

Glossary of Engineering Quality System Terms and Acronyms

Scope

The purpose of the Glossary of Engineering Quality System (EQS) Terms and Acronyms is to aid understanding of the EQS. Acronyms and terms listed in the *Acronyms and Glossary [REF8000G]* for Project Management Business Process (PMBP) Manual and P2 are not generally duplicated here.

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The Chief of Engineering Division [[Kevin.Knuuti@usace.army.mil?subject=REFQ10L0-Glossary of Engineering Quality System Terms and Acronyms](mailto:Kevin.Knuuti@usace.army.mil?subject=REFQ10L0-Glossary%20of%20Engineering%20Quality%20System%20Terms%20and%20Acronyms)] is responsible for ensuring that this document is necessary and that it reflects actual practice.

References

Refer to *Acronyms and Glossary [REF8000G]*

Glossary of Engineering Quality System Terms and Acronyms

GLOSSARY	
ARIMS	Army Records Information Management System - Superseded MARKS.
Author	The individual tasked by the Proponent Office to document the procedure. The author's name is printed on the cover page of the final EQS document.

GLOSSARY	
Authorizing Authority	The Management Representative or member of the Management Team who authorizes development of the EQS document. The printed name and signature of the Authorizing Authority are placed on the cover page of the final EQS document.
Approving Authority	The Chief of the Proponent Office for the procedure, who approves procedure development and documentation, with the concurrence of the Management Representative. The printed name and signature of the Approving Authority are placed on the cover page of the final EQS document.
ACM	Account Manager - The primary point of contact for a customer that is not an installation and serves as an advocate to communicate customer needs to District staff. Works with the account team to develop, maintain, and implement the Account Management Plan.
ACWF	Army Capital Working Fund
A-E	Architect-Engineer - Consulting Firms and their Subcontractors - A vendor hired by the District to provide architectural-engineering services requiring professional and/or architectural license, as defined by state regulatory agencies and laws.
AERC	A-E Responsibility Coordinator - The individual who coordinates the A-E Responsibility Management Program.
AERMP	A-E Responsibility Management Program
AERRB	A-E Responsibility Review Board
AFFH	Air Force Family Housing
AFH	Army Family Housing
AR	Army Regulation
ASM	Acquisition Strategy Meeting - Meeting where the acquisition methods are defined, usually prior to execution of the contract.
Change Order	Any procurement action that changes planned construction by replacement or addition. Usually these are modifications to the original construction contracts, but within the context of the AERMP, construction changes may be new contracts, supplemental agreements, purchase orders, etc.
CAP	Continuing Authorities Program - Six legislative authorities under which the Secretary of the Army, acting through the Chief of Engineers, is authorized to plan, design, and construct certain types of water resources improvements without specific Congressional authorization. The following five authorities are done in Sacramento District: <ol style="list-style-type: none"> 1. Section 14, Flood Control Act of 1946 (PL 79-526), as amended (Emergency streambank and shoreline erosion protection for public facilities and services); 2. Section 205, Flood Control Act of 1948 (PL 80-858), as amended (Flood Control); 3. Section 206, Water Resources Development Act of 1996 (PL 104-

