 1 - Education Division
- F - Col. 1 - Health Care Financing Administration
- F - Cols. 4-11 - Denotes a Field organization (See paragraph 8-69-20H)
- H - Col. 1 - Public Health Service
- I - Do not use anywhere
- O - Do not use anywhere
- S - Col. 1 - Social Security Administration
- X - Col. 3 or 4 Region X, Seattle
- Y - Cols. 2 or 3 - As required, denotes HEW-affiliated organization, e.g. **EEY1** (National Council on Quality of Education)
- Z - Do not use anywhere as alpha character. Use only in Cols. 4-11 to signal that the following two columns are to be used as a pair to describe multiple offices of a similar type, e.g., SSA District Offices (See 8-69-20H.3).

Numbers

- 1-9 - Use in Cols. 4-11

- ∅ - Do not use as a number. Use only in Cols. 4-11 as left digit in two columns used in pairs to delineate the first 31 units in a series of similar units

- (hyphen) - **Use only** to denote the absence of an organizational unit at a given level in the hierarchy and as a place holder. Codes containing - (hyphen) will list before codes containing alpha or numerics.' For example, EES-1 lists before **EES1**.

- C. The criteria for determining whether "F" is appropriately used in columns 4-11 or whether a unit is treated as a Headquarters unit are as follows: Headquarters is any organizational element regardless of physical location, whose functions, responsibilities, clientele, or authority extend nationwide (not geographically limited to a particular area). For example, the Center for Disease Control in Atlanta, Georgia is a headquarters organization of the Public Health Service. The Health Services Administration in Rockville, Maryland, is a headquarters organization. The organization of the Indian Health Service in Rockville, Maryland likewise is a headquarters unit for that program bureau. The Indian Health Area Office in Albuquerque, on the other hand, in its entirety, is a field organization. Organizations which are recognized as elements of the Principal Operating Component headquarters of the Social Security Administration in Baltimore are treated as Headquarters organizations. Likewise, the Bureau of Hearings and Appeals organization in Arlington, Virginia is a Headquarters organization. Hearings and Appeals units scattered throughout the country are field units.

D. Administrative Code Application for Office of the Secretary and Principal Operating Components

1. The Office of the Secretary and Principal Operating Components of the Department and their offices are depicted by a **single-letter** code, as follows:

A **Office** of the Secretary
 D **Office** of **Human** Development Services
 E Education Division
 F **Health Care** Financing **Administration**
 S **Social** Security Administration
 H **Public Health** Service

2. The next **subordinate** element is assigned a single letter in the **second column**. The second letter in combination with the code for **principal** operating component identifies a particular subordinate **organizational** element. For example:

*DA Office of Human Development Services,
 Office of the Assistant Secretary
 DG Office of Human **Development** Services,
 Administration on Aging
 ES Public **Health Service**, Health
 Services**Administration**
 EE **Education Division**, Office of Education

*Use letter "A" in the second and third columns to depict the office of the head of the organization, where size and complexity warrant such breakout.

3. The next succeeding organizational element to the above is assigned a **single** letter in the third **column**. The third letter in combination **with** the two alpha characters described above delineates this organizational element. For example:

EE **Office of Education**
 EEW Bureau of Occupational and Adult Education
 HS Health Services Administration
 HSM Bureau of Medical Services

4. The next **subordinate** element is assigned a number **or** letter in column 4. This number in combination with the foregoing identifies this organization. For example:

EEW Bureau of Occupational and Adult Education
 EEWV Division of Vocational and Technical Education

5. The next succeeding organizational element is assigned a number or letter in Column 5. This number in combination with the foregoing identifies this unit. For example:

EEWV Division of Vocational and Technical Education
EEWV2 Post Secondary and Adult Occupational Branch

6. The next organizational element is assigned a number or letter in Column 6. This number in combination with the foregoing identifies this unit. For example:

EEW Bureau of Occupational and Adult Education
EEWV Division of Vocational and Technical Education
 EEWV2 Post Secondary and Adult Occupational Branch 21
 EEWV21 Older Workers Retaining Section*

*(hypothetical units for illustrative purposes).

7. The process of adding a numeric/alpha indicator for each succeeding subordinate organization should be followed to denote the lowest duly constituted level. The entire code designation will not exceed the eleven columns set aside for the code field.

