



**ELECTRONIC
POLICY AND REQUIREMENTS
HANDBOOK
(EPRH)**

**JOB CORPS COMMONLY USED
ACRONYMS**

AUGUST 2017

COMMONLY USED TERMS AND ACRONYMS

A

AAPP	Annual Advanced Procurement Plan
AAPP/FOP	Annual Advanced Procurement Plan/Financial Operating Plan
AC	Admissions Counselor
ACBM	Asbestos-Containing Building Material
ACM	Asbestos Containing Materials
ACT	Advanced Career Training
ADA	Americans with Disabilities Act
AFL-CIO	American Federation of Labor - Congress of Industrial Organizations
AFTIS	Automated Field Testing Interface System
AFV	Alternative Fuel Vehicle
ASHERA	Asbestos Hazard Emergency Response Act
AIDS	Acquired Immunodeficiency Syndrome
AIMS	Apprenticeship Information Management System
ALMIS	America's Labor Market Information System
ALOS	Average Length of Stay
ALWP	Administrative Leave With Pay
ANSI	American National Standards Institute
AP	Admissions Process; Advanced Placement
ASP	Office of the Assistant Secretary for Policy
AT	Advanced Training
AWBA	Average Weekly Benefit Amount
AWP	Average Wage at Placement

B

BCL	Business and Community Liaison
BLS	Bureau of Labor Statistics
BOR	Bureau of Reclamation
BRP	Behavior Review Panel

C

CA	Compensation Act
CBD	Commerce Business Daily
CCC	Civilian Conservation Center
CD	Center Director
CDC	Child Development Center; Centers for Disease Control and Prevention
CDD	Center Director's Designee
CDL	Commercial Driver's License
CDP	Career Development Period; Career Development Plan
CDSS	Career Development Services System
CFR	Code of Federal Regulations

CIP	Classification of Instructional Programs; Continuous Improvement Plan
CIS	Center Information System
CLIA	Clinical Laboratory Improvement Act
CMHC	Center Mental Health Consultant
CNG	Compressed Natural Gas
COP	Center Operating Plans
COTR	Contracting Officer's Technical Representative
CPAF	Cost Plus Award Fee
CPFF	Cost Plus Fixed Fee
CPI	Consumer Price Index
CPP	Career Preparation Period
CPR	Cardiopulmonary Resuscitation
CRA	Construction Rehabilitation and Acquisition
CRC	Civil Rights Center; Community Relations Council
CSE	Community Service Employment
CSO	Center Standards Office
CT	Career Transition
CTP	Career Transition Period
CTR	Career Transition Readiness
CTS	Career Transition System; Career Transition Services
CTST	Career Technical Skills Training
CTT	Career Technical Training
CY	Calendar Year
CYTD	Contract Year to Date

D

DACA	Deferred Action for Childhood Arrivals
DCR	Directorate of Civil Rights
DC	Disability Coordinator
DEA	Drug Enforcement Agency
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DLMS	Department of Labor Manual Series
DOB	Date of Birth
DOE	Date of Enrollment
DOEd	Department of Education
DOL	Department of Labor
DOT	Department of Transportation

E

ECOMP	Employees' Compensation Operation and Management Portal
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EFT	Electronic Funds Transfer

ELL	English Language Learner
EO	Equal Opportunity
EPA	Environmental Protection Agency
EPCRTKA	Emergency Planning and Community Right-to Know Act
ES	Employment Service
ESA	Employment Standards Administration
ESC	Engineering Support Contractor
ESL	English as a Second Language
EPMS	Electronic Property Management System
ESP	Evaluation of Student Progress
ETA	Employment and Training Administration

F

FAR	Federal Acquisition Regulations
FBI	Federal Bureau of Investigation
FE	Former Enrollee
FECA	Federal Employees' Compensation Act
FERSA	Federal Employment Retirement Security Act
FFB	Fact-Finding Board
FFBL	Fact-Finding Board Leave
FFMIA	Federal Financial Management Improvement Act
FISMA	Federal Information Security Management Act
FITP	Federal Internship Training Program
FLSA	Fair Labor Standards Act
FMFIA	Federal Managers Financial Integrity Act
FMLA	Family Medical Leave Act
FMS	Financial Management System
FMT	Federal Management Team
FOIA	Freedom of Information Act
FPR	Final Proposal Revision
FRT	File Review Team
FS	Forest Service
FTE	Full-Time Equivalent
FTS	Federal telephone system
FWS	Fish and Wildlife Service
FY	Fiscal Year

G

GAO	Government Accountability Office
GAP	Geographic Assignment Plan
GAR	Government Authorized Representative
GED	General Educational Development
GFCI	Ground Fault Circuit Interrupter
GFE	Government Furnished Equipment

GFP	Government Furnished Property
GPLD	Government Property Lost or Damaged
GPRA	Government Performance and Results Act
GSA	General Services Administration

H

HBI	Home Builders Institute
HEPA Filter	High Efficiency Particulate Air Filter
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human Immunodeficiency Virus
HSD	High School Diploma
HSE	High School Equivalency
HWM	Health and Wellness Manager

