

# MS 003 Subject Index and Acronym List

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## 1.0 Purpose

The subject index contains references to subjects mentioned in other Sections of the Peace Corps Manual. Following the index is a list of frequently used abbreviations and acronyms.

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| Personnel System   | <a href="#"><u>MS 601</u></a> |
| Interagency Agreements   | <a href="#"><u>MS 103</u></a> |
| Internal Control System  | <a href="#"><u>MS 784</u></a> |
| International Air Mail   | <a href="#"><u>MS 835</u></a> |

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| Investigations (Inspector General) | <a href="#"><u>MS 861</u></a> |
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**J**

|  |                               |
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| Job Security (Employee Assistance Program) | <a href="#"><u>MS 658</u></a> |
| Jury Duty (Absence and Leave)              | <a href="#"><u>MS 635</u></a> |

**K**

**L**

|   |                               |
|---|-------------------------------|
| Labor-Management Relations  | <a href="#"><u>MS 659</u></a> |
| Language Ability (Eligibility Service) for Peace Corps            | <a href="#"><u>MS 201</u></a> |
| Leases  | <a href="#"><u>MS 733</u></a> |
| Overseas Employee Housing   | <a href="#"><u>MS 515</u></a> |
| Leave Without Allowance (LWOA) (Overseas Disappearance and Death) | <a href="#"><u>MS 265</u></a> |
| Leave (Volunteers and Trainees)                                   | <a href="#"><u>MS 220</u></a> |
| Leave Without Pay (LWOP)  |                               |
| Absence and Leave   | <a href="#"><u>MS 635</u></a> |
| Time and Attendance Records                                       | <a href="#"><u>MS 742</u></a> |
| Lecturing (Standards of Conduct)                                  | <a href="#"><u>MS 641</u></a> |
| Legal Counsel (Overseas)  | <a href="#"><u>MS 774</u></a> |
| Legal Status (Eligibility for Peace Corps Service)                | <a href="#"><u>MS 201</u></a> |
| Loans, Education  | <a href="#"><u>MS 231</u></a> |
| Lodging   |                               |
| Per Diem  | <a href="#"><u>MS 813</u></a> |
| Group Meetings  | <a href="#"><u>MS 729</u></a> |
| Long Distance Telephone Calls                                     | <a href="#"><u>MS 834</u></a> |
| Luggage <u>see</u> <a href="#"><u>Baggage</u></a>                 |                               |
| Lump-sum Payments (Annual Leave)                                  | <a href="#"><u>MS 635</u></a> |

**M**

|  |                               |
|--|-------------------------------|
| Mail   | <a href="#"><u>MS 835</u></a> |
| Forwarding to RPCVS                                  | <a href="#"><u>MS 291</u></a> |
| Mail, Personal                                       | <a href="#"><u>MS 835</u></a> |
| Mail Branch (Functions)                              | <a href="#"><u>MS 124</u></a> |
| Mailings, Mass                                       | <a href="#"><u>MS 291</u></a> |
| Management, Associate Director for (Functions)       | <a href="#"><u>MS 124</u></a> |
| Marital Status (Eligibility for Peace Corps Service) | <a href="#"><u>MS 201</u></a> |
| Marketing (Functions)                                | <a href="#"><u>MS 123</u></a> |
| Marriage of Volunteers                               | <a href="#"><u>MS 205</u></a> |
| Maternity Leave (Volunteers)                         | <a href="#"><u>MS 263</u></a> |
| Maxiflex (Hours of Duty)                             | <a href="#"><u>MS 630</u></a> |
| Meals (Volunteer Group Meetings)                     | <a href="#"><u>MS 729</u></a> |
| MEDEVAC see Medical Evacuation                       |                               |
| Media, Contact with (Conduct of Volunteers)          | <a href="#"><u>MS 204</u></a> |
| Medical Benefits (Volunteers, Trainees, Dependents)  | <a href="#"><u>MS 266</u></a> |
| Medical Care   |                               |
| Completion/Extension of Service                      | <a href="#"><u>MS 281</u></a> |
| Health Unit and Medical Officers                     | <a href="#"><u>MS 261</u></a> |
| Pregnancy (Volunteers)                               | <a href="#"><u>MS 263</u></a> |
| Vehicle Accidents                                    | <a href="#"><u>MS 524</u></a> |
| Medical Clearance                                    |                               |
| Eligibility for Peace Corps Service                  | <a href="#"><u>MS 201</u></a> |
| Foreign Service National Employees                   | <a href="#"><u>MS 602</u></a> |
| Transfers  | <a href="#"><u>MS 282</u></a> |
| Volunteer Travel                                     | <a href="#"><u>MS 218</u></a> |
| Medical Contract Services                            | <a href="#"><u>MS 734</u></a> |
| Medical Equipment                                    | <a href="#"><u>MS 734</u></a> |
| Medical Evacuation                                   | <a href="#"><u>MS 264</u></a> |
| Baggage Policy                                       | <a href="#"><u>MS 214</u></a> |
| Early Termination                                    | <a href="#"><u>MS 284</u></a> |
| Medical Confidentiality                              | <a href="#"><u>MS 268</u></a> |

