

# IVV QM: Quality Manual Appendix A (Acronyms and Definitions)

Version: G

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Note: The official version of this document is maintained in IV&V's internal IV&V Management System Website (<https://confluence.ivv.nasa.gov:8445/display/IMS>). This document is uncontrolled when printed.

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## Definitions and Acronyms

The following are general definitions of official NASA IV&V terms and roles, as well as frequently used acronyms. Specialized definitions and acronyms are identified in individual IMS documents.

See also: [IVVO Definitions Worksheet](#)

- **Administrative Office**
  - The Administrative Office comprises employees who direct a variety of support functions and services, and provide administrative assistance to Program Management. Administrative personnel have knowledge of NASA operations, policies, and procedures.
- **Alternate Contracting Officer Representative (Alternate COR)**
  - The Alternate COR is a NASA IV&V civil service employee nominated by Program Management and delegated by the Contracting Officer (CO). The Alternate COR is responsible for COR duties and responsibilities during short absences of the COR as indicated by a notification from the COR or by notification of any type of leave to be taken by the COR. The COR was formerly known as Contracting Officer Technical Representative (COTR).
- **Approving Official**
  - The Approving Official is a NASA IV&V civil service employee who reviews and approves Document Change Requests (DCRs). The Approving Official is the NASA IV&V Management System (IMS) Manager for most IMS documents, with the exception of a few documents that the IMS Representative approves. The IMS Manager will coordinate with the IMS Representative for approval on Quality Manual, Waiver Process, Corrective and Preventative Action, and Internal Quality Audit DCRs.
- **Associate Director**
  - The Associate Director is a NASA IV&V civil service employee who assists the NASA IV&V Director with the management, leadership, and operation of the NASA IV&V Program.
- **Capability Development (CD) Group**
  - The CD Group advances processes, tools, and knowledge through the exploration and integration of practical solutions. The CD Group operates as a function of the IV&V Office.
- **Capability Development (CD) Group Lead**
  - The CD Lead is a NASA IV&V civil service employee who implements and manages the CD Group. The CD Lead reports to the IV&V Office Lead.
- **Concur Government Edition (CGE)**
  - Concur Government Edition (CGE) is NASA's automated travel management system. (<https://cge.concursolutions.com/UI/SSO/NASA>)
- **Concurrence Sheet**
  - The Concurrence Sheet, or Form 1007, is used to capture concurrence by Program Management, Project Managers (PMs), etc., that a product has been reviewed and is acceptable for delivery to the customer.
- **Configuration Control Board (CCB)**
  - A CCB is a team of NASA IV&V civil service and/or contract employees responsible for analyzing and approving changes to software, web sites, or other applications.
- **Contracting Officer (CO)**
  - A CO is a Goddard Space Flight Center (GSFC) civil service employee who specializes in contract-related functions. A CO is a contract specialist with the authority to enter into, administer, and/or terminate contracts, and to make related determinations and findings (see Federal Acquisition Regulation [FAR] 2.101).
- **Contracting Officer Representative (COR)**
  - The COR is a NASA IV&V civil service employee nominated by Program Management and delegated by the CO to perform technical management of a contract in accordance with FAR and NASA FAR Supplement (NFS) guidelines. Formerly known as Contracting Officer Technical Representative (COTR).
- **Contractor**
  - A contractor is a non-NASA individual or entity that enters into a legal contract with the NASA IV&V Program to perform an activity or service for the NASA IV&V Program.
- **Corrective Action**