I

IAC	Industry Advisory Council
IC	Industry Council
ICL	Introduction to Center Life
IDEA	Individuals with Disabilities Education Improvement Act of 2004
IDT	Interdisciplinary Team
IEP	Individual(ized) Education Plan
IG	Inspector General
ILAB	Bureau of International Labor Affairs
IMI	International Masonry Institute
INS	Immigration and Naturalization Service
IT	Information Technology
IUOE - NTF	International Union of Operating Engineers – National Training Fund
IUPAT	International Union of Painters and Allied Trades
IVDU	Intravenous Drug User

J

JATF	Joint Apprenticeship Trust Fund
JCCDRC	Job Corps Career Development Resource Center
JCDC	Job Corps Data Center
JCNO	Job Corps National Office
JCRL	Job Corps Resource Library
JCRO	Job Corps Regional Offices
JTM	Job Training Match

L

LAN	Local Area Network
LEP	Limited English Proficiency
LLSIL	Lower Living Standard Income Level
LMI	Labor Market Information
LNG	Liquefied Natural Gas
LPG	Liquefied Petroleum Gas

M

MAC	Morning Attendance Check
M&IE	Meals and Incidental Expenses
MDP	Movable Durable Property
MIS	Management Information System
MMR	Measles, Mumps, Rubella
MMS	Missing Minor Student
MOU	Memorandum of Understanding
MPR	Minimum Productivity Rule
MSDS	Materials Safety Data Sheets
MSWR	Medical Separation With Reinstatement Rights

N

NEC	National Electrical Code
NEP	National Employer Partnership
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NLRA	National Labor Relations Act
NOJC	National Office of Job Corps
NOML	National Office Management Leave
NPS	National Park Service
NSSB	National Skill Standards Board
NTC	National Training Contractor

O

OA	Outreach and Admissions
OA/CTS	Outreach/Admissions and Career Transition Services
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
OCD	Office of Cost Determination
OFCCP	Office of Federal Contract Compliance Programs
OIG	Office of the Inspector General

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
OPCMIA	Operative Plasterers' and Cement Masons' International Association
OSEC	Office of the Secretary
OTP	Other Training Provider
OSHA	Occupational Safety and Health Administration
OWCP	Office of Workers' Compensation Program

P

PAG	Program Assessment Guide
PALV	Paid Administrative Leave
PCBs	Polychlorinated Biphenyls
PCDP	Personal Career Development Plan
PDOF	Present for Duty Off-Center
PDON	Present for Duty On-Center
PII	Personally Identifiable Information
PIP	Program Improvement Plan; Performance Improvement Plan
PLCW/OP	Personal Leave for Childcare Without Pay
PM	Project Manager
PMP	Preventive Maintenance Plan
PMS	Performance Measurement System
PO	Purchase Order
POC	Point of Contact
PPE	Personal Protective Equipment
PRH	Policy and Requirements Handbook
PRL	Property Requirements List
PTO	Paid Time Off
PY	Program Year

Q

QMS	Quality Measurement System
QR	Quality Rating
QRS	Quality Rating System

R

RAC	Reasonable Accommodation Committee
RA	Residential Advisor
RAB	Regional Appeals Board
RB	Review Board

RC	Residential Counselor
RD	Regional Director
RFP	Request for Proposal
RO	Regional Office
ROML	Regional Office Management Leave
RPC	Residential Parent/Child Programs

S

SAAS	Student Allowance and Allotment System
SAG	Student Activity Guide
SAMHSA	Substance Abuse and Mental Health Services Administration
SESAs	State Employment Security Agencies
SF	Standard Form
SGA	Student Government Association
SIR	Significant Incident Report
SOP	Standard Operating Procedure
SPAMIS	Student Pay Allotment Management Information System
SPD	Single Parent Dorm
SPER	Student Performance Evaluation Record
SRS	Student Records Section
SSI	Social Security Income
SSN	Social Security Number
SSS	Selective Service System; Student Satisfaction Survey
SST	Social Skills Training
STD	Sexually Transmitted Disease
STS	Student Testing System
STW	School-to-Work
SWA	Student Welfare Association
SY	Student Year

T

TABE	Tests of Adult Basic Education
TAG	Technical Assistance Guide
TAR	Training Achievement Record
TCU	Transportation-Communication International Union
TEAP	Trainee Employee Assistance Program
TIN	Temporary Identification Number
TMS	Testing Management System
TPA	Training Program Areas
TUPP	Tobacco Use Prevention Program

U

UA	Unauthorized Absence
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
USDA	United States Department of Agriculture

V

VA	Veteran’s Administration
VAC	Vocational Advisory Committee
VES	Vocational Evaluation System
VESL	Vocational English as a Second Language
VRIS	Vocational Reporting and Improvement System
VST	Vocational Skills Training
VTRC	Vocational Training Report Card

W

WAN	Wide Area Network
WBL	Work-Based Learning
WBRK	Winter Break
WEP	Work Experience Program
WIA	Workforce Investment Act
WIB	Workforce Investment Board
WIOA	Workforce Innovation and Opportunity Act
WICS	Women in Community Service
WOTC	Work Opportunities Tax Credit
WSSR	Weekly Student Strength Report

Z

ZT	Zero Tolerance
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