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STENNIS SPACE CENTER PROTECTIVE SERVICES CONTRACT

GLOSSARY AND ACRONYMS

Attachment J-05

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To the extent the definitions contained herein conflict with applicable statutes, regulations or agency policy or procedures, the definitions contained in such statutes, regulations, and agency policies and procedures are controlling

A

ASSOCIATE CONTRACTOR AGREEMENT (ACA): A documented mutual understanding between two or more contractors that enables support from one to the other or working together to meet a common objective and requiring minimal (if any) government involvement.

AUTHORITY HAVING JURISDICTION: NASA individual or designee responsible for approving equipment, providing resolution to code-related issues, and providing code interpretations for fire protection and life safety related issues at Stennis Space Center.

B

C

CENTER CHIEF OF SECURITY (CCS): NASA individual or designee responsible for developing security procedural requirements and policy at Stennis Space Center.

CERTIFICATION – The process of determining and attesting to a required level of professional performance or standard.

CLOSE CALL: See definition under *Mishap*.

"CONSISTENT WITH" (as used in the PWS): The Contractor has some flexibility to develop/apply an approach, but the approach must meet the intent of the reference document.

CONTRACTING OFFICER (CO): The individual appointed by the contracting activity for procuring and/or administering a contract. The CO is the only person authorized to direct contractor performance, execute amendments to the contract, and contractually obligate the Government.

CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR): A government official who has been appointed by the Contracting Officer (CO) who has the responsibility in managing the technical aspects of the contract and monitor the contractor's technical performance and delivery of the final products and/or services. Pursuant to NFS 1842.270, the COTR is not authorized to initiate procurement actions or in any way that cause a change to the contract or increase the Government's financial obligations. The CO is the only government official authorized to direct contractor performance, execute modifications to the contract, and contractually obligate the Government.

CONTRACTOR: The term "Contractor" as used herein refers to both the prime SSC Contractor and any SSC subcontractors.

COORDINATION: Typical functions associated with the interaction of internal and external service providers, other contractors, and the customer as necessary to meet customer service requirements. These functions include:

a) Supporting the development of customer requirements
b) Providing service status
c) Obtaining customer feedback
d) Providing consultation for reporting and resolving service problems
e) Operations coordination
f) Interagency coordination

CORE HOURS: Required hours that the contractor (i.e. management staff) should be on site, 8:00AM-4:00PM.

CORRECTIVE ACTION: Action taken to correct or prevent the recurrence of a nonconformance.

CUSTOMER: The entity receiving direct benefit from the product or services provided by the Contractor.

D

DATA REQUIREMENTS DESCRIPTION (DRD): A detailed description of a required data item including purpose, content, format, references, maintenance requirements, submittal requirements, and other pertinent information.

DAYS: Calendar days unless otherwise noted.

DEMAND SERVICES: Services provided by the contractor for which the requesting agency fully reimburses NASA SSC on a case-by-case basis. Services provided on a demand basis are within the scope of the contract but are rendered for a specified purpose and timeframe as designated on a Stennis Work Request (SWR).

"DEVELOP AND MAINTAIN" (as used in the PWS): The Contractor is required to develop or provide an approach/product and provide the necessary resources to sustain/update/revise that approach/product as required.

E

EQUIPMENT: A tangible asset that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. (See FAR 45.101)

F

FACILITY: The location where administrative, engineering, various mission services, and Center-unique services are performed.

G

GOODS: All types of personal property including commodities, materials, supplies, and equipment.

GOVERNMENT-FURNISHED EQUIPMENT (GFE): Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor. (See FAR 45.101)

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (GIDEP): A cooperative effort to exchange research, development, design, testing, acquisition, and logistics information among government and industry participants. Used to notify GIDEP participants of actual or potential problems on discrete parts, components, materials, manufacturing processes, test equipment, or safety conditions. Includes the use of ALERT and SAFE-ALERT Reports.

H

HAZARD: The presence of a potential risk situation whereby environment, personnel errors, design characteristics, procedural deficiencies, or subsystem malfunctions may result in loss of personnel capability, loss of system, or loss of life.

HAZARDOUS OPERATION: Any operation involving activities that could result in exposure/injury/loss of life to operating personnel and/or damage to systems/equipment or have an environmental impact.

