

MS 003 SUBJECT INDEX AND ACRONYM LIST

Effective Date: 01/15/98 (v.4)

Supersedes: 04/27/92, 06/84, 12/73

Responsible Office: Office of Strategic Information, Research and Planning (D/OSIRP)

TABLE OF CONTENTS

- 1.0 Purpose
 - 2.0 Index
 - 3.0 Acronyms and Abbreviations
-

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.

2.0 INDEX

Subject	Manual Section
A	
Abortion	MS 263
Medical Confidentiality	MS 268
Absence and Leave	MS 635
Absence Without Leave (AWOL)	MS 635, 742
Early Termination	MS 284
Absentee Ballot	MS 253
Abuse (Inspector General)	MS 861
see Fraud, Sexual Harassment	
Academic Examination Leave	MS 220
see Absence without Leave, Annual Leave, Emergency Leave, Leave without Pay	
Accounting	MS 705
Accounting System (Control of Funds)	MS 704
Accounting Violations	MS 704
Acquisitions	MS 730, 736
Acronyms and Abbreviations	MS 003
(list following subject index)	
Addresses of Volunteers	MS 291
Administrative Hold	MS 282, 220
Administrative Leave	MS 635
Administrative Separation	
Conduct	MS 204
Early Termination	MS 284
Marriage	MS 205
Administrative Services	MS 124
Functions	
Freedom of Information Act	MS 893
Privacy Act	MS 897

Adoption of Children by Volunteers	MS 206
Affirmative Action	MS 653
Age (Eligibility for Peace Corps Service)	MS 201
Airgrams	MS 832
Alcohol Use	
Conduct of Volunteers	MS 204
Employee Assistance Program	MS 658
Medical Confidentiality	MS 268
see Drug Use	
Allegations of Drug Use	MS 204
Allotments (Control of Funds)	MS 704
Allowances	MS 221
Completion of Service	MS 281
Federal Income Tax	MS 236
Overseas Staff	MS 642
Representation	MS 724
Trainee	MS 222
Waiver of Claims	MS 778
Alternative Work Schedules Program (AWS)	MS 630
American Family Members	MS 602, 693
American Federation of State, County and Municipal Employees (Local 3548)	
Labor/Management Relations	MS 659
Merit Promotion and Selection	MS 620
Time and Leave Records	MS 742
Annual Leave (Staff)	MS 635
Time and Attendance Records	MS 742
Volunteers and Trainees	MS 220, 282
Appeal Rights (Early Termination)	MS 284
Appearance and Dress see Dress and Appearance	
Apportionments (Control of Funds)	MS 704
Appropriations and Expenditures (Extraordinary Authorities)	MS 723
Audiovisual Activities	MS 895
Audiovisual Records	MS 892
Audits	
Imprest Funds	MS 760
Inspector General	MS 861
Leave	MS 742
Authorized Certifying Officer (ACO)	MS 758
Awards	
Foreign Service Nationals	MS 602
Incentive Awards Program	MS 662
Salary Increases	MS 622
B	
Baggage Policy	
Staff Travel	MS 812
Volunteers and Trainees	MS 214
Billing and Collection Procedures	MS 777
Blood Donations (Absence and Leave)	MS 635
Budget and Accounting	MS 701

