



**US Army Corps  
of Engineers®**

# **USACE A-76 Information Management and Information Technology Performance Work Statement**

18 August 2005

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**C.1. INTRODUCTION.** This Performance Work Statement (PWS) includes all functions, services, and tasks associated with Information Management Information Technology (IMIT). Covered in the fixed price portion are IMIT Administration and Management, Automation Services and Systems Support, Communications Services and Systems Support, Information Assurance Services and Support, Records Management Services and Support, Printing and Publications Services and Support, and Visual Information Services and Support. These fixed price IMIT services support U.S. Army Corps of Engineers (USACE) locations within the continental United States (CONUS) and the Pacific Ocean Division, Honolulu District, and Alaska District. USACE IMIT services at the Gulf Region Division, Afghanistan Engineer District, Far East District (Korea), Japan District, Europe District, Washington Aqueduct, Transatlantic Programs Center (TAC), and the 249<sup>th</sup> Engineer Battalion are excluded. Collaboration will be required, however, between SP activities and IMIT activities at these excluded locations to ensure consistent and reliable business processes and technology interoperability. The following Automated Information Systems (AISs) are excluded from the competition: CEFMS, CWMS, P2, RFMIS-NT, ENGLINK-I, ENGLINK-S, RMS, FUDSMIS, PPDS, PRISM3, PROMIS, PAX, SCADA, LIMS, and OPS SQL; however, infrastructure support will be included for these systems.

The Government's objective is to establish a strategic partnership with the Service Provider (SP) to bring customer-focused, cost-effective IMIT products and services across the USACE enterprise, by introducing best business practices into the USACE culture and everyday operations. The Government expects the SP to enter into this long-term collaboration with the same high level of trust and partnership to balance consistent service performance with the risk and benefit of constant technological innovation and process improvement. While the Government will continue to provide strategic direction and policy for the overall IMIT effort, the SP is expected to fully participate in the development of that direction and policy as partners, as well as execute the IMIT program. The PWS should not be interpreted to restrict or require where the SP resides its operations and resources unless otherwise noted in this PWS.

**C.1.1. BACKGROUND INFORMATION.** USACE employs approximately 34,600 civilian and 650 military personnel. The USACE military and civilian engineers, scientists, and other specialists work hand in hand as leaders in engineering and environmental missions. This diverse workforce of biologists, engineers, geologists, hydrologists, natural resource managers, and other professionals meets the demands of changing times and requirements as a vital part of the U.S. Army.

The USACE mission is to provide quality, responsive engineering services to the nation, including:

- Planning, designing, building, and operating water resources and other civil works projects (Navigation, Flood Control, Environmental Protection, Wetlands Regulation, and Disaster Response).
- Designing and managing the construction of military facilities for the Army and Air Force (Military Construction).

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- Providing support to the Federal Emergency Management Agency (FEMA) and other federal, state, local, and tribal entities during national and natural Emergency Response and Recovery Operations (ERRO).
- Surveying, acquiring, managing, condemning, and disposing of real estate for authorized government customers.
- Providing design and construction management services for other federal agencies.

**C.1.1.1. History.** The U.S. Army Corps of Engineers carries on a proud heritage that began in 1775, when the Continental Congress authorized the position of Chief Engineer, whose first task was to build fortifications at Bunker Hill in Boston. In 1802, the Corps was stationed at West Point and constituted the nation's first military academy. The United States Military Academy was under the direction of the Corps until 1866. With the founding of the United States Military Academy, the Corps began a tradition of military and civil works missions that continues to this day.

**C.1.1.2. Organization.** The USACE organization is shown in Figs. 1 - 3.

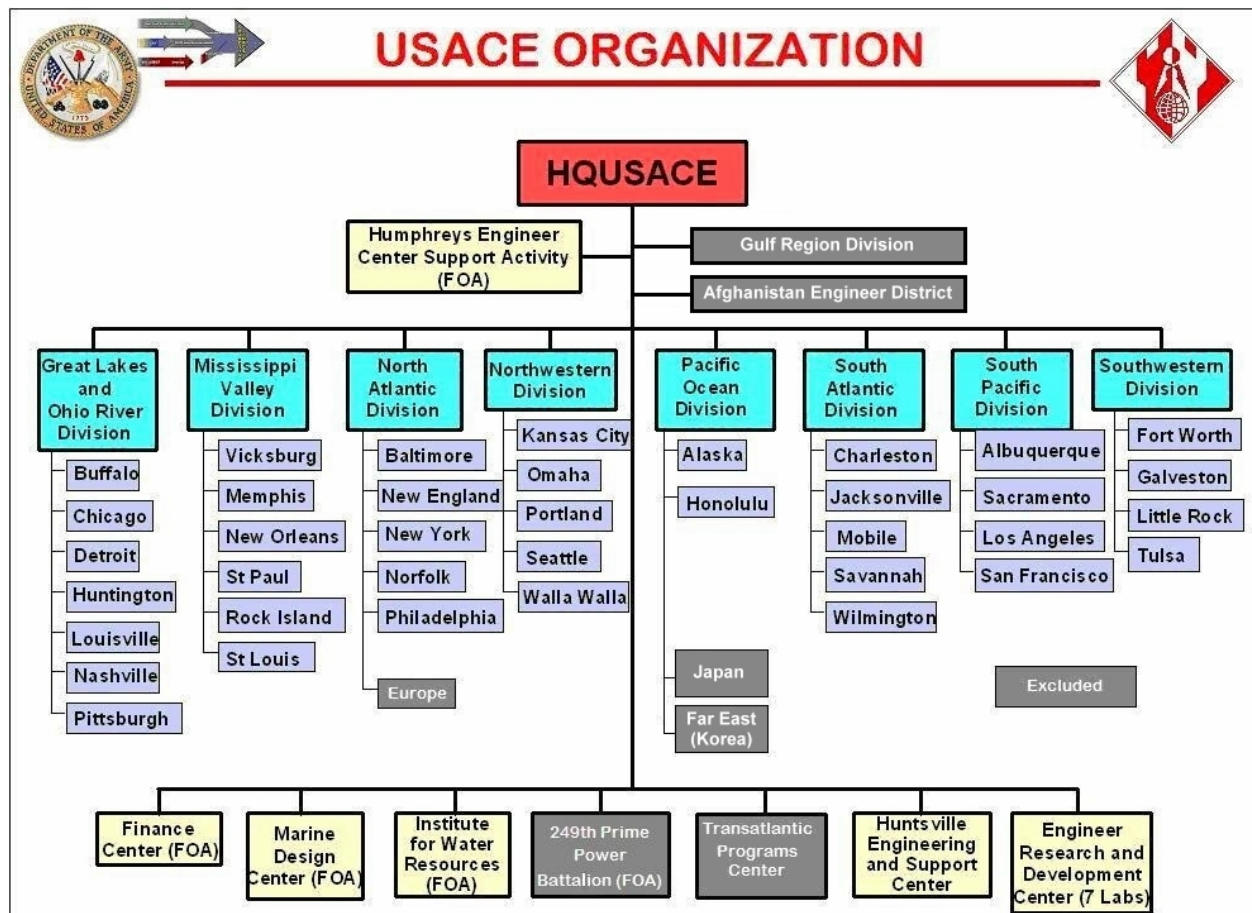


Figure 1. USACE organization chart.

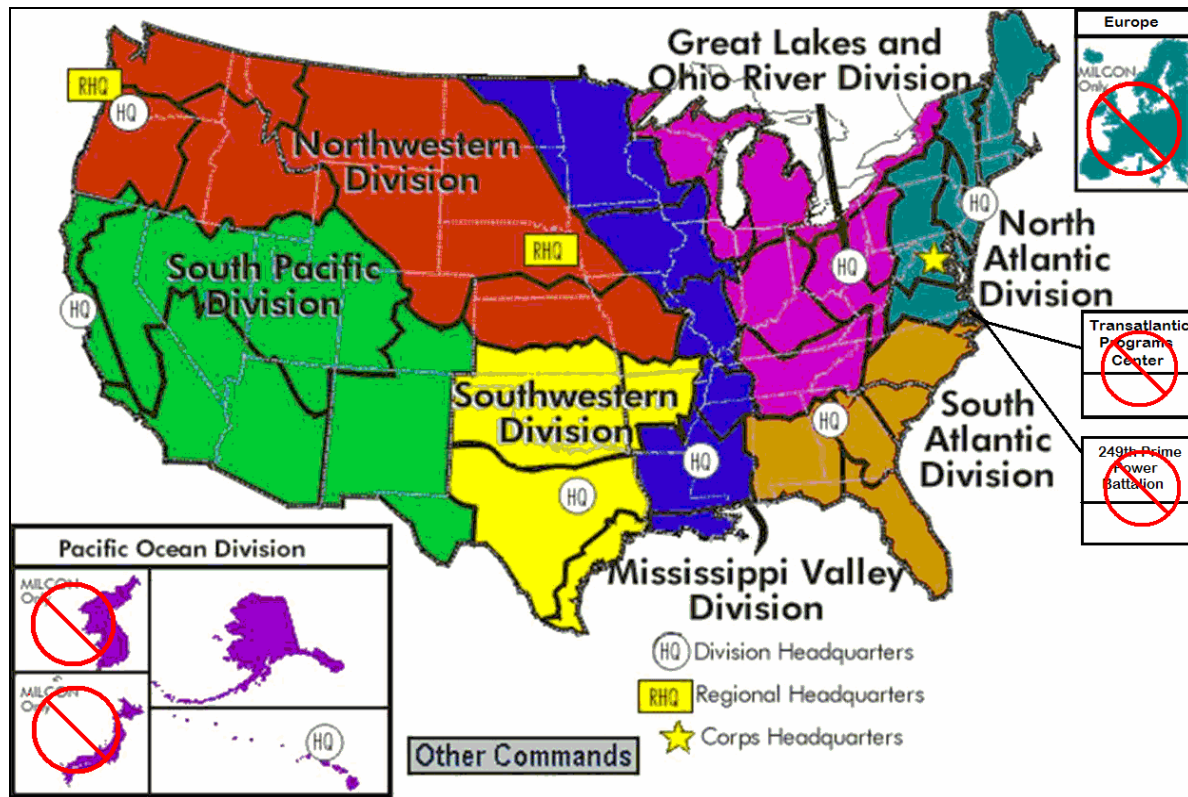


Figure 2. USACE divisions, showing civil works “watershed” boundaries.

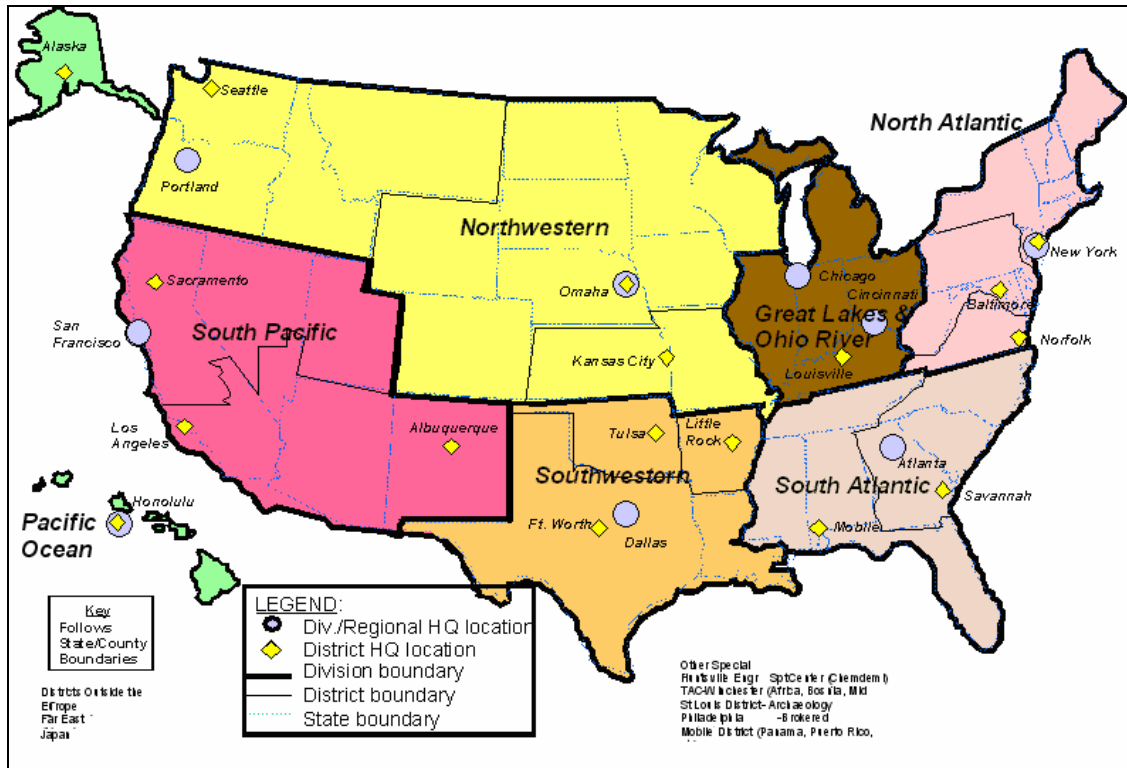


Figure 3. USACE divisions, showing military construction “state” boundaries.

**C.1.1.2.1. The Chief of Engineers and Commander USACE.** The Chief of Engineers has separate and distinct command and staff responsibilities. As a staff officer at the Pentagon, the Chief advises the Army on engineering matters, serves as the Army's topographer, and acts as the proponent for real estate and other related engineering programs. As commander of USACE, the Chief of Engineers leads a Major Army Command that is the world's largest public engineering, design, and construction management agency. The Commander defines policy, provides guidance, and plans the direction of USACE.

**C.1.1.2.2. USACE Headquarters.** USACE Headquarters consists of an Executive Office and 17 Staff Principals. The Headquarters, located in Washington, DC, creates policy and plans future direction of subordinate USACE organizations (Fig. 1).

**C.1.1.2.3. Divisions and Districts.** USACE is organized geographically into 9 divisions and 45 subordinate districts in the United States, Asia, and Europe. The districts oversee project offices throughout the world. Divisions and districts are defined by watershed boundaries for their civil works missions (Fig. 2) and by states for their military construction missions (Fig. 3).

**C.1.1.2.4. USACE Laboratories.** The Engineer Research and Development Center (ERDC) is the USACE research and development command. ERDC consists of seven unique laboratories. ERDC research support includes:

- Mapping and terrain analysis
- Infrastructure design, construction, operations, and maintenance



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- Structural engineering
- Cold regions and ice engineering
- Coastal and hydraulic engineering
- Environmental quality
- Geotechnical engineering
- High performance computing and information technology

**C.1.1.2.5. Other USACE Organizations.** There are several other major organizations within USACE:

- Huntsville, U.S. Army Engineering and Support Center, which provides engineering and technical services, program and project management, construction management, and innovative contracting initiatives for programs that are national or broad in scope or are not normally provided by other USACE elements.
- Transatlantic Programs Center, which supports U.S. Government programs and policies overseas [NOTE: IMIT at the Transatlantic Programs Center is excluded from the fixed price portion of this PWS.]
- Finance Center, which supports the finance and accounting functions throughout USACE.
- Humphreys Engineer Center Support Activity, which provides administrative and operational support for HQUSACE and USACE field offices.
- Marine Design Center, which provides total project management, including planning, engineering, and shipbuilding contract management in support of USACE, Army, and national water resource projects in peacetime and augments the military construction capacity in time of national emergency or mobilization.
- Institute for Water Resources, which supports the Civil Works Directorate and other USACE offices by developing and applying new planning evaluation methods, policies, and data in anticipation of changing water resources management conditions.
- 249th Engineer Battalion, which generates and distributes prime electrical power in support of war fighting, disaster relief, stability, and support operations as well as providing advice and technical assistance in all aspects of electrical power and distribution systems. [NOTE: IMIT at the 249<sup>th</sup> Engineer Battalion is excluded from the fixed price portion of this PWS.]

**C.1.2. CONTRACT ADMINISTRATION.** The successful SP will be responsible for all work now covered by the existing contracts and Inter/Intra Service Support Agreements (ISSAs) located in the Technical Exhibits (TEs). The SP shall adhere to the Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and Letters of Instruction (LOIs) listed in TE-7.

**C.1.3. SCOPE OF WORK.** This PWS includes all functions, services, and tasks associated

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with IMIT, with the exception of library and research and development programs. The work to be performed under the fixed price portion of this contract includes classified and unclassified services in the areas of IMIT Management, Automation, Communications, Information Assurance, Records Management, Printing and Publications, and Visual Information. The SP shall provide personnel, equipment, tools, supplies, materials, transportation, and any other items and services necessary to perform the functions in this PWS pertaining to current and future USACE mission requirements. The work to be supported is at various locations and facilities including fixed buildings, floating plants, temporary field structures, alternate work sites, and deployment locations or other sites as directed by the Contracting Officer. All services under this contract shall be performed within the United States. The exception to this policy will be if an emergency operation response (see C.1.12.) is required or as requested.

The SP shall be cognizant of the special relationship between the State of Florida and USACE. Services and support of the Comprehensive Everglades Restoration Plan (CERP) shall be provided in accordance with the State of Florida and USACE partnership agreement and the governance documents within TE-7 and TE-25.

Some USACE organizations that receive IMIT support are in overseas locations or may require unplanned travel of the SP. Upon request, the SP shall be required to deploy personnel to locations within the United States and outside the contiguous United States. The travel required in support of this paragraph may be subject to an equitable adjustment.

The SP shall accept responsibility for the operational support of AISs. Maintenance and development of AIS applications are not covered in the fixed price portion of this contract. Operational support for AISs located at, and dedicated to, Locks, Dams, and Reservoir facilities that use Supervisory Control and Data Acquisition Systems (SCADA) software, Laboratory Information Management System (LIMS) software, and Supporting Operations SQL (OPS SQL) is exempt from the fixed price portion of this contract.

Activities currently performed by personnel under the direction of the Secretary [of the Army] in connection with the operation and maintenance of hydroelectric power generating facilities at Corps of Engineers water resources projects are to be considered as inherently governmental functions and not commercial activities. This [section] does not prohibit contracting out major maintenance or other functions which are currently contracted out or studying services not directly connected with project maintenance and operations.<sup>1</sup>

The government reserves the right to negotiate and award future contract modification(s) to support AISs (currently excluded from the competition) listed in paragraph C.1.

**C.1.4.PERSONNEL.** All SP personnel must be fluent in speaking, reading, and writing English.

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<sup>1</sup> 33 United States Code (USC) Section 2321

**C.1.4.1. SP Program Manager and Key Personnel.** The SP program manager shall be responsible for the overall management and coordination of the SP effort and shall be the central point of contact with the Contracting Officer. The SP program manager shall be available for discussion with the Contracting Officer during normal operating hours. The SP shall furnish to the Contracting Officer the contact information for the program manager, alternate program manager(s), and key management personnel who serve as focal points between the SP and the Government to resolve emergency situations. The SP shall ensure that the contact information remains current through the life of the contract and shall notify the Contracting Officer, in writing, within 1 workday, of changes.

**C.1.4.2. Identification of SP Employees.** The SP personnel while on duty shall visibly wear an approved identification badge. SP employees shall obtain an Army Knowledge Online (AKO) e-mail account and Department of Defense (DoD) Common Access Card (CAC). SP personnel must complete DD Form 1172-2, Application for Department of Defense Common Access Card – DEERS, May 2004, to obtain the CAC. CAC cards shall be acquired even if not used as the locally approved identification badge.

**C.1.4.3. Security Requirements.** SP employees must meet security clearance requirements for performance and Government facility access. Security clearance requirements are commensurate with the level of information processed by the system, network, and the IT I, IT II, or IT III level associated with the positions (whichever clearance level requirement is higher).

All SP positions will be classified as IT I, IT II, or IT III based on Army regulations and guidance from Department of Army (DA).

**C.1.4.3.1. Security Assurance Background Investigations.** SP personnel shall meet security standards prior to accessing an AIS.

**C.1.4.3.2. Level of Investigation Required.** The SP shall ensure all SP users meet the requisite favorable security investigations, clearances, authorization, need-to-know, and security responsibilities before granting access to the Information Systems.

**C.1.4.4. Minimum Personnel Qualifications.** The SP shall provide experienced and qualified personnel with all the skills necessary to perform the work identified in this solicitation. Not all skills are required at all locations. Some SP personnel must have certain valid Licenses and Certifications to perform the work addressed in Section C. Required experience levels, training, qualifications, licenses, or certifications must be obtained prior to commencement of performance under this contract. SP employees required to perform tasks must meet certification requirements as defined in Army and DoD Regulations provided in C.6.

**C.1.5. QUALITY CONTROL.** The SP Quality Control Plan describes in detail how the SP ensures its employees deliver services and equipment that meet the contract's performance standards. The SP shall submit Quality Control Plan changes to the Contracting Officer for approval not later than 5 workdays prior to the proposed effective date of the change.

**C.1.6. QUALITY ASSURANCE** The Government will monitor the SP's performance under this contract as specified in the Performance Requirements Summary (PRS), TE-1.

**C.1.6.1. Performance Evaluation Meetings.** The SP shall meet with the Contracting Officer at least once weekly during the first 30 calendar days after the contract start date to discuss the SP's performance. Thereafter, the Contracting Officer will schedule meetings as determined necessary, but not less than once during each quarter. The SP may request that additional meetings be scheduled. The Government will prepare and distribute to all attendees a signed report of meetings. The SP shall annotate any area of non-concurrence and submit a written explanation of non-concurrences to the Contracting Officer not later than 5 workdays after receipt of the report.

**C.1.7. INTERFERENCE WITH GOVERNMENT OPERATION.** Performance of work by SP personnel under the terms of this contract shall not interfere with USACE operational activities. Planned disruptions to IMIT services shall not be scheduled to occur except as authorized by the Contracting Officer.

**C.1.8. FIRE PREVENTION.** When the SP is the sole resident of a government facility, the SP shall submit a Fire Prevention Plan to the Contracting Officer for approval.

**C.1.9. ACCIDENT REPORTING.** If an accident occurs to a SP employee while on Government property, the SP shall maintain an accurate record of the accident if it resulted in traumatic injury or death in accordance with the *Federal Register* (67 FR 77165-77170). Immediately after each recordable and/or lost time accident that occurred on Federal property, the SP shall provide written notice of each accident to the Safety Officer through the Contracting Officer including date, time, injured party, extent of injuries, and names of any witnesses.

**C.1.10. DISCLOSURE OF INFORMATION.** The SP shall protect sensitive information from unauthorized disclosure.

**C.1.10.1. Freedom of Information Act (FOIA).** The SP shall refer all FOIA inquiries regarding work performed under this contract to the FOIA Officer through the Contracting Officer.

**C.1.11. NORMAL OPERATING HOURS.** The times that functions are performed under this contract are dictated by operational requirements and include times outside of normal operating hours. Normal hours of operation represent the minimum standard for customer support. Within an 8-hour tour of duty for IMIT operations, normal duty hours shall be from 0600 to 1800 hours, Monday through Friday (local time zones). Mandatory coverage by the SP shall be between the core operating hours of 0900 to 1500 (local time zones) except for Federal holidays. The SP shall maintain specified services 24 hours a day, 7 days a week, 365+ days per year as defined in TE-1.

**C.1.12. EMERGENCY OPERATIONS.** Emergency responses usually involve cooperation with other military elements and federal agencies in support of local, state, tribal, federal, and international efforts. Work may entail extended work shifts of 12–16 hours a day. Generally, indoor work locations have power, water, heating, and air conditioning, although outages should be expected. Living conditions range from having all basic amenities (light, power, water, refrigeration) to not having one or more of these amenities. Environmental conditions at work

locations may range from excessive heat and humidity to extreme cold and rain. Work performed in support of emergency operations will be subject to negotiations for an equitable adjustment.

**C.1.13. PHASE-IN.** The 12-month phase-in period is separated into discrete periods of 6 months each. The first 6-months phase-in period begins upon contract award and ends at the end of the 6<sup>th</sup> month. The second 6-month phase-in period begins the first day of the 7<sup>th</sup> month and ends the last day of the 12<sup>th</sup> month.

This first 6-month period is firm fixed price work and is limited to the SP actions to standup its organization and resources, to jointly conduct with the Government an inventory of current service quality levels for each PWS C.5. level one paragraph at each USACE organization receiving IM/IT support, and to conduct a joint inventory of USACE equipment to include leased equipment. In addition, the SP shall use the first 6-month period to establish its detailed operational transition plan to systematically stop USACE incumbent operations and begin SP operations. The SP's operational transition plan shall identify for Contracting Officer approval all actions the SP requires of the Government for conversion of operations. The actual transition of these operations takes place in the second 6-month period. During the first 6-month period, the Government will provide access to all USACE IMIT facilities as requested in the SP's Phase-In Plan. If the SP requests access to IMIT facilities, the SP shall minimize this time to avoid unnecessary disruption to normal operations. The SP shall meet every two weeks with the Contracting Officer to report the status of its phase-in completion. The SP is not responsible for any IMIT operations during this first 6-month period.

The second 6-month phase-in period is cost reimbursement performance and for the SP to begin and complete the SP's operational transition to full responsibility for contract performance. The objective of the second 6-month phase-in period is to conduct a transition that minimizes disruptions to USACE IMIT customers and avoids any disruption in the USACE meeting its mission requirements. During the second 6-month phase-in period, the SP shall systematically assume operational responsibility according to its approved operational phase-in plan. The SP shall assume 100% of all PWS required operations as of the last day of the second 6-month phase-in period. The SP shall meet every two weeks with the Contracting Officer to report the status of its operational transition completion. The SP is responsible for the IMIT operations once operational control is formally transitioned to SP control during the second 6-month period. The formal transition shall occur when the Contracting Officer accepts in writing and indicates the date of this transition point with the SP

**C.1.13. PHASE-IN.**

**C.1.14. PHASE-OUT.** The phase-out period overlaps the final period of performance for this contract and the phase-in period for the successor contract for IMIT support and service. The phase-out period is the last 6 months of this contract performance. The SP shall provide a detailed, comprehensive Phase-Out Plan that explains how the SP will facilitate the transition to the SP for the successor contract. The SP shall continue to meet all performance requirements and not allow any of its responsible operations to be degraded during this phase-out period. The

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SP shall deliver the Phase-Out Plan to the Contracting Officer for review and approval within 6 months of the start of the base year period. The SP shall include in its Phase-Out Plan the monetary terms that offer the Government the option to purchase (or the successor SP to purchase) any equipment owned by the SP and used in the performance of this contract that the Government determines is essential to continuity of successful IMIT operations.

### **C.2. DEFINITIONS AND ACRONYMS.**

**C.2.1. DEFINITIONS.** Definitions are listed in [Appendix A](#).

**C.2.2. ACRONYMS.** Acronyms are listed in [Appendix B](#).

### **C.3. GOVERNMENT-FURNISHED PROPERTY (GFP).**

**C.3.1. GOVERNMENT TITLE.** The Government will retain title to all GFP and any replacement property except that specifically excluded by the terms described in C.4. The Government will fund the purchase of and retain title to equipment and material that becomes part of the cable plant infrastructure, PBX and voice systems, software products, office furniture, and project-required test and research equipment.

**C.3.2. GOVERNMENT-FURNISHED TRAINING.** The Government may offer training to the SP, at no additional cost to the SP. Offering this training is at the Government's convenience and, if offered, will be offered to the SP on a space-available basis.

**C.3.3. GOVERNMENT-REIMBURSABLE SERVICES.** The service costs for data and voice circuits and wireless devices (C.5.3.1.2.) are funded by the Government.

**C.3.4. GOVERNMENT-FURNISHED FACILITIES.** The facilities identified in TE-4 and TE-5 are provided to the SP at no additional costs. The Government will perform the facility maintenance and repair, provide utilities, and provide custodial and refuse services commensurate with the normal workforce service provided at the facility. The SP is responsible, with Government approval, for any facility modifications to real property.

**C.3.5. GOVERNMENT-LEASED EQUIPMENT.** The Government will reimburse the SP for the cost of existing Government-leased equipment not identified in TE-3, TE-7, and TE-19 and the CCB-approved replacement of that equipment.

**C.4. SERVICE PROVIDER-FURNISHED PROPERTY.** The SP shall provide any equipment, facilities, and materials not otherwise provided as GFP and required for performance

of this contract.

**C.4.1. REFRESH EQUIPMENT.** The Government has furnished as GFP an extensive amount of equipment that it replaces routinely to respond to changing technologies even though the equipment could marginally support its user's requirements. The Government designates printers, copiers, network devices, servers, desktop computers, laptop computers, CADD/GIS work stations, scanners, plotters, projectors, infrastructure backup equipment, personal digital assistants (PDAs), personal electronic devices (PEDs), wireless devices, and software developer stations as "Refresh Equipment."

The SP shall replace and retain title to all Refresh Equipment. The SP shall refresh desktops and laptops on a 3-year cycle that begins upon contract award. There shall be no USACE user desktop or laptop that is older than 3 years at the end of the base year. If a desktop or laptop becomes unusable prior to the replacement cycle, the SP shall replace it immediately and retain title. Printers, copiers, and network devices shall be refreshed according to the schedule accepted in the offeror's proposal. Title shall remain with the SP unless the Government exercises its right to acquire the equipment at the end of contract performance.

Not less than once a year, the Government will provide the SP approved desktop and laptop CCB-approved configurations.

**C.4.2. LEASED EQUIPMENT.** Upon expiration of the lease agreement of equipment listed in TE-3, TE-7, and TE-19, the SP shall replace the equipment and title will remain with the SP. If the SP warrants that the leased equipment is no longer needed for successful performance, it will coordinate with the Contracting Officer its intent to not replace the leased equipment. With Contracting Officer approval, the SP can be relieved of replacing the leased equipment. If the Government has accepted "lease to ownership" terms, that equipment is specifically excluded from this replacement clause. The government will be responsible for lease extensions, if necessary, through the end of the phase in period for all equipment lease agreements not identified in TE-3, TE-7, and TE-19 and identified during the phase-in period equipment inventory.

**C.4.3. BUY OUT TERMS.** At the end of contract performance, the Government reserves the right to purchase or lease from the SP any of its leased or titled equipment or facilities currently used in performance per the acquisition terms described in the contractor's proposal. The actual purchase or lease terms shall not exceed a fair market value as of the date of the transaction and upon completion of this contract. The Government will not be obligated to lease or purchase on an "all or none" basis. The SP shall provide the Contracting Officer, upon request, a list of SP leased facilities and equipment and titled facilities and equipment. The Contracting Officer will designate which facility and equipment items it plans to request and indicate the Government's desire to purchase or lease. The SP shall return to the Contracting Officer its offered lease and/or purchase terms as offered in its proposal, dated but not to exceed the current fair market value. The Most Efficient Organization (MEO) is relieved from performing this requirement as it relates to the agency tender private sector partners.

**C.4.4. PROPERTY IDENTIFICATION.** The SP shall mark all equipment and facilities titled to the SP or leased by the SP to clearly distinguish between GFP, contractor acquired property for the account of the government (CAP), and SP owned or leased property. The MEO is relieved from performing this requirement except as it relates to the agency tender private sector partners.

