POLICY AND REQUIREMENTS HANDBOOK (PRH)

COMMONLY USED TERMS AND ACRONYMS

DECEMBER 2020

COMMONLY USED TERMS AND ACRONYMS

A

AA	Associates of Arts
AA/NA	Alcoholics Anonymous/Narcotic's Anonymous
AAPP	Annual Advanced Procurement Plan
AAPP/FOP	Annual Advanced Procurement Plan/Financial Operating Plan
AAC	Activity Address Code
AC	Admissions Counselor/Alternating Current
ACBM	Asbestos-Containing Building Material
ACM	Asbestos Containing Materials
ACT	Advanced Career Training
ADA	Americans with Disabilities Act
ADAAA	Americans with Disabilities Act Amendments Act
A/E	Architectural/Engineering
AFV	Alternative Fuel Vehicle
AIDS	Acquired Immunodeficiency Syndrome
ALOS	Average Length of Stay
ALWP	Administrative Leave With Pay
ANSI	American National Standards Institute
APPS	Applications
ASVAB	Armed Services Vocational Aptitude Battery
ASWR	Administrative Separation with Reinstatement
AST	Above-ground Storage Tank
AT	Advanced Training
ATS	Abatement Tracking System
AWP	Average Wage at Placement
AWWA	American Water Works Association

B

BCG	Bacillus Calmette-Guerin
BCL	Business and Community Liaison
BEST	Basic English Skills Test
BOCA/NBC	Building Officials and Code Administrators/National Building Code
BOD	Biological Oxygen Demand

C

CART	Communication Access Real-time Translation
CASAS	Comprehensive Adult Student Assessment System
CCC	Civilian Conservation Center
CCMP	Chronic Care Management Plan
CD	Center Director/Compact Disc
CDC	Child Development Center; Centers for Disease Control and Prevention

CDL   Commercial Driver's License
CDP   Career Development Period; Career Development Plan
CDSS   Career Development Services System
CFL   Computer for Learning
CFM   Contractor's On-Site Fleet Manager
CFR   Code of Federal Regulations
CIP   Continuous Improvement Plan
CIS   Center Information System
CIS3G   Center Information System (new version)
CLIA   Clinical Laboratory Improvement Act
CMMS   Computerized Maintenance Management System
CMOR   Controlled Substance Medication Observation Record
CMHC   Center Mental Health Consultant
CMT   Career Management Team
CO   Contracting Officer
COB   Close of Business
COR   Contracting Officer Representative
CPM   Contractor's On-site Property Manager
CPMP   Contractor's Property Management Plan
CPP   Career Preparation Period
CPR   Cardiopulmonary Resuscitation
CPSC   Consumer Product Safety Commission
CPSR   Contractor's Purchasing System Review
CPSS   Commission on Public Secondary Schools
CRA   Construction Rehabilitation and Acquisition
CRC   Civil Rights Center; Community Relations Council
CR(VI)   Hexavalent Chromium
CSE   Community Service Employment
CSO   Center Standards Officer
CSS   Career Success Standards
CTP   Career Transition Period
CTR   Career Transition Readiness
CTS   Career Transition Services
CTST   Career Technical Skills Training
CTT   Career Technical Training
CTTRC   Career Technical Training Report Card
CYTD   Contract Year to Date

D

DACA   Deferred Action for Childhood Arrivals
DCR   Directorate of Civil Rights
DC   Disability Coordinator
DEA   Drug Enforcement Agency
DEAC   Distance Education Accrediting Commission
DFAM   Division of Facilities, Acquisitions, and Maintenance

DHHS   Department of Health and Human Services
DHS   Department of Homeland Security
DLMS   Department of Labor Manual Series
DOL   Department of Labor
DOL/CRC   Department of Labor/Civil Rights Center
DOT   Department of Transportation
DROPI   Department of Regional Operations and Program Integrity

