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FROM THE AMERICAN PEOPLE



JOINT ASSISTANCE MANAGEMENT SYSTEM

# JAMS DICTIONARY

ACRONYMS AND GLOSSARY

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# Acronyms

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
<b>A</b>			
<b>A/AID</b>	Office of the Administrator	USAID Administrator and the Director of U.S. Foreign Assistance	This office is charged with directing the transformation of the U.S. Government approach to foreign assistance to ensure that foreign assistance is used as effectively as possible to meet broad foreign policy objectives.
<b>AAAP</b>	Advanced Acquisition and Assistance Plan	Advanced Plan	Posting on USAID website outlining overall acquisition and assistance awards planned for the current fiscal year.
<b>AAPD</b>	Acquisition and Assistance Policy Directives		USAID Directives that contain policy for acquisition and assistance.
<b>ACWP*</b>	Actual Cost of Work Performed		Actual cost of the effort needed to accomplish work as it relates to the EVMS.
<b>ADS</b>	Automated Directives System		USAID's directives management program. Agency policy directives; required procedures; and helpful, optional material are drafted, cleared, and issued through the ADS. Agency employees must adhere to these policy directives and required procedures.
<b>AF</b>	African Affairs Bureau		DoS Bureau that advises the Secretary of State and guides the operation of the U.S. diplomatic establishment in the countries of sub-Saharan Africa.
<b>AFR</b>	Africa Bureau		USAID Bureau that designs, implements, and evaluates regional and country strategies and programs within the Africa region.
<b>AID</b>	Agency for International Development	USAID	Abbreviated acronym describing USAID.
<b>AID/W</b>	Agency for International Development, Washington		USAID headquarters located in Washington, DC.
<b>ANE</b>	Asia and Near East Bureau		USAID Bureau that designs, implements, and evaluates regional and country strategies and programs within the Asia Near East region.

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<b>ANSI</b>	The American National Standards Institute		A private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. It promotes and facilitates voluntary consensus standards and conformity assessment systems. It facilitates the development of the American National Standards (ANS). For more information: <a href="http://www.ansi.org">www.ansi.org</a> .
<b>AO</b>	Assistance Officer	Grants Officer/Agreement Officer	Individual who has legal responsibility for the award. Only the Agreement Officer can take action on behalf of the organization to enter into, change, or terminate an award. The Agreement Officer is either authorized by a warrant or receives the authority through a delegation by virtue of their position.
<b>AOR</b>	Assistance Officer Representative	Grants Officer Representative/Cognizant Technical Officer (CTO)	Designated individual responsible for managing and administering grants and cooperative agreement awards, monitoring the performance of the recipient, and exercising technical cognizance over the award.
<b>API*</b>	Application Program Interface		A set of high level routines offered in one system that allows invocation of its functions or access to its data by external or third-party software.
<b>APS</b>	Annual Program Statement		An APS shall be used to generate competition for new awards where USAID intends to support a variety of creative approaches by the non-governmental community to develop their own methodologies in assessing and/or implementing activities which are in keeping with strategic objectives. APS shall be used when issuance of an RFA is not appropriate or practical.

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<b>AQM</b>	Office of Acquisition Management		Office responsible for awarding and administering contracts and agreements in support of requirements generated by Bureaus, Offices, and Organizations within the Department of State.
<b>B</b>			
<b>BAC*</b>	Budget at Completion		Projected budget remaining at the completion of JAMS effort.
<b>BAH</b>	Booz Allen Hamilton		Program Manager contractor working under the PRIME 3.1 contract supporting the PMO.
<b>BCWP*</b>	Budgeted Cost of Work Performed		The "earned value" achieved when a task is accomplished or a milestone is achieved. A measure associated with EVMS.
<b>BCWS*</b>	Budgeted Cost of Work Scheduled		The amount of effort required to accomplish a task or achieve a milestone. A measure associated with EVMS. Also known as "planned value."
<b>BOE*</b>	Basis of Estimate		The measure or model that is used to calculate the effort needed to accomplish work for a set of tasks or a project.
<b>BOL</b>	Bill of Lading		Written receipt given by a carrier for goods accepted for transportation.
<b>BOM*</b>	Bill of Materials		A detail list of items and costs needed to procure equipment or software to support a project, e.g., BOM for JAMS development hardware.
<b>BPP</b>	Bureau Performance Plan		A roll-up of the Department of State's Mission Performance Plans.
<b>BSM</b>	Business System Modernization		USAID's multi-year effort to modernize the back office systems, i.e., financials, assistance, acquisitions and the supporting infrastructure. The BSM Committee approves all initiatives that fall within this purview.
<b>BST*</b>	Business System Tests		Formal test to insure that all business functionality requirements are satisfied.