- A corrective action is an action taken to eliminate the root cause of an existing nonconformance and correct its associated process and documentation in order to prevent reoccurrence of the nonconformance.
- **Corrective Action Request (CAR)**
  - A CAR is a request for corrective action to address a nonconformance in a product or process. A CAR can result from multiple activities or come from multiple sources (e.g., internal or external audits, Program Management's review of the IMS, customer complaints, Lessons Learned). A CAR is used to prompt action to resolve a current concern or nonconformity and prevent its reoccurrence by correction of the associated documented process and requirements. Corrective and Preventive Action System (CAR/PAR System) The CAR/PAR System is an ECM workflow used to house the NASA IV&V Program's CARs and preventive action requests (PARs).
- **Customer**
  - A customer is any individual or organization who is the purchaser, user, or recipient of a product or service or information provided by the NASA IV&V Program, or who has direct interest in or can be affected by the actions of the NASA IV&V Program. A customer can be internal or external to the NASA IV&V Program. Examples of customers include the OSMA, Office of the Chief Engineer (OCE), NASA Projects, groups such as the Knowledge Management or Technical Quality and Excellence (TQ&E) groups, and the local community.
- **Deputy Director**
  - The Deputy Director is a NASA IV&V civil service employee who serves as the NASA IV&V Director when he/she is not available and assists the NASA IV&V Director with the management, leadership, and operation of the NASA IV&V Program.
- **Document Change Request (DCR)**
  - A DCR, or Form 1000, is used to propose the creation of a new IMS document (system level procedure [SLP], work instruction [WI], supporting document, template, or form), or to recommend revision or cancellation of an existing IMS document.
- **Document Control Custodian (DCC)**
  - The DCC is a NASA IV&V civil service employee or alternate responsible for the control of documents and records. DCC duties include creating, processing, and maintaining the record of DCRs, the IMS Master List and all IMS Document changes. The DCC also serves as the Record Liaison by ensuring that all IV&V Records are identified and dispositioned in accordance with NPR 1441.1.
- **Document Owner (DO)**
  - The DO is a NASA IV&V civil service employee whose job duties are related to a procedure. The DO is assigned by the IMS Manager through approval by the IMS Representative (who is a member of Program Management) to be the lead of an established SLP, WI or Form and its affiliated documentation.
- **Enterprise Content Management (ECM) System**
  - The ECM System refers to the Information Technology (IT) tool used to capture, manage, store, preserve, and deliver electronic content and documents for the NASA IV&V Program. The ECM System is also known as Livelink.
- **Executive Assistant**
  - The Executive Assistant works in the Administrative Office and is responsible for managing the NASA IV&V Director's calendar, coordinating travel, timekeeping, and preparing documentation.
- **Executive Dialog**
  - An Executive Dialog is a formal meeting or teleconference held on a periodic basis (e.g., monthly, quarterly) to promote dialogue between Program Management and customer management (e.g., NASA Headquarters [HQ], NASA Center, or contractor management).
- **External Provider:**
  - See ISO 9001:2015, Section 8.4 in the [Compliance Matrix](#) for our interpretation of "external provider" in the context of ISO 9001:2015.
- **Form**
  - A form is a document associated with a policy, procedure, or process employed by the NASA IV&V Program. Forms can be downloaded from the IMS Confluence pages ([IV&V Management System](#)).
- **Formal Agreement (FA)**
  - An FA is a document used to identify the managerial, technical, and business aspects of an agreement between the NASA IV&V Program and a customer or contractor.
- **Functional Lead**
  - The Functional Lead is a NASA IV&V civil service employee who manages a functional organization within the NASA IV&V Program. All Office Leads are also Functional Leads.
- **Functional Organization**
  - A functional organization is a group of hierarchically organized personnel who perform work for one of the NASA IV&V Program's business functions. Functional organizations include all NASA IV&V Offices, as well as the Program Financial Management (PFM) Group.
- **Goddard Space Flight Center (GSFC)**
  - GSFC is the NASA Center that provides critical administrative leadership and management support for the NASA IV&V Program, including legal, procurement, and Office of Human Capital Management (OHCM) support.
- **Goddard Space Flight Center (GSFC) Office of Human Capital Management (OHCM)**
  - The GSFC OHCM supports the NASA IV&V Program by providing NASA IV&V human capital resources.
- **IMS Manager**
  - The IMS Manager is a NASA IV&V civil service employee who is designated by Program Management to manage the IMS and provide active support to the IMS Representative in the establishment, implementation, and maintenance of the IMS.
- **IMS Master List**
  - The IMS Master List is a document located on the IMS Confluence pages ([IV&V Management System](#)) that lists each SLP or WI with its latest version letter, effective date, DO, Approving Official, and associated DCR number. The IMS Master List also lists each form, template, and supporting document with its latest revision letter, effective date, DO or parent SLP or WI, and associated DCR number. The IMS Master List is maintained by the DCC.
- **IMS Representative**
  - The IMS Representative is a NASA IV&V civil service employee and member of Program Management designated to be responsible for the establishment, implementation, and maintenance of the IMS.
- **Information Technology (IT) Group**
  - The IT Group is primarily responsible for desktop hardware and software, data center, application, messaging and collaboration (e.g., email, calendars), IT security, and communication services (e.g., voice, wide area network [WAN], local area network [LAN], video). The IT Group operates as function of the Program Support Office.