E

EAP   Emergency Action Plan
ECOMP   Employees' Compensation Operation and Management Portal
EEO   Equal Employment Opportunity
EEOC   Equal Employment Opportunity Commission
EFL   Educational Functioning Level
EFT   Electronic Funds Transfer
ELL   English Language Learner
EO   Equal Opportunity/Executive Order
EOP   End of Period
EPA   Environmental Protection Agency
EPCRA   Emergency Planning and Community Right-to Know Act
EPMS   Electronic Property Management System
ESC   Engineering Support Contractor
ESL   English as a Second Language
ESP   Evaluation of Student Progress
ETA   Employment and Training Administration
e-TAR   Electronic Training Achievement Record
EWS   Evening/Weekend Studies

F

FAR   Federal Acquisition Regulations
FAFSA   Free Application for Federal Student Aid
FE   Former Enrollee
FECA   Federal Employees' Compensation Act
FFB   Fact-Finding Board
FFBL   Fact-Finding Board Leave
FFP   Firm Fixed Price
FLSA   Fair Labor Standards Act
FMCSA   Federal Motor Carriers Safety Administration
FMN   Foods of Minimal Nutritional Value
FMR   Federal Management Regulations
FMS   Financial Management System
FNC   Funded-Not-Corrected
FOIA   Freedom of Information Act
FOP   Financial Operating Plan

FRT   File Review Team
FS   Forest Service
FTE   Full-Time Equivalent
FTMS   Fleet Tracking Management System
FTS   Federal telephone system
FTSE   Full-Time Student Equivalent
FWS   Fish and Wildlife Service

G

G&A   General and Administrative Expense
GAO   Government Accountability Office
GAP   Geographic Assignment Plan
GAR   Government Authorized Representative
GED   General Education Diploma
GFCI   Ground Fault Circuit Interrupter
GFP   Government Furnished Property
GHG   Green House Gas
GLE   Grade Level Equivalency
GOV   Government Owned Vehicle
GSA   General Services Administration

H

HACCP   Hazard Analysis and Critical Control Point
HBI   Home Builders Institute
HCP   Hearing Conservation Program
HEALS   Healthy Eating and Active Lifestyles
HHS   Health and Human Services
HIPAA   Health Insurance Portability and Accountability Act
HIV   Human Immunodeficiency Virus
HMIS   Hazardous Materials Identification System
HSD   High School Diploma
HSE   High School Equivalency
HWC   Health and Wellness Center
HWM   Health and Wellness Manager

I

IBC   International Building Code
ICN   Internal Control Number
IDEA   Individuals with Disabilities Education Improvement Act of 2004
IEP   Individual(ized) Education Plan
IPM   Integrated Pest Management
IPV   Inactivated Polio Vaccine
IT   Information Technology

J

JAN	Job Accommodations Network
JCDC	Job Corps Data Center
JCRL	Job Corps Resource Library
JFAS	Job Corps Fund Allocation System
JTM	Job Training Match

L

LEA	Local Education Agencies
LEP	Limited English Proficiency
LLSIL	Lower Living Standard Income Level
LMI	Labor Market Information
LTE	Leisure Time Employment

M

MAC	Morning Attendance Check
MAR	Medication Administration Records
MDP	Movable Durable Property
MMR	Measles, Mumps, Rubella
MMS	Missing Minor Student
MOR	Medication Observation Record
MOU	Memorandum of Understanding
MSWR	Medical Separation with Reinstatement Rights
MyPACE	My Pathway to Achieving Career Excellence

N

NAFSA	National Association of Foreign Student Advisors
NCAA	National Collegiate Athletic Association
NEAP	National Enrollee Assignment Plan
NEC	National Electrical Code
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NIST	National Institute of Standards and Technology
NOJC	National Office of Job Corps
NOML	National Office Management Leave
NTC	National Training Contractor