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<b>BTC</b>	Bureau Transition Coordinator		Key representative in a Bureau whose role is to liaison with the Bureaus and their respective Operating Units. Also coordinates with the Security Team in requesting access and Phoenix/JAMS role assignments for their respective Bureau users.
<b>BTEC</b>	Business Transformation Executive Committee		Provides Agency-wide leadership for initiatives and investments to transform USAID business systems and organizational performance.
<b>C</b>			
<b>CAD</b>	Computer-aided Design		Software (or its techniques) for using a computer to create drawings, usually of a mechanical nature.
<b>CASU</b>	Cooperative Assistance Support Unit		USAID agreements put in place to provide the bureaus, field missions, and regional bureaus with mid- to senior-level technical specialists, in order to maintain proper technical leadership. Vendors are non-government entities.
<b>CBJ</b>	Congressional Budget Justification		Notification to Congress for spending funds.
<b>CCB*</b>	Configuration Control Board		A committee responsible for reviewing, assessing, and recommending changes to be made to software systems for future releases of the controlled systems. The JAMS project uses a CCB for any project or system changes.
<b>CCR</b>	Central Contractor Registration		The primary government repository for contractor information required for the conduct of business with the government. All federal contractors and grantees are required to register with the CCR. They obtain a unique DUNS number. Organizations with multiple sites doing business with the government obtain multiple DUNS numbers.
<b>CFDA</b>	Catalogue of Federal Domestic Assistance		A unique code assigned to every federal assistance program.

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<b>CFO</b>	Chief Financial Officer		The individual responsible for overseeing the financial activities of the Agency; this includes signing checks, monitoring cash flow, and financial planning.
<b>CFMS</b>	Central Financial Management System		The existing domestic Financial System of the Department of State. This is being replaced by the Global Financial Management System (GFMS)
<b>CFR</b>	Code of Federal Regulations		The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.
<b>CGI</b>	CGI-Federal		Software development company that created Momentum, the financial system being used by USAID and the Department of State.
<b>CIO</b>	Chief Information Officer		The executive officer in charge of information processing in an organization. All systems design, development, and datacenter operations fall under CIO jurisdiction.
<b>CM*</b>	Configuration Management	Change Control	Process used to maintain the configuration of software or other deliverables, i.e., documentation.
<b>CMP*</b>	Configuration Management Plan		Plan that describes the processes to be used to control and manage all project deliverables, to include the software.
<b>CN</b>	Congressional Notification		The formal, written communication provided to Congress that outlines how USAID and DoS intend to program and obligate the funds that Congress has appropriated to the agencies.
<b>CONOPS</b>	Concept of Operations		Document that describes how JAMS will operate from a business process perspective.
<b>COOP</b>	Continuity of Operations Plan	Back-up and Disaster Recovery Plan	Plan that describes the procedures to follow and the backup facilities needed to maintain operations as a result of

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			a natural disaster or terrorist event.
<b>COTS</b>	Commercial Off-The-Shelf		Software that has been developed but requires setup and configuration before it can be used. COTS software sometimes requires extensions or customizations in order to satisfy all customer requirements. Grantium is considered COTS software.
<b>CR*</b>	Change Request		Form used to request a change or enhancement to a system like JAMS.
<b>CTO</b>	Cognizant Technical Officer	Assistance Officer Representative, Project Officer	Designated individual responsible for managing and administering grants and cooperative agreement awards, monitoring the performance of the recipient, and exercising technical cognizance over the award.
<b>CTP*</b>	Comprehensive Test Plan		A document that describes how the JAMS software will be tested, the test cases that will be used to test specific functionality, and the means by which each of the requirements will be satisfied.
<b>CV*</b>	Cost Variance		The difference between the budgeted costs and the actual costs of a project.
<b>D</b>			
<b>D&amp;B</b>	Dunn & Bradstreet		A business information provider for credit, marketing, and purchasing decisions worldwide.
<b>DAP</b>	Developmental Approval Programs		Single or multi-year non-emergency programs that Food For Peace runs.
<b>DAS</b>	Deputy Assistant Secretary		Second in command to the Assistant Secretary
<b>DCHA</b>	Democracy, Conflict, and Humanitarian Assistance		A USAID Pillar Bureau with a vision to lead the government's international emergency response, stabilize fragile states, promote democracy, and support transformational development.
<b>DCN*</b>	Document Control Number		A numbering system used to identify all deliverables submitted on the PRIME 2.2 Contract.

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<b>DEVNET*</b>			A computer network that is separate from the production computer network that is used for developing and testing software.
<b>DM/C*</b>	Data Migration & Conversion	Data Migration	Process by which existing assistance data is converted and migrated to a new system (JAMS).
<b>DoS</b>	Department of State	State	Cabinet level Department with a mission to create a more secure, democratic, and prosperous world for the benefit of the American people and the international community.
<b>DRL</b>	Democracy, Human Rights, and Labor		Bureau within the DoS that promotes democracy, greater respect for human rights, and internationally recognized labor standards. Falls under the Undersecretary for Democracy and Global Affairs
<b>DS</b>	Diplomatic Security		Bureau within the DoS that is responsible for providing a safe and secure environment for the conduct of U.S. foreign policy. Falls under the Undersecretary for Management.
<b>DTS-PO</b>	Diplomatic Telecommunications Service Program Office		Office within the DoS that provides network connectivity from a post's information programs center to the corresponding designated foreign and/or U.S. locations. This connectivity provides the necessary transmission path and associated support for high and low speed data transfer, voice, facsimile, and other services as required.
<b>DUNS</b>	Data Universal Numbering System		The unique identifier that is used to retain information on all companies and people that have awards with the U.S. Government. In accordance with the FAR, all vendors doing business with the Agency (where the anticipated Total Estimated Cost is over \$25K) must have a DUNS Number; this includes foreign businesses and