## **C.5. WORK STATEMENTS.**

### **C.5.1. INFORMATION MANAGEMENT AND INFORMATION TECHNOLOGY**

**MANAGEMENT.** The SP shall execute the IMIT program. The work to be supported is located at various facilities (TE-4 and TE-6) including fixed buildings, floating plants, temporary field structures, alternate work sites, and deployment locations or other sites as directed by the Contracting Officer. The SP shall coordinate infrastructure sharing between local, state, tribal, federal, and international agencies as well as other entities.

**C.5.1.1. Program Management.** The SP shall provide program management, attend internal and external committee and board meetings, and draft policy and guidance.

**C.5.1.1.1. Program Management.** The SP shall provide program management services that include technical input and oversight for IMIT services in automation, communications, information assurance, records management, printing and publications, and visual information. Program management includes defining scope and developing management plans; monitoring milestones and execution; documenting current business processes; recommending process improvement opportunities; identifying and mitigating risks; and briefing status.

**C.5.1.1.2. Committees, Boards, and Meetings.** The SP shall attend and participate in committee, board, team, and formal and informal meetings in support of programs and projects to provide IMIT advice, recommendations, and consultations. Meetings include both those that are both internal and external to the agency.

**C.5.1.1.3. Policy Development and Formulation.** The Government will retain approval authority for policy development and formulation for all IMIT programs. The SP shall draft and provide recommendations to USACE in policy development and formulation.

**C.5.1.2. Strategic Planning Management.** The SP shall develop strategic plans at all organization levels.

**C.5.1.2.1. Strategic Plans.** The SP shall draft and maintain strategic IMIT plans. Strategic plans include the IMIT portions of communication plans, business plans, and human capital plans including plans in support of the President's Management Agenda (PMA), Knowledge Management (KM), E-Government (E-Gov), Information Resource Management (IRM), Functional Area Assessment (FAA), and Regional Business Center and District Strategic Plans.

**C.5.1.2.2. Data Calls.** The SP shall respond to IMIT data calls from USACE, DA, DoD, Office of Management and Budget (OMB), and other agencies.



**C.5.1.3. Consulting Services.** The SP shall provide IMIT consulting services, investigate new technology, and solve IMIT problems.

**C.5.1.3.1. General Management Support.** See 5.1.1.2.

**C.5.1.3.2. Functional Documents.** The SP shall generate and review purchase requests and commitments (PR&Cs), scopes of work, technical specifications, and delivery orders for embedded USACE IMIT compliance as requested by the Government. These reviews include documents from engineering, construction, real estate, and other functional elements.

**C.5.1.3.3. Service Agreements.** The SP shall develop and implement memorandums of understanding (MOUs), memorandums of agreement (MOAs), service level agreements (SLAs), and other service agreements that meet IMIT requirements. Current support agreements are listed in TE-7.

**C.5.1.3.4. New Technology.** The SP shall stay abreast of new technologies and will recommend their use to the Contracting Officer to improve processes and outputs. The SP shall study, test, and investigate new information technologies, and evaluate the feasibility of implementing new technologies.

**C.5.1.3.5. Requirements Statements.** The SP shall consult and coordinate with customers in the development and preparation of IMIT requirements statements and business case proposals.

**C.5.1.4. Capital Planning and Investment Support.** The SP shall prepare IMIT initiative portfolio documentation, compute return on investment (ROI), prepare business case and feasibility studies, and prepare and present informational briefings. The SP shall work with customers to identify and state future IMIT requirements. The SP shall present information briefings at all affected organizational levels.

**C.5.1.4.1. IMIT Documentation (ITIPS).** [TE-2. Workload data point.]<sup>2</sup>

**C.5.1.4.2. Initiative Documentation.** The SP shall develop new initiatives and enter any additions, changes, and deletions into an investment portfolio system.

**C.5.1.4.3. Business Cases and Feasibility Studies.** The SP shall develop business cases and feasibility studies to justify acquisitions and to ensure regulatory and statutory compliance.

**C.5.1.4.4. Informational Briefings.** The SP shall present information briefings at all affected organizational levels and as requested by the Contracting Officer.

**C.5.1.5. Program and Budget Support.** The SP shall provide input and maintain IMIT budgets; cost distributions; Planning, Programming, Budgeting, and Execution System (PPBES) and OMB Exhibit 300 entries; and civil works OMB Exhibit 300 briefings.

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<sup>2</sup> Throughout this PWS, the phrase “TE-2 Workload data point” refers to data collected on this element and included in TE-2. Text explaining this element has been incorporated elsewhere in this document.

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**C.5.1.5.1. IMIT Budget.** The SP shall prepare and maintain IMIT budgets, including budget data calls and documents for projected budget items. (See TE-2, C.5.1.5.1 and C.5.4.1. Workload data point.)

**C.5.1.5.2. IMIT Cost Distribution.** The SP shall allocate and distribute costs and fee-for-service to customers, including the calculation of the distributions, documentation preparation, and cost distribution.

**C.5.1.5.3. PPBES and OMB Exhibit 300 Entries.** The SP shall develop and prepare PPBES and OMB Exhibit 300 entries.

**C.5.1.5.4. Civil Works OMB Exhibit 300 Briefings.** The SP shall prepare OMB Exhibit 300 briefings.

**C.5.1.6. IMIT Infrastructure and Asset Support.** The SP shall develop IMIT architecture and execute configuration management.

**C.5.1.6.1. Architecture Development.** The SP shall develop the Corps Enterprise Architecture (CeA); business, technical, functional, performance, service component, and data and information reference models.

**C.5.1.6.2. Configuration Management.** The Government will establish and maintain a USACE Configuration Control Board (CCB) that will retain approval authority for changes that may have potential impact on the USACE IMIT infrastructure or ongoing operations. The mechanism for proposing these changes is the Engineering Change Proposal (ECP) process. Membership of the CCB will be a combination of the Continuing Government Organization (CGO), USACE IMIT customers, and SP personnel.

*C.5.1.6.2.1. ECPs.* The SP shall consult and coordinate with customers and users in preparing ECPs as well as submitting ECPs to the USACE CCB for technical and financial review and approval.

*C.5.1.6.2.2. Investigations and Testing.* The SP shall perform technical investigations and testing of infrastructure changes proposed in ECPs prior to submission to the USACE CCB.

*C.5.1.6.2.3. Implementation.* The SP shall implement ECPs that are approved by the USACE CCB.

**C.5.1.6.3. IMIT Asset Inventory and Accountability.** The SP shall maintain asset inventory and accountability. The SP shall update the approved property management system.

**C.5.1.6.4. Commercial Off-The-Shelf (COTS) Packages.** [TE-2. Workload data point.]

**C.5.1.6.5. Software Licenses.** The SP shall create and maintain software license inventories.

**C.5.1.6.6. Physical Layout Designs (Floor Plans).** [TE-2. Workload data point.]

**C.5.1.6.7. Asset Redistribution.** [TE-2. Workload data point.]

**C.5.1.6.8. MACOM Design Activity (MDA).** The SP shall perform central design activities for those investments listed in TE-11, as requested.

**C.5.1.7. Life-Cycle Management Support.** The SP shall update and maintain the automated information system (AIS) inventory data in the CeA and the Life-Cycle Management Information System (LCMIS) documentation.

**C.5.1.7.1. Automated Information System Inventory.** The SP shall manage the CeA of those AISs requiring LCMIS documentation (see TE-11) at all organizational levels in compliance with regulatory guidance.

**C.5.1.7.2. Life-Cycle Management Information System Documentation.** The SP shall develop and maintain LCMIS case files.

**C.5.1.8. Contingency Support.** The SP shall develop, maintain, and test contingency plans, continuity of operations plans (COOPs) and emergency operations.

**C.5.1.8.1. Contingency Plans.** The SP shall participate in the development of the IMIT portion of USACE contingency plans. These plans include COOPs, emergency response and recovery operations (ERRO), natural and national disaster responses, and support of military operations and joint exercises.

**C.5.1.8.2. IMIT Contingency Plan Development.** The SP shall develop, maintain, and execute IMIT contingency plans. These plans include IMIT COOPs at each USACE site.

**C.5.1.8.3. IMIT COOP Test.** The SP shall test the IMIT COOP.

**C.5.1.8.4. Emergency Operations.** The SP shall participate in USACE emergency response operations.

**C.5.1.9. Training for USACE Workforce.** The SP shall identify training needs, prepare informational and training materials, and conduct training in coordination with local training managers. The SP shall provide IMIT training identified by the Contracting Officer.

**C.5.1.9.1. Training Courses.** The SP shall prepare and deliver IMIT training for the USACE workforce. Training includes computer-based IMIT training (CBT), formal classroom courses, and informal sessions.

**C.5.1.9.2. Information and Training Material.** [TE-2. Workload data point.]

**C.5.1.10. Management Controls Support.** The SP shall respond to management reviews and collect metrics at all organizational levels.

**C.5.1.10.1. Management Reviews.** The SP shall prepare responses to management reviews. Reviews may be internal or external and include audits, inspections, surveys, studies, and internal control checklists.

**C.5.1.10.2. IMIT Metric Measurements.** The SP shall capture and report IMIT metric measurements.

**C.5.1.11. Acquisition Support.** The SP shall process customer orders and develop IMIT sections of statements of work (SOWs) for such things as vendor or product technical consulting and embedded IT.

**C.5.1.11.1. Process Customer Service Orders.** The SP shall process and monitor customer service orders received. Customer service orders include PR&Cs, military interdepartmental purchase requests (MIPRs), and blanket purchase agreements (BPAs). Processing includes creating documents, reviewing invoices, tracking, and preparing reports using the current automated system.

**C.5.1.11.2. Statements of Work.** The SP shall draft SOWs.

**C.5.1.11.3. PR&C Assistance.** The SP shall consult and coordinate with customers in their preparation of purchase requests.

**C.5.1.12. End-User Support and Services.** The SP shall provide IMIT help desk support and services.

**C.5.1.12.1. Service Requests.** The SP shall log, respond to, complete, and close service requests for IMIT products and services on a 24x7 basis and furnish reports to the Contracting Officer.

**C.5.1.12.2. End-User Support.** The SP shall provide IMIT technical support for USACE end users. End users are located in traditional office settings, remote and field sites, floating plants, and alternative work sites at all levels of command.

**C.5.1.12.3. Vendor-Supported Software.** The Government maintains support agreements with vendors for selected software packages to address functional and technical issues beyond SP-provided IMIT support. The SP shall facilitate resolution of these issues at the request of the Contracting Officer.

**C.5.1.13. Reserved.**

**C.5.1.14. Directory Services.** The SP shall provide USACE and global directory services in accordance with approved USACE and DA guidance unless granted a waiver.

**C.5.1.14.1. USACE Directory Service.** The SP shall provide an integrated USACE directory service.

**C.5.1.14.2. Global Directory Services.** The SP shall implement USACE directory service interfaces with the DA Enterprise Directory Services (EDS) and the DoD global directory service.

**C.5.1.15. Systems Management.** The SP shall operate systems management platform(s) for

the efficient and effective sustainment of the USACE Information Technology infrastructure. The SP shall operate multiple current and legacy systems management platforms and develop a USACE-wide solution approved by the USACE CCB.

**C.5.2. AUTOMATION.** The Government will provide strategic direction, policy, and guidance for USACE Automation. The SP shall provide automation products and services to support the USACE mission, customers, and strategic collaboration with Government and non-Government agencies. The SP shall participate in and contribute to the change control process of the USACE Configuration Control Board (CCB) and other governing CCBs. The SP shall provide automation services, systems support, and IMIT facility support in accordance with the Corps Enterprise Architecture (CeA) and other collaboratively managed architectures.

**C.5.2.1. Application Support and Services.** The SP shall plan, investigate alternatives, recommend technologies and products, implement and ensure integration between divergent sets of automation tools. The SP shall maintain current and legacy data systems, operating systems, and applications systems.

**C.5.2.1.1. Government Off-The-Shelf (GOTS) Software and Commercial Off-The-Shelf (COTS) Software Applications.** The SP shall manage the life cycle of GOTS and COTS from acquisition to disposition and shall provide expert advice on the acquisition and alternatives to acquiring new applications. The SP shall install, integrate, and maintain client software application products as required by USACE users.

**C.5.2.1.2. Automated Information System (AIS) and Custom Software Applications.** The SP shall optimize existing applications and develop new applications applying best business practices in accordance with CeA and CCBs. The SP shall install, integrate, and maintain client AIS access as required by USACE users.

**C.5.2.1.3. AIS Data Entry.** The SP shall input data into AISs. Data to be entered includes manual entry of mass data submitted by customers, data conversion, and entry of data from one electronic medium to another.

**C.5.2.1.4. Computer-Aided Design and Drafting (CADD), Geographic Information Systems (GIS), System Support.** The SP shall install, configure, and maintain systems that support the CADD and GIS user communities. The SP shall collaborate with the functional managers of USACE regarding maintenance, administrative rights, and support agreements. The functional managers are the scientific and engineering representatives from USACE and the users of CADD and GIS systems.

**C.5.2.1.5. Geographic Information Systems (GIS) Support.** [TE-2. Workload data point.]

**C.5.2.2. Web Support and Services.** The SP shall design, develop, publish, maintain, operate, and administer web pages and web sites and perform web services for the Internet, Extranet, and Intranet. The SP shall ensure web link integrity. The SP shall provide web server administration, web design, and web development for the Internet, Extranet, and Intranet.

**C.5.2.3. Database Support and Services.** The SP shall design, develop, operate, maintain, and administer databases. The SP shall write and maintain scripts, queries, and reports. The SP shall ensure data integrity and establish interoperability among internal and external databases, applications, and contribute to the CeA.

**C.5.2.4. Office Automation Support and Services.** The SP shall plan for, submit acquisition packages for, and install, integrate, establish interoperability, and maintain IMIT office automation services and information systems.

**C.5.2.5. Server Support and Services.** The SP shall plan for, submit acquisition packages for, and design, install, integrate, establish interoperability, secure, operate, maintain, administer, and backup and restore server hardware and software.

**C.5.2.6. Help Desk.** See C.5.1.12. [TE-2. Workload data point.]

**C.5.2.7. Electronic Message Support and Services.** The SP shall maintain and administer classified and unclassified electronic messaging (e-mail) and Defense Messaging Service (DMS). The SP shall install, integrate, establish interoperability, operate, and maintain email servers and email client services.

**C.5.2.7.1. Unclassified Electronic Message.** [TE-2. Workload data point.]

**C.5.2.7.2. Classified Electronic Message.** [TE-2. Workload data point.]

**C.5.2.8. Classified Computing Support and Services.** The SP shall manage and operate classified systems.

**C.5.2.8.1. Classified Web Sites.** [TE-2. Workload data point.]

**C.5.2.8.2. Classified Devices.** [TE-2. Workload data point.]

**C.5.2.9. IMIT Facility Support and Services.** [TE-2. Workload data point.]

**C.5.2.10. IMIT Unique Requirements.** The SP shall provide automation services for unique IMIT mission requirements identified in TE- 2 and TE-17.

**C.5.3. COMMUNICATIONS.** The SP shall provide, operate, and maintain USACE secure and non-secure communications systems including wireless voice and data, wired voice and data, and video and radio. The work shall be supported at various locations and facilities including fixed buildings, floating plants, temporary field structures, alternate work sites, and deployment locations or other sites as directed by the Contracting Officer. The SP shall coordinate infrastructure sharing between local, state, tribal, federal, and international agencies as well as other entities.

The SP shall install, maintain, troubleshoot, and upgrade outside and inside cable plants in support of communication services up to the local exchange carrier demarcation point. Inside and outside cable plant infrastructure includes all media required for communications from the

SP to the end-user communication requirements.

**C.5.3.1. Wireless Voice and Data Services (Classified and Unclassified).** [TE-2. Workload data point.]

**C.5.3.1.1. Wireless Management (Voice and Data).** The SP shall prepare and implement phase-in plans and life-cycle management plans, investigate and develop cost-benefit analyses (CBAs), perform studies, and prepare and present briefings in support of wireless voice and data services.

The SP shall develop wireless voice and data technology studies including service feasibility, network compatibility, network architecture, and network “fail-over.”

**C.5.3.1.2. Wireless Devices and Services (Voice and Data).** The SP shall install, operate, and maintain wireless voice and data devices and services including microwave and satellite communications equipment, access points (APs), routers, bridges, printers, network interface cards (NICs), global systems for mobile communication (GSM), enhanced data for GSM evolution (EDGE) devices, PDAs, mobile and biometric devices, global positioning system (GPS) devices such as satellite reception and transmission devices, radar, wireless video devices, mission-unique wireless sensors and gauges, cellular telephones, radios, and pagers.

**C.5.3.2. Voice Services (Wired).**

**C.5.3.2.1. Management.** The SP shall plan, coordinate, install, operate, document, and maintain wired voice service throughout their life cycles. Voice systems and equipment supported include USACE wired voice systems, peripheral equipment, wiring and cable systems, facsimile equipment, voice messaging systems and equipment, audio and video bridging equipment, private branch exchanges (PBXs), electronic key systems, central exchange (CENTREX) services, voice over Internet protocol (VoIP) equipment, software, and associated peripheral equipment including voice mail systems, call detail reporting (CDR), CDR accounting, audio and video bridges, audio and video transmission equipment, multiplexers, primary rate interface (PRI) and basic rate interface (BRI) circuits, direct in-dial numbers (DID), uninterruptible power supply (UPS) systems and backup battery systems, and main distribution frames with connectivity to inside and outside plant cable. The SP shall provide telephone operator services. The SP shall maintain system documentation including maintenance records, as-built documents, inventories, telephone directories, and system configurations. The SP shall provide programming and wiring for installs, moves, additions, changes, disconnects, and troubleshooting for completion of work orders.

**C.5.3.2.2. Voice Planning.** The SP shall develop telecommunications project plans for voice systems. Telecommunications includes conventional telephone and VoIP. The SP shall provide documentation including business case analyses and system designs, site surveys, proposed equipment, procurement strategies and sources, implementation plans, final inspection reports, risk evaluations, system configurations, wiring and coaxial diagrams, cost estimates, installation timelines, and down-time. The SP shall coordinate with local exchange carriers (LECs), competitive local exchange carriers (CLECs), common carriers, and other service providers.

**C.5.3.2.3. Service Ordering and Coordination.** The SP shall review telecommunications services billing, coordinate and manage work, and serve as the telephone control officer (TCO) for order processing and coordination of the installation of dedicated long-haul circuits. Circuits include integrated services digital network (ISDN), DID, and toll-free service through Federal Telephone System 2001 (FTS2001) and LECs. The SP shall validate billing of telecommunication services including local connection, long distance, toll-free, calling cards, audio and video conferencing, and dedicated circuits. The SP shall analyze telecommunication service levels for optimization. Work management functions include reception, prioritization, classification, categorization, documentation, scheduling, and close out for preventive maintenance checks and services (PMCS), remedial maintenance, renovation and expansion, and new construction, troubleshooting, repair, and installation.

**C.5.3.2.4. Routine Voice Operations.** Routine voice services include voice systems and equipment that are used for routine daily voice traffic. Systems shall be maintained to ensure availability and operability. Voice systems include troubleshooting, repair, programming, additions, moves, and changes, and modifications to voice devices.

*C.5.3.2.4.1. Voice Circuits.* The SP shall coordinate with LECs, CLECs, common carriers, the General Services Administration (GSA), FTS2001 carriers, and others for troubleshooting; repair; and moves, additions, and changes of voice-carrier-provided services.

*C.5.3.2.4.2. Voice Services (Emergency).* The SP shall ensure availability and operability of voice services in emergencies.

*C.5.3.2.4.3. Voicemail and Auto Attendant Systems.* The SP shall create and maintain voicemail accounts, mailboxes, auto attendant systems and shall provide training and documentation of operation to end users.

*C.5.3.2.4.4. Switchboard Operators.* The SP shall provide switchboard operator services. These services include incoming calls, directory assistance, service calls, audio conferencing, paging, emergency calls, and forwarding of calls.

*C.5.3.2.4.5. Conference Bridges.* The SP shall install, test, operate, and maintain audio conference bridging systems.

*C.5.3.2.4.6. PBX and Keyed Systems.* The SP shall evaluate, propose, program, test, install, operate, and maintain PBX and keyed systems. The SP shall coordinate system outages with the Contracting Officer.

*C.5.3.2.4.7. Call Accounting.* The SP shall install, test, operate, maintain, and submit for acceptance systems used for telephone call accounting. The SP shall generate reports from the CDR.

**C.5.3.3. Data Services Wired.** The SP shall provide network planning, coordination, operations, management, implementation, security, and maintenance of the USACE infrastructure. The infrastructure includes wide area networks (WANs), local area networks (LANs), routers, switches, hubs, channel service units (CSUs), data service units (DSUs), and supporting equipment. Capabilities implemented and supported by the infrastructure include



Internet Protocol (IP) multicast capability, VoIP, video over IP, remote authentication dial-in user service (RADIUS), remote access server (RAS) equipment, encrypted tunneling capability, intrusion detection systems (IDS), firewalls, and dial-up modems.

**C.5.3.3.1. Data Management (Wired).** The SP shall study, plan, design, develop, test, certify, deploy, and report on wired data services. This includes wired data services provider phase-in plans and the development and preparation of USACE short-range and long-range life-cycle management plans. Studies include service feasibility, service network compatibility, service network architecture, and fail-over.

*C.5.3.3.1.1. Network Plans.* The SP shall plan and document the USACE network. Plans include network back-up and recovery, secure data links, floating plant operations, emergency operations, procurement, implementation, site surveys, inventory, risk evaluations, security, network life-cycle management, system configurations, wiring, cable plant diagrams, cost estimates, and installation timelines.

*C.5.3.3.1.2. Network Design.* The SP shall develop, coordinate, and review designs for the USACE network. The designs include new facilities, expansions, remodeling, relocations of network infrastructures, equipment installation and removal, utilities, physical security, power and environmental management, and cabling infrastructure.

*C.5.3.3.1.3. Network Change Management.* The SP shall plan and document network changes. Network change plans include investigating alternatives, performing risk assessments, completing implementation impact tests, and preparing a recovery plan.

*C.5.3.3.1.4. Network Configuration Management (CM).* The SP shall provide and maintain hardware and software CM.

**C.5.3.3.2. Device and Service.** The SP shall operate, maintain, install, upgrade, update, move, disconnect, troubleshoot, and manage device and service configuration of wired data services. Data equipment includes security systems and devices, data circuits, faxes, monitors and displays, input video devices, switches, routers, DSUs and CSUs, coder-decoders (CODECs), sensors, hubs, encrypted tunneling concentrators, and VoIP. Data services include end-user training, help desk support, and network administration of classified and unclassified systems. The SP shall coordinate with other entities such as the Army Director(s) of Information Management (DOIM), Network Enterprise Technology Command (NETCOM), and Defense Information Systems Agency (DISA).

*C.5.3.3.2.1. Network Documentation.* The SP shall develop and maintain documentation of the USACE network.

*C.5.3.3.2.2. Network Operations.* The SP shall verify and maintain the functional readiness of the USACE network.

*C.5.3.3.2.3. Gateways.* The SP shall design, install, configure, operate, and maintain USACE gateways. Gateways include Internet, NIPRnet, SIPRnet, approved agencies or offices, and internal site-to-site network connections.

*C.5.3.3.2.4. Network Performance Monitoring.* The SP shall continuously monitor and report performance statistics on USACE network circuits and simple network management protocol (SNMP)-enabled equipment.

*C.5.3.3.2.5. Emergency Services.* The SP shall maintain required network systems components for deployment in emergencies. The SP shall participate in national and natural emergency operations. The SP shall ensure that equipment is operational prior to and during deployment, maintain equipment lists, and maintain equipment caches.

**C.5.3.4. Video Teleconferencing Services (VTC) and Video Services.** The SP shall plan, implement, and manage VTC and video projects and services. The SP shall provide VTC services including scheduling conferences and rooms, configuring internal and external bridging, and operating equipment during VTC sessions.

**C.5.3.4.1. VTC Management.** The SP shall plan, implement, and report on video teleconferencing and video service projects. Video projects include project and implementation plans; documentation; risk assessment evaluations; and system configurations, including wiring, coaxial, cost estimates, installation timeline, and down time of systems. Implementation includes communication with LEC, CLEC, common carrier, and other service providers.

**C.5.3.4.2. Video Services.** The SP shall operate, maintain, configure, and test VTC, cable television (CATV), closed circuit television (CCTV), alarms, and other video services operating in both classified and unclassified modes. The SP shall transport, set up, operate, break down, and re-transport portable VTC equipment. The SP shall maintain the required system certifications for connecting to external networks.

**C.5.3.4.3. Reserved.**

**C.5.3.4.4. Video Service Requests.**

*C.5.3.4.4.1. VTC Equipment.* The SP shall install, move, add, and change teleconferencing equipment. The SP shall upgrade VTC equipment software, hardware, and firmware; perform preventative maintenance; troubleshoot; replace failed hardware components; and modify the configuration of teleconferencing equipment.

*C.5.3.4.4.2. CCTV Equipment.* The SP shall install, move, add, and change CCTV equipment. The SP shall upgrade CCTV equipment software, hardware, and firmware; perform preventative maintenance; troubleshoot; replace failed hardware components; and modify the configuration of CCTV equipment.

*C.5.3.4.4.3. Surveillance Systems Equipment.* The SP shall install, move, add, and change surveillance systems equipment. The SP shall upgrade surveillance systems equipment software, hardware, and firmware; perform preventative maintenance; troubleshoot; replace failed hardware components; and modify the configuration of teleconferencing equipment.

*C.5.3.4.4.4. Streaming Video Equipment.* The SP shall install, add, move, and delete streaming video equipment. The SP shall upgrade streaming video equipment software and hardware,

perform preventative maintenance, troubleshoot, replace failed hardware components, and modify the configuration of streaming video equipment.

*C.5.3.4.4.5. VTC Technical Support.* The SP shall provide end-user training and provide help desk services in support of VTC services. The SP shall install, maintain, upgrade, and troubleshoot inside and outside cable in support of VTC services.

### **C.5.3.5. Radio Services.**

**C.5.3.5.1. Radio Management.** The SP shall design, develop, test, certify, and deploy radio service projects. The SP shall develop the radio component of USACE telecommunications tactical and project plans, including the application of radio control over Internet protocol (RCoIP), microwave systems, spread spectrum, and wireless technologies. The SP shall prepare documentation for the following business case analyses and system designs: site surveys; proposed equipment; tower/antenna configuration; frequency allocation; bandwidth utilization; coverage analysis; programming; procurement strategies and sources; implementation plans; final inspection reports (FIRs); capital planning and control (CPIC) reporting; risk evaluations; system configurations; wiring, coaxial, grounding, UPS, and interior power plant diagrams; cost estimates; installation timeline; and down time of systems that will affect USACE. The SP shall submit plans for approval.

**C.5.3.5.2. Radio Device and Service.** The SP shall install, uninstall, support, operate, repair, and maintain device and service configuration of radio services. Radio services include land mobile radios (LMRs), marine band radios, repeaters and base stations, handheld radios, mobile (vehicle, floating plant) radios, tower and antenna maintenance, and frequency management requirements. The SP shall test, install, and submit radio system configurations for acceptance; provide as-built documentation; and install, uninstall, and re-install in vehicles.

*C.5.3.5.2.1. Radio and Microwave Towers.* The SP shall install, uninstall, maintain, and repair communication antennas and dishes and other communications equipment, including backup battery systems and UPSs. The SP shall inspect, document, and report tower conditions. The SP shall ensure tower and earth ground integrity.

*C.5.3.5.2.2. Spectrum XXI Information System (IS) Support.* The SP shall request frequency assignments; review frequency assignments (5-year update); and report frequency interference - cases, cases investigated, and cases resolved. The SP shall gather and compile radio equipment inventories and contract requirements, develop radio contract solicitations, and evaluate solicitation bids. The SP shall process requests for frequency authorizations. These operational requirements shall include frequency assignments for emergency, command, tactical, and logistics uses. The SP shall be responsible for interference identification and resolution and for compliance with local and regional frequency agreements and MOUs. The SP shall validate frequencies, Continuous Tone Coded Squelch System (CTCSS), Digital Tone Coded Squelch System (DTCSS), Network Access Code System (NACS), talk groups, and other required parameters when programming radios, remotes, dispatch consoles, multiplexers, and other associated radio equipment. When radio equipment is being repaired or rebooted, the SP shall coordinate with affected end users.

*C.5.3.5.2.3. Emergency Radio Support.* The SP shall be responsible for and maintain the radio systems components in emergencies for radio communication. The SP shall ensure that all equipment is functional.

**C.5.4. INFORMATION ASSURANCE.** The SP shall analyze, develop, implement, maintain, and enhance systems, applications, and tools to ensure the integrity, availability, and confidentiality of information systems and assets. The SP shall provide protection, detection, reaction, and corrective actions to minimize risks and maintain a secure posture.

**C.5.4.1. Information Assurance (IA) Program Management.** The SP shall execute the USACE IA program.

**C.5.4.1.1. Security Program Management.** The SP shall make recommendations to maintain and execute a single IA program. The IA program includes management, administration, drafting and reviewing policy, IA training, internal and external IA coordination, reporting, threat analysis and notification, risk mitigation, inspections and reviews, budget and procurement, software license monitoring, and participation in CCBs.

**C.5.4.1.2. Security Plan.** The SP shall draft and maintain an official IMIT Security Plan and the security Plan of Actions and Milestones (POA&M).

**C.5.4.1.3. IA Regulatory Guidance Development.** The SP shall draft, review, recommend, and provide written IA comments on regulations, policies, and guidance.

**C.5.4.1.4. IA Regulatory Enforcement.** The SP shall report violations of laws, policies, and regulations to the IA Manager (IAM) through the Contracting Officer.

**C.5.4.1.5. Metrics and Milestones.** The SP shall propose and report security metrics and milestones.

**C.5.4.1.6. Information Security (INFOSEC) Training.** The SP shall prepare and conduct INFOSEC training for computer users before they are allowed access to any USACE network or AIS, in addition to annual refresher training. The SP shall maintain current and accurate records of this training. The SP shall evaluate types and quantities of security violations and incorporate improvements to future INFOSEC training. (See TE-2, C.5.4.1 and C.5.4.2. Workload data point.)

**C.5.4.1.7. IA Personnel Appointment Letters and Training.** The SP shall maintain records of IA appointments and training and shall report compliance to DA.

**C.5.4.1.8. IMIT Letter of Instruction (LOI), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and Service Level Agreement (SLA).** The SP shall review IMIT service agreements and report noncompliance of IA regulations. Service agreements include LOIs, MOAs, MOUs, and SLAs. The SP shall collect and maintain current copies of service agreements.

**C.5.4.1.9. Software Licenses.** The SP shall verify that only properly licensed Designated

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Approving Authority (DAA) approved software is loaded on USACE computers. The SP shall maintain and publish a list of authorized software.

