

**MIDWEST AREA  
STANDARD OPERATING PROCEDURES  
MANUAL**

**AGENCY ABBREVIATIONS**

**Created by  
Program Administrative Support Task Group**

## AGENCY ABBREVIATIONS

|             |   |
|-------------|---|
| AA          | Associate Administrator   |
| AA-ROM      | Associate Administrator for Research Operations Management                |
| AAD         | Associate Area Director   |
| AAMS        | Agency Asset Management System  |
| AAO         | Area Administrative Officer   |
| ABFO        | Area Budget & Fiscal Officer  |
| AC          | Administrators Council or Accounting Code                                 |
| ACRAC       | Area Civil Rights Advisory Committee                                      |
| ACRM        | Area Civil Rights Manager   |
| ACS         | Area Computer Specialist  |
| Active File | The Active File contains the official project records.                    |
| AD          | Area Director or Agriculture Department; e.g., AD-332                     |
| ADA         | Associate Deputy Administrator or Americans with Disabilities Act of 1990 |
| ADO         | Authorized Departmental Officer   |
| ADODR       | Authorized Department Officer's Designated Representative                 |
| ADOL        | Avian Disease & Oncology Laboratory                                       |
| ADP         | Automated Data Processing   |
| AE          | Architectural Engineer  |
| AEP         | Affirmative Employment Program  |
| AES         | Agricultural Experiment Station   |
| AFGE        | American Federation of Government Employees                               |
| AFM         | Administrative and Financial Management                                   |
| AIMS        | Accountability Information Management System (agreement management)       |
| AL          | Annual Leave  |
| AM          | Administrative Management   |
| AO          | Administrative Officer  |
| APHIS       | Animal Plant Health Inspection Service                                    |
| APP         | Annual Performance Planning   |
| ARIS        | Agricultural Research Information System                                  |
| ARMP        | Annual Resource Management Plan   |
| ARMPS       | Annual Resource Management Planning System                                |
| ARS         | Agricultural Research Service   |
| ARSHS       | Agricultural Research Service Homeland Security                           |
| ARSITS      | Agricultural Research Service Invention Tracking System                   |
| ASAP        | As Soon As Possible   |
| ASCII       | Standard Character Set used for File Transfer                             |
| ASSOC AD    | Associate Area Director   |
| ASST AD     | Assistant Area Director   |
| B&F         | Budget & Fiscal   |
| BA          | Beltsville Area   |
| BARC        | Beltsville Agricultural Research Center                                   |
| BARD        | Binational Agricultural Research and Development                          |

|        |  |
|--------|--|
| BOC    | Budget Object Classification                                 |
| BPA    | Blanket Purchase Agreement                                   |
| BPMS   | Budget and Program Management Staff                          |
| BRCOM  | Biosafety Special Classification Code                        |
| BRDC   | Biotechnology Research & Development Corporation             |
| BTER   | Biotechnology Environmental Release                          |
| CAD    | Contracting & Assistance Division                            |
| CAT    | Category   |
| CATS   | CRIS Allocation Tracking System                              |
| CBA    | Centrally Billed Account                                     |
| CD     | Center Director  |
| CDSO   | Collateral Duty Safety Officer                               |
| CFC    | Combined Federal Campaign                                    |
| CLR    | Cross Location Research                                      |
| CNRC   | Children's Nutrition Research Center                         |
| COB    | Close of Business  |
| CPAIS  | Corporate Property Automated Information System              |
| CR     | Civil Rights   |
| CRADA  | Cooperative Research and Development Agreement               |
| CRAS   | CRIS Resource Allocation Schedule                            |
| CRIS   | Current Research Information System                          |
| CS     | Contract Specialist  |
| CSREES | Cooperative State Research, Education, and Extension Service |
| CSRS   | Civil Service Retirement System                              |
| CTAP   | Career Transition Assistance Program                         |
| CWU    | CRIS Work Unit   |
| CY     | Calendar Year  |
| DA     | Deputy Administrator   |
| DAD    | Deputy Area Director   |
| DAEA   | Designated Area Ethics Advisor                               |
| DCD    | Deputy Center Director                                       |
| DE     | Data Entry   |
| DIR    | Directory  |
| EAD    | Extramural Agreements Division                               |
| EAP    | Employee Assistance Program                                  |
| EEAC   | Equal Employment Advisory Council                            |
| EEO    | Equal Employment Opportunity                                 |
| EOD    | Enter on Duty  |
| EPF    | Employee Performance Folder                                  |
| EPS    | Environmental Protection Specialist                          |
| ERRC   | Eastern Regional Research Center                             |
| ERS    | Economic Research Service                                    |
| FAA    | Federal Aviation Administration                              |
| FAS    | Foreign Agricultural Service                                 |
| FEGLI  | Federal Employees' Group Life Insurance                      |