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			individuals.
<b>DW</b>	Data Warehouse		A database designed to support decision making in the Agency. Data from the production databases are copied to the data warehouse to provide aggregation from multiple sources, summary data for easier reporting, and allows queries to be performed without disturbing the performance or the stability of the production systems.
<b>E</b>			
<b>E&amp;E</b>	Europe & Eurasia Bureau		USAID Bureau that designs, implements, and evaluates regional and country strategies and programs with the Europe and Eurasia region.
<b>EAC*</b>	Estimate at Completion		The estimated project costs to be expended at the completion of the effort.
<b>EAI*</b>	Enterprise Application Integration		Combines the functionality of an enterprise's existing applications, commercial packaged applications, and new code by means of common middleware. EAI is emerging as a key IT technology.
<b>EAP</b>	East Asian and Pacific Affairs		DoS Bureau that advises the Secretary of State and guides the operation of the U.S. diplomatic establishment in the countries in the Asia-Pacific region.
<b>EB</b>	Bureau for Economic & Business Affairs		Bureau within DoS that formulates and carries out U.S. foreign economic policy, integrating U.S. economic interests with our foreign policy goals so that U.S. firms and investors can compete on an equal basis with their counterparts overseas.
<b>ECA</b>	Educational and Cultural Affairs Bureau		Bureau within the DoS that administers exchange programs that are among the most effective tools of public diplomacy. Falls under the Undersecretary for Public Diplomacy and Public Affairs.

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<b>ECP*</b>	Engineering Change Proposal		A document that contains a description and cost of an engineering effort needed to improve or add functionality to a system like JAMS. The ECP usually results from requests of the CCB.
<b>EDI*</b>	Electronic Data Interchange		Formal structure and codes used to transfer data from one system to another.
<b>EGAT</b>	Bureau for Economic Growth, Agriculture, and Trade		A USAID Pillar Bureau that provides technical advice and support to the Regional Bureaus and field Missions on design, implementation, and evaluation of Mission technical strategies and programs.
<b>EIS</b>	Executive Information System		USAID's system for reporting enterprise wide data that is collected from various systems throughout the Agency. Generates reports that cater particularly to the information needs of senior leadership.
<b>ELITE®*</b>	Enterprise Life-cycle Integration and Technology Engineering		SRA's formal systems engineering and development life-cycle methodology used to implement systems.
<b>EPMS*</b>	Enterprise Project Management System		Web-based version of MS Project that allows cross-project collaboration of the schedule by all team members.
<b>ERD*</b>	Entity Relationship Diagram		A graphical representation of data structures, such as tables, in a database, and the relationships between those data structures.
<b>ETC*</b>	Estimate To Complete		The estimated project costs needed to complete the project.
<b>ETL*</b>	Extract Transform and Load		A tool to move data between two data sources. Used for data warehousing.
<b>EUR</b>	Bureau of European and Eurasian Affairs		DoS Bureau that advises the Secretary of State and guides the operation of the U.S. diplomatic establishment in the countries in the Europe and Eurasia region.
<b>EVMS*</b>	Earned Value Management System		System used to calculate the progress of a project and to determine the cost and schedule variance. The primary measures

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			are the BCWP, BCWS, and ACWP.
<b>EXO</b>	Executive Officer		USAID role at overseas missions; this individual directs management services and logistic support operation for programs. Has contract authority up to \$100K (\$250K for personal service contracts).
<b>F</b>			
<b>F</b>	Director of U.S. Foreign Assistance	USAID Administrator	Organization charged with directing the transformation of the U.S. Government approach to foreign assistance to ensure that foreign assistance is used as effectively as possible to meet broad foreign policy objectives.
<b>FAADS</b>	Federal Assistance Award Data System		A system that serves as the central repository for all federal assistance data. Maintained by the Census Bureau.
<b>FFP</b>	Food For Peace		USAID Office within the DCHA bureau.
<b>FFPIS</b>	Food For Peace Information System		System that captures management information about the Food for Peace program.
<b>FM</b>	Financial Management		USAID Office with a mission to establish and maintain sound financial management practices which advance USAID's mission, goals and objectives. The Phoenix system (Momentum Financials) is used to manage the Agency's financial transactions.
<b>FS</b>	Field Support		The USAID process by which missions and other technical operating units acquire specific commodities or services through provision of funds to the Global Bureau for use in contract and grant mechanisms.
<b>FS-AID</b>	Field Support for USAID		The Field Support system automates the field support process by linking the data in the field support database to USAID's Phoenix accounting system.
<b>FSI</b>	Foreign Service Institute		DoS Office within the Undersecretary for Management

