

List of Acronyms and Abbreviations Most Commonly Used: (1) If there are two choices, the first is preferred, and (2) job class titles are generally not capitalized unless there is a number following the name OR it is a one-position, high-ranking official such as Governor. The acronyms and abbreviations marked with an asterisk (*) after them do not need to be spelled out. They are generally acknowledged terms used all the time without reference.

A	
AAC	Alaska Administrative Code
AAM	Alaska Administrative Manual
ABS	Alaska Budget System
AC	Advice of Change
ACFR	Annual Comprehensive Financial Report
ACPE	Alaska Commission on Post Secondary Education
ACS	1) Alaska Communications System
ACS	2) Alaska Court System
AD	Automatic Disbursement (IRIS)
ADES	Alaska Division of Emergency Services
ADES	(Department of Military and Veterans Affairs)
ADF&G	Alaska Department of Fish and Game
ADN	Agency Document Number
ADP	Automated Data Processing
ADR	Alternate Dispute Resolution
AFL-CIO*	American Federation of Labor and Congress of Industrial Organizations
AG	Attorney General
AGC	Attorney General Contractor
AHFC	Alaska Housing Finance Corporation
AJ or AAJ	Administrative Journal
AJE, AJ, or CH8	1) Agency Journal Entry
AJE, AJ, or CH8	2) Adjusting Journal Entry
ACTV	Activity code (IRIS)
AKPAY	Alaska Payroll System
AKSAS	Alaska Statewide Accounting System
ALDER	Alaska Data Enterprise Reporting
ALJ	Administrative Law Judge
ALMR	Alaska Land Mobile Radio
ALWOP	approved leave without pay
AMHS	Alaska Marine Highway System
AO	1) Administrative Order (title of a directive from the Governor)
AO	2) Administrative Order (title of a directive from the Governor)
AO	3) Advertising Order (form title)
AO	4) Administrative Officer
AOB	Alaska Office Building
AOGCC	Alaska Oil & Gas Conservation Commission
APA	Alaska Power Authority

APBC	Alaska Public Broadcasting Commission
APEA	Alaska Public Employees Association
APFC	Alaska Permanent Fund Corporation (Department of Revenue)
APIPA	Alaska Personal Information Protection Act
APOC	Alaska Public Office Commission
APUC	Alaska Public Utilities Commission (Department of Commerce, Community, & Eco
AR	Accounts Receivable
ARU, or APPR	Appropriation
AS	Alaska Statute
ASAP	as soon as possible
ASD	Administrative Services Directors
ASEA	Alaska State Employees Association
ASHA	Alaska State Housing Authority (Department of Revenue)
ASPS	Authority to Seek Professional Services
ASSET	Alaska Statewide System for Employee Time
AST	Administrative Support Team
ATL	Amendment to Lease
ATLM	Time and Leave Management (IRIS HRM)
ATN	Authority to Negotiate
ATTN	Attention
AV	audiovisual
B	
BAFO	Best and Final Offer
bcc*	blind courtesy copy
BIA	Bureau of Indian Affairs (federal government)
BRU*	Budget Request Unit
BU	bargaining unit
C	
CA	Contract Award
CAM	Contract Award Manual
CAS	Cost Accounting Standards
CBJ	City and Borough of Juneau
CBT	Computer Base Training
CBU	collective bargaining unit
CC	collocation code
cc*	courtesy copy
CEA	Confidential Employees Association
CGAX	Confidential General Accounting Expenditure (IRIS)
CH8	Charge Transaction (AJE in IRIS)
CIO	Chief Information Security Officer
CIP	Capital Improvement Project
CO	Contracting officer
COB	Close of business

