

**Commonly Used Acronyms  
Of  
USDA, REE, AND ARS**

AA	Associate Administrator	ARSITS	Agriculture Research Service Invention Tracking System
AAD	Associate Area Director	ASB	Accounting Services Branch
ABFO	Area Budget and Fiscal Officer	ASHM	Area Safety and Health Manager
AC	Administrator's Council	ATR	Agriculture Travel Regulations
AC	Accounting Code	AUO	Area Utilization Officer
ACS	Area Computer Specialist	AWOL	Absent Without Leave
AD	Area Director	BA	Beltsville Area
ADA	Associate Deputy Administrator	BARC	Beltsville Agriculture Research Center
ADAAM	Associate Deputy Administrator, Administrative Management	BCA	Board of Contact Appeals
ADO	Authorized Departmental Officer	B&F	Budget and Fiscal
ADP	Automated Data Processing	BFSB	Budget and Fiscal Services Branch, FMD
ADODR	Authorized Departmental Officer's Designated Representative	BLM	Bureau of Land Management
A-E	Architect-Engineer	BOC	Budget Object Class
AES	Agriculture Experiment Station	BPMS	Budget and Program Management Staff
AFM	Administrative and Financial Management	BRCOM	Biosafety Special Classification Code
AGPMR	Agriculture Property Management Regulation	BRIO	Report generation system for FFIS
AHERA	Asbestos Hazard Emergency Response Act	BRM	Business Reply Mail
AL	Annual Leave	BSO	Biological Safety Officer
ALOC	Acceptable Level of Competence	CAA	Clean Air Act
AM	Administrative Management	CAD	Contracting and Assistance Division
AO	Administrative Officer	CATS	CRIS Allocation Tracking System
APHIS	Animal and Plant Health Inspection Service	CD	Center Director
APMO	Area Property Management Officer	CDL	Commercial Drivers License
APO	Accountable Property Officer	CDSO	Communications and Data Services Division
ARD	Automatic Release Date	CDSO	Collateral Duty Safety Officer
ARIS	Agricultural Research Information Systems	CEP	Career Enhancement Program
ARMP	Annual Resource Management Plan	CEPS	Cluster Environmental Protection Specialist
ARMPS	Annual Resource Management Plan System	CERCLA	Comprehensive Environmental Response, Comprehension, Liability Act
ARMS	ARS Resource Management System	CFC	Combined Federal Campaign
ARS	Agriculture Research Service	CFPDC	Consolidated Forms and Publications Distribution Center
ARS-CMU	ARS Correspondence Management Unit	CFR	Code of Federal Regulations
ARS-LS	ARS Legislative Staff	CG	Comptroller General
ARS-OA	ARS Office of Administrator	CLR	Cross Location Research

CMCO	Classified Material Control Officer	ERC	Equipment Review Committee
COB	Close of Business	ERRC	Eastern Regional Research Center
COLA	Cost of Living Allowance	ERS	Economic Research Service
CONUS	Continental United States	ESB	Extramural Services Branch, Contracting and Assistance Division
COP	Continuation of Pay	FAA	Foreign Agricultural Affairs, FAS
COR	Contracting Officer's Representative	FAO	Food and Agricultural Organization
CR	Civil Rights	FARC	Federal Archives and Records Center
CRAS	CRIS Resource Allocation Schedule	FAS	Foreign Agricultural Service
CRIS	Current Research Information System	FBI	Federal Bureau of Investigation
CS	Contract Specialist	FCMD	Facilities Construction Management Division
CSRA	Civil Service Reform Act	FD	Facilities Division
CSREES	Cooperative State Research, Education and Extension Service	FDC	Financial Data Code
CSRS	Civil Service Retirement System	FECA	Federal Employees Compensation Act
CWA	Clean Water Act	FEHB	Federal Employees Health Benefits
DA	Deputy Administrator	FEORP	Federal Equal Opportunity Recruitment Program
DAAM	Deputy Administrator	FEPA	Federal Employee Pay Act
DAD	Deputy Area Director, Business Mgt.	FEPCA	Federal Employees Pay Comparability Act of 1990
DAEA	Designated Area Ethics Advisor	FERS	Federal Employees Retirement System
DDES	Demonstration and Delegated Examining Section, NSB	FES	Factor Evaluation System
DEMO	USDA Demonstration Project	FFIS	Foundation Financial Information System
DEPPC	Departmental Excess Personal Property Coordinator	FLSA	Fair Labor Standards Act
DEU	Delegated Examining Unit	FMD	Financial Management Division
DLA	Defense Logistics Agency, Department of Defense	FOIA	Freedom of Information Act
DM	Department Manual	FOMC	Facilities Operation Maintenance Contract
DOD	Department of Defense	FPL	Full Performance Level
DOJ	Department of Justice	FPM	Federal Personnel Manual
DPM	Department Personnel Manual	FPMR	Federal Property Management Regulations
DR	Department Regulation	FPR	Federal Procurement Regulations
EAD	Extramural Agreements Division	FPRS	Federal Property Resources Services, GSA
EAP	Employee Assistance Program	FR	Federal Register
EAS	Employee Appeals Staff	FRC	Federal Records Center
EC&R	Executive Correspondence and Records Unit, Office of Operations	FSC	Federal Supply Classification
EEO	Equal Employment Opportunity	FSS	Federal Supply Schedule
EEOC	Equal Employment Opportunity Counselor	FT	Full Time Tour of Duty
EEOO	Equal Employment Opportunity Officer	FTCA	Federal Tort Claims Act
EMS	Emergency Management System	FTD	Federal Travel Directory
EO	Executive Order	FTE	Full Time Equivalent
EOD	Enter On Duty	FTIS	Foreign Travel Information System
EPA	Environmental Protection Agency		
EPCRA	Emergency Planning and Community Right-To-Know Act		