Budget Formulation	MS 702
Budget Presentation	MS 702
Budgets	
Financial Record keeping	MS 705
Quarterly Plan & Budget Reviews	MS 702
Budgets, Administrative	MS 704
Budgets, Country	MS 704
Budget Tracking	MS 705
C	
Cash Advances (Imprest Funds)	MS 760
Cash Losses (Reimbursement)	MS 235
Child Care For Volunteer Families during Service	MS 221
Staff Travel	MS 812
Volunteer Pregnancy	MS 263
Citizenship	
Eligibility for Peace Corps Service	MS 201
Peace Corps Personnel	MS 601
Claims (Billing and Collection Procedures)	MS 777
Claims (Waiver of)	MS 778
Claims Settlement	MS 775
(Federal Tort Claims Act)	MS 776
Classified Information	MS 833
Clothing (Volunteer Allowances)	MS 221
Commercial Activity	MS 738
Commissary (Overseas Staff)	MS 642
Communications, Office of (Functions)	MS 123
Compensatory Time	
Hours of Duty	MS 630
Time and Attendance Records	MS 742
Complaint Discrimination Procedure (Volunteers)	MS 293
Completion of Service	MS 281
Compressed Work Schedules (Hours of Duty)	MS 630
Computer Security Program	MS 542
Computer Services Division (Functions)	MS 124
Conduct of Volunteers	MS 204
Confidentiality	
Employee Assistance Program	MS 658
Medical	MS 268
Conflict of Interest	
Early Termination	MS 284
Employee Grievance Procedures	MS 655
Foreign Service Nationals	MS 602
Settlement of Claims	MS 775
Congressional Relations (Functions)	MS 123
Consultants/Contractors	
Employment Abroad	MS 693
Employee Standards of Conduct	MS 641
Inspector General	MS 861
Intelligence Backgrounds	MS 611

Personnel System	MS 601
Continuing Resolutions	MS 707
Contractors see Consultants/Contractors	
Contracts	
Interagency Agreements	MS 103
Printing Policies	MS 898
Contributions and Gifts to the Peace Corps	MS 721
CORE Costs	MS 708
Court Leave	
Absence and Leave	MS 635
Time and Attendance Records	MS 742
Credit Hours	
Time and Attendance Records	MS 742
Cuff Records	MS 705
D	
Day Care see Child Care	
Death, Overseas	MS 265
Debts	MS 777
Billing and Collection Procedures	MS 777
Debts of Volunteers	MS 232
Settlement of Claims	MS 775
Deferrals and Rescission Proposals	
(Control of Funds)	MS 704
Delegation of Authority	MS 114, 232
Volunteer Debts	MS 232
Dependents	MS 201, 221
Volunteer Allowances	MS 221
Department of see [Name of Department]	
Description of Service Statement	MS 285
Detailing Employees	MS 673
Diplomatic Pouch	MS 835
Property Losses	MS 235
Directives System	MS 002
Director see Peace Corps Director	
Disability (Completion of Service)	MS 281
Disappearance, Overseas	MS 265
Disbursements (Imprest Funds)	MS 760
Disciplinary Procedures	MS 652
(Foreign Service Employees)	
Discontinuance of Service	MS 284
(Early Termination)	
Discrimination	
Employee Standards of Conduct	
Volunteers	
Discrimination, Political	MS 601
(Personnel System)	
Distributed Administrative Support (DAS)	MS 708
Division of see [Name of Division]	
Domestic Help (Volunteer Allowances)	MS 221

Domestic Operations Division (Functions)	MS 124
Domestic Records Management Handbook	MS 892
Dress and Appearance (Conduct of Volunteers)	MS 204
Drivers (Overseas Staff)	MS 522
Drug Use	
Allegations	MS 204
Conduct of Volunteers	MS 204
Early Termination	MS 284
Employee Assistance Program	MS 658
Medical Confidentiality	MS 268
Duty-Free Privileges (Overseas Staff)	MS 642
E	
Early Dismissal (Hours of Duty)	MS 630
Early Termination	MS 284
Completion of Service	MS 281
Identification Card	MS 254
Marriage	MS 205
Pregnancy	MS 263
Readjustment Allowance	MS 223
Travel	MS 218
Electronic Records (Records Management)	MS 892
Eligibility for Service	MS 201
Emergency Leave	
Allowances (Trainee)	MS 222
Allowances (Volunteer)	MS 221
Baggage Policy	MS 214
Completion of Service	MS 281
Early Termination	MS 284
Leave	MS 220
Travel	MS 218
Emergency Payments (Imprest Funds)	MS 760
Emergency Visitation	MS 816
Staff Travel	MS 812
Employee Assistance Program (EAP)	MS 658
Foreign Service National Employees	MS 652
Employee Relations Division (Functions)	MS 124
Employment of Family Members	MS 694
Employment of U.S. Citizens Abroad	MS 693
Entertainment (Standards of Conduct)	MS 641
Entertainment Funds	MS 725
Equal Employment Opportunity	MS 653
Personnel System	MS 601
Equal Employment Opportunity, Office of... (Functions)	MS 124
Evacuation see Medical Evacuation	
Excused Absence (Time and Attendance Records)	MS 742
Executive Orders	MS 101
Executive Secretariat (Functions)	MS 123
Experts see Consultants/Contractors	
Extension of Service	MS 281

