

GUIDANCE ON THE USE OF ACRONYMS AND ABBREVIATIONS

The acronyms and abbreviations listed below may be used by FEMA and MCC staff in the preparation of controlled correspondence and the nonstandard enclosures distributed with controlled correspondence. The spelled-out version of each acronym or abbreviation reflects the capitalization that should be used in the controlled correspondence. FEMA and MCC staff involved in the preparation and review of controlled correspondence should keep in mind that acronyms and abbreviations are to be established on first reference and should be used only if the acronym or abbreviation is used three or more times in a particular letter or enclosure. FEMA and MCC staff also should keep in mind that acronyms and abbreviations should be minimized if they negatively impact the readability of the letter.

ASCE	American Society of Civil Engineers
ASCI	American Standard Code for Information Interchange
ASFPM	Association of State Floodplain Managers
ASTM	American Society for Testing and Materials
BPAT	Building Performance Assistance Team (Program)
BFE	base flood elevation
CADD	computer-assisted drafting and design
CAV	Community Assistance Visit
CBRA	Coastal Barrier Resources Act of 1982
CBRS	Coastal Barrier Resources System
CCO	Consultation Coordination Officer
CD-ROM	compact disk read-only memory
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
cfs	cubic feet per second
CID	community identification number
CIS	Community Information System
CLOMA	Conditional Letter of Map Amendment
CLOMR	Conditional Letter of Map Revision
CLOMR-F	Conditional Letter of Map Revision Based on Fill
CMR	Community Map Repository

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CRS	Community Rating System
CSIS	Credited Structures Inventory System
CTC	Cooperating Technical Community
DEM	digital elevation model
DFIRM	Digital Flood Insurance Rate Map
DFO	Disaster Field Office
DHA	Disaster Housing Assistance (Program)
DLG	Digital Line Graph (file)
DOQ	Digital Orthophoto Quadrangle
DRC	Disaster Recovery Center
DRF	Disaster Relief Fund
DTM	digital terrain model
EPA	U.S. Environmental Protection Agency
ERM	Elevation Reference Mark
ESDP	Engineering Study Data Package
ETJ	extraterritorial jurisdiction limit
FBFM	Flood Boundary and Floodway Map
FCSA	Fee-Charge System Administrator
FDIC	Federal Deposit Insurance Corporation
FDT	Floodway Data Table
FEDD	Flood Elevation Determination Docket
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FHAR	Flood Hazard Analyses Report
FHBM	Flood Hazard Boundary Map
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS	Federal Information and Processing Standards

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FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FMA	Flood Mitigation Assistance (programs)
FmHA	Farmers Home Administration
FMPCC	Flood Map Production Coordination Contractor
FNMA	Federal National Mortgage Association
FOIA	Freedom of Information Act
FPI	Floodplain Information (report)
fps	feet per second
FR	Federal Register (publication citation)
FRP	Federal Response Plan
FSA	Farm Service Agency
FTP	File Transfer Protocol
FWS	U.S. Fish and Wildlife Service
FZD	flood zone determination (companies)
GIS	Geographic Information System
GNMA	Government National Mortgage Association
GPO	U.S. Government Printing Office
GSA	General Services Administration
HAZUS	HAZards U.S.
HEC	Hydrologic Engineering Center (U.S. Army Corps of Engineers)
H&H	hydrologic and hydraulic (analyses)
HMGP	Hazard Mitigation Grant Program
HMTAP	Hazard Mitigation Technical Assistance Program
HUD	U.S. Department of Housing and Urban Development
ICC	Increased Cost of Compliance (coverage)
IFG	Individual and Family Grant (Program)
LAG	lowest adjacent grade

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LFD	letter of final determination
LFFE	lowest finished floor elevation
LIDAR	LIght Detection And Ranging (technology)
LMMP	Limited Map Maintenance Program
LODR	Letter of Determination Review
LOMA	Letter of Map Amendment
LOMC	Letter of Map Change
LOMC-VALID	Letter of Map Change Revalidation (Letter)
LOMR	Letter of Map Revision
LOMR-F	Letter of Map Revision Based on Fill
MCC	Mapping Coordination Contractor
MSC	Map Service Center
MIS	management information system
MMP	Map Modernization Plan
MNA	Mapping Needs Assessment (Process)
MNUSS	Map Needs Update Support System
MPPP	Mortgage Portfolio Protection Program
NAD 27	North American Datum of 1927
NAD 83	North American Datum of 1983
NAVD 88	North American Vertical Datum of 1988
NEMIS	National Emergency Management System
NETAP	National Earthquake Technical Assistance Program
NFDA	National Flood Determination Association
NFIF	National Flood Insurance Fund
NFIP	National Flood Insurance Program
NFIRA	National Flood Insurance Reform Act of 1994
NGVD 29	National Geodetic Vertical Datum of 1929
NGS	National Geodetic Survey

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NIBS	National Institute of Building and Science
NOAA	National Oceanic and Atmospheric Administration
NOS	National Ocean Service (formerly National Ocean Survey)
NPS	National Park Service
NRC	National Research Council
NRCS	Natural Resources Conservation Service (formerly U.S. Soil Conservation Service)
NSRS	National Spatial Reference System
NSSDA	National Standard for Spatial Data Accuracy
OGC	Office of General Counsel
OPA	Otherwise Protected Area
PA	Public Assistance (Program)
PC	personal computer
pdf	Portable Document Format
PIF	Policy in Force
PMR	Physical Map Revision
PNP	Private Non-Profit (organization)
PRP	Preferred Risk Policy
R&D	research and development
RCBAP	Residential Condominium Business Association Policy
RFIS	Flood Insurance Restudy
RMM	River Mile Marker
RXDS	Existing Data Restudy
SBA	Small Business Administration
SC	Study Contractor
SCRR	Special Conversion Recommendation Report
SCS	U.S. Soil Conservation Service (now the Natural Resources Conservation Service)
SDTS	Spatial Data Transfer System

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SFHA	Special Flood Hazard Area
SFHDF	Standard Flood Hazard Determination Form
SFIP	Standard Flood Insurance Policy
SHMO	State Hazard Mitigation Officer
SOMA	Summary of Map Actions
SOW	Statement of Work
SPR	Special Problem Report
SWFL	stillwater flood level
T&C	Time and Cost (Meeting)
TIGER	Topologically Integrated Geographic Encoding and Reference (System)
TMAC	Technical Mapping Advisory Council
TSDN	Technical Support Data Notebook
TVA	Tennessee Valley Authority
U.S.	United States
U.S.A.	United States of America
USACE	U.S. Army Corps of Engineers
USBR	U.S. Bureau of Reclamation
U.S.C.	United States Code
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
USGS	U.S. Geological Survey
URL	Uniform Resource Locator
UTM	Universal Transverse Mercator
WSEL	water-surface elevation
WWTAP	Wind and Water Technical Assistance Program
WWW	World Wide Web
WYO	Write Your Own (companies or program)
XDS	Existing Data Study