O

OA	Outreach and Admissions
OA/CTS	Outreach/Admissions and Career Transition Services
OAOMS	Outreach and Admissions Outcome Measurement System
OASAM	Office of the Assistant Secretary for Administration and Management
OASI	Old Age and Survivors Insurance
OASIS	Outreach and Admissions Student Input System
OBS	On-Board Strength
OCM	Office of Contracts Management
ODC	Ozone Depleting Compounds
OFCCP	Office of Federal Contract Compliance Programs
OIG	Office of the Inspector General
OJC	Office of Job Corps
OJT	On-the-Job Training
O&M	Operation and Maintenance
OMB	Office of Management and Budget
OMS	Outcome Measurement System
O*NET	Occupational Information Network
OPA	Office of Public Affairs
OSHA	Occupational Safety and Health Administration
OTC	Over-the-Counter
OTP	Other Training Provider
OWCP	Office of Workers' Compensation Program

P

PA	Physician's Assistant
PAR	Pathway Achievement Record
PCBs	Polychlorinated Biphenyls
PCDP	Personal Career Development Plan
PDOF	Present for Duty Off-Center
PEL	Permissible Exposure Limits
PII	Personally Identifiable Information
PIP	Performance Improvement Plan
PLC	Public Lands Corps
PLCW/OP	Personal Leave for Childcare without Pay
PM	Project Manager
PMP	Preventive Maintenance Plan
POC	Point of Contact
POMS	Placement Outcome Management System
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PRH	Policy and Requirements Handbook
PRL	Property Requirements List
PSC	Post-Secondary Credit

PTO   Paid Time Off
PY   Program Year
PYTD   Program Year To Date

Q

QPR   Quarterly Performance Report
QR   Quality Rating

R

RA   Residential Advisor
RAB   Regional Appeals Board
RAC   Reasonable Accommodation Committee
RC   Residential Counselor
RFP   Request for Proposal
RHS   Regional Health Specialist
RO   Regional Office
ROCA   Regional Office Center Assessment
ROML   Regional Office Management Leave
RPC   Residential Parent/Child Programs
RPO   Regional Property Officer

S

SAAS   Student Allowance and Allotment System
SASP   State Agency for Surplus Property
SART   Sexual Assault Response Team
SBC   Standard Building Code
SBA   Small Business Administration
SBE   Standards-Based Education
SDS   Safety Data Sheets
SF   Standard Form
SGA   Student Government Association
SHR   Student Health Record
SIF   Social Intake Form
SIR   Significant Incident Report
SMART   Specific, Measurable, Attainable, Recorded, Time-bound
SNAP   Supplemental Nutrition Assistance Program
SOP   Standard Operating Procedure
SSA   Social Security Administration
SSDI   Social Security Disability Insurance
SSI   Supplemental Security Income
SSN   Social Security Number
SSS   Student Satisfaction Survey
STS   Student Testing System

SY   Student Year

T

TABE   Tests of Adult Basic Education
TAFS   Treasury Appropriation Fund Symbol
TAG   Technical Assistance Guide
TANF   Temporary Assistance to Needy Families
TAR   Training Achievement Record
TB   Tuberculosis
Td   Tetanus and Diphtheria
Tdap   Tetanus, Diphtheria Acellular Pertussis
TDC   Total Direct Cost
TDD   Telecommunication Device for the Deaf
TEAP   Trainee Employee Assistance Program
TMS   Testing Management System
TOS   Transfer of Station
TPA   Training Program Areas
TTY   Text Telephone
TUPP   Tobacco Use Prevention Program
TWA   Time-Weighted Averages

U

UA   Unauthorized Absence
UBC   Uniform Building Code
UAW-LETC   United Auto Workers - Labor, Employment and Training Corporation
UBC - NJCTF   United Brotherhood of Carpenters – National Job Corps Training Fund
UPAL   Unpaid Administrative Leave
USC   U.S. Code
USDA   United States Department of Agriculture
UST   Underground Storage Tanks

V

VA   Veteran's Administration
VETS   Veterans Employment Training Service
VOC   Volatile Organic Compounds

W

WBL   Work-Based Learning
WDB   Workforce Development Board
WIOA   Workforce Innovation and Opportunity Act
WIPA   Work Incentives Planning and Assistance
WIPS   Workforce Integrated Performance System

WSSR   Weekly Student Strength Report

Z

ZT   Zero Tolerance