**C.5.4.1.10. Official Security Threat Notification.** The SP shall provide formal reports, recommendations, and briefings and shall participate in meetings at all levels of command upon receipt of information from any reliable source describing a new IA threat. The SP shall notify the IAM through the Contracting Officer of the potential impact on IMIT assets. Reports include plans for immediate actions, evaluations of the seriousness of the risk, and recommendations to mitigate the risk to USACE assets.

**C.5.4.1.11. IA Information Dissemination.** The SP shall disseminate IA information and alerts.

**C.5.4.1.12. IA Reports.** The SP shall prepare and submit IA reports.

**C.5.4.1.13. Policy Guidance.** The SP shall provide advice to USACE concerning management of the IA program. (See TE-2, C.5.4.1. and C.5.4.7. Workload data point.)

**C.5.4.1.14. Risk Mitigation.** The SP shall conduct risk analyses and develop risk mitigation strategies.

**C.5.4.1.15. IA Inquiry Resolution.** The SP shall investigate and resolve IA inquiries.

**C.5.4.1.16. IA Threats and Vulnerabilities Evaluation.** [TE-2. Workload data point.]

**C.5.4.1.17. IA Security Audits, Inspections, and Investigations.** The SP shall develop, establish, conduct and participate in IA security audits, inspections, and investigations. These include Army Audit Agency audits; internal reviews; Government Accountability Office (GAO) Federal Information Security Management Act (FISMA) audits; DoD Inspector General inspections; command inspections; visual inspections of computer facilities and user areas; and fraud, waste, and abuse investigations. The SP shall propose and implement strategies to correct or avoid security weaknesses that are reported by inspectors and auditors.

**C.5.4.1.18. IA Audit Trails, Reviews, and Archives.** The SP shall enable, monitor, and maintain audit trails. The SP shall archive log files, conduct trend analysis, and submit recommendations to increase the security posture of USACE.

**C.5.4.1.19. Coordination with Other Agencies.** The SP shall coordinate IA issues with local, state, tribal, federal, and international agencies as well as other entities regarding strategic plans and technical guidance. The SP shall tailor technical guidance to USACE objectives, strategies, and architecture.

**C.5.4.1.20. Coordination within USACE Program.** The SP shall coordinate IA matters within USACE. The SP shall conduct and participate in meetings, discussions, and studies.

**C.5.4.1.21. Networthiness Certification.** The SP shall develop and submit networthiness

certification.

**C.5.4.1.22. Procurement.** The SP shall conduct procurement reviews of IMIT hardware, software, and services to ensure compliance with DoD, Department of Homeland Security, GAO, DA and USACE architectural guidance. The SP shall evaluate IMIT procurements, suggest approval or disapproval, and, as appropriate, recommend alternative solutions and suggest mitigations.

**C.5.4.1.23. IA Tools.** The SP shall evaluate, design, develop, install, operate, and maintain IA-approved tools. See TE-2, C.5.4.1. and C.5.4.3. Workload data point.)

**C.5.4.1.24. CCBs.** The SP shall participate on CCBs.

**C.5.4.2. UserID and Authentication.** The SP shall design, develop, deploy, and manage procedures to identify and authenticate users of USACE IMIT assets.

**C.5.4.2.1. UserIDs and Password Management.** [TE-2. Workload data point.]

**C.5.4.2.2. UserIDs and Passwords.** The SP shall verify that users have agreed to comply with appropriate use and separation of duties policies. The SP shall ensure that computer and data access is based on need-to-know.

**C.5.4.2.3. IT Level.** The SP shall verify the existence of appropriate security clearance and background investigations and shall report non-compliance of users in positions designated as IT-I, IT-II, or IT-III.

**C.5.4.2.4. User Access Denial.** The SP shall recommend user access denial to the IAM through the Contracting Officer and disable access upon identification of a threat. The SP shall disable access whenever a user leaves USACE.

**C.5.4.2.5. Default, Guest, and Service Accounts.** The SP shall either remove default, Guest, and standard service accounts from devices on USACE networks or disable the account or change the passwords.

**C.5.4.2.6. Privileged Account Issuance.** [TE-2. Workload data point.]

**C.5.4.2.7. Reestablish User Access.** The SP shall reestablish user's IMIT access for lost, forgotten or compromised accounts after an appropriate investigation.

**C.5.4.2.8. Verify INFOSEC Training.** The SP shall provide verification of INFOSEC training upon request from another office or agency.

**C.5.4.2.9. Password Compliance Testing.** The SP shall perform tests to verify that passwords comply with required complexity and age standards.

**C.5.4.2.10. Illegal Access Tracking.** The SP shall report instances or attempts of unauthorized access to USACE systems to the IAM through the Contracting Officer. The SP

shall produce summaries of log files and perform or provide requested documentation for official investigations.

**C.5.4.3. Certification and Accreditation.** The SP shall perform procedures to certify, accredit, and re-accredit USACE network(s) and automated information systems (AISs). The SP shall ensure that no hardware is attached to and software installed on USACE network(s) without proper certification and accreditation.

**C.5.4.3.1. Network and AIS Security Certification and Accreditation.** The SP shall perform procedures defined in Army and DoD regulations for network and AIS accreditations. The SP shall review and document system configuration management and security policies and practices that are required by current regulations to be part of system security authorization agreements (SSAAs), and ensure that the SSAA for each system, or portion of a system, that requires a separate accreditation is current. The SP shall review SSAA packages for system vulnerability assessments for possible security improvements and compliance.

**C.5.4.3.2. Defense Communications System Classified Connections.** The SP shall perform required procedures to achieve and maintain an authority to connect (ATC) to the SIPRnet and other classified networks. The SP shall review system configuration management policies and practices that are documented in SSAAs for classified systems, obtain official ATOs or IATOs from the DAAs through the Contracting Officer before operating a classified network or authorizing the use of a classified AIS, and review SSAA packages for system vulnerability assessments for possible security improvements and compliance.

**C.5.4.3.3. Re-accreditation.** The SP shall maintain the currency of the SSAA.

**C.5.4.3.4. IA Security Tools.** The SP shall install, operate, and maintain IA security tools.

**C.5.4.3.5. Continuity of Operations Plan (COOP).** The SP shall review the IMIT COOP tests.

**C.5.4.4. Public Key Infrastructure (PKI).** The SP shall install and verify operability of DoD and USACE PKI hardware and software.

**C.5.4.4.1. DoD and USACE PKI Support.** The SP shall ensure the availability of Certificate Authorities, encryption certificates, and Certificate Revocation Lists. The SP shall provide a key recovery service for private keys associated with encryption certificates. PKI includes CEFMS electronic signature cards and Common Access Cards (CACs).

**C.5.4.4.2. Common Access Card (CAC) Authentication Support.** The SP shall resolve service requests involving authentication issues for CAC including configuring, installing, maintaining, and replacing CAC readers and client and server software.

**C.5.4.4.3. Common Access Card (CAC) Device Support.** The SP shall deploy and maintain Defense Enrollment Eligibility Reporting System (DEERS) Real-time Automated Personnel Identification System (RAPIDS) devices, including CAC issuance workstations, mobile CAC workstations, and CAC PIN Reset (CPR) workstations.

**C.5.4.4.4. Data Encryption.** The SP shall encrypt USACE data when required by regulations and when directed by the IAM through the Contracting Officer due to the sensitivity of the data. Encryption includes data transmission and storage.

**C.5.4.5. Communications Security (COMSEC) Services.** The government will provide strategic direction, policy, and guidance for the COMSEC Program. The SP shall execute the COMSEC program. The SP shall provide COMSEC services at each COMSEC Custodian site and each Hand Receipt Holder site. COMSEC services include inspection, accountability, training, transportation and protection of classified COMSEC material, verification of personnel qualifications, cryptography, recordkeeping, equipment keying, risk analysis and mitigation, and incident reporting.

**C.5.4.6. Vulnerability Patching Compliance.** The SP shall acknowledge and comply with information assurance vulnerability alerts (IAVAs), information assurance vulnerability bulletins (IAVBs), information assurance technical tips (IATT), and situational awareness reports (SARs).

**C.5.4.6.1. Coordination and Distribution of Official IA Notices.** The SP shall coordinate and distribute IAVA, IAVB, IATT, and SAR notices to officially appointed IA-designated personnel (IAM, IASO, SA, IANM, DBA).

**C.5.4.6.2. IAVA and IAVB Notice Acknowledgment.** The SP shall acknowledge IAVA and IAVB notices.

**C.5.4.6.3. IAVA and IAVB Notice Compliance.** The SP shall complete required actions on identified affected systems and shall submit status and compliance reports.

**C.5.4.6.4. IAVA Scans.** The SP shall perform software and hardware configuration vulnerability scans on devices connected to USACE networks.

**C.5.4.6.5. Security Configurations.** The SP shall ensure that USACE IMIT devices are IAVA and IAVB compliant.

**C.5.4.7. IMIT IA Security Monitoring and Management.** The SP shall monitor the security posture of USACE systems, report anomalies, and configure IMIT IA devices. The SP shall restrict access to IMIT sensitive and classified areas. The SP shall comply with DoD, DA, Headquarters USACE, and USACE Office of Counsel guidance for monitoring the computer activities of individuals.

**C.5.4.7.1. Network Scanning.** The SP shall perform IA security scans of networks and IMIT devices, reporting the results to the IAM through the Contracting Officer.

**C.5.4.7.2. Reporting of Anomalies.** The SP shall report anomalies found by IA security scans to the IAM through the Contracting Officer.

**C.5.4.7.3. Trend Analyses.** The SP shall conduct IA security scan trend analyses.

**C.5.4.7.4. Privacy.** The SP shall verify that data on USACE IMIT resources is protected as



required by the Privacy Act. (See TE-2, C.5.5.7. Workload data point.)

**C.5.4.7.5. Web Page Review and Compliance.** The SP shall review web pages to ensure IA compliance.

**C.5.4.7.6. Freedom of Information Act (FOIA), Privacy Act, and Litigation Support.** The SP shall extract data requested in a FOIA and Privacy Act inquiry and in support of litigation requirements. Extraction includes restoration of data from backup media and forensic investigation. (See TE-2, C.5.5.6. and C.5.5.7. Workload data point.)

**C.5.4.7.7. Web Access.** The SP shall direct and review the process of accessing data on USACE web pages. Current configuration includes Internet, Extranet, and Intranet network segments.

**C.5.4.7.8. Hardware and Software Security Configuration.** The SP shall verify that hardware and software configurations meet IA standards.

**C.5.4.7.9. Firewall System.** The SP shall plan, design, install, configure, operate, and maintain firewall systems to ensure USACE resources are protected.

**C.5.4.7.10. Antivirus Systems.** The SP shall install, configure, and maintain DA-approved antivirus systems on USACE IMIT devices.

**C.5.4.7.11. Intrusion Detection Systems (IDSs).** The SP shall install, configure, operate, and maintain IMIT IDSs to protect USACE systems.

**C.5.4.7.12. Encrypted Data Communications.** The SP shall install, configure, operate, monitor, and maintain secure encrypted data communications technologies.

**C.5.4.7.13. Physical Restricted Area Policy Enforcement.** The SP shall develop and enforce an access policy to IMIT restricted areas.

**C.5.4.7.14. Network Security.** The SP shall secure and monitor USACE networks for IA compliance.

**C.5.4.7.15. Remote Access Management.** The SP shall secure and monitor remote access systems and technologies for IA compliance. The SP shall block and remove unauthorized devices connected to USACE networks.

**C.5.4.7.16. Wireless Access Devices.** The SP shall monitor wireless devices for IA compliance.

**C.5.4.7.17. Wireless Security Review.** The SP shall block and remove unauthorized wireless devices connected to the USACE network.

**C.5.4.7.18. Internet Filtering Software System.** The SP shall install, configure, monitor, and maintain Internet filtering software systems for IA compliance.

**C.5.4.7.19. Intrusion Testing.** The SP shall perform authorized intrusion tests, war-dialing, and other tests to ensure that IMIT systems have not been compromised and security policies are in place.

**C.5.4.7.20. Filtering Systems.** The SP shall install, configure, monitor, and maintain filtering systems to protect USACE networks and IMIT assets.

**C.5.4.8. Security Incidents.** The SP shall monitor, report, track, log, and sanitize affected devices following security incidents. The SP shall perform forensics and trend analysis on system intrusions and attacks.

**C.5.4.8.1. Security Incident Reporting.** The SP shall report, identify, investigate, and contain security incidents and restore affected devices.

**C.5.4.8.2. IA Incident Processing.** The SP shall prepare after-action reports describing incidents, capturing and summarizing pertinent log files, and recommending mitigations to prevent the recurrence of similar incidents.

**C.5.4.8.3. Device Purging (Compromised Devices).** The SP shall clear memory and storage media on compromised devices following a security incident. The SP shall complete appropriate forensic analysis, archiving of log files, and creation of after action reports before purging compromised devices.

**C.5.4.9. Hard Drives Excessed or Reassigned.** The SP shall dispose of or recycle excess hard drives in accordance with regulations and policies.

**C.5.4.10. System Backup.** The SP shall verify that system backups are performed. The SP shall verify backup media is stored at secure off-site locations.

**C.5.5. RECORDS MANAGEMENT.** The SP shall execute a Records Management Program for USACE, its mission, its customers, and its strategic collaboration with Government and non-Government agencies. The records management program includes recordkeeping systems, official mail and distribution, office symbols, correspondence, rulemaking (Federal Register), Freedom of Information Act (FOIA), Privacy Act, management information control (Paperwork Reduction Act), vital records, and terminology standardization subprograms. The SP shall provide products and services to capture, preserve, and make available essential evidence for USACE decisions and actions, and protect the rights and interests of the Government and individuals. The SP shall plan, analyze, develop, implement, maintain, and enhance systems, programs, procedures, and tools to ensure that the most economical and efficient management of all information of record value (regardless of media and format), document USACE official business, and ensure the accessibility of record information throughout its life cycle.

**C.5.5.1. RECORDS MANAGEMENT AND RECORDKEEPING SYSTEMS.**

**C.5.5.1.1. Records Management.** The SP shall maintain a continuous and comprehensive records management program. The SP shall coordinate records program issues with the Office of Counsel through the Contracting Officer. Records program issues include unauthorized

destruction, alienation, records freezes, FOIA, Privacy Act matters, civil and administrative litigation, and discovery.

**C.5.5.1.2. Records Program Training.** The SP shall develop, maintain, and execute a comprehensive records management training program. The SP shall train records management officers and USACE users. The SP shall provide annual refresher training. The SP shall maintain current and accurate records of this training.

**C.5.5.1.3. Records Program Guidance.** The SP shall draft, review, implement, update, and provide records program and recordkeeping guidance on statutes, regulations, policies, practices, and procedures. The SP shall address and resolve records program and recordkeeping inquiries.

**C.5.5.1.4. Records Program Reviews and Inspections.** The SP shall conduct comprehensive records program and subprogram reviews and inspections.

**C.5.5.1.5. Records Creation and Recordkeeping Requirements.** The SP shall survey and appraise USACE records in all media and format and provide guidance and instruction on their preservation and maintenance. The SP shall report records at risk of loss, alienation, or unauthorized destruction to the Office of Counsel through the Contracting Officer.

**C.5.5.1.6. Records Maintenance and Use (General).** The SP shall utilize the Army records information management system and its automated tools USACE wide and shall make them available to USACE users. The SP shall provide guidance and instruction on the use of the system and tools. The SP shall verify that records management officers are registered users at appropriate levels.

**C.5.5.1.7. Records Maintenance and Use (Paper).** The SP shall provide oversight in the designation of current filing areas (CFAs) for each functional area at each level of command.

**C.5.5.1.8. Records Maintenance and Use (Electronic).** The SP shall verify that AISs have approved records disposition schedules and records management functionality. The SP shall participate in and contribute to the development of electronic information systems including records management, document management, and content management systems to incorporate records management factors.

**C.5.5.1.9. Records Maintenance and Use (Electronic Storage Devices and Magnetic Media).** The SP shall survey and appraise electronic records stored on electronic storage devices and magnetic media and provide guidance and instruction on their preservation and maintenance.

**C.5.5.1.10. Records Maintenance and Use (Office Automation Applications).** The SP shall provide guidance and instruction in the preservation and maintenance of documents and files created with office automation applications including word processing, e-mail, spreadsheets, presentations, and databases.

**C.5.5.1.11. Records Maintenance and Use (Optical Storage Media).** The SP shall survey and appraise electronic records stored on optical storage media and provide guidance and

instruction on their preservation and maintenance.

**C.5.5.1.12. Records Maintenance and Use (Audiovisual, Photographic, Cartographic, Architectural and Engineering, and Micrographic Records).** The SP shall survey and appraise audiovisual, photographic, cartographic, architectural and engineering, and micrographic records and provide guidance and instruction on their preservation and maintenance.

**C.5.5.1.13. Records Retention and Disposition Schedule Development.** The SP shall review, document, track, and report that USACE records, in all media and format, have approved records disposition schedules. The SP shall review records disposition schedules to identify new, deficient, and revised records series, including AISs. The SP shall develop new and revised records disposition schedules in coordination with functional proponents and AIS program managers. The SP shall submit records schedule proposals to the Contracting Officer for review and approval. The SP shall maintain current and accurate records of records scheduling activity.

**C.5.5.1.14. Records Retention and Disposition Schedule Implementation (Paper and Electronic).** The SP shall review, document, track, and report that records, in all media and formats, are retained and disposed of so that permanent records are preserved and temporary records are deleted or destroyed when their required retention period expires. The SP shall provide records disposal services, including records destruction and records accession to the National Archives and Records Administration (NARA) and commercial records storage facilities. The SP shall maintain current and accurate records of disposal and accessioning activity.

**C.5.5.1.15. Records Storage.** The SP shall develop and maintain a USACE-wide records storage program. The SP shall designate Records Holding Area(s) (RHA) for each level of command. The SP shall provide records access and retrieval services; records retirement, transfer, and accessioning services; and records inventory and tracking systems for CFAs, RHAs, NARA Federal Records Centers (FRC), and commercial records storage facilities. The SP shall maintain current and accurate records of records storage program activity. Javits-Wagner-O'Day (JWOD) services listed in TE-18 are excluded from this A-76 competition.

**C.5.5.1.16. Archival and Historic Records Collections.** The SP shall identify, survey, appraise, and report archival and historic records collections. The SP shall provide guidance and instruction on the preservation and maintenance of these collections. Archival and historic collections at risk of loss, alienation, or unauthorized destruction shall be reported to the Office of Counsel and the Office of History through the Contracting Officer. The SP shall maintain current and accurate records of archival and historic records collections.

**C.5.5.1.17. Automatic Declassification.** The SP shall, in coordination with the servicing declassification authority, review and report classified records for automatic declassification eligibility and identify exempted records. The SP shall maintain current and accurate records of this activity.

**C.5.5.2. Official Mail and Distribution Management.**

**C.5.5.2.1. Program Management and Implementation.** The SP shall develop and maintain an Official Mail and Distribution Management Program. The SP shall continuously operate and maintain mailroom facilities and equipment for each level of command. The SP shall handle, receive, and deliver official mail. JWOD mail services listed in TE-18 are excluded from this A-76 competition.

**C.5.5.2.2. Program Training and Guidance.**

*C.5.5.2.2.1. Program Training.* The SP shall develop, maintain, and execute a mail training program. The SP shall train mail management personnel. The SP shall provide annual refresher training. The SP shall maintain current and accurate records of this training.

*C.5.5.2.2.2. Program Guidance.* The SP shall draft, review, implement, update, and provide guidance on mail and postal statutes, regulations, policies, and standards. The SP shall address and resolve mail and postal inquiries.

**C.5.5.2.3. Official Mail Preparation.** The SP shall select the best method and cost of mailing mail. In a timely manner, the SP shall notify the Contracting Officer for additional funds necessary to provide uninterrupted mail operations. The SP shall track mail costs, including U.S. Postal Service (USPS) and private carrier costs, and shall maintain and report accurate billing costs. The SP shall provide mail costs to appropriate billing officials and shall submit official postage reports to the Contracting Officer. The SP shall provide security courier service. The SP shall notify the servicing Security Official through the Contracting Officer of all suspicious mail on discovery.

**C.5.5.3. Manage Office Symbols.** The SP shall assist in the development of office symbols. The SP shall issue approved office symbols. The SP shall maintain current and accurate records of approved office symbols.

**C.5.5.4. Correspondence Management.**

**C.5.5.4.1. Program Management and Implementation.** The SP shall develop, maintain, and execute a comprehensive correspondence program.

**C.5.5.4.2. Correspondence Training.** The SP shall develop, maintain, and execute a correspondence training program. The SP shall train records management officers and USACE users. The SP shall provide annual refresher training. The SP shall maintain current and accurate records of this training.

**C.5.5.4.3. Correspondence Guidance.** The SP shall draft, review, implement, update, and provide correspondence guidance on statutes, regulations, policies, practices, and procedures. The SP shall address and resolve correspondence inquiries.

**C.5.5.5. Rulemaking (Federal Register).**

**C.5.5.5.1. Program Management and Implementation.** The SP shall provide program direction and guidance to functional office rulemaking coordinators at subordinate activities. The

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SP shall train records management officers and provide annual refresher training. The SP shall maintain current and accurate records of this training.

### **C.5.5.5.2. Rulemaking Implementation and Processing of Federal Register**

**Notices.** The SP shall review information notices for format compliance and shall forward information notices through the Contracting Officer to the Army proponent for publication in the Federal Register. The SP shall maintain current and accurate records of this rulemaking activity.

### **C.5.5.6. Freedom of Information Act (FOIA).**

**C.5.5.6.1. Program Management and Implementation.** The SP shall retrieve USACE records in CFAs, RHAs, and FRCs, and commercial records storage facilities in response to FOIA Officer requests.

**C.5.5.6.2. FOIA Training.** The SP shall develop, maintain, and execute FOIA training for records management officers and provide annual refresher training. The SP shall maintain current and accurate records of this training.

### **C.5.5.7. Privacy Act.**

**C.5.5.7.1. Program Management and Implementation.** The SP shall develop, maintain, and execute a comprehensive Privacy Act program. The SP shall coordinate Privacy Act matters with the Office of Counsel and the Privacy Act Officer.

**C.5.5.7.2. Privacy Act Training.** The SP shall develop, maintain, and execute a Privacy Act training program. The SP shall train records management officers and USACE users. The SP shall provide annual refresher training. The SP shall maintain current and accurate records of this training.

**C.5.5.7.3. Privacy Act Guidance.** The SP shall draft, review, implement, update, and provide Privacy Act guidance on statutes, regulations, policies, practices, and procedures in coordination with the Privacy Act Officer. The SP shall coordinate the resolution of Privacy Act matters with the Office of Counsel and the Privacy Act Officer.

**C.5.5.7.4. Privacy Act Reviews.** The SP shall conduct Privacy Act reviews in coordination with the Office of Counsel and the Privacy Act Officer. The SP shall maintain current and accurate records of Privacy Act reviews.

### **C.5.5.8. Management Information Control (Paperwork Reduction Act).**

**C.5.5.8.1. Program Management.** The SP shall develop, maintain, and execute a comprehensive Management Information Control (MIC) Program.

**C.5.5.8.2. Program Implementation (Internal).** The SP shall review, document, track, and report requests for data and information collection from USACE users subject to Management Information Control Officer (MICO) approval. The SP shall maintain current and accurate records of this activity.

**C.5.5.8.3. Program Implementation (External).** The SP shall review, document, track, and report requests for data and information collection from USACE users subject to OMB approval. The SP shall maintain current and accurate records of this activity.

**C.5.5.8.4. Program Training.** The SP shall develop, maintain, and execute a comprehensive management information control training program. The SP shall train MICOs and USACE users. The SP shall provide annual refresher training. The SP shall maintain current and accurate records of this activity.

**C.5.5.8.5. Program Guidance.** The SP shall draft, review, implement, update, and provide management information control guidance on statutes, regulations, policies, practices, and procedures. The SP shall address and resolve management information control inquiries.

**C.5.5.8.6. E-Government Act (E-Gov) Privacy Requirements.** The SP shall issue management information control privacy requirements in coordination with the Privacy Act Officer. The SP shall conduct privacy requirements reviews in coordination with the Privacy Act Officer. The SP shall maintain current and accurate records of this activity.

#### **C.5.5.9. Vital Records.**

**C.5.5.9.1. Program Management and Implementation.** The SP shall develop, maintain, and execute a comprehensive Vital Records Program.

**C.5.5.9.2. Program Training.** The SP shall develop, maintain, and execute a vital records training program. The SP shall train records management officers and USACE users. The SP shall provide annual refresher training. The SP shall maintain current and accurate records of this training.

**C.5.5.9.3. Program Guidance.** The SP shall draft, review, implement, update, and provide vital records guidance on statutes, regulations, policies, practices, and procedures. The SP shall address and resolve vital records inquiries.

**C.5.5.9.4. Program Review and Inspection.** The SP shall conduct reviews and inspections of vital records stored at COOP facilities. The SP shall maintain current and accurate records of this activity.

**C.5.5.9.5. COOP Exercise.** The SP shall validate COOP plan for vital records compliance. The SP shall maintain current and accurate records of this activity.

**C.5.5.9.6. Vital Records List Maintenance.** The SP shall establish, update, and maintain vital records lists for functional activities. The SP shall maintain current and accurate records of this activity.

#### **C.5.5.10. Terminology Standardization Program.**

**C.5.5.10.1. Program Management and Implementation.** The SP shall issue authorized DoD, Army, and USACE terminology, abbreviations, acronyms, and brevity codes. The SP shall

maintain current and accurate records.

**C.5.6. PRINTING AND PUBLICATIONS.** The SP shall execute the Printing and Publications program for USACE, its mission, its customers, and its strategic collaboration with Government and non-Government agencies. The printing program consists of liaison services with the Document Automation and Production Service (DAPS), the Government Printing Office (GPO), and GPO-approved vendors. The publications program includes forms management, publications management, and copier program management.

**C.5.6.1. Printing Services and Support.**

**C.5.6.1.1. Printing and Reproduction Service.** The SP shall coordinate printing, binding, large-format plotting, copying for paper and electronic media, document conversion, and compact disk (CD) and other digital media mastering and duplication. The SP shall consult with customers, determine priorities, prepare or obtain cost estimates, obtain customer approval of proofs, and provide distribution and facilitate mailing of finished products.

**C.5.6.1.2. Work Orders.** The SP shall process and monitor work orders through DAPS and GPO. The SP shall provide cost distribution.

**C.5.6.2. Publications Management.**

**C.5.6.2.1. Guidance Publications.** The SP shall publish and maintain primary sources of Command and subordinate official publications. The SP shall manage the revision, numbering, approval, and dissemination of official publications. The SP shall instruct customers on the use of official publications web sites.

**C.5.6.2.2. Publications Inventory.** The SP shall maintain an inventory of subordinate and Command publications. The SP shall provide maintenance of the inventory including periodic reviews in coordination with proponents to identify obsolete, expired, or rescinded publications; and dispose of outdated publications.

**C.5.6.3. Forms Management.**

**C.5.6.3.1. Managed Forms.** The SP shall create and update forms in coordination with proponents using the Army's current electronic forms design software, assigning forms control numbers, instructing customers on the use of forms web sites and applications, and training users on forms and procedures. The SP shall publish and maintain primary sources of Command and subordinate official forms.

**C.5.6.3.2. Forms Inventory.** The SP shall maintain an inventory of forms and perform Army-mandated periodic reviews in coordination with proponents to identify obsolete, expired, or rescinded forms; and dispose of outdated forms.

**C.5.6.4. Copier Program Management.** The SP shall maintain an inventory of equipment, manage equipment maintenance, purchase and distribute supplies, and maintain supplies inventories. The SP shall collect and report usage statistics and coordinate billing and cost



distribution.

**C.5.6.4.1. Copier Acquisitions.** [TE-2. Workload data point.]

**C.5.6.4.2. Self-Service Copier Management.** [TE-2. Workload data point.]

**C.5.7. VISUAL INFORMATION.** The SP shall execute the Visual Information (VI) program for USACE, its mission, its customers, and its strategic collaboration with government and non-government agencies. The VI program includes production of audiovisual, photography, videography, graphics, multimedia, exhibit, computer animation, technical illustration, desktop publishing, and technical or substantive editing and writing products and services.

The SP shall provide VI support that may entail work beyond normal duty hours for extended periods of time and in all types of environmental conditions, including hazardous waste sites. Duty locations may be within or outside the continental United States. The SP shall provide VI services that include equipment deployment, setup, functionality, operation, and redeployment, and post production services.

The SP shall consult with customers to determine job specifications, schedule, and priority; prepare cost and time estimates; and obtain customer reviews and approvals during all applicable stages of planning, preparation, and production.

**C.5.7.1. Visual Information Standards.** The SP shall prepare VI products that comply with current professional industry standards for visual information.

**C.5.7.2. Audiovisual Support.**

**C.5.7.2.1. Audiovisual Services.** The SP shall provide AV services at remote and onsite events including town hall meetings, change-of-command ceremonies, public meetings, conferences, workshops, meetings, and training classes, and participate in pre-event site surveys.

**C.5.7.2.2. Emergency Operations Support.** See C.1.12. [TE-2. Workload data point.]

**C.5.7.2.3. Audiovisual Facility Design and Installation.** The SP shall provide AV facility design and equipment installation and coordination of required infrastructure.

**C.5.7.3. Photographic Support.**

**C.5.7.3.1 Photographic Services.** The SP shall provide photography services that include construction progress, special events, high-speed, emergency operations, field location, portrait, official military service records, passport, scientific, aerial, hydraulic modeling, and research and development projects.

**C.5.7.3.2. Videography Services.** The SP shall provide videography services including film-based, digital, live recording, and streaming media transmission of events. Videography will include construction progress, special events, high-speed, emergency operations, field location, scientific, aerial, hydraulic modeling, and research and development projects.

**C.5.7.3.3. Video Production Services.** The SP shall provide live and post video production services. The SP shall create or obtain professional scripts. The SP shall provide professional narrators and actors, as required. The SP shall document events such as high-explosive (ordnance) tests for frame-by-frame analysis with the customer. The SP shall not violate trademarks and copyrights.

**C.5.7.3.4. Photo and Video Archiving.** The SP shall maintain photo and video archives. The SP shall provide cataloging, cross referencing, disposition, and submission to and maintenance of the Digital Visual Library (DVL) and or onsite archives.

**C.5.7.4. Graphic and Multimedia Imaging Support.**

**C.5.7.4.1. Graphic Displays.** The SP shall create graphic media that include charts, covers, presentations, viewgraphs, artwork, posters, transmissives, signs, vinyl signage and decals, plaques, certificates, exhibits, and interior and exterior site concepts and designs. The SP shall design, develop, maintain, and update display cases, directory boards, and static displays. The SP shall develop designs and layouts and fabricate and assemble exhibits, up to and including visitor center level exhibits. The SP shall apply the principles of visual design and exercise the skill to portray the customer's ideas through an artistic medium. The SP shall design covers, labels, and inserts for CDs and DVDs.