|  |                               |
|--|-------------------------------|
| Pregnancy (Volunteers)                           | <a href="#"><u>MS 263</u></a> |
| Travel   | <a href="#"><u>MS 218</u></a> |
| Volunteer Allowances                             | <a href="#"><u>MS 221</u></a> |
| Medical Hold (Trainee Allowances)                | <a href="#"><u>MS 222</u></a> |
| Medical Kits                                     | <a href="#"><u>MS 734</u></a> |
| Medical Library (Health Unit)                    | <a href="#"><u>MS 261</u></a> |
| Medical Officers                                 | <a href="#"><u>MS 261</u></a> |
| Medical Supplies                                 | <a href="#"><u>MS 734</u></a> |
| Medical Records (Volunteers)                     | <a href="#"><u>MS 267</u></a> |
| Medical Screening (Health Services)              | <a href="#"><u>MS 262</u></a> |
| Medical Services, Office of (Functions)          | <a href="#"><u>MS 124</u></a> |
| Medical Supplies                                 | <a href="#"><u>MS 734</u></a> |
| Health Unit                                      | <a href="#"><u>MS 261</u></a> |
| Meetings (Volunteers/Trainees)                   | <a href="#"><u>MS 729</u></a> |
| Merit Promotion and Selection Plan               | <a href="#"><u>MS 620</u></a> |
| Micrographics (Records Management)               | <a href="#"><u>MS 892</u></a> |
| Military Leave                                   |                               |
| Absence and Leave                                | <a href="#"><u>MS 635</u></a> |
| Time and Attendance Records                      | <a href="#"><u>MS 742</u></a> |
| Military Postal Service (MPS)                    | <a href="#"><u>MS 835</u></a> |
| Mopeds <u>see Motorcycles</u>                    |                               |
| Motivation (Eligibility for Peace Corps Service) | <a href="#"><u>MS 201</u></a> |
| Motorcycles                                      | <a href="#"><u>MS 523</u></a> |

## N

|  |                               |
|--|-------------------------------|
| Name Change (Volunteer Marriage/Divorce)         | <a href="#"><u>MS 205</u></a> |
| National Direct Student Loans (NDSL)             | <a href="#"><u>MS 231</u></a> |
| Night Differential (Time and Attendance Records) | <a href="#"><u>MS 742</u></a> |
| No-Fee Passports <u>see Passports, No-Fee</u>    |                               |
| Non-Competitive Eligibility (Personnel System)   | <a href="#"><u>MS 601</u></a> |
| (Volunteer)                                      | <a href="#"><u>MS 285</u></a> |
| Notification (Overseas Disappearance and Death)  | <a href="#"><u>MS 265</u></a> |

**O**

|                                |               |
|--------------------------------|---------------|
| Office of see [Name of Office] |               |
| Organization Management        | <u>MS 122</u> |
| Outstanding Performance Rating | <u>MS 662</u> |
| Overtime Pay                   |               |
| Hours of Duty                  | <u>MS 630</u> |
| Time and Attendance Records    | <u>MS 742</u> |

**P**

|  |               |
|--|---------------|
| Partnership Program                      | <u>MS 720</u> |
| Functions                                | <u>MS 123</u> |
| Imprest Funds                            | <u>MS 760</u> |
| Passports, No-Fee                        | <u>MS 213</u> |
| Early Termination                        | <u>MS 284</u> |
| Identification Cards                     | <u>MS 254</u> |
| Staff Travel                             | <u>MS 812</u> |
| Termination (Peace Corps Staff)          | <u>MS 671</u> |
| Paternity (Conduct of Volunteers)        | <u>MS 204</u> |
| Payroll                                  | Obsolete      |
| PCMO or PCMC <u>see Medical Officers</u> |               |
| Peace Corps Act                          | <u>MS 101</u> |
| Interagency Agreements                   | <u>MS 103</u> |
| Peace Corps Director                     | <u>MS 123</u> |
| Delegation of Authority                  | <u>MS 114</u> |
| Peace Corps Manual                       | <u>MS 124</u> |
| Directives System                        | <u>MS 002</u> |
| Peace Corps Policy                       | <u>MS 002</u> |
| Per Diem                                 | <u>MS 813</u> |
| Consultants/Contractors                  | <u>MS 743</u> |
| Performance Appraisal System             | <u>MS 626</u> |



