



## FEDERAL CONTRACTING ACRONYM GUIDE

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

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

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

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	<b>GSA</b>	General Services Administration
	<b>GSARS</b>	General Services Acquisition Regulation Supplement
	<b>GWAC</b>	Government-wide Acquisition Contract
<b>H</b>		
	<b>HBCUs</b>	Historically Black Colleges and Universities
	<b>HCA</b>	Head of Contracting Activity
	<b>HQ</b>	Headquarters
	<b>HR</b>	Human Resources
	<b>HUB</b>	Historically Underutilized Business
<b>I</b>		
	<b>IA</b>	Information Assurance
	<b>IAW</b>	In Accordance With
	<b>IDIQ</b>	Indefinite Delivery Indefinite Quantity
	<b>IFB</b>	Invitation for Bid
	<b>IG</b>	Inspector General
	<b>IQC</b>	Indefinite Quantity Contract
	<b>ISO</b>	International Standards Organization (or International Organization for Standardization)
	<b>ISSA</b>	Inter/Intra Service Support Agreement
	<b>IV&amp;V</b>	Independent Validation and Verification
	<b>IT</b>	Information Technology
<b>K</b>		
	<b>KM</b>	Knowledge Management
	<b>KSPH</b>	Keystrokes per Hour
<b>L</b>		
	<b>LAN</b>	Local Area Network
	<b>LOA</b>	Letter of Offer and Acceptance
	<b>LOB</b>	Line of Business
	<b>LOE</b>	Level of Effort
	<b>LOP</b>	Letter of Procurement
	<b>LT</b>	Lot
<b>M</b>		
	<b>M&amp;IE</b>	Meals and Incidental Expense
	<b>MBDC</b>	Minority Business Development Center
	<b>MBE</b>	Minority Business Entrepreneur
	<b>MILSPEC</b>	Military Specification
	<b>MIL-STD</b>	Military Standard
	<b>MOA</b>	Memorandum of Agreement
	<b>MOU</b>	Memorandum of Understanding
<b>N</b>		
	<b>NAICS</b>	North American Industry Classification System
	<b>NARA</b>	National Archives and Records Administration
	<b>NASA</b>	National Aeronautics and Space Administration
	<b>NASFARS</b>	National Aeronautics Space Administration FAR Supplement
	<b>NDI</b>	Non-Developmental Item

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	<b>NIIN</b>	National Item Identification Number
	<b>NIST</b>	National Institute of Standards and Technology
	<b>NLT</b>	No Later Than
	<b>NSN</b>	National Stock Number
	<b>NTE</b>	Not to Exceed
<b>O</b>		
	<b>O/A</b>	On or About
	<b>OCONUS</b>	Outside the Continental United States
	<b>OCR</b>	Optical Character Recognition
	<b>OFPP</b>	Office of Federal Procurement Policy
	<b>OMB</b>	Office of Management and Budget
	<b>OPM</b>	Office of Personnel Management
	<b>OSDBU</b>	Office of Small and Disadvantaged Business Utilization
	<b>OSHA</b>	Occupational Safety and Health Administration
	<b>OWBO</b>	Office of Women's Business Ownership
<b>P</b>		
	<b>P/N</b>	Part Number
	<b>PAR</b>	Payroll, Accounting and Reporting System
	<b>PCO</b>	Procuring Contracting Officer
	<b>PCR</b>	Procurement Center Representative
	<b>PEO</b>	Program Executive Officer
	<b>PES</b>	Professional Engineering Services
	<b>PID</b>	Procurement Item Description
	<b>PIN</b>	Personal Identification Number
	<b>PIV</b>	Personal Identity Verification
	<b>PK</b>	Package
	<b>PL</b>	Public Law
	<b>PMP</b>	Program Management Plan
	<b>PO</b>	Purchase Order
	<b>POA&amp;M</b>	Plan of Action and Milestones
	<b>POC</b>	Point of Contact
	<b>PPIRS</b>	Past Performance Information Retrieval System
	<b>PR</b>	Pair; Peer Review(s); Purchase Request
	<b>PRDA</b>	Program Research and Development Announcement
<b>Q</b>		
	<b>QA</b>	Quality Assurance
	<b>QAB</b>	Quality Assurance Program
	<b>QBL</b>	Qualified Bidders List
	<b>QC</b>	Quality Control
	<b>QMS</b>	Quality Management System
	<b>QPL</b>	Qualified Products List
<b>R</b>		
	<b>R&amp;D</b>	Research and Development
	<b>RD&amp;D</b>	Research, Development and Demonstration
	<b>RDD</b>	Required Delivery Date