FTR	Federal Travel Regulations	MOA	Memorandum of Agreement
FTTA	Federal Technology Transfer Act	MOU	Memorandum of Understanding
FTU	Foreign Travel Unit, FAS	MSA	Mid South Area
FWS	Federal Wage System	MSDS	Material Safety Data Sheets
FY	Fiscal Year	MSPB	Merit Systems Protection Board
GAMS	Grants and Agreements Management Staff, CAD	MU	Management Unit
GAO	General Accounting Office	MWA	Midwest Area
GM GS	Employees in the Performance Management and Recognition System	NAA	North Atlantic Area
GNA	Guide Not Applicable (decision)	NADC	National Animal Disease Center
GOV	Government Owned Vehicle	NAL	National Agriculture Library
GPO	Government Printing Office	NARA	National Archives and Records Administration
GTR	Government Transportation Request	NARS	National Archives and Records Service
GS	General Schedule	NASS	National Agricultural Statistics Service
GSA	General Services Administration	NCAUR	National Center for Agricultural Utilization Research
GSD	General Services Division	NEPA	National Environmental Policy Act
HPRL	High Priority Requirement List	NFC	National Finance Center
HQS	Headquarters	NPA	Northern Plains Area
HRD	Human Resources Division, AFM	NPI	National Pathogen Inventory
HWC	Hazardous Waste Cleanup	NPL	National Program Leader
IBC	Institutional Biosafety Committee	NPS	National Program Staff
IDO	Informal Deciding Official	NRRC	Northern Regional Research Center
IDP	Individual Development Plan	NSB	National Services Branch, PD
IDR	In-depth Review or Reviewer	NTTC	National Technology Transfer Coordinator
IFB	Insufficient Factual Basis (decision)	NTE	Not to Exceed
IH	Industrial Hygiene/Hygienist	OA	Office of the Administrator
IPSC	Indirect Program Support Cost	OBPA	Office of Budget and Program Analysis, USDA
IR	Invention Report	OCP	Object Class Program
IRS	Internal Revenue Service	OCI	Office of Cooperative Interactions
IS	Informational Staff	OCIO	Office of the Chief Information Officer
ISTD	Information Systems and Technology Division	ODS	Official Duty Station
KSA	Knowledge, Skill and Ability	OF	Official Form
L/A	Letter of Authorization	OGC	Office of General Counsel
LAO/LAT	Location Administrative Officer/Technician	OGE	Office of Government Ethics
LASER	Lincoln Advanced Science Engineering Reinforcement Program	OHMP	Occupational Health Maintenance Program
LC	Location Coordinator	OICD	Office of International Cooperation and Development
LD	Laboratory Director	OIG	Office of Inspector General
LL	Location Leader	OMB	Office of Management and Budget
LERB	Labor Employee Relations Branch	OO	Office of Operations
LOC	Locations	OP	Office of Personnel
LS	Lead Scientist	OPF	Official Personnel Folder
LWOP	Leave Without Pay		
M&IE	Meals and Incidental Expenses		

