

## Federal Contracting Acronym Guide

Government Certification Specialists provides you with this free desktop guide of more than 500 common acronyms that minority small business owners may encounter as they explore federal contracting through the Small Business Administration 8(a) Business Development program.

**[www.get8acertified.com](http://www.get8acertified.com)**

<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/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
<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
<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>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>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

<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>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>FY</b>	Fiscal Year
<b>FYI</b>	For Your Information
<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
<b>GSA</b>	General Services Administration
<b>GSARS</b>	General Services Acquisition Regulation Supplement
<b>GWAC</b>	Government-wide Acquisition Contract
<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>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>KM</b>	Knowledge Management
<b>KSPH</b>	Keystrokes per Hour
<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&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>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
<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/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/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>PR</b>	Pair; Peer Review(s); Purchase Request
<b>PRDA</b>	Program Research and Development Announcement
<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&amp;D</b>	Research and Development
<b>RD&amp;D</b>	Research, Development and Demonstration
<b>RDD</b>	Required Delivery Date
<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>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>	Social Security Administration
<b>SSN</b>	Social Security Number
<b>STTR</b>	Small Business Technology Transfer Program
<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>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
<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&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>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>XO</b>	Executive Officer
<b>YOB</b>	Year of Birth
<b>YR</b>	Year
<b>YTD</b>	Year to Date