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			that is the Federal Government's primary training institution for officers and support personnel of the U.S. foreign affairs community.
<b>FSN</b>	Foreign Service National		Employees who are citizens of the host country where the post/mission is located.
<b>FTE*</b>	Full Time Equivalent		A concept used for estimating costs associated with a project. An FTE represents a single individual of a certain labor category.
<b>FY</b>	Fiscal Year		A twelve-month period for which an organization, such as a government or corporation, plans the use of its funds. For the U.S. government, an FY runs from October 1 to September 30.
<b>G</b>			
<b>GC</b>	General Counsel	Legal Advisor, Regional Legal Advisor	The Legal Offices for USAID and State.
<b>GDA</b>	Global Development Alliance		An office within USAID which coordinates alliance with private sector via grants or cooperative agreements.
<b>GFE</b>	Government Furnished Equipment		Equipment that is owned by the government but used by the contractor.
<b>GFI</b>	Government Furnished Information		Information or data provided to a contractor as part of the development or implementation process.
<b>GFMS</b>	Global Financial Management System		The new State Department domestic financial management system (Momentum).
<b>GFMS</b>	Grant Financial Information Management System		Existing State Department system for managing grants.
<b>GH</b>	Global Health		A USAID Pillar Bureau that provides technical advice and support to the Regional Bureaus and field Missions on design, implementation, and evaluation of Mission technical strategies and programs.
<b>GIFTS</b>	(not an acronym)		A COTS grants management software package offered by MicroEdge, Inc., that is currently being used by the ASHA division of PVC (within the USAID, DCHA

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			Bureau). ASHA uses this system for program (activity) management and operational reporting on their grants activities.
<b>GLAS</b>	Global Acquisition System		The system name for the Acquisitions portion of USAID Business System Modernization.
<b>GO</b>	Grants Officer	Assistance Officer/ Agreement Officer	Individual who has legal responsibility for the award. Only the Agreement Officer can take action on behalf of the organization to enter into, change, or terminate an award. The Agreement Officer is either authorized by a warrant or receives the authority through a delegation by virtue of their position.
<b>GOR</b>	Grants Officer Representative	Assistance Officer Representative	Designated individual responsible for managing and administering grants and cooperative agreement awards, monitoring the performance of the recipient, and exercising technical cognizance over the award.
<b>GPD</b>	Grants Policy Directives		DoS guidance and regulations on Grant Issues.
<b>GPEA</b>	Government Paperwork Elimination Act		A Federal Act that describes the requirements for agencies to submit information electronically and to maintain records electronically, when practicable.
<b>H</b>			
<b>HTML*</b>	HyperText Markup Language		An industry standard coding language used to create a web user interface. HTML is most commonly used for internet/web development.
<b>I</b>			
<b>IAA</b>	Inter-Agency Agreement		Agreement between two federal agencies.
<b>IE</b>	Internet Explorer		The Microsoft browser that is used to run web-based solutions like Grantium. JAMS will execute using the IE browser.

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<b>IIP</b>	International Information Programs		Bureau within the DoS that serves as the principal international strategic communications entity for the foreign affairs community. Falls under the Undersecretary for Public Diplomacy and Public Affairs.
<b>ILMS</b>	Integrated Logistics Management System:		A fully integrated DoS web-based system that provides full visibility into the delivery of goods and services and helps manage the department's flow of information, from customer order through delivery.
<b>IMP*</b>	Integrated Master Plan		The overall project plan for the JAMS effort. Contains all the activities needed to achieve the initial production capability for JAMS.
<b>IMS*</b>	Integrated Master Schedule		The complete Microsoft Project schedule that is associated with the JAMS IMP.
<b>INL</b>	Bureau for International Narcotics and Law Enforcement Affairs		DoS Bureau that advises the President, the Secretary of State, other bureaus in the Department of State, and other departments and agencies within the U.S. Government on the development of policies and programs to combat international narcotics and crime.
<b>INR</b>	Bureau of Intelligence & Research		DoS Bureau whose primary mission is to harness intelligence to serve U.S. diplomacy. The bureau also analyzes geographical and international boundary issues. Reports to the Deputy Secretary of State.
<b>IRM</b>	Information Resource Management		The name for USAID's and DoS' Information Technology offices.
<b>ITSH</b>	Internal Transport Shipping and Handling		A designation Food for Peace uses for some of its Cooperative Agreements. These are usually smaller dollar amounts.
<b>IV&amp;V*</b>	Independent Verification and Validation		A separate team used to independently assess that all project deliverables were submitted, all tests were