|   |                    |
|---|--------------------|
| Personal Mail   | <u>MS 835</u>      |
| Personal Service Contracts (PSC)                      | <u>MS 743</u>      |
| Personnel System                                      | <u>MS 601</u>      |
| Personnel Management (Functions)                      | <u>MS 124</u>      |
| Personnel Security                                    | <u>MS 614</u>      |
| Functions   | <u>MS 124</u>      |
| Pharmaceuticals (Medical Supplies)                    | <u>MS 734</u>      |
| Physical Examinations (Absence and Leave)             | <u>MS 635</u>      |
| Placement, Office of (Functions)                      | <u>MS 126</u>      |
| Policy  | <u>MS 002</u>      |
| Political Activity (Employee Standards of Conduct)    | <u>MS 641</u>      |
| Political Expression (Volunteer Standards of Conduct) | <u>MS 204</u>      |
| Position Classification                               | <u>MS 603</u>      |
| Post Closing  | <u>MS 341</u>      |
| Post Opening  | <u>MS 340</u>      |
| Pouch (Overseas Staff)                                | <u>MS 642</u>      |
| Pregnancy   | <u>MS 263</u>      |
| Medical Confidentiality                               | <u>MS 268</u>      |
| Premium Pay   | <u>MS 625</u>      |
| Hours of Duty   | <u>MS 630</u>      |
| Time and Attendance                                   | <u>MS 742</u>      |
| Presidential Appointments (Personnel System)          | <u>MS 601</u>      |
| Printing Policies and Procedures                      | <u>MS 898</u>      |
| Privacy Act   | <u>MS 124, 897</u> |
| Private Sector Development (Functions)                | <u>MS 123</u>      |
| Procurement Planning                                  | <u>MS 730</u>      |
| Procurement Regulations                               | <u>MS 732</u>      |
| Procurement Requests                                  | <u>MS 736</u>      |
| Promotions (Personnel System)                         | <u>MS 601</u>      |
| Property  |                    |
| Employee Standards of Conduct                         | <u>MS 641</u>      |
| Property Losses                                       | <u>MS 762</u>      |
| Staff   | <u>MS 762</u>      |

|  |                               |
|--|-------------------------------|
| Volunteers/Trainees                            | <a href="#"><u>MS 235</u></a> |
| Property Management (Overseas)                 | <a href="#"><u>MS 511</u></a> |
| Proposals, Unsolicited                         | <a href="#"><u>MS 736</u></a> |
| Protected Information                          | <a href="#"><u>MS 833</u></a> |
| Psychiatric Problems (Medical Confidentiality) | <a href="#"><u>MS 268</u></a> |
| Publications (Conduct of Volunteers)           | <a href="#"><u>MS 204</u></a> |
| Publicity                                      | <a href="#"><u>MS 320</u></a> |

## Q

|                                   |          |
|-----------------------------------|----------|
| Quarterly Plan and Budget Reviews | Obsolete |
|-----------------------------------|----------|

## R

|   |                               |
|---|-------------------------------|
| Radio Transmitters (Conduct of Volunteers)          | <a href="#"><u>MS 204</u></a> |
| Rape  | <a href="#"><u>MS 774</u></a> |
| Reading Material (Volunteer Allowances)             | <a href="#"><u>MS 221</u></a> |
| Readjustment Allowance                              | <a href="#"><u>MS 223</u></a> |
| Volunteer Debts                                     | <a href="#"><u>MS 232</u></a> |
| Reassignments                                       | <a href="#"><u>MS 282</u></a> |
| Records, Audiovisual                                | <a href="#"><u>MS 892</u></a> |
| Records, Electronic                                 | <a href="#"><u>MS 892</u></a> |
| Records Management                                  | <a href="#"><u>MS 892</u></a> |
| Records, Medical                                    |                               |
| Privacy Act   | <a href="#"><u>MS 897</u></a> |
| Volunteers/Trainees                                 | <a href="#"><u>MS 267</u></a> |
| Records, Vital                                      | <a href="#"><u>MS 892</u></a> |
| Recreation and Entertainment (Volunteer Allowances) | <a href="#"><u>MS 221</u></a> |
| Recruitment, Office of (Functions)                  | <a href="#"><u>MS 126</u></a> |
| Re-employment Rights (Personnel System)             | <a href="#"><u>MS 601</u></a> |
| Re-enrollments                                      | <a href="#"><u>MS 282</u></a> |
| Reimbursement (Employee Standards of Conduct)       | <a href="#"><u>MS 641</u></a> |
| Reimbursement (Volunteer Travel)                    | <a href="#"><u>MS 218</u></a> |
| Reinstatements                                      | <a href="#"><u>MS 282</u></a> |
| Religious Beliefs (Conduct of Volunteers)           | <a href="#"><u>MS 204</u></a> |

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|--|---------------|
| Relocation Expenses                                |               |
| Claims, Waiver of                                  | <u>MS 778</u> |
| Staff Travel                                       | <u>MS 812</u> |
| Representation Allowance                           | <u>MS 724</u> |
| Resignation (Early Termination)                    | <u>MS 284</u> |
| Rest and Recuperation (R & R) (Staff Travel)       | <u>MS 812</u> |
| Retirement (Absence and Leave)                     | <u>MS 635</u> |
| Returned Peace Corps Volunteers (Personnel System) | <u>MS 601</u> |
| Rewards (Overseas Disappearance and Death)         | <u>MS 265</u> |