- **Information Technology (IT) Lead**
  - The IT Lead is a NASA IV&V civil service employee who implements and manages the IT Group and acts as a liaison between the IT Group and the other NASA IV&V offices and external NASA customers. The IT Lead reports to the Program Support Office Lead.
- **Internal Assessment Audit Program**
  - The Internal Assessment Audit Program establishes how audits of the IMS shall be planned, scheduled, and conducted, and how audit results shall be documented and reported to Program Management.
- **IV&V Board of Advisors (IBA)**
  - The IBA is chaired by the OSMA Chief of Safety and Mission Assurance, and comprises representatives from each Mission Directorate Associate Administrator (AA), the Chief Information Officer (CIO), the Chief Engineer, the Director of GSFC, and the NASA IV&V Program Director. The IBA is responsible for selecting customer projects for NASA IV&V Program-funded IV&V.
- **IV&V Monthly Program Review**
  - An IV&V Monthly Program Review is a meeting or teleconference held monthly by Senior Leadership to review the status of each functional organization.
- **IV&V Office (IVVO)**
  - The IV&V Office is responsible for ensuring the delivery of superior performance in independent verification and validation by providing high-confidence expertise in software safety and mission assurance. The IV&V Office includes four groups that specialize in the following areas: IV&V, Capability Development (CD), Technical Quality and Excellence (TQ&E), Jon McBride Software Testing and Research (JSTAR), and Software Assurance Tools (SWAT).
- **IV&V Office Lead**
  - The IV&V Office Lead is a NASA IV&V civil service employee who is responsible for management and oversight of the IV&V Office. The IV&V Office Lead is a member of Senior Leadership.
- **IV&V Project**
  - An IV&V Project is an IV&V or Independent Assessment task being performed by the NASA IV&V Program for a specific customer.
- **IV&V Project Execution Plan (IPEP)**
  - The IPEP is an agreement between the NASA IV&V PM and the NASA IV&V Program regarding the planned work, schedule, and resources required to execute an IV&V Project. The IPEP is also used to inform the customer of work activities.
- **Metric Owner**
  - A Metric Owner is the NASA IV&V civil service employee responsible for establishing, maintaining, updating, and reporting each metric included in the NASA IV&V Metrics Program.
- **Metrics Table**
  - The Metrics Table is the NASA IV&V Program-wide Metrics Table used to capture NASA IV&V Program metrics. The Metrics Table is maintained by the Metrics Analyst.
- **NASA IV&V Director**
  - The NASA IV&V Director is a civil service employee who manages and leads the operations of the NASA IV&V Program and the NASA IV&V Facility.
- **NASA IV&V Filing System (Filing System)**
  - The Filing System is the system in which all physical and electronic project and Program files are housed. The Records Liaison maintains the Filing System.
- **NASA IV&V Management System (IMS)**
  - The IMS is the NASA IV&V Program's quality management system. The IMS was established according to NASA Policy Directive (NPD) 1280.1, *NASA Integrated Management System Policy*. The IMS establishes process guidelines through SLPs, WIs, templates, supporting documents, and forms to ensure that customers receive the highest quality products and services. The IMS also ensures that the processes conducted by the NASA IV&V Program conform to ISO 9001 Standard requirements. All IMS documents can be accessed on the IMS Confluence pages ([IV&V Management System](#)).
- **NASA IV&V Metrics Program**
  - The NASA IV&V Metrics Program facilitates the establishment, collection, analysis, and communication of metrics for the NASA IV&V Program.
- **NASA IV&V Program**
  - The NASA IV&V Program functions operationally under the guidance of the OSMA Chief of Safety and Mission Assurance while receiving administrative leadership and management support from GSFC. The NASA IV&V Director serves as the NASA IV&V Program Manager and reports directly to the OSMA Chief of Safety and Mission Assurance.
- **NASA Online Directives Information System (NODIS)**
  - NODIS is an online repository that maintains the latest versions of all active NPDs and NASA Procedural Requirements (NPRs).
- **Nonconformance**
  - A nonconformance is a lack of compliance with a specified IMS process or procedure, a nonconforming product, or a deficiency in the IMS itself.
- **Office-Level Plan (formerly "Execution Plan")**
  - An Office-Level plan (formerly known as an "execution plan") is a plan developed and maintained by each IV&V Program Office (IVVO, OIT, PSO, SCO, SSO, and PSO) that outlines and defines how that Office/Group will conduct business and/or what they will do during the fiscal year (FY). These plans may be driven by specific OOD guidance and/or by Program-Level guidance ([NASA IV&V Program Overview](#)). Office-Level plans may take various forms (e.g. much of the planning content is now captured in Confluence ([IV&V Program Implementation and Reporting](#))).
- **Office of Safety and Mission Assurance (OSMA)**
  - The OSMA assures the safety and enhances the success of all NASA activities through the development, implementation, and oversight of NASA-wide safety, reliability, maintainability, and quality assurance policies and procedures. The OSMA is located at NASA HQ in Washington, DC, and operates as a function of NASA HQ, reporting to the NASA Administrator.
- **Office of the Director**
  - The Office of the Director is responsible for the overall management of the NASA IV&V Program and NASA IV&V Facility. It includes the NASA IV&V Director, Deputy Director, Associate Director, PFM Lead, and other administrative staff to support the Office's various

