



ACRONYMS and GLOSSARY



Acronyms

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Postal Abbreviations

Glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



ACRONYMS

#s

3Cs	Capability, Cost and Capacity
-----	-------------------------------

A

A-76	outsourcing study
A&E	architecture and engineering
AAB	Aquatic Advisory Board
AAFES	Army Air Force Exchange System
AAR	after-action report
ABO	accelerated benefit option
AC	active component
ACFL	assistant command fitness leader
ACHP	Advisory Council on Historic Preservation
AD&D	accidental death and disability
ADA	Anti-Deficiency Act
ADMIN	administrative
ADT	active duty for training
AFE	Armed Forces Entertainment
AFRS	Armed Forces Recipe Service
AFNAFPO	Air Force Non-appropriated Fund Procurement Office
AFRTS	Armed Forces Radio/Television Service
AFSC	Armed Forces Sports Council
AFSWG	Armed Forces Sports Working Group
AG	activity group
AHJ	authority having jurisdiction
AHPA	Archeological and Historic Preservation Act
AIMS	Accounting and Information Management System



AIRFA	American Indian Religious Freedom Act
AIS	annual inspection survey
AJPME	Advanced Joint Professional Military Education
AJV	accrual journal voucher
AL	annual leave
AMC	Air Mobility Command (formerly Military Airlift Command, MAC)
AMD	activity manpower document
AO	approving official
AOR	area of responsibility
APC	agency program coordinator
APE	area of potential effects
APF	appropriated funds
API	application programming interface
A/P	accounts payable
AQD	additional qualification designator
A/R	accounts receivable
ARF	action request form
ARIMS	Afloat Recreation Inspection Management System
ARMP	Army's Recreational Machine Program
ARO	auxiliary resale outlet
ARPA	Archaeological Resources Protection Act
ARPM	Afloat Recreation Program Management
ASA	Abandoned Shipwreck Act
ASAP	as soon as possible
ASD	Assistant Secretary of Defense
ASD (HD)	Assistant to the Secretary of Defense for Homeland Defense
ASD (HD&ASA)	Assistant to the Secretary of Defense for Homeland Defense and Americas' Security Affairs



ASN	Assistant Secretary of the Navy
ASN (EI&E)	Assistant Secretary of the Navy (Energy, Installations and Environment)
ASN (FM&C)	Assistant Secretary of the Navy (Financial Management and Comptroller)
ASN (M&RA)	Assistant Secretary of the Navy (Manpower and Reserve Affairs)
ASYMCA	Armed Services Young Men's Christian Association
AT	(1) annual training (2) anti-terrorism
AT/FP	anti-terrorism/force protection
ATO	authority to operate
ATR	acid test ratio
AUTOVON	Automatic Voice Network (no longer used)
AV	(1) audio video (2) audiovisual
AWOL	absent without leave (this does not refer to leave without pay, LWOP)
AWS	alternative work schedule

B

BA	billets authorized
BAH	basic allowance for housing
BAM	(1) Baseline Assessment Memorandum (2) business agreement manager (in Navy Housing)
BAS	basic allowance for subsistence
BBA	business-based action
BEAP	Base Exterior Architecture Plan
BEMAR	backlog of essential maintenance and repair
BEQ	bachelor enlisted quarters (now unaccompanied housing, UH)
BFR	basic facility requirement



BGCA	Boys and Girls Club of America
BLM	Bureau of Land Management
BLR	Base Loading Report
BLS	Base Loading System
BLUF	bottom line up front
BOD	(1) beneficial occupancy date (2) bid opening date (3) board of directors
BOM	beginning of the month
BOQ	bachelor officers quarters (now unaccompanied housing, UH)
BOS	(1) base operating support (2) business operations strategy
BP	budget projects
BPA	blanket purchase agreement
BPAA	Bowling Proprietors Association of America
BRAC	base realignment and closure
BQ	bachelor quarters (replaced with unaccompanied housing, UH)
BSI	base support installation
BSO	Budget Submitting Office
BT	break (used in military message format)
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
BW	business warehouse
BWC	battle watch captain

C

C3	command, control and communications
CA	commercial activities



CAB	(1) commercial advisory board (2) contract advisory board
CAC	(1) casualty assistance call (2) common access card (3) cost account code
CACO	casualty assistance call officer
CACP	Casualty Assistance Calls Program
CAMP	Council on America's Military Past
CANTRAC	Catalog of Navy Training Courses
CAP	crisis action planning
CASI	Cinema at Sea Initiative
CAT	crisis action team
CATEX	categorical exclusion
CBA	(1) collective bargaining agreement (2) concentration bank account
CBC	construction battalion center
CBNRE	chemical, biological, nuclear, radiological, and/or explosive
CBQ	consolidated bachelors quarters (now unaccompanied housing, UH)
CBRN	chemical, biological and radioactive/nuclear
CCAoA	Child Care Aware of America
CCIR	commander's critical information requirement
CCPO	Consolidated Civilian Personnel Office (See HRO)
CD	child development
CDAC	child development associate credential
CDC	Child Development Center
CDH	Child Development Home
CDM	cash disbursement memorandum
CDO	command duty officer
CDP	Child Development Program



CDPA	Child Development Program administrator
CEQ	Council on Environmental Quality
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	certification
CF	central fund
CFA	Commander Fleet Activities
CFAS	Central Fund Accounting System
CFC	Combined Federal Campaign
CFL	command fitness leader
CFMS	(1) Central Financial Management System (2) Command Financial Management System
CFMSA	Capstone Fund Market Strategy Application
CF Op	central fund operating
CFR	Code of Federal Regulations
CH	cardholder
CHIL	Consolidated Hazardous Items List
CHINFO	Chief of Information (Navy)
CINC	Commander-in-Chief
CIO	chief information officer
CIP	capital improvements plan
CISM	Conseil International du Sport Militaire
CIVPERS	civilian personnel
CL	capability level
CLG	certified local government(s)
CLO	Congressional Liaison Office
CM	consolidated mess
CMC	(1) Commandant Marine Corps (2) command master chief



CMD	command
CNIC	Commander, Navy Installations Command
CNICINST	Commander, Navy Installations Command Instruction
CNIC-M	Commander, Navy Installations Command Manual
CNICNOTE	Commander, Navy Installations Command Notice
CNO	Chief of Naval Operations
CO	commanding officer
COA	(1) Council on Accreditation (2) course of action
COB	close of business
CoC	chain-of-command
COCOM	combatant commander
COE	culture of excellence
COGS	cost of goods sold
COLA	cost of living allowance
COLS	common output level standards
COM	commissioned officer's mess
COMJTREG MARIANAS	Commander, Joint Region Marianas
COMLANTFLT	Commander, Atlantic Fleet
COMM	communication
COMNAVBASE	Commander, Naval Base
COMNAVDIST WASHINGTON	Commandant, Naval District Washington
COMNAVREG EURAFCENT	Commander, Navy Region Europe, Africa, Central
COMNAVREG HI	Commander, Navy Region Hawaii
COMNAVREG JAPAN	Commander, Navy Region Japan
COMNAVREG KOREA	Commander, Navy Region Korea
COMNAVREG MIDLANT	Commander, Navy Region Mid-Atlantic
COMNAVREG NW	Commander, Navy Region Northwest



COMNAVREG SE	Commander, Navy Region Southeast
COMNAVREG SW	Commander, Navy Region Southwest
COMPACFLT	Commander, Pacific Fleet
COMPT	comptroller
CONUS	Continental United States (including the District of Columbia and excluding Alaska and Hawaii)
COOP	continuity of operations
COTR	contracting officer's technical representative
COORD	(1) coordinate (2) coordinator
CPO	(1) chief petty officer (2) Civilian Personnel Office (see HRO)
CPOM	chief petty officers' mess/club
CPV	current property value
CPX	command post exercise
CR	continuing resolution
CRA	Coordinating Review Authority
CRM	cultural resource manager
CRWW	combat-related wounded warrior
CS	culinary specialist
CSSO	Common Support Services Office (also known as Support Services Office or Business Support Services Office)
CST	civil support team
CT	Crafts and Trades
CWO	chief warrant officer
CYES	Child and Youth Education Services
CYMS	Child and Youth Management System
CYP	Child and Youth Programs



D

DAPS	Defense Automated Printing Service (now DLA Document Services)
DAR	daily activity report
DARS/DARSUM	daily activity report summary
DASN	Deputy Assistant Secretary of the Navy
DAT	damage assistant team
DCE	defense coordinating element
DCNO	Deputy Chief of Naval Operations
DCO	(1) Defense Connect Online (2) defense coordinating officer
DD	Department of Defense Form
DDASS	DoD DSCA Automated Support System
DEAC	Distance Education Accrediting Commission
DEERS	Defense Enrollment Eligibility Reporting System
DEPARC	Defense Environmental Programs Annual Report to Congress
DEPORD	deployment order
DEPT	department
DET	detachment
DFA	direct federal assistance
DFAS	Defense Finance and Accounting System
DFC	Disaster Finance Center
DFS	Deployed Forces Support
DFSC	Deployed Forces Support coordinator
DHS	Department of Homeland Security
DIC	dependency and indemnity compensation
DIR	(1) directive (2) director
DISCA	defense support to civilian authorities



DLA	Defense Logistics Agency
DNS	Director, Navy Staff
DoD	Department of Defense
DoDEA	Department of Defense Education Activity
DODD	Department Of Defense Directive
DODDS	Department of Defense Dependent Schools
DODI	Department of Defense Instruction
DODIG	DoD Inspector General
DOE/FOE	determination of effect/finding of effect
DOI	Department of Interior
DOMS	director of military support
DON	Department of the Navy
DOTMLPF	doctrine, organization, training, material, leadership and education, personnel and facilities
DPPG	Defense Planning and Programming Guidance
DRMD	Directives and Records Management Division
DRMO	Defense Reutilization and Marketing Office (now DLA Disposition)
DRRS-N	Defense Readiness Reporting System-Navy
DSCA	(1) Defense Security Cooperation Agency (2) defense support of civil authorities
DSN	Defense Switched Network
DTD	dated
DTG	date-time group
DTM	directive-type memorandum
DUSTWUN	duty status whereabouts unknown



