

# 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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[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 Orgainization
	<b>CSRS</b>	Civil Service Retirement System
	<b>Cuff</b>	Record Manual Financial Record
<b>D</b>		
	<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
<b>E</b>		
	<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>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

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

<b>L</b>			<b>LCP</b>	Local Comp
	<b>LOS</b>	Length of Service		
	<b>LWOP</b>	Leave Without Pay		
<b>M</b>			<b>M&amp;IE</b>	Meals and I
	<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		
<b>N</b>			<b>NEO</b>	New Emplo
	<b>NGO</b>	Non Governmental Organization		
	<b>NPSC</b>	Non-Personal Services Contractor		
<b>O</b>			<b>OF- ...</b>	Optional Fo
	<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		
<b>P</b>			<b>P&amp;T</b>	Program An
	<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		
<b>Q</b>			<b>QBR</b>	Quarterly B
	<b>QTRS</b>	Quarterly Trainee Report Summary		
<b>R</b>			<b>RA</b>	Readjustme
	<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		
<b>S</b>			<b>SAV</b>	Special Ass
	<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		
<b>T</b>			<b>T</b>	Transportat
	<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		
<b>U</b>			<b>UFR</b>	Unfunded R
	<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		
<b>V</b>			<b>VY</b>	Volunteer Y
	<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		
<b>W</b>			<b>WID</b>	Women In I
	<b>WWS</b>	World Wise Schools		
<b>X</b>				
<b>Y</b>				

| **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** |