

Federal Contracting Acronym Guide

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Government Certification Specialists Inc. (GCS) of Leesburg, Virginia—a veteran owned small business—provides you with this free desktop guide of more than 500 common acronyms that minority small business owners might encounter as they explore federal contracting through the Small Business Administration 8(a) Business Development program. Our specialists are available to answer your SBA 8(a) questions at:

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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/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

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
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
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
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
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
FY	Fiscal Year
FYI	For Your Information
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
HBCUs	Historically Black Colleges and Universities
HCA	Head of Contracting Activity
HQ	Headquarters
HR	Human Resources
HUB	Historically Underutilized Business
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
KM	Knowledge Management
KSPH	Keystrokes per Hour
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&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
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/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/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
PR	Pair; Peer Review(s); Purchase Request
PRDA	Program Research and Development Announcement
QA	Quality Assurance
QAB	Quality Assurance Program
QBL	Qualified Bidders List
QC	Quality Control
QMS	Quality Management System
QPL	Qualified Products List
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
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
SDVO SB	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	Social Security Administration
SSN	Social Security Number
STTR	Small Business Technology Transfer Program
T&M	Time and Materials
TBA	To be Announced
TCO	Termination Contracting Officer
TD	Technology Development
TIN	Taxpayer Identification Number
TINA	Truth in Negotiations Act
TIPS	Technical Information Packages
TQM	Total Quality Management
TTN	Technology Transfer Network
U/I	Unit of Issue
UCC	Universal Commercial Code
UPC	Universal Product Code
USC	United States Code
USG	United States Government
V&V	Verification and Validation
VAR	Value Added Reseller

VC	Venture Capital(ist)
VSC	Vendor Support Center
WAWF	Wide Area Work Flow
WBC	Women's Business Centers
WBE	Women's Business Enterprise
WBS	Work Breakdown Structure
WOSB	Woman-Owned Small Business
XO	Executive Officer
YOB	Year of Birth
YR	Year
YTD	Year to Date