E

EA	(1) economic analysis (2) environmental assessment (3) executive assistant
EAWUN	excused absence whereabouts unknown
ECC	employment category change
ECE	early care and education
ECP	Energy Conservation Plan
EDF	enlisted dining facility
EDIPI	electronic data interchange personal identifier
EEO	equal employment opportunity
EFA	engineering field activity
EFMP	Exceptional Family Member Program
EFT	electronic funds transfer
EHCS	expanding housing customer service
EI&E	(1) energy, installations and environment (2) environmental innovation and entrepreneurship
EIN	employee's identification number
EIS	environmental impact statement
ELMR	enterprise land mobile radio
ELO	enabling learning objective
EM	(1) emergency management (2) enlisted club (3) enlisted men – includes USA, USAF, USMC, USN and USCG enlisted pay grades E1-E9
EMA	enhanced managerial analysis
EMAC	Emergency Management Assistance Compact
eMH	enterprise Military Housing
EMO	emergency management officer
EMP	Emergency Management Program



EMS	(1) emergency medical service (2) Enterprise Modeling System
ENCL	enclosure
ENDEX	end exercise
eNTRS	enterprise Navy Training Reservation System
ENV	environmental
EOC	emergency operations center
EOE	elements of expense
EOM	end of month
EON	end of night
EOS	end of shift
EPA	Environmental Protection Agency
EPSS	Electronic Performance Support System
ERT	emergency response team
ESAMS	Enterprise Safety Applications Management System
ESF	emergency support function
EST	(1) Eastern Standard Time (2) estimate/estimated
ETA	estimated time of arrival
ETD	estimated time of departure
EVAL	employee performance evaluation
EVR	enterprise validation requirement
EXORD	exercise order

F

F&ES	fire and emergency services
F&B	food and beverage
FA	functionality assessment
FAB	fitness advisory board



FAC	Family Assistance Center
FAO	FEMA action officer
FAQ	frequently asked question
FC	food cost
FCC	Family Child Care (now Child Development Homes)
FCM	foreign consequence management
FCO	federal coordinating officer
FEDRAMP	Federal Risk and Authorization Management Process
FEMA	Federal Emergency Management Agency
FES	Factor Evaluation System
FF&E	furniture, fixtures and equipment
FFC	Fleet Forces Command
FFR	Fleet and Family Readiness
FFSC	Fleet and Family Support Center
FFSP	Fleet and Family Support Program
FFV	fresh fruits and vegetables
FH	(1) Family Housing (2) Fisher House
FHA	Federal Housing Administration
FHN	Family Housing, Navy
FHS	funeral honors support
FICA	Federal Insurance Contribution Act (Social Security Act)
FIFO	first in-first out
FLEX	employment category (scheduled or unscheduled)
FLOP	finance/admin, logistics, operations and planning
FLSA	Fair Labor and Standards Act
FLT	(1) fleet (2) flight
FLTMPS	Fleet Training and Management Planning System



FM	financial management
FM&C	financial management and comptroller
FMB	Financial Management Board
FMR	Financial Management Regulation
FO	flag officer
FOB	free on board
FOS	federal operations support
FOUO	for official use only
FP	force protection
FPC	final planning conference
FRAGO	fragmentary order
FRB	Facility Review Board
FRP	Federal Response Plan
FS	(1) Family Services (2) Flank Speed
FSW	food service worker
FSBO	for sale by owner
FSC	Family Services Center
FSO	full-scope operation
FTE	full-time equivalent
FTX	field training exercise
FXP	fleet exercise publication
FY	fiscal year
FYDP	Future Years Defense Plan
FYI	for your information
FYSA	for your situational awareness



G

GAAP	generally-accepted accounting principles
G&A	general and administrative
GAO	(1) Government Accountability Office (2) gross adjusted obligation
GCSAA	Golf Course Superintendents Association of America
GFOM	general and flag officer module
GFOQ	general and flag officer quarters
GJV	general journal voucher
GPAB	give parents a break
GL	general ledger
GPC	government purchase card
GS	General Schedule
GSA	General Services Administration
GSF	gross square feet

H

HA/DR	humanitarian assistance and disaster relief
HAZMAT	hazardous material
HCL	high-cost lease
HEAT	Housing Early Application Tool
HHQ	higher headquarters
HLC	Housing Learning Center
HM	hazardous material
HMO	Health Maintenance Organization
HQ	headquarters
HPD	(1) headquarters program director (2) hours per day
HRM	Housing Requirements System Module
HRO	Human Resources Office



HSA	hazardous-specific appendices
HSC	Homeland Security Council
HURREX	hurricane exercise
HVAC	heating, ventilation and air conditioning

I

IA	(1) immediate action (2) individual agreement (3) individual augmentee
IAP	incident action plan
IAT	inclusion action team
IAW	in accordance with
IBPSIA	International Bowling Pro Shop and Instructors Association
IC	incident commander
ICE	Interactive Customer Evaluation
ICO	installation commanding officer
ICQ	installation commander's quarters
ICS	Incident Command System
ICW	interactive courseware
ID	identification
IDIQ	indefinite delivery indefinite quantity
IDP	(1) individual development plan (2) imminent danger pay
IG	inspector general
IMS	Inspection Management System
INFO	information
INI	initial
INST	instruction (or simply "I" following releasing authority)
INV	inventory



IO	internal order
IPC	initial planning conference
IPM/ IPD	installation program manager/ installation program director
IPT	Integrated Process Team
IR	immediate response
IRS	Internal Revenue Service
IRT	(1) Incident Response Team (2) in response to
ISB	Incident Support Base
ISC	installation support center
ISIC	immediate superior in command
ISR	intelligence, surveillance and reconnaissance
ITAP	installation training action plan
ITE	integrated training event
ITO	installation training officer
ITT	(1) Information, Tickets and Travel (now Tickets and Travel) (2) Installation Training Team
I&U	inventory and utilization

J

JAG	judge advocate general
JAGMAN	Judge Advocate General Manual
JCOLs	Joint OSD common output levels
JCS	joint chiefs of staff
JFO	joint field office
JOC	joint operations center
JON	job order number
JOPES	Joint Operation Planning and Execution System



JPA	job performance activity
JPME	joint professional military education
JTF	joint task force
JTR	Joint Travel Regulation
JTS	Joint Training System

K

KIA	killed in action
KIT	Kids Included Together
KNOT	nautical miles per hour
KRONOS	Navy MWR's automated payroll timekeeping system
KSA	knowledge, skill and abilities

L

LCD	liquid crystal display
LDO	limited duty officer
LED	light emitting diode
LFA	lead federal agency
LL	lessons learned
LLC	limited liability corporation
LMRC	Learning Media Resource Center
LMS	Learning Management System
LN	local national/foreign employee
LOD	line of duty
LOSS	line-of-site supervision
LQA	living quarter allowances
LSFM	Leadership Skills for Manager's Course
LSOP	local standard operating procedures
LT	lieutenant
LWOP	leave without pay



M

M&R	maintenance and repair
MA	mission assignment
MAA	mutual assistance agreement
MAC	mission assignment coordinator
MAHC	Model Aquatic Health Code
MAO	Mortuary Affairs Office
MBO	management by objective
MBWA	management by walking around
MC	major claimant (see Echelon II)
MCAO	military component approving official
MCC	Military Child Care (www.MilitaryChildCare.com)
MCCA	Military Child Care Act (of 1989)
MCCYN	Military Child Care in Your Neighborhood
MCPON	master chief petty officer of the Navy
MDTI	multi-disciplinary team inspection
MEO	most efficient organization
MET	mission essential task
METOC	Meteorological and Oceanographic Center
MIC	manager's internal control
MILCON	military construction (Navy)
MILPERS	military personnel
MILPERSMAN	military personnel manual
MIS	Management Information System
MITR	monthly installation training report
MIUW	mobile inshore undersea warfare
MLM	mid-level management



MM/DD/YY	format for month/day/year
MOA	memorandum of agreement
MOC	Maritime Operation Center
MOD	manager on duty
MOI	military outreach initiative
MOU	memorandum of understanding
MPAA	Motion Picture Association of America
MPC	mid-planning conference
MPV-P	mission profile validation-protection
MRP	maintenance of real property
MSAC	military school age credential
MSCA	military support to civil authorities
MSEL	master scenario events list
MSEP	Military Spouse Employment Program
MSG	message
MTF	medical treatment facility
MTO/MATO	mission (assignment) tasking order
MTP	Military Ticket Program
MTT	mobile training team
MWG	Military World Games
MWR	Morale, Welfare and Recreation

N

NA	(1) a NAF Crafts and Trades (CT) non-supervisory position (payplan) (2) not applicable
NAB	Naval Amphibious Base
NAEYC	National Accreditation for the Education of Young Children
NAG	Navy ashore galleys



NAF	(1) Naval Air Facility (2) non-appropriated funds
NAFCC	National Association for Family Child Care
NAFCON	non-appropriated funds construction
NAFI	non-appropriated funds instrumentality
NAS	naval air station
NAVAUDSVC	Naval Audit Service
NAVBASE	naval base
NAVCOMPT	comptroller of the Navy or financial management and comptroller
NAVFAC	Naval Facilities Engineering Command
NAVINGEN	Naval Inspector General
NAVINST	Navy instruction
NAVOSH	Navy Occupation Safety and Health Program
NAVMED	Naval Medical Command
NAVPERSCOM	Navy Personnel Command
NAVSTA	naval station
NAVSUP	Naval Supply Systems Command
NAYS	National Alliance for Youth Sports
NB	naval base
NBPR	naval base port readiness
NCAA	National Collegiate Athletic Association
NCCA	National Commission for Certifying Agencies
NCIS	Naval Criminal Investigative Service (formally NIS)
NDAA	National Defense Authorization Act
NEMIS	National Emergency Management Information System
NEPLO	Navy Emergency Preparedness Liaison officer
NETC	Naval Education and Training Command/commander
NEX	Navy Exchange



