



# IMMIGRATION AND NATURALIZATION SERVICE

## GLOSSARY AND ACRONYMS

**ACB** -- Administrative Center Burlington  
**ACD** -- Administrative Center Dallas  
**ACE** -- Accelerated Citizen Examination  
**ACL** -- Administrative Center Laguna Niguel  
**ACPA** -- Assistant Chief Patrol Agent  
**ACT** -- Administrative Center Twin Cities  
**ADD** -- Assistant District Director  
**ADDE** -- Assistant District Director, Examinations  
**ADDI** -- Assistant District Director, Investigations  
**ADDM** -- Assistant District Director, Management  
**ADIT** -- Alien Documentation, Identification and Telecommunication System  
**ADP** -- Automated Data Processing  
**AFACS** -- A-Files Accountability and Control System  
**A File** -- Basic Alien File (contains Alien #)  
**AILA** -- American Immigration Lawyers Association  
**AM** -- Administrative Manual  
**AMIO** -- Alien Migration Interdiction Operation  
**AMIS** -- Asset Management Information System  
**ANI** -- Automatic Number Identifier  
**AO** -- Administrative Officer  
**AO** -- Asylum Officer  
**AOC** -- Asylum Officer Corps  
**AOIC** -- Assistant Officer-in-Charge  
**APHIS** -- Animal and Plant Health Inspection Services  
**APIS** -- Advance Passenger Information System  
**APO** -- Administrative Center Property Officer  
**APP** -- Annual Performance Plan or Automated Permit Port  
**ARC** -- Alien Registration Card (Green Card)  
**ASC** -- Application Support Center (Naturalization)  
**ASIS** -- Anti-Smuggling Information System  
**ASU** -- Anti-Smuggling Unit  
**ASVI** -- Alien Status Verification Index  
**AUO** -- Administratively Uncontrollable Overtime  
**AVLOS** -- Automated Visa Lookout System

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### **B**

**BACS** -- Bond Accounting System  
**BAS** -- Balanced Adjudications System  
**BCC** -- Border Crossing Card (Mexico)  
**BCI** -- Border Coordination Initiative  
**BCIC** -- Border Crossing Identification Card (I-586)  
**BHRHA** -- Bureau of Human Rights and Humanitarian Affairs  
**BIA** -- Board of Immigration Appeals  
**BMIS** -- Bond Management Information System  
**BOP** -- Bureau of Prisons  
**BORTAC** -- Border Patrol Tactical Unit (HQ at Biggs Army Airfield, TX)  
**BP** -- Border Patrol

**BPA** -- Border Patrol Academy/Border Patrol Agent  
**BPR** -- Border Process Re-Engineering Project  
**BPSH** -- Border Patrol Sector Headquarters  
**BRP** -- Backlog Reduction Plan (Naturalization)  
**BSC** -- Baltimore Service Center (telephones)

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## C

**CADRE** -- Computer Assisted Detection and Reports Enhancement System  
**CAO** -- Center Adjudications Officer  
**CAP** -- Citizens Advisory Panel  
**CAP** -- Contracting and Procurement  
**CAP** -- Cuban Adjustment Program  
**CATI** -- Computer Assisted Telephone Interviewing  
**CATS** -- Consolidate Asset Tracking System  
**CAWG** -- Control Authorities Working Group  
**CBOs** -- Community-Based Organizations  
**CBIC** -- Canadian Border Intelligence Center  
**CBT** -- Computer-Based Training  
**CCATTS** -- Correspondence Control and Task Tracking System  
**CFOA** -- Chief Financial Officers Act  
**CFR** -- Code of Federal Regulations  
**CI** -- Criminal Investigator; Cooperating Individual; Confidential Informant  
**CIC** -- Crime Information Center  
**CIJ** -- Chief Immigration Judge  
**CIMT** -- Crimes Involving Moral Turpitude  
**CIPRIS** -- Coordinated Interagency Partnership Regulating International Students, now SEVP  
**CIPS** -- Combined Immigration and Public Health Inspection Procedure  
**CIR** -- Commission on Immigration Reform  
**CIRP** -- Computer Incident Response Program  
**CIS** -- Central Index System  
**CLAIMS** -- Computer Linked Application Information Management Systems  
**COLA** -- Cost of living allowance  
**COTR** -- Contracting Officer Technical Representative  
**COTS** -- jail management, hotel and airline reservation software  
**CPA** -- Chief Patrol Agent  
**CPS** -- Current Population Survey (Census)  
**CR** -- Contact Representative  
**CRO** -- Central Region Office (Dallas)  
**CSC** -- California Service Center (Laguna Niguel)  
**CSPM** -- Computer Security Program Manager  
**CSR** -- Customer Service Representative (IRM - Computer)  
**CSSO** -- Computer Systems Security Officer  
**CTRS** -- Critical Transaction Reporting System  
**CUSA** -- Citizenship U.S.A.  
**C&TS** -- Computer & Telecommunications System