## S

|  |               |
|--|---------------|
| Safety   | <u>MS 682</u> |
| Early Termination                                    | <u>MS 284</u> |
| Vehicles   |               |
| Salary Increases                                     | <u>MS 622</u> |
| Savings Bonds <u>see United States Savings Bonds</u> | <u>MS 622</u> |
| Second Tour (Personnel System)                       | <u>MS 601</u> |
| Security <u>see Personnel Security</u>               |               |
| Security Clearance                                   | <u>MS 614</u> |
| Foreign Service National Employees                   | <u>MS 602</u> |
| Volunteer Marriage                                   | <u>MS 205</u> |
| Security, Computer (IT)                              | <u>MS 542</u> |
| Security, Physical                                   | <u>MS 542</u> |
| Separation, Medical                                  |               |
| Early Termination                                    | <u>MS 284</u> |
| Medical Evacuation                                   | <u>MS 264</u> |
| Settlement of Claims                                 | <u>MS 775</u> |
| Sexual Harassment (Early Termination)                | <u>MS 284</u> |
| Sick Leave   |               |
| Absence and Leave                                    | <u>MS 635</u> |
| Time and Attendance Records                          | <u>MS 742</u> |
| Sixth Year (Personnel System)                        | <u>MS 601</u> |
| Skills (Eligibility for Peace Corps Service)         | <u>MS 201</u> |

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|--|--|-------------------------------|
|  | Social Security                        |                               |
|  | Absence and Leave                      | <a href="#"><u>MS 635</u></a> |
|  | Readjustment Allowance                 | <a href="#"><u>MS 223</u></a> |
| Software and Telecommunications Branch (Functions) |  | <a href="#"><u>MS 124</u></a> |
| Software Security                                  |  | <a href="#"><u>MS 542</u></a> |
| Special Leave                                      |  |                               |
|  | Completion/Extension of Service        | <a href="#"><u>MS 281</u></a> |
|  | Early Termination                      | <a href="#"><u>MS 284</u></a> |
|  | Volunteer Allowances                   | <a href="#"><u>MS 221</u></a> |
|  | Volunteer Travel                       | <a href="#"><u>MS 218</u></a> |
| Special Services, Office of (Functions)            |  | <a href="#"><u>MS 127</u></a> |
| Speeches (Employee Standards of Conduct)           |  | <a href="#"><u>MS 641</u></a> |
| Staff, Overseas                                    |  | <a href="#"><u>MS 642</u></a> |
| Staging  |  |                               |
|  | Health Services                        | <a href="#"><u>MS 262</u></a> |
|  | Trainee Allowances                     | <a href="#"><u>MS 222</u></a> |
| Standards for Service                              |  | <a href="#"><u>MS 201</u></a> |
| Standards of Conduct, Employees                    |  | <a href="#"><u>MS 641</u></a> |
|  | Foreign Service National Employees     | <a href="#"><u>MS 652</u></a> |
|  | Overseas Staff                         | <a href="#"><u>MS 642</u></a> |
| Standards of Conduct, Volunteers                   |  | <a href="#"><u>MS 204</u></a> |
| State Department                                   |  |                               |
|  | Employment of U.S. Citizens Abroad     | <a href="#"><u>MS 693</u></a> |
|  | Foreign Affairs Administrative Support | <a href="#"><u>MS 708</u></a> |
| Subject File Outline                               |  | <a href="#"><u>MS 894</u></a> |
| Suspense File (Billing and Collection Procedures)  |  | <a href="#"><u>MS 777</u></a> |
|  | Suspension, Emergency                  | <a href="#"><u>MS 652</u></a> |

## T

|  |              |                               |
|--|--------------|-------------------------------|
| Taxation see Federal Income Tax, Social Security |              |                               |
| Taxicabs   |              | <a href="#"><u>MS 740</u></a> |
|  | Staff Travel | <a href="#"><u>MS 812</u></a> |
| Teaching (Employee Standards of Conduct)         |              | <a href="#"><u>MS 641</u></a> |

|   |                               |
|---|-------------------------------|
| Telegrams   | <a href="#"><u>MS 832</u></a> |
| Telephone Calls                                     | <a href="#"><u>MS 834</u></a> |
| Long Distance                                       | <a href="#"><u>MS 834</u></a> |
| Termination   |                               |
| Completion of Service                               | <a href="#"><u>MS 281</u></a> |
| Peace Corps Staff                                   | <a href="#"><u>MS 671</u></a> |
| Theft of Funds (Imprest Funds)                      | <a href="#"><u>MS 760</u></a> |
| Third Country National                              | <a href="#"><u>MS 602</u></a> |
| Third Party Calls (Telephone Calls)                 | <a href="#"><u>MS 834</u></a> |
| Time and Attendance                                 | <a href="#"><u>MS 742</u></a> |
| Timekeepers   | <a href="#"><u>MS 742</u></a> |
| Training  |                               |
| Continued Service Agreements                        | <a href="#"><u>MS 665</u></a> |
| Domestic Staff                                      | <a href="#"><u>MS 664</u></a> |
| New Employees (Staff Travel)                        | <a href="#"><u>MS 812</u></a> |
| Stateside (Trainee Allowances)                      | <a href="#"><u>MS 222</u></a> |
| Training and Program Support, Office of (Functions) | <a href="#"><u>MS 125</u></a> |
| Training Review Board (Domestic Staff)              | <a href="#"><u>MS 664</u></a> |
| Transfers   | <a href="#"><u>MS 282</u></a> |
| Volunteer/Trainee Leave                             | <a href="#"><u>MS 220</u></a> |
| Transportation                                      |                               |
| Refund Procedures                                   | <a href="#"><u>MS 810</u></a> |
| Volunteer Allowances                                | <a href="#"><u>MS 221</u></a> |
| Waiver of Claims                                    | <a href="#"><u>MS 778</u></a> |
| Travel  | <a href="#"><u>MS 812</u></a> |
| Completion/Extension of Service                     | <a href="#"><u>MS 281</u></a> |
| Emergency   | <a href="#"><u>MS 642</u></a> |
| Emergency Visitation (Staff)                        | <a href="#"><u>MS 816</u></a> |
| Functions   | <a href="#"><u>MS 124</u></a> |
| Funds   | <a href="#"><u>MS 811</u></a> |
| Imprest Funds                                       | <a href="#"><u>MS 760</u></a> |
| Medical Evacuation                                  | <a href="#"><u>MS 264</u></a> |
| Termination of Peace Corps Staff                    | <a href="#"><u>MS 671</u></a> |

