

Acronyms

Definition An acronym is a word formed from the initial letters of a name, as WACD for Women's Army Corps, or by combining initial letters or parts of a series of words, as radar for radio detecting and ranging.

Table The following table is a listing of generally accepted acronyms in the State and the Department of General Services (DGS).

Acronym	Actual word or name/title
AA	ADVERSE ACTION or AFFIRMATIVE ACTION or APPLICANT ATTORNEY (WORKERS' COMP.)
ABMS	ACTIVITY BASED MANAGEMENT SYSTEM
ADA	AMERICANS WITH DISABILITIES ACT
AFSCME	AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (BU 19)
ALP	ANNUAL LEAVE PROGRAM
AME	AGREED MEDICAL EXAMINER (WORKERS' COMP.)
APE	ASSET PLANNING & ENHANCEMENT BRANCH
AR	ACCOUNTS RECEIVABLE
ARC	ALTERNATE RANGE CRITERIA
ATO	ADMINISTRATIVE TIME OFF
AWOL	ABSENCE WITHOUT LEAVE
AWWS	ALTERNATE WORK WEEK SCHEDULE
BCE	BOARD OF CHIROPRACTIC EXAMINERS
BCP	BUDGET CHANGE PROPOSAL
BOC	BOARD OF CONTROL
BOPP	BUSINESS OPERATIONS, POLICY & PLANNING BRANCH
BPM	BUILDING & PROPERTY MANAGEMENT BRANCH
BSC	BUILDING STANDARDS COMMISSION
BSO	BUSINESS SERVICES OFFICE
BU	BARGAINING UNIT
CAHP	CALIFORNIA ASSOCIATION OF HIGHWAY PATROLMEN (BU 5)
CalHR	CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
CALNET	CALIFORNIA INTEGRATED TELECOMMUNICATIONS NETWORK
CAM	CUSTOMER ACCOUNT MANAGEMENT BRANCH or CUSTOMER ACCOUNT MANAGER
CASE	CALIFORNIA ATTORNEYS IN STATE EMPLOYMENT (BU 2)

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Acronyms, Continued

Acronym	Actual word or name/title
CAUSE	CALIFORNIA UNION OF SAFETY EMPLOYEES (BU 7)
CAT LEAVE	CATASTROPIC LEAVE POGRAM
CBID	COLLECTIVE BARGAINING IDENTIFIER DESIGNATION
CCF	CALIFORNIA CHILDREN & FAMILIES COMMISSION
CCPOA	CALIFORNIA CORRECTIONAL PEACE OFFICERS ASSOCIATION (BU 6)
CPA	CA. POWER AUTHORITY
CCR	CALIFORNIA CODE OF REGULATIONS or CRITICAL CLASS REQUIREMENTS
CEA	CAREER EXECUTIVE APPOINTMENT
CERT	CERTIFICATION
CI	CONSTRUCTIVE INTERVENTION
CLAS	CALIFORNIA LEAVE ACCOUNTING SYSTEM
CMA	CAREER MANAGEMENT ASSIGNMENT
COB	CLOSE OF BUSINESS
COI	CONFLICT OF INTEREST
COS	CAPITAL OUTLAY SUPPORT
CPQ	CLASSIFICATION PROGRAM QUESTIONNAIRE
CPS	COOPERATIVE PERSONNEL SERVICES
CRB	COLORADO RIVER BOARD
CRU	CUSTOMER RESOURCES UNIT
CSA	CAREER SUPERVISORY ASSIGNMENT
CSEA	CALIFORNIA STATE EMPLOYEE'S ASSOCIATION (BU 1, 3, 4, 11, 14, 15, 17, 20, 21)
CSM	COMMISSION ON STATE MANDATES
CSP	CALIFORNIA STATE PAY SCALE
CSW	COMMISSION ON THE STATUS OF WOMEN
CT	CUMULATIVE TRAUMA (WORKERS' COMP.)
CTC	CALIFORNIA TAHOE CONSERVANCY or CALIFORNIA TRANSPORTATION COMMISSION
C&P	CLASSIFICATION AND PAY
C&R	COMPROMISE AND RELEASE (WORKER' S COMP)
DFEH	DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DOD	DATE OF DISABILITY (WORKERS' COMP.)
DOF	DEPARTMENT OF FINANCE
DOI	DATE OF INJURY (WORKERS' COMP.)
DOK	DATE OF KNOWLEDGE (WORKERS' COMP.)
DOR	DECLARATION OF READINESS TO PROCEED (WORKERS' COMP.)
DP	DEMONSTRATION PROJECT

