



**NASA Protective Services  
Eastern Region  
(NPS-ER)**

**Glossary and Acronyms**

**Attachment O**

**October 2021**

## Glossary and Acronyms

To the extent the definitions contained herein conflict with any other section of the contract or applicable statutes, regulations, agency policy or procedures, the requirements contained in such contract sections, statutes, regulations, agency policies and procedures are controlling.

**GLOSSARY****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 (AHJ):** 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 NASA Centers.

**ANNEX:** Center annexes associated with and supplement the performance work statement.

**ARMED SECURITY OFFICER:** A state or federally certified uniformed individual who is authorized to carry a weapon while in the performance of their duties.

**B****C**

**CAPITALIZED PROPERTY (Government):** Individual items of Property, Plant, and Equipment (PP&E) that has an acquisition cost of \$5,000 or more, an estimated useful life of two years or more, are not intended for sale in the ordinary course of operations and are acquired or constructed with the intention of being used or available for use.

**CENTER CHIEF OF PROTECTIVE SERVICES (CCPS):** NASA individual or designee responsible for developing and implementation of security procedural requirements and policy at individual centers.

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

**CLOSE CALL:** An event requiring first aid treatment or less, or property damage/mission failure direct cost of less than \$20,000 but has NASA mishap potential considering and documenting either most likely or worst-case estimates by the responsible organization as defined in NPR 8621.1.

**"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.

## Glossary and Acronyms

**COMBAT PERSONNEL:** Fire Services personnel who are directly engaged in emergency responses.

**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 REPRESENTATIVE (COR):** 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 monitoring the contractor's technical performance and delivery of the final products and/or services. Pursuant to NFS 1842.270, the COR is not authorized to initiate procurement actions or in any way 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 Contractor and any subcontractors.

**CONTRACTOR-OWNED PROPERTY:** Property of a capital nature, provided by the Contractor that is depreciated for use on the Contract and not titled to the Government.

**COORDINATION:** Typical functions associated with the interaction with the 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.

**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**

## Glossary and Acronyms

**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.

**“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**

**ELECTRONIC SECURITY SYSTEM (ESS):** The system that manages the surveillance, access control, and alarm systems for facilities.

**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**

**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.

**GOVERNMENT PUBLISHING OFFICE CSO:** The CSO has authority to deny access to the SPF of any contract employee that violates any GPO security requirements, National Security Regulations or whose continued presence on GPO property constitutes a security or safety risk to persons or property.

**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).

## Glossary and Acronyms

**GOVERNMENT-FURNISHED PROPERTY (GFP):** Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor (see FAR 45.101).

**GOVERNMENT PUBLISHING OFFICE CSO:** The CSO has authority to deny access to the SPF of any contract employee that violates any GPO security requirements, National Security Regulations or whose continued presence on GPO property constitutes a security or safety risk to persons or property.

**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.

**HOSTING:** Standard service includes floor space, rack space, power, environmental monitoring, network connectivity, and appropriate accredited security plan common controls. Additionally, it includes power with battery-backed UPS, system monitoring, hardware purchase and maintenance; operating system maintenance including patching, antivirus, and security configuration.

**I**

**"IN ACCORDANCE WITH" (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.

**INSTALLATION ACCOUNTABLE PROPERTY:** Government furnished property provided to the Contractor. It is governed by NFS 1852.245-71 and requiring management per NPR 4200.1.

**INFORMATION TECHNOLOGY (IT):** 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 by the Agency. This includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources [40 U.S.C. § 11101 et seq., Clinger-Cohen Act of 1996].

**INTOXILYZER:** A trademark device used to detect and measure alcohol in air by determining the concentration of alcohol in a person's blood.

## Glossary and Acronyms

**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****M**

**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).

**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.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** A system mandated by HSPD-5 that provides a consistent nation-wide approach for Federal, state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, state, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the Incident Command System; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**NASA MISHAP INFORMATION SYSTEM (NMIS):** A custom-developed system for capturing mishaps, close calls, and hazards, as required by NPR 8621., NASA Procedural Requirements for Mishap and Close-call Reporting, Investigating, and Record Keeping.

**NON-EXEMPT PERSONNEL:** An employee who is covered by the minimum wage and overtime provisions of the Fair Labor Standards Act.

**O**

## Glossary and Acronyms

**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.

**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.

**PRINCIPAL:** An officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

**POST:** A position or station to which a person is assigned for duty. Examples of posts are guard gates, fire stations, attendants, and console operator positions.

**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 the 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**

**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:

- (1) Scheduling of resources needed to provide a service.
- (2) Providing notification to customers of service/training availability and providing.
- (3) Maintain schedule and resource utilization history databases.

## Glossary and Acronyms

**SECURITY OFFICER (SO):** An armed officer, who has successfully completed the required NASA training, without NASA arrest authority, whose duties may include but are not limited to, first response to emergencies, mobile patrols, temporarily detain, inspections, perimeter and internal access control, contingency posts, and crowd control.

**SECURITY POLICE OFFICER (SPO):** An armed officer, who has successfully completed the required NASA training, with NASA Federal arrest authority, whose duties may include but are not limited to, first response to emergencies, enforces Federal Law, mobile patrols, inspections and searches, traffic enforcement, investigations, and other duties as required.

**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.

**SECURITY MANAGEMENT SERVICES:** Lenel OnGuard certified and serves as the regional administrator for the Enterprise Physical Access Control System (EPACS).

**SYSTEM FOR ADMINISTRATION, 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.

**SOFTWARE SUSTAINING:** Any modifications, enhancement, or bug fixes to a software system, application, website, database, or component after delivery to correct faults, improve performance or other attributes, adapt to a changed environment, or provide ongoing support and maintenance.

**T**

**TASK MONITOR (TM)** A Government official who has been appointed by the Contracting Officer (CO) who has the responsibility in managing the technical aspects of the each specific annex and monitoring the contractor’s technical performance and delivery of the final products and/or services. Pursuant to NFS 1842.270, the TM is not authorized to initiate procurement actions or in any way cause a change to the contract or increase the Government's financial obligations. The TM is the only Government official authorized to direct contractor performance, execute modifications to the contract, and contractually obligate the Government. The TM works in conjunction with the contracts COR.



## Glossary and Acronyms

**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 (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**

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

**BUSINESS DAYS:** Monday through Friday, excluding Holidays.

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

**WORKPLACE VIOLENCE:** Workplace Violence can be a single behavior or series of behaviors that constitute actual or potential physical assault, battery, harassment, physical, verbal, written, psychological intimidation, threats or similar actions, attempted destruction, or threats to the safety and security of the workplace or the employee's personal property, which occur at the employee's official duty location or at an alternative work location or while an individual is engaged in NASA official business or activities off site. In addition to physical acts against people or property, behavior covered by this policy also includes oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm

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to self and others. Workplace violence may affect or involve employees, visitors, contractors, and other non-Federal employees.