**C.5.7.4.2. Multimedia Products.** The SP shall produce multimedia products including kiosks, motion picture film, audio tape, CDs, DVDs, interactive DVDs, and other digital media. The SP shall prepare initial designs and produce finished products that require extensive client coordination and media transfer planning to prepare the product for use on the desired platform with the required output peripheral(s). Multimedia products may incorporate animation and other screen effects. The SP shall write premasters and archival digital media.

**C.5.7.4.3. Customer Assistance.** The SP shall consult, advise, and instruct customers about VI products.

**C.5.7.4.4. Media Conversions.** The SP shall convert media formats. The SP shall prepare publications for web posting.

**C.5.7.4.5. 3-D Computer Animation Projects.** The SP shall provide 3-D computer animation services.

**C.5.7.4.6. Technical Illustration and Drafting Services.** The SP shall provide technical illustration and drafting services in support of VI products.

**C.5.7.5. Management of Exhibits.** The SP shall provide exhibit services that include transport, setup, operation, breakdown, and retransport of equipment and exhibits. The SP shall coordinate enrollment, fees, and paperwork associated with booth or exhibit space. The SP shall travel and staff the exhibit in coordination with the customer.

**C.5.7.6. Video Teleconferencing Services.** See C.5.3.4. [TE-2. Workload data point.]

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**C.5.7.7. Multimedia Facilities and Equipment.** The SP shall manage multimedia facilities and equipment including coordinating usage, loaning, securing, and tracking multimedia equipment. The SP shall provide preventive maintenance and customer training.

**C.5.7.8. Desktop Publishing.** The SP shall provide desktop publishing. The SP shall not violate copyrights. The SP shall prepare artwork and other materials to be printed to meet pre-press requirements. The SP shall provide a high-quality printer's dummy illustrating formatting, font specifications, and artwork placement. The SP shall prepare print job specifications. The SP shall provide a copy of the final electronic files to the customer. The SP shall prepare publications for posting to web sites in pdf, html, xml, or other designated acceptable format. The SP shall be responsible for reproducing low-volume, mission-unique jobs in-house on specialized digital color printers or copiers. The SP shall be responsible for providing binding and finishing services on low-volume or mission-unique products. The SP shall provide email listserver notification services and manage listserver mailing lists.

**C.5.7.9. Administrative VI Reports.** The SP shall prepare and submit VI reports and respond to data calls.

### **C.5.7.10. Technical Editing and Writing.**

**C.5.7.10.1. Technical Editing Services.** The SP shall perform copy editing and content editing.

*C.5.7.10.1.1. Security Markings and Distribution Review.* The SP shall mark documents with proper security classifications and an appropriate distribution statement. The SP shall obtain necessary approvals for documents.

*C.5.7.10.1.2. Copyright Release.* The SP shall ensure that the customer has obtained required copyright releases for any material included in a USACE publication.

**C.5.7.10.2. Technical Writing Services.** The SP shall provide technical writing services for all forms of media. The SP shall conceptualize, plan, write, develop, and manage the production of presentations, exhibits, videos, bulletins, pamphlets, interactive CDs, technology transfer plans and other digital media. The SP shall prepare special publications that require extensive planning and coordination. For example, *Arctic Research of the United States*, a special-purpose publication produced by USACE for the National Science Foundation, is published twice a year.

**C.5.7.10.3. Work Order Control and Cost Distribution.** The SP shall provide work order control for VI services and products. The SP shall track the status and costs incurred against each job and provide cost distribution reports.

## **C.6. REFERENCES, REGULATIONS, FORMS, AND REPORTS.**

**C.6.1. REFERENCES AND REGULATIONS.** References and Regulations are written directives that define and clarify how USACE tasks and missions should be performed. Regulations mandate performance requirements and standards of functional duties and actions that are mandatory for the SP to meet. References and Regulations help USACE monitor and

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evaluate productivity and provide structure to the USACE working environment. To access USACE Publications, including those related to the USACE Corporate Information Mission, go to <http://www.usace.army.mil/publications>. Army publications including regulations (AR) and pamphlets (PAM) are at <http://www.apd.army.mil/>. DoD Issuances including directives (DODD), instructions (DODI), and publications are found at <http://www.dtic.mil/whs/directives/>.

Due to changes in the USACE work environment, References and Regulations periodically change and may be superseded or become obsolete. The following list of References and Regulations were researched in early 2005 and may not necessarily represent the most current at the time of the PWS solicitation.

<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
1974	Public Law	5 USC Section 552	<a href="#">The Freedom of Information Act of 1974</a>
1974	Public Law	5 USC Section 552a	<a href="#">The Privacy Act of 1974</a>
1990	Public Law	33 USC Section 2321	<a href="#">Navigation and Navigable Waters - Operation and maintenance of hydroelectric facilities</a>
Various	Public Law	18 USC	Private Express Statutes (Mail)
Various	Public Law	39 USC	Private Express Statutes (Mail)
2002	Public Law	44 USC Chapter 36	E-Government Act of 2002
1996	Public Law	40 USC 1401 (3)	<a href="#">Information Management Reform Act of 1996 (Clinger Cohen Act)</a>
8-Sep-82	Public Law	97-255	<a href="#">Federal Managers Financial Integrity Act of 1982</a>
1990	Public Law	101-336	<a href="#">Americans with Disabilities Act of 1990</a>
18-Oct-00	Public Law	44 USC	Government Paperwork Elimination Act (GPEA)
1950	Public Law	Title 44, Chapter 31	Federal Records Act of 1950
1995	Public Law	Title 44, Chapter 35	<a href="#">Paperwork Reduction Act of 1995</a>
Various	Public Law	36 CFR, Chapter 12	<a href="#">National Archives and Records Administration - Records Management</a>
13-Apr-93	Executive Order	12906	<a href="#">Coordinating Geographic Data Acquisition and Access (National Spatial Data Infrastructure</a>
1995	Executive Order	12958	<a href="#">Classified National Security Information</a>
2002	Federal Register	67 FR 77165- 77170	<a href="#">OSHA-Occupational Injury and Illness Recording and Reporting</a>

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<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
16-Nov-04	DOD Directive	5400.11	<a href="#">DOD Privacy Program</a>
6-Mar-00	DOD Directive	5015.2	<a href="#">DOD Records Management Program</a>
19-Jun-02	DOD Standard	5015.2-STD	<a href="#">Design Criteria Standard for Electronic Records Management Software Applications</a>
12-Jul-87	DOD Directive	5040.2	<a href="#">Visual Information</a>
12-May-85	DOD Directive	5040.3	<a href="#">DOD Joint Visual Information Services</a>
29-Aug-95	DOD Directive	5040.5	<a href="#">Alteration of Official DOD Imagery</a>
9-Apr-99	DOD Directive	5200.2	<a href="#">Personnel Security Program</a>
24-Oct-02	DOD Directive	5200.4	<a href="#">DOD Information Technology Security Certification and Accreditation Program (DITSCAP)</a>
21-Nov-03	DOD Directive	5230.9	<a href="#">Clearance of DOD Information for Public Release</a>
Sep-97	DOD Directive	5400.7	<a href="#">DOD Freedom of Information Act Program</a>
Feb-02	DOD Directive	8100.1	<a href="#">Management of DOD Information Resources and Information Technology</a>
21-Jan-03	DOD Directive	8500.1	FOUO – Frequently Asked Questions on Information Assurance (DODD 8500.1) (Available ONLY through Army Knowledge On-Line (AKO))
6-Feb-03	DOD Instruction	8500.2	<a href="#">Information Assurance (IA) Implementation</a>
13-Aug-04	DOD Directive	8551.1	<a href="#">Ports, Protocols, And Services management (PPSM)</a>
15-Aug-04	DOD Directive	8570.1	<a href="#">Information Assurance Training, Certification, and Workforce Management</a>
N/A	DOD Directive	N/A	<a href="#">DOD Website Administration Guidance</a>
N/A	DOD Directive	N/A	<a href="#">DOD Website Policies &amp; Procedures</a>
Dec-01	DOD Manual	4525.8-M	<a href="#">DOD Official Mail Management</a>
1-Jun-98	DOD Manual	8910.M	<a href="#">DOD Procedures for Management of Information Requirements</a>

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26-Dec-01	DOD Instruction	4525.8	<a href="#">DOD Official Mail Management</a>
18-Jun-96	DOD Instruction	8910.1	<a href="#">Management and Control of Information Requirements</a>
25-Nov-98	DOD Memo	12071998	<a href="#">DOD Website Administration Guidance</a>
1-Aug-97	AR	5-12	FOUO – Army Management of the Electromagnetic Spectrum (Available ONLY thru Army Knowledge On-Line (AKO))
27-Nov-92	AR	15-1	<a href="#">Boards, Commissions, and Committees – Committee Management</a>
30-Jun-04	AR	25-1	<a href="#">Army Knowledge Management and Information Management</a>
14-Nov-03	AR	25-2	<a href="#">Information Assurance</a>
<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
21-Apr-86	AR	25-6	<a href="#">Military Affiliate Radio System (MARS)</a>
4-Sep-90	AR	25-11	<a href="#">Record Communications and the Privacy Communications System</a>
14-Aug-92	AR	25-12	FOUO – Communications Security Equipment Maintenance (Available ONLY through Army Knowledge On-line (AKO))
2-Jun-04	AR	25-30	<a href="#">The Army Publishing Program</a>
12-May-89	AR	25-36	<a href="#">Inter-servicing of Technical Manuals and Related Technology</a>
3-Jun-02	AR	25-50	<a href="#">Preparing and Managing Correspondence</a>
30-Nov-92	AR	25-51	<a href="#">Official Mail and Distribution Management</a>
4-Jan-05	AR	25-52	<a href="#">Authorized Abbreviations, Brevity Codes &amp; Acronyms</a>
1-Nov-97	AR	25-55	<a href="#">The Department of Army Freedom of Information Act Program</a>
15-Sep-04	AR	25-58	<a href="#">Publication in the Federal Register of Rules Affecting the Public</a>
7-Dec-04	AR	25-59	<a href="#">Office Symbols</a>
15-Nov-04	AR	25-400-2	<a href="#">The Army Records Information Management System</a>
30-Sep-96	AR	27-1	<a href="#">Legal Services, Judge Advocate Legal Services</a>
21-Feb-96	AR	27-3	<a href="#">Office of Counsel – The Army Legal Assistance Program</a>
1-Jun-93	AR	27-60	<a href="#">Intellectual Property</a>
15-Oct-78	AR	37-49	<a href="#">Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities</a>
30-Jan-04	AR	70-1	<a href="#">Army Acquisition Policy</a>
10-Mar-86	AR	70-31	<a href="#">Standards For Technical Reporting</a>

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30-May-97	AR	71-9	<a href="#">Material Requirements</a>
13-Mar-74	AR	105-6	<a href="#">Standardized Telecommunications Program</a>
30-Nov-74	AR	105-70	FOUO – Amateur Radio Program (Available ONLY through Army Knowledge On-Line (AKO))
10-Dec-01	AR	115-11	<a href="#">Geospatial Information and Services</a>
31-May-91	AR	190-16	<a href="#">Physical Security</a>
30-Sep-93	AR	190-51	<a href="#">Security of Unclassified Army Property (Sensitive and Non-Sensitive)</a>
28-Oct-86	AR	335-15	<a href="#">Management Information Control System</a>
5-Jul-85	AR	340-21	<a href="#">The Army Privacy Program</a>
14-Sep-90	AR	340-26	<a href="#">Duplicate Emergency Files Program</a>
15-May-82	AR	350-10	<a href="#">Training</a>
<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
15-Sep-00	AR	360-1	<a href="#">The Army Public Affairs Program</a>
15-Apr-82	AR	380-4	<a href="#">DA Physical Security Program in the National Capital Region</a>
29-Sep-00	AR	380-5	<a href="#">Department of the Army Information Security Program</a>
30-Jun-00	AR	380-40	FOUO – POLICY FOR SAFEGUARDING AND CONTROLLING COMMUNICATIONS SECURITY—(COMSEC) MATERIEL
29-Apr-98	AR	380-53	<a href="#">Information Systems Security Monitoring</a>
9-Sep-88	AR	380-67	<a href="#">The Department of the Army Personnel Security Program</a>
1-Nov-94	AR	385-40	Accident Reporting and Records
28-May-01	AR	500-3	FOUO - Army Continuity of Operations (COOP) Program (Available ONLY from Army Knowledge On-line (AKO))
3-Mar-95	AR	530-1	FOUO - Operations Security (OPSEC) (Available ONLY from Army Knowledge On-Line (AKO))
1-Oct-94	AR	600-8-105	<a href="#">Military Orders</a>
13-Jun-03	AR	600-20	<a href="#">Army Command Policy</a>
1-Oct-01	AR	600-85	<a href="#">Army Substance Abuse Program</a>
1-Oct-91	AR	640-30	<a href="#">Photographs for Military Personnel Files</a>
29-Jan-99	AR	672-20	<a href="#">Incentive Awards</a>
4-Mar-88	AR	690-12	<a href="#">Equal Employment Opportunity and Affirmative Action</a>
16-Aug-98	AR	690-400	<a href="#">Total Army Performance Evaluation System (Chapter 4302)</a>

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31-Jan-02	AR	690-950	<a href="#">Career Management</a>
25-Feb-04	AR	710-2	<a href="#">Supply Policy Below the National Level</a>
13-Mar-86	AR	715-13	<a href="#">Engineering Support For Items Supplied by Defense Logistics Agency and General Services Administration</a>
10-Jun-02	AR	735-5	<a href="#">Policies and Procedures for Property Accountability</a>
9-Sep-02	AR	740-1	<a href="#">Storage Supply Activity and Operations</a>
N/A	ARIMS	WEBSITE	<a href="#">Army Records Information Management System</a>
1-Aug-03	Army TB	380-41	FOUO - Technical Bulletin Security: Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material
<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
1-Apr-87	DAGO	1987-18	FOUO Television-Audio Support Activity, Sacramento Army Depot (Available ONLY from Army Knowledge On-Line (AKO))
26-Aug-94	DAGO	1994-19	FOUO - Transfer of Television-Audio Support Activity
27-Aug-91	PAM	25-1-1	<a href="#">Installation Information Services</a>
31-Jul-91	PAM	25-5	FOUO – Preparing and Processing Requests for Long-Haul Information Transfer Services (Available ONLY through Army Knowledge Online (AKO))
1-Apr-93	PAM	25-16	FOUO - SECURITY PROCEDURES FOR THE SECURE TELEPHONE UNIT, THIRD GENERATION (STU-III)
N/A	PAM	25-30	FOUO - Consolidated Index of Army Publications And Blank Forms (Available ONLY through Army Knowledge OnLine (AKO))
31-Jul-95	PAM	25-31	<a href="#">Forms Management, Analysis. And Design</a>
15-Sep-06	PAM	25-33	<a href="#">User's Guide for Army Publications and Forms</a>
29-Dec-03	PAM	25-40	<a href="#">Army Publishing Action Officer's Guide</a>
16-May-04	PAM	25-50	<a href="#">Compilation of Army Addresses</a>
30-Apr-99	PAM	25-51	<a href="#">The Army Privacy Program-System of Record Notices and Exemption Rules</a>
6-Nov-01	PAM	25-52	<a href="#">Mail Facility Security and Handling Suspicious Mail</a>
30-Sep-91	PAM	25-91	<a href="#">Visual Information Procedures</a>
10-Jan-91	PAM	25-380-2	FOUO - Security Procedures for Controlled Cryptographic Items (Available ONLY thru Army Knowledge-On-Line (AKO))
1-Mar-97	PAM	735-5	<a href="#">Survey Officer's Guide</a>



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28-Oct-03	HQDA LTR	25-03-02	<a href="#">Ensuring Quality of Information Disseminated to the Public by The Department of Defense</a>
1-Dec-87	ER	5-1-3	<a href="#">Commercial Activities Program</a>
9-Mar-73	ER	10-1-1	<a href="#">Mission and Command Organization of the Chief of Engineers</a>
31-Aug-95	ER	11-2-201	<a href="#">Civil Works Activities – Funding, Work Allowances and Reprogramming</a>
31-Aug-99	ER	25-1-2	<a href="#">Information Management - Lifecycle Management of Information Systems (LCMIS)</a>
1-Oct-93	ER	25-1-50	<a href="#">Official Mail Cost Control Program</a>
21-Mar-94	ER	25-1-74	<a href="#">Electronic Mail</a>
30-Jun-89	ER	25-1-90	<a href="#">Visual Information</a>
<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
1-May-98	ER	25-1-92	<a href="#">USACE Digital Visual Library</a>
10-May-96	ER	25-1-98	<a href="#">Publications in the Federal Register</a>
30-Jul-99	ER	25-1-99	<a href="#">Management and Use of the Corpsweb</a>
1-Apr-99	ER	25-1-101	<a href="#">USACE Electronic Phone Book</a>
6-Sep-83	ER	37-1-21	<a href="#">Payment and Reporting of Interest of Penalties Prompt Payment Act</a>
31-Dec-01	ER	37-1-24	<a href="#">Operating Budgets</a>
30-Nov-02	ER	37-1-30	<a href="#">Financial Administration – Accounting and Reporting</a>
1-Apr-69	ER	37-2-10	<a href="#">Accounting and Reporting Civil Works Activities</a>
31-Jan-92	ER	350-1-416	<a href="#">HQUSACE Centrally and Locally Sponsored Long-Term Training (LTT) Program</a>
15-Jan-95	ER	350-1-420	<a href="#">5-Year Individual Development Plan (IDP) and Developmental Assignments</a>
2-Apr-82	ER	360-1-2	<a href="#">Unified Visual Communication System</a>
30-Sep-01	ER	500-1-1	<a href="#">Emergency Employment of Army and Other Resources – Civil Emergency Management Program</a>
1-Oct-03	ER	715-1-21	<a href="#">USACE Procurement Electronic Contract Solicitations</a>
30-Apr-90	ER	870-1-1	<a href="#">Field Operating Activities</a>
1-Feb-02	ER	1110-1-1001	<a href="#">USACE Standard Survey Disc</a>
1-Aug-96	ER	1110-1-8156	<a href="#">Policies, Guidance, and Requirements for Geospatial Data and Systems</a>
31-Mar-81	ER	1110-2-248	<a href="#">Requirements for Water Data Transmissions Using GOES/DCS</a>
31-Aug-94	ER	1110-2-249	<a href="#">Management of Water Control Data Systems</a>
29-Jun-85	ER	1110-2-	<a href="#">Cooperative Stream Gaging Program</a>

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		1455	
31-Jul-96	ER	1110-2-8155	<a href="#">Hydrometeorological Data Management and Archiving</a>
31-Mar-00	ER	1130-2-445	<a href="#">Corps of Engineers Digital Project Notebook</a>
31-Oct-04	EC	25-1-311	<a href="#">Information Management - Office Symbols</a>
3-Nov-03	EM	385-1-1	<a href="#">Safety and Safety Health Requirements</a>
1-Jul-93	EM	1110-1-1000	<a href="#">USACE Photogrammetric Mapping Photo</a>
14-Sep-90	EM	1110-1-1002	<a href="#">Survey Markers and Monumentations</a>
1-Jun-02	EM	1110-1-1003	<a href="#">USACE NAVSTAR Global Positioning System Surveying</a>
<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
1-Jul-03	EM	1110-1-1004	<a href="#">USACE Geodetic and Control Surveying</a>
31-Aug-94	EM	1110-1-1005	<a href="#">USACE Typographic Surveying</a>
1-Aug-96 (Original) 1-Jul-98 (Change 1)	EM	1110-1-2909	<a href="#">USACE Geospatial Data and Systems</a>
31-Oct-94	EM	1110-2-1003	<a href="#">USACE Hydrographic Survey</a>
1-Jun-02	EM	1110-2-1009	<a href="#">USACE Engineering and Design – Structural Deformation Surveying</a>
1-Oct-03	EM	1110-2-2907	<a href="#">USACE Remote Sensing</a>
1-Aug-90	EP	25-1-6	<a href="#">Command Data Model and Dictionary – Information Systems Modernization Program</a>
1-Aug-90	EP	25-1-91	<a href="#">Effective Presentations</a>
1-Sep-94	EP	310-1-6	<a href="#">Graphic Standards Manual</a>
1-Apr-85	EP	310-1-6A	Sign Standards Manual, Vol. 1, Ch (Not Available Electronically)
1-Apr-85	EP	310-1-6B	Sign Standards Manual, Vol 2, Ch (Not Available Electronically)
31-Jan-92	EP	420-1-1	<a href="#">Construction - Installation Support Handbook</a>
29-Jan-90	OCE Supplement	AR 335-15	<a href="#">Management Information Control System (USACE SUPPL 1)</a>
30-Mar-90/1-Apr-93	USACE Supplement	AR 385-40	<a href="#">Accident and Reporting (USACE Suppl 1)</a>
8-Jan-03	CECI Memo	N/A	<a href="#">Information Assurance (Network Scanning)</a>

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24-Jan-03	CECI Memo	N/A	<a href="#">Corps Electronic Document Management System Guidelines and Standards</a>
22-Mar-99	OM	25-1-99	<a href="#">HQUSACE Automation Hardware and Software Policy</a>
1-Oct-02	OM	25-1-101	<a href="#">Information Management – HQUSACE Policy on the Use of Modems</a>
31-Mar-86	OM	360-1-3	<a href="#">Clearance of Statistical Material for Release Outside of the Department of the Army</a>
12-Jul-94	OM	500-1-6	<a href="#">Emergency Operations Center Procedures</a>
Jul-04	ERDC/ITL	SR-04-01	<a href="#">Guide For Preparing Technical Information Reports of the Engineer Research and Development Center</a>
<b>Effective/ Publish Date</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>Regulation Title or Reference Name</b>
Jul-04	OMB CIR	A-11	Preparation, Submission and Execution of the Budget
5-Nov-03	OMB CIR	A-130	<a href="#">Management of Federal Information Resources</a>
28-Feb-02	OMB MEMO	M-007	<a href="#">Incorporating &amp; Funding Security in Information Systems Investments</a>
Apr-96	OMB MEMO	M-96-20	<a href="#">Implementation of the IT Management Reform Act</a>
Jun-01	GAO	WEBSITE	<a href="#">Federal Information System Controls Audit Manual (FISCAM) AIMD-12.19.6</a>
21-Feb-05	Guide	WEBSITE	<a href="#">Federal Government Resources Laws and Regulations</a>
N/A	Publication	N/A	<a href="#">Army Strategy for the Environment</a>
1995	ANSI/ NISO	Z39.18-1995	<a href="#">Scientific and Technical Reports- Elements, Organization, and Design</a>
29-Jul-94	DCID	21	FOUO - Physical Security Standards for Sensitive Compartmented Information Facilities

Note: FOUO documents are available from the Contracting Officer.

**C.6.2. FORMS.** Forms are documents with blanks used to insert information or details or a fixed order of words or procedures in accordance with specific criteria. Forms are used to request a variety of services, are used as documentation, and are used to revise and update services already in place. The use and maintenance of forms is a required part of the workflow process. Currently, USACE uses Form Flow software to develop, revise, and access forms for internal use.

<b>FORM Number</b>	<b>FORM Title</b>	<b>Requirement</b>
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<b>FORM Number</b>	<b>FORM Title</b>	<b>Requirement</b>
DD 67	Form Processing Action Request	DOD 7750.7-M
DD 254	Contract Security Classification	AR 380-5, AR 25-2
DD 282	DOD Printing Requisition/Order	AR 25-30
DD 448	Military Interdepartmental Purchase Request (MIPR)	DFARS.253.208
DD 651	Carrier's Report Of Vehicle Damage Or Breakdown	USAPPC
DD 1172-2	Application for Department of Defense Common Access Card	OMB
DD 1556	Request, Authorization, Agreement, Certification of Training & Reimbursement	DOD 1400.25-M Chapter 4101
DD 1995	Visual Information Production Request and Report	AR 25-2
DD 2501	Courier Authorization Card	AR 25-51
DD 2537	Visual Information Caption Sheet	AR 25-2
DD 2830	General Talent Release	AR 25-2
DD 2831	General Release Where Talent Fee or Other Remuneration or Recompense Accrues to the Participant	AR 25-2
DD 2832	Release General the U.S. Government Permission to Photograph or Otherwise Record the Visual Image or Sound of Private Property	AR 25-2
DD 2833	Release General of U.S. Government Permission to Record and Reproduce Program Material Transmitted by Educational or Commercial Broadcast Station	AR 25-2
DA 12-R	Request for the Establishment of a Publications Account	DA Pam 25-33
DA 12-99 R	Initial Distribution Requirements for Publications	DA Pam 25-33
DA 260	Request for Publishing	AR 25-30
DA 335-R	Application for Approval of Management Information	AR 335-15
DA 410	Receipt For Accountable Form	AR 25-30
DA 455	Mail & Document Register	AR 380-5
DA 543	Request For Records	AR 25-1

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<b>FORM Number</b>	<b>FORM Title</b>	<b>Requirement</b>
DA 642	Forms Information Record	US Army Publishing & Printing Command (USAPPC)
DA 2028	Recommended Changes to Publications & Blank Forms	AR 25-30
DA 2062	Hand Receipt/Annex Number	DA Pam 710-2-1
DA 3953	Purchase Request & Commitment	AR 37-1
DA 3964	Classified Document Accountability Record	AR 380-5
DA 4103	Visual Information Product Loan Order	AR 25-2
DA 4815	Forms Control Register	AR 25-30
DA 5695	Information Management Requirements/Project Document	AR 25-2
DA 5697	Army Visual Information Activity Authorization Record	AR 25-2
ENG 1309	Request For Reproduction Services	AR 25-30
ENG 3394	USACE Accident Investigation Report	AR 385-40 (USACE Suppl 1)
ENG 4900-R	Property Control Receipt	ER 700-1-1
HQUSACE	USACE Privacy Impact Assessment (IA)	E-Gov Act 2002
CEEIS	CEEIS Firewall Action Request	AR 25-2
CEEIS ECP FORM Version 2	CEEIS Engineering Change Proposal	AR 25-1
AF 4168	COMSEC Responsible Officer & User Training Checklist	AFI 33-211
AFCOMSEC 1	COMSEC Users Receipt Destruction Certificate	AFI 33-211
AFCOMSEC 7	Records Clearance Certificate	AFI 333-211
AFCOMSEC 9	Cryptographic Access Certificate	AF133-211
AFCOMSEC 16	COMSEC Account Daily Shift Inventory	AF133-211, AF133-209
DA Label 87	For Official Use Only	AR 380-5
OF 11	Reference Requests-Federal Records Centers	AR 25-400-2
SF 1	Printing and Binding Requisition to the Public Printer	AR 25-30
SF 83	Request For OMB Review	5 CFR, Part 1320
SF 115	Disposition of Federal Records	36 CFR 1220

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<b>FORM Number</b>	<b>FORM Title</b>	<b>Requirement</b>
SF 135	Records Transmittal and Receipt	AR 25-400-2
SF 135-A	Continuation, Records Transmittal and Receipt	AR 25-400-2
SF 153	COMSEC Material Report	AF133-211, AR 380-40
SF 258	Agreement to Transfer Records to NARA	36 CFR 1220
* 700 Series	Forms can't be printed due to Security Restrictions	AR 380-5
SF 700	Security Container Information	AF133-211, AR 380-5
SF 701	Activity Security Checklist	AF133-211, TAFBI 33-104, AR 380-5
SF 702	Security Container Checksheet	AF133-211, AR 380-5
SF 704	SECRET Cover Sheet	AR 380-5
SF 705	CONFIDENTIAL Cover Sheet	AR 380-5
SF 706	SECRET Media Label	AR 380-5
SF 707	CONFIDENTIAL Media Label	AR 380-5
SF 1034A	Public Voucher For Purchases and Services Other Than Personal	
GPO 714	Information Sheet of Visit, Conference and/or Telephone Call	AR 25-30
GPO 952	U.S. Government Printing Office Desktop Publishing-Disk Information	AR 25-30
GPO 1815	Notice of Quality Defects	AR 25-30
GPO 1996	Non-Compliance/Change Report	AR 25-30
GPO 2511B	Print Order	DA PAM 25-40
GPO 3868	Notification of Intent To Publish	AR 25-30
GPO N/A	Term Contracts Requirements	AR 25-30
GPO N/A	Proof Matrix	AR 25-30
GPO N/A	Printing Instructions	AR 25-30
N/A/	SPA Work Order	AR 25-30

**C.6.3. REPORTS.** A Report is a formal account of proceedings or transactions in written or verbal format. Reports document critical priorities and decisions. Reports serve as important references and sources of information that enhance the successful completion of job tasks and greatly support search. These Reports were researched in early 2005 and may not necessarily represent the most current at the time of the PWS solicitation.

<b>Frequency of Report</b>	<b>Regulation</b>	<b>Report Name</b>
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Every 3 Years	DODD 5200.40	DOD Information Technology Security Certification and Accreditation Program (DITSCAP)
Semi-Annual	AR 25-51, ER 25-1-50, CECI Memo 1 July 1997	Positive Accountability Postage Administrative System (PAPAS) Report

**APPENDIX A.**

**DEFINITIONS.**

<b>TERMS</b>	<b>DEFINITIONS</b>
<b>Acceptable Quality Level (AQL)</b>	The maximum percent defective, the maximum number of defects per hundred units, or the number of defects in the lot that can be considered satisfactory on the average, or the degree of deviation from perfect performance for a specific contract requirement before the Government will consider the contract performance unacceptable. As long as the defective performance does not exceed the AQL, the Government will not reject the services. However, performance at an AQL does not imply that the Service Provider may knowingly perform in an unsatisfactory manner.
<b>Access (IS)</b>	Ability and means to communicate with (i.e. input to or receive output from) or otherwise make use of any information, resource, or component in an IS.
<b>Access Control Mechanism</b>	Mechanism allowing managers of a system to exercise a directing or restraining influence over the behavior, use, and content of a system. It permits management to specify what users can do, which resources they can access, and what operations they can perform.
<b>Accession</b>	The transfer of the legal and physical custody of permanent records from an agency to the National Archives and Records Administration.
<b>Accident</b>	An unintentional or unexpected event or series of events resulting in an individual's occupational illness, injury, or death; damage to or loss of equipment or property; and/or damage to the environment.
<b>Accountable Officer</b>	An individual required to maintain accounting records for property or funds, whether public or in some degree thereof. The accountable officer may or may not have physical possession of the property or funds.
<b>Accountable Personal Property</b>	All non-expendable personal property with a life expectancy of more than one year or an acquisition cost of \$5,000 or more; it includes all pilferable property.
<b>Accounting</b>	The act of receiving, controlling, validating, recording, classifying, and summarizing transactions in terms of money, analyzing and interpreting those transactions, and reporting the operating results and related resource management information to higher headquarters.
<b>Accreditation</b>	A formal declaration by a designated approving authority that an IS is approved to operate in a particular security mode using a prescribed set of safeguards.