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	<b>RDDTE</b>	Research, Development, Demonstration, Testing and Evaluation
	<b>RFB</b>	Request for Bid
	<b>RFI</b>	Request for Information
	<b>RFID</b>	Radio Frequency Identification
	<b>RFP</b>	Request for Proposal
	<b>RFQ</b>	Request for Quotation
<b>S</b>		
	<b>SADBUS</b>	Small and Disadvantaged Business Utilization Specialist
	<b>SAT</b>	System Acceptance Test
	<b>SBA</b>	Small Business Administration
	<b>SBAC</b>	Small Business Advisory Committee
	<b>SBDC</b>	Small Business Development Center
	<b>SBIC</b>	Small Business Investment Company
	<b>SBIR</b>	Small Business Innovation Research
	<b>SBSA</b>	Small Business Set Aside
	<b>SDB</b>	Small Disadvantaged Business
	<b>SDV</b>	Service Disabled Veteran
	<b>SDVOSB</b>	Service-Disabled Veteran-Owned Small Business
	<b>SEC</b>	Securities and Exchange Commission
	<b>SF</b>	Standard Form
	<b>SIC</b>	Standard Industrial Classification Codes
	<b>SIN</b>	Special Item Number
	<b>SKN</b>	Stock Keeping Number
	<b>SKU</b>	Stock Keeping Unit
	<b>SOO</b>	Statement of Objectives
	<b>SOP</b>	Standard Operating Procedure
	<b>SOW</b>	Statement of Work
	<b>SSA</b>	Source Selection Authority
	<b>SSA</b>	Social Security Administration
	<b>SSN</b>	Social Security Number
	<b>STTR</b>	Small Business Technology Transfer Program
<b>T</b>		
	<b>T&amp;M</b>	Time and Materials
	<b>TBA</b>	To be Announced
	<b>TCO</b>	Termination Contracting Officer
	<b>TD</b>	Technology Development
	<b>T for C</b>	Termination for Convenience
	<b>T for D</b>	Termination for Default
	<b>TIN</b>	Taxpayer Identification Number
	<b>TINA</b>	Truth in Negotiations Act
	<b>TIPS</b>	Technical Information Packages
	<b>TQM</b>	Total Quality Management
	<b>TTN</b>	Technology Transfer Network

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<b>U</b>		
	<b>U/I</b>	Unit of Issue
	<b>UCC</b>	Universal Commercial Code
	<b>UPC</b>	Universal Product Code
	<b>USC</b>	United States Code
	<b>USG</b>	United States Government
<b>V</b>		
	<b>V&amp;V</b>	Verification and Validation
	<b>VAR</b>	Value Added Reseller
	<b>VC</b>	Venture Capital(ist)
	<b>VSC</b>	Vendor Support Center
<b>W</b>		
	<b>WAWF</b>	Wide Area Work Flow
	<b>WBC</b>	Women's Business Centers
	<b>WBE</b>	Women's Business Enterprise
	<b>WBS</b>	Work Breakdown Structure
	<b>WOSB</b>	Woman-Owned Small Business
<b>X</b>		
	<b>XO</b>	Executive Officer
<b>Y</b>		
	<b>YOB</b>	Year of Birth
	<b>YR</b>	Year
	<b>YTD</b>	Year to Date

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