NF	a NAF pay band employee (payplan)
NFE	non-federal entity
NFDMS	Navy Fitness Director Management System
NGB	national governing body
NGIS	Navy Gateway Inns and Suites
NIFC	National Interagency Fire Center
NIMS	national incident management system
NIPR	non-classified internet protocol router
NIPRNet	non-classified internet protocol router network
NIS	not in stock
NKO	Navy Knowledge Online
NL	a NAF Crafts and Trades (CT) leader position (payplan)
NLT	no later than
NMC	Naval Medical Command
NMCC	National Military Command Center
NMCI	Navy-Marine Corps Intranet
NMET	navy mission essential task
NMETL	navy mission essential task list
NMP	navy manning plan
NMPS	Navy Motion Picture Service
NOFFS	Navy Operational Fitness and Fueling System
NOK	next of kin
NOSC	Navy Operational Support Center
NOTAL	notice to all
NPC	Navy Personnel Command
NPPS	Navy Publications and Printing Service
NPS	Naval Postgraduate School
NRA	National Restaurant Association



NRF	National Response Framework
NROWS	Navy Reserve Order Writing System
NRP	National Response Plan
NS	(1) a NAF Crafts and Trades (CT) supervisory position (payplan) (2) naval station
NSA	(1) National Security Agency (2) naval support activity
NSB	naval submarine base
NSC	National Security Council
NSD	night shift differential
NSF	naval support facility
NSN	Navy stock number
NSOXP	Navy Security Operations Exercise Program
NSPS	National Security Personnel System
NSSM	Navy Solid State Media (movie program)
NSSP	Navy Solid State Player (movie program)
NSSE	National Special Security Event
NTE	not to exceed
NTIA	National Telecommunications and Information Administration
NTIMS	Navy Training Information Management System
NWS	naval weapons station
NWTP	navy warfare training plan
NWTS	Navy Warfare Training System
NWW	Navy Wounded Warrior

O

O&M	Operations and Maintenance (funds)
O&M,N	Operations and Maintenance, Navy (OMN)



O&M,NR	Operations and Maintenance, Navy Reserve
O&R	observations and recommendations
OASN	Office of Assistant Secretary of the Navy
OBE	overcome by events
OCO	Overseas Contingency Operations (formally Global War on Terrorism, GWOT)
OCONUS	Outside the Continental United States (includes Alaska and Hawaii)
OFA	other federal agencies
OIC	officer-in-charge
OICC	officer-in-charge of construction
OIP	other interested persons
OJT	on-the-job training
OMB	Office of Management and Budget
ONOK	other next of kin
OOD	officer of the day
OPF	official personnel file
OPM	Office of Personnel Management
OPN	Other Procurement, Navy
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Office of the Chief of Naval Operations Instruction
OPORD	operations order
OPR	office of primary responsibility
OPS	operations
OPTAR	operating target
ORM	operational risk management
OS	orders specialist
OSD	Office of Secretary of Defense
OTAR	over-the-air rekeying



P

P & L	profit and loss
PA	practical application
PADD	person authorized to direct disposition
PAO	public affairs office/officer
PAR	(1) performance appraisal review (APF) (2) personnel action report (NAF)
PBA	Professional Bowlers Association
PB4T	planning board for training
PBIS	Program Budget Information System
PCP	purchase card program
PCR	personnel casualty report
PD	position description (job description)
PDASN	Principal Deputy Assistant Secretary of the Navy
PDC	performance data call
PDM	Professional Development for Managers (series)
PESTOF	personnel, equipment, supply, training, ordinance, facilities
PGA	Professional Golfers Association of America
PII	personally identifiable information
PIP	performance improvement plan
PLANORD	planning order
PM	(1) preventive maintenance (2) program manager
PMB	personnel management board
PMP	(1) preventive maintenance program (2) project management professional
PMR	performance management reviews
PMS	(1) planned/preventive maintenance system/services (2) program manager ships (3) property/project management system



PNOK	primary next of kin
PO	(1) petty officer (2) project officer (3) purchase order
POA&M	plan of action and milestones
POC	point of contact
POD	plan of the day
POM	program objective memorandum
POR	program of record
POS	point of sale
POV	privately-owned vehicle
POW	(1) plan of the week (2) prisoner of war
PPA	(1) principal planning agent (2) Prompt Payment Act
PPBE	planning, programming, budgeting and execution
PPBES	Planning, Programming, Budgeting and Execution System
PPDR	Personnel Payroll Desk Reference
PPE	personal protective equipment
PPM	performance/pricing model
PPR	pre-planned response
PPV	public-private venture
PQS	personnel qualifications standards
PRCO	physical readiness control officer
PRD	projected rotation date
PREP	programming requirements evaluation process
PRIMS	Physical Readiness Information Management System
PRP	Physical Readiness Office
PS	a NAF position, Patron Services (payplan)
PSMA	pre-scripted mission assignment



PTT	push-to-talk
PWBA	Professional Women’s Bowling Association
PWC	Public Works Center
PWD	Public Works Department

Q

QA	quality assurance
QAMF	Qubica-AMF (bowling manufacturer)
QCR	quarterly cost report
QOL	quality of life
QPDC	quarterly performance data call
QRB	quality review board
QRG	quick reference guide
QSI	quality step increase (for APF employees)
QTR	quarter
QTY	quantity

R

R&D	research and development
RA	receiving agent
RAM	resource allocation memorandum
RAP	resource allocation plan
RCC	Region Reserve Component Command
RC CODE	responsibility center code
RDC	regional dispatch center
REC	recreation
RECP	Resident Energy Conservation Program
REF	reference
REGS	regulations



RESFOR	Reserve Force
RET	retired
RF	radio frequency
RFA	request for assistance
RFF	request for forces
RFI	request for information
RFP	request for proposal
RFQ	(1) request for qualifications (2) request for quotations
RFT	regular full-time
RIF	reduction in force
RMKS	Resource Management Knowledge System
ROC	regional operations center
ROI	return-on-investment
ROICC	resident officer-in-charge of construction
RPA	regional planning agent
RPC	retail price change
RPD	regional program director
RPI	real property inventory
RPM	regional program manager
RPT	regular part-time
RRCC	regional response coordination center
RSAP	Recreational School Age Program
RSS	Resident Satisfaction Survey
RSWC	remittance statement with check
RTT	region training team
RTV	recreation ticket vehicle
RX	receive



S

SA	situational awareness
SAB	sports advisory board
SAC	School Age Care
SAG	sub-activity group
SAO	state approving official
SAP	systems, applications and products
SBH	sub-header
SBP	Survivor Benefit Plan
SC	supply corps
SCD	service computation date
SCO	state coordinating officer
SCP	special command position
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy instruction
SEPCOR	separate correspondence
SF	standard form
SFIS	standard financial information structure
SGB	sports governing body
SGLI	Servicemembers Group Life Insurance
SI	seriously injured
SIC	(1) special identification code (2) special interest code
SII	special interest item
SIM AQD	shore installation management additional qualification designator
SNDL	standard navy distribution list



SIPR	secret internet protocol router
SIPRNet	secret internet protocol router network
SITREP	situation report
SL	(1) school liaison (formerly school liaison officer, SLO) (2) sick leave
SL	service level
SLDCADA	standard labor data collection and distribution application
SLCS	Senior Level Customer Survey
SME	subject-matter expert
SMSA	senior military sports advisor
SNOK	secondary next of kin
SOA	(1) schedule of operating authority (2) statement of account
SOFA	Status of Forces Agreement
SOP	standard operating procedures
SOTG	Shore Operations Training Group
SOW	statement of work
SPLC	Shore Program Leaders Course
SRP	shore response plan
SRTP	shore response training plan
SSIC	standard subject identification code
SSN	Social Security number
SSO	(1) single sign-on (2) Support Services Office (CSSO)
STARS	Standard Accounting and Reporting System
STARSS	Supplemental Annuity Return Support System
STARTEX	start exercise
STC	Shore Training Center
STTH	Shore Training Team Handbook
SYM	symbol



T

TA	technical assistance
TACON	tactical control
TAD	temporary additional duty
TAG	The Adjutant General
TDY	temporary duty
TFI	total family income
T-FOM	training figure of merit
TOF	transfer of function
TOP	transfer of property
T-PILLAR	training pillar
T-POP	target population
TSGLI	Traumatic Servicemember's Group Life Insurance
TSP	Thrift Savings Plan
TTP	tactics, techniques and procedures
TUE	therapeutic use exemption
TWMS	(1) Total Workforce Management Services (2) Total Workforce Management System
TX	transmit

U

UA	unauthorized absence
UFC	unified facilities criteria
UFM	uniform funding management
UFR	unfunded requirements
UH	unaccompanied housing
UIC	unit identification code
UNCLAS	unclassified
UNSAT	unsatisfactory



USADA	United States Anti-Doping Agency
USBC	United States Bowling Congress
U.S.C.	United States Code
USCG	United States Coast Guard
USFF	United States Fleet Forces
USGA	United States Golf Association
USS	United States Ship
UTL	universal task list

V

VA	Veterans Affairs
VAR	variance
VIP	very important person
VOE	virtual operating environment
VSI	very seriously injured

W

WADA	World Anti-Doping Agency
WARNORD	warning order
WEFO	warfare enterprise flag officer
WFF	wildland firefighting
WG	wage grade
WGI	within-grade increase
WII	wounded, ill and injured
WIIFM	What's in it for me?
WR	work request
WTBA	World Tenpin Bowling Association

**X**

XO	executive officer
----	-------------------

Y

YP	Youth Programs
YSF	Youth Sports and Fitness
YTD	year-to-date

Z

--	--
----	----



POSTAL ABBREVIATIONS

Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
Washington, D.C	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		
Missouri	MO	Guam	GU
Montana	MT	Puerto Rico	PR