E. Administrative Code Application to the Office of the Secretary

1. The immediate office of the Secretary, the office of the Under Secretary, and the offices of the assistant secretaries are depicted by a double-letter code, as follows:

AA Office of the Secretary (Immediate Office)
 AB Office of the Under Secretary
 AE Office of Assistant Secretary for Planning and Evaluation
 AF Office of the Inspector General
 AG Office of General Counsel
AH Office of Assistant Secretary for Personnel Administration
 AL Office of Assistant Secretary for Legislation
 AM **Office of** the Assistant Secretary for Management and Budget
AP Office of Public Affairs'

2. Certain other Office of the Secretary offices reporting to the Secretary are assigned a double-letter code similarly as follows:

AT Office for Civil Rights
 AW U.S. Office of Consumer Affairs
 AX Office of Executive Secretariat

3. The codes denoting the next succeeding level consist of three alpha characters. For example:

AG Office of General Counsel
 AGC Division of Business and Administrative Law

4. In the event of further **sub-divisions** of the elements in 3 above, the codes will be constituted as shown in D4, 5, 6, and 7 above.

F. Administrative Code Application to Regional Offices

1. The Standard Administrative Code for the Office of the Principal Regional Official would be expressed as stated below. The first two letters of the Code will be AD, and the total code will be as follows:

AD1 - Office of the Principal Regional Official, Region I (Boston)
 A - **Office of** the Secretary
 D - Office of Principal Regional Official
 1 - (in 3rd position) Region I. This is the only instance where a **number** is used in the first three columns.

2. Offices reporting to the Principal Regional Official are denoted by a letter in the fourth column. For example:

AD4H Office of Congressional and Intergovernmental Affairs,
 Region IV (Atlanta)

3. Within each region, the Standard Administrative Code denoting the next succeeding element consists of the initial portion as shown above followed by a single numeric/alpha character. For example:

AD4H3 Office of State Operations under the Office Of
 Congressional and Intergovernmental Affairs in Atlanta

4. The next succeeding element to the element shown above is assigned a number in the next column. For example:

AD4831 Division of State Plans under the Office of State
 Operations under the Office of Congressional and
 Intergovernmental Affairs in Atlanta

G. Administrative Code Applications to Offices of Regional Commissioners and Administrators

1. The Standard **Administrative Code** for the regional administrators associated with the principal operating components, would be expressed as stated below. The first letter of the Code will be the POC designator, followed by the letter "D" and then the specific Regional office designator in the next column, as follows:

F Health Care Financing Administration
 D Office of Regional Administrator8
 5 Region V (Chicago)

2. Subordinate units would be coded as in **F2**, 3, and 4 above.

H. Administrative Code Applications to Field

1. Organizations **located** outside parent organization headquarters and not within the purview of an Office of the Principal Regional Official should be coded to reflect the line hierarchical position of the organization within the parent organization.
2. A special provision has been made for coding field activities. The letter **"F"** is inserted in columns 4-11 **of the** point which divides the national headquarters organization from the field organization. **"F"** should not be used in columns 4-11 for any other purpose.

The succeeding columns, however many are necessary, will be used to identify the field organization and its internal structure. For example:

H	Public Health Service
HS	Health Services Administration
BSN	Indian Health Service
HSNF	Field
HSNF7	Phoenix Area Office
HSNF75	Colorado River Service Unit
HSNF753	PHS Indian Hospital, Parker, Arizona
HSNF7532	Administrative Services Branch
HSNF75321	Housekeeping and Transportation Section

3. The Code can be used to identify any individual activity, even though there may be many of the same type. For example, if there are 30 outpatient clinics and if a single column has a potential of 31 separate, identifiable codes, each such clinic can be identified individually in a single column.

If there is a need to identify more organizational elements than can be identified by a single column, two columns are paired to identify each organizational element. A **0** zero is placed in the left column and in the right column numbers one through nine and letters A through **Y** (except **"F," "I," "O,"** and **"Z"**) are inserted for the first 31 activities. The first would be **01**; the second **02**, etc. The 32nd is designated 1 in the left column and **1** in the right column. The 33rd is designated 1 in the left column and 2 in the right column etc. Two columns thus paired provide for 961 possible discrete code assignments.