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			performed, and all contract requirements were satisfied.
<b>J</b>			
<b>JAMS</b>	Joint Assistance Management System		A joint effort between the Department of State and USAID to share resources and equipment for the implementation of a joint assistance management system.
<b>JFMS</b>	Joint Financial Management System		A joint effort between DoS and USAID to share resources and equipment for the implementation of a financial software system based on Momentum Financials.
<b>JFOC</b>	Justification for other than Full and Open Competition	Sole Source Justification	A document that is required if a government agency issues an award without full and open competition.
<b>JMC</b>	Joint Management Council		Prioritizes joint management opportunities between DoS and USAID referenced in the DoS USAID FY 2004 - 2009 Strategic Plan, as well as other joint initiatives, and guides the implementation and oversees execution of resulting policies and programs.
<b>K</b>			
<b>KPI*</b>	Key Performance Indicators		A metric used to assess the performance (response time or throughput) of application software. It will be used to assess the Grantium software.
<b>KVI*</b>	Key Volume Indicators		A metric used to assess the storage capacity of a system. It will be used to assess the Grantium software to support the production requirements.
<b>L</b>			
<b>LAC</b>	Latin America and the Caribbean		USAID Bureau that designs, implements, and evaluates regional and country strategies and programs with the Latin America and Caribbean region.
<b>LAN</b>	Local Area Network		Communications network to support local connectivity between user desktops and

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			application/database servers.
<b>LOC</b>	Letter of Credit		A Letter of Credit (LOC) is the preferred financing mechanism for providing advances under assistance awards to qualifying nonprofit organizations, public international organizations, and commercial organizations.
<b>LOE</b>	Level of Effort		A predetermined fixed level of qualified personnel over time to accomplish assigned tasks or operations. The LOE of an effort is not always "fixed" but may vary according to the progress of an activity or exigencies of the project.
<b>LPA</b>	Bureau for Legislative and Public Affairs		USAID Office responsible for responding to inquiries from Congress.
<b>LWA</b>	Leaders With Associates		Type of assistance where a prime award can have multiple associated awards.
<b>M</b>			
<b>M</b>	Management		USAID Bureau responsible for human and information resources management, acquisition and assistance, financial management and administrative services functions.
<b>MAARD</b>	Modified Acquisition and Assistance Request Document	Request/Requisition	Form developed to facilitate data entry of the request for acquisition or assistance actions.
<b>MOU</b>	Memorandum of Understanding	Memorandum of Agreement	Document that expresses the terms and conditions of an agreement between two organizations. Used in Global Development Alliances.
<b>MPP</b>	Mission Performance Plan		Each of DoS' overseas locations prepares a strategic plan identifying key objectives, performance targets, and resource requirements.
<b>MS</b>	Microsoft		Company that develops and markets standard office product software, e.g., word processing, databases, and spreadsheets.

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<b>MSR*</b>	Monthly Status Report		The JAMS contract deliverable that provides the cost and schedule status of JAMS.
<b>N</b>			
<b>NEA</b>	Near Eastern Affairs		DoS Bureau that advises the Secretary of State and guides the operation of the U.S. diplomatic establishment in the countries in the Middle East and Northern Africa region.
<b>NEP</b>	New Entry Professional		Entry level professional USAID employee trainee.
<b>NGO</b>	Non-Government Organization		A local, nongovernmental organization based in a developing nation that receives assistance awards.
<b>NIST</b>	National Institute of Standards and Technology		The standards-defining agency of the U.S. government, formerly the National Bureau of Standards. It falls under the Technology Administration, a branch of the U.S. Commerce Department that is devoted to advancing American economic growth through the use of technology.
<b>NMS A&amp;A</b>	New Management System Acquisition & Assistance	NMS	The legacy system for procurement and assistance actions that is currently in use at USAID/W. This system is being replaced by JAMS and GLAS.
<b>O</b>			
<b>O&amp;M</b>	Operations and Maintenance		The stage or phase of a project when the system "goes live" into production and becomes the system of record.
<b>OAA</b>	Office of Acquisition and Assistance		USAID office that supports Acquisition and Assistance functions.
<b>ODC*</b>	Other Direct Costs		Miscellaneous costs to support a project, i.e. supplies.
<b>ODS</b>	Operational Data Store		A database designed to support decision making in the Agency. Data from the production databases are copied to the data warehouse to provide aggregation from multiple sources, summary data for easier

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			reporting, and allows queries to be performed without disturbing the performance or the stability of the production systems.
<b>OE</b>	Operating Expenses		Costs necessary for office or agency operations.
<b>OFAC</b>	Office of Foreign Assets Control		Office within the Department of Treasury to administer and enforce economic and trade sanctions against targeted foreign countries and terrorists.
<b>OFDA</b>	Office of U.S. Foreign Disaster Assistance		Office within the DCHA bureau responsible for facilitating and coordinating U.S. Government emergency assistance overseas.
<b>OIG</b>	Office of the Inspector General	IG	Office that conducts audits and reviews of both information systems and organizations within the Agency.
<b>OMB</b>	Office of Management and Budget		Congressional Office that decides and approves appropriations to Federal agencies.
<b>OMS</b>	Overseas Management Support		Office within the Administrative Services Office of the Management Bureau that supports the overseas Executive Officers.
<b>OS</b>	Office of Overseas Schools		DoS Office that promotes quality educational opportunities at the elementary and secondary level for dependents of American citizens carrying out our programs and interests of the U.S. Government abroad.
<b>OTI</b>	Office of Transition Initiatives		Office within the DCHA bureau responsible for supporting U.S. foreign policy objectives by helping local partners advance peace and democracy in priority countries in crisis.
<b>P</b>			
<b>PA</b>	Procurement Authorization		USAID award format for private, voluntary organizations.
<b>PIO</b>	Public International Organization		An organization composed principally of governments in which the U.S. also participates. A member of PIO can receive assistance awards.