Extraordinary Authorities	MS 723
Eyeglasses (Medical Supplies)	MS 734
F	
Federal Employees' Compensation Act (FECA)	
Completion of Service	MS 281
Medical Benefits	MS 266
Safety and Health Program	MS 682
Volunteer Pregnancy	MS 263
Federal Income Tax	
Readjustment Allowance	MS 223
Retirement	MS 635
Volunteer Allowances	MS 236
Federal Labor Relations Authority (FLRA)	MS 659
Federal Post Card Application (FPCA) (Voting)	MS 253
Federal Telephone System (FTS)	MS 834
Federal Tort Claims Act (Claims Settlement)	MS 776
Fellows Program (Functions)	MS 124
FICA see Social Security	
Filing System	MS 892
Filing System, Overseas	MS 894
Financial Gain (Conduct of Volunteers)	MS 204
Financial Management	MS 701
Financial Management System	MS 709
Financial Record keeping	MS 705
Firearms (Conduct of Volunteers)	MS 204
Fiscal Coding Handbook	MS 714
Fiscal Services	MS 777
(Billing and Collection Procedures)	
Five-Year Rule	
Employment of U.S. Citizens Abroad	MS 693
Foreign Service National Employees	MS 602
Personnel System	MS 601
Flexitime (Time and Attendance Records)	MS 742
Food (Volunteer Allowances)	MS 221
Foreign Affairs Administrative Support (FAAS)	MS 708
Foreign Currency, Use of	MS 727
Foreign Currency Accounts	MS 726
Foreign Service National Employees	MS 691
Disciplinary Procedures	MS 652
Employment of U.S. Citizens Abroad	MS 693
Performance Evaluation	MS 613
Personnel System	MS 601
Promotion Policy	MS 621
Reporting Overseas Employment of	MS 699
Forms (Accountable)	MS 737
Forms Management	MS 890
Fraud	
Early Termination	MS 284
Inspector General	MS 861

Freedom of Information Act	MS 124, 893
Funding Lapses	MS 707
Funds, Administrative Control of	MS 704
Funds, Overseas	MS 753
Funeral Leave (Absence and Leave)	MS 635
Furniture (Overseas Employees)	MS 515

G

Gambling (Standards of Conduct)	MS 641
General Counsel (Functions)	MS 123
Gifts and Contributions to the Peace Corps	MS 721
Gifts-in-Kind Program	MS 721
Gifts (Standards of Conduct)	MS 641
Glasses see Eyeglasses	
Grievance Procedures (Employees)	MS 655
Guaranteed Student Loans (GSL)	MS 231
Guard Service	
Overseas Employee Housing	MS 515
Volunteer	MS 221

H

Hazardous Weather	
Absence and Leave	MS 635
Hours of Duty	MS 630
Health Care see Medical Care	
Health Education (Volunteers at Staging)	MS 262
Health of Employees	MS 682
Health Services (Volunteers, Trainees and Dependents)	MS 262
Helmets (Motorcycles)	MS 523
Early Termination	MS 284
High Value Items (Property Losses)	MS 762
Holiday Pay (Absence and Leave)	MS 635
Holidays	
Absence and Leave	MS 635
Hours of Duty	MS 630
Time and Attendance Records	MS 742
Home Leave (Overseas Staff)	MS 635
Home-of-Record (Volunteers)	MS 218
Host Country Contributions	MS 722
Hostels (Volunteer Travel)	MS 218
Hot Weather (Absence and Leave)	MS 635
Hours of Duty	MS 630
Housing	
Consultants/Contractors	MS 743
Overseas Staff	MS 515
Volunteer Allowances	MS 221

I

Identification Cards	MS 254
Illegal Activities (Employee Assistance Program)	MS 658