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## D

**D&D** -- Detention and Deportation  
**DACS** -- Deportable Alien Control System  
**DAO** -- District Adjudication Officer; or Deputy Adjudications Officer  
**DAS** -- Duty Assignment Sheet (Border Patrol)  
**DBM** -- Distributed Budget Module  
**DCL** -- Dedicated Commuter Lane  
**DCM** -- Deputy Chief of Mission

**DCOS** -- Debt Collection System  
**DCPA** -- Deputy Chief Patrol Agent  
**DD** -- District Director  
**DDD** -- Deputy District Director  
**DDOS** -- Detention and Deportation Optimization System  
**DDP** -- Detention and Deportation Program  
**DED** -- Deferred Enforced Departure  
**DEO** -- Detention Enforcement Officer  
**DFS** -- Designated Fingerprint Service  
**DIAS** -- Directives and Instructions Access System  
**DMS** -- Detention Management System  
**DO** -- District Office; or Deportation Officer  
**DOE** -- Date of Entry  
**DOL** -- Department of Labor  
**DOS** -- Department of State  
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## E

**EAC** -- Executive Associate Commissioner  
**EAD** -- Employment Authorization Document  
**EFOIA** -- Electronic Freedom of Information Act initiative  
**ELR** -- Employee Labor Relations  
**ENFORCE** -- Enforcement Case Tracking System  
**EOD** -- Entrance On Duty  
**EOIR** -- Executive Office for Immigration Review  
**EPIC** -- El Paso Intelligence Center  
**ER** -- Expedited Removal  
**ERO** -- Eastern Region Office (Burlington, VT)  
**ETC** -- Eastern Telephone Center  
**EVD** -- Extended Voluntary Departure  
**EVP** -- Employment Verification Pilot  
**EVRP** -- Encrypted Voice Radio Program  
**EWI** -- Entry Without Inspection  
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## F

**FAAS** -- Foreign Affairs Administrative Support System  
**FACS** -- Financial Accounting and Control System  
**FARES** -- Fees and Applications Receipt and Entry System  
**FCC** -- Fingerprint Clearance Coordination Center  
**FCO** -- Files Control Office  
**FD-258** -- Fingerprint Card  
**FDL** -- Forensic Document Laboratory  
**FEHBP** -- Federal Employees Health Benefits Program  
**FEPA** -- Federal Employee Pay Act  
**FEPCA** -- Federal Employee Pay Comparability Act, 1990  
**FEGLI** -- Federal Employees Group Life Insurance  
**FFMS** -- Federal Financial Management System (will replace FACS)  
**FIPS** -- FOIA/PA Information Processing System  
**FLIR** -- Forward-Looking Infrared  
**FLETC** -- Federal Law Enforcement Training Center  
**FLRA** -- Fair Labor Relation Authority  
**FLSA** -- Fair Labor Standard Act  
**FOIA/PA** -- Freedom of Information Act/ Privacy Act  
**FOS/HM** -- Field Operations Support & Hardware Maintenance  
**FRC** -- Federal Records Centers