To signal that two columns are being paired as described above, a **"Z"** is **placed** in the column immediately to the left of the paired columns. For example, **Z01, Z02**.

8-69-30 RESPONSIBILITIESA. HEW Management and Budget Office

1. The Division of Organizational Analysis (DOA), Office of the Secretary (OS), is responsible for the establishment and maintenance of the HEW Standard Administrative Code System and will provide advice and assistance to the Administrative Code Control Officers on problems of determining and applying the Code. Also, it will assign and control the Code Assignments in Columns 1, 2, and 3.
2. The Office of Personnel (OP), Assistant Secretary for Personnel Administration, is responsible for maintaining a central registry of Standard Administrative Codes and publishing listings of updated Code information on a regular basis.

B. Principal Operating Components (POC) and Staff Offices

1. The head of each POC and main subordinate elements thereof, and the DOA, Assistant Secretary for Management and Budget (ASMB), for the OS will designate an Administrative Code Control Officer who will be responsible for the establishment and maintenance of the organization's Standard Administrative Codes and the distribution of Code listings. The ASMB (DOA) will be notified of the names of these officers and their alternates.
2. The head of each POC and the ASMB for the OS will assure the development and issuance of guidance for the coding in their respective areas of jurisdiction. In addition, they will assure that the Standard Administrative Code System is applied within their respective organizations, both at headquarters and in the regions and the field. Administrative Code listings will denote currently existing and approved organizational elements. There will be situations in which obsolete Codes are retained in the Code listing until all positions are deleted from them. Once a new Code is prescribed for **an** organization, no personnel or other action will be taken affecting an employee of the Department and his rights which utilizes Administrative Codes denoting organizations which are nonexistent and which have been abolished.

8-69-40 PROCEDURESA. Assignment and Maintenance of Codes1. Reorganizations Requiring Office of the Secretary Approval

Upon Secretarial approval of an organizational change, the affected POC Administrative Code Control Officer will submit

proposed coding changes to the **DOA** utilizing Form HEW 509A (Revised) Notice of Administrative Code Revision.

For each organizational change the original and two copies of a Notice of Administrative Code Revision will be forwarded to **DOA**. One copy of the Form will be returned to the POC Administrative Code Control Officer indicating that the proposed Code changes have been reviewed and approved.

2. Reorganization Not Requiring Office of the Secretary Approval

Notifications of changes in Administrative Codes and titles should be provided on the notice form and submitted to **DOA** immediately after the organization changes have been approved.

3. Deadlines for Forwarding Change Notices

Administrative Code Control Officers should make every effort to forward Forms promptly to **DOA**. In order to include all possible data in a periodic update, Administrative Code Control Officers should dispatch Forms in time to arrive in the Employee Systems Center, OP, four days before the end of a pay period. In order to allow for the review and approval by **DOA**, change notices should be submitted to it by Tuesday noon of a week in which a pay period ends.

4. Retention of Codes

When an organizational change requires the assignment of another Administrative Code, the former Code will be preserved for at least two years before it is considered for possible re-use. Each POC will determine the period of preservation before re-use to be applied to its Codes.

B. Preparation of Form 509A (Revised) Notice of Administrative Code Revision

This form is the official source for adding a new Code, deleting an existing Code or several Codes simultaneously, or changing an existing Code. A separate entry is required for each organizational change. Since these forms provide the input to the system, they should be complete, accurate, and represent the currently approved organization to eliminate reprocessing as much as possible.

Control Number - Each form will be identified by a control number consisting of:

POC and Agency Identifier - Use first two column alpha indicators.

Fiscal Year - Last two digits of the current fiscal year.

Serial Number - Sequentially assigned number of two digits beginning **each fiscal** year with 01.

Type of Revision - Check appropriate box to indicate the nature of the organizational change as follows:

Addition
Deletion of a single code*
Change in Organization Title Only
Mass Deletion*

*NOTE: Action **to** delete codes pertaining to superseded organizations should be taken as soon as possible after an 'organization change is approved. A "deletion" action does not actually drop an administrative code from the register of administrative codes; rather it serves to notify management that, not later than 90 days after a change is approved, all positions should be transferred from the superseded organization. If, however, all positions still have not been removed, the organization will continue to be carried in a pending status.

