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
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
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
WRRC	Western Regional Research Center