**FSIP** -- Federal Service Impasse Panel

**FTE** -- Full-Time Equivalent

**FTP** -- File Transfer Protocol

**FTRs** -- File Transfer Requests

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## **G**

**GEMS** -- General Counsel Management System

**GMRA** -- Government Management and Reform Act

**GPRA** -- Government Performance and Results Act

**GREEN CARD** -- Alien Registration Receipt Card (Form I-151 or I-551)

**GUI** -- Graphical User Interface

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## **H**

**HMIO** -- Haitian Migration Interdiction Operation

**HPO** -- HQ Property Officer

**HQFFM** -- HQ Office of Files and Forms Management

**HQIAO** -- HQ International Affairs

**HQINS** -- HQ Office of Inspections

**HQIRM** -- HQ Information Resource Management

**HQISD** -- HQ Immigration Services Division

**HQMGM** -- HQ Office of Management

**HQOCR** -- HQ Office of Congressional Relations

**HQOIA** -- HQ Internal Audit

**HQONO** -- HQ Office of Naturalization Operations

**HQOPA** -- HQ Office of Public Affairs

**HQOPP** -- HQ Office of Policy & Planning

**HQOPS** -- HQ Office of Field Operations

**HQOCR** -- HQ Office of Congressional Relations

**HQPRG** -- HQ Office of Programs

**HQREC** -- HQ Office of Records

**HQSEC** -- HQ Office of Security

**HQCSP** -- HQ Career Sustainment Program

**HRO** -- Human Resource Office

**HTTP** -- Hypertext Transfer Protocol (server)

**HW** -- Hardware

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## **I**

**IA** -- Immigration Agent; or Investigative Assistant

**IAO** -- Office of International Affairs

**IATA** -- International Air Transport Association

**IBIS** -- Interagency Border Inspection System

**ICAD** -- Integrated Computer Aided Detection

**ICAO** -- International Civil Aviation Organization

**ICF** -- Immigration Card Facility (Arlington, TX)

**ICMS** -- Investigations Case Management System

**ICPS** -- Integrated Card Production System

**IDENT** -- Automated Fingerprint Identification System

**IDP** -- In District Processing

**IDO** -- Immigration Detention Officer

**IE** -- Immigration Examiner

**IFM** -- Inspector's Field Manual

**IHP** -- Institutional Hearing Program

**II** -- Immigration Inspector

**IIE** -- Integrated Interior Enforcement  
**IIO** -- Immigration Information Officer  
**IIRIRA** -- Illegal Immigration Reform and Immigrant Responsibility Act  
**IJ** -- Immigration Judge  
**INA** -- Immigration and Nationality Act  
**INAB** -- Inspections National Advisory Board  
**INSERTS** -- INS Easy Research & Transmittal System  
**INSPASS** -- INS Passenger Accelerated Service System  
**INSpect** -- INS Program for Excellence and Comprehensive Tracking  
**INTEX** -- Inspections Travelers Examination  
**INV** -- Investigations  
**IO** -- Immigration Officer  
**IOA** -- Immigration Officer Academy  
**IOBTC** -- Immigration Officer Basic Training Course  
**IRC** -- Internet Relay Chat (server)  
**IRCA** -- Immigration Reform and Control Act of 1986  
**IRM** -- Information Resources Management  
**IRP** -- Institutional Removal Program  
**ISA** -- Information System Architecture  
**ISIS** -- Integrated Surveillance Information System  
**ISP** -- Internet Service Provider  
**IT** -- Information Technology  
**IV** -- Immigration Visa  
**IVR** -- Interactive Voice Response  
**IV&V** -- Independent Validation and Verification  
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## **J**

**JABS** -- Joint Automated Booking System  
**JEVP** -- Joint Employment Verification Pilot Program (SSA/INS)  
**JMD** -- Justice Management Division  
**JPATS** -- Justice Prisoner and Alien Transportation Service  
**JTTF** -- Joint Terrorism Task Force  
**JVA** -- Joint Voluntary Agency  
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## **L**

**LAN** -- Local Area Network  
**LAPR** -- Lawfully Admitted for Permanent Residence  
**LAPS** -- Legalization Application Processing System  
**LAW** -- Legally Authorized (or Admitted) Worker  
**LDC** -- Leadership Development Center (Dallas, TX.)  
**LEA** -- Law Enforcement Agency  
**LEAA** -- Law Enforcement Availability Act of 1994  
**LEADS** -- Law Enforcement Analytical Data System  
**LEO** -- Law Enforcement Officer  
**LESC** -- Law Enforcement Support Center  
**LPR** -- Lawful Permanent Resident  
**LULAC** -- League of United Latin American Citizens  
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## **M**

**MFAS** -- Marriage Fraud Amendment System  
**MDC** -- Modified Departure Control  
**MIRP** -- Mexican Interior Repatriation Program  
**MOBIS** -- Management, Organizational and Business Improvement Services