functions. These functions include customer and stakeholder relations, the Technical Advisory Board, IT governance, strategic planning, financial management, legislative affairs, all procurement/contract management, human resources, training, and legal interfaces with GSFC.

- **Operations and Maintenance (O&M) Group**
  - The O&M Group is responsible for ensuring a safe, comfortable, and well-equipped workplace that is conducive to high performance and supports individual and team productivity. The O&M Group operates as a function of the Program Support Office.
- **Operations and Maintenance (O&M) Lead**
  - The O&M Lead is a NASA IV&V civil service employee who implements and manages the O&M Group. The O&M Lead reports to the Program Support Office Lead.
- **Point of Contact (POC)**
  - The POC is an identified employee of a customer organization to which the NASA IV&V Program is providing services. The POC facilitates the IV&V tasks to be performed through coordination between Project personnel, the Project's safety and mission assurance personnel, and the NASA IV&V PM.
- **Preventive Action**
  - A preventive action is an action taken to address a weakness in a management system that is not yet responsible for causing a nonconforming product or service.
- **Preventive Action Request (PAR)**
  - A PAR is a request for preventive action to address a potential nonconformance in a product or process. A PAR can result from multiple activities or come from multiple sources (e.g., internal or external audits, actions from Program Management's review of the IMS, customer complaints, Lessons Learned). A PAR is used to resolve a potential concern or nonconformity and prevent its occurrence by review of the associated documented process and requirements.
- **Principal Investigator (PI)**
  - The PI is the lead researcher who conducts research. If the PI is a NASA civil service employee, the PI may also serve as the NPOC; however, depending on the nature of the research, NASA may choose to appoint another person to serve as the initiative NPOC. If the PI is from a commercial or academic institution, NASA may choose to appoint a civil servant to serve as the NPOC for the initiative.
- **Program Financial Management (PFM) Group**
  - The PFM Group comprises NASA IV&V civil service employees who are responsible for ensuring the overall integrity of the financial dollars for the NASA IV&V Program and for implementing financial controls through various systems. Though the PFM Group is technically a function of the Office of the Director, the PFM Lead is a member of Senior Leadership.
- **Program Financial Management (PFM) Lead**
  - The PFM Lead is a NASA IV&V civil service employee who is responsible for management and oversight of the PFM Group. The PFM Lead is a member of Senior Leadership.
- **Program Management**
  - Program Management includes the NASA IV&V Director, Deputy Director, and Associate Director.
- **Program Support Office (PSO)**
  - The Program Support Office is responsible for numerous activities in support of all functional organizations across the NASA IV&V Program. These activities include overseeing the IT and O&M Groups.
- **Program Support Office Lead**
  - The Program Support Office Lead is a NASA IV&V civil service employee who is responsible for management and oversight of the Program Support Office. The Program Support Office Lead is a member of Senior Leadership.
- **Project File**
  - A Project File is a file that provides a controlled location to house electronic and physical quality records for each IV&V Project.
- **Project Lead**
  - See *Project Manager*.
- **Project Manager (PM)**
  - The PM is a NASA IV&V civil service employee selected by Program Management to perform project management functions. The PM reports to the IV&V Office Lead.
- **Public Affairs Officer**
  - The Public Affairs Officer is a NASA IV&V employee who is responsible for the communicating information about the NASA IV&V Program to the public and the news media. The Public Affairs Officer coordinates release of such communications through appropriate GSFC and NASA HQ Public Affairs Offices.
- **Quality Manual (QM)**
  - The QM is a document that defines the manner in which the NASA IV&V Program implements the IMS.
- **Quality Policy**
  - The Quality Policy is the course of action intended to influence and determine decisions, actions, and other matters relating to the NASA IV&V Program's commitment to providing superior quality products and services, through continuous improvement, that meet or exceed customer requirements.
- **Quarterly Management Review (QMR)**
  - The QMR is a Program Management-performed quarterly review of the suitability, adequacy, and effectiveness of the IMS. The QMR also covers the CAR/PAR System, the internal and external assessment audit programs, and the NASA IV&V Metrics Program.
- **Resource Analyst (RA)**
  - A member of the PFM Group that is responsible for the entry and tracking of financial data.
- **Resource Manager (RM)**
  - A member of the PFM Group that is responsible for monitoring, approving and reporting of Program financial data.
- **Risk Management Team**
  - The Risk Management Team facilitates risk management for the NASA IV&V Program by monitoring, tracking, dispositioning, and measuring risk data, by hosting Risk Review Board (RRB) meetings, and by ensuring that Program documentation is compliant with Agency directives.
- **Safety and Mission Assurance (SMA) Support Office (SSO)**