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	303); 4. Section 208, Flood Control Act of 1954 (PL 83-780), as amended, originally Section 2, Flood Control Act of August 28, 1937 (PL 75-406) (Snagging and clearing for flood control). 5. Section 1135 of Water Resources Development Act of 1986, as amended (PL 99-662)
CCR	<i>Criteria Change Request</i> [https://www.projnet.org/projnet/binKornHome/index.cfm?strKornCob=CCRPublicAgencySelect] - An electronic system that has replaced the ENG Form 3078.
CMS	<i>Criteria Management System</i> [https://www.projnet.org/projnet/binKornHome/index.cfm?strKornCob=CMSSubscription] - tracks CCR and criteria document updates. It has replaced the old EIRS.
Contract	Any agreement between ED and a customer (internal or external) that contain the essential ingredients of a contract: scope of product or service, quality requirements and expectations, costs, budgets, and schedules and performance measurement criteria. In some situations, the contract may be any document that defines these essential ingredients. The agreement represents a commitment by ED.
C-O or Con-Ops	Construction – Operations Division
COE or Corps	Corps of Engineers (See USACE also)
COR	Contracting Officer Representative - A representative of the Contracting Officer whom has the authority to administer a contract in accordance with the contract terms, as described in their letter of authority.
Corrective Action	Action taken to eliminate the causes of an existing nonconformity in order to prevent recurrence.
CPM	Critical Path Method
Customer	The owner, client, user, Project Manager (PM), beneficiary, or any entity or representative of an entity which (who) buys the services or product of Engineering Division (ED) through a contract. ED customers are generally PM for Sacramento and other District offices, Construction-Operations Divisions within SPD boundaries, Contracting Divisions, Office of Counsel, Planning Division, installation project representatives, Support for Others site managers and local planners.
CW	Civil Works - Any nonmilitary or non-HTRW funded projects (typically navigation or flood control related projects).
DA	Design Analysis
DBOF	Defense Business Operating Funds
DERP	Defense Environmental Restoration Program

GLOSSARY	
DES	Design Execution Summary - A document generally used for Military Work, developed for the PM by the Design Team to summarize the budget and schedule for producing a product. It identifies the Design Team, the Design Review Team, and the budget for each design discipline for each phase of the design, other costs (i.e. travel, reproduction, interior design, geotechnical, topography, reviews, etc.), and a schedule broken into calendar days from design start to construction award. The PM may include the DES in the project QCP.
Design	The process of (1) developing the analysis that defines the required technical systems (e.g., geotechnical, architectural, structural, mechanical, electrical, and hydraulic) which will be utilized, (2) producing the technical portions of the construction contract documents (i.e. drawings, specifications, DA, and construction cost estimate.)
Design Deficiency	A condition in the designs, drawings, specifications, or other services (nonconforming product) furnished by the designer necessitating corrective action and/or usually resulting in additional cost to the government. These may be conditions that fail to meet customer requirements, specified requirements of the A-E Design Guide, or lack the expected design quality produced by ED staff and/or the customer. (The expected level of professionalism is defined in QMP).
DDCO	Design Deficiency Change Order - A change order that the Construction Division attributes to a possible design deficiency without regard to design responsibility (i.e., A-E, in house, another COE FOA, or other) and for which there are usually additional construction costs.
DETS	Directorate of Engineering and Technical Services (SPD)
DIS	Director of Installation Support
DLA	Defense Logistics Agency
DL	Design Leader – PDT member that is leading the current design effort.
DM	Design Memoranda
DPW	Directorate of Public Works, Department of Public Works, or Director of Public Works
DrChecks	Design Review and Checking System
EC	Engineer Circular
ECAS	Environmental Compliance Assessment System
ECIFP	Engineering Considerations and Instructions for Field Personnel
ECIP	Energy Conservation Investment Program
ED	Engineering Division
ED-D	Engineering Division, Design Branch
ED-G	Engineering Division, Geotechnical & Environmental Engineering Branch
ED-S	Engineering Division, Engineering Support Branch
EDIS	Engineering Division Information System

