

FEDERAL CONTRACTING ACRONYM GUIDE

A		
AAR		After Action Report
ACAT		Acquisition Category
ACO		Administrative Contracting Officer
ACQ		Acquisition
ACS		Assistant Chief of Staff
ACWP		Actual Cost of Work Performed
ADA		Americans with Disabilities Act
ADPE		Automated Data Processing Equipment
AI		Action Item
ALIN		Agreement Line Item Number
ANS		American National Standard
ANSI		American National Standards Institute
AVBS		Automated Best Value System
B		
B/L		Bill of Lading
B&P		Bid and Proposal
BAA		Broad Agency Announcement
BAC		Budgeted Cost at Completion
BAFO		Best and Final Offer
BAT		Best Available Technology
BD		Business Development
BDO		Blanket Delivery Order
BMM		Business Matchmaking
BOA		Basic Ordering Agreement
BOS		Business Opportunity Specialist
BPA		Blanket Purchase Agreement
C		
CA		Cooperative Agreement
CAD		Computer Assisted Design
CAGE		Commercial and Government Entity
CAO		Congressional Affairs Office
CAS		Cost Accounting Standards
CBI		Confidential Business Information
CBO		Congressional Budget Office
CCDR		Contract Cost Data Report
CCR		Central Contractor Registration
CDD		Contract Delivery Date
CDRL		Contract Data Requirements List
CEA		Cost Effective Analysis
CFR		Code of Federal Regulations
CFSR		Contract Funds Status Report
CICA		Competition in Contracting Act
CID		Commercial Item Description
CIO		Chief Information Officer
CLIN		Contract Line Item Number

	CM	Configuration Management
	CMM	Capability Maturity Model
	CMMI	Capability Maturity Model-Integrated
	CMO	Contract Management Office
	CMT	Contract Management Team
	CO	Contracting Officer
	COB	Close of Business
	CONUS	Continental United States
	COR	Contracting Officer Representative
	COTR	Contracting Officer's Technical Representative
	COTS	Commercial Off-the-Shelf
	CPAF	Cost Plus Award Fee
	CPARS	Contractor Performance Assessment Reporting System
	CPFF	Cost Plus Fixed Fee
	CPIF	Cost Plus Incentive Fee
	CPN	Contract Payment Notice
	CPR	Cost Performance Report
	CRADA	Cooperative Research and Development Agreement
	CY	Calendar Year
D		
	DACA	Days After Contract Award
	DARO	Days After Receipt of Order
	DARPA	Defense Advanced Research Projects Agency
	DCAA	Defense Contract Audit Agency
	DCMA	Defense Contract Management Agency
	DEL	Delivery
	DFARS	Defense Federal Acquisition Regulation Supplement
	DHS	Department of Homeland Security
	DI	Document Identifier
	DIC	Document Identifier Code
	DID	Data Item Description
	DLA	Defense Logistics Agency
	DLH	Direct Labor Hour
	DOC	Department of Commerce
	DOD	Department of Defense
	DOE	Department of Energy
	DOI	Department of the Interior
	DOJ	Department of Justice
	DOL	Department of Labor
	DOS	Department of State
	DOT	Department of Transportation
	DUNS	Data Universal Numbering System
	DVD	Direct Vendor Delivery
	DZ	Dozen

E		
	EA	Each
	EB	Electronic Business
	EC	Electronic Commerce
	ECP	Engineering Change Proposal
	EDD	Estimated Delivery Date
	EDI	Electronic Data Interchange
	EDOP	Expedited Delivery Order Process
	EEO	Equal Employment Opportunity
	EFT	Electronic Funds Transfer
	EO	Executive Order
	EOM	End of Month
	ETA	Estimated Time of Arrival
	ETC	Estimate to Complete
F		
	FAQ	Frequently Asked Question
	FAR	Federal Acquisition Regulation
	FAS	Federal Acquisition Service
	FASA	Federal Acquisition Streamlining Act
	FFP	Firm Fixed Price
	FFRDC	Federally Funded Research and Development Center
	FIPS	Federal Information Processing Standards
	FISMA	Federal Information Security Management Act
	FLSA	Fair Labor Standards Act
	FMS	Foreign Military Sales
	FMV	Fair Market Value
	FOIA	Freedom of Information Act
	FPI	Fixed Price Incentive
	FPL	Federal Procurement List
	FSC	Federal Supply Classification
	FSN	Federal Stock Number
	FSS	Federal Supply Schedules
	FTE	Full Time Equivalent
	FY	Fiscal Year
	FYI	For Your Information
G		
	G&A	General and Administrative
	GAA	General Agency Agreement
	GAO	Government Accountability Office
	GBL	Government Bill of Lading
	GFE	Government Furnished Equipment
	GFM	Government Furnished Materials
	GFP	Government-Furnished Property
	GOCO	Government Owned, Contractor Operated
	GPO	Government Printing Office
	GSA	General Services Administration
	GSARS	General Services Acquisition Regulation Supplement
	GWAC	Government-wide Acquisition Contract