|       |   |
|-------|---|
| FEHB  | Federal Employees' Health Benefits                |
| FERS  | Federal Employees' Retirement System              |
| FFIS  | Foundation Financial Information System           |
| FMD   | Financial Management Division                     |
| FOIA  | Freedom of Information Act                        |
| FOS   | Field of Science                                  |
| FPL   | Full Performance Level                            |
| FTE   | Full Time Equivalent                              |
| FTIS  | Foreign Travel Information System                 |
| FY    | Fiscal Year (October 1 through September 30)      |
| FYI   | For Your Information                              |
| GAO   | Government Accountability Office                  |
| GBL   | Government Bill of Lading                         |
| GCP   | Grade Category Problem                            |
| GOV   | Government Owned Vehicle                          |
| GOVCC | Government Credit Card                            |
| GPO   | Government Printing Office                        |
| GPRA  | Government Performance & Results Act              |
| GS    | General Schedule                                  |
| GSA   | General Services Administration                   |
| HACU  | Hispanic Association of Colleges and Universities |
| HBCU  | Historically Black Colleges and Universities      |
| HNRC  | Human Nutrition Research Center                   |
| HPRL  | High Priority Requirements List                   |
| HQ    | Headquarters                                      |
| HRD   | Human Resources Division                          |
| HRM   | Human Resource Management                         |
| IAS   | Integrated Acquisition System                     |
| IBA   | Individually Billed Account                       |
| IBC   | Institutional Biosafety Committee                 |
| ID    | Identification Security                           |
| IDP   | Individual Development Plan                       |
| IM    | Information Management                            |
| IPSC  | Indirect Program Support Costs                    |
| IR    | Invention Report                                  |
| IRC   | Indirect Research Cost                            |
| IS    | Information Staff                                 |
| IT    | Information Technology                            |
| LA    | Limited Authority                                 |
| LC    | Location Coordinator                              |
| LD    | Laboratory Director                               |
| LEM   | Location Environment Manager                      |
| LERB  | Labor Employee Relations Branch                   |
| LOI   | Letter of Intent                                  |
| LOV   | List of Values                                    |

|        |   |
|--------|---|
| LS     | Lead Scientist  |
| LWOP   | Leave Without Pay                                       |
| MAP    | Modernization of Administrative Process                 |
| MARC   | Meat Animal Research Center                             |
| MMOU   | Master Memorandum of Understanding                      |
| MOU    | Memorandum of Understanding                             |
| MSA    | Mid-South Area  |
| MU     | Management Unit   |
| MWA    | Midwest Area  |
| NAA    | North Atlantic Area                                     |
| NACOP  | National Advisory Council for Office Professionals      |
| NADC   | National Animal Disease Center                          |
| NAL    | National Agricultural Library                           |
| NASS   | National Agricultural Statistics Service                |
| NCAH   | National Centers for Animal Health                      |
| NCAUR  | National Center for Agricultural Utilization Research   |
| NCRPIS | North Central Regional Plant Introduction Station       |
| NEO    | New Employee Orientation                                |
| NFC    | National Finance Center                                 |
| NFCA   | Non-Funded Cooperative Agreement                        |
| NFMP   | National Facilities Management Plan                     |
| NIFA   | National Institute of Food and Agriculture              |
| NIMSS  | National Information Management and Support System      |
| NOB    | North Operations Branch                                 |
| NPA    | Northern Plains Area                                    |
| NPL    | National Program Leader                                 |
| NPPC   | National Patent Program Coordinator                     |
| NPS    | National Program Staff                                  |
| NRICGP | National Research Initiating Competitive Grants Program |
| NSB    | National Service Branch                                 |
| NSF    | National Science Foundation                             |
| NSRIC  | National Swine Research and Information Center          |
| NSTL   | National Soil Tilth Laboratory                          |
| NTE    | Not to Exceed   |
| OA     | Office of the Administrator                             |
| OAA    | Office of the Associate Administrator                   |
| OCI    | Office of Cooperative Interactions                      |
| OCIO   | Office of Chief Information Officer                     |
| OF     | Optional Form   |
| OGC    | Office of the General Counsel                           |
| OGE    | Office of Government Ethics                             |
| OICD   | Office of International Cooperation & Development       |
| OIG    | Office of Inspector General                             |
| OIRP   | Office of International Research Programs               |
| OMSP   | Occupational Medical Surveillance Program               |