|  |                             |               |
|--|-----------------------------|---------------|
|  | Time and Attendance Records | <u>MS 742</u> |
|  | Volunteer/Trainee Travel    | <u>MS 218</u> |
|  | Waiver of Claims            | <u>MS 778</u> |
|  | Trust Funds                 | <u>MS 726</u> |

## U

|  |  |               |
|--|--|---------------|
|  | Union <u>see American Federation of State,</u> |               |
|  | County and Municipal Employees (Local 3548)    |               |
|  | Union Dues                                     | <u>MS 659</u> |
|  | United Nations Volunteers                      | <u>MS 208</u> |
|  | United States Savings Bonds                    |               |
|  | Readjustment Allowance                         | <u>MS 223</u> |
|  | Unlimited Status (Personnel System)            | <u>MS 601</u> |
|  | Unsolicited Proposals                          | <u>MS 736</u> |
|  | Utilities (Volunteer Allowances)               | <u>MS 221</u> |

## V

|  |  |               |
|--|--|---------------|
|  | Vacation Leave (Trainees/Volunteers) <u>see Annual Leave</u> | <u>MS 220</u> |
|  | Vehicles   | <u>MS 522</u> |
|  | Legal Counsel  | <u>MS 774</u> |
|  | Medical Supplies   | <u>MS 734</u> |
|  | Staff Travel   | <u>MS 812</u> |
|  | Venereal Diseases (Medical Confidentiality)                  | <u>MS 268</u> |
|  | Violation of Law (Early Termination)                         | <u>MS 284</u> |
|  | Visitation (Travel)  | <u>MS 812</u> |
|  | Overseas Staff   | <u>MS 642</u> |
|  | VISTA Volunteers (Personnel System)                          | <u>MS 601</u> |
|  | Vital Records  | <u>MS 892</u> |
|  | Volunteer Leaders  | <u>MS 202</u> |
|  | Volunteer Recruitment and Selection,                         | <u>MS 126</u> |
|  | Office of (Functions)  |               |

|                         |               |
|-------------------------|---------------|
| Voting                  | <u>MS 253</u> |
| Absence and Leave       | <u>MS 635</u> |
| Voting Assistance Guide | <u>MS 253</u> |

**W**

|   |               |
|---|---------------|
| Waiver of Claims                        | <u>MS 778</u> |
| Writing (Employee Standards of Conduct) | <u>MS 641</u> |

**X**

|                                    |               |
|------------------------------------|---------------|
| X-Rays (Volunteer Medical Records) | <u>MS 267</u> |
|------------------------------------|---------------|

**Y**

|                           |               |
|---------------------------|---------------|
| Year-End Fiscal Close-Out | <u>MS 710</u> |
|---------------------------|---------------|

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

### 3.0 Acronyms and Abbreviations

**| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |**

| <b>A</b>     |  |   |
|--------------|--|---|
| <b>AD</b>    |  | Associate Director                                      |
| <b>AF</b>    |  | Africa Region   |
| <b>AID</b>   |  | Agency for International Development (United States...) |
| <b>AO</b>    |  | Administrative Officer                                  |
| <b>AOT</b>   |  | Administrative Officer Training                         |
| <b>ALO</b>   |  | Administrative Liaison Officer                          |
| <b>AOC</b>   |  | Advice of Charge  |
| <b>APCD</b>  |  | Associate Peace Corps Director                          |
| <b>APCMO</b> |  | Area Peace Corps Medical Officer                        |
| <b>AS</b>    |  | Administrative Services                                 |
| <b>AWOL</b>  |  | Absent Without Leave                                    |
| <b>B</b>     |  |   |
| <b>BFO</b>   |  | Budget and Fiscal Officer                               |
| <b>C</b>     |  |   |
| <b>CAO</b>   |  | Chief Administrative Officer                            |
| <b>CAPPS</b> |  | Consolidated American Payroll Processing                |
| <b>CD</b>    |  | Country Director  |
| <b>CDA</b>   |  | Country Desk Assistant                                  |
| <b>CDO</b>   |  | Country Desk Officer                                    |
| <b>CDU</b>   |  | Country Desk Unit                                       |
| <b>CEN</b>   |  | The Center for Field Assistance and Applied Research    |
| <b>CFO</b>   |  | Chief Financial Officer                                 |
| <b>CHOPS</b> |  | Chief of Operations                                     |
| <b>CMA</b>   |  | Centrally Managed Account                               |
| <b>CO</b>    |  | Certifying Officer                                      |