Code Number - This item must be completed as follows:

If entry in type of revision is "Addition," enter the new Standard Administrative Code.

If entry is "Deletion - Single **Code**," enter the existing administrative code to be deleted, eventually.

If entry is "Change Organization Title," enter the Administrative Code as it currently appears.

If the entry is "Deletion - **Mass**," enter the top-level existing administrative code to be deleted, eventually.

Organization Title - Enter titles in Columns 13-75 inclusive. **Sixty-**two characters including spaces have been provided for, this item. Standard abbreviations are to be used as listed in **Exhibit** x8-69-1. Titles not included in the Exhibit on Standard Abbreviations will be written in full unless the title exceeds the characters permitted. In that event, abbreviate the title and indicate in the Remarks section the full title of the organization. The words "of" and "the" will be deleted entirely in organization **titles for** the purposes of this Chapter. Use the following guidance:

If the type of revision is "Addition: enter the new organization title.

If the type of revision is "Deletion - Single Code," it **is** not necessary to enter the existing organization title.

If the type of revision is "Change Organization Title," enter the new organization title.

If the type **of revision** is "Deletion - Mass," it is not necessary to enter the existing organization title.

Effective Date - Enter in Columns 76-80 the effective date of the organization change. Enter the last digit of the current calendar year, the month (01 through 12) and the day (01 through 31). For example, if the effective date of an organization was May 12, **1975**, it would be written 50512.

Remarks - If necessary, enter further information to clarify data furnished in previous items.

Submitted By - Form is to be signed and dated by the designated Administrative Code Control Officer or alternate.

Approved By - This space is provided for the signature or initials of the HEW Administrative Code Control Officer and the date.

ACCOUNTS	ACCTS	CALCULATING	CALCG
ACCOUNTING	ACCTG	CARDIOVASCULAR	CARDVASC
ACTIVITIES	ACTVS	CAREER	CRER
ACTIVITY	ACTVY	CATALOG	CATLG
ACTUARY	ACTRY	CENTER	CTR
ADJUDICATION	ADJUDN	CERTIFICATION	CERTIFN
ADJUSTMENTS	ADJSTMTS	CHAIRMAN	CHRMN
ADMINISTRATION	ADMIN	CHARGE	CHG
ADMINISTRATIVE	ADMIV	CHEMISTRY	CHEMSTRY
ADMINISTRATOR	ADMINR	CHIEF	CH
ADVISOR	ADVSR	CIVIL	CVL
AFFAIRS	AFFRS	CLAIMS	CLMS
AGENCY	AGNCY	CLASSIFIER	CLASSR
ANALYSIS	ANALS	CLERK	CLK
AND	&	CLINIC	CLNC
ANESTHESIOLOGY	ANESTHESLGY	CLINICAL	CLNCL
ANTIBIOTICS	ANTIBOT	CLINICS	CLNCS
APPEALS	APPLS	COLLABORATOR	COLLAB
APPRAISAL	APRSL	COLLATERAL	COLLATL
ARCHITECTURAL	ARCH	COLLECTION	COLLN
ASSEMBLY	ASSMBY	COLLEGE	COLL
ASSISTANCE	ASSTNC	COMMISSION	COMMSN
ASSISTANT	ASST	COMMISSIONER	COMMSNR
ASSOCIATE	ASSOC	COMMITTEE	COMTE
ASSOCIATION	ASSOCN	COMMODITIES	COMMODS
ATTORNEY	ATTY	COMMUNICATIONS	COMMUN
AUDIO-VISUAL	AUDVIS	COMMUNITY	COMUTY
AUDIT	AUDIT	COMPENSATION	COMP
AUDITOR	AUDR	COMPENSATORY	COMPTY
AUTOMATIC DATA PROCESSING	ADP	COMPLIANCE	COMPLNC
		CONGRESSIONAL	CONGRSL
		CONSULTANT	CONSLT
BACTERIOLOGICAL	BACTRLGL	CONSULTATION	CONSLTN
BALTIMORE	BALTO	CONSUMER	CONSMR
BENEFICIARIES	BENCS	CONTACT	CONCT
BENEFITS	BNFTS	CONTRACTS	CONTRCTS
BILINGUAL	BLNGL	CONTROL	CONTL
BIOCHEMISTRY	BIOCHEMSTRY	COORDINATION	COORD
BIOLOGICAL	BIOLGL	CORPORATION	CORP
BIOMEDICAL	BIOMDCL	COUNCIL	CNCL
BOARD	BD	COUNSEL	CNSL
BOOKKEEPING	BKKFG	COUNTY	CO
BRANCH	BR	COURT	CRT
BUDGET	BGT		
BUDGETING	BGTG		
BUILDINGS	BLDGS		
BUREAU	BU		
BUSINESS	BUS		

