

**MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL**

AGENCY ABBREVIATIONS

**Created By
Program Administrative Support Task Group
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AGENCY ABBREVIATIONS

AAD Associate Area Director
AAO Area Administrative Officer
ABFO Area Budget & Fiscal Officer
AC Administrators Council
ACRM Area Civil Rights Manager
ACS Area Computer Specialist
AD Area Director or Agriculture Department; e.g., AD-332
ADA Associate Deputy Administrator
ADA 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
AM Administrative Management
APHIS Animal Plant Health Inspection Service
APP Annual Performance Planning
ARIS Agricultural Research Information System
ARMPS Annual Resource Management Planning System
ARS Agricultural Research Service
ARSHS Agricultural Research Service Homeland Security
ASAP As Soon As Possible
ASST AD Assistant Area Director
B&F Budget & Fiscal
BA Beltsville Area
BARC Beltsville Agricultural Research Center
BARD Binational Agricultural Research and Development
BPA Blanket Purchase Agreement
BPMS Budget Program Management Staff
BRDC Biotechnology Research & Development Corporation
CAD Contracting & Assistance Division
CAT Category
CATS CRIS Acquisition Tracking System
CBA Corporate Billing Account
CD Center Director
CFC Combined Federal Campaign
CNRC Children's Nutrition Research Center
COB Close of Business
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 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
DE Data Entry
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
 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
 FPL Full Performance Level
 FTE Full Time Equivalent
 FY Fiscal Year
 FYI For Your Information
 GAO Government Accountability Office
 GBL Government Bill of Lading
 GOV Government Owned Vehicle
 GPO Government Printing Office
 GPRA Government Performance & Results Act
 GS General Schedule
 GSA General Services Administration
 HNRC Human Nutrition Research Center
 HPRL High Priority Requirements List
 HQ Headquarters
 HRD Human Resources Division
 HRM Human Resource Management
 IDP Individual Development Plan
 IR Invention Report
 IS Information Staff
 IT Information Technology
 LAO Location Administrative Officer
 LC Location Coordinator
 LD Laboratory Director
 LERB Labor Employee Relations Branch
 LOTS Location Obligation Tracking System
 LS Lead Scientist
 LWOP Leave Without Pay
 MAP Modernization of Administrative Process
 MARC Meat Animal Research Center
 MMOU Master Memorandum of Understanding
 MSA Mid-South Area
 MU Management Unit
 MWA Midwest Area
 NAA North Atlantic Area
 NACH National Centers for Animal Health
 NACOP National Advisory Council for Office Professionals
 NADC National Animal Disease Center
 NAL National Agricultural Library
 NASS National Agricultural Statistics Service
 NCAUR National Center for Agricultural Utilization Research
 NCRPIS North Central Regional Plant Introduction Station
 NFC National Finance Center
 NFMP National Facilities Management Plan
 NOB North Operations Branch
 NPA Northern Plains Area
 NPL National Program Leader
 NPPC National Patent Program Coordinator
 NPS National Program Staff
 NSB National Service Branch
 NSRIC National Swine Research and Information Center
 NSTL National Soil Tilth Laboratory
 NTE Not to Exceed
 OA Office of the 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
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
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
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
PPT	Permanent Part Time
PRO	Promote
PSP	Position Staffing Plan
PWA	Pacific West Area
QSI	Quality Step Increase
R&D	Research & Development
R&M	Repair and Maintenance
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
RPES	Research Position Evaluation System
RPS	Research Project Statement
RSA	Research Support Agreement
RU	Research Unit
SAA	South Atlantic Area
SAMS	Salary Allocation Management System
SBG	Scored Below Grade
SCD	Service Computation Date
SCEP	Student Career Experience Program
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
SLP	Salary Lapse Policy
SOP	Standard Operating Procedures (Manual)
SPA	Southern Plains Area
SRRC	Southern Regional Research Center
ST	Scientific and Technical Positions

STAR	System for Time & Attendance Reporting
STEP	Student Temporary Employment Program
STP	Strategic Plan Codes
SY	Scientists (Scientist Year)
T&A	Time & Attendance
TFT	Temporary Full Time
TPS	Target Percent in Salaries
TPT	Temporary Part Time
TSP	Thrift Savings Plan
USDA	United States Department of Agriculture
USDFRC	U.S. Dairy Forage Research Center
WGI	Within Grade Increase
WHNRC	Western Human Nutrition Research Center
WRRC	Western Regional Research Center