I

"IN ACCORDANCE WITH" (IAW, as used in the PWS): The Contractor shall comply with all aspects (requirements, guidelines, specifications, etc) of the associated compliance document.

IN WRITING: Or “written” means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

J

K

L

LIFE SAFETY: See NFPA 101, *Life Safety Code.*

M

MAINTENANCE: Actions taken to ensure system longevity of assets used to deliver the services in the performance work statement.

MATERIAL: Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment. (See FAR 45.101)

MISHAP: An unplanned event involving (or potentially involving) injury or death to persons, damage to or loss of property or equipment, or mission failure; categorized (in accordance with NPR 8621.1) as follows:

> **Type A Mishap:** A mishap causing death, hospitalization (within 30 days from the same mishap) of three or more persons for other than observation, a permanent total disability, and/or damage to equipment or property resulting in a loss of $2,000,000 or more.
> **Type B Mishap:** A mishap resulting in permanent partial disability to one or more persons, inpatient hospitalization of one or two persons, and/or property damage or mission failure resulting in a loss of $500,000 or more but less than $2,000,000.
> **Type C Mishap:** A mishap causing occupational injury or illness that results in a case involving day(s) away from work, restricted duty, job transfer, and/or damage to equipment or property or mission failure resulting in loss of $50,000 or more but less than $500,000.
> **Type D Mishap:** A mishap consisting of personal injury requiring medical treatment of more than first aid but without any property damage or mission failure costing $1,000 or more but less than $50,000. (Personal occupational hearing loss in excess of 25 decibels in either ear is classified as an incident.)
> **Close Call.** An undesirable and unexpected event resulting in no personal injury or illness, personal injury or illness requiring only first aid, and/or minor damage (of less than $1,000) but with potential for causing a more serious mishap (see below) or negative mission impact.

N

NASA Property Tracking System (NPROP): An Agency-wide, controlled-equipment managing system designed to simplify, standardize, and reduce the cost of managing and controlling equipment, and wherein all the inventory transactions are authorized by a property custodian's signature.

Non-Incumbent Officers: Personnel not previously employed on a NASA Security Contract.

O

OFFICE OF PRIMARY RESPONSIBILITY (OPR): An organization with overall responsibility for the development of, and subsequent changes to, a designated document or function.

OMBUDSMAN: Appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the pre-award and post-award phases of the acquisition.

OPERATIONAL READINESS CHECK: The process by which a unit of equipment is tested to determine whether the unit operates and performs the intended function without regard to accuracy requirements.

OUTAGE: A stoppage or interruption of service due to the shutdown or test of a utility, equipment, or a support facility that will affect the continued operations of systems, facilities, or functions.

P

PERFORMANCE WORK STATEMENT (PWS): The description of tasks or services to be performed and end products to be delivered by the Contractor. The PWS also defines facilities, property, and support to be provided to the Contractor by the Government.

Q

QUALITY ASSURANCE (QA): A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.

QUALITY CONTROL (QC): Those actions taken by a Contractor to control the production of outputs to ensure that they conform to the contract requirements of timeliness, accuracy, appearance, completeness, consistency, and conformity to appropriate standards and specifications.

R

RECORDS: All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal Law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. The Government reserves the right to inspect, audit, and copy record holdings.

REPAIR: Work required to restore equipment to a condition substantially equivalent to the intended and designed capacity, efficiency, or capability, necessitated by incipient or actual breakdown.

RISK: The probability, severity, and uncertainties of experiencing an undesired event.

S

SAFETY: Freedom from those conditions that could cause injury to, or the death of, personnel and/or damage to, or the loss of, equipment or property.

SCHEDULING: Typical functions associated with the commitment of resources. These functions include:

a) Scheduling of resources needed to provide a service
b) Providing notification to customers of service/training availability and providing resolution of any conflicts
c) Maintain schedule and resource utilization history databases.

SENSITIVE INFORMATION: Unclassified information that requires protection due to the risk and magnitude of loss or harm that could result from the inadvertent or deliberate disclosure, alteration, or destruction of information. This includes information for which improper use or disclosure could adversely affect the ability of an agency to accomplish its mission, proprietary information, records about individuals requiring protection under the Privacy Act, and information not releasable under the Freedom of Information Act. This is not the same as the National Security Agency (NSA) term “Sensitive, But Unclassified Information.”