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
<b>PM</b>	Program Manager/Project Manager	Activity Manager	Role in the assistance process. This individual commits funds and manages the program.
<b>PMB*</b>	Performance Management Baseline		The cost and schedule baseline of a project by which the performance measurements are determined.
<b>PMO</b>	Program Management Office		Provides the organizational structure, methodology, processes, tools, people, communications, change management, and training necessary for business transformation initiatives in the Agency. Instills a level of confidence in the Agency's ability to manage projects/initiatives to successful conclusions. Uses proven best practices in project and portfolio management to implement business benefits at reasonable costs and acceptable schedules.
<b>PMS</b>	Payment Management System		Payment system managed by the Department of Health and Human Services, used for paying assistance recipients.
<b>POC</b>	Point of Contact		Primary individual responsible for a particular activity or action item.
<b>PoC</b>	Proof of Concept	Sandbox Environment	A sandbox environment containing basic software configuration that enables USAID and State users to use the software and validate configuration decisions and become more comfortable using the software.
<b>PoP</b>	Period of Performance		The period of time between the start and end dates of an award.
<b>PPC</b>	Bureau for Policy and Program Coordination		Office within USAID that handles budget formulation and allocation, strategic planning, policy development, and donor coordination, among other things.
<b>PPM</b>	Program, Policy, and Management		An office within the DCHA bureau.
<b>PQAO*</b>	Project Quality Assurance Official		The individual responsible for reviewing and certifying the quality of a contract deliverable. The PQAO is independent of the

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
			project organization.
<b>PR</b>	Purchase Request	Request/Requisition	A request for goods or services. Can be for acquisition or assistance actions.
<b>PRIME*</b>	Principal Resource for Information Management Enterprise-Wide		Primary contracts used to support the existing and future USAID information systems and infrastructure.
<b>PRM</b>	Bureau of Population, Refugees, and Migration		DoS Bureau that has primary responsibility for formulating policies on population, refugees, and migration, and for administering U.S. refugee assistance and admissions programs.
<b>PSI</b>	Proposal Submission Instructions		Guidelines which provide instruction on how to properly submit the proposal.
<b>PSIP</b>	Procurement System Improvement Project		The project name for implementing the Acquisitions portion of USAID Business System Modernization.
<b>PVCASHA</b>	Private Voluntary Cooperation - American Schools and Hospitals Abroad		USAID office within the Democracy, Conflict and Humanitarian Assistance Bureau.
<b>PVO</b>	Private Voluntary Organization		Tax-exempt, non-profit organizations working in, or intending to become engaged in, international development activities. These organizations receive some portion of their annual revenue from the private sector (demonstrating their private nature) and voluntary contributions of money, staff time, or in-kind support from the general public (demonstrating their voluntary nature).
<b>Q</b>			
<b>QA*</b>	Quality Assurance		Process by which project contract deliverables are independently reviewed to assure that high quality is achieved on each

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
			project.
<b>QAP*</b>	Quality Assurance Plan		Plan that describes the process to be used by the PQAO in reviewing the project deliverables.
<b>R</b>			
<b>RFA</b>	Request for Applications	Funding Opportunity, Request for Proposal, Request for Grants, Proposal	A solicitation to invite applications for federal assistance.
<b>RFI</b>	Request for Information		A standard business process used to collect written information about the capabilities of various suppliers. It usually follows a format that can be used for comparative purposes.
<b>RFMS</b>	Regional Financial Management System		The State Department's overseas financial management system (Momentum).
<b>RM</b>	Bureau of Resource Management		DoS Bureau that assists foreign affairs agency heads with developing policies, plans, and programs to achieve foreign policy goals. The Assistant Secretary of RM and Chief Financial Officer also coordinates resource requirements to enable the Secretary of State to present integrated International Affairs resource submissions to the Office of Management and Budget and to the Congress.
<b>RMP*</b>	Risk Management Plan		The plan that describes the process used to identify, assess, track, and mitigate project risks.
<b>RRB</b>	Ronald Reagan Building		Location of USAID HQ.
<b>RTM*</b>	Requirements Traceability Matrix		A matrix that captures all the system requirements and indicates how requirements map to design components and test cases.
<b>S</b>			
<b>SA</b>	Bureau of South Asian Affairs		DoS Bureau that advises the Secretary of State and guides the operation of the U.S. diplomatic establishment in the countries in the Southern Asia region.