OPM	U.S. Office of Personnel Management	PT	Part Time Tour of Duty
OSEC	Office of Secretary	PTO	Patent and Trademark Office
OSC	Office of Special Council	PVPA	Plant Variety Protection Act
OSHA	Occupational Safety and Health Act/Administration	PVPC	Plant Variety Protection Certificate
OSQR	Office of Scientific Quality and Review	PWA	Pacific West Area
OTT	Office of Technology Transfer	RA	Research Associate
OWCP	Office of Workers Compensation	RAP	Research Apprenticeship Program
P&P	Policies and Procedures	RCRA	Resource Conservation and Recovery Act
PA	Privacy Act	REE	Research, Education and Economic
PA	Patent Advisor	RG	Records Group
PA	Program Analyst	RGEG	Research Grade Evaluation
PAA	Program Analyst Assistant	RIF	Reduction in Force
PAIS	Property Accounting Information System	RL	Research Leader
PAO	Procurement Assistance Officer	R&M	Repair and Maintenance
PB	Publications Branch	RMO	Records Management Officer
PCMI	President's Counsel on Management Improvement	RPA	Research Problem Area
PCMS	Purchase Card Management System	RPEC	Research Personnel Evaluation Committee
PCS	Permanent Change of Station	RPES	Research Position Evaluation System
PD	Position Description	RSA	Research Support Agreement
PDL	Payroll Detail Listing	RS#4	Reporting Section #4
PDS	Permanent Duty Station	RSS	Radiological Safety Staff
PFT	Permanent Full Time	SAA	South Atlantic Area
PIADC	Plum Island Animal Disease Center	SAMS	Salary Management System
PIP	Performance Improvement Plan	SARA	Superfund Amendments and Reauthorization Act
PL	Public Law	SBG	Scored Below Grade
PM	Program Management	SBIR	Small Business Innovation Research
PMAR	Precious Metals Recovery Representative, Defense Logistics Agency, DOD	SCEP	Student Continuing Education Program
PMB	Property Management Branch	SES	Senior Executive Service
PMO	Property Management Officer	SEU	Special Examining Unit
PMRS	Performance Management Recognition System	SF	Standard Form
POB	Personnel Operations Branch	SGEG	Supervisory Grade-Evaluation Guide
POD	Post of Duty	SHEM	Safety, Health and Environmental Management
POV	Privately Owned Vehicle	SHEMB	Safety, Health and Environmental Management Branch
PPPM	Payroll/Personnel Processing Manual	SL	Senior Level
PPMS	Personal Property Management Section	SOI	Subject of Investigation
PPSB	Personnel Policy and Systems Branch	SOP	Standard Operating Procedure
PRB	Performance Review Board	SOW	Statement of Work
PSP	Position Staffing Plan	SPA	Southern Plains Area
		SPO	Servicing Personnel Office
		SPS	Servicing Personnel Specialist
		SR	Standard Regulations

SRRC	Southern Regional Research Center	TEP	Technical Evaluation Panel
ST	Scientific and Professional Play Plan	TFT	Temporary Full Time
STAR	System for Time & Attendance Reporting	TMC	Travel Management Center
STEP	Student Temporary Employment Program	TPS	Target Percent in Salaries
STP	Strategic Plan (codes)	TRAI	Training Information System
SY	Scientist Year (Category 1 or 4 positions)	TSCA	Toxic Substance Control Act
T&A	Time and Attendance	TSP	Thrift Savings Plan
TAC	HQ and/or Area Time and Attendance Coordinator	TT	Technology Transfer
TASSB	Technology Assessment and Support Services	TY	Travel Year
TC	Transaction Code (NFC T&A designation)	UPS	United Parcel Service
TCR	Torts Claim Representative	U.S.C.	United States Code
TDL	Transaction Detail Listing	USDA	United States Department of Agriculture
TDY	Temporary Duty	USPS	United States Postal Service
TEKTRAN	Technology Transfer Automated Retrieval System	VRA	Veterans Readjustments Act
		WG	Wage Grade
		WGI	Within-Grade Increase
		WNRC	Washington National Records Center
		WRRC	Western Regional Research Center
		YW	Pay Plan for Stay-In-School Students

## ABBREVIATIONS OF USDA AGENCIES

Agency Abbr.	Agency	Agency Abbr.	Agency
ACS	Agricultural Cooperative Service	NASS	National Agricultural Statistics Service
AMS	Agricultural Marketing Service	NOAA	National Oceanic and Atmospheric Administration
APHIS	Animal and Plant Health Inspection Service	NRCS	Natural Resources Conservation Service
ARS	Agricultural Research Service	OAE	Office of Advocacy and Enterprise
ASCS	Agricultural Stabilization and Conservation Service	OALJ	Office of Administrative Law Judges
BA	Beltsville Area, Agricultural Research Service	OBPA	Office of Budget and Program Analysis
BCA	Board of Contract Appeals	OCA	Office of the Consumer Advisor
CCC	Commodity Credit Corporation	OCE	Office of Chief Economist
CSREES	Cooperative State Research, Education, And Extension Service	OE	Office of Energy
DHS	Dept of Homeland Security	OFM	Office of Finance and Management
EAS	Economic Analysis Staff	OGC	Office of the General Counsel
ERS	Economic Research Service	OHR	Office of Human Resources
ES	Extension Service	OICD	Office of International Cooperation and Development
FAO	Food and Agriculture Organization	OIG	Office of the Inspector General
FAS	Foreign Agricultural Service	OIRM	Office of the Information Resources Management
FMHA	Farmers Home Administration	OIRP	Office of International Research Programs
FCIC	Federal Crop Insurance Corporation	OO	Office of Operations
FGIS	Federal Grain Inspection Service	OPM	Office of Personnel Management
FNS	Food and Nutrition Service	OPA	Office of Public Affairs
FS	Forest Service	OT	Office of Transportation
FSIS	Food Safety and Inspection Service	PSA	Packers and Stockyards Administration
GAO	General Accounting Office	REA	Rural Electrification Administration
GIPSA	Grain Inspections and Packers and Stockyards Administration	RTB	Rural Telephone Bank
GS	Graduate School (USDA)	SCS	Soil Conservation Service
HNIS	Human Nutrition Information Service	WAOB	World Agricultural Outlook Board
JO	Judicial Officer		
NAL	National Agricultural Library		
NARDAC	National Regional Data Automation Center		