SERVICES: Unless otherwise indicated, both professional or technical services and service performed under a service contract.

SERVICE REQUEST SYSTEM: A web-based application that allows an agency to initiate a Stennis Work Request (SWR), route it electronically for authorization and approval, and deliver it to the appropriate performing organization.

SPECIAL EVENTS: Unique occasions and celebrations at or near Stennis Space Center that generally consist of but are not limited to, SSC picnics/Special Olympics/Safety Day/Open House/Change of Commands/Engine Testing, open to general public/visits by domestic and /or senior foreign dignitaries/ground breakings/ribbon cutting ceremonies, anniversary events/NASA award ceremonies, and various industry days.

STENNIS WORK REQUEST: An electronic document generated in the SRS to request demand services from a SSC contractor. An SWR is an agreement between NASA/SSC and the requesting agency. The performing organization(s) serves as an agent of NASA/SSC to provide the support services called out in the SWR.

SYSTEM FOR AMINISTIRATION, TRAINING, AND EDUCATION RESOURCES FOR NASA (SATERN): The Agency database for providing desktop access to training information and on-line courses to all NASA employees and some NASA/SSC contractors. The SATERN Learning Management System Software is a comprehensive system which has enabled process standardization and timely, up-to-date training information. Centers and Disciplines are able to identify training requirements, deploy learning, and track its completion.

T

TESTING: The process by which the presence, quality, or performance is determined.

TOOL: Equipment, device, or IT system that serves as an aid to accomplishing a task.

TRAINING: This definition contains typical functions associated with ensuring the preparation of personnel to perform the functions necessary to provide the services as listed in the performance work statement.

TRANSITION (SSC contract): Period of time from contract award date up to contract effective date.

U

"UPDATE AND MAINTAIN" (as used in the PWS): An existing approach/product that the Contractor is required to review, update, utilize and sustain.

V

VERIFY: To confirm the accomplishment of an operation, either by witnessing the actual operation or by inspecting the completed operation, depending on the nature of the work being performed.

VOLUNTARY PROTECTION PROGRAM (VPP): A federal program administered by OSHA and adopted by NASA SSC. SSC is committed to the philosophy that safety and health program performance is dependent upon the pursuit of continuous improvement. Protection of the workforce and visitors remain SSCs highest priority. Safety shall be both an individual and organizational responsibility for all who work at SSC. SSC's charter is to continually strive to achieve a Safety and Health program that prevents mishaps and meets or exceeds NASA, federal, and OSHA VPP requirements.

W

WEEK DAYS: Monday through Friday, excluding federal holidays.

WITNESS: To observe a process or operation and attest to the proper accomplishment.

WORK YEAR EQUIVALENT (WYE): Productive hours in a contract year that a Contract employee is available to work, not including federal holidays and paid leave.

ACRONYMS

ACCI Advanced Control Concepts INC.
ACES Agency Consolidated End-User Services
APL Authorized Personnel List
APM Alternate Program Manager
CBA Collective Bargaining Agreement
CBACS Common Badging and Access Control System
CCS Center Chief of Security
CCTV Closed Circuit Television
CFR Code of Federal Regulations
CI Counterintelligence
CIA Central Intelligence Agency
CIO Chief Information Officer
CLIN Contract Line Item Number
CNSI Classified National Security Information
CO Contracting Officer
COOP Continuity of Operations Plan
COTR Contracting Officer Technical Representative
CPR Cardiopulmonary Resuscitation
CSP Cooperative and State Program
DCID Director of Central Intelligence Directives
DHS Department of Homeland Security
DOD Department of Defense
DOL Department of Labor
DOS Department of State
DOT Department of Transportation
DPD Data Procurement Document
DR Data Requirement
DRD Data Requirement Description
DVD Digital Versatile Disk
EAP Employee Assistance Program
EMS Environmental Management System
ENS Emergency Notification System
EO Executive Order
EOC Emergency Operations Center
EPA Environmental Protection Act
e-QIP Electronic Questionnaire For Investigation
FAA Federal Arrest Authority
FAR Federal Acquisition Regulation
FBI Federal Bureau of Investigation
FCC Federal Communications Commission