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<b>Acquisition</b>	Ordering/procuring and paying for IT services/equipment/products; acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. All IT acquisitions must have IM technical review and validation before procuring.
<b>Action Copy</b>	The copy of a document sent to the agency, office, or individual responsible for taking action.
<b>Active Directory</b>	A directory service from Microsoft that is a part of Windows 2000, XP, and Windows 2003. It stores information about objects on a network and makes this information available to users and network administrators. Active Directory gives network users access to permitted resources anywhere on the network using a single logon process. It provides network administrators with an intuitive hierarchical view of the network and a single point of administration for all network objects.
<b>Activity</b>	An Army/USACE organization. Within the context of the Army Enterprise Architecture, it is a specific function that must be performed to produce, consume, or transform information. Activities are grouped into larger processes in support of accomplishing tasks and missions. Depending on the context, an activity or function is performed by an individual, unit, or prime system element.
<b>Activity Hazard Analysis (AHA)</b>	A documented process by which the steps (procedures) required to accomplish a work activity are outlined, the actual or potential hazards of each step are identified, and measures for the elimination or control of those hazards are developed.
<b>Actual Cost Method</b>	Billing method whereby actual costs are used as the billing basis in lieu of fixed prices/rates. The actual cost method is used for non-governmental agencies, private parties, and all other entities excluded from the rate stabilization provisions.
<b>Adjustment Factor</b>	Amount that is deducted from the observed defect when random sampling with extrapolated deductions or random sampling without extrapolated deductions is used to calculate the defect rate for the entire population. This factor is determined from standard tables.
<b>Administrative Approval</b>	An approval officer's signature on a payment voucher to indicate that the voucher is correct. Or a statement by an approval officer that indicates that the proposed payment is approved. The approval officer must sign and date the statement.

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<b>Administrative Control</b>	Any procedure that significantly limits exposure by control or manipulation of the work schedule or manner in which work is performed.
<b>Administrative Limitation</b>	Limitation in the funding regulation to control the obligation or expenditure of funds. Offices or agencies establishing other limitations on obligations and expenditures will monitor and enforce them, but not under the anti-deficiency statutes.
<b>Administrative Offset</b>	Withholding of money payable by the U.S. Government to satisfy a debt owed the U.S. Government. Administrative offset may include offset from salary when a specific statute so authorizes.
<b>Administrative Subdivision of Funds</b>	Any subdivision of an appropriation that makes funds available in a specified amount for incurring obligations or that can be further subdivided to make funds available in specified amounts for incurring obligations.
<b>After Action Review (AAR)</b>	A review that provides immediate feedback about a mission or task, designed to improve individual and collective task performance.
<b>Agency</b>	A U.S. Government entity defined by 5 U.S.C. 551(1). It includes exchanges, commissaries, and any other organization that is operated exclusively as an instrument of an agency to administer one or more agency programs, or that is identified for this purpose by the head of the agency.
<b>AIS</b>	Automated Information System. Any assembly of computer hardware, software, or firmware configured to collect, create, communicate, compute, disseminate, process, store, or control data or information in an electronic form. AISs can be stand-alone computers, small computers, word processors, multi-user computers, terminals, and networks.
<b>Allocation</b>	An authorization by the Department of the Army making funds available in prescribed amounts to an operating agency for sub-allocation or allotment.
<b>ALPHA</b>	A RISC microprocessor designed by Digital Equipment Corporation.
<b>Alternate Standard</b>	A standard developed in place of an existing regulatory standard. An alternate standard must provide equal or greater protection to exposed personnel than the prescribed standard and can be approved only by the agency that promulgated the standard.
<b>American National Standards Institute (ANSI)</b>	A U.S. standards organization composed of representatives from industry, technical societies, consumer organizations, and government agencies.

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<b>Applicable Interest Rate</b>	The interest rate that the Secretary of the U.S. Treasury announces semiannually under Section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611). This interest rate is used to calculate the amount of interest to pay a vendor on a late payment. It is published in the Federal Register when Defense Finance and Accounting Service announces the amount by a message to all Finance and Accounting Offices/Defense Accounting Offices.
<b>Application Software</b>	Software that performs a specific task or function, such as word-processing, creation of spreadsheets, generation of graphics, or facilitating e-mail. An application should be considered a system for the purpose of reporting to the Army Information Technology Registry unless it is part of a larger system already being reported.
<b>Apportionment</b>	A determination by the Office of Management and Budget specifying the amount of obligations allowed during a given period under an appropriation, contract authorization, other statutory authorization, or a combination of these per 31 U.S.C. 1512.
<b>Appropriation</b>	An authorization by an Act of the U.S. Congress to incur obligations for specified purposes and to make disbursements for them from the U.S. Treasury. This includes authorizations to create obligations in advance of appropriations or other fund authority.
<b>Appropriation Multi-Year</b>	An appropriation that is available for incurring obligations for a definite period in excess of one fiscal year.
<b>Appropriation Warrant</b>	An official U.S. Treasury document that provides the dollar amounts established in the general and detailed appropriation accounts of the U.S. Treasury pursuant to Appropriation Acts authorized by law. It serves as a convenient source document for entries into accounts that establish the amount of money authorized to be withdrawn from the U.S. Treasury.
<b>Approved Operating Budget</b>	The approved financial funding level for a major activity director or activity, normally on an annual basis.
<b>Architecture</b>	The structure of components, their interrelationships, and the principles and guidelines governing their design and evolution over time.
<b>Archives</b>	The non-current records of an organization preserved because of their continuing or enduring value. An archive is also referred to as the organization or agency responsible for appraising, accessioning, preserving, and making available permanent records.
<b>Archiving</b>	In electronic records, the process of creating a backup copy of computer files, especially for long-term storage.
<b>Archivist of the United States</b>	The head of the National Archives and Records Administration.
<b>Armed Forces</b>	The Army, Navy, Air Force, Marine Corps, and Coast Guard.

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<b>Army Knowledge Management</b>	The Army-wide effort to transform the Army, including USACE. Into a net-centric self-learning organization that will improve operational and mission performance.
<b>Army Knowledge Online (AKO)</b>	A comprehensive web site supporting the knowledge management needs of the U.S. Army at large, including active duty, reserves, civilians, and retirees.
<b>Army Management Structure</b>	A structure established by regulation to provide a single, uniform classification of the non-tactical (peacetime) activities of the U.S. Army for use in programming, budgeting, accounting, and reporting of cost, performance, and manpower data.
<b>Army Occupational Safety and Health Program (ARMOSH)</b>	A program that addresses the overall maintenance of safe and healthy conditions in the workplace or the occupational environment. This includes OSHA compliance, industrial and production operations, and Research, Development, Test, and Evaluation activities. It is applicable to all Army civilian and military personnel and operations.
<b>Army Records Information Management System (ARIMS)</b>	Cost-effective organization of Army files and records contained in any medium so that records are readily retrievable. It ensures that records are complete, facilitates the selection and retention of permanent records, and accomplishes the prompt disposition of non-current records in accordance with National Archives and Records Administration approved schedules.
<b>Army Web Risk Assessment Cell</b>	A team of information assurance personnel that conduct ongoing operational security and threat assessments of Army publicly accessible web sites to ensure compliance with DOD and Army policy and best practices.
<b>Asset Management</b>	The life-cycle management of assets, encompassing not only the inventory of existing equipment, but also the acquisition, maintenance, and disposal of assets. Asset management is also the responsibility for analyzing contracting requirements; planning competition and source selection; evaluates quotes and offers; supports awarding contracts; plans and executes contract administration; monitors contract quality and administers payments; and modifies termination and close out of contracts.
<b>Asset Use Charge</b>	A charge for the use of Department of Defense assets (facilities and/or equipment) to recoup depreciation and interest on investment.
<b>Assets</b>	An item of economic value owned by a federal agency. The item may be physical in nature (tangible) or a right to ownership (intangible) that is expressed in terms of cost or some other value.
<b>Attribute</b>	A property or characteristic of one or more entities. Also, a property inherent in an entity or associated with that entity for database purposes.

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<b>Audit Trail</b>	Audit trail capabilities allow for readily tracing all transactions, including those that are computer-generated and computer-processed transactions, from initiation (individual source documents) to accounting reports and vice versa. For example, tracing a general ledger account and amount from a trial balance to the original transaction. Audit trails also provide for the detection and tracing of rejected or suspended transactions to ultimate correction.
<b>Authentication</b>	Security measure designed to establish the validity of a transmission, message, or originator, or a means of verifying an individual's eligibility to receive specific categories of information.
<b>Automatic Data Processing Manager</b>	Organization responsible for the actual design and development of computer programs implementing the functional design.
<b>Automation</b>	Conversion of a procedure, process, or equipment to automatic operation. When allied to telecommunications facilities, automation may include the conversion to automatic operation of the message processing at an exchange or remote terminal.
<b>Bandwidth</b>	The maximum rate at which an amount of data can be sent through a given transmission channel.
<b>Bar Code</b>	A code or symbol used for identification purposes, which is composed of a pattern of varying-width parallel bars and spaces that can be read by an electronic scanner. Bar codes are used on products, coupons, cases, pallets, etc. The symbol of the Universal Product Code.
<b>Base Case System</b>	A system that has been fielded and certified through the intra-Army interoperability process.
<b>Base Operations Support (BASOPS)</b>	Support services and functions performed by the facility for the benefit of others. BASOPS includes real property maintenance, minor construction, environmental compliance, installation supply and maintenance services, transportation, and other installation common support services. Common-service support functions listed in DFAS-IN 37-1, Finance and Accounting Policy Implementation, regardless of the appropriation or fund account from which they are financed.
<b>Basic Ordering Agreement (BOA)</b>	A written instrument of understanding negotiated between a contracting activity and a contractor. A BOA contains terms that apply to future orders, a description of services to be provided, and a method for pricing future orders under this agreement. Service orders under a BOA are placed by an Ordering Officer.
<b>Benchmark</b>	A procedure, problem, or test that can be used to compare systems, components, processes, and so forth to each other or to a standard.
<b>Bi-Annual</b>	Occurs every two years. (It does not mean twice a year.)
<b>Bill Balancing</b>	The process of verifying that Summary Billing Record and related Detail Billing Record values are in agreement.
<b>Billing</b>	The process of sending an invoice listing amounts owed.
<b>Billing Errors</b>	Improper charges or credits resulting from billing office error.
<b>Bi-Monthly</b>	Occurs every two months. (It does not mean twice a month.)

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<b>Bit</b>	The small unit of information (usually either 0 and 1) recognizable by a computer.
<b>Bi-Weekly</b>	Occurs every two weeks. (It does not mean twice a week.)
<b>Blanket Purchase Agreement (BPA)</b>	A simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply. The BPA reduces the need for individual purchase documents.
<b>Boot P</b>	An arrangement allowing a computer on a network to act as an address server, automatically giving IP addresses on request.
<b>Broadcast</b>	The transmission of radio, television, and data signals through the air waves or fiber optic cable.
<b>Budget</b>	A planned program for a fiscal period in terms of (1) estimated costs, obligations, and expenditures; (2) source of funds for financing, including reimbursements anticipated, and other resources to be applied; (3) explanatory and workload data on the projected programs and activities.
<b>Budget Year</b>	That fiscal year arrived at by adding one fiscal year to the current fiscal year. During fiscal year 2004, the budget year would be fiscal year 2005.
<b>Business Concern</b>	Any individual or organization engaged in a profession, trade, or business. It includes not-for-profit entities operating as contractors. This includes state and local governments but not Federal Government organizations. The term contractor, vendor, and firm are synonymous with business concern.
<b>Byte</b>	The number of bits representing a character to a computer, normally 8 (eight) bits.
<b>Cadastral Data</b>	Data defined as the geographic extent of the past, current, and future rights and interests in real property including the spatial information necessary to describe that geographic extent. The Federal Geographic Data Committee approved the Cadastral Data Content Standard 9FGDC-STD-003) in April 1999.
<b>Calendar Day</b>	The 24-hour period of time beginning at 12:00 A.M. (Midnight).
<b>Calendar Days</b>	Consecutive days without regard to weekends or holidays.
<b>Calendar Year</b>	The 12-month period of time from January 1 <sup>st</sup> to Dec 31 <sup>st</sup> .
<b>Capitalization</b>	The monetary value of inventories (materiel, supplies, and equipment) including undelivered orders due in undercapitalized contracts; also, allocations of cash less liabilities and equity, reservations. In those instances of transfer of logistic responsibility or material, the value will be at the current Army standard prices.
<b>Cartographic Records</b>	Graphic representations drawn to scale of selected features of the earth’s surface and atmosphere and of other planets and planetary satellites. Includes maps, charts, photomaps, orthophotomaps, atlases, cartograms, globes, relief models, and related records, such as field survey notes and map history files.

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<b>Central Files</b>	Files accumulated by several offices or organizational units and maintained and supervised in one location.
<b>Certificate of Conformance</b>	A contractor's statement that the delivery conforms to contract specifications.
<b>Certification</b>	Comprehensive evaluation of the technical and non-technical security features of an IS and other safeguards, made in support of the accreditation process, to establish the extent to which a particular design and implementation meets a set of specified security requirements.
<b>Certification Agent</b>	Individual responsible for making a technical judgment of the system's compliance with stated requirements, identifying and assessing the risks associated with operating the system, coordinating the certification activities, and consolidating the final certification and accreditation packages.
<b>Certifying Officer</b>	An individual authorized to certify the availability of funds on any documents or vouchers submitted for payment and/or indicate that payment is proper. The Certifying Officer is responsible for the correctness of the facts and computations and the legality of payment.
<b>Charge Out</b>	The act and result of recording the removal and loan of a document or a file to indicate its location.
<b>Civil Agencies</b>	All agencies in the Federal Government other than Department of Defense installations and activities, e.g., General Services Administration.
<b>Classified Defense Information</b>	Official information regarding the national security that has been designated top secret, secret, or confidential in accordance with Executive Order 12356.
<b>Classified Material/Matter</b>	Official information or matter, in any form or of any nature, that requires protection in the interest of national security. Material is classified CONFIDENTIAL, SECRET, or TOP SECRET or above under DOD 5200.1-R.
<b>Clearinghouse</b>	An active, online repository, providing data, metadata, and procedures to assist in the implementation of a distributed discovery mechanism for Comprehensive Everglades Restoration Plan (CERP) spatial data. All files are cataloged in accordance with Federal Geographic Data Committee (FGDC) standards and made available in widely used data formats.
<b>Commercial Voucher</b>	A properly prepared public voucher that a vendor submits for goods or non-personal services. It must be supported by a contract, purchase or delivery order, receiving and acceptance report or performance certificate, and a vendor's invoice.

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<b>Common Delivery Framework</b>	The Common Delivery Framework (CDF) is an ongoing Research and Development (R&D) initiative that focuses on improving reuse and integration of Science and Engineering (S&E) tools, models, and data. The CDF defines the guidance, standards, and conventions as well as the sharable functionality through common software libraries and services needed to improve how technology is delivered and inserted.
<b>Communication Network</b>	A set of products, concepts, and services that enables the connection of computer systems for the purpose of transmitting data and other forms (for example, voice and video) among the systems.
<b>Communication Security (COMSEC)</b>	Measures and controls taken to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of such telecommunications. COMSEC includes cryptographic security.
<b>Communication Systems</b>	A set of assets (transmission media, switching nodes, interfaces, and control devices) that establishes linkage between users and devices.
<b>Community of Practice (COP)</b>	A group of people who regularly interact to collectively learn, solve problems, build skills and competencies, and develop best practices around a shared concern, goal, mission, set of problems, or work practice. COPs cut across formal organizational structures. COP structures range from informal to formal and may also be referred to as structured professional forums, knowledge networks, or collaborative environments.
<b>Comparability</b>	Relates to the similarity and consistency of information produced by an entity from period to period and by others operating in similar circumstances. The value and usefulness of information depends greatly on the degree to which it is comparable to information from prior periods and to similar information reported by others.
<b>Compliance</b>	A system that meets or is implementing an approved plan to meet all applicable Technical Architecture mandates.
<b>Component</b>	An assembly or any combination of parts, subassemblies, and assemblies mounted together in manufacture, assembly, maintenance, and/or rebuild.
<b>Computer</b>	A machine capable of accepting data, performing calculations on or otherwise manipulating that data, storing it, and producing new data.
<b>Computer Facility</b>	Physical resources that include structures or parts of structures that support or house computer resources; the physical area where the equipment is located.
<b>Computer Security</b>	Measures and controls that ensure confidentiality, integrity, and availability of information processed and stored by a computer.
<b>Computer-Aided Design and Drafting (CADD)</b>	A scientific and engineering application used by design professionals and other subject matter experts to assemble, analyze, and produce graphic, design model, construction drawings, and other ancillary information related to project life-cycle management.



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<b>Condition</b>	The status of personnel and equipment (readiness) as they interact with the operational environment during mission planning, preparation, and execution; a situation or circumstance.
<b>Configuration</b>	An expression in functional terms (that is, expected performance) and in physical terms (that is, appearance and composition).
<b>Configuration Control Board</b>	Sometimes called a Change Control Board, is the process designed to manage approved designs and the implementation of approved changes to automated information system's hardware, software, communications, and policies throughout the system's life cycle. This board is necessary to ensure the effective use of funds, the efficient use of information resources and the maintenance of the integrity of the systems being managed. Each member of the board has a role to represent the stakeholders of the system.
<b>Configuration Management</b>	The management of security features and assurances through control of changes made to hardware, software, firmware, documentation, tests, test fixtures, and test documentation of an IS throughout the development and operational life of the system.
<b>Consolidated Logistics Systems (CLS)</b>	A government-furnished system that provides inventory management and other supply and tracking functions accomplished within USACE. CLS has been programmed using programming languages including, but not limited to, DCL, DEC C, FORTRAN, and Oracle 7 SQL Forms, SQL, PL/SQL, ProC and ProFortran. CLS Web site uses HTML, PERL Oracle Procedures, and Barcode Mill.
<b>Constant Dollars</b>	A term used when prices do not contain inflationary changes that have occurred or are forecast to occur. Constant dollars are always identified with a specific time period, which is called a base year. Constant prices represent the total cost of an item or service if that item was purchased in the base year and the bill was completely paid in that year.
<b>Consumable Supplies</b>	An element of cost consisting of an expendable and those non-expendables that having a standard unit price of less than \$250 or that lose their identity on issue.
<b>Continental United States (CONUS)</b>	The 48 contiguous states and the District of Columbia.
<b>Continuing Resolution Authority</b>	An interim appropriation until permanent appropriations are enacted. Authorizes continuation of normal operations at a rate not to exceed the latest congressional action or the previous year's rate and no new starts or expansions to a program.
<b>Continuity of Operations Plan (COOP) and/or Contingency Plan</b>	A plan maintained for emergency response, backup operations, and post-disaster recovery for an IS, as a part of its security program, that will ensure the availability of critical resources and facilitate the continuity of operations in an emergency situation, also known as a contingency plan.
<b>Contract</b>	Any enforceable agreement or order to buy supplies or services. The term is expanded in this document to include Letter of Obligation.

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<b>Contract Administration Office</b>	The activity responsible for administering the contract.
<b>Contract Authority</b>	Statutory authority that permits obligations to be incurred in advance of appropriations or in anticipation of receipt to be credited to a revolving fund or other account. (By definition, contract authority is unfunded and must subsequently be funded by an appropriation to liquidate obligations incurred under the contract authority or by the collection and use of receipts.)
<b>Contract Discrepancy Report</b>	A report transmitted to the contractor by the Contracting Officer, initiated by the Contracting Officer's Technical Representative.
<b>Contract Financing Payment</b>	U.S. Government disbursement of monies to a contractor under a contract clause or other authorization before physical delivery and the acceptance of supplies or services by the U.S. Government.
<b>Contract Liquidating Authority</b>	An appropriation, or re-appropriation, enacted to pay the obligations incurred under the contract authority.
<b>Contract Modification</b>	Any written change in the terms of a contract. Only contracting officers acting within the scope of their authority are empowered to execute contract modifications.
<b>Contracting Officer (KO)</b>	A Department of the Army civilian employee or military officer who has a valid appointment as a contracting officer under the provisions of the Federal Acquisition Regulations. An appointed contracting officer has authority to enter into and administer contracts and make determinations and findings to such contracts. The term includes an authorized contracting officer's representative acting within the limits of his or her authority. The term also includes purchasing and contracting officers and ordering officers.
<b>Contracting Officer's Technical Representative (COR and/or COTR)</b>	An individual designated in writing by the Contracting Officer to act as an authorized representative of the Contracting Officer to perform specific contract administrative activities within the scope and limitations as defined by the Contracting Officer.
<b>Contractor Acquired Property</b>	Property procured or otherwise provided by a contractor for the performance of a contract. It does not include government-furnished materiel or equipment.
<b>Contractor Records</b>	Data produced and/or maintained by a contractor for a federal agency and required to provide adequate and proper documentation of that agency's programs and to manage them effectively.
<b>Contractor Safety</b>	Oversight of the safety and occupational health aspects of contract activities.
<b>Contractor's Representative</b>	An individual assigned by the Contractor who shall have full authority to act for the Contractor on all contract matters that relate to the daily operations of the contract. The contract representative shall be a single point of contact for all functional, technical, and contract-related services.

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<b>Corps Enterprise Architecture (CeA)</b>	A strategic, representational view that defines US corps of Engineers' business, information, applications (information systems), and information technologies necessary to support the mission, programs, and projects of the enterprise. The CeA identifies the current "state" (Baseline or AS-IS) as well as the "objective, end-state" (Target or TO-BE) of the organization, and serves as a "blueprint" for implementing changes to the business, information, applications, and information technology needs of the enterprise. The CeA is a "tool" used in the architecture alignment and assessment management process and is critical component in the Information Technology capital planning and investment control process for selecting, controlling and evaluation Information Technology investments.
<b>Correspondence</b>	Letters, post cards, memoranda, notes, telecommunications, and any other form of addressed written communication that are sent and received.
<b>Cost</b>	The financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity acquiring an asset, or completing a unit of work or a specific project. Accounting for activities on a cost basis means that all significant elements should be included in the amounts reported as total costs.
<b>Cost Analysis</b>	The systematic examination of the cost of interrelated activities and equipment to determine the relative costs of alternative courses of action.
<b>Cost Benefits</b>	A measure of the expense of obtaining certain information compared with the benefits to be derived by having the information. Information should not be provided if the costs of providing it exceed the benefits to be derived, unless it is required to meet legal or other specified purposes.
<b>Cost-Effective</b>	Describes the course of action that meets the stated requirement in the least costly method. Cost-effectiveness does not imply a cost savings over the existing or baseline situation; rather it indicates a cost savings over any viable alternative to attain the objective.
<b>Current Year</b>	The fiscal year in progress.
<b>Customer</b>	Any person or entity authorized to be provided services or utilize services under the contract. Also pertains to Project Delivery Team(s) (PDT), Project Managers and Restoration, Coordination, and Verification (RECOVER) and/or U.S. Corps of Engineers employees within HQUSACE, Divisions and Districts.
<b>Customer Complaints</b>	Complaints made by customers that, if validated, may be used by the Government for the purpose of assessing the contractor's quality assurance or for taking deductions to the contract price.
<b>Data</b>	The representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means.

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<b>Data Administration</b>	The comprehensive management of an organization's data, such as by ensuring consistent definitions of data elements and coordinating the development of data dictionaries.
<b>Data Calls</b>	A call for data from an individual or several groups used to compile information for specific purposes within the organization.
<b>Data Element</b>	A basic information unit template built on standard semantics and structures that in turn governs the distinct values of one or more columns of data within a row of data within a database table or field within a file.
<b>Data Management</b>	The process of creating a basis for posting, sorting, identifying, and organizing vast quantities of data.
<b>Data Model</b>	A graphical and textual representation of data needed by an organization to represent achievement of its mission, functions, goals, objectives, and strategies. A data model is represented by its entities, attributes, and relationships among its entities. In the relational model of data, entities are tables, attributes are columns, and relationships are primary and foreign key pairs. Data models may be enriched beyond data structures with both constraints and embedded processes.
<b>Data Performance Plan (DPP)</b>	An organized and structured approach to the specification and collection of enterprise artifacts in support of community of interest (COI) objectives that operate in a common and shared fashion. Data performance planning collects, develops, and maintains these artifacts and is of primary interest to information system professionals charged with ensuring that information systems meet the needs of the COI. These artifacts are often referred to as "metadata."
<b>Data Performance Plan System (DPPS)</b>	A centralized repository for enterprise-wide storing, viewing, and reusing architectures, data models, business rules, and other artifacts associated with functional Army systems.
<b>Data Synchronization</b>	Policies and procedures that govern the consistency, accuracy, reliability, and timeliness of data used and generated by the Army. It addresses data planning, storage, scheduling, maintenance, and exchange among authorized users.
<b>Database</b>	A collection of interrelated data, often with controlled redundancy, organized according to a schema to serve one or more applications.
<b>Database Administration</b>	The responsibility of managing a database system, including installation, implementation, configuration, security, data storage and access, integrity, performance of the database system.
<b>Database Management Systems</b>	The program or programs that control a database so that the information it contains can be stored, retrieved, updated, and sorted.
<b>DEC Server 700</b>	A DEC product that supports the local or remote connection of PCs, video terminals, serial printers, modems, and data switches.
<b>Declassification</b>	The process or result of determining that information no longer requires classification for national security reasons.

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<b>DECnet</b>	A proprietary network protocol designed by Digital Equipment Corporation.
<b>Decrement</b>	A listing prepared to facilitate funding reductions that are received after approval of the initial operating program. Items that are already included within the funded operating program are listed in inverse (opposite order) priority; that is, lesser priority first. The decrement list reflects the order of those funded requirements that would be deleted first if funds were withdrawn.
<b>Defect</b>	Any failure of a unit of product or service to conform with specified requirements.
<b>Defect Rate</b>	The ratio, expressed as a percentage, of the number of defects to the total number of occurrences in the population. Alternatively, the defect rate may be expressed as a whole number representing the number of defects over a specified period of time. When planned sampling is used, the defect rate is calculated by dividing the total of all defects by the total population.
<b>Deferrals</b>	Executive action or inaction that withholds, delays, or precludes the obligation or expenditure of available budget authority that the installation could otherwise effectively and legally use. Deferrals may be initiated by the Office of Management and Budget or the agency involved; generally the budget authority deferred is intended for use at a later time.
<b>Delegation of Authority</b>	The transfer of authority for certification of funds availability from major activity directors to others. This delegation must be in writing.
<b>Delivery Order</b>	A document issued by the contracting officer under a basic agreement or indefinite quantity-type contract (open-end or call-type contracts).
<b>Designated Billing Office</b>	The office or individual named in a procurement document who is first to receive invoices or bills from vendors. This is usually the Finance and Accounting Office, but contracting officers can name other individuals or offices. The date bills or invoices reach the designated billing office is used to determine the correct payment due date under the Prompt Payment Act.
<b>Designated Payment Office</b>	The office named in the contract that will pay the vendor. If the contract requires invoice approval before it is sent to the payment office, vendors must send the invoice to the address stated in the contract (the designated billing office).
<b>Desktop</b>	See Workstation.
<b>Differential Global Positioning System (DGPS)</b>	A Global Positioning System (GPS) with an additional correction (differential) signal added. This correction signal improves the accuracy of the GPS and can be broadcast over any authorized communication channel.

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<b>Digital Signature</b>	The product of an asymmetric cryptographic system that is created when the owner of the private signing key uses that key to create a unique mark (the signature) on an electronic document or file. Like a written signature, the purpose of a digital signature is to guarantee that the individual sending the message really is who they claim to be.
<b>Direct Costs</b>	Cost (labor, material, contracts, travel, and transportation) that can be identified directly with a final cost objective (i.e. customer order or work authorization.)
<b>Directive</b>	A written instruction communicating policy and/or procedures in the form of orders, regulations, bulletins, circulars, handbooks, manuals, notices, numbered memorandums, and similar issuances.
<b>Directory Services</b>	A network service that identifies all resources on a network and makes them accessible to users and applications. Resources include e-mail addresses, computers, and peripheral devices such as printers. An active directory would be an example of a Directory Service.
<b>Disbursement</b>	The payment of a legal liability of the U.S. Government that decreases the accountability of the finance and accounting office making the disbursement. Disbursements are made to transfer funds, advance funds, or liquidate valid obligations of the U.S. Government.
<b>Disbursing Officer</b>	An individual who is held accountable for disbursing monies only on the basis of vouchers certified by an authorized certifying office.
<b>Discount</b>	A vendor's offer to accept a reduced payment in exchange for receiving an earlier payment. Discount offers can be in the contract, offered only on the vendor's invoice, or both. Discounts are usually stated in percentages, such as 2%/10 days. In this example, the vendor will accept a 2% payment reduction in exchange for a check dated 10 days after the date on the invoice. Commercial accounts payable personnel can accept discounts from Financial Management offers only if they are advantageous to the U.S. Government. The Office of the Assistant Secretary of the Army sends an annual message to all finance offices giving the current value of funds to the Treasury and examples of cost-effective discounts. Discount information is reported on the Prompt Payment Act report. Cost-effective discounts that cannot be taken because supporting documents allowing payment do not reach the commercial accounts payable office four days or more before the discount payment date are not reported as offered or lost. Although every effort should be taken to accept cost-effective discounts, a discount of \$10 or more that cannot be taken is not reported on the Prompt Payment Act report.
<b>Discount Trade</b>	A reduction in price, usually varying in percentage with volume of transactions, made by vendors to those engaged in certain businesses and allowable irrespective of the time when the account is paid.

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<b>Disk</b>	Flat, circular information system media used to record, store, manipulate, and retrieve data and information. As applied to information management, disc and disk are synonymous. Examples of disks are phonograph records, videodisks, computer disks, floppy disks, optical disks, and compact disks.
<b>Disposition</b>	The actions taken regarding records no longer needed for current Government business. These actions include transfer to agency storage facilities or Federal Record Centers, transfer from one federal agency to another, transfer of permanent records to the National Archives and Records Administration, and disposal of temporary records.
<b>District Strategic Plan</b>	A strategic plan established by the District Commander on an annual basis.
<b>District Support Team</b>	A team at each regional level within the Corps that provides support to the District.
<b>Document</b>	Recorded information regardless of physical form or characteristics. Often used interchangeably with record.
<b>Documentation</b>	The act or process of substantiating by recording actions and/or decisions.
<b>Domain</b>	An area of common operational and functional requirements. Currently, there are four domains: command, control, communications, and intelligence.
<b>Duplicate Emergency Files</b>	The essential files, directives, instructions, programs plans, standing operating procedures, operation and maintenance manuals, and other documents (including microfilm and computer software) that are required to perform essential functions.
<b>Earned Reimbursement</b>	The amount recognized when a performing organization renders actual or constructive performance on a reimbursable order.
<b>Electronic Army (e-Army)</b>	The strategic employment of IT to provide products, services, or knowledge to intended users—whether they are customers, constituents, internal operations employees, information providers, or business partners—that results in enhanced value to the Army. E-Army encompasses the full range of self-service applications available on AKO, Web services, enterprise resource planning systems; e-content and e-pubs programs; e-commerce activities; digital signatures; and automated processes that facilitate knowledge exchange.
<b>Electronic Bid Solicitation (EBS)</b>	A means of placing service and supply solicitations and construction drawings and specifications on the Internet so that contractors can easily download the data and bid on the project. When there are hundreds of pages of specifications and drawings involved, it may not be practical to download the data from the World Wide Web. In that case, the government contracting office may place the data on a CD-ROM.