GLOSSARY

#s

24/7 CENTER	A facility-based program that provides child care services for infants to school-age children during non-traditional and overnight hours on a regular basis. This program is designed to primarily serve watch standers or shift workers who work non-traditional and/or rotating schedules (i.e., weekends, nights and evenings).
-------------	--

A

AD HOC MEETING	one-off, unplanned gatherings that focus on a specific topic or discussion
ACCOUNT	a formalized group of similar transactions identified by number and name
ACCOUNTING MONTH	accounting period starting at the beginning of the calendar month and ending after the close of business at the end of the calendar month
ACCOUNTING YEAR	twelve months starting on Oct. 1 each year and ending after the close of business the following Sept. 30
ACCOUNTS PAYABLE (A/P)	the amount the activity owes
ACCOUNTS RECEIVABLE (A/R)	the amount that is owed the activity
ACCRUAL BASIS ACCOUNTING	Recognizes expenses when incurred and income when earned, regardless of when the applicable cash is received or paid. Distinguished from cash basis accounting that recognizes expenses when cash is paid and income when cash is received.
ACCRUAL JOURNAL VOUCHER (AJV)	a document used to record payables to vendors or wages to employees that will not be paid in the month incurred, but will be paid the following month
ACRONYM	a word formed from the initial letters of a name or by combining the initial letters of a series of words, e.g., CYP, FFSP or MWR



ACTIVE-DUTY BASE COUNT	The total number of active-duty personnel assigned to an installation and its tenant commands. The number is provided by N1 Manpower.
ACTIVITY	(1) an entity or organization such as youth programs, athletic competitions, outdoor recreation opportunities, etc., that provides morale or recreational services to authorized patrons (2) one of the typical functions provided by an MWR program (bowling leagues, intramural golf, basketball, arts and crafts classes, brunch, dining, etc.)
ACTIVITY MANAGER	a military or civilian representative of the commanding officer who exercises executive management over a command activity (e.g., club manager, recreation director)
ACTIVITY NUMBER	This is the “fund number,” a two-digit RAMCAS activity identification number (see chart of accounts). Each activity (e.g., bowling, golf) has its own activity number.
ADMINISTRATIVE WORKWEEK	a period of seven consecutive days that may begin and end any time or on any day consistent with local operational efficiency
ADVISORY BOARD	group of authorized patrons appointed to advise the installation commanding officer about an entire MWR program or a specific program element (e.g., youth activities)
ALGORITHM	See flow chart.
ANNUAL LEAVE	regular full-time and regular part-time civil service employees and full-time NAF employees accrued in 6-minute increments in consideration for time worked and based on time in service
APPRAISAL	a professional estimate of property value performed by qualified appraisers
APPROPRIATED FUNDS (APF)	Monies appropriated by Congress for a specific use. APF are governed by the Appropriations Bill, a legislative motion that authorizes the government to spend money and set it aside for specific expenditures. APF are different than non-appropriated funds, which are not subject to Congressional appropriation.
ASSESSMENT	an evaluation of goods or services to determine a value of the item or service provided



ASSETS	anything of value owned by the activity (See fixed assets.)
AUDIT	an official examination and verification of accounts and records
AUTHORIZED RECEIVING AGENT	person assigned administrative functions that involve checking the quality, quantity and condition of incoming goods followed by their proper storage

B

BAD DEBT	an amount of money owed the activity that is uncollectible and written off when approved by the commanding officer
BALANCE SHEET	list of all activity assets, liabilities, and net worth account balances as of the end of the month
BASE OPERATING SUPPORT (BOS) COSTS	The cost of services, such as janitorial, fuel, waste removal, etc., provided by the installation. The fair share cost of such services is reimbursed by the program.
BASELINE ASSESSMENT MEMORANDA (BAM)	A designated assessment by a resource sponsor to develop baseline assessments for specific areas. It contains an evaluation of the total cost and resources required to achieve or maintain some stated level of capability.
BASIC FACILITY REQUIREMENT (BFR)	the aggregate facility requirements of a shore activity, listed by category code and quantity, that are necessary to perform its mission (See NAVFACINST 11010.45.)
BASIC RATE or BASIC RATE of PAY	The “scheduled rate” plus any night shift or environmental differential. Annual leave, overtime, and holiday pay are computed on the basic rate of pay (scheduled rate + differential = basic rate).
BASIC WORK DAY	normally eight hours – not to exceed 10 hours in any 24-hour period
BASIC WORK WEEK	the days and hours within an administrative workweek that make up an individual employee’s work schedule
BENCH MARK	measures current performance of an activity or process against a recognized standard within the industry
BENEFICIAL OCCUPANCY DATE (BOD)	the date a building or other construction/renovation undertaking is completed and acquired (released) to the government for operational use



BLANKET PURCHASE ORDER	a purchase order for a product or service to be delivered, upon request, over a specified time period
BILLET	A position or job within the federal government. Approval from a higher authority, such as a position review board, is necessary to establish and fund a billet.
BILLETING	lodging for either officers or enlisted personnel
BOOK VALUE	the figure in accounting records that represents the amount of an asset that has not yet been depreciated
BOTTOM LINE	slang for the final or basic figure or circumstance (refers to the total figure on the “bottom line” of a financial statement)
BREAK IN SERVICE	A loss of continuous employment service for vesting purposes. A break occurs when the employee leaves NAF employment for any purpose except for illness, injury, approved Leave Without Pay, or active-duty service participation.
BUDGET AUTHORITY (BA)	The value of the annual new legal authority to incur obligations, i.e., to enter into contracts involving expenditures from the Treasury. Usually provided by appropriations. You often can use the previous year’s BA and the priorities of programs as outlined in the POM to estimate the current year’s BA.
BUDGET CALL	a formal correspondence from the headquarters level that provides detailed instructions regarding budget submission requirements and format
BUDGET NARRATIVE	a written explanation of the programs planned and supported by the financial portion of a budget
BUDGET RECORD	a record of authorized expenses and income expressed in financial terms
BUILT-IN EQUIPMENT	equipment that is hard-fastened to a structure or item of real property and cannot be removed without the use of tools or other equipment items
BUSINESS MANAGER	the person responsible for administering the support functions of a local MWR program, e.g., bookkeeping, personnel, payroll, procurement, budgeting, etc.
BUSINESS PLAN	a summation of an installation or region’s financial and program status and the goals for meeting planned services in an FY



C

CADASTRAL MAPPING	research and updates of Navy Real Estate Summary Maps that depict installation property lines, title information, legal jurisdiction, and long-term agreements
CAPITAL	property (equipment, buildings, etc.) or cash
CAPITAL EXPENDITURE/ INVESTMENT	An expenditure intended to benefit future periods, in contrast to a regular expenditure that benefits the current period. The term is generally restricted to expenditures that add fixed-asset units or that has the effect of increasing the capacity, efficiency, span of life or economy of operation of an existing fixed asset.
CASH	currency, coins, personal checks and credit card slips
CATEGORY	(1) Congressional classification of MWR programs used for funding authorizations, i.e., Cat A, B, or C (2) employee classification, such as regular full-time and regular part-time, work status within an administrative workweek
CERTIFICATE OF DISPOSITION	a document that identifies items which are of no value to an activity and are to be disposed of (includes spoilage and breakage)
CHAIN OF COMMAND	the supervisor/subordinate (senior/junior) relationship in the organizational structure
CHANGE FUND	an amount of cash authorized to be available to cashiers for making change and cashing authorized checks
CHART OF ACCOUNTS	a list and description of accounts that have been approved for use in the preparation of financial statement, e.g., 63-601-10, Intramural Sports Salaries and Wages-General Program Operations (See RAMCAS.)
CHILD AND YOUTH EDUCATION SERVICES (CYES)	Program at each installation that provides for the involvement of dependent children of members presently stationed at the military installation, and is directed primarily toward children in their preteen and teenage years. CYES also helps with transitioning students as they move with their families to new duty stations, and works with both schools and installations to respond to both transitions and deployment. Additionally, CYES offers youth sponsorship programs to help children transition to new installations.



CHILD DEVELOPMENT CENTER (CDC)	A facility-based program that provides child care services for infants to preschool-age children from Monday through Friday during standard work hours (e.g., 6 a.m.-6 p.m.). CDC programs provide full-day and part-day care.
CHILD DEVELOPMENT HOME (CDH)	A home-based program that provides child care services in a certified home to children ages 4 weeks to 12 years. CHDs offer flexible hours and convenient locations. Formerly known as Family Child Care (FCC).
CLAIMANT (ECHELON)	a particular headquarters-level unit to which the commanding officer of an individual base or activity is responsible for directing the base or activity functions
CLASSIFIER	an individual certified through formal training to perform duties involved with classifying position descriptions to determine grade level
CLASSIFICATION	the process of classifying an employee position description
CODEPLUGS	information programmed from a computer to a radio
COLLATERAL EQUIPMENT	equipment assets that are portable, not hard-fastened, to a structure or other equipment item/system and that can be readily removed without the use of other equipment
COMMAND	(1) a military unit or region under the control of a single officer (2) the operational, management or administrative unit(s) assigned to a senior-level Navy officer
COMMAND FINANCIAL MANAGEMENT SYSTEM (CFMS)	a web-based system providing managers with a variety of data and reports including issued and reserved funds, obligations, expenditures, execution rates, etc.
COMMAND MASTER CHIEF	a senior enlisted officer who represents all enlisted personnel for the commanding officer
COMMANDER, NAVY INSTALLATIONS COMMAND (CNIC)	The installation management organization with core responsibility for providing unified program, policy and funding to manage and oversee shore installation support to the fleet. CNIC is the budget submitting office for installation support and the Navy POC for installation policy and program execution oversight. Funding for installation support flows from CNO to CNIC, and from CNIC to the regions.
COMMANDING OFFICER (CO)	officer assigned overall responsibility for and control of a military unit, e.g., a squadron, ship or installation