DEFENSE ----- DEF
 DELINQUENCY ----- DELQNCY
 DEMONSTRATION ----- DEMON
 DENTAL ----- DENTL
 DEPARTMENT ----- DEPT
 DEPARTMENTAL ----- DPTL
 DEPUTY ----- DEP
 DEVELOPMENT ----- DVPMT
 DIRECTOR ----- DIR
 DISABILITY ----- DISAB
 DISADVANTAGED ----- DISNVD
 DISBURSEMENT ----- DISBRSM
 DISSEMINATION ----- DISMTN
 DISTRICT ----- DIST
 DISTRICT OFFICE ----- DO
 DIVISION ----- DIV
 DOCUMENTATION ----- DOCMTN
 DOMESTIC ----- DMSTC
 DRUG ----- DRG

 EASTERN ----- ESTRN
 ECONOMIC ----- ECON
 EDITOR ----- EDTR
 EDITORIAL ----- EDTRL
 EDUCATION ----- EDUCN
 EDUCATIONAL ----- EDUCNL
 ELECTRIC ACCOUKTING MACHINE ----- EAM
 ELECTRONIC DATA PROCESSING ----- EDP
 ELEMENTARY ----- ELMNTY
 EMERGENCY ----- EMER
 EMPLOYMENT ----- EMPLMT
 ENFORCEMENT ----- ENFCMNT
 ENGINEER ----- ENGR
 ENGINEERING ----- ENGNRG
 ENTITLEMENT ----- ENTMNT
 ENVIRONMENTAL ----- ENVRMTL
 ESTABLISHMENT ----- ESTBLT
 EVALUATION ----- EVAL
 EXAMINATION ----- EXAM
 EXAMINER ----- EXAMR
 EXECUTIVE ----- EXEC
 EXPEDITER ----- EXPDTR
 EXTENSION ----- EXT
 EXTRAMURAL ----- EXTRAML

FACILITIES ----- FACLS
 FACILITY ----- FACL
 FAMILY ----- FAM
 FEDERAL ----- FED
 FELLOWSHIPS ----- FLWSPS
 FIELD ----- FLD
 FILES ----- FILES
 FINANCIAL ----- FINCL
 FOREIGN ----- FRGN

 GENERAL ----- GNRL
 GOVERNMENT ----- GOVT
 GOVERNMENTAL ----- GOVTL
 GOVERNMENT EMPLOYEES TRAINING
 ACT ----- GETA
 GROUP ----- GRP
 GUARANTEED ----- GURNTD

 HANDICAPPED ----- HNDCPD
 HEAD ----- HD
 HEALTH ----- HLTH
 HEARING ----- HRG
 HEMATOLOGY ----- HEMATLGY
 HISTORIAN ----- HISTRN
 HOSPITAL ----- HOSP
 HOSPITALS ----- HOSPS
 HOUSEHOLD ----- HSEHLD

 ILLUSTRATION ----- ILLUSR
 IMMEDIATE ----- IND
 INCENTIVE ----- INCNTV
 INDUSTRIAL ----- INDL
 INDUSTRY ----- INDSTRY
 INFORMATION ----- INFO
 INNOVATION ----- INVTN
 INQUIRIES ----- INQRS
 INSPECTOR ----- INSPR
 INSTITUTE ----- INST
 INSTITUTES ----- INSTS
 INSTITUTIONAL ----- INSTNL
 INSTITUTIONS ----- INSTNS
 INSTRUCTION ----- INSTRN
 INSTRUCTIONAL ----- INSTRNL
 INSURANCE ----- INS
 INSURED ----- INSD
 INTEGRATED DATA PROCESSING ----- IDP
 INTERGOVERNMENTAL ----- INGOVMNL
 INTERMEDIATE ----- INTRMED