COBRA	Consolidated Omnibus Budget Reconciliation Act
COD	Collect (cash) on Delivery
COLA	1) cost of living allowance
COLA	2) cost of living adjustment
COM	Commissioner's Office
CPA	Certified Public Accountant
CPI	Consumer Price Index
CPO	Chief Procurement Officer
CR	Cash Receipt (IRIS)
CRC	Contract Review Committee
CSD	Computer Security Designees
CSO	Chief Security Officer
CSSB	Committee Substitute Senate Bill
CT	Contract (IRIS)
CTO	Chief Technology Officer
CY	1) calendar year
CY	2) current year
D	
D/A	Date of Accident
D/E	Date of Event
D/I	Date of Injury
D/L	Date of Loss
DAS	Division of Administrative Services
DBA	doing business as
DCCED	Department of Commerce, Community and Economic Development
DCP	Deferred Compensation Plan
DEDPA	Departmental Enterprise Directory Password Administrator
DGS	Division of General Services
DLWOP	disapproved leave without pay
DMV	Division of Motor Vehicles
DMVA	Department of Military & Veterans Affairs
DNR	Department of Natural Resources
DO	Delivery Order (form title)
DOA	Department of Administration
DOA-OIT	Department of Administration Office Information Technology
DOC	Department of Corrections
DOF	Division of Finance
DOL	1) Department of Labor
DOL	2) Department of Law (LAW)
DOSO	Alaska Directory of State Officials
DOT&PF	Department of Transportation and Public Facilities
DP	Data Processing
DPS	Department of Public Safety

DRB	Division of Retirement & Benefits
DRM	Division of Risk Management
DTO	Department Technology Officer
E	
EE	employee
EEO	Equal Employee Opportunity
EEOC	Equal Employment Opportunity Commission
EEO/AA	Equal Employment Opportunity/Affirmative Action
EFT	Electronic Fund Transfer (IRIS)
EIN	Employer Identification Number
EINQ	Employee Inquires (IRIS HRM)
EPM	Employee (IRIS HRM)
Esq.*	To be used after name in address when indicated
EPORS	Elected Public Officers' Retirement System
EPR	Enterprise Productivity Rate
ESS	Employee Self-Service
ETS	Enterprise Technology Services
F	
FAA	Federal Aviation Administration
FAQ	Frequently Asked Questions
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act
FOB (or f.o.b.)*	free on board
FPO	Fairbanks Personnel Office
FR	failed to respond
FROB	Fairbanks Regional Office Building
FTP	1) Financial Transaction Processing
FTP	2) file transfer protocol (computer language)
FW	field warrant
FY	fiscal year
FY	Federal Year
G	
GAE	General Accounting Encumbrance (IRIS)
GAX	General Accounting Expenditure (IRIS)
GF	General Fund
GGU	General Government Unit
GHLB	Group Health and Life Benefits
GS	Division of General Services
H	
HB	House Bill (requires space when number follows [Example: HB 124])
HC	Hired Carrier
HI	1) Health insurance
HI	2) Hawaii (postal abbreviation)

HRC	Human Rights Commission
HRM	Human Resource Management (IRIS)
HUD	U.S. Department of Housing and Urban Development
I	
IBCS	Inquiry and Benefit Calculations Subsystem
IBU	Inland Boatmen's Union of the Pacific, Alaska Region
ID	identification
IET	Internal Exchange Transaction (IRIS)
INV	Invoice (IRIS)
IPO	Internal Purchase Order (IRIS)
IRB	Investment Review Board
IRIS	Integrated Resource Information System
IRM	Information Resource Management
IRMEAC	Information Resource Management Expenditure Approval Committee
IRS	Internal Revenue Services
ISF	1) Internal Service Fund
ISF	2) Information Service Fund
ISO	Information Security Officer
ISP	1) Information Security Policies
ISP	2) Internet Service Protocol
ISS	Infrastructure Services
ITA	Internal Transaction Agreement (IRIS)
ITB	Invitation to Bid
ITD	Inception to Date
ITI	Internal Transaction Indicator (IRIS)
J	
J&S or J/S	joint and survivor
JRS	Judicial Retirement System
K	
KSAs	Knowledge, Skills, and Abilities (class specifications)
L	
LAN	Local Area Network
LAP	Labor Account Profile
LASR	Lease Activity Summary Report
LAW	Department of Law
LC	Limited Competition
LDAP	Lightweight Directory Access Protocol
LDPR	Labor Distribution Profile (IRIS HRM)
LIO	1) Level Income Option
LIO	2) Legislative Information Office
LIT	Line Item Transfer
LOA	Letter of Agreement
LODR	Letter of Dispute Resolution