COMMON SUPPORT SERVICES OFFICE (CSSO)	an activity that provides administrative services, such as accounting and payroll, for more than one activity
COMMUNITY-WIDE ACTIVITY	An activity that is comprised of six or more theme activity elements and also is coordinated with other base departments and/or community agencies. A community-wide activity can take place on or off-base (e.g., Winter Ski and Travel Expo, Auto Poker Rally, Ironman/Triathlon/Marathon, Special Olympics, Health and Fitness Fair, etc.).
COMNAVBASE	a flag-level officer in charge of numerous naval installations (or the ISIC for numerous naval installations).
COMPENSATORY	time off with pay accrued by NAF exempt employees on an hour-for-hour basis for hours worked in excess of 40 hours in an administrative workweek
COMPTROLLER	a custodian of government funds
CONCENTRATION BANK ACCOUNT (CBA)	the central banking facility used by all activities
CONCESSIONAIRE	an authorized vendor or business person placed under contract to an MWR activity to provide goods and/or services
CONSIGNMENT	items such as amusement park tickets that are in the custody of, but are not owned by, the activity
CONTINUING RESOLUTION	A type of appropriations legislation used by Congress to fund government agencies if the President has not signed a formal appropriations bill into law by the end of the fiscal year. Also known as Continuing Resolution Authority (CRA).
CONTINUOUS SERVICE	for retirement plan purposes, the years and months of continuous employment as a NAF employee without a break in service
CONTRACT	a legally-binding instrument between two or more parties setting forth terms and responsibilities to which both parties must abide and the exchange of value both or more parties receive
CONTROL NUMBERS	planning limits provided by a major claimant or a local comptroller to a subordinate activity or department, providing an estimate of the next year's resources



COST CENTER	an MWR financial and operating entity equivalent to a department within an MWR program or activity, such as Program, Rentals, Resale, G&A, etc.
COST CENTER GROUP	a group of related or similar cost centers or an overall cost center (e.g., all golf programs in a region or all departments of a single golf program within a region)
COST PRICE	the wholesale price of an item (including freight charges)
COURSE OBJECTIVES	the desired student behavior following a course of instruction (what the student should be able to do)
CRAFTS AND TRADES (CT)	Designation for those NAF positions engaged in Crafts and Trades occupations such as cook, waitress, etc. Sub-designated as NA (non-supervisory), NL (leader) and NS (supervisory).
CRITERIA	an established standard measurement
CUSTODIAL CARE	care for the children of parents who require care in order to carry out their military duties or to meet other work obligations

D

DAILY ACTIVITY REPORT (DAR)	a form used to record sales transaction activity within a department
DAILY ACTIVITY REPORT SUMMARY (DARS/DARSUM)	a form summarizing a group of Daily Activity Reports
DECISION TABLE	a provided situational problem/solution chart that aids the decision-making process
DEMINIMUS CONCEPT	a method of recording fractions of an hour in which one-tenth of an hour equals six minutes
DEMOGRAPHICS	a description of who people are, where they live, how much they earn, etc. (census-type information) used to support marketing efforts
DEPARTMENT	(1) that part of an activity for which accounts are kept separately, such as the bar department of a club, or the athletic department of Recreation Services (2) a command level unit, i.e., the MWR department
DEPRECIATION	the reduction in the value of a fixed-asset over the passage of time due to wear and tear



DESIGN PHASE	The time period before separate construction contract award on Design/Bid/Build contracts or after award on Design/Build contracts during which a project design is completed, but usually before construction begins. (Note: Fast track exception where design is completed after ground is broken.)
DESK REFERENCE	Any resource handbook or guide used as an aid in performance on the job, or for informational purposes. See also job performance guide.
DETAIL	assignment to a task that is in addition to or different from the tasks indicated in an employee's position description and for which no additional payment is made
DETAIL LEDGER	a computer printout prepared by RAMCAS that shows all accounts, their beginning balances, all debit and credit entries, and their ending balances for an accounting month
DIRECTED ACTIVITY	an activity that is led or coordinated by a professional, program manager or trained staff member that may require props, audiovisual equipment, decorations, gimmicks, etc., but not to the extent of a theme activity (e.g., TV game shows like "Barracks Feud," a travelogue and slide show, "Couch Potato Olympics," etc.)
DONATION	an acquisition or declination of real estate offered by a private entity to the Navy at no cost, after evaluations of the title, environmental conditions and requirements of the property have been made
DRAFT	a first or preliminary form of writing, subject to review

E

EARLY RETIREMENT	an option for a retirement plan participant to retire early
EASEMENT	an instrument that provides a non-Navy entity with a legal interest in defined Navy property that gives the right for a long-term use of property
ECHELON II (MAJOR CLAIMANT)	A major organizational division within the Navy that is above command level and is based on location or function. CNIC is an Echelon II command reporting directly to the CNO.
EMPLOYMENT CATEGORY	See category.



ENCRYPTION	the act of scrambling data or audio so unauthorized persons cannot understand it
ENHANCED MANAGERIAL ANALYSIS (EMA) MODULE	consolidates information from both the Command Financial Management System (CFMS) and Standard Accounting and Reporting System (STARS) into a variety of reports that can be customized to provide installation, region and program-specific data
ENHANCED USE LEASE	See out-lease.
EQUIPMENT	tangible property (other than land or buildings) of more or less durable nature that is useful in carrying on the operations of a business, e.g., devices, machines, tools, and vehicles
EQUIVALENT STEP INCREASE	an increase in an employee's pay equal to or greater than a regular step increase
ESSENTIAL STATION MESSING (ESM)	messing declared by the installation, base or station commander responsible for single government quarters, that is essential to operate the government mess efficiently and economically, or that is necessary for the health and safety of enlisted personnel permanently assigned to single quarters
EVENT	one time or reoccurring special activities provided by an MWR program such as Oktoberfest, Mother's Day Buffet, Super Days Carnival, Labor Day Golf Tournament, Easter Egg Hunt, 50's Sock Hop, etc.
EVIDENCE OF INSURABILITY	approval by the insurance company that allows an employee to join or modify the life, medical or disability plan(s) after their initial 31-day enrollment period
EXCEPTIONAL FAMILY MEMBER (EFM) RESPITE CARE	A program specifically designed for Navy families on active orders who have children ages newborn to 18 years old and are enrolled in the Exceptional Family Member Program (EFMP), and are classified as EFMP Categories IV or V. This program provides eligible families with up to 40 hours per month of no-cost respite child care.
EXCESS PROPERTY	(1) For personal/plant property, it is property that may be turned in to DLA Disposition (formerly DRMO) for disposal (APF or NAF) or sold at auction (NAF property only). (2) For real estate, it is property declared to be excess to the Navy and that is subsequently turned over to GSA for disposal.



EXECUTION PERCENTAGE	The rate at which you are spending labor and non-labor dollars. This rate is determined by using the following formula: total execution divided by authorization.
EXECUTIVE OFFICER (XO)	second in command to the commanding officer
EXEMPT EMPLOYEE	an employee not subject to Fair Labor Standards Act regarding minimum wage or overtime provisions
EXPENSE	A financial obligation (liability), i.e., the cost of doing business
EXTENDED HOURS CARE	child care services provided from 6 p.m.-6 a.m. Monday through Thursday, after 6 p.m. Friday through 6 a.m. Monday, and all hours on federal holidays
EXTENSION	number of units x unit cost = extension

F

FACILITIES PLANNING DOCUMENT	part of the Naval Facilities Engineering Command's Shore Facilities Planning System (SFPS) that contains condition, age, size, usage and other information about each building or facility
FACILITIES REVIEW BOARD	installation board normally chaired by the executive officer to determine facility assignments and priorities for spending MRP dollars
FACILITY	the building or other physical structure or improvement to real estate from which a program entity accomplishes its daily operations and provides its activities, programs, events, products and/or services (e.g., the bowling center, fitness center, gym, pool, golf course, recreation center, theater, club, snack bar, child care center, etc.)
FACILITY CONSTRUCTION	The work necessary to erect, install or assemble a new facility; the addition, extension, alteration, conversion or replacement of a facility; or the relocation of a facility. A conversion is a major structural revision of a facility that changes its functional purpose resulting in a change to its current three-digit basis category code.



<p>FACILITY REPAIR/ RENOVATION</p>	<p>The work necessary to return a building or other facility to such a condition that it may be effectively used for its designated purpose. The work may include reconstruction, overhaul or replacement of its parts, correction of seismic or life-safety deficiencies, installation of fire protection or removal of asbestos. It does not include work necessary for a change in purpose/mission or to prepare for future construction.</p>
<p>FACTOR EVALUATION SYSTEM (FES)</p>	<p>a required job/position description format for APF and NAF employees consisting of nine factors used to describe an employee's major duties</p>
<p>FAIR LABOR STANDARDS ACT (FLSA)</p>	<p>establishes minimum wage, overtime pay for non-exempt employees, recordkeeping and youth employment standards</p>
<p>FAILSOFT</p>	<p>a type of trunking that occurs when there is a failure of both redundant site controllers</p>
<p>FEE-SIMPLE</p>	<p>full ownership and control</p>
<p>FICA TAX</p>	<p>The Federal Insurance Contributions Act tax is a payroll tax that is deducted from each paycheck and provides funds from which social security benefits are paid.</p>
<p>FILLER ACTIVITY</p>	<p>A simplistic activity that is planned and led by a trained employee or volunteer staff member. This activity is not as extensively programmed/planned as a directed activity and can be either active or passive (e.g., movies, story-hour, free-throw shooting contest, games, etc.).</p>
<p>FIRST 8 HOURS</p>	<p>a term used for timekeeping purposes that refers to scheduled work hours (including meal break, if any) that a NAF employee works</p>
<p>FISCAL YEAR (FY)</p>	<p>Twelve continuous calendar months used to accumulate and report income, expenses, and net profit or loss. The government's fiscal year begins Oct. 1 and ends the following Sept. 30.</p>
<p>FLEXIBLE EMPLOYEE</p>	<p>a NAF employee who does not have a set schedule and works less than 40 hours per week</p>



FIXED ASSET	Commonly referred to as property, plant and equipment. Includes capital assets such as buildings, equipment, furniture, fixtures, tools, machinery, and livestock. Intangibles are excluded from this category. Fixed assets are defined as property, plant and equipment purchased, donated, or transferred to NAFIs with a unit acquisition cost of at least \$2,500 and an expected life of two or more years.
FLEXIBLE	employment category for those who work in either a continuing or temporary position on a scheduled or unscheduled basis, up to 40 hours per week
FLOW CHART	a chart or diagram used as an aid to binary (yes/no) decision making (algorithm)
FUND	a fiscal entity such as MWR, CBQ or Civilian MWR Fund
FORMAT	a program structure allowing for the expansion of a current, successful activity/event into a new and different activity/event
FUND CUSTODIAN	person responsible for money in a designated fund, (i.e., the person designated to obligate non-appropriated funds, sign checks, etc.)