INTERNAL ----- INTRNL
 INTERN&L REVENUE SERVICE ----- IRS
 INTERNATIONAL ----- INTL
 INTRAMURAL ----- INTRAML
 INVESTIGATION ----- INVEST'N
 INVESTIGATIVE ----- INVESTV

 JUVENILE ----- JUVNL

 LABOR - C - - - - - S - - - - - W LBR
 LABORATORIES ----- LABS
 LABORATORY ----- LAB
 LEADER ----- LDR
 LEGISLATION ----- LEGSLTN
 LEGISLATIVE ----- LEGSLTV
 LIAISON ----- LIASN
 LIBRARY ----- LBRY
 LICENSE ----- LCNS
 LITHOGRAPHIC ----- LITHO
 LOCAL ----- LOC

 MANAGEMENT ----- MGMT
 MANAGER ----- MGR
 MANPOWER ----- MNPWR
 MANUFACTURING ----- MFG
 MARKETING ----- MKTG
 MEDICAL ----- MDCL
 MEDICARE ----- MDCR
 MEDICINE ----- MEDCN
 MENTAL ----- MNLT
 METHODS ----- METHDS
 MICROBIOLOGY ----- MICROBLGY
 MIDDLE ----- MID
 MISCELLANEOUS ----- MISC
 MONITOR ----- MONTR

 NATIONAL ----- NATL
 NEUROLOGY ----- NURLGY
 NEUROPSYCHIATRY ----- NURPSYCHI
 NON-MEDICAL ----- NON-MEDCL
 NORTHEAST ----- NE
 NORTHERN ----- NTHN
 NORTHWEST ----- NW
 NOSOLOGIST ----- NOSLGST
 NURSE ----- NRS
 NURSERY ----- NRSRY
 NURSING ----- NRSNG
 NUTRITION ----- NUTRIN

OCCUPATIONAL ----- OCCPTL
 OFFICE ----- OFC
 OFFICER ----- OFCR
 ONCOLOGY ----- ONCLGY
 OPERATING ----- OPERATG
 OPERATIONS ----- OPERANS
 OPPORTUNITY ----- OPPRTNY
 ORGANIZATION ----- ORG
 ORIENTATION ----- ORNTTN

 PATHOLOGICAL ----- PATHOLOGCL
 PATHOLOGY ----- PATHLGY
 PAYMENT ----- PYMT
 PAYMENTS ----- PYMTS
 PAYROLL ----- PAYRL
 PERSONNEL ----- PRSNL
 PHARMACOLOGY ----- PHARMCLGY
 PHARMACEUTICAL ----- PHARMCTL
 PHARMACY ----- PHARMCY
 PHOTOGRAPHY ----- PKOTOGY
 PHYSICAL ----- PHYSL
 PHYSICIAN ----- PHYSN
 PLANNING ----- PLNG
 POLICIES ----- POLCYS
 POLICY ----- POLCY
 POLLUTION ----- POLU TN
 POST-ADJUDICATIVE ----- PSTADJDCTV
 POST-ENTITLEMENT ----- PSTENTMT
 POST-HOSPITAL ----- PSTPHOSP
 POSTSECONDARY ----- PSTSCNDY
 PREMIUM ----- PREM
 PREPARATION ----- PREP
 PRINCIPAL ----- PRNCPL
 PROCEDURES ----- PRCDRS
 PROCESSING ----- PROCSNG
 PROCUREMENT ----- PROC
 PROFESSIONAL ----- PROFSNL
 PROGRAM ----- PRGM
 PROGRAM CENTER ----- PC
 PROGRAMMING ----- PROGMG
 PROGRAMS ----- PRGMS
 PROJECT ----- PRJT
 PROPERTY ----- PRO P
 PROTECTION ----- PROTEC
 PSYCHIATRY ----- PSYCHY
 PSYCHOLOGY ----- PSYCHGY
 PUBLIC ----- PUB
 PUBLICATION ----- PUBLICA
 PUBLICATIONS ----- PUBLICAS
 PUBLIC HEALTH ----- PH
 PURCHASING ----- PURCHG