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
<b>SBC</b>	Server Based Computing	Citrix	A method of executing software to support access using the Internet from non-standard environments, i.e., home-based access. The USAID SBC uses the CITRIX server environment.
<b>SBU</b>	Sensitive But Unclassified		A Federal government classification for the protection and safeguarding of information.
<b>SCR*</b>	Software Change Request	Configuration Change Request	A form used by a user or developer to formally request a modification to an existing system or to request an enhancement for a future release of the software.
<b>SF</b>	Standard Form		Designation for a standard government form.
<b>SME</b>	Subject Matter Expert		An individual who possesses the knowledge base or expertise for an organization's processes. Provides expertise in configuring a COTS product.
<b>SOAG</b>	Strategic Objective Agreement		Principal bilateral grant agreement between USAID and a foreign government.
<b>SOP</b>	Standard Operating Procedure		A description of the process by which a system or a system subset will be used to accomplish work.
<b>SOW</b>	Statement of Work		Outlines work details to be performed, associated with the contract.
<b>SQL</b>	Structured Query Language		A language that is a widely adopted standard. SQL is used to retrieve, insert, update, and delete information from underlying databases.
<b>SRA*</b>	SRA International, Inc.		The Systems Integration Contractor implementing JAMS.
<b>SV*</b>	Schedule Variance		The deviation from the integrated master schedule usually reported on a monthly basis.
<b>T</b>			
<b>T&amp;C</b>	Terms and Conditions	Clauses	Language that is included in an award that documents the legal requirements of an award document.
<b>TA</b>	Transfer Authorization		The Food for Peace term for "Cooperative Agreement".

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
<b>TCP/IP*</b>	Transmission Control Protocol/Internet Protocol		The basic communication language of the Internet.
<b>TEC</b>	Total Estimated Cost		The anticipated total dollar amount on an award.
<b>TIN</b>	Tax Identification Number		The Social Security number of an individual or the Employer Identification Number of a business, fiduciary or other organization.
<b>TIP</b>	Trafficking in Persons		DoS Office that provides the tools to combat trafficking in persons and assists in the coordination of anti-trafficking efforts both worldwide and domestically.
<b>TOA</b>	Transfers of Obligating Authority		Method of transferring funding between offices-used for field support.
<b>U</b>			
<b>UAT</b>	User Acceptance Testing	User Validation Testing	Formal test that is used to assess the readiness of a system prior to going into production. The tests are usually conducted by the user community and not the contractor development team.
<b>USAID</b>	United States Agency for International Development	AID	Federal Agency that supports long-term and equitable economic growth and advances US foreign policy objectives by supporting economic growth, agriculture and trade, global health, democracy, conflict prevention, and humanitarian assistance.
<b>USDO</b>	United States Disbursing Officer		The Treasury determines the USDO's accountability for funds held outside the Treasury (cash on hand) from the Statement of Accountability Report. The USDO is required to review these balances each month to ensure they are reporting accurate accountability to the Treasury.
<b>UVTRR*</b>	User Verification Test Readiness Review		A milestone that signifies that the system is ready and the plans are in place to conduct the User Acceptance Test.
<b>V</b>			

<b>Acronym</b>	<b>Full Text</b>	<b>AKA</b>	<b>Description</b>
<b>VAC*</b>	Variance at Completion		The projected deviation from cost or schedule at the completion of a project.
<b>VPN*</b>	Virtual Private Network		A private network that is configured within a public network (a carrier's network or the Internet) to take advantage of the economies of scale and management facilities of large networks. VPNs are widely used by enterprises to create wide area networks (WANs) that span large geographic areas, to provide site-to-site connections to branch offices and to allow mobile users to dial up their company local area networks (LANs).
<b>VSAT*</b>	Very Small Aperture Terminal		A type of satellite-based communications network that offers wireless connection, like all satellite networks, but uses smaller antenna dishes (as small as .8 meters, and no larger than 2.5 to 3 meters)
<b>W</b>			
<b>WAN*</b>	Wide Area Network		The communications network used to transfer data over a large geographic area.
<b>WBS*</b>	Work Breakdown Structure	Project Plan	The structure used to organize work activities, budget costs, apply them to a schedule in order to complete a project and satisfy the requirements.
<b>WHA</b>	Bureau of Western Hemisphere Affairs		DoS Bureau that advises the Secretary of State and guides the operation of the U.S. diplomatic establishment in the countries in the Western Hemisphere region.
<b>X-Y-Z</b>			
<b>XML</b>	eXtensible Markup Language		A standard that allows for the creation of easily accessed files, even if they describe complex objects. These files are almost self-documenting since they identify every data element with a "tag" that describes that element, and have been used to store information as diverse as stock-

<b><i>Acronym</i></b>	<b><i>Full Text</i></b>	<b><i>AKA</i></b>	<b><i>Description</i></b>
			transactions, weather, molecules, houses, etc. This will soon be the format in which Microsoft Office documents are stored.