- The SMA Support Office is responsible for the management of software engineering services provided to the Agency in support of the OSMA, the OCE and other SMA organizations. This office includes the SSO Services Group and hosts the OSMA Software Assurance Research Program (SARP).
- **Safety and Mission Assurance Support Office (SSO) Lead**
  - The SSO Lead is a NASA IV&V civil service employee who is responsible for management and oversight of the SMA Support Office. The SSO Lead is a member of Senior Leadership.
- **Safety and Mission Assurance Support Office (SSO) Services Group**
  - The SSO Services Group comprises civil service and contract employees and is responsible for providing expert review and input on Agency software-related standards, documentation, and processes in order to support software engineering efforts for the Agency. The SSO Services Group operates as a function of the SMA Support Office.
- **Science, Technology, Engineering, and Math (STEM) Initiatives Group**
  - The STEM Initiatives Group manages all NASA IV&V activities in support of the Agency's commitment to make STEM education available to the public through students, educators, and universities. STEM activities include student outreach, education, and community relations.
- **Science, Technology, Engineering, and Math (STEM) Initiatives Lead**
  - The STEM Initiatives Lead is a NASA IV&V employee who is responsible for managing the STEM Initiatives Group. The STEM Initiatives Lead reports to the Strategic Communications Office Lead.
- **Senior Leadership**
  - Senior Leadership is the governing body that comprises Program Management, Office Leads, and the PFM Lead. Senior Leadership is responsible for providing input on Program Management decisions at the request and discretion of Program Management.
- **Software Assurance Research Program (SARP)**
  - The SARP is one of nine programs delegated to the management of a Program Executive and a Delegated Program Manager under the OSMA. It is hosted by the NASA IV&V Program under the SMA Support Office. SARP was conceived to identify, develop, adopt, and integrate software assurance and engineering best practices into NASA missions and programs. The program focuses on applied research that has the potential to support more informed decision making, to improve safety and reliability, and to reduce the cost of mission success.
- **Software Assurance Research Program (SARP) Delegated Program Manager**
  - The SARP DPM is a NASA IV&V civil service employee who serves the OSMA as the Delegated Program Manager for their SARP.
- **Software Assurance Tools (SWAT) Group**
  - The SWAT Group is responsible for the Computer Aided Software Engineering (CASE) tools that are needed to support the IV&V Office. The SWAT Group is also responsible for assisting with the integration of tools advanced through R&D, maintaining the tools, and providing knowledge and assistance in the use of the tools and solutions. The SWAT Group operates as a function of the IV&V Office.
- **Software Assurance Tools (SWAT) Lead**
  - The SWAT Lead is a NASA IV&V civil service or contract employee who implements and manages the SWAT Group. The SWAT Lead reports to the IV&V Office Lead.