G

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)	A set of accounting principles adopted by the American Institute of Certified Public Accountants that companies must follow in recording and reporting accounting information. Accounting procedures contrary to GAAP are unacceptable.
GENERAL and ADMINISTRATIVE (G&A)	non-income-producing positions or elements within the administrative unit of a NAF activity
GENERAL JOURNAL VOUCHER (GJV)	an accounting document that is used when an accounting transaction cannot be recorded on any other document
GENERAL LEDGER	the accounts that classify, in accordance with GAAP, an activity's assets, liabilities, net worth, income and expenses
GRADE	a level in a pay structure that determines the amount of pay an individual employee receives
GRATUITY	See service charge.



GENERAL SCHEDULE (GS)	the government's APF employee grade structure (payplan)
-----------------------	---

H

HANDWRITE	the manual processing of a payroll check or invoice payment check
HAZARD-SPECIFIC APPENDICES (HSAs)	A means to address special and unique response procedures, notifications, protective actions, emergency public information and other needs generated by a particular hazard. They allow the installation, in its EM plan, to address priorities identified through hazard analysis.
HEALTH MAINTENANCE ORGANIZATION (HMO)	A regional health care delivery system that actually provides the medical care. The participant must live in the HMO area and go to the HMO physician or facility. A set amount is contributed each pay period, and the participant pays little or nothing for the actual medical services. Services and costs differ for each HMO.
HOLIDAY PAY	the scheduled or basic rate of pay, as applicable, that an employee is paid when eligible to take a holiday off in a pay status
HOLIDAY PREMIUM PAY	twice the amount of scheduled or basic pay, as applicable, that an eligible employee is paid for working on a holiday
HOST ACTIVITY	An activity that provides facilities and services to another activity. A host activity may provide services itself, or use contractors and/or supporting activities to provide services. See activity.
HOST-TENANT REAL ESTATE AGREEMENT/ USE AGREEMENT	A document that grants a federal agency permission for the long-term use of Navy property for a specific purpose. Host-Tenant is the other DoD agency.
HOURLY CARE	Short-term child care services on an intermittent basis. Hourly care is offered to eligible families on a first-come, first-served basis and is typically offered in CDC programs and SAC programs.



I

IMMEDIATE SUPERIOR IN COMMAND (ISIC)	Next higher level of command from the base commanding officer. Sometimes base CO, ISIC and Echelon II (major claimant) are the same.
IMPREST BANK ACCOUNT	a bank account that is established for a special purpose
IN-GRANT ADMINISTRATION	management and monitoring of terms and conditions of real estate investments
INITIATIVES	any significant changes (increases or decreases) to requirements previously entered during the previous POM cycle, including any emergent requirements that have not been included in previous POM cycles
IN-LEASE	the procurement of a lease for the Navy's exclusive use of privately-owned property for a specified term
IN-LICENSE	a document that grants permission for the Navy's non-exclusive entity and use of another entity's property for a specific purpose
INCOME	monies received (or to be received) as a result of doing business
INDIVIDUAL EARNINGS RECORD	the form used to record an employee's accumulation of pay during an accounting period
INDOCTRINATE	to provide instruction on established policies and procedures
INSTALLATION	An installation provides effective and efficient shore support service delivery (see IMAP for types of services) within their location to local fleet units and tenant commands, military personnel and their families, consistent with CNIC shore service standards and customer mission requirements. ICOs are the face of the installation and the Navy in coordinating with the region, local communities, Navy shore customers, state and other federal government agencies, other military branches, foreign representatives, and others with an interest in the installation's support.
INTERNATIONAL BALANCE OF PAYMENTS (IBOP)	tracking of the inflow and outflow of currency outside the United States
INVENTORY	merchandise or supplies stocked by an activity for future resale or use



INTERNAL ORDER (IO)	used in the CNIC SAP financial system to record revenues and expenses associated with an event (e.g., 5K Fun Run)
INTERNAL ORDER GROUP (IOG)	an SAP-supported process that allows for the creation of multiple internal orders into a single hierarchy and supports reporting at the group level
INVOICE	a bill received by the buyer from the seller specifying merchandise shipped, prices and terms of sale
ISOLATED POSITION	A NAF work position that does not include a meal break due to the inconvenience or unfeasibility of providing a relief during a normal meal break period. (Employee is permitted to eat on duty.)

J

JOB ORDER	See work request.
JOB PERFORMANCE GUIDE/JOB AID	A device, book, chart or other reference that facilitates job performance by reducing the amount of information the human performer must recall or retain to successfully carry out a task. It offers an alternative to training rather than the development of instruction. Also see desk reference.
JOINT TRAVEL REGULATIONS (JTR)	the official publication that contains the regulations for government employee travel and transportation

K

KNOT	One nautical mile (6,076.10 feet) per hour. It is redundant to say “knots per hour.”
------	--

L

LATEST OBLIGATION DATE	the date that funding must be obtained and supported by a procurement action or validated billet
LEASE	an exclusive control of property for fair market value rent
LEAVE JOURNAL	a record of the amount of leave time (in hours) that an individual employee has accrued and taken



LEAVE WITHOUT PAY (LWOP)	A program whereby an employee is permitted to be absent from work in a non-pay status for a specified period of time, while retaining employment and seniority rights. Leave without pay may be granted only in anticipation that the employee will return to work at the same NAFI after the specified LWOP period.
LIABILITY	an amount that is owed by an activity
LINE OF SIGHT SUPERVISION (LOSS)	a management tool used in Child and Youth Programs to monitor an individual for whom a substantial portion of the background check process has been completed and favorably adjudicated, provisionally clearing them to work with children under the age of 18
LOCAL NATIONAL (LN)/ FOREIGN EMPLOYEE	A non-U.S. citizen employed overseas by an activity in his/her own country. Foreign employees can be from any country employed by the local government or the U.S. Government.
LOCAL POLICY	policies or procedures established at and for an individual command or installation
LOGO	a graphic representation or symbol for use in advertising
LONGSHORE and HARBOR WORKERS COMPENSATION ACT	A law for NAF employees on workers compensation, which covers work-related accidents, illness or death. It covers both the cost of medical treatment and salary replacement for the time lost on the job.
LONG-TERM DISABILITY (LTD)	A plan providing income in the event a participant is unable to work due to a non-work-related accident, illness or pregnancy. The benefit lasts until the insured employee reaches age 62 or is no longer considered disabled.
LOSS	a negative difference between income and expense

M

MAJOR ACQUISITION	the purchase of total or partial ownership in real estate valued at over \$750,000
MAJOR CLAIMANT	a major organizational division within the Navy based on location or function
MAJOR DISPOSAL	divestiture of property where GSA is the disposal agent or the Navy disposes of the property under specific delegation of authority from Congress or GSA



MARKUP or MARKDOWN	an increase or decrease, respectively, in the selling price of an item
MASTER PLAN	Activity planning document for laying out history of development, mission and facilities and tying them into a land use plan for the future. It includes a CIP, which lays out the requirements for new replacement or renovation facilities.
MEMORANDUM of AGREEMENT (MOA)	memorandum that defines general or conditional agreement between two or more parties – what one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials)
MEMORANDUM of UNDERSTANDING (MOU)	memorandum that defines general areas of understanding between two or more parties, explaining what each party plans to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from receiver)
MESSAGE TRAFFIC	the receipt or transmittal of naval telegraphic messages
MILITARY CHILD CARE in YOUR NEIGHBORHOOD (MCCYN)	MCCYN is designed to support and provide fee assistance to local child care programs for providing care for children of active-duty Sailors (including Reservists and IAs) who need full-time/part-time/year-round child care. The MCCYN fee assistance is intended to level the cost of commercial child care with what the family would normally pay for military child care based on their Total Family Income (TFI), thereby making the cost of commercial child care more affordable for military families.
MINOR ACQUISITION	the purchase of total or partial ownership in real estate valued at less than \$750,000
MINOR DISPOSAL	divestiture of land (Class I property) or improvements (Class II property) by preparation of a Report of Excess to GSA, but does not include demolition
MINOR PROPERTY	Items costing between \$1,000 and \$2,499.99 that are not consumed in normal use and are durable and lasting. They are not considered a supply and do not qualify as a fixed asset.



MORALE, WELFARE and RECREATION (MWR)	Navy quality-of-life program that contributes to the retention, readiness and well-being of military personnel and to the welfare of their families. MWR's mission is to deliver high-quality, customer-focused programs and services -- from social, fitness and recreational activities to programs that enhance community life and promote mental and physical fitness. The money customers spend using MWR programs and services is reinvested into the overall program.
“MURDER” BOARDS	a convening of high-ranking civilian and military personnel empowered to make decisions on projects, money, people, etc.