|             |  |
|-------------|--|
| <b>CO</b>   | Current Operations                           |
| <b>COI</b>  | Close of Invitation                          |
| <b>COLA</b> | Cost of Living Adjustment                    |
| <b>COMM</b> | Communications                               |
| <b>COS</b>  | Close of Service / Completion of Service     |
| <b>COS</b>  | Chief of Staff                               |
| <b>COTR</b> | Contracting Officer Technical Representative |
| <b>CPRM</b> | Country Program Review/Monitoring            |
| <b>CR</b>   | Congressional Relations                      |
| <b>CR</b>   | Continuing Resolution                        |
| <b>CSO</b>  | Civil Service Organization                   |
| <b>CSRS</b> | Civil Service Retirement System              |
| <b>Cuff</b> | Record Manual Financial Record               |

**D**

|               |   |
|---------------|---|
| <b>D</b>      | Director's Office                       |
| <b>DCHOPS</b> | Deputy Chief of Operations              |
| <b>DD</b>     | Deputy Director                         |
| <b>DO</b>     | Disbursing Officer                      |
| <b>DO</b>     | Domestic Operations                     |
| <b>DOS</b>    | Department of State (United States...)  |
| <b>DOS</b>    | Description of Service (for Volunteers) |
| <b>DOW</b>    | Description of Work                     |
| <b>DP</b>     | Domestic Programs                       |

**E**

|            |                              |
|------------|------------------------------|
| <b>EEO</b> | Equal Employment Opportunity |
| <b>EL</b>  | Emergency Leave              |
| <b>EOD</b> | Enter On Duty                |
| <b>ET</b>  | Early Termination            |
| <b>ETD</b> | Estimated Time of Departure  |
| <b>ETS</b> | Educational Testing Service  |
| <b>EXT</b> | Extension                    |

**F**

|              |  |
|--------------|--|
| <b>FAD</b>   | Field Assistance Division              |
| <b>FAM</b>   | Foreign Affairs Manual                 |
| <b>FE</b>    | Field Enrollment                       |
| <b>FECA</b>  | Federal Employees Compensation Act     |
| <b>FEGLI</b> | Federal Employees Group Life Insurance |
| <b>FEHB</b>  | Federal Employees Health Benefits      |
| <b>FERS</b>  | Federal Employees Retirement System    |
| <b>FICA</b>  | Federal Insurance Contributions Act    |
| <b>FMO</b>   | Financial Management Officer           |
| <b>FMS</b>   | Financial Management System            |
| <b>FOIA</b>  | Freedom of Information Act             |
| <b>FP</b>    | Foreign Personnel                      |
| <b>FS</b>    | Fiscal Services                        |
| <b>FSI</b>   | Foreign Service Institute              |
| <b>FSN</b>   | Foreign Service National               |
| <b>FTE</b>   | Full Time Equivalent                   |
| <b>FTR</b>   | Federal Travel Regulations             |
| <b>FTS</b>   | Federal Telecommunications System      |
| <b>FY</b>    | Fiscal Year                            |

**G**

|              |  |
|--------------|--|
| <b>GAD</b>   | Gender and Development                     |
| <b>GAO</b>   | General Accounting Office                  |
| <b>GBL</b>   | Government Bill of Lading                  |
| <b>GC</b>    | General Counsel                            |
| <b>GEBAT</b> | Government Excess Baggage Allowance Ticket |
| <b>GIK</b>   | Gifts In Kind                              |
| <b>GO</b>    | Government of...                           |
| <b>GPO</b>   | Government Printing Office                 |
| <b>GSA</b>   | General Services Administration            |
| <b>GSO</b>   | General Services Officer                   |