Illness (Staff Emergency Visitation Travel)	MS 816
Illnesses, Job-related (Employees)	MS 682
Imprest Funds	MS 760
Inauguration Day (Absence and Leave)	MS 635
Incentive Awards Program	MS 662
Income Tax, Federal see Federal Income Tax, Social Security	
Information Collection and Exchange (Functions)	MS 125
Information Technology: Security Policies and Procedures	MS 542
Injuries, Job-related (Employees)	MS 682
Injury (Staff Emergency Visitation Travel)	MS 816
Injury Compensation (Absence and Leave)	MS 635
In-Out Rule	
Employment of U.S. Citizens Abroad	MS 693
Personnel System	MS 601
Inspector General	MS 861
Insurance	
Baggage Policy	MS 214
Leave for Volunteers and Trainees	MS 220
Medical Supplies	MS 734
Motor Vehicles	MS 526
Property Losses (Volunteers and Trainees)	MS 235
Readjustment Allowance	MS 223
Settlement of Claims	MS 775
Intelligence Background	MS 611
Consultants/Contractors	MS 611
Early Termination	MS 284
Eligibility for Peace Corps Service	MS 201
Overseas Staff	MS 642
Personnel System	MS 601
Interagency Agreements	MS 103
Internal Control System	MS 784
International Air Mail	MS 835
Investigations (Inspector General)	MS 861

J	
Job Security (Employee Assistance Program)	MS 658
Jury Duty (Absence and Leave)	MS 635

K

L	
Labor-Management Relations	MS 659
Language Ability (Eligibility Service) for Peace Corps	MS 201
Leases MS 733	
Overseas Employee Housing	MS 515
Leave Without Allowance (LWOA) (Overseas Disappearance and Death)	MS 265
Leave (Volunteers and Trainees)	MS 220
Leave Without Pay (LWOP)	
Absence and Leave	MS 635
Time and Attendance Records	MS 742

Lecturing (Standards of Conduct)	MS 641
Legal Counsel (Overseas)	MS 774
Legal Status (Eligibility for Peace Corps Service)	MS 201
Loans, Education	MS 231
Lodging	
Per Diem	MS 813
Group Meetings	MS 729
Long Distance Telephone Calls	MS 834
Luggage see Baggage	
Lump-sum Payments (Annual Leave)	MS 635

M

Mail	MS 835
Forwarding to RPCVS	MS 291
Mail, Personal	MS 835
Mail Branch (Functions)	MS 124
Mailings, Mass	MS 291
Management, Associate Director for (Functions)	MS 124
Marital Status (Eligibility for Peace Corps Service)	MS 201
Marketing (Functions)	MS 123
Marriage of Volunteers	MS 205
Maternity Leave (Volunteers)	MS 263
Maxiflex (Hours of Duty)	MS 630
Meals (Volunteer Group Meetings)	MS 729
MEDEVAC see Medical Evacuation	
Media, Contact with (Conduct of Volunteers)	MS 204
Medical Benefits (Volunteers, Trainees, Dependents)	MS 266
Medical Care	
Completion/Extension of Service	MS 281
Health Unit and Medical Officers	MS 261
Pregnancy (Volunteers)	MS 263
Vehicle Accidents	MS 524
Medical Clearance	
Eligibility for Peace Corps Service	MS 201
Foreign Service National Employees	MS 602
Transfers	MS 282
Volunteer Travel	MS 218
Medical Contract Services	MS 734
Medical Equipment	MS 734
Medical Evacuation	MS 264
Baggage Policy	MS 214
Early Termination	MS 284
Medical Confidentiality	MS 268
Pregnancy (Volunteers)	MS 263
Travel	MS 218
Volunteer Allowances	MS 221
Medical Hold (Trainee Allowances)	MS 222
Medical Kits	MS 734
Medical Library (Health Unit)	MS 261
Medical Officers	MS 261