|       |  |
|-------|--|
| ONP   | Office of National Programs                    |
| OPF   | Official Personnel File                        |
| OPM   | Office of Personnel Management                 |
| OSQR  | Office of Scientific Quality Review            |
| OTT   | Office of Technology Transfer                  |
| OWCP  | Office of Workers' Compensation Program        |
| P&P   | Policies and Procedures                        |
| PA    | Program Analyst or Patent Advisor              |
| PAA   | Program Analyst Assistant                      |
| PAO   | Procurement Assistance Officer                 |
| PASTG | Program Administrative Support Task Group      |
| PC    | Personal Computer                              |
| PCMS  | Purchase Card Management System                |
| PD    | Position Description                           |
| PDRAM | Program Direction and Resource Allocation Memo |
| PEAK  | Professional Excellence and Knowledge          |
| PFT   | Permanent Full Time                            |
| PI    | Principal Investigator                         |
| PIADC | Plum Island Animal Disease Center              |
| PIED  | Policy, Innovation, & Employee Development     |
| PIP   | Performance Improvement Plan                   |
| PM    | Program Management                             |
| POB   | Personnel Operations Branch                    |
| POV   | Privately Owned Vehicle                        |
| PP    | Pay Period                                     |
| PPT   | Permanent Part Time                            |
| PRO   | Promote  |
| PROP  | Property                                       |
| PSP   | Position Staffing Plan                         |
| PTO   | Patent Trademark Office                        |
| PWA   | Pacific West Area                              |
| QSI   | Quality Step Increase                          |
| R&D   | Research & Development                         |
| R&M   | Repair and Maintenance                         |
| RA    | Research Associate                             |
| RAP   | Research Apprenticeship Program                |
| RARC  | Russell Agricultural Research Center           |
| REE   | Research, Education & Economics                |
| RGEG  | Research Grade Evaluation Guide                |
| RIF   | Reduction In Force                             |
| RIG   | Remain In Grade                                |
| RL    | Research Leader                                |
| RPA   | Research Problem Area                          |
| RPE   | Research Position Evaluation                   |
| RPES  | Research Position Evaluation System            |

|         |  |
|---------|--|
| RPS     | Research Project Statement                                   |
| RSA     | Research Support Agreement                                   |
| RU      | Research Unit  |
| SAA     | South Atlantic Area  |
| SAES    | State Agricultural Experiment Station                        |
| SAMS    | Salary Allocation Management System                          |
| SBG     | Scored Below Grade   |
| SBIR    | Small Business Innovation Research Program (same as SBG fee) |
| SCD     | Service Computation Date                                     |
| SCEP    | Student Career Experience Program                            |
| SEPRL   | South East Research Poultry Laboratory                       |
| SEC     | Secretary  |
| SES     | Senior Executive Service                                     |
| SET     | Service Employees Team                                       |
| SEU     | Special Examining Unit                                       |
| SF      | Standard Form  |
| SHEM    | Safety Health & Environmental Management                     |
| SIP     | Summer Intern Program  |
| SIR     | Statutory Invention Registration                             |
| SL      | Sick Leave   |
| SLP     | Salary Lapse Policy  |
| SMT     | Senior Management Team                                       |
| SOI     | Subject of Investigation                                     |
| SOP     | Standard Operating Procedures (Manual)                       |
| SPA     | Southern Plains Area   |
| SRC     | Shared Research Costs  |
| SRRC    | Southern Regional Research Center                            |
| SSRS    | Senior Scientific Research Service                           |
| ST      | Scientific and Technical Positions                           |
| STAR    | System for Time & Attendance Reporting                       |
| STEP    | Student Temporary Employment Program                         |
| STP     | Strategic Plan Codes   |
| SY      | Scientist (Scientific Year)                                  |
| T&A     | Time & Attendance  |
| TBA     | To Be Announced  |
| TCU     | Tribal Colleges and Universities                             |
| TEKTRAN | Technology Transfer Automated Retrieval System               |
| TFT     | Temporary Full Time  |
| TMC     | Travel Management Center                                     |
| TPS     | Target Percent in Salaries                                   |
| TPT     | Temporary Part Time  |
| TSA     | Transportation Security Administration                       |
| TSP     | Thrift Savings Plan  |
| USDA    | United States Department of Agriculture                      |
| USDFRC  | U.S. Dairy Forage Research Center                            |

|       |   |
|-------|---|
| VPN   | Virtual Private Network                 |
| WGI   | Within Grade Increase                   |
| WHNRC | Western Human Nutrition Research Center |
| WRRRC | Western Regional Research Center        |