- **Strategic Communications Office (SCO)**
  - The Strategic Communications Office (SCO) is responsible for internal communications within the NASA IV&V Program, as well as external communications and STEM activities. The SCO is responsible for program-level knowledge management functions within the IV&V Program to include: Program Execution Planning, IV&V Management System, Statement of Assurance, surveys, Risk Management, Lessons Learned, Success Stories, Program Metrics, Records Management, public affairs (to include communications with the public and news media compliant with Center/Agency regulations), social media, and digital signage.
- **Strategic Communications Office Lead**
  - The Strategic Communications Office Lead is a NASA IV&V civil service employee who is responsible for management and oversight of the Strategic Communications Office. The Strategic Communications Office Lead is a member of Senior Leadership.
- **Supporting Document**
  - A supporting document is a document that describes the structure, purpose, operation, maintenance, and/or requirements for a NASA IV&V construct, system, or procedure.
- **System Level Procedure (SLP)**
  - An SLP is a document that provides the principles and operating procedures for a specific aspect of the IMS. An SLP defines the responsibilities of and relationships between organizations implementing procedures within the IMS. An SLP describes what actions shall be performed, as well as when, where, and by whom those actions shall be performed.
- **Task Monitor**
  - A Task Monitor is the technical liaison who serves between a contractor and its COR. The Task Monitor is responsible for monitoring, evaluating, and assessing the contractor's performance in assigned areas, including the delivery of any final product and/or services identified in the contractor's Task Order Statement of Work (SOW). The Task Monitor documents the contractor's performance against assigned evaluation criteria.
- **Task Order Management System (TOMS)**
  - TOMS is a web-based data repository of contracts, task orders, and task order modifications hosted by a GSFC server and used by Task Monitors, PFM personnel, CORs, contract specialists, vendors, and the CO.
- **Technical Quality and Excellence (TQ&E) Group**
  - The TQ&E Group administers and maintains the methods, assurance tools, and engineering knowledge necessary to provide evidence-based software mission assurance. The TQ&E Group maintains and consults on IV&V processes, standards and guidelines and is responsible for ensuring adherence to applicable IV&V processes and standards. The TQ&E Group assesses the quality and consistency of IV&V results across all IV&V Projects. The TQ&E Group operates as a function of the IV&V Office.
- **Technical Quality and Excellence (TQ&E) Lead**
  - The TQ&E Lead is a NASA IV&V civil service employee who implements and manages the TQ&E Group. The TQ&E Lead reports to the IV&V Office Lead.
- **Template**
  - A template is a document or file with a preset format that is used as a starting point for constructing various NASA IV&V documents. The purpose of a template is to promote consistency among documents and to prevent having to recreate the format each time a new document is developed.