# Glossary

<b>Term</b>	<b>AKA</b>	<b>Description</b>
<b>Applicant/Recipient</b>	Grantee/Partner	An individual or organization who applies for an award; individual or organization who receives an award.
<b>Application</b>	Proposal	Response submitted by the applicant.
<b>Assistance Specialist</b>	Negotiator	Person who prepares the award package, performs negotiations, and performs other preparations as needed.
<b>Bookmark</b>		Saved webpage URLs that directly open a webpage rather than typing in a URL or navigating through menus or site maps. Microsoft's Internet Explorer refers to bookmarks as "favorites".
<b>Cooperative Agreement</b>		Assistance award that includes substantial involvement language.
<b>Business Objects Enterprise</b>		A web-based solution that allows users to access previously generated reports, i.e., Crystal Reports, using the Internet Explorer (IE) browser.
<b>Crystal Reports</b>		A core COTS package that provides the agency with reporting capabilities. It will be configured to include a number of core reports utilizing the Operational Data Store. Crystal Reports is one of the leading reporting solutions that is employed by a wide range of corporations throughout the world. Crystal Reports provides the ability to produce interactive views of data for answering Congressional or senior management questions.
<b>Data Migration Design &amp; Development*</b>		The process by which an analysis is performed to determine the most efficient way to convert data from the legacy systems to Grantium. The design process outlines the approach whereas development is the technical solution to perform the migration.
<b>Deployment</b>		The release of the system to the field for user testing and eventually, actual use.
<b>Earmarked Funding</b>		Funding specified by Congress for a particular purpose or a particular recipient.
<b>Financial Approver</b>		A role in Grantium that permits the approval of financial actions.

<b>Term</b>	<b>AKA</b>	<b>Description</b>
<b>Gap Analysis*</b>		Examines the Agency requirements against the proposed solution (software or otherwise), and determines the extent to which the proposed solution meets the requirements. Any gaps in meeting the requirements are categorized and prioritized based on how they impact the Agency's needs and then scheduled for closure through software enhancements, reports, business process changes, and other solutions.
<b>Grantium</b>		COTS web-based assistance management software application that is being implemented at USAID and the Department of State.
<b>Harvest*</b>		Change and Configuration Management solution that effectively tracks complex, enterprise-wide development activities. Manual methods and simple file-control systems are not robust enough to help improve delivery and bolster service levels. Harvest helps synchronize development team activities on heterogeneous platforms, across the enterprise and throughout the entire application development life cycle. Harvest scales up to serve project teams working on the largest enterprise systems and scales down to meet the needs of the smallest development teams.
<b>Implementation</b>		The deployment or roll out of the JAMS system.
<b>Informatica*</b>		An integrated suite of software products consisting of PowerCenterRT, PowerCenter, and PowerMart that delivers an open, scalable data integration solution addressing the complete life cycle for data migration, data warehouse, and analytical application development. PowerCenter/PowerMart drives a variety of core functions including extracting, transforming, loading, and managing large volumes of data. The system will be used to migrate JAMS legacy data.

<b>Term</b>	<b>AKA</b>	<b>Description</b>
<b>Interface Design and Development*</b>		The process by which an analysis is performed to determine the necessary systems that need to interface to Grantium. The design includes documenting the interfaces and the mappings that need to occur between the two systems whereas development is the programming effort that will allow for integration between Grantium and another system.
<b>Java*</b>		Industry standard coding language that is used to create web based systems.
<b>JIRA*</b>		Project management application used for software issue/defect tracking.
<b>Load Runner*</b>		Mercury Interactive's automated testing tool for web-based applications. The tool simulates an environment in which multiple users work with the system concurrently. In the test scenario, LoadRunner replaces the human user with a virtual user.
<b>Mission Director</b>		Senior executive who is responsible for all activities related to their mission.
<b>Phoenix</b>		The USAID financial management system of record. It has the capability to track expenditures against awards.
<b>Pilot*</b>		Initial offices that will be using JAMS.
<b>Program Officer</b>		Grantium role that allows users to create programs.
<b>Project Officer</b>		Grantium role that allows users to manage projects.
<b>Reviewer</b>		Grantium role that allows users to review actions.
<b>Roll out*</b>		The implementation of the JAMS system.
<b>Sandbox*</b>		A practice environment for users to experiment with the system.
<b>Technical Evaluation Board</b>	Technical Evaluation Panel	Group of experts who review applications and make recommendations for award.

<b>Term</b>	<b>AKA</b>	<b>Description</b>
<b>User Validation Test*</b>		Following Government approval, the JAMS team conducts this evaluation which encompasses the entire JAMS System Test. UVT includes the following test classes: functional testing; interface testing; user documentation; and performance testing. This test is based on the contractor-prepared, Government-approved Comprehensive Test Plan and is conducted for the benefit of Government representatives. The test is performed by a joint team of Government and contractor personnel and is designed to exercise all JAMS functions and provide convincing evidence that JAMS is acceptable for use in a production capacity.
<b>webMethods*</b>		webMethods is an Enterprise Application Integration (EAI) tool used for the development of interfaces. The webMethods Integration Platform provides USAID with a tool that has a powerful graphical environment for defining and configuring application and system-level integration operations. The need for coding is reduced through graphical data mapping and transformation, flow logic definition and service development capabilities. webMethods, a leading independent provider of integration software, has been in the business of delivering the industry's most comprehensive platform for enterprise-wide integration for more than six years. webMethods software is used by over 900 corporations world wide.

**\* Project management or technical terms.**

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