**MRD** -- Machine Readable Document  
**MS&D Bond** -- Maintenance of Status and Departure bond  
**MTBF** -- Mean Time Between Failures (for hardware components)

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## **N**

**NACARA** -- Nicaraguan Adjustment and Central American Relief Act  
**NACS** -- Naturalization Automated Casework System  
**NAILS** -- National Automated Immigration Lookout System  
**NARA** -- National Archives and Records Administration  
**NATZ** -- Naturalization  
**NBPC** -- National Border Patrol Council (One of two collective bargaining units)  
**NCIC** -- National Crime Information Center  
**NFC** -- National Finance Center  
**NFS** -- Network File System  
**NFTS** -- National File Tracking System  
**NGOs** -- Non-Governmental Organizations  
**NIF** -- Notice of Intent to Fine  
**NIIS** -- Non-Immigrant Information System  
**NINSC** -- National INS Council (One of two collective bargaining units)  
**NIV** -- Non Immigrant Visa  
**NNTP** -- Network News Transfer Protocol  
**NQP** -- Naturalization Quality Procedures  
**NRC** -- National Records Center  
**NRTP** -- National Records Training Program  
**NSC** -- Nebraska Service Center (Lincoln)  
**NSI** -- National Security Information  
**NTA** -- Notice to Appear  
**NVC** -- National Visa Center (Dept. of State)

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## **O**

**OA** -- Office Automation  
**OARS** -- Outlying Area Reporting System  
**OASIS** -- Operational Activities Special Information Systems  
**OBTS** -- Offender Base Tracking System  
**OCDETF** -- Organized Crime Drug Enforcement Task Force  
**OCR** -- Office of Congressional Relations (HQOCR or ROOCR)  
**OI** -- Operating Instructions  
**OIA** -- Office of Internal Audit  
**OIA/IRB** -- Office of Internal Audit/Internal Review Branch  
**OIC** -- Officer-in-Charge  
**OIL** -- Office of Immigration Litigation  
**OIRM** -- Office of Information Resources Management  
**ONO** -- Office of Naturalization Operations  
**OPSEC** -- Operations Security  
**OSC** -- Order to Show Cause  
**OTM** -- Other than Mexican

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## **P**

**PA** -- (Border) Patrol Agent  
**PAIC** -- Patrol Agent in Charge  
**PAL** -- Passenger Acceleration Lane (in San Clemente -- See SENTRI)  
**PAMS** -- Private Attorney Maintenance System  
**PAO** -- Public Affairs Officer

**PAS** -- Performance Management System  
**PCO** -- Property Control Officer  
**PHS** -- Public Health Services  
**PICS** -- Password Issuance and Control System  
**PIMS** -- Performance Indicator Management System  
**PIO** -- Public Information Officer  
**PMFA** -- Permanent Full-time Authorized Position  
**PMPT** -- Permanent Part-time Position  
**POE** -- Port-of-Entry  
**POMS** -- Port-of-Entry Management System  
**POP** -- Post Office Protocol  
**POSTS** -- Personnel Office Systems Tracking System  
**PPE** -- Personal Protective Equipment  
**PRC** -- Permanent Resident Card  
**PQIC** -- Port Quality Improvement Committees  
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## Q

**QASP** -- Quality Assurance Surveillance Plan

## R

**RAFACS** -- Receipt and Alien File Accountability and Control System  
**RAPID** -- Records and Processes Improvement Design  
**RAPS** -- Refugees, Asylum and Parole System  
**RAW** -- Replenishment Agricultural Worker  
**RD** -- Regional Director  
**ROOCR** -- Regional Office of Congressional Relations  
**RPFS** -- Responsible Party Filing System  
**RRU** -- Rapid Response Unit (Headquarters)  
**RTD** -- Refugee Travel Document  
**RTP** -- National Records Transition Project  
**RVI** -- Remote Video Inspection  
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## S