N

NAVY ENTERTAINMENT	live entertainment such as in-house talent or “no talent” shows, dinner theater, comedy nights, DoD touring shows, battle of the bands and commercial rock concerts
NAVY KNOWLEDGE ONLINE	the Navy's portal to education and training information
NET	amount after any applicable deductions
NET WORTH	the difference between total assets and total liabilities (same as equity)
NF	a NAF pay band employee (payplan)
NIGHT SHIFT DIFFERENTIAL (NSD)	the differential paid for work performed when the majority of an employee's regularly scheduled non-overtime hours fall between 3 p.m. and 8 a.m. (6 p.m.-6 a.m. for all NAF employees)
NON-APPROPRIATED FUNDS (NAF)	funds received by an MWR activity for the sale of goods and/or services
NON-APPROPRIATED FUND INSTRUMENTALITY (NAFI)	a non-appropriated fund activity with its own payroll, financial statement and SAP accounting number
NON-CASH TRANSACTION	a financial event not involving the exchange or transfer of cash that is recorded in the general ledger, e.g., credit purchases and sales, write-off of uncollectible accounts receivable, transfer of prepaid supplies to expense, and the depreciation of fixed assets
NON-EXEMPT EMPLOYEE	subject to Fair Labor Standards Act regarding minimum wage and overtime provisions



NORMAL RETIREMENT AGE	for retirement plan purposes, the date an employee may retire with no reduction in the retirement annuity amount
NON-OVERTIME HOURS	(1) for CT employees: Those hours of work not in excess of 8 hours in any one day (2) for NF employees: Those hours of work not in excess of 40 hours in any administrative workweek

O

OCCASIONAL AND IRREGULAR	a time commitment or work period not anticipated in the work schedule planning, which occurs on an “occasional” or “irregular” basis and is not part of an activity’s regularly-scheduled or planned operations
OFFICER IN CHARGE OF CONSTRUCTION (OICC)	uniformed officer, often locally-based, with responsibility for facilities construction oversight within their sphere of cognizance
OMBUDSMAN	a spouse of an active-duty member of a command who has been officially appointed by the commanding officer to serve as the liaison between the command and the command families to provide information and referral sources as needed
OPEN ENROLLMENT	During the month of November, eligible employees may join the health, HMO, and/or basic life insurance plans or switch between the health high/low options and/or health and HMO plans. Eligible dependents also may be added during this time period. Insurance company approval is not necessary and coverage is effective Jan. 1.
OPEN ORDERS	Requests for items not yet delivered by vendors
OPERATING STATEMENT	a summary of the income and expenses of an activity over a given period
OPERATING TARGET (OPTAR)	an administrative rather than a legal limitation on expenditures provided to an afloat unit or department ashore
OUTGRANT ADMINISTRATION	management and monitoring of terms and conditions of real estate investments
OUT-LEASE	a document that provides the exclusive use of Navy property for a specified term and rent, in the form of in-kind services or cash



OUT-LICENSE	a document that grants permission for a private entity's non-exclusive entry and use of Navy property for a specific purpose that is easily revocable at any time
OVERSEAS ACTIVITY	an activity (NAFI) that is not located in CONUS
OVERTIME	(1) hours worked by a CT employee in excess of 8 hours per day (2) hours worked in excess of 40 hours per administrative workweek for NF employees
OVERTIME PAY	150% of the scheduled rate of pay or basic rate, if applicable

P

PAR	an inventory control whereby a fixed quantity of an item must be kept on hand to support daily operations
PAYBAND	There are six paybands under the NAF system, i.e., NF-1, NF-2, NF-3, NF-4, NF-5 and NF-6.
PAYROLL JOURNAL	a payroll document that identifies employees by name, gross wages, deductions and net wages
PER DIEM	the amount allowed each day for food and lodging while in a travel status (TAD/TDY)
PERFORMANCE EVALUATION	(1) an annual or periodic report of employee performance (2) the evaluation of work as to quality and quantity
PERMIT	an arrangement made with other departments or federal agencies for the Navy use of their property
PETTY CASH FUND	an amount of cash available in an activity for small, authorized cash transaction such as refunds and minor purchases
PETTY CASH FUND CUSTODIAN	the activity (NAFI) employee who is appointed to be responsible for the petty cash fund
PETTY OFFICER (PO)	any of the USN/USCG enlisted members between and including pay grades E-4 through E-6
PHASE PLAN	The distribution of APF funding across a fiscal year allowing for optimum available cash and execution. Also known as the Obligation Plan.
PLAN	the term used in the MWR accounting system (AIMS) equivalent to budget



POST	(1) affix to a bulletin board (2) write an entry for record keeping purposes
POST CONSTRUCTION WARRANTY	the period typically one year after the completion and acceptance of a construction project during which the contractor is obligated to correct any defects at no added cost
PREPAID EXPENSE	supplies and expenses purchased that benefit a future accounting month
PREVAILING RATE	current hourly wage, wage grade or hourly rate
PROCUREMENT WARRANT	a certification authorizing an individual to obligate specified levels of non-appropriated funds and to enter into, administer and terminate contracts
PRODUCTS	typically, anything that the MWR department sells and/or makes and provides during its daily operations, activities, programs or events
PROFIT	the resultant sum when income exceeds expenses
PROGRAM	(1) major parts of an MWR organization such as sports, craft tech, child development, officer's club, youth (2) the systematic process of creating, planning and executing recreation activities and events for a given target audience
PROGRAM MANAGER	generally, an office or individual authorized to administer technical direction and coordinate administrative and managerial controls over an MWR group or category
PROGRAM OBJECTIVES MEMORANDUM (POM)	The output document of the programming phase in the Planning, Programming and Budgeting system. POM reflects dollar amounts for each major DON program approved by SECNAV.
PUBLIC PRIVATE VENTURE (PPV)	a mutually-beneficial business partnership formed between a private company and the Navy that uses private sector resources to refinance, construct, own, operate and maintain military housing or BEQ
PUNCH LIST	a list of deficiencies, assembled as a result of a project walk-through at or near the time of acceptance, which delineates the contractor's remaining work to be done before the final payment
PURCHASE OPTION	a locked-in purchase price



PURCHASE ORDER (PO)	A document authorizing a vendor to deliver described merchandise at a specific price. Upon acceptance by a vendor, a purchase order becomes a contract.
---------------------	---

Q

QUALITY STEP INCREASE (QSI)	an increase in pay awarded to an individual employee for work performance that significantly exceeds normal expectations over a sustained period of time
QUARTERLY PERFORMANCE DATA CALL (QPDC)	the measurement of a program's delivery of outputs (i.e., services and activities) relative to the level of funding received

R

RECLAMA	to argue, disagree, dispute or appeal, as in "reclama the recent budget reduction"
RECONCILIATION	the identification of items necessary to bring the balances of two or more related accounts, statements or amounts into agreement
RECKONING PERIOD	A period of time to compensate for unsatisfactory behavior. Completion of a reckoning period removes the imposed disciplinary action.
RECREATION SERVICES OFFICER (military) or DIRECTOR (civilian)	a military manager for military recreational activities, appointed by written authority to function as a special staff officer to the commanding officer/commander to advise on the organization and conduct of recreation activities and to assist in the execution and supervision of these activities and facilities
REGION	the alignment of Navy installations, often geographically, reporting to a single management and administrative layer that provides guidance on the delivery of BOS functions such as MWR, housing, port operations, etc.
REGULAR FULL-TIME	employment category hired for continuing positions with a regularly-scheduled workweek of 35 to 40 hours per week
REGULAR PART-TIME	employment category hired for continuing positions with a minimum regularly-scheduled workweek of 20 hours, but less than 35 hours per week
REGULARLY SCHEDULED	Assignment to tours of duty scheduled in advance to cover periods not less than one administrative workweek. Requires written notification to employees initially and



	whenever a schedule change is made.
REGULARLY SCHEDULED NON-OVERTIME	scheduled work hours that do not exceed 8 hours per day or 40 hours per administrative workweek for hourly wage employees and 40 hours per administrative workweek for UA employees
REMITTANCE STATEMENT WITH CHECK (RSWC)	a combined accounting form and check used to obtain money from the concentration bank account
REQUEST FOR PROPOSAL (RFP)	Document used in sealed-bid procurement procedures through which a purchaser advises the potential suppliers of (1) statement and scope of work, (2) specifications, (3) schedules or timelines, (4) contract type, (5) data requirements, (6) terms and conditions, (7) description of goods and/or services to be procured, (8) general criteria used in evaluation procedure, (9) special contractual requirements, (10) technical goals, and (11) instructions for preparation of technical, management, and/or cost proposals. RFPs are publicly advertised and suppliers respond with a detailed proposal and price quotation. They provide for negotiations after sealed proposals are opened, and the award of contract may not necessarily go to the lowest bidder. See also invitation to bid (ITB), request for tenders, and request for quotations.
REQUISITION	a written request from one activity or department to another for specified articles or services
RESALE MERCHANDISE	Items that are stocked by an activity for the purpose of being sold
RESIDENT OFFICER IN CHARGE OF CONSTRUCTION (ROICC)	NAVFAC local officer in charge of construction execution and oversight
RETAIL PRICE	the selling price of an item
RETAIL PRICE CHANGE (RPC)	a document to identify an increase or decrease in selling prices
RETENTION REGISTER	a form for recording employee seniority status when processing a reduction in force action that involves more than one employee
RETURN ON INVESTMENT (ROI)	amount of revenue that will be generated in a specified period above the amortized acquisition and opening costs
REVENUE	funds received or earned from the sale of articles and/or services, i.e., income, sales



S

SCHEDULED RATE, or SCHEDULED RATE of PAY	(1) hourly: the hourly rate of pay for hourly wage employees (2) salaried: the annual salary divided by 2087 for salaried employees
SCHOOL AGE CARE (SAC)	A facility-based program that provides child care services to school-age children (children in full-day kindergarten through grade 7) during the school year. SAC programs provide school-year care, which includes before and after school care, and care during school out days (e.g., teacher training days) and school year vacations (e.g., winter break, spring break). SAC programs also provide summer camps.
SCHOOL LIAISON (SL)	Individual who serves as liaison between the installation commander, military agencies and schools by providing assistance in matters pertaining to student education. Formerly known as school liaison officer (SLO).
SELF-HELP PROGRAM	A program using Sailors and/or civilians, not normally employed in the maintenance of real property area, to do facilities work to improve quality of life at a materials-only cost.
SELF-SUFFICIENCY	Income/revenue divided by expenses x 100. 100% self-sufficiency is break even. 80% self-sufficiency means 80% of your expenses is covered by income/revenue.
SERVICE CHARGE	an amount automatically added to a patron's bill that is distributed by management
SERVICE COMPUTATION DATE (SCD)	the initial date of hire minus prior creditable service as a regular NAF employee
SERVICE	An act of providing assistance, information, aid or goods to a patron. For example, providing rental bowling shoes, serving dinner, making reservations, answering questions, solving patron problems, completing registrations, making change, etc.
SERVICES: PERSONAL SERVICES CONTRACT	a contract that, by its express terms or as administered, makes the contractor personnel appear, in effect, as a government employee (FAR 37.101)