FEMA Federal Emergency Management Agency
FIPS Federal Information Processing Standards
FISMA Federal Information Security Management Act
FLETA Federal Law Enforcement Training Accreditation
FLETC Federal Law Enforcement Training Center
FM Facility Manager
FN Foreign Nationals
FOIA Freedom of Information Act
FOSC Facility Operating Services Contract
FP Fixed Post
FPC Force Protection Condition
FR Foreign Representatives
FSLA Fair Labor Standards Act
FY Fiscal Year
GAO Government Accountability Office
GED General Equivalency Diploma
GFE Government Furnished Equipment
GFP Government Provided Property
GIDEP Government Industry Data Exchange Program
GPO Government Printing Office
GSA General Services Administration
HQ Headquarters
HSPD Homeland Security Presidential Directive
IAP Installation Accountable Property
IAW In Accordance With
ICAM Identity Credential and Access Management
ID Identification
IdMAX Identity Management and Account Exchange
IMS Incident Management System
INFOSEC Information Security
INS Immigration and Naturalization Service
IPO Industrial Property Officer
IRIS Incident Reporting Information System
ISP Independent Study Program
IT Information Technology
ITS Information Technology Services
ITSM Information Technology Security Manager
IVC International Visitor Coordinator
JSA Job Safety Analysis
LSC Laboratory Service Contract
MEI Mission Essential Infrastructure
MJIC Mississippi Justice Information Center
MMPI-2 Minnesota Multiphasic Personality Inventory-2

MOA Memorandum of Agreement
MOU Memorandums of Understanding
MSDS Material Safety Data Sheet
M/V Motor Vehicle
NASA National Aeronautics and Space Administration
NAVO, NAVOCEANO Naval Oceanographic Office
NAWAS National Warning System
NCIC National Crime Information Center
NESHO New Employee Safety and Health Orientation Training
NFLET NASA Federal Law Enforcement Training
NFNMS NASA Foreign National Management System
NFPA National Fire Protection Association
NFS NASA FAR Supplement
NICS NASA Integrated Communication Services
NIJ National Institute of Justice
NIMS National Incident Management System
NISPOM National Security Program Operating Manual
NIST National Institute of Standards and Technology
NODIS NASA Online Directives Information System
NPD NASA Policy Directive
NPD NASA Policy Directive
NPG NASA Procedures and Guidelines
NPR NASA Procedural Requirement
N-PROP NASA Property
NPSTA NASA Protective Services Training Academy
NRA National Rifle Association
ODIN Outsourcing Desktop Initiative for NASA
OFCCP Office of Federal Contract Compliance Programs
OM Operations Manager
OMB Office of Management and Budget
OPM Office of Personnel Management
OPS Office of Protective Services
ORCA Online Representations and Certifications Application
OSHA Occupational Safety and Health Administration
PA Public Address
PAT Physical Abilities Test
PCI Personal Identity Verification Card Issuance
PKI Public Key Infrastructure
PII Personally Identifiable Information
PIP Performance Improvement Period
PIV Personal Identity Verification
PM Program Manager
PRP Personal Reliability Program
PWS Performance Work Statement
QMS Quality Management System
S Secret

SATERN System for Administration, Training, and Education Resources for NASA
SBU Sensitive But Unclassified
SCDS Stennis Contract Deliverable System
SEMO Supply and Equipment Management Officer
SF Standard Form
SHE Safety, Health, and Environment
SMR Safety Management Review
SOFCC Security Officer Fundamental Certification Course
SOP Standard Operating Procedure
SPD Stennis Documented Procedure
SPR Stennis Procedural Requirement
SPSC Stennis Protective Services Contract
SRS Service Request System
SSC Stennis Space Center
SSN Social Security Number
STD Standard
SWR Stennis Work Request
TAC Terminal Agency Coordinator
TCRS Training Certification Record System
TDD Telephone Device for the Deaf
TechDoc Technical Documentation
TIN Taxpayer Identification Number
TO Task Order
TOC Test Operations Contract
TS Top Secret
TSP Transportation Service Provider
TSS Traffic Signaling System
TT&E Test, Training and Exercise
UOD Uniform of the Day
USC United States Code
VPP Voluntary Protection Program
WBS Work Breakdown Structure
WD Wage Determination
WLI Work Load Indicators
WVPR Workplace Violence Prevention and Response
WYE Work Year Equivalent