Medical Supplies	MS 734
Medical Records (Volunteers)	MS 267
Medical Screening (Health Services)	MS 262
Medical Services, Office of (Functions)	MS 124
Medical Supplies	MS 734
Health Unit	MS 261
Meetings (Volunteers/Trainees)	MS 729
Merit Promotion and Selection Plan	MS 620
Micrographics (Records Management)	MS 892
Military Leave	
Absence and Leave	MS 635
Time and Attendance Records	MS 742
Military Postal Service (MPS)	MS 835
Mopeds see Motorcycles	
Motivation (Eligibility for Peace Corps Service)	MS 201
Motorcycles	MS 523
N	
Name Change (Volunteer Marriage/Divorce)	MS 205
National Direct Student Loans (NDSL)	MS 231
Night Differential (Time and Attendance Records)	MS 742
No-Fee Passports see Passports, No-Fee	
Non-Competitive Eligibility (Personnel System)	MS 601
(Volunteer)	MS 285
Notification (Overseas Disappearance and Death)	MS 265
O	
Office of see [Name of Office]	
Organization Management	MS 122
Outstanding Performance Rating	MS 662
Overtime Pay	
Hours of Duty	MS 630
Time and Attendance Records	MS 742
P	
Partnership Program	MS 720
Functions	MS 123
Imprest Funds	MS 760
Passports, No-Fee	MS 213
Early Termination	MS 284
Identification Cards	MS 254
Staff Travel	MS 812
Termination (Peace Corps Staff)	MS 671
Paternity (Conduct of Volunteers)	MS 204
Payroll	Obsolete
PCMO or PCMC see Medical Officers	
Peace Corps Act	MS 101
Interagency Agreements	MS 103
Peace Corps Director	MS 123
Delegation of Authority	MS 114

Peace Corps Manual	MS 124
Directives System	MS 002
Peace Corps Policy	MS 002
Per Diem	MS 813
Consultants/Contractors	MS 743
Performance Appraisal System	MS 626
Personal Mail	MS 835
Personal Service Contracts (PSC)	MS 743
Personnel System	MS 601
Personnel Management (Functions)	MS 124
Personnel Security	MS 614
Functions	MS 124
Pharmaceuticals (Medical Supplies)	MS 734
Physical Examinations (Absence and Leave)	MS 635
Placement, Office of (Functions)	MS 126
Policy	MS 002
Political Activity (Employee Standards of Conduct)	MS 641
Political Expression (Volunteer Standards of Conduct)	MS 204
Position Classification	MS 603
Post Closing	MS 341
Post Opening	MS 340
Pouch (Overseas Staff)	MS 642
Pregnancy	MS 263
Medical Confidentiality	MS 268
Premium Pay	MS 625
Hours of Duty	MS 630
Time and Attendance	MS 742
Presidential Appointments (Personnel System)	MS 601
Printing Policies and Procedures	MS 898
Privacy Act	MS 124, 897
Private Sector Development (Functions)	MS 123
Procurement Planning	MS 730
Procurement Regulations	MS 732
Procurement Requests	MS 736
Promotions (Personnel System)	MS 601
Property	
Employee Standards of Conduct	MS 641
Property Losses	MS 762
Staff	MS 762
Volunteers/Trainees	MS 235
Property Management (Overseas)	MS 511
Proposals, Unsolicited	MS 736
Protected Information	MS 833
Psychiatric Problems (Medical Confidentiality)	MS 268
Publications (Conduct of Volunteers)	MS 204
Publicity	MS 320

Q

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

R

Radio Transmitters (Conduct of Volunteers)	MS 204
Rape	MS 774
Reading Material (Volunteer Allowances)	MS 221
Readjustment Allowance	MS 223
Volunteer Debts	MS 232
Reassignments	MS 282
Records, Audiovisual	MS 892
Records, Electronic	MS 892
Records Management	MS 892
Records, Medical	
Privacy Act	MS 897
Volunteers/Trainees	MS 267
Records, Vital	MS 892
Recreation and Entertainment (Volunteer Allowances)	MS 221
Recruitment, Office of (Functions)	MS 126
Re-employment Rights (Personnel System)	MS 601
Re-enrollments	MS 282
Reimbursement (Employee Standards of Conduct)	MS 641
Reimbursement (Volunteer Travel)	MS 218
Reinstatements	MS 282
Religious Beliefs (Conduct of Volunteers)	MS 204
Relocation Expenses	
Claims, Waiver of	MS 778
Staff Travel	MS 812
Representation Allowance	MS 724
Resignation (Early Termination)	MS 284
Rest and Recuperation (R & R) (Staff Travel)	MS 812
Retirement (Absence and Leave)	MS 635
Returned Peace Corps Volunteers (Personnel System)	MS 601
Rewards (Overseas Disappearance and Death)	MS 265