LOU	Letter of Understanding
LRA	Labor Relations Agency
LTC	1) Labor, Trades, and Crafts (union)
LTC	2) Long Term Care (Division of Retirement and Benefits, no hyphen)
LTC	3) Long-Term Care (any other division, hyphenated)
LWOP	leave without pay
LWOPA	leave without pay active
LWOPI	leave without pay inactive
M	
MA	Master Agreement (IRIS)
MAD	1) merit anniversary date
MAD	2) Messaging and Directory
MATA	Matching Status Table (IRIS)
MBE	Minority Business Enterprise
MEBA	Marine Engineers' Beneficial Association (union)
M.D. (or MD)	Medical Doctor (degree)
MLAP	Multiple Labor Account Profiles
M&O	Maintenance and Operations, Department of Transportation and Public Facilities
MOA	1) Memorandum of Agreement
MOA	2) Municipality of Anchorage
MOGR	Memorandum of Grievance Resolution
MOU	Memorandum of Understanding
MM&P	Master, Mates, and Pilots (union)
mpg	miles per gallon
mph	miles per hour
MQ	minimum qualifications
MS	Mail Stop
M/V*	Marine or Motor Vessel—name following will be italicized
N	
NA or N/A	not applicable
NASPO	National Association of State Purchasing Officials
NDA	non-disclosure agreement
NSS	Network Services Section
NGRS	National Guard Retirement System
NGNMRS	National Guard/Naval Militia Retirement System
NI	not interested
NIST	National Institute of Standards Technology
No.*	number (appropriate to abbreviate)
NOIA	Notice of Intent to Award (form title)
NOPP	Notice of Pay Problem (form title)
Nos.*	numbers
O	
OA	Occupancy Agreement

OAH	Office of Administrative Hearings
OBJ	Object (IRIS)
OIT	Office of Information Technology
OMB	Office of Management and Budget
OPA	Office of Public Advocacy
OPD	Online Position Description
OPN	Online Public Notice
OPS	Operations
OSHA	Occupational Safety and Health Administration (federal)
OSH	Occupational Safety and Health (state)
OTPAY	One-Time Pay (HRM)
P	
PA	public address (system)
PARF	Personal Action Request Form
PAYM	Payroll Management (IRIS HRM)
PBX	Private Branch Exchange
PCN	1) Position Control Number
PCN	2) Property control number
PD	1) Public Defender
PD	2) Position Description
PDA	Public Defender Agency
PEC	Proposal Evaluation Committee
PER	Performance Evaluation (form title)
PERA	Public Employment Relations Act
PERB	Public Employees' Retirement Board
PERS	Public Employees' Retirement System
PF	Permanent Fund
PFD	Permanent Fund Dividend
PFT	permanent full-time
P&I	Protection and Indemnity
PII	personally identifiable information
PM	Project Manager
PO	1) Purchase Order (form title)
PO	2) personnel officer
PO	3) procurement officer
P.O.	Post Office (no need to spell out in address)
POLISUB	Political Subdivision
POSM	Position Management (IRIS HRM)
PPI	Producer Price Index
PPT	permanent part-time
PR	1) Purchase Requisition (form title)
PR	2) Personnel Rule (directive)
PR	3) public relations