<h2>GLOSSARY</h2>	
EDM	Engineering Division Memorandum
Effective Date	The date implementation begins after the Approving Authority approves the procedure.
EDR	Engineering Documentation Reports
EIRS	Engineering Improvement Recommendation System – EIRS Bulletin was part of the Information Feedback System. EIRS Bulletin was used to expedite Corps wide distribution of information regarding engineering and design problems. HQUSACE reported ENG Form 3078 follow-up actions in EIRS Bulletin. The <i>Criteria Management System</i> [https://www.projnet.org/projnet/binKornHome/index.cfm?strKornCob=CMSSubscription] has replaced the EIRS. The electronic <i>Criteria Change Request</i> [https://www.projnet.org/projnet/binKornHome/index.cfm?strKornCob=CCRPublicAgencySelect] has replaced ENG Form 3078.
EIS	Environmental Impact Statement
EP	Engineer Pamphlet
EPA	Environmental Protection Agency
EQM	Engineering Quality Manual
EQP	Engineer Quality Procedure
EQS	Engineering Quality System - The ED QMS.
ER	Engineer Regulation
ETL	Engineer Technical Letter
FAR	Federal Acquisition Regulation
FedTeDS	Federal Technical Data Solutions. FedTeDS is an online dissemination solution designed to safeguard sensitive acquisition related information for use by all Federal Agencies and their approved business partners.
FWI	Funded Work Item - An agreement established between the Project Manager and an executing District office, generally at the section level. The FWI is usually general in scope (identify the project phase to be accomplished), identifies a specific period of performance, and serves as the umbrella for PR&C in CEFMS.
GIS	Geographic Information Systems
HR	Human Resources
IDP	Individual Development Plan– a career plan for a federal employee
IPM	Installation Project Manager - Primary point of contact for an installation and serves as an advocate to communicate customer needs to District staff. Works with the account team to develop, maintain, and implement the Account Management Plan.
IRP	Installation Restoration Program

GLOSSARY	
ISO	"ISO" is a word, derived from the Greek ISOS, meaning "equal," chosen as the short name of the International Organization for Standards based in Geneva, Switzerland. It was chosen to avoid multiple acronyms resulting from the translation of "International Organization for Standardization" into the different national languages of members.
JOC	Job Order Contract - An expedited construction procurement method that requires limited ED effort to facilitate construction start.
LAN	Local Area Network (A.K.A. NT O/S Servers)
LL	Lessons Learned - Reflect experiences, recognized potential problems, or better business practices. LL help: <ol style="list-style-type: none"> 1. Prevent the recurrence of repetitive design/construction deficiency. 2. Warn of faulty design requirements/criteria. 3. Clarify interpretation of guide specifications or standards. 4. Reduce the potential for mistakes in high risk/probability areas of concern. 5. Pass on information specific to an installation or project. 6. Promote a good work practice.
Liability	A determination by the Contracting Officer (CO) arising out of performance deficiency attributable to negligence by the A-E or In-House Designer. A liability case is created when the CO issues a demand to an A-E for payment of damages arising out of performance deficiency and is closed when payment is received, or when the CO issues notice to the A-E that the government claim is dropped.
Map Files	The location for storage of projects As-Built/As-Constructed drawings and specifications, original design analysis, and other information.
MARKS	Modern Army Recordkeeping System - Superseded by ARIMS.
MCA	Military Construction, Army
MCAF	Military Construction, Air Force
MCAR	Military Construction, Army Reserve
MR	Management Representative - Chair of the Management Team identified by CESPCK-ED MEMORANDUM, SUBJECT: Appointments to the Engineering Quality System Management Team. Management Representative is vested with full responsibility for implementation of the EQS, together with the appropriate level of authority to ensure its continuing effectiveness.
MT	Management Team - An ED team, which establishes and maintains the ED EQS. The Management Team shall consist of the Chief, ED, all ED Branch Chiefs, and the ISO 9001 Project Manager. CESPCK-ED MEMORANDUM, SUBJECT: Letter of Appointments identifies members.
Nonconforming Product	A product that does not conform to specified requirements. Nonconformance can result from one of the following: <ul style="list-style-type: none"> Design Deficiency Errors in guidance or criteria.