S

Safety	MS 682
Early Termination	MS 284
Vehicles	
Salary Increases	MS 622
Savings Bonds see United States Savings Bonds	MS 622
Second Tour (Personnel System)	MS 601
Security see Personnel Security	
Security Clearance	MS 614
Foreign Service National Employees	MS 602
Volunteer Marriage	MS 205
Security, Computer (IT)	MS 542
Security, Physical	MS 542
Separation, Medical	
Early Termination	MS 284
Medical Evacuation	MS 264
Settlement of Claims	MS 775
Sexual Harassment (Early Termination)	MS 284

Sick Leave	
Absence and Leave	MS 635
Time and Attendance Records	MS 742
Sixth Year (Personnel System)	MS 601
Skills (Eligibility for Peace Corps Service)	MS 201
Social Security	
Absence and Leave	MS 635
Readjustment Allowance	MS 223
Software and Telecommunications Branch (Functions)	MS 124
Software Security	MS 542
Special Leave	
Completion/Extension of Service	MS 281
Early Termination	MS 284
Volunteer Allowances	MS 221
Volunteer Travel	MS 218
Special Services, Office of (Functions)	MS 127
Speeches (Employee Standards of Conduct)	MS 641
Staff, Overseas	MS 642
Staging	
Health Services	MS 262
Trainee Allowances	MS 222
Standards for Service	MS 201
Standards of Conduct, Employees	MS 641
Foreign Service National Employees	MS 652
Overseas Staff	MS 642
Standards of Conduct, Volunteers	MS 204
State Department	
Employment of U.S. Citizens Abroad	MS 693
Foreign Affairs Administrative Support	MS 708
Subject File Outline	MS 894
Suspense File (Billing and Collection Procedures)	MS 777
Suspension, Emergency	MS 652
T	
Taxation see Federal Income Tax, Social Security	
Taxicabs	MS 740
Staff Travel	MS 812
Teaching (Employee Standards of Conduct)	MS 641
Telegrams	MS 832
Telephone Calls	MS 834
Long Distance	MS 834
Termination	
Completion of Service	MS 281
Peace Corps Staff	MS 671
Theft of Funds (Imprest Funds)	MS 760
Third Country National	MS 602
Third Party Calls (Telephone Calls)	MS 834
Time and Attendance	MS 742
Timekeepers	MS 742
Training	

Continued Service Agreements	MS 665
Domestic Staff	MS 664
New Employees (Staff Travel)	MS 812
Stateside (Trainee Allowances)	MS 222
Training and Program Support, Office of (Functions)	MS 125
Training Review Board (Domestic Staff)	MS 664
Transfers	MS 282
Volunteer/Trainee Leave	MS 220
Transportation	
Refund Procedures	MS 810
Volunteer Allowances	MS 221
Waiver of Claims	MS 778
Travel	MS 812
Completion/Extension of Service	MS 281
Emergency	MS 642
Emergency Visitation (Staff)	MS 816
Functions	MS 124
Funds	MS 811
Imprest Funds	MS 760
Medical Evacuation	MS 264
Termination of Peace Corps Staff	MS 671
Time and Attendance Records	MS 742
Volunteer/Trainee Travel	MS 218
Waiver of Claims	MS 778
Trust Funds	MS 726
U	
Union see American Federation of State, County and Municipal Employees (Local 3548)	
Union Dues	MS 659
United Nations Volunteers	MS 208
United States Savings Bonds	
Readjustment Allowance	MS 223
Unlimited Status (Personnel System)	MS 601
Unsolicited Proposals	MS 736
Utilities (Volunteer Allowances)	MS 221
V	
Vacation Leave (Trainees/Volunteers) see Annual Leave	MS 220
Vehicles	MS 522
Legal Counsel	MS 774
Medical Supplies	MS 734
Staff Travel	MS 812
Venereal Diseases (Medical Confidentiality)	MS 268
Violation of Law (Early Termination)	MS 284
Visitation (Travel)	MS 812
Overseas Staff	MS 642
VISTA Volunteers (Personnel System)	MS 601
Vital Records	MS 892
Volunteer Leaders	MS 202