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Acronyms, Continued

Acronym	Actual word or name/title
DSA	DIVISION OF STATE ARCHITECT
DSQ	DUTY STATEMENT QUESTIONNAIRE
DTU	DISABILITY TRANSACTIONS UNIT(OHR-PTU)
EE	EMPLOYEE
EAP	EMPLOYEE ASSISTANCE PROGRAM
EAR	EMPLOYEE ACTION REQUEST
EFDS	ESSENTIAL FUNCTIONS DUTY STATEMENT
EEO	EQUAL EMPLOYMENT OPPORTUNITY
EMSA	EMERGENCY MEDICAL SERVICES AUTHORITY
EO	EXECUTIVE OFFICE
FC	FORMAL CONFERENCE (WORKERS' COMPENSATION)
FFD	FINAL FILING DATE or FITNESS-FOR-DUTY
FIP	FRAUD INVESTIGATION PROGRAM (WORKERS' COMP.)
FLSA	FAIR LABOR STANDARDS ACT
FMLA	FAMILY MEDICAL LEAVE ACT
FMT	FUTURE MEDICAL TREATMENT (WORKERS' COMP.)
F&A	FINDINGS AND AWARD (WORKERS' COMP.)
GC	GOVERNMENT CODE
GCC	GAMBLING CONTROL COMMISSION
GEN	GENERAL SALARY INCREASE
HAM	HIRING ABOVE MINIMUM
HQ	HEALTH QUESTIONNAIRE
IC	INFORMAL CONFERENCE (WORKERS' COMPENSATION)
IDL	INDUSTRIAL DISABILITY LEAVE
IDP	INDIVIDUAL DEVELOPMENT PLAN
ISWAP	INJURED STATE WORKER' S ASSISTANCE PROGRAM
ITP	INDIVIDUAL TRAINING PLAN
ISD	INTERAGENCY SERVICES DIVISION
IUOE	INTERNATIONAL UNION OF OPERATING ENGINEERS (BU 12, 13)
JOB	JOB OPPORTUNITY BULLETIN
KPD	KEY POSITION DESCRIPTION
KPS	KEY POSITION STATEMENT
KSA	KNOWLEDGE, SKILLS AND ABILITIES
LC	LABOR CODE
LEAP	LIMITED EXAMINATION AND APPOINTMENT PROGRAM
LHC	LITTLE HOOVER COMMISSION
LRC	LAW REVISION COMMISSION
LR	LABOR RELATIONS

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Acronyms, Continued

Acronym	Actual word or name/title
LRO	LABOR RELATIONS OFFICER
LT	LIMITED TERM
MCR	MODIFIED CLASS REVIEW
MIRS	MANAGEMENT INFORMATION RETRIEVAL SYSTEM
MOU	MEMORANDUM OF UNDERSTANDING
MQ	MINIMUM QUALIFICATIONS
MSA	MERIT SALARY ADJUSTMENT
MSC	MANDATORY SETTLEMENT CONFERENCE (WORKERS' COMP.)
MSD	MANAGEMENT SERVICES DIVISION
NDI	NON-INDUSTRIAL DISABILITY INSURANCE
NEO	NEW EMPLOYEE ORIENTATION
NOPA	NOTICE OF PERSONNEL ACTION
OAH	OFFICE OF ADMINISTRATIVE HEARNINGS
OAL	OFFICE OF ADMINISTRATIVE LAW
OAS	OFFICE OF AUDIT SERVICES
OCC	OUT-OF-CLASS
OEM	OFFICE OF ENERGY MANAGEMENT
OFA	OFFICE OF FLEET ADMINISTRATION
OFS	OFFICE OF FISCAL SERVICES
OHR	OFFICE OF HUMAN RESOURCES
OL	OFFICE OF LEGISLATION
OLS	OFFICE OF LEGAL SERVICE
OPF	OFFICIAL PERSONNEL FILE
OPSC	OFFICE OF PUBLIC SCHOOL CONSTRUCTION
ORIM	OFFICE OF RISK & INSURANCE MANAGEMENT
ORPM	OFFICE OF RESEARCH, PLANNING & MEASUREMENT
OSP	OFFICE OF STATE PUBLISHING
OTR	OFFICE OF TECHNOLOGY RESOURCES
PA	PERSONNEL ANALYST
PAL	PROJECT ACCOUNTING AND LEAVE
PAM	PERSONNEL ACTION MANUAL
PAR	PERSONNEL ACTION REQUEST
PATA	POSITION ACTION TRACKING AND APPROVAL
PC	PERFORMANCE CONSULTANTING or PERFORMANCE CONSULTANT
PD	PROCUREMENT DIVISION or PERMANENT DISABILITY (WORKERS' COMP.)
PDA	PERMANENT DISABILITY ADVANCES (WORKERS' COMP.)
PNB	POST AND BID
PECG	PROFESSIONAL ENGINEERS IN CALIFORNIA GOVERNMENT (BU 9)