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<b>Electronic Contract Solicitation (ECS)</b>	A means of placing service and supply solicitations and construction drawings and specifications on the Internet so that contractors can easily download the data and bid on the project. When they are hundreds of pages of specifications and drawings involved, it may not be practical to download the data from the World Wide Web. In that case, the government contracting office may place the data on a CD-ROM.
<b>Electronic Government</b>	The use by government of information technologies that have the ability to transform relations with citizens, employees, businesses partners, and other government organizations. Analogous to e-commerce, which allows businesses to transact with each other more efficiently and brings customers closer to businesses, e-government aims to make the interaction between government and citizens, government and business enterprises, and interagency relationships more friendly, convenient, transparent, and inexpensive.
<b>Electronic Recordkeeping</b>	The operation of recordkeeping systems requiring a machine interface for the human use of records. Examples of record media include magnetic tapes, disks and drums, video files, and optical disks.
<b>Electronic Records</b>	Records stored in a form that only a computer can process.
<b>E-Mail</b>	Electronic Mail
<b>E-Mail Thread</b>	Series of e-mail messages
<b>Embedded Information Technology (Embedded IT)</b>	Technology that uses a Central Processing Unit (CPU) chip, but that is not a general-purpose workstation, desktop or laptop computer. In embedded systems, the software is permanently set into a read-only member such as a ROM or flash memory chip, in contrast to a general purpose computer that loads its programs into Random-Access Memory (RAM) each time.
<b>Emergency (as related to Information Technology)</b>	Situations demanding immediate attention and resolution. Examples of situations that require emergency support are when problems are affecting mission production, when the local area network is not available, when the voice mail network is not available, when electronic mail is not available, or when calls are received from Commanding Officers or their representatives (i.e., Generals, Colonels and civilian equivalents, and their support staffs).
<b>Emergency Operating Records</b>	That type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. (See Vital Records.)
<b>Emergency Operations Center (EOC)</b>	A facility accommodating essential life support facilities, administrative equipment, communications capabilities, and personnel essential to the commander for planning, directing, and controlling emergency operations of assigned missions.
<b>Emergency Preparedness and Operations</b>	All aspects of accident prevention associated with the planning and execution of emergency and disaster preparedness, and response and recovery.



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<b>Emergency Relocation Site (ERS)</b>	A remote location, away from a USACE Division and/or District Office, where work activities can continue in an emergency. If the emergency renders the normal office space inaccessible, the ERS would be used to conduct regular business. The ERS is required to be capable of sustaining operations for up to 30 days. The ERS is required to have voice and data communications' capabilities in both secure and unsecured mode.
<b>End User</b>	An individual or external to the enterprise, who interfaces directly with information systems equipment and/or software and benefits directly by that interaction.
<b>End-User-Operated Equipment</b>	Information systems equipment operated by the end user.
<b>Engineering Change Proposal (ECP)</b>	Form to officially request and document changes to the existing USACE IM/IT infrastructure. The form is also used to track the review and approval infrastructure change process.
<b>Entity-Relationship Diagram</b>	A data modeling technique that creates a graphical representation of the entities, and the relationships between the entities, within an information system.
<b>Environment</b>	The conditions (such as physical, political, and economic) within which an architectural configuration must operate.
<b>Evaluate</b>	To download and test software for free for a limited time to determine whether you really want or need to purchase it.
<b>Expenditures</b>	A payment by check or equivalent action that constitutes a charge against the appropriation cite.
<b>Extensible Markup Language (XML)</b>	A tagging language used to describe and annotate data so that it can be consumed by human and system interactions. XML is typically arranged hierarchically using XML elements and attributes. It also uses semantically rich labels to describe elements and attributes to enable comprehension.
<b>Extranet</b>	A private network that uses Internet protocols and the public telecommunications system to securely share information among selected external users. An extranet requires the use of firewalls, authentication, encryption, and virtual private networks (VPNs) that tunnel through the public network.
<b>Facilities</b>	Industrial property (other than materiel, special tooling, special test equipment, and military property) for production, maintenance, research, development, or testing, including real property (other than land) and rights therein, buildings, structures, improvements, and plant equipment (including capital leases).
<b>Federal Information Processing (FIP)</b>	Equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control display, switching, interchange, transmission, or reception of data for information by a federal agency. Some samples of FIP resources are software, services, support services, maintenance, related supplies, and systems.

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<b>Federal Occupational Safety and Health Administration Officer</b>	Investigator or compliance officer employed by, assigned to, or under contract to OSHA.
<b>Federal Protective Service</b>	The law enforcement organization within the Department of Homeland Security.
<b>Federal Telecommunications System 2001</b>	A long-distance telecommunications service including functionality such as switched voice service for voice or data; switched data service; switched digital integrated service for voice, data, image, and video; packet-switched service for data in packet form; video transmission for both compressed and wideband video; and dedicated point-to-point private lines for voice and data. GSA has in place two 8-year, fixed-price contracts covering FTS2001 services from 1999 through 2007.
<b>Fiber Optic Cable</b>	A cable using one or more optical fibers as the propagation medium.
<b>Field Force Engineering</b>	Movement to marry technology with the USACE talent pool to serve the combat engineer downrange (deployed into a war zone). It helps deployed engineers “reach back” to USACE experts in the United States for help in planning and designing infrastructure, environmental assistance, real estate acquisition, and contract construction and assistance.
<b>Field Operating Activities</b>	Offices such as Districts and Laboratories within the USACE.
<b>Field Service Engineer</b>	A person is authorized by the contractor to perform maintenance (corrective and/or preventive) services at a facility.
<b>File Server</b>	Computer hardware used to provide storage for user data and software applications, processing capabilities for user workstations, and connection and control of workstations to the Local Area Network (LAN).
<b>Fire Prevention</b>	Measures directed toward avoiding the inception of fire. Methods used to control or extinguish a fire.
<b>Fire Safety Deficiency</b>	A condition that reduces fire safety below the acceptable level, including noncompliance with standards, but that by itself cannot cause a fire to occur.
<b>Firewall</b>	System or group of systems that enforces an access control policy between two networks with the properties of allowing only authorized traffic to pass between the networks from inside and outside the controlled environment and is immune to penetration.
<b>Firmware</b>	Software (programs or data) that has been written onto read-only memory (ROM). Firmware is a combination of software and hardware. An example of firmware is a computer program in a ROM integrated circuit chip. Another example is a program embedded in an erasable programmable read-only memory (EPROM) chip that may be modified by special external hardware but not by an application program.

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<b>Fiscal Quarter</b>	The four quarters in a fiscal year (1 October through 30 September). First quarter is 1 October through 31 December; second quarter is 1 January through 31 March; third quarter is 1 April through 30 June; and fourth quarter is 1 July through 30 September.
<b>Fiscal Year (FY)</b>	Any yearly accounting period without regard to its relationship to a calendar year. The fiscal year for the Federal Government begins on 1 October and ends on 30 September. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 1999 (FY 99) is the year beginning 1 October 1998 and ending 30 September 1999.
<b>Fiscal Year Designation</b>	A digit indicating the fiscal year in which the appropriation is available for obligation. In a funds citation, the FY is one digit. In many other uses, it is two digits. If funds are no-year funds (non-expiring), the FY designation is "X."
<b>Forensic Investigation</b>	The electronic recovery of data for use in the investigation of crimes involving information technology.
<b>Full-Duplex</b>	A circuit that permits simultaneous transmission in both directions.
<b>Function</b>	Within the context of the Army Enterprise Architecture framework, a synonym for activity.
<b>Functional Manager</b>	The senior operating official at all levels exercising managerial control of an activity or operation. This individual usually can acquire and commit resources for the abatement of occupational safety and health hazards.
<b>Functional Proponent</b>	Commander or chief of an organization or staff element that is the operative agency charged with the accomplishment of a particular function(s).
<b>Generic Data Acquisition and Control Systems (GDACS)</b>	Computer systems used through PLC (programmable logic controllers) to monitor and control governor systems that control hydroelectric turbines in USACE powerhouses.
<b>Geographic Information System (GIS)</b>	A scientific and engineering application used by design professionals and other subject matter experts to assemble, analyze, and report on spatially oriented data and attributes (typically database management systems (DBMS) related to project-specific requirements).
<b>Global Positioning System (GPS)</b>	A worldwide satellite navigational system formed by 24 earth-orbiting satellites and their corresponding receivers on the earth.
<b>Governmental In Nature/Inherently Governmental</b>	Inherently governmental functions that are so intimately related to the public interest as to mandate performance by Government employees or military personnel. These functions include those activities that require either the exercise of discretion in applying Government authority or the making of value judgments in making decisions for the Government. Governmental functions normally fall into two categories: 1) the act of governing, i.e., the discretionary exercise of Government authority, and 2) monetary transactions and entitlements. All functions are either Governmental In Nature functions or commercial activities.

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<b>Government Funded Equipment (GFE)</b>	Equipment items that the Government will direct fund the purchase price on a cost reimbursable basis after contract start.
<b>Government Furnished Property (GFP)</b>	Equipment items that the Government owns now and will turnover to the Service Provider at the start of the contract for the Service Provider to manage during the contract.
<b>Hardware</b>	The generic term dealing with physical items (as distinguished from the capabilities or functions), such as equipment, tools, implements, instruments, devices, sets, fittings, trimmings, assemblies, subassemblies, components, or parts. The term is often used in regard to the stage of development, as in passage of a device or component from the design stage into the hardware stage as the finished object. In data automation, the physical equipment or devices forming a computer and peripheral components.
<b>Hazardous Material (HM)</b>	Any material that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or the environment. This definition includes all extremely hazardous substances, hazardous chemicals, hazardous substances, and toxic chemicals. HM is any material regulated as HM (40 CFR 261), or any material that requires a material safety data sheet (40 CFR 261). HM is also any material having components that meet or have the potential to meet the definition of hazardous waste during any phase of its existence: end use, treatment, handling, packaging, storage, transportation, or disposal.
<b>Hazardous Waste</b>	A solid waste or combination of solid wastes that, because of quantity, concentration, or physical, chemical, or infectious characteristics, may 1) cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or 2) pose a substantial actual or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
<b>Help Desk</b>	Structured contact organizational section that responds to technical assistance questions and calls pertaining to software- or hardware-related computer questions also issues and problems concerning telephones, communications, networks, etc. A help Desk is the first stop for all IM/IT areas of responsibility.
<b>High Interest Areas</b>	Work areas or operations that require additional attention or added inspections because of increased accident potential due to the nature of work performed, physical conditions, type of materials handled, or increased accident experience. These areas are designated by a Major Army Command or installation safety, fire protection, or industrial hygienist official.

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<b>Hydrography</b>	Those parts of a map collectively, that represent surface water.
<b>Imagery</b>	A pictorial representation of a person, place, thing, idea, or concept, either real or abstract, used to convey information.
<b>Indirect Cost</b>	Cost (labor, material, contracts, travel, and transportation) that cannot be identified directly with the final cost objective (that is, customer orders or work authorization).
<b>Inflation</b>	A general increase in price levels (economist's definition); an increase in cost of an item without a corresponding increase in real value received, that is, no change in quality or quantity received (consumer's definition).
<b>Information</b>	The meaning that a human assigns to data by means of the known conventions used in their representations. Information is a shared resource and is not owned by any organization within the restrictions of security, sensitivity, and proprietary rights.
<b>Information Exchange Requirement</b>	Substantive content, format, throughput requirements, and classification level.
<b>Information Management</b>	Planning, budgeting, manipulating, and controlling of information throughout its life cycle.
<b>Information Management Plan (IMP)</b>	A five-year strategic plan based on the overall Director of Information Management corporate goals in meeting the Corps' missions and responsibilities to satisfy customer information needs, provide focused IM leadership, produce a quality product, apply IM technology wisely, and securely and accomplish missions within the funding environment.
<b>Information Mission Area (IMA)</b>	The resource requirements and associated information management activities employed in the development, use, integration, and management of information. The umbrella term covering all activities involving information as a resource, specifically the disciplines of telecommunications, automation, visual information, records management, publications and printing and library management.
<b>Information Requirement</b>	The expression of need for data or information to carry out specified and authorized functions for management purposes that require the establishment or maintenance of forms or formats, or reporting or recordkeeping systems, whether manual or automated.

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<b>Information Resources Management (IRM)</b>	The planning, budgeting, organizing, directing, training, promoting, controlling, and other management activities associated with the collection, creation, maintenance, utilization, dissemination, and disposition of information, regardless of media; includes the management of information and information-related resources and systems, whether manual or automated, such as records management activities, privacy and security of records, agency sharing and dissemination of information, and acquisition and use of automatic data processing, telecommunications, and other IT.
<b>Information System</b>	Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data, including computer software, firmware, and hardware. Included are computers, word processing system, networks, or other electronic information handling systems and associated equipment.
<b>Information Technology (IT)</b>	Hardware, firmware, and software used as a part of the information system to perform DOD information functions. This definition includes computers, telecommunications, automated information systems, and the automatic data processing equipment. IT includes any assembly hardware, software, and/or firmware configured to collect, create, communicate, compute, disseminate, process, store, and/or control data or information.
<b>Information Technology Architecture</b>	An integrated framework for evolving or maintaining existing IT and acquiring new IT to achieve the agency's strategic and information resources management goals.

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<b>Information Technology Facility</b>	An organizationally defined set of personnel, hardware, software, and physical facilities, operated within or on behalf of the Department of Defense, a primary function of which is the operation of information technology. An Information Technology Facility includes 1) personnel who operate computers or telecommunications systems; develop or maintain software; provide user liaison and training; schedule computers; prepare and control input data; control, reproduce, and distribute output data; maintain tape and disk libraries; provide security; and provide administrative support to personnel engaged in these activities; 2) the owned or leased computer and telecommunications hardware, including central processing units; associated peripheral equipment such as disk drives, tape drives, printers, and consoles; data entry equipment; telecommunications equipment including control units, terminals, modems, and dedicated telephone and satellite links provided by the facility to enable data transfer and access to users (hardware acquired and maintained by users of the facility is excluded); 3) the software, including operating system software, utilities, language processors, access methods, database processors, and similar multi-user software required by the facility for support of the facility and/or general use by users of the facility; and 4) the physical facilities, including computer rooms, tape and disk libraries, stockrooms and warehouse space, office space, and physical fixtures.
<b>Information Technology Investment Portfolio System</b>	A collection of IT investments that represents the best balance of costs, benefits, and risks and is designed to improve the overall organizational performance and maximize mission performance.
<b>Information Technology Management Process</b>	An end-to-end integrated process that includes the information management/information technology (IM/IT) business planning, business/functional process improvement, capital investment planning and investment control IT management and oversight, acquisition of C4/IT, fielding, and prioritization.
<b>Information Technology Support Agreement</b>	An agreement to provide recurring IT support, the basis for reimbursement (if any) for each category of support, the billing and payment process, and other terms and conditions of the agreement.
<b>Innovation</b>	The act or process of innovating; something newly introduced, new method, custom, device, etc; change in the way of doing things; renew, alter.
<b>Inspection</b>	The process of determining compliance with standards through formal and informal surveys of workplaces, operations, and facilities.
<b>Installation Service Support Agreement</b>	The document that dictates the agreement between tenant organizations for installation support and general services.

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<b>Instance (Instantiation)</b>	In programming, the creation of a real instance or particular realization of an abstraction or template such as a class of objects or a computer process. To instantiate is to create such an instance by, for example, defining one particular variation of object within a class, giving it a name, and locating it in some physical place.
<b>Integrity (of Information)</b>	Assurance of protection from unauthorized change. A degree of protection for data from intentional or unintentional alteration or misuse.
<b>INTEL</b>	A U.S. microelectronics manufacturer.
<b>Interest</b>	A service charge for the use of money, commonly computed as an annual percentage of outstanding principal.
<b>Interface</b>	A boundary or point common to two or more similar or dissimilar telecommunications systems, subsystems, or other entities at which necessary information flows take place.
<b>Internal Control</b>	A plan or organization intended to coordinate methods and measures within an organization to safeguard assets, check the accuracy and reliability of accounting and related data, promote operating efficiency, and encourage adherence to managerial policies.
<b>Internal Control Documentation</b>	Written policies, organization charts, procedural write-ups, manuals, memoranda, flow charts, decision tables, completed questionnaires, software, and related written materials used to describe the internal control methods and measures, to communicate responsibilities and authorities for operating such methods and measures, and to serve as a reference for persons reviewing the internal controls.
<b>Internal Control Standards</b>	The standards issued by the Comptroller General for use in establishing and maintaining systems of internal control. Those standards are applicable to all operations and administrative functions but are not intended to limit or interfere with duly granted authority for the development of legislation, rule making, or other discretionary policy making in an agency.
<b>Internal Control Techniques</b>	The application of prescribed processes and documents to efficiently and effectively accomplish an internal control objective and to help safeguard an activity from waste, loss, unauthorized use, or misappropriation.
<b>Internal Controls</b>	The manner in which financial, manpower, and property resources are to be controlled and safeguarded by the regular authorization, approval, documentation, recording, reconciling, reporting, and related accounting processes.
<b>Internet</b>	A global collaboration of data networks that are connected to each other, using common protocols (for example, TCP/IP) to provide instant access to an almost indescribable wealth of information from components around the world.
<b>Interoperability</b>	The ability of two or more systems or components to exchange information and to use the information that has been exchanged.



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<b>Interoperable</b>	When applied to two or more datasets, this means that there is sufficient commensurability in terms of coordinate systems, units, attributes, spatial and temporal scale and resolution that the datasets can be combined or compared and used together in analysis and presentation.
<b>Intra-Agency Agreement</b>	A formal agreement between two entities within the Department of Defense, usually involving a transfer of funds.
<b>Intra-Government Agreements</b>	A project order under 41 U.S.C. 23, an Economy Act (31 U.S.C. 1535), or a procurement order to another military department for reimbursable procurement or direct citation.
<b>Intranet</b>	Similar to the Internet but accessible only by the organization's employees or others with authorization. Usually internal to a specific organization.
<b>Inventory</b>	When used as a verb, to sight, tag or mark, describe, record, and report the property involved, for the purpose of reconciling the inventory results with the property records.
<b>Inventory of Federal Government Property</b>	Consists of tangible personal property (goods) 1) to be consumed in normal operations, 2) to be incorporated in production of goods for later consumption in normal operations, or 3) in process or finished that will ultimately be sold. Included are goods in the hands of others, yet owned by the Government. Goods issued for use in construction of real or personal property are accountable as construction in progress and are excluded from inventory.
<b>IS Security Incident</b>	An unexplained event that could result in the loss, corruption, or denial of access to data, as well as any event that cannot be easily dismissed or explained as normal operations of the system. Also, an occurrence involving classified or sensitive information being processed by an IS where there may be: 1) a deviation from the requirements of the governing security regulations; 2) a suspected or confirmed compromise or unauthorized disclosure of the information; 3) questionable data or information integrity (for example unauthorized modification); 4) unauthorized modification data; or 5) unavailable information for a period of time.
<b>IS Serious Incident</b>	Any event that poses grave danger to the Army's ability to conduct established information operations.
<b>IT Capital Planning and Investment Control</b>	An end-to-end integrative process that frames and manages the life cycle of an IT investment. Its purpose is to maximize the value and to assess and manage the risks of the IT acquisitions of the Army. The process includes the selection, management, and evaluation of IT investments.
<b>Javits-Wagner-O'Day (JWOD)</b>	The Javits-Wagner-O'Day (JWOD) Program creates jobs and training opportunities for people who are blind or who have other severe disabilities. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit agencies employing such individuals.

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<b>Joint Technical Architecture-Army (JTA-A)</b>	The complete set of rules derived from the JTA that prescribes the technical standards for Army IT systems and enables interoperability among joint systems.
<b>Key</b>	Information (usually a sequence of random or pseudo-random binary digits) used initially to set up and periodically change the operations performed in crypt-equipment for the purpose of encrypting or decrypting electronic signals, determining electronic countermeasures patterns (e.g., frequency hopping or spread spectrum), or producing other keys.
<b>Key Management</b>	Process by which a key is generated, stored, protected, transferred, loaded, used, and destroyed.
<b>Laptop</b>	Portable workstation.
<b>Lease Agreement</b>	An agreement to convey the use of an asset or part of an asset (such a part of a building) from one entity, the lessor, to another, the lessee for a specified period of time in return for rent or other compensation.
<b>Letter of Obligation</b>	A binding agreement between government entities for products or services.
<b>Liability</b>	A debt or other legal obligation that must be liquidated by payment, renewed, or refunded at some future date.
<b>Life Cycle</b>	The total phases through which an item progresses from the time it is initially developed until the time it is either consumed, in use, or disposed of as being excess.
<b>Life Cycle of Records</b>	The management concept that records pass through three stages: creation, maintenance and use, and disposition.
<b>Local Area Network (LAN)</b>	A system that allows microcomputers to share information and resources within a limited (local) area.
<b>Local Area Transport (LAT)</b>	A DEC-specific, non-routable network protocol for connecting terminals to a LAN. Connections are typically between a DEC terminal server and a Virtual Address extension. LAT operates at the transport layer. LAT is not routable because it lacks a network layer and therefore must be bridged in an enterprise network instead of routed.
<b>Lost Time</b>	Time lost due to accident(s) resulting in traumatic injury or death and accidents resulting in damage to government furnished property.
<b>Lot</b>	A collection of product or service outputs from which a sample is to be drawn and inspected to determine conformance with the standard made available to the Service Provider for performance under the contract or Letter of Obligation.
<b>Lot Size</b>	The total number of product or service outputs in a lot.
<b>Machine Readable</b>	Data and information storage media requiring the use of one or more information system components for translation into a medium understandable and usable to humans.

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<b>Mainframe</b>	Computer system that is characterized by dedicated operators (beyond the system users); high-capacity, distinct storage devices; special environmental considerations; and an identifiable computer room or complex.
<b>Maintenance</b>	Preventative measures, normal repairs, replacement of parts and structural components, and other activities needed to preserve an asset so that it continues to provide acceptable services and achieves its expected life.
<b>Maintenance and Repair Expense</b>	Any costs incurred for an asset that do not significantly improve the quality or quantity of outputs of the original asset or that fail to significantly increase the economic life of the original asset. These costs, regardless of the dollar amount, should be recognized as maintenance and repair expenses (i.e. not added to the depreciable basis of the original asset nor capitalized separately).
<b>Management Decision Evaluation Package (MDEP)</b>	An eight-year package of dollars and manpower to support a given program or function. The Budget Increment package is the first three budget and execution years of the Management Decision Evaluation Package, and the Program Development Increment Package is the five program years following.
<b>Management Information System</b>	An organized method of providing past, present, and projected information relating to internal operations and external developments. It supports the planning, control, and operating functions of an organization by furnishing necessary information to decision makers in a timely fashion.
<b>Master Plan</b>	An enterprise-wide planning directive that establishes the vision, goals, and objectives of the enterprise; establishes an enterprise-level procedure for achieving the vision, goals, and objectives; specifies actions required to achieve the vision, goals, and objectives; identifies roles and assigns responsibilities for executing the specified actions; establishes priorities among actions and relevant supporting programs; and establishes performance measures and responsibilities for measuring performance.
<b>Maximum Allowable Defect Rate (MADR)</b>	The defect rate for the population above which the contractor's quality control for a particular work requirement is unsatisfactory. MADR does not represent a threshold above which deductions are taken. Deductions to the contract price are taken for all defects (with credit for rework to the extent appropriate) irrespective of whether the MADR is exceeded or not.
<b>Measure</b>	One of several measurable values that contribute to the understanding and quantification of a key performance indicator.
<b>Memorandum of Agreement (MOA)</b>	Any written agreement as to how a program will be administered.
<b>Memorandum of Understanding (MOU)</b>	Defacto agreements that are generally recognized by all partners as binding even if no legal claim could be based on the rights and obligations laid down in them.

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<b>Message (Telecommunications)</b>	Record information expressed in plain or encrypted language and prepared in a format specified for intended transmission by a telecommunications system.
<b>Metadata</b>	Information describing the characteristics of data; data or information about data; and descriptive information about an organization's data, data activities, systems, and holdings.
<b>Metrics</b>	The elements of a measurement system consisting of key performance indicators, measures, and measurement methods.
<b>Microcode</b>	A very low level code that defines how a computer operates. It specifies what the computer processor does when it executes a machine-code instruction.
<b>Mission</b>	A group of tasks, with their purpose, assigned to military organizations, units, or individuals for execution.
<b>Mission Critical (MC) Information System</b>	A system that meets the definitions of "information system" and "national security system" in the Clinger-Cohen Act, the loss of which would cause the stoppage of warfighter operations or direct mission support of warfighter operations.
<b>Mission Essential (ME) Information System</b>	A system that meets the definitions of "information system" and "national security system" in the Clinger-Cohen Act that the acquiring component head or designee determines is basic and necessary for the accomplishment of the organizational mission. (The definition of "the Organizational Mission" is one of the organizational missions of the Army—not just a single Major Army Command or Department of the Army functional proponent.)
<b>Mission-Related</b>	Processes and functions that are closely related to the mission (for example, the mission of Direct and Resource the Force has the mission-related functions of planning, programming, policy development, and allocating of resources).
<b>Morale, Welfare, and Recreation (MWR) Programs</b>	Programs that provide for the mission sustainment and community support for authorized DOD personnel. Military MWR programs (exclusive of private organizations as defined in DODI 1000.15) are located on DOD installations or on property controlled (by lease or other means) by DOD or furnished by a DOD contractor.
<b>Most Efficient Organization (MEO)</b>	The MEO refers to the Government's in-house organization to perform a commercial activity. It is the staffing plan of the agency tender, developed to represent the agency's most efficient and cost-effective organization. The MEO may include a mix of government personnel and contract support.
<b>Motion Media</b>	A series of images viewed in rapid succession, giving the illusion of motion, obtained with a motion picture or video camera.
<b>Multimedia</b>	The synchronized use of two or more types of media, regardless of the delivery medium.
<b>Negotiated Contract</b>	A purchase or sales agreement made by a government agency, normally without employing formal advertising.

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<b>Negotiation</b>	The communication by any means of a position or an offer on behalf of the United States, DOD, or any office or organizational element thereof, to an agent or representative of a foreign government (including an agency, instrumentality, or political subdivision thereof) or of an international organization in such detail that the acceptance in substance of such position or offer would result in an international agreement. The term also includes any communication conditional on subsequent approval by higher authority but excludes mere preliminary, exploratory, or informal discussions or routine meetings conducted on the understanding that the views communicated do not and will not bind any side. (Normally, the approval authority will authorize the requesting command to initiate and conduct the negotiation.)
<b>Network</b>	Communications medium and all components attached to that medium that is used to transfer information. Components may include IS, packet switches, telecommunications controllers, key distribution centers, and technical control devices.
<b>Network Enclave</b>	The total physical and organizational environment that includes all data, applications, people, and facilities under control of a single authority with a common uniform policy that governs security-related practices. Examples include local organization's computing environment, service layer networks, classified LANs, remote LANs or systems; and virtual private networks.
<b>Networthiness</b>	Risk management accomplished through the identification, measurement, control, and minimization of security risks in IT systems to a level commensurate with the value of the Army enterprise.
<b>Networthiness Certification</b>	An Army process that incorporates and demonstrates the completeness of guidance, formats, and practices such as the Army Knowledge Enterprise; the Command, Control, Communications, Computers and Intelligence Support Plan (C4ISP); the DoD Information Technology Security Certification and Accreditation Process (DITSCAP) /System Security Authorization Agreement (SSAA); and existing developmental and operational test requirements.
<b>News Clip</b>	A news story of an event recorded and released on motion picture or videotape for viewing by an internal Army audience or the general public.
<b>Non-appropriated Fund Instrumentalities (NAFIs)</b>	Legally constituted "instrumentalities of the United States" that are separate from appropriated funds (APF) of the U.S. Treasury. Funds in NAFI accounts are Government funds, and NAF property, including buildings, is Government property. They are not commingled with APF and are managed separately, even when supporting a common program or activity.

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<b>Non-appropriated Fund(s) (NAF)</b>	Cash and other assets received from sources other than monies appropriated by the Congress of the United States. (NAF must be resources of an approved NAFL.) NAF are U.S. Government funds, but they are separate from funds that are recorded in the books of the Treasury of the United States. They are used for the collective benefit of the authorized patrons who generate them.
<b>Non-consumable Supplies</b>	A program expense classified as a capital expendable consisting of net issues of non-expendable supplies that are valued at \$250 or more per item and that do not lose their identity upon issue.
<b>Non-expendable</b>	Property that maintains its identity throughout its entire period of usefulness and must be accounted for until properly disposed of by authorized procedures.
<b>Nonpublic Data/Information</b>	Data/information that is personally identifiable and subject to the Privacy Act, classified according to the National Security Act, subject to a Freedom of Information Act exemption, or sensitive.
<b>Objectives</b>	Quantified goals identifying performance measures that strive to improve the effectiveness or efficiency of agency programs in support of mission goals.
<b>Occupational Hazard</b>	Conditions, procedures, and practices directly related to the work environment that create a potential for producing occupational injuries or illnesses.
<b>Occupational Illness</b>	Any abnormal physical condition or disorder other than one resulting from an injury caused by long-term or short-term exposure to chemical, biological, or physical agents associated with the occupational environment.
<b>Occupational Injury</b>	An on-duty injury to government personnel caused by events or conditions in the occupational environment.
<b>Occupational Safety and Health Deficiency</b>	A deficiency not in compliance with Occupational Safety and Health Administration or Army Occupational Safety and Health Program requirements, but do not, in themselves, create a potential for producing an occupational injury or illness. Deficiencies may, however, create a potential for secondary injuries or illnesses or may contribute to the severity of an injury or illness that has already occurred. Examples include lack of fire detection or suppression equipment and system, a broken smoke alarm, lack of exit signs, and railings that are two inches below standard height. A clear distinction between hazards and deficiencies may not always be possible; therefore, the judgment and experience of qualified safety, fire protection, and health personnel must be relied upon.
<b>Occupational Safety and Health Hazard Abatement</b>	The elimination or permanent reduction of an occupational safety and health hazard or deficiency by bringing it into compliance with applicable safety, fire prevention, and health requirements or by taking equivalent protective measures.