GLOSSARY	
O&M	Operations and Maintenance - 1) C-O Division's operation at lakes and reservoirs; 2) Project funded by Operations and Maintenance funds
OMA	Operations and Maintenance, Army
OMAF	Operation and Maintenance, Air Force
PDA	Planning and Design Analysis - A small project falling under Section 14 and Section 208 continuing authorities projects.
P&S	Plans and Specifications
Preventative Action	Action taken to eliminate the cause(s) of a potential nonconformity in order to prevent occurrence.
PG	Project Geologist - A geologist not in PPMD assigned to manage a project or program from the inception through completion and serve as IPM or ACM. See PM.
PI	Performance Indicator - Statistical or qualitative measure of accomplishment used to compare performance to a previously established plan or target.
PM	Project Manager - The individual in PPMD assigned to manage a project or program from the inception through completion and serve as IPM or ACM. The PM is the leader of the PDT. The PM has the responsibility for the development of the PMP, which will include the project QCP.
Program Manager, Pgm	The Program Manager maintains a program level focus managing funding considerations and policies. Programs include many installations or accounts that have a consistent funding type. Each program has special funding considerations and policies that must be followed regardless of project location. The Program Manager ensures fiscal and policy requirements are implemented for that program.
PO	Proponent Office - The Branch/Section assigned responsibility for developing or revising a procedure.
POM	Pre-Negotiation Objective Memorandum
POS	Plan of Study; Period of Service
PPMD	Programs and Project Management Division - PPMD consists of five Branches with Project Managers (PM) who are responsible for project execution within cost and schedules limits.
PR&C	Purchase Request and Commitment - A funding agreement established between the PM/DL and Section Chief or project TM that includes agreed amounts of funding for the tasks to be performed.
Product	Any single deliverable resulting from a set of our interrelated or interacting activities or processes, which transforms inputs into outputs. These include special studies, design memoranda, drawings, specifications, environmental documents (EA and EIS), design analysis, cost estimates, permit applications, and other project review submittal documents.

GLOSSARY

Project	<p>A unique process, consisting of a set of coordinated and controlled activities with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost and resources. It can be any combination of work (products, services, etc.) intended to produce a specific expected outcome or solution to a customer problem or need. A project has the following characteristics:</p> <ol style="list-style-type: none"> 1. Requires the application of one or more of the following professional practice and knowledge areas: planning, engineering, construction, operations and maintenance, real estate and environmental science. 2. Is performed by the Corps for a customer, either a specific entity or the Nation as a whole. 3. Have a defined scope, schedule, cost and criteria for performance measurement.
Project Folder	<p>A folder or group of folders generated for each project. The project folder contains such items as correspondence, specifications with amendments, DA, cost estimates, funding documentation, technical evaluations, review comments, approval documents and any other item identified in <i>AR 25-400-2, The Army Records Information Management System (ARIMS)</i> [http://www.army.mil/usapa/epubs/pdf/r25_400_2.pdf] as appropriate.</p>
PSP	<p>Project Study Plan - The management plan of a Civil Works Study that covers project scope, schedule, and budget, and includes a technical analysis, recommendations, and documentation. The PDT under the leadership of the project manager prepares the PSP. This process should ensure that each organization that provides a technical service could meet the technical requirements of the project within the defined scope, schedule, and budget. The PSP represents the initial plan to execute the next phase of the project.</p>
Quality	<p>The degree to which a set of inherent characteristics fulfills requirements.</p>
QA	<p>Quality Assurance - that part of quality management focused on providing confidence that project quality requirements defined in the PMP will be fulfilled.</p>
QAP	<p>Quality Assurance Plan - The QAP is a component of the QMP and PMP and is prepared by the PDT during the project planning phase. It is a written plan that defines how quality assurance will be executed on products that are completed with another District, government agency, or A-E resources.</p>
QC	<p>Quality Control - that part of quality management focused on fulfilling the project quality requirements defined in the PMP.</p>
QCP	<p>Quality Control Plan - The QCP is a component of the QMP and PMP. The QCP is a written plan that defines how quality control will be executed for products. <i>ER 1110-1-12 QUALITY MANAGEMENT, APPENDIX B</i> [http://www.usace.army.mil/publications/eng-regs/er1110-1-12/entire.pdf].</p>
QM	<p>Quality Manual - the document specifying the QMS of an organization.</p>