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Acronyms, Continued

Acronym	Actual word or name/title
PERB	PUBLIC EMPLOYMENT RELATIONS BOARD
PERS	PUBLIC EMPLOYEE' S RETIREMENT SYSTEM
PFT	PERMANENT/FULL TIME
PI	PERMANENT INTERMITTENT
P.I.E.	PERSONNEL INFORMATION EXCHANGE
PIMS	PERSONNEL INFORMATION MANAGEMENT SYSTEM
PIP	PROMOTION-IN-PLACE
PL	PERSONNEL LIAISON or PAY LETTER
PLP	PERSONAL LEAVE PROGRAM
PMB	PROJECT MANAGEMENT BRANCH
PML	PERSONNEL MANAGEMENT LIAISON
PMR	POSITION MANAGEMENT REPORT
PO	PERSONNEL OPERATIONS
P&P	POLICY AND PROCEDURE
PMPPM	PERSONNEL MANAGEMENT POLICY & PROCEDURES MANUAL
PPM	PAYROLL PROCEDURES MANUAL
PSB	PROFESSIONAL SERVICES BRANCH
PSCC	PROFESIONAL SERVICES COST CONTROL SECTION
PSCS	PROFESSIONALSERVOCES CONSTRUCTION SERVICES SECTION
PSCD	PROFESSIONAL SERVICES DESIGN SERVICES
PSSP	PROFESSIONAL SERVICES SPECIAL PROGRAMS SECTION
PS	PERSONNEL SPECIALIST
PTM	PERSONNEL TRANSACTIONS MANUAL
PTU	PERSONNEL TRANSACTIONS UNIT
P&S	PERMANENT AND STATIONARY (WORKERS' COMP.)
QIW	QUALIFIED INJURED WORKER
QME	QUALIFIED MEDICAL EXAMINER
RA	REASONABLE ACCOMMODATION
RESD	REAL ESTATE SERVICES DIVISION
RPA	REQUEST FOR PERSONNEL ACTION
RTW	RETURN-TO-WORK
R/O	ROLL OVER PREVIOUS CONTRACT LANGUAGE
SAA	SUPERIOR ACCOMPLISHMENT AWARD
SAL	SALARY INCREASE
SAM	STATE ADMINISTRATIVE MANUAL
SAR	SALARY APPOINTMENT RATE
SCO	STATE CONTROLLER' S OFFICE
SDI	STATE DISABILITY INSURANCE
SEERA	STATE EMPLOYEE/EMPLOYER RELATIONS ACT (DILLS ACT)

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Acronyms, Continued

Acronym	Actual word or name/title
SILC	STATE INDEPENDENT LIVING COUNCIL
SISA	SPECIAL-IN-GRADE SALARY ADJUSTMENT
SMMC	SANTA MONICA MOUNTAINS CONSERVANCY
SPB	STATE PERSONNEL BOARD
SPEC	SPB CLASSIFICATION SPECIFICATION
SROA	STATE RESTRICTION OF APPOINTMENTS
SSA	SPECIAL SALAY ADJUSTMENT
SSC	SEISMIC SAFETY COMMISSION
STPP	SUBJECT TO PROPER PLACEMENT
SeGIO	STATEWIDE eGOVERNMENT INITIATIVES OFFICE
S&CSA	STATE & CONSUMER SERVICES AGENCY
TA	TENTATIVE AGREEMENT or TRAVEL ADVANCE
TAU	TMPORARY AUTHORIZATION APPOINTMENT
TC	TRAINING COORDINATOR
TD	TEMPORARY DISABILITY (WORKERS' COMPENSATION) or TELECOMMUNICATIONS DIVISION
TEC	TRAVEL EXPENSE CLAIM
TLD	TEMPORARY LIMITED DUTY (WORKERS' COMP.)
TNA	TRAINING NEEDS ASSESSMENT
TOE	TRANSFER OF ELIGIBILITY
TP	TRAINING PLAN
TPES	TRAINING & PERFORMANCE ENHANCEMENT SECTION
T&D	TRAINING AND DEVELOPMENT ASSIGNMENT
ULP	UNFAIR LABOR PRACTICE
WC	WORKERS' COMPENSATION
WCCM	WORKERS' COMPENSATION CASE MANAGER
WCU	WORKERS' COMPENSATION UNIT (TRANSACTIONS BRANCH)
WWG	WORK WEEK GROUP