**SA** -- Special Agent  
**SAVE** -- Systematic Alien Verification for Entitlement  
**SAW** -- Special Agricultural Workers  
**SBPA** -- Supervisory Border Patrol Agent  
**SC** -- Service Center  
**SCAAP** -- State Criminal Alien Assistance Program  
**SCD** -- Service Computation Date  
**SDEO** -- Supervisory Detention Enforcement Officer  
**SDO** -- Supervisory Detention Officer  
**SENTRI** -- Secure Electronic Network for Travelers' Rapid Inspection  
**SEVIS** -- Student and Exchange Visitor Information System  
**SEVP** -- Student and Exchange Visitor Program  
**SHRO** -- Servicing Human Resources Office  
**SIE** -- Supervisory Immigration Examiner  
**SII** -- Supervisory Immigration Inspector  
**SIO** -- Supervisory Immigration Officer  
**SIO** -- Special Inquiry Officer (Immigration Judge)  
**SITD** -- Strategic Information and Technology Development  
**SLOB** -- Service Lookout Book

**SME** -- Subject Matter Expert  
**SMTP** -- Simple Mail Transfer Protocol  
**SNMP** -- Simple Network Management Protocol  
**SOI** -- Supervisory Operations Inspector  
**SPC** -- Service Processing Center  
**SPPB** -- Systems Policy & Planning Branch  
**SSA** -- Supervisory Special Agent  
**SW** -- Southwest; Software

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## T

**TAPS** -- Telephone Application Processing System  
**TECS** -- Treasury Enforcement Communications System  
**TFTP** -- Trivial File Transfer Protocol (server)  
**TIC** -- The Interdiction Committee  
**TIP** -- Technology Infrastructure Project  
**TPCR** -- Transition Period Custody Rules  
**TPFT** -- Temporary Full-Time Employee  
**TPPT** -- Temporary Part-Time Employee  
**TPS** -- Temporary Protected Status  
**TSC** -- Texas Service Center (Irving)  
**TRWOV** -- Transit Without Visa

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## U

**UNHCR** -- United Nations High Commissioner for Refugees  
**USC** -- U.S. Citizen  
**USCS** -- United States Customs Service

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## V

**VARs** -- Vehicle Accounting and Reporting System  
**VCRP** -- Violent Crimes Reduction Programs  
**VD** -- Voluntary Departure  
**VOLAG** -- Voluntary Agency  
**VR** -- Voluntary Return  
**VSC** -- Vermont Service Center (St. Albans)  
**VTC** -- Video Teleconferencing  
**VWPP** -- Visa Waiver Pilot Program

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## W

**WAN** -- Wide Area Network  
**WORM** -- Write-Once, Read Many  
**WRO** -- Western Region Office (Laguna Niguel, CA)  
**WTC** -- Western Telephone Center

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# **INS FACILITIES**

## **(ALPHABETICAL BY FCO/CCO DESIGNATION)**

**FCO = File control Office; CCO = Case Control Office**

ALB	CCO	ALBANY, NY SUB-OFFICE
?	N/A	DES MOINES
?	N/A	CEDAR RAPIDS
AAO	CCO	ADMINISTRATIVE APPEALS OFFICE
AGA	FCO	AGANA SUB-OFFICE
ANC	FCO	ANCHORAGE DISTRICT OFFICE
ATH		ATHENS SUB-OFFICE
ATL	FCO	ATLANTA DISTRICT OFFICE
BAL	FCO	BALTIMORE DISTRICT OFFICE
BKK		BANGKOK DISTRICT OFFICE
BOS	FOC	BOSTON DISTRICT OFFICE
BTV	CCO	BATAVIA DETENTION FACILITY
BUF	FCO	BUFFALO DISTRICT OFFICE
CHA	FCO	CHARLOTTE AMALIE SUB OFFICE
CHI	FCO	CHICAGO DISTRICT OFFICE
CIN	FCO	CINCINNATI SUB OFFICE
CLE	FCO	CLEVELAND DISTRICT OFFICE
CLT	FCO	CHARLOTTE SUB OFFICE
CNR	CCO	CHARLESTON NATZ. REVIEW OFFICE
COW	FCO	HEADQUARTERS
DAL	FCO	DALLAS DISTRICT OFFICE
DEN	FCO	DENVER DISTRICT OFFICE
DET	FCO	DETROIT DISTRICT OFFICE
EAZ	CCO	ELOY DETENTION CENTER
ELP	FCO	EL PASO DISTRICT OFFICE
ESC	FCO	EASTERN SERVICE CENTER (VERMONT)
FKG		FRANKFURT SUB OFFICE
FLO	CCO	FLORENCE DETENTION CENTER
HAR	FCO	HARTFORD SUB OFFICE
HBG	CCO	HARRISONBURG RFMF
HEL	FCO	HELENA DISTRICT OFFICE
HHW	FCO	HONOLULU DISTRICT OFFICE
HKC		HONG KONG SUB OFFICE
HLG	FCO	HARLINGEN DISTRICT OFFICE
HNT	CCO	HUNTSVILLE IHP
HOU	FCO	HOUSTON DISTRICT OFFICE
INP	CCO	INDIANAPOLIS SUB OFFICE
JAC	CCO	JACKSONVILLE SUB OFFICE
KAN	FCO	KANSAS CITY DISTRICT OFFICE
LOS	FCO	LOS ANGELES DISTRICT OFFICE
LSC	CCO	LAW ENFORCEMENT SUPPORT CENTER
LVG	FCO	LAS VEGAS SUB OFFICE