H		
	HBCUs	Historically Black Colleges and Universities
	HCA	Head of Contracting Activity
	HQ	Headquarters
	HR	Human Resources
	HUB	Historically Underutilized Business
I		
	IA	Information Assurance
	IAW	In Accordance With
	IDIQ	Indefinite Delivery Indefinite Quantity
	IFB	Invitation for Bid
	IG	Inspector General
	IQC	Indefinite Quantity Contract
	ISO	International Standards Organization (or International Organization for Standardization)
	ISSA	Inter/Intra Service Support Agreement
	IV&V	Independent Validation and Verification
	IT	Information Technology
K		
	KM	Knowledge Management
	KSPH	Keystrokes per Hour
L		
	LAN	Local Area Network
	LOA	Letter of Offer and Acceptance
	LOB	Line of Business
	LOE	Level of Effort
	LOP	Letter of Procurement
	LT	Lot
M		
	M&IE	Meals and Incidental Expense
	MBDC	Minority Business Development Center
	MBE	Minority Business Entrepreneur
	MILSPEC	Military Specification
	MIL-STD	Military Standard
	MOA	Memorandum of Agreement
	MOU	Memorandum of Understanding
N		
	NAICS	North American Industry Classification System
	NARA	National Archives and Records Administration
	NASA	National Aeronautics and Space Administration
	NASFARS	National Aeronautics Space Administration FAR Supplement
	NDI	Non-Developmental Item
	NIIN	National Item Identification Number
	NIST	National Institute of Standards and Technology
	NLT	No Later Than
	NSN	National Stock Number
	NTE	Not to Exceed

O		
	O/A	On or About
	OCONUS	Outside the Continental United States
	OCR	Optical Character Recognition
	OFPP	Office of Federal Procurement Policy
	OMB	Office of Management and Budget
	OPM	Office of Personnel Management
	OSDBU	Office of Small and Disadvantaged Business Utilization
	OSHA	Occupational Safety and Health Administration
	OWBO	Office of Women's Business Ownership
P		
	P/N	Part Number
	PAR	Payroll, Accounting and Reporting System
	PCO	Procuring Contracting Officer
	PCR	Procurement Center Representative
	PEO	Program Executive Officer
	PES	Professional Engineering Services
	PID	Procurement Item Description
	PIN	Personal Identification Number
	PIV	Personal Identity Verification
	PK	Package
	PL	Public Law
	PMP	Program Management Plan
	PO	Purchase Order
	POA&M	Plan of Action and Milestones
	POC	Point of Contact
	PPIRS	Past Performance Information Retrieval System
	PR	Pair; Peer Review(s); Purchase Request
	PRDA	Program Research and Development Announcement
Q		
	QA	Quality Assurance
	QAB	Quality Assurance Program
	QBL	Qualified Bidders List
	QC	Quality Control
	QMS	Quality Management System
	QPL	Qualified Products List
R		
	R&D	Research and Development
	RD&D	Research, Development and Demonstration
	RDD	Required Delivery Date
	RDDTE	Research, Development, Demonstration, Testing and Evaluation
	RFB	Request for Bid
	RFI	Request for Information
	RFID	Radio Frequency Identification
	RFP	Request for Proposal
	RFQ	Request for Quotation

S		
	SADBUS	Small and Disadvantaged Business Utilization Specialist
	SAT	System Acceptance Test
	SBA	Small Business Administration
	SBAC	Small Business Advisory Committee
	SBDC	Small Business Development Center
	SBIC	Small Business Investment Company
	SBIR	Small Business Innovation Research
	SBSA	Small Business Set Aside
	SDB	Small Disadvantaged Business
	SDV	Service Disabled Veteran
	SDVOSB	Service-Disabled Veteran-Owned Small Business
	SEC	Securities and Exchange Commission
	SF	Standard Form
	SIC	Standard Industrial Classification Codes
	SIN	Special Item Number
	SKN	Stock Keeping Number
	SKU	Stock Keeping Unit
	SOO	Statement of Objectives
	SOP	Standard Operating Procedure
	SOW	Statement of Work
	SSA	Source Selection Authority
	SSA	Social Security Administration
	SSN	Social Security Number
	STTR	Small Business Technology Transfer Program
T		
	T&M	Time and Materials
	TBA	To be Announced
	TCO	Termination Contracting Officer
	TD	Technology Development
	T for C	Termination for Convenience
	T for D	Termination for Default
	TIN	Taxpayer Identification Number
	TINA	Truth in Negotiations Act
	TIPS	Technical Information Packages
	TQM	Total Quality Management
	TTN	Technology Transfer Network
U		
	U/I	Unit of Issue
	UCC	Universal Commercial Code
	UPC	Universal Product Code
	USC	United States Code
	USG	United States Government
V		
	V&V	Verification and Validation
	VAR	Value Added Reseller
	VC	Venture Capital(ist)
	VSC	Vendor Support Center

W		
	WAWF	Wide Area Work Flow
	WBC	Women's Business Centers
	WBE	Women's Business Enterprise
	WBS	Work Breakdown Structure
	WOSB	Woman-Owned Small Business
X		
	XO	Executive Officer
Y		
	YOB	Year of Birth
	YR	Year
	YTD	Year to Date