PRC	Payment Request Commodity (IRIS)
PRCREC	Unreconciled Procurement Card Activity (IRIS)
PRCUR	Procurement Card Reconciled (IRIS)
PRCUU	Unprocessed Procurement Card Activity (IRIS)
PRM	Matching Payment Request (IRIS)
PRPA	Post Retirement Pension Adjustment
PSA	Public Service Announcement
PSEA	Public Safety Employees Association (union)
PSBS*	Political Subdivision Benefits System
PSOB	Palmer State Office Building
PSC	Professional Services Contract
PSEC	Postsecondary Education Commission
PT	part-time
P3	Policy, Project, and Planning
Q	
QSAL	Employee Salary Inquiry (IRIS HRM)
QTRS	Time Document Catalog (IRIS HRM)
QVER	Employee Verification (IRIS HRM)
R	
RAP	Request for Alternate Procurement (form title)
R&B	Division of Retirement and Benefits
RB	Recruitment Bulletin (form title)
RC	Receiver (IRIS)
RCA	1) Request for Classification Action (form title)
RCA	2) Regulatory Commission of Alaska
RD	1) Responsibility Distribution
RD	2) Rural District*
Re:*	regarding the following
REA	Retirement Equity Act
RFP	Request for Proposals
RFQ	Request for Quotations (form title)
RIP	Retirement Incentive Program
RM	1) Division of Risk Management
RO	regional office
RP	Revised Program
RQS	Standard Requisition (IRIS)
RS	1) Reference Sheet (also known as T&E)
RS	2) Stand Alone Receiver (IRIS)
RSA	Reimbursable Services Agreement
RTL	records transfer list
S	
SAF	Standard agreement Form
SASE	self-addressed stamped envelope

SATS	State of Alaska Telecommunications System
SAU	Systems Authorized Users
SB	Senate Bill
SBS	Supplemental Benefits System
SDC	Service Deficiency Clause
SDM	Service Desk Manager
SEF	State Equipment Fleet
SIR	Self-Insured Retention
SLSS	System Library Subscription Service
SOB	State Office Building
SOP	standard operating procedure
SR	1) Stock Request
SR	2) Service Resource
SRB	Spend Review Board
SS	Single Source
SSC	State Service Center
SSN	social security number
SSO	State Security Officer
SSoA	Shared Services of Alaska
STR	State Transportation Request
SU	Supervisory Unit (union)
SWCAP	Statewide Cost Allocation Plan
T	
TA	Travel Authorization
T&A	Time and Attendance
TANAB	Tolerance Adjusted Net Available Balance
TAPO	Travel Authorization Purchase Order (IRIS)
TAPRC	Travel Authorization Commodity Payment Request (IRIS)
TCP/IP	Transmission Control Protocol/Internet Protocol
TIC	Telecommunications Information Council
TMC	Technology Management Council
TO	Task Order
TR	Treasury Report
TRB	Teachers' Retirement Board
TRS	Teachers' Retirement System
TSR	Telephone Service Request
TTD	Temporary Total Disability
U	
UI	Unemployment Insurance
ULPC	unfair labor practice complaint
URCATS	Universal Requestor Catalog Search (IRIS)
U.S.	United States
USDA	U.S. Department of Agriculture

USFMCS	U.S. Federal Mediation and Conciliation Service
USD	Unicenter Service Desk
UVPARP	Unlicensed Vessel Personnel Annuity Retirement Plan
V	
v. or vs.	versus (abbreviated in court case names)
VA	Veterans Administration
VIP	Very Important Person
VOIP	Voice Over Internet Protocol
VP	Vice President
VPN	Virtual Private Network
VPP	veteran's preference points
VTH	Vendor Transaction History (IRIS)
W	
WAN	Wide Area Network
WBE	Women's Business Enterprise
WC	Workers' Compensation
WD	Written Determination
WPA	WorkPlace Alaska
WSCA	Western States Contracting Alliance
Y	
YTD	year to date
Z	
ZIP	Zone Improvement Plan