MEM	FCO	MEMPHIS SUB OFFICE
MEX		MEXICO CITY DISTRICT OFFICE
MIA	FCO	MIAMI DISTRICT OFFICE
MIL	FCO	MILWAUKEE SUB OFFICE
MPH		MANILA SUB OFFICE
NBO		NAIROBI SUB OFFICE
NDI		NEW DELHI SUB OFFICE
NEW	FCO	NEWARK DISTRICT OFFICE
NOL	FCO	NEW ORLEANS DISTRICT OFFICE
NOR	FCO	NORFOLK SUB OFFICE
NSC	FCO	NORTHERN SERVICE CENTER (NEBRASKA)
NYC	FCO	NEW YORK CITY DISTRICT OFFICE
OAK	CCO	OAKDALE DETENTION FACILITY
OKC	FCO	OKLAHOMA CITY SUB OFFICE
OMA	FCO	OMAHA DISTRICT OFFICE
PHI	FCO	PHILADELPHIA DISTRICT OFFICE
PHO	FCO	PHOENIX DISTRICT OFFICE
PIT	FCO	PITTSBURGH SUB OFFICE
POM	FCO	PORTLAND, ME DISTRICT OFFICE
POO	FCO	PORTLAND, OR DISTRICT OFFICE
PRO	CCO	PROVIDENCE SUB OFFICE
REN	FCO	RENO SUB OFFICE
RIT		ROME DISTRICT OFFICE
SAJ	FCO	SAN JUAN DISTRICT OFFICE
SEA	FCO	SEATTLE DISTRICT OFFICE
SEK		SEOUL SUB OFFICE
SFR	FCO	SAN FRANCISCO DISTRICT OFFICE
SLC	CCO	SALT LAKE CITY SUB OFFICE
SNA	FCO	SAN ANTONIO DISTRICT OFFICE
SND	FCO	SAN DIEGO DISTRICT OFFICE
SNP		SINGAPORE SUB OFFICE
SPM	FCO	ST. PAUL/MINNEAPOLIS DISTRICT OFFICE
SPO	CCO	SPOKANE SUB OFFICE
SSC	FCO	SOUTHERN SERVICE CENTER (TEXAS)
STA	FCO	ST. ALBANS SUB OFFICE
STL	FCO	ST. LOUIS SUB OFFICE
TAM	FCO	TAMPA SUB OFFICE
TUC	CCO	TUCSON SUB OFFICE
VNA		VIENNA SUB OFFICE
WAS	FCO	WASHINGTON DISTRICT OFFICE
WCF	CCO	WESTERN CRIMINAL A-FILE CENTER
WPC	CCO	WASHINGTON PROCESSING CENTER
WSC	FCO	WESTERN SERVICE CENTER (CALIFORNIA)
YAK	CCO	YAKIMA SUB OFFICE
ZAR	FCO	ARLINGTON ASYLUM OFFICE
ZCH	FCO	CHICAGO ASYLUM OFFICE
ZHN	FCO	HOUSTON ASYLUM OFFICE
ZLA	FCO	LOS ANGELES ASYLUM OFFICE
ZMI	FCO	MIAMI ASYLUM OFFICE

ZNK	FCO	NEWARK ASYLUM OFFICE
ZNY	FCO	NEW YORK ASYLUM OFFICE
ZSF	FCO	SAN FRANCISCO ASYLUM OFFICE