QUALIFICATIONS ----- **QUALIFNS**

RADIOLOGY ----- **RADLGY**

RECEIVABLES ----- **RECVBLS**

RECEPTIONIST ----- **RECPTNST**

RECONCILIATION ----- **RCNCILN**

RECONSIDERATION ----- **RRCNSN**

RECORDS ----- **RCDS**

RECRUITMENT ----- **RCRUITM**

REGION ----- **REGN**

REGIONAL ----- **REGNL**

REGULATION ----- **REGLN**

REGULATIONS ----- **REGLNS**

REHABILITATION ----- **REHAB**

REPORT ----- **RPT**

REPORTING ----- **RPTG**

REPORTS ----- **RPTS**

REPRESENTATIVE ----- **REP**

REPRESENTATIVES ----- **REPS**

REQUIREMENTS ----- **REQMTS**

RESEARCH ----- **RESCH**

RESOURCES ----- **RESCS**

RETARDATION ----- **RETRDN**

RETIREMENT ----- **RETRMT**

REVENUE ----- **REV**

REVIEW ----- **REVW**

RIGHTS ----- **RGHTS**

SAFETY ----- **SFTY**

SANITATION ----- **SANTAN**

SCHOOL ----- **SCHL**

SCIENCE ----- **SCNC**

SCIENCES ----- **SCNCS**

SCIENTIFIC ----- **SCINTFC**

SECOND n-L-----

SECONDARY ----- **SECNDY**

SECRETARY ----- **SECY**

SECTION ----- **SECT**

SECURITY ----- **SCURTY**

SENIOR ----- **SR**

SERVICE ----- **SERV**

SERVICES ----- **SERVS**

SOCIAL ----- **SOCL**

SOUTHEAST ----- **SE**

SOUTHERN ----- **STHRN**

SOUTHWEST m-----m----- **SW**

SPANISH ----- **SP**

SPECIAL ----- **SPECL**

STAFF ----- **STF**

STAFFING ----- **STFG**

STANDARDIZATION ----- **STDPZN**

STANDARDS ----- **STDS**

STATION ----- **STAN**

STATIONS ----- **STANS**

STATISTICAL ----- **STATCL**

STATISTICS ----- **STAT**

STUDENT ----- **STNT**

SUBUNIT ----- **SUBUN**

SUGGESTION ----- **SUGG**

***SUMMER** ----- **SUMR**

SUPERVISOR ----- **SUPVR**

SUPPLEMENTARY ----- **SPLTY**

SUPPLY ----- **SUPP**

SUPPORT ----- **SPRT**

SURGERY ----- **SURGY**

SURGICAL ----- **SURGL**

SURVEILLANCE ----- **SURVLNC**

SYSTEM ----- **SYSM**

SYSTEMS ----- **SYSMS**

***SUPERINTENDENT** ----- **SUPT**

TABULATING ----- **TABLTG**

TECHNICAL ----- **TECHNL**

TECHNOLOGY ----- **TECNLGY**

TELECOMMUNICATIONS ----- **TELECOMS**

TELEGRAPHIC ----- **TLGRPHC**

TELEPHONE ----- **TLPHN**

TELETYPE ----- **TLYTP**

TELEVISION ----- **TV**

TERMINATION ----- **TERMN**

TIMEKEEPING ----- **TMKPG**

TRAFFIC ----- **TRAFIC**

TRAINING ----- **TRNG**

TRANSPORTATION ----- **TRNSPTN**

TRAVEL ----- **TVL**

SCND

UNIT ----- **UNIT**

UTILITY I----- **UTILY**

UTILIZATION ----- **UTILN**

VALIDATION ----- **VLDN**

VEHICLE ----- **VEHCL**

VETERINARY ----- **VETNRY**

VOCATIONAL --I-- ----- **VOCTL**

VOLUNTEER ----- **VOL**

VOUCHER ----- **VCHR**

WAREHOUSE ----- **WHSE**

WASHINGTON ----- **WASH**

WELFARE ----- **WELFR**

WESTERN ----- **WSTRN**

WORK -----I----- **WRK**

XEROX ----- I----- : **XROX**