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<b>Occupational Safety, Fire Prevention, and Health Guidance</b>	Occupational safety, fire prevention, and health requirements that are included in Occupational Safety and Health Administration standards, Army Occupational Safety and Health standards, technical manuals, Army directives, national consensus standards, or other regulatory federal standards or directives.
<b>Official Publications</b>	Engineering regulations, circulars, pamphlets, circulars, manuals, and other documents originating from HQUSACE and subordinate commands.
<b>Offeror</b>	A person or entity that makes an offer in response to a request for proposal.
<b>Offsetting Collections</b>	Collections from Government accounts or from transactions with the public. The two major categories of offsetting collections are offsetting receipts (amounts deposited to receipt accounts) and offsetting collections credited to appropriation or fund accounts.
<b>Offsetting Receipts</b>	Collections that are deposited into proprietary Miscellaneous Receipt Accounts of the Department of the Treasury. Applicable deposits offset the collecting agency's budget authority and outlays.
<b>Operational and Available</b>	This refers to a system(s) functioning within vendors' hardware, software, and application specifications and being available for use by the user community.
<b>Operational Architecture</b>	Descriptions of the tasks, operational elements, and information flows required to accomplish or support a function.
<b>Operational Requirement</b>	A formally established, validated, and justified need for the allocation of resources to achieve a capability to accomplish approved military objectives, missions, or tasks.
<b>Operational View (OV) (Architecture)</b>	A description (often graphic) of the operational elements, assigned tasks, and information flows required to accomplish or support a war-fighting function. It defines the type of information, the frequency of exchange, and the tasks supported by these information exchanges.
<b>Optical Disk</b>	A non-contact, random-access disk typically tracked by optical laser beams and used for mass storage and retrieval of generally digitized text and graphics.
<b>Organizational Messaging</b>	Correspondence that is used to conduct the official business of the Army. Any message that commits resources, directs action, clarifies an official position, or issues official guidance is considered an organizational message.
<b>Original Equipment Manufacturer (OEM)</b>	The actual manufacturer and point of origin of the equipment. The OEM provides schematics and standards for maintenance and repair of the equipment, and equipment shall be maintained in accordance with these practices.
<b>Overhead</b>	Expenses incurred in support of the overall mission that are not identifiable to a customer order and are equitably shared by all customers of the activity (for example, supervisory and administrative salaries).

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<b>Overhead Rate</b>	The rate, determined by performing organizations, used to allocate operating costs not directly identifiable to the work order. Includes supervisory and general and administrative expenses as well as miscellaneous materiel and supplies.
<b>Password</b>	Protected, private character string used to authenticate an identity or to authorize access to data.
<b>Paying Office</b>	A disbursing office. In the case of contracts, the place named in the contract for forwarding invoices for payment.
<b>Payment Due Date</b>	The date on which payment is to be made. If the date falls on a non-working day, payment is to be made on the following workday.
<b>Performance Certificate</b>	A written statement prepared by an authorizing official that the goods or services called for in a contract have been delivered or performed satisfactorily.
<b>Performance Indicator</b>	A characteristic of a work output that can be measured.
<b>Performance Management</b>	The use of performance measurement information to help set agreed-upon performance goals, allocate and prioritize resources, inform managers to either confirm or change current policy or program directions to meet those goals, and report on the success in meeting those goals.
<b>Performance Measure</b>	A quantitative or qualitative characterization of performance.
<b>Performance Measurement</b>	A process of assessing progress toward achieving predetermined goals, including information on the efficiency with which resources are transformed into goods and services (outputs), the quality of those outputs (how well they are delivered to clients and the extent to which they are satisfied), and outcomes (the results of a program activity compared to its specific contributions to program objectives).
<b>Performance Requirements Summary (PRS)</b>	A Performance Requirements Summary is a verifiable, measurable levels of service in terms of quantity, quality, timeliness, location, and work units. A PRS is used in a performance-based PWS to (1) assess (i.e., inspect and accept) the work during a period of performance; (2) provide a common output-related basis for preparing private sector offers and public tenders; and (3) compare the offers and tenders to the PWS. The requiring activity's acceptable levels of service are normally stated in the PWS. The solicitation includes the Performance Requirements Summary.
<b>Performance Work Statement (PWS)</b>	A Performance Work Statement is in the solicitation that identifies the technical, functional, and performance characteristics of the agency's requirements. The PWS is performance-based and describes the agency's needs (the "what"), not specific methods for meeting those needs (the how). The PWS identifies essential outcomes to be achieved, specifies the agency's required performance standards, and specifies the location, units, quality and timeliness of the work.



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<b>Periodical</b>	A nondirective classified or unclassified Army magazine or newsletter-type publication published annually or more often to disseminate information necessary to the issuing activity with a continuing policy regarding format, content, and purpose. A periodical is usually published to inform, motivate, increase knowledge, or improve performance. It contains official or unofficial information or both.
<b>Peripheral</b>	A computer device, such as a CD-ROM drive or printer, that is not part of the essential computer, i.e., the memory and microprocessor. Peripheral devices can be external, such as a mouse, keyboard, printer, monitor, external Zip drive or scanner, or they can be internal, such as a CD-ROM drive or internal modem.
<b>Permanent Record</b>	Information that has been determined by the Archivist of the United States to have sufficient value to warrant its preservation by the National Archives and Records Administration for the life of the Republic.
<b>Persistent Cookies</b>	Cookies that can be used to track users over time and across different web sites to collect personal information.
<b>Personal Computer</b>	A computer (normally a small desktop type) IS that contains an operating system and software applications.
<b>Personal Property</b>	Property of any kind except real property and records of the Federal Government. It includes all equipment, materials, and supplies unless permanently affixed to real property
<b>Phase-In-Period</b>	The period between contract award and implementation of the requirements by the service provider performing on the award.
<b>Phase-In-Plan</b>	A prospective provider's plan to replace the incumbent provider(s) that is submitted in response to the solicitation. The phase-in-plan is implemented in the first performance period and includes details on minimizing disruption, adverse personnel impacts, and start-up requirements. The phase-in-plan is different from the employee transition plan developed by the Human Resources Advisor.
<b>Photojournalism</b>	The collection and presentation of a story, through still photography, of a significant event, normally to support the news media or internal publications.
<b>Portability</b>	The ease with which a system or component can be transferred from one hardware or software environment to another.
<b>Preventive Maintenance (PM)</b>	Services that are periodic in nature and are required to maintain the equipment in such condition that it may be operated in accordance with its intended design and functional capacity with minimal downtime.
<b>Printing</b>	The processes of composition, platemaking, presswork, and binding, including micropublishing, for the production of publications.
<b>Private Parties</b>	U.S. Government activities; foreign governments, firms, and organizations; and international organizations, other than Foreign Military Sales (FMS) customers and FMS/International Military Education and Training recipients and U.S. companies.

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<b>Process</b>	A group of logically related decisions and activities required to manage the resources of the Army. A business process is a specific ordering of work activities across time and place, with a beginning, an end, and clearly defined inputs and outputs that deliver value to customers.
<b>Process Owners</b>	HQDA functional proponents, MACOMs, and others who have responsibility for any mission-related or administrative work process.
<b>Procurement/ Contracting</b>	Purchasing, renting, leasing, or otherwise obtaining supplies or services from non-federal sources. Includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. Does not include making grants or cooperative agreements.
<b>Professional Script</b>	A creative, written work used as the basis, or blueprint, for video productions.
<b>Project Management Business Process (PMBP)</b>	The fundamental USACE practices and procedures used to deliver quality projects. It embodies communication, leadership, systematic and coordinated management, teamwork, partnering, effective balancing of competing demands, and primary accountability for the life cycle of a project.
<b>Project Management Plan</b>	A living document used to define expected outcomes and guide project (or program) execution and control. Primary uses of the PMP are to facilitate communication among participants, assign responsibilities, define assumptions, and document decisions. Establishes baseline plans for scope, costs, schedule, safety, and quality objectives against which performance can be measured, and to adjust these plans as actual performance dictates.
<b>Property</b>	Anything that may be legally owned.
<b>Property Custodian</b>	An individual, provided by the SP, designated in writing and located at the activity site who has physical custody and control over personal property.
<b>Proponent</b>	An Army organization or staff that has been assigned primary responsibility for material or subject matter in its area of interest.
<b>Public Key Infrastructure</b>	A system of registration authorities that authenticate the validity of each party involved in a transaction.
<b>Publications</b>	Items of information that are printed or reproduced, whether mechanically or electronically, for distribution or dissemination, usually to a predetermined audience. Generally, they are directives, books, pamphlets, posters, forms, manuals, brochures, magazines, and newspapers produced in any medium by or for the Army.
<b>Publicly Accessible Web Site (or Public Web Site) on the World Wide Web</b>	A web site with access unrestricted by password or PKI user authorization. "Public" refers to the at-large audience on the Internet, anyone who can access a web site through a browser.

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<b>Publishing</b>	Actions involved in issuing publications; involves creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications.
<b>Purchase Order</b>	A document that the contracting officer issues to a vendor for supplies, equipment, or services which total \$25,000 or less. It becomes a contract upon acceptance by the vendor.
<b>Purchase Request</b>	A document that is the first step in the procurement process. It can be reviewed by all interested activity officials before a purchase is made.
<b>Quality Assurance (QA)</b>	Management of the output quality and responsiveness of a facility support contractor, starting with the early stages of quality development and running through every phase to contract close-out. The term “quality assurance” is used colloquially as meaning post-award surveillance of the contractor’s work. QA is conducted by the Government.
<b>Quality Assurance Evaluator (QAE)</b>	Individual assigned to perform quality assurance surveillance of products or services procured and to record and document the findings.
<b>Quality Assurance Plan (QAP)</b>	A plan that, for a particular contract, includes a series of individual Surveillance Guides (SGs). The QAP also contains a copy of the performance requirements (PRS) for reference by the Quality Assurance Evaluator (QAE) together with inspection and report forms as appropriate.
<b>Quality Assurance Surveillance Plan (QASP)</b>	A written document used by the Government for implementing the inspection and acceptance of SP performance. The document contains specific methods to be used by the Government to evaluate satisfactory performance.
<b>Quality Checked</b>	When applied to a dataset this means that a statistical or other numerical assessment of accuracy has been applied based on an independent sample the data space, and further that this assessment is fully documented in the metadata for that dataset.
<b>Quality Control</b>	Those actions taken by the SP to control the production of goods or services so that they meet the requirements of the contract.
<b>Random Number Table</b>	A table of numbers arranged in a random fashion.
<b>Random Sample</b>	A sample of services that has been selected according to rules that ensure that each member of the population has an equal chance of being selected.
<b>Real Property</b>	Land and the rights to land, fixtures, and buildings, including capitalized additions, alterations, improvements, and rehabilitation, and other structures and facilities. Real property does not include personal property (for example, weapons systems and other military equipment).
<b>Receipt of E-Mail</b>	The date and time that a message is posted to the E-mailbox.

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<b>Receiving Report</b>	An acknowledgment by a government representative that the supplies or services conform with applicable contract quantity and quality requirements. Receiving Reports are the contracting officer's responsibility or may be delegated to another official. A Receiving Report is completed and sent to the Finance and Accounting Office after the delivery of goods or services.
<b>Record</b>	All books, papers, maps, photographs, machine-readable items (such as disks, tapes, cards, printouts, aperture cards, roll microfilm, microfiche, laser disks, optical disks, optical cards, other optical recording media, film slides, transparencies, or other documentary materials regardless of physical form or characteristics) made or received by any entity of the Department of the Army as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities because of the informational value of the data.
<b>Records Centers</b>	Locations established in CONUS to receive and maintain records with long-term or permanent value, pending their ultimate destruction or accession by the National Archives and Records Administration.
<b>Records Management</b>	The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with information creation, information maintenance and use, and information disposition in order to achieve adequate and proper documentation of the policies, transactions, and effective and economical management of DA operations.
<b>Records Management Program</b>	A program that includes elements concerned with the life-cycle management of information, regardless of medium. Specific elements include the management of correspondence, reports, forms, directives, and publications; mail; distribution; maintenance (use and disposition of recorded information); declassification of recorded information; and implementation of responsibilities under the Freedom of Information Act and the Privacy Act.
<b>Regional Business Center (RBC)</b>	The group formerly known as the Major Subordinate Command. Consists of the MSC office and USACE Districts.
<b>Regional Management Board (RMB)</b>	A board with the goal of stimulating the development and execution of plans, using the resources to accomplish the goals and objectives of the RBC.
<b>Remote Terminal</b>	A terminal that is not in the immediate vicinity of the IS it accesses. This is usually associated with a mainframe environment. Terminals usually cannot operate in a stand-alone mode.

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<b>Replacement Cost</b>	Obligations to be incurred at a future time to procure equipment or materiel in place of items that have been sold or transferred. There are two methods used to determine replacement cost: 1) Replacement cost may be determined by applying the Office of the Secretary of Defense prescribed inflation factor to the most recent contract price of the item to be replaced. The inflation factor is applied to each fiscal year between the year the item was sold, transferred, or acquired and the fiscal year in which the replacement item will be delivered. 2) Replacement cost may also be determined by obtaining a current contractor quote for the replacement item. Normally the second method is the most accurate.
<b>Requirements Generation Process</b>	The formal method of determining military operational deficiencies and the preferred set of solutions.
<b>Reusability</b>	The degree to which a software module or other work product can be used in more than one computing program or software system.
<b>Rework</b>	The performance of services that were found to be defective as a result of contract surveillance or other validated sources.
<b>Risk Assessment Code</b>	An expression of the risk associated with a hazard that combines the hazard severity and accident probability designated with a single number from 0 to 9.
<b>Risk Decision</b>	The decision to accept or not accept the risk(s) associated with an action; made by the commander, leader, or individual responsible for performing that action.
<b>Risk Management</b>	The process of identifying, assessing, and controlling risk arising from operational factors and making decisions that balance risk cost with mission benefits.
<b>Risk Management Integration</b>	The embedding of Risk Management principles and practices into Army Operations, culture, organizations, systems, and individual behavior.
<b>Safety</b>	Freedom from those conditions that can cause injury, occupational illness, death, or damage to, or loss of, equipment or property.
<b>Safety Assessment Report</b>	A formal summary of the safety data collected during the design and development of the system. In it, the materiel developer summarizes the hazard potential of the item, provides a risk assessment, and recommends procedures or other corrective actions to reduce these hazards to an acceptable level.
<b>Salvage</b>	An item of personal property that has parts that are usable or can be recycled. The item as a whole is in such poor shape that repair is not practical, but total destruction is not warranted.
<b>Sample</b>	One or more work requirements drawn from a population. The number of work requirements selected for evaluation is the sample size.
<b>Sample Size</b>	The number of outputs in the sample; a group of one or more outputs drawn from the specified performance.

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<b>Scientific and Engineering Applications</b>	Any Commercial Off The Shelf (COTS) or Government Off The Shelf (GOTS) automated application tool used for production of engineering designs, analyses, models, drawings, cost estimates, equipment schedules, or other engineering products. These applications require specialized education, experience, and training.
<b>Scripting</b>	A high-level programming language that is interpreted by another program at runtime rather than compiled by the computer's processor as other programming languages are. Scripting languages, which can be embedded within HTML, commonly are used to add functionality to a web page, such as different menu styles or graphic displays or dynamic advertisements.
<b>Sensitive Property</b>	Those items that can be easily converted to private use or that have high potential for theft, regardless of cost (e.g. laptops, notebooks, and other portable computers; video cameras, televisions, external disk drives).
<b>Server</b>	A computer program that provides services to other computer programs in the same computer or other computers. The computer in which a server program runs is also frequently referred to as a "server."
<b>Server-Based Applications</b>	Applications installed, run, and maintained on a server using a centralized, timeshared client/server architecture.
<b>Service Contract</b>	A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-persona or personal contract.
<b>Service Level Agreement (SLA)</b>	A formal agreement between the customer(s) and the service provider specifying service levels and the terms under which a service or a package of services is provided to the customer.
<b>Service Levels</b>	<p>Emergency: Life, health, safety, or property is threatened. Affected users or system outages are global, national, regional, or local. Impact to customers or mission support is grave.</p> <p>Critical: Life, health, safety, or property could be affected. Affected users or system outages are typically global, national, or regional. Impact to customers or mission support is substantial.</p> <p>Non-Critical: Life, health, safety or property is not affected. Affected users or system outages are typically regional or local. Impact to customers or mission support is minimal.</p> <p>Scheduled: Life, health, safety, or property is not affected. Affected users or system outages are global, national, regional, or local. Impact to customers or mission support is minimal.</p>
<b>Service Order</b>	A customer order issued for work that does not define quantities or a scheduled completion date.

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<b>Service Provider</b>	The commercial sector organization, its subsidiaries and affiliates, joint ventures involving the commercial entity, or any entity with which the commercial entity may have merged or any individual or entity that assisted or advised the commercial entity in the preparation of a proposal under this solicitation. Includes Government employees if service is provided by the public sector.
<b>Service Request</b>	A request for assistance to correct a problem whether it be a computer problem, need photography support, telephone support, network support, etc..
<b>Smart Card</b>	A credit-card-size device, normally to be carried and used by personnel, that contains one or more integrated circuit chips and may also employ one or more of the following technologies: 1) magnetic stripe; 2) barcodes, linear or two dimensional; 3) non-contact radio frequency transmitters; 4) biometric information; 5) encryption and authentication; and 6) photo identification. It may be used to generate, store, or process data.
<b>Software</b>	A set of computer programs, procedures, and associated documentation concerned with the operation of a data processing system (for example, compiler, library routines, manuals, circuit diagrams); usually contrasted with hardware.
<b>Spam</b>	Widely disseminated “junk” e-mail.
<b>Spatial Data</b>	Information about the location and shape of, and relationships among, geographic features, usually stored as coordinates and topology.
<b>Spatial Data Standards for Facilities, Infrastructure, and Environment</b>	A set of related tables and uniform data structure, geometry and symbology for Geographic Information System (GIS) data. All new GIS databases created by U.S. Army Corps of Engineers’ organizations are required to be in this format. This format provides compliance to any finalized Federal Geographic Data Committee (FGDA).
<b>Standard</b>	Within the context of the Army Enterprise Architecture, a document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. It may also establish requirements for the selection, application, and design criteria of materiel.
<b>Standard Operating Procedures (SOP)</b>	A sequence of detailed procedures and guidance for performing a specific task or tasks.
<b>Still Photography</b>	The medium used to record still imagery; includes negative and positive images.
<b>Strategic Metrics</b>	A metric used at USACE level to monitor, control, and report strategic projects.
<b>Strategic Planning</b>	A continuous and systematic process whereby guiding members of an organization make decisions about its future, develop the necessary procedures and operations to achieve that future, and determine how success is to be measured.

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<b>Structured Query Language (SQL)</b>	A specialized language of managing, updating and querying a database.
<b>Subscriber</b>	Any person, group, organization (including concessionaire), or appropriated or non-appropriated fund activity that procures services made available pursuant to the terms of the franchise agreement.
<b>Supervisory Control and Data Acquisition (SCADA)</b>	Computer systems used through PLC (programmable logic controllers) to monitor and control hydroelectric and flood control systems in USACE powerhouses.
<b>Support Agreement</b>	Formal agreement between a service provider and service receiver that typically includes such details as a description of the service to be provided, service availability, hours of delivery, response times, security requirements, continuity targets, responsibilities of all parties as well as critical business periods and exceptions such as holidays.
<b>Surveillance</b>	The process of monitoring contractor performance by direct evaluation, observation, or other information means.
<b>Surveillance Guide (SG)</b>	A guide prepared for each contract requirement or group of contract requirements shown on the performance requirements summary (PRS). The SG's primary focus is on the service or the end result to be achieved by the contractor, rather than on the details of how the work is to be accomplished.
<b>Synchronization</b>	Coordination and alignment of the development of the Army Enterprise Architectures in both timing and direction for mutual reinforcement and support.
<b>System</b>	An organized assembly of resources and procedures united and regulated by interaction or interdependence to accomplish a set of specific functions. Within the context of the Army Enterprise Architecture, systems are people, machines, and methods organized to accomplish a set of specific functions; provide a capability or satisfy a stated need or objective; or produce, use, transform, or exchange information. For the purpose of reporting to the Army Information Technology Registry, the terms "application" and "system" are used synonymously, a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.
<b>System Design Manager</b>	The individual responsible for the functional design, development, implementation, and maintenance of an automatic data processing system supporting a business process or functional area.
<b>Systems Architect</b>	An individual responsible for integration and oversight of Army information systems.
<b>Systems Architecture</b>	Descriptions, including graphics, of systems and interconnections providing for or supporting functions.
<b>T-1 (T1)</b>	The most commonly used digital line in the U.S. T-1 carries 24 pulse code modulation signals using time-division multiplexing at an overall rate of 1.544 million bits per second.



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<b>Task</b>	A discrete event or action, not specific to a single unit, weapon system, or individual, that enables a mission or function to be accomplished by individuals or organizations.
<b>Technical Architecture (TA)</b>	A description of a technical system's implementation guidelines upon which engineering specifications are based, common building blocks are established, and product lines are developed.
<b>Telecommunications</b>	Any transmission, emission, or reception of signs, signals, writings, images, and sounds or information of any nature by wire, radio, visual, or other electromagnetic systems.
<b>Tele-engineering</b>	Engineering with an increased capability for virtual teams engaged in engineering enterprises across organizational and geographic boundaries using network-based technologies (project web pages, electronic mail, shared whiteboards, chat rooms, CAD and GIS servers, Internet telephony, and video conferencing) while still working in an essentially document-based environment,
<b>Telework</b>	Work at an alternative site.
<b>Tenant</b>	A unit or activity of one commander that occupies facilities on and receives specified types of supply and other support from an installation of another commander. On-post is synonymous with tenant.
<b>Terminal</b>	Any device that is used to access an IS, including "dumb" terminals, which only function to access another IS, as well as personal computers or other sophisticated IS devices, which may access other ISs as one of their functions.
<b>Test Agency</b>	An organization that conducts development tests or user tests.
<b>Third-Party Cookies</b>	Cookies placed on a user's hard drive by Internet advertising networks. The most common third-party cookies are placed by companies that serve the banner ads that appear across many web sites.
<b>Tier I</b>	Mainframe systems, mainframe gateways, mainframe print queues, and any other mainframe operation that is not an end-user device.
<b>Tier II</b>	Minicomputer, Unix systems, servers, network hubs, network routers, and any other operation that is not an end-user device.
<b>Tier III</b>	End-user devices used to communicate with or within systems that are not Tier I or Tier II used to communicate with or within systems.
<b>Twisted Pair</b>	A type of cable in which pairs of conductors are twisted together to randomize possible cross talk from nearby wiring. Inadequate twisting is detectable using modern cable testing instruments.
<b>Uninterruptible Power Supply (UPS)</b>	A device that allows a computer to keep running for a short time when the primary power source is lost. It also provides protection from power surges.
<b>URL (Uniform Resource Locator)</b>	A web address a person uses to direct a browser program to a particular Internet resource (for example, a file, a web page application, and so on). All web addresses have URLs.

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<b>USACE 2012</b>	An enterprise-wide management study that prescribes the way USACE will be organized and focuses on four key elements: One Corps, Regional Business Centers, Regional Integration Teams, and Communities of Practice. The year 2012 is the target date to fully transition.
<b>User Fee</b>	The periodic service charge paid by a subscriber to a franchise for service.
<b>User ID</b>	Unique symbol or character string that is used by an IS to uniquely identify a specific user.
<b>User(s)</b>	Any person, organization, or unit that uses the services of an information processing system.
<b>Video</b>	Pertaining to the bandwidth and spectrum position of the signal that results from television scanning and used to produce an electronic image.
<b>Video Production</b>	The combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for purpose of conveying information to, or communicating with, an audience. A production is also the end item of the production process. Used collectively, VI production refers to the functions of procurement, production or adoption from all sources, such as in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency.
<b>Video Teleconferencing</b>	Two-way electronic voice and video communication between two or more locations; may be fully interactive voice or two-way voice and one-way video; includes full motion video, compressed video, and sometimes freeze-frame (still) video.
<b>Videography</b>	The technology, process or art of producing information in analog or digital form; The science dealing with organic, or mechanical recording and playback of information; The art of recording pictures with a video camera.
<b>Virtual Network Computing (VNC)</b>	Through the use of software, VNC makes it possible to interact with a computer from any computer or mobile device on the Internet. VNC software provides cross-platform support allowing remote control between different types of computers.
<b>Virtual Team</b>	Team working across geographic or organizational boundaries without physical co-location.
<b>Virus</b>	Self-replicating, malicious program segment that attaches itself to an application program or other executable system component and leaves no external signs of its presence.
<b>Vision</b>	A description of the future; the most abstract description of the desired end-state of an organization or activity at an unspecified point in the future.

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<b>Visual Information (VI)</b>	Information in the form of visual or pictorial representations of person(s), place(s), or thing(s), either with or without sound. VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated art and animations that depict real or imaginary person(s), place(s), and/or thing(s), and related captions, overlays, and intellectual control data.
<b>Visual Information Activity</b>	An organizational element or a function within an organization in which one or more individuals are classified as Visual Information (VI) specialists or whose principal responsibility is to provide VI services. VI activities include those that expose and process original photography; record, distribute, and broadcast electronically (video and audio); reproduce or acquire VI products; provide VI services; distribute or preserve VI products; prepare graphic artwork; fabricate VI aids, models, and displays; and provide presentation services or manage any of these activities.
<b>Visual Information Documentation (VIDOC)</b>	Motion media, still photography, and audio recording of technical and non-technical events, as they occur, usually not controlled by the recording crew.
<b>Visual Information Equipment</b>	Items capable of continuing or repetitive use by an individual or organization for recording, producing, reproducing, processing, broadcasting, editing, distributing, exhibiting, and storing visual information. Items otherwise identified as VI equipment that are integral parts of a non-VI system or device (existing or under development) will be managed as a part of that non-VI system or device.
<b>Visual Information Functions</b>	Individual VI processes, such as production, documentation, reproduction, distribution, records preservation, presentation services, VI aids, fabrication of models and displays, and related technical services.
<b>Visual Information Library</b>	A VI activity that loans, issues, and maintains an inventory of motion media, imagery, and/or equipment.
<b>Visual Information Materials</b>	All of the various VI still and motion films, tapes, disks, or graphic arts collectively. Includes the original, intermediate, and master copies and any other related recorded imagery.
<b>Visual Information Production</b>	The combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. A production is also the end item of the production process. Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources, such as in-house or contract production, off-the-shelf purchase, or adoption from another federal agency.
<b>Visual Information Products</b>	VI media elements such as motion picture and still photography (photographs, transparencies, slides, film strips), audio and video recordings (tapes or disks), graphic arts (including computer-generated products), models, and exhibits.

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<b>Visual Information Records</b>	VI materials (regardless of format), related captions, and intellectual control data.
<b>Visual Information Records Center</b>	A facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semi-current records pending their ultimate disposition.
<b>Visual Information Report</b>	VI documentation assembled to report on a particular subject or event.
<b>Visual Information Resources</b>	The personnel, facilities, equipment, products, budgets, and supplies comprising DOD visual information support.
<b>Visual Information Services</b>	Those actions that 1) result in a visual information product; 2) support the preparation of a completed VI production, such as photographing, processing, duplicating, sound and video recording, instrumentation recording, film-to-video transferring, editing, scripting, designing, and preparing graphic arts; 3) support existing VI products such as distribution and records center operations; or 4) use existing VI products, equipment, maintenance, and activities to support other functions such as projection services operation of conference facilities, or other presentation systems.
<b>Vital Records</b>	Records essential to the continued functioning or reconstitution of an organization during and after an emergency and also those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. These include both emergency-operating and rights-and-interests records. Vital records are a part of an agency's records disaster prevention and recovery program.
<b>War Dialing</b>	Practice of dialing all the phone numbers in a range in order to find those that will answer with a modem.
<b>Water Control Data System (WCDS)</b>	All hardware and software within the jurisdiction of a Corps of Engineers office which has been acquired and is being used for acquisition, transmission, processing, display and dissemination of hydrologic, meteorologic, water quality, and project data for the purpose of supporting the water control mission of the Corps of Engineers.
<b>Web-Based Applications</b>	Applications delivered via the Web or application software embedded within standard Web pages.
<b>Web Collaboration</b>	Web Collaboration is the back-end software or service that allows your center to share Web pages with customers while offering voice and text chat assistance or to conduct single or multi-user conferences and seminars.

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<b>Web Portals</b>	Web sites that serve as starting points to other destinations or activities on the web. Initially thought of as a “home base” type of web page, portals attempt to provide all of a user’s Internet needs in one location. Portals commonly provide services such as e-mail, collaboration centers, online chat forums, searching, content, newsfeeds, and others.
<b>Web Site</b>	A location on the Internet; specifically, the point of location in which it resides. All web sites are referenced using an addressing scheme called a URL. A web site can mean a single HTML file or hundreds of files placed on the Internet by an enterprise.
<b>Work Order</b>	Individual task/line item associated with a contract for efficient response to a particular requirement.
<b>Workstation</b>	A computer assembly comprising a CPU, internal memory, data storage devices, input and output devices including display screen, keyboard, and pointing device. The assembly may or may not be connected to a network.
<b>Workload</b>	Everything that is done by the organization utilizing in-house or contractual resources. Workload involves anything for which the organization incurs costs (accrued expenditures) for a given fiscal year for both direct and reimbursable customers.
<b>World Wide Web (WWW)</b>	The universe of accessible information available on many computers spread through the world and attached to that gigantic computer network called the Internet. The World Wide Web encompasses a body of software, a set of protocols, and a set of defined conventions for accessing the information on the Web. The Web uses hypertext and multimedia techniques to make the Web easy for anyone to roam, browse, and contribute to. The Web makes publishing information (that is, making that information public) as easy as creating a “homepage” and posting it on a server somewhere in the Internet.
<b>Worm</b>	Independent program that reproduces by copying itself from one system to another, usually over a network. Like a virus, a worm may damage data directly, or it may degrade system performance by consuming system resources and even shutting down a network.