|          |              |   |
|----------|--------------|---|
|          | <b>GTR</b>   | Government Travel Rates                                   |
| <b>H</b> |              |   |
|          | <b>HC</b>    | Host Country  |
|          | <b>HCA</b>   | Host Country Agency                                       |
|          | <b>HCC</b>   | Host Country Contribution                                 |
|          | <b>HCN</b>   | Host Country National                                     |
|          | <b>HOR</b>   | Home of Record  |
|          | <b>HQ</b>    | Headquarters  |
|          | <b>HRM</b>   | Human Resource Management (Office)                        |
| <b>I</b> |              |   |
|          | <b>IAP</b>   | Inter-America and the Pacific Region                      |
|          | <b>ICASS</b> | International Cooperative Administrative Support Services |
|          | <b>IDD</b>   | Internal Control Committee                                |
|          | <b>ICE</b>   | Information Collection And Exchange                       |
|          | <b>ICT</b>   | In-Country Training                                       |
|          | <b>IFO</b>   | International Financial Operations                        |
|          | <b>IG</b>    | Inspector General   |
|          | <b>IGA</b>   | Intergovernmental Affairs                                 |
|          | <b>IO</b>    | International Operations                                  |
|          | <b>IP</b>    | Individual Placement                                      |
|          | <b>IPBS</b>  | Integrated Programming & Budget System                    |
|          | <b>IRC</b>   | In-Country Resource Center                                |
|          | <b>IRM</b>   | In-Country Resources Management                           |
|          | <b>IRM</b>   | Information Resource Management                           |
|          | <b>IST</b>   | In-Service Training                                       |
|          | <b>IT</b>    | Information Technology                                    |
|          | <b>ITS</b>   | International Technical Support                           |
| <b>J</b> |              |   |

**K**

|             |  |
|-------------|--|
| <b>KARs</b> | Key Agency Resources (i.e. Policies, Guidance, and Publications) |
|-------------|--|

**L**

|             |                        |
|-------------|------------------------|
| <b>LCP</b>  | Local Compensation Pay |
| <b>LOS</b>  | Length of Service      |
| <b>LWOP</b> | Leave Without Pay      |

**M**

|                  |   |
|------------------|---|
| <b>M&amp;IE</b>  | Meals and Incidental Expenses                           |
| <b>M/HRM</b>     | Office of Human Resource Management                     |
| <b>Med/Admin</b> | Medical/Administrative (Staging)                        |
| <b>Medevac</b>   | Medical Evacuation                                      |
| <b>MI</b>        | Master's International                                  |
| <b>MIS</b>       | Manangement Information Specialist                      |
| <b>MOA</b>       | Memorandum of Agreement                                 |
| <b>MOST</b>      | Medical Officers Staff Training                         |
| <b>MOU</b>       | Memorandum of Understanding                             |
| <b>MPL</b>       | Multiple Payment List                                   |
| <b>MPO</b>       | Military Post Office                                    |
| <b>MRAB</b>      | Manual Review Advisory Board                            |
| <b>MRC</b>       | Monthly Review Cable (Also Called Cable Of Obligations) |
| <b>MS</b>        | Manual Section  |
| <b>MS</b>        | Medical Services  |

**N**

|             |                                  |
|-------------|----------------------------------|
| <b>NEO</b>  | New Employee Orientation         |
| <b>NGO</b>  | Non Governmental Organization    |
| <b>NPSC</b> | Non-Personal Services Contractor |

**O**

|                |  |
|----------------|--|
| <b>OF- ...</b> | Optional Form number... (e.g. OF-206)  |
| <b>O/S</b>     | Overseas                               |
| <b>OGC</b>     | Office of the General Counsel          |
| <b>OJT</b>     | On The Job Training                    |
| <b>OMB</b>     | Office Of Management And Budget        |
| <b>OMS</b>     | Office of Medical Services             |
| <b>OO</b>      | Overseas Operations                    |
| <b>OPBF</b>    | Office of Planning, Budget And Finance |
| <b>OPM</b>     | Office of Personnel Management         |
| <b>OPMAN</b>   | Operations Manual                      |
| <b>OPSC</b>    | Office of Private Sector Cooperation   |
| <b>OSD</b>     | Overseas Staff Development             |
| <b>OSS</b>     | Office of Special Services             |
| <b>OST</b>     | Overseas Staff Training                |

**P**

|                |   |
|----------------|---|
| <b>P&amp;T</b> | Program And Training                    |
| <b>PASA</b>    | Participating Agency Support Agreement  |
| <b>PATS</b>    | Programming And Training Systems        |
| <b>PBR</b>     | Periodic Budget Review                  |
| <b>PC/W</b>    | Peace Corps/Washington                  |
| <b>PCD</b>     | Peace Corps Director                    |
| <b>PCFMS</b>   | Peace Corps Financial Management System |
| <b>PCMC</b>    | Peace Corps Medical Contractor          |
| <b>PCMO</b>    | Peace Corps Medical Officer             |
| <b>PCMS</b>    | Peace Corps Manual Section              |
| <b>PCOM</b>    | Peace Corps On-Line Manual              |
| <b>PCPP</b>    | Peace Corps Partnership Program         |
| <b>PCT</b>     | Peace Corps Trainee                     |
| <b>PCV</b>     | Peace Corps Volunteer                   |
| <b>PCR</b>     | Peace Corps Registration                |
| <b>PD</b>      | Position Description                    |

|             |                                  |
|-------------|----------------------------------|
| <b>PDO</b>  | Pre-Departure Orientation        |
| <b>PO</b>   | Purchase Order                   |
| <b>POE</b>  | Port, Or Point, Of Entry         |
| <b>POV</b>  | Privately Owned Vehicle          |
| <b>PPA</b>  | Planning, Policy And Analysis    |
| <b>PQLI</b> | Physical Quality Of Life Index   |
| <b>PR</b>   | Procurement Request              |
| <b>PS</b>   | Program Support                  |
| <b>PSC</b>  | Personal Services Contractor     |
| <b>PSR</b>  | Project Status Report            |
| <b>PST</b>  | Pre-Service Training             |
| <b>PTA</b>  | Programming and Training Advisor |
| <b>PTO</b>  | Program And Training Officer     |
| <b>PTQ</b>  | Pre-Training Questionnaire       |
| <b>PVO</b>  | Private Volunteer Organization   |