Volunteer Recruitment and Selection, Office of (Functions)	MS 126
Voting MS 253	
Absence and Leave	MS 635
Voting Assistance Guide	MS 253
W	
Waiver of Claims	MS 778
Writing (Employee Standards of Conduct)	MS 641
X	
X-Rays (Volunteer Medical Records)	MS 267
Y	
Year-End Fiscal Close-Out	MS 710

3.0 ACRONYMS AND ABBREVIATIONS

A	
AD	Associate Director
AF	Africa Region
AID	Agency for International Development (United States...)
AO	Administrative Officer
AOT	Administrative Officer Training
ADP	American Diversity Program
ALO	Administrative Liaison Officer
AOC	Advice of Charge
APCD	Associate Peace Corps Director
APCMO	Area Peace Corps Medical Officer
AS	Administrative Services
AWOL	Absent Without Leave
B	
BFO	Budget and Fiscal Officer
C	
CAO	Chief Administrative Officer
CAPPS	Consolidated American Payroll Processing
CD	Country Director
CDA	Country Desk Assistant
CDO	Country Desk Officer
CDU	Country Desk Unit
CEN	The Center for Field Assistance and Applied Research

CFO	Chief Financial Officer
CHOPS	Chief of Operations
CMA	Centrally Managed Account
CO	Certifying Officer
CO	Current Operations
COI	Close of Invitation
COLA	Cost of Living Adjustment
COMM	Communications
COS	Close of Service / Completion of Service
COS	Chief of Staff
COTR	Contracting Officer Technical Representative
CPRM	Country Program Review/Monitoring
CR	Congressional Relations
CR	Continuing Resolution
CSO	Civil Service Organization
CSRS	Civil Service Retirement System
Cuff	Record Manual Financial Record

D

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

E

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

F

FAD	Field Assistance Division
FAM	Foreign Affairs Manual
FE	Field Enrollment
FECA	Federal Employees Compensation Act
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contributions Act
FMO	Financial Management Officer
FMS	Financial Management System
FOIA	Freedom of Information Act
FP	Foreign Personnel
FS	Fiscal Services
FSI	Foreign Service Institute
FSN	Foreign Service National
FTE	Full Time Equivalent
FTR	Federal Travel Regulations
FTS	Federal Telecommunications System
FY	Fiscal Year
G	
GAD	Gender and Development
GAO	General Accounting Office
GBL	Government Bill of Lading
GC	General Counsel
GEBAT	Government Excess Baggage Allowance Ticket
GIK	Gifts In Kind
GO	Government of..
GPO	Government Printing Office
GSA	General Services Administration
GSO	General Services Officer
GTR	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-America and the Pacific Region
	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		
K		
	KARs	Key Agency Resources (i.e. Policies, Guidance, and Publications)
L		
	LCP	Local Compensation Pay
	LOS	Length of Service
	LWOP	Leave Without Pay
M		
	M&IE	Meals and Incidental Expenses
	M/HRM	Office of Human Resource Management
	Med/Admin	Medical/Administrative (Staging)
	Medevac	Medical Evacuation
	MI	Master's International
	MIS	Manangement Information Specialist
	MOA	Memorandum of Agreement