SERVICES: NONPERSONAL SERVICES CONTRACT	a contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the government and its employees (FAR 37.101)
SEVERANCE PAY	a lump-sum payment for eligible regular employees designed to provide terminated employees with a financial cushion to help them deal with the initial hardships and strains of joblessness
SHORE ACTIVITY	A shore activity is a Navy command that is shore-based and not deployable. Shore activities usually play a supporting role to the operational fleet mission. BOS services are provided primarily from base shore activities.
SICK LEAVE	regular full-time/regular part-time employee time off with pay, accrued in 6-minute increments at the rate of 5% of hours worked
SIGNATURE CARD	a form of banking institutions providing a sample signature of an authorized check signer for comparison to protect against forgery
SITE APPROVAL	Approval to use a site for facility construction, normally given by the engineering field division/activity, but sometimes delegated to the commanding officer. It requires that the proposed land use complies with the land use plan shown in the base's approved master plan.
SITE TRUNKING	a type of trunking that occurs when there is a disruption of service between the base and zone controller
SIMPLEX	a type of trunking that occurs when the network experiences a total failure
SOCIAL SECURITY DISABILITY	a benefit for individuals whose disability is expected to last at least 12 months or to result in an earlier death
SOCIAL SECURITY RETIREMENT	Retirement benefits available at age 65 or reduced benefits (20%) at age 62. The amount of the benefit depends on the participant's salary and years covered under the system (known as Primary Insurance Amount).
SOCIAL SECURITY RETIREMENT	a reduction in NAF retirement payments at age 62 equal to the amount of estimated Social Security benefits payable at age 62
SPECIAL EARLY RETIREMENT	a retirement for a participant whose employment is involuntarily terminated prior to the normal retirement date who has completed 25 years of continuous service



<p>SPECIAL INTEREST CODES</p>	<p>The SIC is an alpha or numeric code unique to every Program receiving APF funds. The following are examples of various FFR Programs and their SICs:</p> <ul style="list-style-type: none"> Morale, Welfare and Recreation (MW) Fleet and Family Support Program (FS), 0100 Galley (GL) Family Housing (FHN), IM, 11, 13, et al Child and Youth Program (CD) Unaccompanied Housing (QO)
<p>SPECIAL INTEREST GROUP/CLUB</p>	<p>These are “groups” of patrons who share a common interest such as backpacking, chess, skeet/trap shooting, archery, computers, etc. A special interest group/club is usually comprised of six or more individuals who need some support from MWR. Typically, the group is “loosely” organized; that is, they pay no dues and have no by-laws or elected officers.</p>
<p>SPECIAL INTEREST ITEM (SII)</p>	<p>claimancy or higher-level authority limitations on the spending and movement of resources in or out of the budgeted program for uses other than programmed</p>
<p>SPECIAL PROJECT</p>	<p>APF-funded construction projects less than \$500,000, or repair projects less than \$5 million, or a combination thereof funded by an Echelon II command</p>
<p>SPEND PLAN</p>	<p>The distribution of specific amounts of APF noting the months in which those funds will be executed. The spend plan will coincide with the broader distribution as determined by the phase plan. Also known as the cash plan.</p>
<p>SPLASH</p>	<p>Navy Fitness’ drowning prevention campaign acronym:</p> <ul style="list-style-type: none"> Stay within arm’s reach Protect your non-swimmers Learn to swim Assess swim skills Swim safely Hang it up
<p>SPLIT SHIFT</p>	<p>more than one work period in an established 24-hour workday period</p>
<p>STANDARD ACCOUNTING REPORT SYSTEM (STARS)</p>	<p>Navy’s official financial accounting system that provides managers with documents and data such as budget controls, gross obligations and burn rates</p>



STANDARDS OF CONDUCT	A listing of activities prohibited to government employees by law. Each government employee must acknowledge the Standards of Conduct provisions by signature when hired and annually thereafter.
STATEMENT OF WORK (SOW)	detailed description of the specific services or tasks a contractor is required to perform under a contract
STATUS OF FORCES AGREEMENT (SOFA)	Agreements between the U.S Department of State and the government of a foreign host nation overseas. OCONUS State Department agreements have the status of law and supersede other existing regulation.
STEP	a standardized pay position within a pay grade (i.e., There are five steps in each grade for AS and PS employee positions.)
STOCK RECORD CARD (SRC)	A document used to keep track of items located in the central storerooms or warehouses
STORE FRONT (SF)	An SF is a forward-deployed component of the regional service provider for a defined sub-area. An SF targets essentially all resources at direct service delivery with minimal overhead functions. Example: Fleet Logistics Center Yokosuka and PWC Yokosuka have SFs at up to five bases in the Commander Naval Forces, Japan Region that deliver varying levels of supply and public works support respectively for eligible customers in the region.
SUBSIDIARY RECORDS	Local records that provide detailed information about amounts recorded in financial reports. Also, ledger and files that contain the details of transactions recorded in the general ledger and that must be periodically reconciled to the general ledger accounts.
SUNDAY PREMIUM PAY	25% of basic rate of pay (scheduled rate plus differential) added when any part of a regularly-scheduled 40-hour workweek falls on Sunday
SUFFERED AND PERMITTED	An exempt NAF employee performing work in excess of 8 hours per day or 40 hours per week without supervisor knowledge or permission (not compensable)
SUPPLIES	General purpose consumable items that commonly have a shorter life span in use than equipment and machines and are stocked for recurring use



SUSPENSE ACCOUNT	a holding account used by SAP to balance accounting source documents that are not recordable as submitted by the activity
------------------	---

T

TEMPORARY FULL-TIME	employment category with a regularly-scheduled workweek of 35 to 40 hours per week
TEMPORARY PART-TIME	employment category hired for continuing positions with a minimum regularly-scheduled workweek of 20 hours, but less than 35 hours per week
TENANT COMMAND	a command on a given installation that has its own separate chain of command
THEME ACTIVITY	<p>An activity that is focused on a central idea or concept, such as the holidays, an occurrence, an era, or an area of widely-accepted common interest. Theme activities should always contain at least six of the following elements:</p> <ul style="list-style-type: none"> • Activities • Refreshments • Decorations/props • Live entertainment • Audiovisual aids • Costumes • Lighting • Prizes • Music • Gimmicks (e.g., giveaways, mystery or special guests, special effects, animals, etc.) <p>Theme activities include events such as a Winter Beach Bash, Valentine’s Day Party, Nifty-Fifties Party, Gone with the Wind Gala, Blue Grass Days Festival, etc.</p>
TICKLER FILE	a file system (or data system) that serves as a reminder and is arranged/organized to bring matters to timely attention
TIP	monies received directly by an employee from a patron for services rendered
TIP ALLOCATION	a dollar figure, calculated for each directly tipped employee, to ensure minimum wage reporting requirements, IAW PUBLIC LAW 97-248



TIP OFFSET	the amount of money by which an employer, in meeting the minimum wage standards, may reduce a “tipped employee’s” wage in consideration of the receipt of tips
TOTAL WORKFORCE MANAGEMENT SERVICES	Contains all Navy records for military (active and Reserve), civilian (APF and NAF), and when entered by local authority, contractor personnel records. Records come from the authoritative databases for the Navy. Contractor records are developed locally.
TRUNKING	computer-controlled radio system that uses talk groups in place of frequencies to allow more users on the system

U

UNEARNED INCOME	customer money received by an activity that will not be realized until the accounting period in which the activity delivers the ordered goods and/or services to the patron
UNFUNDED REQUIREMENTS (UFR)	Unfunded Requirements (UFRs) are situations, services or products that you cannot fund within the current control.
UNFUNDED REQUIREMENTS (UFR) LIST	an organized record of customer needs or program requirements
UNIT ALLOCATION FUNDS	Non-appropriated funds set aside for recreational use by a military unit. The amount is based on the number of active-duty personnel assigned to an individual unit.
UNSCHEDULED INTERMITTENT	an “on-call” employee

V

VARIANCE	the difference between expected and actual outcome
VESTED	the length of service necessary to receive retirement plan annuity
VIGNETTES	initiatives that cross several programs
VOLUNTEER	a person who voluntarily agrees to assist in a task, project or an event without monetary compensation

W

WAGE GRADE	a civil service classification for hourly-wage employees
------------	--



WHOLESALE PRICE	a supplier's (or vendor's) prices for supplies and merchandise without retail markup
WITHIN GRADE INCREASE (WGI)	a standardized pay raise within a NAF Crafts and Trades (CT) employee's appointed grade level, based upon satisfactory performance during a specified waiting period
WITHHOLDING TAX	federal, state and foreign government income tax deducted from an individual's pay by the activity
WORKER'S COMPENSATION	See Longshore and Harbor Workers Compensation Act.
WORKING CAPITAL	excess of current assets over current liabilities less restricted cash
WORK REQUEST	a request issued to Public Works to accomplish maintenance, repair or minor construct

X

--	--
----	----

Y

YEAR-TO-DATE	the sum of all entries of a type beginning at the start of the fiscal year (FY; starting Oct. 1) or the calendar year (CY; starting Jan. 1) and running until the close of the accounting period
YOUTH SPONSORSHIP	Each military installation is required have a youth sponsorship program to facilitate the integration of dependent children of members of the armed forces into new surroundings when moving to that military installation as a result of a parent's permanent change of station (PCS).

Z

--	--
----	----