**APPENDIX B.**

**ACRONYMS.**

<b>ACRONYMNS</b>	<b>DEFINITIONS</b>
3-D	Three-Dimensional
AAFES	Army and Air Force Exchange Service
AAR	After Action Review
ABS	Automated Budget System
ACASS/CCASS	Architect-Engineer Contract Construction Appraisal System
ACERT	Army Computer Emergency Response Team
ACF	Area Cost Factor
ACL	Access Control List
ACO	Administrative Contracting Officer
ACWP	Actual Cost of Work Performed
ADA	Americans with Disabilities Act
ADAB	Active Directory Advisory Board
ADCIRC	Advanced Circulation
ADP	Automated Data Processing
A-E	Architect Engineer
AE&D	Advanced Engineering and Design
AEA	Army Enterprise Architecture
AEAS	Accident Experience and Analysis System
A/E/C CADD Standards	Architecture/Engineering/Construction CADD (Computer Aided Design and Drafting) Drawing Standards
AEI	Army Enterprise Infrastructure
AEI-TRWG	Army Enterprise Infrastructure Transport Reengineering Working Group
AES	Advanced Encryption Standard
AET	Automated Engineering Tools

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AF	Air Force
AFB	Alternatives Formulation Briefing or Air Force Base
AHA	Activity Hazard Analysis
AHPA	Archeological and Historic Preservation Act
AIAP	Army Information Assurance Program (Replacement for AISSP, Army Information Systems Security Program)
AIS	Automated Information System
AISSP	Army Information Systems Security Program (Replaced by AIAP)
AIWW	Atlantic Intracoastal Waterway
AKM	Army Knowledge Management
AKMS	Army Key Management System
AKO	Army Knowledge Online
AMS	American Management System
ANC	American/Alaskan Native Corporation
ANOSC	Army Network Operations and Security Center
ANSI	American National Standards Institute
AO	Action Office and/or Area Office
AOR	Area of Responsibility
AP	Access Point
APB	Annual Power Budget
APD	Army Publishing Directorate
APF	Appropriate fund(s)
APIC	Army Performance Improvement Criteria
APP	Army Publishing Program
APP	Accident Prevention Plan
APPMS	Automated Personal Property Management System
AQL	Acceptable Quality Level
AR	Army Regulation
ARIMS	Army Records Information Management System

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ARL	Army Research Laboratory
ARMOSH	Army Occupational Safety and Health Program
ASA(ALT)	Assistant Secretary of the Army for Acquisition, Logistics and Technology
ASA(CW)	Assistant Secretary of the Army for Civil Works
ASA(FM&C)	Assistant Secretary of the Army for Financial Management & Contracting
ASAP	As Soon As Possible
ASC	Army Signal Command
ASR	Aquifer Storage and Recovery
ASR	Army Security Router
AST	Aboveground Storage Tanks
ATC	Authority to Connect
AT/FP	Antiterrorism/Force Protection
ATLSS	Advanced Technology for Large Structural Systems
ATMP	Automated Training Management Program
ATO	Authority to Operate and or Agency Tender Official
ATS	Automated Tactical System
AUP	Acceptable Use Policy
AV	Anti Virus
AV	Audio Visual
A&VTR	Asset & Vulnerability Tracking Resource
AWRAC	Army Web Risk Assessment Cell
AWS	Automated Weapons System
AWT	Advanced Wastewater Treatment
B/W	Black and White
BA	Budget Analyst
BA	Biological Assessment
BAC	Billing Address Code
BASOPS	Base Operations Support



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BBCW	Biscayne Bay Coastal Wetlands
BBP	Best Business Practice
BBRRCT	Biscayne Bay Regional Restoration Coordination Team
BC	Benefit Cost
BCB	Big Cypress Basin
BCE	Base Civil Engineer
BCOE	Bidability, Constructability, Operability and Environmental
BCP	Business Contingency Planning
BCR	Benefit–Cost Ratio
BCWP	Budgeted Cost of the Work Performed
BCWS	Budgeted Cost of the Work Scheduled
BEA	Bureau of Economic Analysis
BEBR	Bureau of Economic and Business Research
BGP	Border Gateway Protocol
BI	Background Investigation
BIA	Bureau of Indian Affairs
BIP	Budget Increment Package
BIS	Bridge Inventory System
BMO	Business Management Office
BO	Biological Opinion
BOA	Basic Ordering Agreement
BOD	Beneficial Occupancy Date
BPA	Blanket Purchase Agreement
BPMG	Business Process Management Group
BRAVO	Best Reward Acknowledgment and Verification for Others
BRI	Basic Rate Interface
BY	Budget Year
BY+1	Budget Year plus one year

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C&H	Channels and Harbors
C&A	Certification and Accreditation
C2	Contracts Outside Government in CEFMS
C3	Command, Control, Communications and Intelligence
C4IM	Command, Control Communications, and Computers for Information Management
C4ISP	Command, Control, Communications, Computers and Intelligence Support Plan
CA	Certification Authority (DITSCAP)
CAA	Clean Air Act
CAC	Content Area Coordinator
CAC	Common Access Card
CACES	Computer-Aided Cost Engineering System
CADD	Computer-Aided Design and Drafting
CADD LIB	Computer-Aided Design and Drafting Library of Design
CALR	Computer Assisted Legal Research
CAN	Campus Area Network
CAP	Corrective Action Plan
CAP	Continuing Authorities Program
CAR	Chief, Army Review
CAR	Coordination Act Report
CARL	Conservation and Recreational Lands
CASE	Computer-Aided Structural Engineering
CATEX	Categorical Exclusion
CATV	Cable Television
CBA	Cost–Benefit Analyses
CBT	Computer-Based Training
CCB	Configuration Control Board
CCC	Council for Cultural Change

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CCCB	CEEIS Configuration Control Board
CCCRF	CEERP Change Control Request Form
CCI	Controlled Cryptographic Item
CCIU	Computer Crime Investigation Unit
CCTV	Closed Circuit Television
CD	Compact Disk
CDA	Central Design Activity
CDAd	Army Component Data Administrator
CDF	Common Delivery Framework
CDR	Call Detail Reporting
CDR	Contract Discrepancy Report
CDRL	Contract Data Requirement List
CD-ROM	Compact Disk–Read Only Memory
CDS	Cable Distribution System
CeA	Corps Enterprise Architecture
CEALS	Corps of Engineers Automated Legal System
CECOM	U.S. Army Communications – Electronics Command
CEEIS	Corps of Engineers Enterprise Infrastructure Services
CEEIS NetAB	CEEIS Network Advisory Board
CEFMS	Corps of Engineers Financial Management System
CEEMIS	Corps of Engineers Enterprise Management Information System
CEMRS	Corps of Engineers Manpower Requirements System
CENTREX	Central Exchange
CERP	Comprehensive Everglades Restoration Plan
CERPRA	Comprehensive Everglades Restoration Plan Regulation Act
CERT	Computer Emergency Response Team
CFA	Current Files Area
CFO	Chief Financial Officer

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CFR	Code of Federal Regulations
CFS	Cubic Feet per Second
CFY	Current Fiscal Year
CG	Construction General
CGI	Common Gage Interface
CGM	CERP Guidance Memorandum
CGO	Continuing Government Organization
CGTC	CADD/GIS Technical Center
CI	Counterintelligence or Corporate Information
CICA	Competition in Contracting Act
CID	Criminal Investigation Command
CIM	Chief of Information Management
CIMS	Corporate Information Management System
CIO	USACE Chief Information Officer
CIO/G-6	Army Chief Information Officer/ General Staff - Information Management
CIR	Confirmed Information Rate
CISS	Center for Information Systems Security
CLEC	Competitive Local Exchange Carriers
CLIN	Contract Line Item Number
CLL	Corps of Engineers Lessons Learned System
CLS	Consolidated Logistics System
CLSA	Communication Security Logistics Agency
CM	Configuration Management
CMB	Configuration Management Board
CMMS	Computerized Maintenance Management System
CMO	Committee Management Officer
CMP	Configuration Management (Plan)
CMR	Command Management Review/Committee Management Review

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CND	Computer Network Defense
CNO	Computer Network Operations
CNSS	Committee on National Security System
CO	Contracting Officer
CO	Commanding Officer
COB	Close of Business
COBOL	Common Business Oriented Language
CODEC	Coder – Decoder
COFF	Cut Off
COI	Community of Interest
COMSEC	Communications Security
CON	Certificate of Networthiness
COOP	Continuity of Operations Plan
COP	Community of Practice
COR	Contracting Officer Representative
CORPSMET	Corps Metadata
COS	Centers of Standardization
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-The-Shelf
CPA	Cost Business Analyses
CPAC	Civilian Personnel Administrative Center
CPC	Central Processing Center
CPI	Cost Performance Index
CPIC	Capital Planning and Investment Control
CPM	Critical Path Method
CPOC	Civilian Personnel Operations Center
CPP	Cooperative Program Personnel
CPSP	Critical Project Security Program

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CPU	Central Processing Unit
CRA	Continuing Resolution Authority
CRG	Corporate Review Group
CROGEE	Committee on the Restoration of the Greater Everglades Ecosystem
CRL	Certificate Revocation Lists
CSDGM	Content Standard for Digital Geospatial Metadata
C&SF	Central and Southern Florida Project
CSLA	Communications Security Logistics Agency
CSO	Competitive Sourcing Official
CSS	Combat Service Support
CSU	Channel Service Unit
CT	USACE Contracting Office Symbol
CTCSS	Continuous Tone Coded Squelch System
CT&E	Certification, Test and Evaluation
CT1S	Common Tier 1 System
CTO	Certificate to Operate
CV	Cost Variance
CVM	Contingent Valuation Method
CVT	Compliance Verification Team
CW	Civil Works
CWA	Clean Water Act
CWE	Current Working Estimate
CWIN	Civil Works Identification Number
CWIS	Civil Works Information System
CWMS	Corps Water Management System
CWOMABS	Civil Works Operations and Maintenance Budget System
CZM	Coastal Zone Management
CZMA	Coastal Zone Management Act

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DA	Department of the Army
DA	Data Administration
DA Form	Department of the Army Form
DAA	Designated Approving Authority
DACS	Data Acquisition Control System
DAPS	Document Automation and Production Service
DBA	Database Administrator
DBMS	Database Management Systems
DCE	Distributed Computing Equipment
DCID	Director, Central Intelligence Directive
DCS	Deputy Chief of Staff
DCT	Design Coordination Team
DD Form	Department of Defense Form
DDOS	Distributed Denial of Service
DDR	Detailed Design Report
DEERS	Defense Enrollment and Eligibility Reporting System
DEIS	Draft Environmental Impact Statement
DEP	Department of Environmental Protection
DES	Data Encryption Standard
DEST	Destroy
DET	District Executive Team
DFAS	Defense Financing and Accounting System
DGPS	Differential Global Positioning System
DHS	Department of Homeland Security
DIA	Defense Intelligence Agency
DIAM	Defense Intelligence Agency Manual
DiD	Defense in Depth
DID	Direct-In-Dial

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DIM	Director of Information Management
DIS	Dredging Information System
DISA	Defense Information Security Agency
DISA/CISS	Defense Information Systems Agency/Center for Information System Security
DISN	Defense Information Systems Network
DITSCAP	DOD Information Technology Security Certification and Accreditation Process
DITYVAP	Do-it-Yourself Vulnerability Assessment Program
DLL	Delegation of Disclosure Authority Letter
DMS	Defense Messaging System
DMZ	Demilitarized Zone
DNS	Domain Name Service
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DODIG	Department of Defense Inspector General
DODIIS	Department of Defense Intelligence Information System
DOHA	Defense Office of Hearings and Appeals
DOIM	Director of Information Management
DOQ	Digital Orthophoto Quadrangles
DOS	Denial of Service
DPM	Deputy District Engineer for Project Management
DPP	Data Performance Plan
DPPS	Data Performance Plan System
DPN	Digital Project Notebook
DRCHECKS	Design Review and Checking System
DREN	Defense Research Engineering Network
DRGS	Direct Readout Ground Station
DRU	Direct Reporting Unit



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DSL	Digital Subscriber Line
DSN	Defense Switched Network
DSP	District Strategic Plan
DST	District Support Team
DSU	Data Service Unit
DTCSS	Digital Tone Coded Squelch System
DTOS	Deployable Tactical Operations System
DTSW	Defense Telecommunications Service Washington
DVD	Digital Video Disk
DVL	Digital Visual Library
EA	Environmental Assessment
EBIS	Electronic Bit Information System
EBS	Electronic Bid Set/Electronic Bid Solicitation System
EBS	Electronic Bid Solicitation
EC	Engineer Circular
E&C	Engineering and Construction
e-Corps	Electronic Corps Knowledge Management Portal
ECP	Engineering Change Proposal
ECS	Electronic Contract Solicitations
ECS	Electronic Contract Solicitation
E&D	Engineering and Design
EDGE	Enhanced Data for GSM Evolution
EDMS	Electronic Document Management System
EDS	Enterprise Directory Services
EEOC	Equal Employment Opportunity Commission
EEOSTATS	Equal Employment Opportunity Statistical System
EEP	Employee Emergency Plan
EFT	Electronic File Transfer

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e-GIS	Enterprise Geographic Information System
EIO&M	Engineering, Implementation, Operation, and Maintenance
EIS	Environmental Impact Statement
EKMS	Electronic Key Management System
EMPACT	Environmental Monitoring for Public Access and Community Tracking
ENGLINK-I	Engineer Link Interactive
ENGLINK-S	Engineer Link Secure
EOC	Emergency Operations Center
EOIS	Employee Owned Information System
EOY	End of Year
EPS	Encapsulated Postscript File
ERRO	Emergency Response and Recovery Operations
ESEP	Engineer and Scientist Exchange Program
FAA	Functional Area Analysis
FAA	Functional Area Assessment
FAIR	Federal Activities Inventory Reform
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FEM	Facility and Equipment Management
FEMA	Federal Emergency Management Agency
FEMS	Facility and Equipment Management System
FERC	Federal Energy Regulatory Commission
FFE	Field Force Engineering
FGDC	Federal Geographic Data Committee
FHWA	Federal Highway Administration
FIP	Federal Information Processing
FIR	Final Inspection Report

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FISMA	Federal Information Security Management Act
FLO	Foreign Liaison Officer
FMS	Foreign Military Sales
FN	Foreign National
FN	File Number
FOA	Field Operating Activities
FOIA	Freedom of Information Act
FONSI	Finding of no Significant Impact
FORCON	Force Configuration
FOT&E	Follow-On Test and Evaluation
FOUO	For Official Use Only
FPP	Fire Prevention Plan
FPS	Facility Planning System
FR	Federal Regulations or Firewall Action Request
FR	Federal Register
FRAT	Force Protection Assessment Team
FRC	Federal Record Center
FS	Feasibility Study
FTE	Full Time Equivalent/Employee
FTP	File Transfer Protocol
FTS2001	Federal Telephone System 2001
FUDSMIS	Formerly Used Defense Sites Management Information System
FY	Fiscal Year
G&A	General and Administrative
GADS	Generator Availability Data Systems
GAL	Global Address List
GAO	Government Accountability Office
GBC	General Binding Cooperation

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GCOWW	Gulf Coast Intracostal Waterway
GDACS	Generic Data Acquisition System
GEMS	Gauntlet Enterprise Management System
Geo-One	Geospatial One Stop
Geo-Std	Geospatial Standards
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GFS	Government-Furnished Software or Supplies
GI	General Investigations
GIG	Global Information Grid
GS	General Schedule
GIS	Geographic Information System
GNF	General Navigation Features
GOES	Geostationary Operational Environmental Satellite
GOTS	Government Off-The-Shelf
GPO	Government Printing Office
GPRA	Government Performance and Results Act
GPS	Global Positioning System
GSA	General Services Administration
GSM	Global System for Mobile Communication
GUI	Graphical User Interface
HAG	Historical Cost Analysis Generator
HAP	Homeowners Assistance Program
HAPMIS	Housing Assistance Program Management Information System
HDC	Hydrologic Design Center
HEC	Hydrologic Engineering Center
HEC-DSS	Hydrologic Engineering Center Data Storage System
HEPA	Army Health Facility Planning Agency

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HGMP	Hatchery and Genetic Management Plan
HQDA	Headquarters, Department of the Army
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HTML	Hyper Text Markup Language
HTRW	Hazardous, Toxic, and Radioactive Waste
HTRWLL	Hazardous, Toxic, and Radioactive Waste Lessons Learned System
HTW	Hazardous Toxic Waste
HVAC	Heating, Ventilation, and Air Conditioning
I&A	Identification and Authentication
IA	Information Assurance
IAD	Information Assurance Directorate
IAM	Information Assurance Manager
IANM	Information Assurance Network Manager
IANO	Information Assurance Network Officer
IAP	Information Assurance Program
IAPM	Information Assurance Program Manager
IASO	Information Assurance Security Officer
IATC	Interim Authority to Connect
IATO	Interim Authority to Operate
IATT	Information Assurance Technical Tip
IAVA	Information Assurance Vulnerability Alert
IAVB	Information Assurance Vulnerability Bulletin
IAVM	Information Assurance Vulnerability Management
IAW	In Accordance With
ICDS	Inside Cable Distribution System
IDEF	Integrated Definition Function
IDG	Initiate Data Gathering
IDIQ	Indefinite Delivery Indefinite Quantity

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IDP	Individual Development Plan
IDS	Intrusion Detection System
IHIS	Integrated History Information System
IMA	Installation Management Agency
IMA	Information Mission Area
IMC	Interagency Modeling Center
IMD	Integrated Manning Document
IMIT	Information Management/Information Technology
INFOCON	Information Operations Condition
INFOSEC	Information Security
INSCOM	United States Army Intelligence and Security Command
IOC	Information Operations Condition
IOT&E	Initial Operational Test and Evaluation
IOV AD	Information Operations Vulnerability Assessments Division
IP	Internet Protocol
IPR	In-Progress Review
IRM	Information Resources Management
IRMWC	Information Resources Management Working Committee
IS	Information System
ISDN	Integrated Services Digital Network
ISO	International Standards Organization
ISP	Internet Service Provider
ISP	Information System Plan
ISRP	Independent Scientific Review Panel
ISS	Information Systems Security
ISSO	Information System Security Officer
IT	Information Technology
ITAP	Information Technology Acquisitions Plan

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ITIPS	Information Technology Investment Portfolio System
ITL	Information Technology Lab
ITR	Independent Technical Review
JCP	Joint Committee on Printing
JDCSISSS	Joint DODIIS Cryptologic SCI Information Systems Security Standards
JER	Joint Ethics Regulation
JIM	Joint Interagency and Multinational
JKMIWG	Joint Key Management Infrastructure Working Group
JOC	Joint Operating Committee
JPG	Photo or Image File
JTA-A	Joint Technical Architecture-Army
JUC	Joint Use Costs
JWICS	Joint Worldwide Intelligence Communications System
JWOD	Javits-Wagner-O'Day Act
K	Keep (Army Records Disposition Code)
KM	Knowledge Management
KME	Knowledge Management Environment
KMEC	Key Management Executive Committee
KMI	Key Management Infrastructure
KO	Contracting Officer (See CO)
KVM/KMM	Keyboard, Video, Mouse/Keyboard, Monitor, Mouse
L&D	Lock and Dam
LAN	Local Area Network
LAT	Local Area Transport
LATAM	Latin American (projects)
LCC	Life Cycle Cost
LCERT	Local Computer Emergency Response Team
LCMIS	Life-Cycle Management Information System

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LE	Law Enforcement
LEC	Local Exchange Carriers
LIB	USACE Library Program
LM	Litigation Management
LMR	Land Mobile Radios
LOC	Level of Confidentiality
LOI	Letter of Intent
LRGS	Local Readout Ground Station
MC	Mission Critical
MAC	Mission Assurance Category
MACOM	Major Army Command
MAN	Metropolitan Area Networks
MARKS	Modern Army Recordkeeping System (Replaced by ARIMS)
MAXIMO	Name given to the software that powers FEM
MCEB	Military Communications Electronics Board
MDEP	Management Decision Package
MEO	Most Efficient Organization
MEVA	Mission Essential Vulnerable Area
MFR	Memorandum For Record
MICO	Management Information Control Officer
MILCON	Military Construction
MIME	Multipurpose Internet Mail Extension
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MLW	Mean Low Water
M&O	Maintenance and Operation (Dredging)
MOA	Memorandum of Agreement
MODEM	Modulate/Demodulate



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ModTools	Modeling Tools
MOU	Memorandum of Understanding
MPE	Miscellaneous Processing Equipment
MPEP	Military Personnel Exchange Program
MS	Microsoft
MSC	Major Subordinate Command
MTS	Matter Tracking System
MUX	Multiplexer
MWR	Morale, Welfare, and Recreation
NA	Network Administrator
NAC	National Agency Check
NACI	National Agency Check Inquiry
NACLC	National Agency Check with Local Agency and Credit Checks
NACS	Network Access Code System
NAD27	North American Datum of 1927
NAD83	North American Datum of 1983
NADV88	North American Vertical Datum of 1988
NAF	Non-Appropriated Fund
NAFIS	Non-Appropriated Fund Instrumentalities
NARA	National Archives and Records Administration
NGS	National Geodetic Survey
NGVD29	National Geodetic Vertical Datum of 1929
NAS	Network Analysis System
NAS	Network Attached Storage
NCR	National Capital Region
NDI	Non-Development Item
NED	National Economic Development
NEPA	National Environmental Policy Act of 1969

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NETCOM	Network Enterprise Technology Command
NETOPS	Network Operations
NGB	National Guard Bureau
NIAP	National Information Assurance Partnership
NIC	Network Interface Cards
NID	National Inventory of Dams
NIPA	National Infrastructure Protection Agency
NIPRNET	Non-Secure Internet Protocol Router Network
NIST	National Institute of Standards and Technology
NM	Network Manager
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NOAAPORT	Data port that has weather and hydrologic data broadcast by NOAA via satellite
NOC	Network Operations Center
NOSC	Network Operations Security Center
NPA	Notification of Personnel Action
NRM GATEWAY	Natural Resources Management Gateway
NRRS	National Recreation Reservation Service
NSA	National Security Agency
NSDI	National Spatial Data Infrastructure
NSRS	National Standards Reference System
NSS	National Security System
NTP	Notice to Proceed
NUMMOD	Numerical Models
NWS	National Weather Service
OA	Office Automation
OAS	Oracle Application Server
OCA	Original Classification Authority

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OCI	Office of Complaint Investigations
OCONUS	Outside Continental United States
ODMT	Operations Division Management Team
OEA	Office of Economic Adjustment
OEEP	Occupant Emergency Evacuation Plan
O&M	Operation and Maintenance
OM	Operations Manager
OEM	Original Equipment Manufacturer
OMA	Operations and Maintenance, Army
OMB	Office of Management and Budget
OMBIL	Operation and Maintenance Business Information Link
OMBIL PLUS	Operation and Maintenance Business Information Link PLUS/Operational and Maintenance Business Info Link PLUS
OPCON	Operational Control
OPM	Office of Personnel Management
OPSEC	Operations Security
ORD	Operational Requirements Document
ORL	Official Records List
OS	Operating System
OSHA	Occupational Safety and Health Administration
OSPF	Open Shortest Path First
OV	Operational View
OWA	Outlook Web Access
P2	Program and Project Management Phase II/Project Management Information System II
p3e	PrimaVera Version 3e
PA	Privacy Act
PAO	Public Affairs Officer
PAS	Planning Assistance to States
PBAC	Program Budget Advisory Committee

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PBES	Program Budget Execution System
PBX	Private Branch Exchange
PCA	Project Cooperation Agreement
PCASE	Pavement Computer Assisted Structural Engineering
PCM	Post Construction Monitoring
PCS	Permanent Change of Station
PD2	Procurement Desktop
PDA	Personal Digital Assistant
PDC	Paid During Construction
PDF	Portable Document Format
PDIP	Program Development Increment Package
PDS	Protected Distribution System
PDSC	Professional Development Support Center
PDT	Project Delivery Team
PE&D	Planning, Engineering, and Design
PED	Portable Electronic Device
PEG	Program Evaluation Group
PEO	Program Executive Officer
PIF	Place in Inactive File (When used with P2, Project Initiation Form)
PILT	Payment In Lieu of Taxes
PIN	Personal Identification Number
PIR	Project Implementation Report
PIT	Programmable Interval Timer
PKI	Public Key Infrastructure
PL	Public Law or Protection Level
PM	Project Management or Project Manager or Product Manager
PM	Preventive Maintenance
PMA	President's Management Agenda

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PMA	Project Marketing Agency
PMBP	Project Management Business Process
PMCS	Preventive Maintenance Checks and Services
PMD	PageMaker File Format
PMIS	Project Management Information System
PMP	Project Management Plan
PMS	Pantone Matching System
POA&M	Plan of Actions and Milestones
POC	Point of Contact
POM	Program Objective Memorandum
PPBE	Planning, Programming, Budgeting and Execution
PPBES	Planning, Programming, Budgeting and Execution System
PPDS	Programs and Projects Delivery System
PPS	Ports, Protocols, and Services
PPT	PowerPoint (Microsoft Software)
PR&A	Program Review and Analysis
PRAC	Program, Budget, Advisory Committee
PRB	Project Review Board
PRI	Primary Rate Interface
PRIP	Plant Replacement and Improvement Program
PRISM	Project and Resource Information System For Management
PROMIS	Program/Project Management Information System
PRP	Preliminary Restoration Plan
PRS	Performance Requirements Summary
P&S	Plans and Specifications
PSP	Physical Security Plan
PSR	Problem Solving Partnership
PSS	Power System Stabilizers

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PVC	Permanent Virtual Circuit
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QAP	Quality Assurance Plan
QAS	Quality Assurance Surveillance
QASP	Quality Assurance Surveillance Plan
QATAP	Quality Assurance Through Attributes Program
QC	Quality Control
QCP	Quality Control Plan
QIP	Quality Improvement Plan
QMIS	Real Estate Quarters Management Information System
QMP	Quality Management Plan
QOS	Quality of Service
RA	Remote Access
RA	Remedial Action
R&D	Research and Development
RADIUS	Remote Authentication Dial-in User System
RAM	Random-Access Memory
RAM-D	Risk Assessment Methodology – Dams
RAPIDS	Real-Time Automated Personnel Identification System
RAS	Remote Access Server
RASP	Remote Access Security Program
RBC	Regional Business Center
RC	Records Coordinator
RCERT	Regional Computer Emergency Response Team
RCI	Residential Communities Initiative
RCIO	Regional Chief Information Officer

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RCOIP	Radio Control Over Internet Protocol
RDBM	Relational Database Management
RDBMS	Relational Database Management System
RDT&E	Research and Development, Test, and Evaluation
RECIS	Real Estate Corporate Information System
RECOVER	Restoration Coordination and Verification (The program for Adaptive Assessment)
RCM	Responsibility Center Managers
RD	Remedial Design
RDT&E	Research, Development, Test, and Evaluation
Rec-One	Recreation One Stop
REDMS	Real Estate Document and Mapping System
REIS	Regional Environmental Impact Statement
REMIS	Real Estate Management Information System
RESNC	Real Estate Systems National Center
RFA	Radio Frequency Assignments
RFMIS	Recruiting Facilities Management Information System
RFMIS-NT	Recruiting Facilities Management Information System Network Tool
RFP	Request for Proposal
RFQ	Request for Quote
RHA	Records Holding Area or Rivers Harbors Act
RI	Remedial Investigation
RIMP	Remedial Investigation Management Plan
RIMS	Records Information Management System
RIO	Regional Information Officer
RIPS	Records Input Processing Sub-System
RM	Records Management or Records Manager
RMB	Regional Management Board
RMO	Resource Management Office

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RMS	Resident Management System
ROD	Record of Decision
ROFR	Right of First Refusal
ROM	Read Only Memory
RPA	Request for Personnel Action
RRS-A	Records Retention Schedule-Army
RSW	Removable Spillway Weir
RTS	Return to Service
S&A	Supervision and Administration
S/W	Software
SA	Systems Architecture or Systems Administrator
SABI	Secret and Below Interoperability
SADBU	Small and Disadvantaged Business Utilization
SAP	Special Access Program
SAR	Situational Awareness Report
SATCOM	Satellite Communications
SBIS	Small Business Information System
SBU	Sensitive-but-Unclassified
SCADA	Supervisory Control and Data Acquisition
SCE	Service Crypto logic Element
SCI	Sensitive Compartmented Information
SCO	Suspense Control Officer
SCT	System Configuration Team
SDE	South Down Entrance
SDSFIE	Spatial Data Standards for Facilities, Infrastructure, and Environment
SDM	System Decision Memorandum
SEC ARMY	Secretary of the Army
SEEJ	Socio-Economic and Environmental Justice



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SERG	Senior Executive Review Group
SET	Science and Engineering Technology
SF	Standard Form
SFA	Support Facility Annex
SFO	Support For Others
SFTP	Security File Transfer Protocol
SFWD	South Florida Water Management District
SG	Surveillance Guide
SGD	Small Group Discussions
SHEF	Standard Hydrometeorological Exchange Format also called Standard Hydrology Exchange Format
SHEFIT	Filter Module for a National Weather Service (NWS) program that manipulates data that is in SHEFT format
SI	Site Inspection
SIGINT	Signals Intelligence
SIGNPRO	Corps SignPro
SI	SPECSINTACT
SID	System Identification
SIGNPRO	Sign Professional
SII	Statement of Intelligence Interest or Security/Suitability Investigations Index
SIO	Senior Intelligence Officer
SIOP-ESI	Single Integrated Operational Plan-Extremely Sensitive Information
SIPRNET	Secret Internet Protocol Router Network
SIR	Serious Incident Report
SIR	Supplemental Information Report
SISS	Subcommittee for Information Systems Security
SLA	Service Level Agreement
SME	Subject Matter Expert
SMR	Specialized Mobile Radio
SMTP	Simple Mail Transfer Protocol

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SNMP	Simple Network Management Protocol
SOP	Standard Operating Procedure
SOW	Statement of Work
SP	Service Provider
SPA	Simplified Purchase Agreement
SPEC	Specification
SPS	Standard Procurement System
SQL	System Query Language
SRUF	Special Recreation Use Fees
SSA	Source Selection Authority
SSAA	System Security Authorization Agreement
SSBI	Single-Scope Background Investigation
SSH	Secure Shell
SSL	Secure Sockets Layer
SSN	Social Security Number
SSP	System Security Policy
STANREP	Standardization Representative
STEP	Standard Tactical Entry Point
STIG	Security Technical Implementation Guide
STS	Subcommittee for Telecommunications Security
STS	Submerged Traveling Screen
SUE	South Up Entrance
T	Transfer (Army Records Disposition Code)
TA	Technical Advisory
TA	Technical Architecture
TAG	Technical Advisory Group
TASM	Trusted Agent Security Manager
TBD	To Be Determined

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TCO	Telephone Control Officer
TCS	Temporary Change of Station
TDY	Temporary Duty
TE	Technical Exhibit
TELECOM	Telecommunications
TEMP	Test and Evaluation Master Plan
TLA	Top Layer Architecture
TMIS	Training Management Information System
TNOSC	Theater Network Operations and Security Center
TPC	Total Project Costs
TRADOC	Training and Doctrine Command
TRANSEC	Transmission Security
TRF	Transfer
TS	Top Secret
TSACS	Terminal Server Access Control System
TSMB	Tier 1 System/Sensitive Compartmented Information
TS/SCI	Top Secret/Sensitive Compartmented Information
TTP	Tactic, Techniques, and Procedures
UCMJ	Uniform Code of Military Justice
U-PASS	User-ID Password Administration and Security System
UPB	Unit Price Book
UPS	Uninterruptible Power Supply
URL	Universal Resource Locator
USAAA	United States Army Audit Agency
USACE	United States Army Corps of Engineers
USAR	United States Army Reserve
U.S.C./USC	United States Code
USERID	User Identification

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USGS	United States Geological Survey
USPS	U.S. Postal Service
VAT	Vulnerability Assessment Technician
VBS	Vertical Barrier Screen
VI	Visual Information
VIAMS	Visual Information Automated Management Software
VIDOC	Visual Information Documentation
VIMS	Vehicle Information Management System
VIS	Vendor Integrity Statement
VIS	Visual Information Specialist
VOIP	Voice Over Internet Protocol (IP)
VNC	Virtual Network Computing
VPN	Virtual Private Network
VTC	Video Teleconference
WAN	Wide Area Network
WATS	Wide Area Telephone Service
WBS	Work Breakdown Structure
WCDS	Water Control Data Systems
WDFW	Washington Department of Fish and Wildlife
WDOL	Wage Determinations and the Service Contract Agreement Online
WES	Waterways Experiment Station
WLAN	Wireless Local Area Network
WORM	Write Once Read Many
WPC	Western Processing Center
WRDA	Water Resources Development Act
WS01	World Standard 2001
WWW	World Wide Web
XML	Extended Markup Language

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