- **Tools Lab**
  - See *Software Assurance Tools (SWAT) Group*
- **Tools Lab Lead**
  - See *Software Assurance Tools (SWAT) Lead*
- **TrackWise**
  - TrackWise is the database used to house the NASA IV&V Program's CAR/PAR system prior to March 1, 2011. TrackWise was also known as the CAR/PAR System, but has been replaced by an ECM workflow.
- **Web Site Support Project Lead**
  - The Web Site Support Project Lead (or designee) is a NASA IV&V civil service employee assigned to manage web site development and support processes under the Knowledge Management Group.
- **WebTADS**
  - WebTADS is NASA's electronic time and attendance recording system used by NASA IV&V civil service employees.
- **West Virginia University Research Corporation (WVURC)**
  - The WVURC is an organization associated with West Virginia University (WVU). WVURC owns the NASA IV&V Facility and the property on which the Facility is located. The WVURC provides various services for the NASA IV&V Program.
- **Work Instruction (WI)**
  - A WI is a document that provides detailed, systematic instructions on how to perform the specific tasks necessary to ensure consistent working methods and conformance to required quality standards. WIs may be presented as flow charts, assembly or inspection procedures, detailed procedure instructions, manuals, specifications, standards, or other methodologies.

## Acronyms

AA	Associate Administrator
CD	Capability Development
CAR	Corrective Action Request
CASE	Computer Aided Software Engineering
CCB	Configuration Control Board
CIM	Center Initiative Management
CIO	Chief Information Officer
CO	Contracting Officer
COR	Contracting Officer Representative
COTR	Contracting Officer Technical Representative
DCC	Document Control Custodian
DCR	Document Change Request
DO	Document Owner
DPM	Delegated Program Manager
ECM	Enterprise Content Management
EEO	Equal Employment Opportunity
FA	Formal Agreement
FAR	Federal Acquisition Regulation
FRC	Federal Records Center
FY	Fiscal Year
G&A	General and Administrative
GSFC	Goddard Space Flight Center
HQ	NASA Headquarters
IBA	NASA IV&V Board of Advisors
IEM	Integrated Enterprise Management

IEMP	Integrated Enterprise Management Program
IMS	NASA IV&V Management System
IPEP	IV&V Project Execution Plan
ISO	International Organization for Standardization
IT	Information Technology
IVVO	Independent Verification and Validation Office
JPL	Jet Propulsion Laboratory
JSTAR	Jon McBride Software Testing and Research
LAN	Local Area Network
MCCB	Metrics Configuration Control Board
MOA	Memorandum of Agreement
NF	NASA Form
NFS	NASA FAR Supplement
NOI	Notice of Intent
NODIS	NASA Online Directives Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NSSC	NASA Shared Services Center
O&M	Operations and Maintenance
OCE	Office of the Chief Engineer
OHCM	Office of Human Capital Management
OSMA	Office of Safety and Mission Assurance
PAR	Preventive Action Request
PEP	Program Execution Plan
PFM	Program Financial Management
PI	Principal Investigator
PL	Project Lead
PM	Project Manager
POC	Point of Contact
POP	Program Operating Plan
PR	Purchase Request
PSO	Program Support Office
QM	Quality Manual
QMR	Quarterly Management Review
RA	Resource Analyst
RFO	Request for Offer

RFP	Request for Proposal
RM	Resource Manager
RRB	Risk Review Board
RRWS	Research Results Web Site
SARP	Software Assurance Research Program
SCO	Strategic Communications Office
SEB	Source Evaluation Board
SLP	System Level Procedure
SMA	Safety and Mission Assurance
SOW	Statement of Work
SSO	SMA Support Office
STEM	Science, Technology, Engineering, and Math
SWAT	Software Assurance Tools
SWG	Software Working Group
TOMS	Task Order Management System
TQ&E	Technical Quality and Excellence
WAN	Wide Area Network
WBS	Work Breakdown Structure
WebTADS	Web-based Time and Attendance Distribution System
WI	Work Instruction
WVU	West Virginia University
WVURC	West Virginia University Research Corporation

## Version History

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial release; separate document for definitions and acronyms		Stephanie Ferguson	10/10/2007
A	Updated terms and definitions resulting from re-engineering process		Stephanie Ferguson	4/8/2008
B	Changed "IV&V Facility" to "IV&V Program"; updated terminology for Annual Document Review	Annual Document Review	Stephanie Ferguson	6/16/2009
C	Updated terminology to reflect Program reorganization		Stephanie Ferguson	7/21/2010
D	Updated to reflect organizational and role changes		Natalie Alvaro	10/24/2011
E	Removed Program Analyst (PA); added Resource Analyst (RA) and Resource Manager (RM). To align all PFM SLPs and WIs roles and ensure that PFM roles are defined within the QM.	To align all PFM SLPs and WIs roles and ensure that PFM roles are defined within the QM.	Tara Perdue	5/17/2013



F	Updated IMS definitions (Approving Official, IMS Mgr., and IMS Rep.) to be more accurate and sync with Appendix B. Move public affairs to SCO. Remove PEP since Strategic Plan now fills that role.	Increase accuracy and consistency	Jeff Northey	7/18 /2013
G	Removed unnecessary references to ISO 9001.	IV&V is no longer maintaining ISO 9001 certification.	Joshua Bell	11/16 /2021