	MOST	Medical Officers Staff Training
	MOU	Memorandum of Understanding
	MPL	Multiple Payment List
	MPO	Military Post Office
	MRAB	Manual Review Advisory Board
	MRC	Monthly Review Cable (Also Called Cable Of Obligations)
	MS	Manual Section
	MS	Medical Services
N		
	NEO	New Employee Orientation
	NGO	Non Governmental Organization
	NPSC	Non-Personal Services Contractor
O		
	OF- ...	Optional Form number... (e.g. OF-206)
	O/S	Overseas
	OGC	Office of the General Counsel
	OJT	On The Job Training
	OMB	Office Of Management And Budget
	OMS	Office of Medical Services
	OO	Overseas Operations
	OPBF	Office of Planning, Budget And Finance
	OPM	Office of Personnel Management
	OPMAN	Operations Manual
	OPSC	Office of Private Sector Cooperation
	OSD	Overseas Staff Development
	OSS	Office of Special Services
	OST	Overseas Staff Training
P		
	P&T	Program And Training
	PASA	Participating Agency Support Agreement
	PATS	Programming And Training Systems
	PBR	Periodic Budget Review
	PC/W	Peace Corps/Washington
	PCD	Peace Corps Director
	PCFMS	Peace Corps Financial Management System
	PCMC	Peace Corps Medical Contractor

PCMO	Peace Corps Medical Officer
PCMS	Peace Corps Manual Section
PCOM	Peace Corps On-Line Manual
PCPP	Peace Corps Partnership Program
PCT	Peace Corps Trainee
PCV	Peace Corps Volunteer
PCR	Peace Corps Registration
PD	Position Description
PDO	Pre-Departure Orientation
PO	Purchase Order
POE	Port, Or Point, Of Entry
POV	Privately Owned Vehicle
PPA	Planning, Policy And Analysis
PQLI	Physical Quality Of Life Index
PR	Procurement Request
PS	Program Support
PSC	Personal Services Contractor
PSR	Project Status Report
PST	Pre-Service Training
PTA	Programming and Training Advisor
PTO	Program And Training Officer
PTQ	Pre-Training Questionnaire
PVO	Private Volunteer Organization
Q	
QBR	Quarterly Budget Review
QTRS	Quarterly Trainee Report Summary
R	
RA	Readjustment Allowance
RAMC	Regional Administration Management Center
RAU	Regional Assistance Unit
RD	Regional Director
RDD	Resource Development Division
RFC	Regional Financial Center
RFP	Request For Proposal
RMO	Regional Medical Officer (Dept. of State)
RPCV	Returned Peace Corps Volunteer

	RSO	Regional Security Officer
	RTO	Regional Training Officer
	RVS	Returned Volunteer Services
S		
	SAV	Special Assignment Volunteer
	SBD	Small Business Development
	SCD	Service Computation Date
	SED	Small Enterprise Development
	SF- ...	Standard Form ... (e.g. SF-171)
	SOP	Standard Operating Procedure(S)
	SOW	Statement Of Work
	SPA	Small Project Assistance
	SRPTC	Sub-Regional Programming and Training Coordinator
	SS	Special Services
	SSN	Social Security Number
	SST	Stateside Training
T		
	T	Transportation (Office of?)
	TA	Task Analysis
	TA	Technical Assistance
	TA	Trainee Allocation
	TA	Travel Authorization
	TC	Training Class
	TCN	Third Country National
	TCSS	Training Class Summary Sheet
	TCT	Third Country Training
	TDY	Temporary Duty
	TEFL	Teaching English As A Foreign Language
	TELCOM	Telephone Communications
	TESL	Teaching English As A Second Language
	TI	Trainee Input
	TO	Training Officer
	TOT	Training Of Trainers
	TR	Trainee Request
	TS	Trainees
	TSDU	Training and Staff Development Unit

	TSP	Thrift Savings Plan
	TSR	Training Status Report
U		
	UFR	Unfunded Request
	UNDP	United Nations Development Program
	UNV	United Nations Volunteer
	UP	University Programs
	USDO	United States Disbursing Office
	USPSC	U.S. Personal Services Contractor
V		
	VY	Volunteer Years
	VAC	Volunteer Advisory Council
	VAD	Volunteer Assignment Description
	VDS	Volunteer Delivery System
	VOLAGS	Voluntary Agencies
	VRS	Volunteer Recruitment and Selection
	VS	Volunteer Support
	Vs	Volunteers
	VSPS	Volunteer And Staff Payroll Services
	V/T	Volunteer /Trainee
W		
	WID	Women In Development
	WWS	World Wise Schools
X, Y, Z		