GLOSSARY	
Quality Management	Coordinated activities to direct and control an organization with regard to quality.
QMP	Quality Management Plan - the document specifying which procedures and associated resources shall be applied by whom and when to a specific project, product, process or contract. A QMP is generally one of the results of quality planning that identifies processes required to ensure a project will satisfy the needs and objectives for which it was undertaken. Also, a management plan that establishes the foundation of general policies and principles followed by an organization to ensure that its products conform to the customer's requirements. The QMP defines the responsibilities and procedures for managing the quality of services and products delivered to our customers.
QMS	Quality Management System - a management system to direct and control an organization with regard to quality.
Records Management	A Branch of Information Management Office that is responsible for long-term deposition of project folders.
Resident Office	Construction-Operations field office responsible for managing project construction contracts in their area.
RP	Resource Provider - A Section Chief or Unit Leader that makes initial determination of TM assignment based on proposed initial schedule and resource plan. RP assign team members to the PDT and reviews the refined detailed scope, unconstrained Work Breakdown Structure schedule and resource plan developed by the PDT. The RP is also responsible for quality and completion of technical products within the unit or section.
RPMBP	Regional Project Management Business Process - An integration of many detailed processes within each Corps District that describes how all work is to be executed within defined boundaries set by the PMBP Teams and the Division and District Commanders. The Projects will be executed utilizing the District's Automation Information Systems; PROMIS, MS Project, CEFMS, and the local databases.
Section Chief	Leads a section as the functional RP with delegated authority for decisions. Section Chiefs make initial determination of project TM assignment based on proposed initial schedule and resource plan. Section Chiefs assign team members to the PDT and reviews the refined detailed scope, unconstrained Work Breakdown Structure schedule and resource plan developed by the PT. The Section Chief is also responsible for quality and completion of technical products within his section.
SOS	Scope of Services - Also known as Scope of Work (SOW). SOS is no longer used by Sacramento District. Use SOW instead.

GLOSSARY	
SOW	Scope of Work - A description of the desired work which defines in detail the scope, specific tasks, funding and schedules for the work to be performed for each project/study/phase in P2/Work Item in CEFMS. The first time through the PMP Development, the scope need only contain sufficient information to determine required PDT membership. In future iterations, the PDT will develop a more complete project scope.
SPD	South Pacific Division
Special Project	Any project not generating normal design flow deliverables or fitting the normal programming cycle.
SPK	South Pacific Division, Sacramento District
Subcontractor	Individuals, Vendors, Surveyors, Laboratories, Consultants, and/or Design A-E Firms contracted by ED to provide services or deliver a product.
TM	Team Member - Individual assigned to a PDT by a RP. Provides technical expertise and helps develop detailed scope, unconstrained Work Breakdown Structure schedule and resource plans.
Technical Compliance	Compliance with contract requirements concerning technical issues. Examples include criteria, design assumptions, guidance codes, specifications, loads, life safety, etc.
TAPES	Total Army Performance Evaluation System
UST	Underground Storage Tank
VE	Value Engineering - An organized study of functions to satisfy the user's needs with a quality product at lowest life-cycle cost through applied creativity. It is also a discipline that applies teamwork and systematic analysis of function to remove unnecessary cost from products and practices.
WCM	Water Control Manual - A project specific document that provides the operating criteria for each reservoir within the jurisdiction of the District. This document includes information on project history and authorization, project features, watershed characteristics, and a description of the water control plan and its effects.
WFO	Work for Others - Department of Defense work for customers other than Army or Air Force, such as Defense Logistics Agency, Navy, Marines, Defense Commissary Agency
Workplan	The document that describes the development and management of an HTRW Investigation. It addresses assumptions, work tasks, products, and level of detail. It includes costs, budgets, schedules, and assignment of responsibilities, and safety requirements. Generally a Workplan is developed for an HTRW project by the Environmental TM with input by PM.