**Q**

|             |                                  |
|-------------|----------------------------------|
| <b>QBR</b>  | Quarterly Budget Review          |
| <b>QTRS</b> | Quarterly Trainee Report Summary |

**R**

|             |   |
|-------------|---|
| <b>RA</b>   | Readjustment Allowance                    |
| <b>RAMC</b> | Regional Administration Management Center |
| <b>RAU</b>  | Regional Assistance Unit                  |
| <b>RD</b>   | Regional Director                         |
| <b>RDD</b>  | Resource Development Division             |
| <b>RFC</b>  | Regional Financial Center                 |
| <b>RFP</b>  | Request For Proposal                      |
| <b>RMO</b>  | Regional Medical Officer (Dept. Of State) |
| <b>RPCV</b> | Returned Peace Corps Volunteer            |
| <b>RSO</b>  | Regional Security Officer                 |
| <b>RTO</b>  | Regional Training Officer                 |
| <b>RVS</b>  | Returned Volunteer Services               |

**S**

|                |   |
|----------------|---|
| <b>SAV</b>     | Special Assignment Volunteer                      |
| <b>SBD</b>     | Small Business Development                        |
| <b>SCD</b>     | Service Computation Date                          |
| <b>SED</b>     | Small Enterprise Development                      |
| <b>SF- ...</b> | Standard Form ... (e.g. SF-171)                   |
| <b>SOP</b>     | Standard Operating Procedure(S)                   |
| <b>SOW</b>     | Statement Of Work                                 |
| <b>SPA</b>     | Small Project Assistance                          |
| <b>SRPTC</b>   | Sub-Regional Programming and Training Coordinator |
| <b>SS</b>      | Special Services                                  |
| <b>SSN</b>     | Social Security Number                            |
| <b>SST</b>     | Stateside Training                                |

**T**

|               |  |
|---------------|--|
| <b>T</b>      | Transportation (Office of?)            |
| <b>TA</b>     | Task Analysis                          |
| <b>TA</b>     | Technical Assistance                   |
| <b>TA</b>     | Trainee Allocation                     |
| <b>TA</b>     | Travel Authorization                   |
| <b>TC</b>     | Training Class                         |
| <b>TCN</b>    | Third Country National                 |
| <b>TCSS</b>   | Training Class Summary Sheet           |
| <b>TCT</b>    | Third Country Training                 |
| <b>TDY</b>    | Temporary Duty                         |
| <b>TEFL</b>   | Teaching English As A Foreign Language |
| <b>TELCOM</b> | Telephone Communications               |
| <b>TESL</b>   | Teaching English As A Second Language  |
| <b>TI</b>     | Trainee Input                          |
| <b>TO</b>     | Training Officer                       |
| <b>TOT</b>    | Training Of Trainers                   |
| <b>TR</b>     | Trainee Request                        |

|             |                                     |
|-------------|-------------------------------------|
| <b>TS</b>   | Trainees                            |
| <b>TSDU</b> | Training and Staff Development Unit |
| <b>TSP</b>  | Thrift Savings Plan                 |
| <b>TSR</b>  | Training Status Report              |

**U**

|              |                                    |
|--------------|------------------------------------|
| <b>UFR</b>   | Unfunded Request                   |
| <b>UNDP</b>  | United Nations Development Program |
| <b>UNV</b>   | United Nations Volunteer           |
| <b>UP</b>    | University Programs                |
| <b>USDO</b>  | United States Disbursing Office    |
| <b>USPSC</b> | U.S. Personal Services Contractor  |

**V**

|               |                                      |
|---------------|--------------------------------------|
| <b>VY</b>     | Volunteer Years                      |
| <b>VAC</b>    | Volunteer Advisory Council           |
| <b>VAD</b>    | Volunteer Assignment Description     |
| <b>VDS</b>    | Volunteer Delivery System            |
| <b>VOLAGS</b> | Voluntary Agencies                   |
| <b>VRS</b>    | Volunteer Recruitment and Selection  |
| <b>VS</b>     | Volunteer Support                    |
| <b>Vs</b>     | Volunteers                           |
| <b>VSPS</b>   | Volunteer And Staff Payroll Services |
| <b>V/T</b>    | Volunteer /Trainee                   |

**W**

|            |                      |
|------------|----------------------|
| <b>WID</b> | Women In Development |
| <b>WWS</b> | World Wise Schools   |

**X**

**Y**

**Z**



**|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|**