

## **GLOSSARY of MILITARY and GOVERNMENT CONTRACTING TERMINOLOGY**

*The terms utilized here comprise names given to specific varieties of documents that are in widespread and common usage throughout the military aviation industry. The precise and current names and definitions must be ascertained within the context of each individual case since the terminology may change slightly with time and in some cases with each manufacturer.*

**Aircraft Audit (configuration audit)** : *Should a development of a new aircraft be successful, and should procurement of many such aircraft be planned the development aircraft will undergo an audit. This audit specifies exactly what each subsequent aircraft will be equipped with and what specification it will be built to.*

**Aircraft baseline**: *When the configuration audit is complete the aircraft is said to be baselined. All aircraft subsequently built and delivered will be identical to the baseline aircraft. From this point forward the manufacturer can do nothing to change the form, fit or function of the baseline aircraft without first obtaining government permission.*

**Bidder** : *An entity that responds to a Government request for sealed bids.*

**C.I.D.S. Critical Item Development Specification**: *This is a specification for the design and development of a new and required item not contemplated in the original contract, usually issued by the government.*

**C.D.R.L. Contract Data Requirement List**: *This is a list made part of a government contract that delineates data submission requirements.*

**C.O.D. A Correction of Defect or Deficiency** is a descriptive title for the actual Technical Order that in fact orders the change implemented. It is usual to see words to the effect. "This is a Correction of Deficiency Technical Order. **PURPOSE**: "This Technical Order was needed in order to bring the aircraft into compliance with contract specification -----paragraph-----"

**CHANGE ORDERS**: *A written order, signed by the contracting officer, directing the contractor to make a change that the Change Clause authorizes.*

**Company Final Compliance Documents**: *These are the documents required of the manufacturer by the government in a military contract that the contractor must supply to the military in accordance with the provisions of the contract. They signify completion of milestones and completion of requirements. In total these documents and the final specification when completed and approved by the government make up the basis of saying the military manufacturer has gained the approval of the military for a reasonably precise set of specifications.*

**Company witnessed verification tests**: *Often these are called for within the contract. In the military case the military often is a viewer of certain compliance*

tests. The current contracting rules allow that the military can watch any test it wishes to un announced. With regard to a sub-manufacturer the prime contractor may be the only witness to their required tests although again the government can watch any test it wants to.

**Contract Administration :** Management of the contract to ensure that the Government receives the product specified within established costs and schedules.

**Contracting Officer: (CO) :** A person with the authority to enter into, to administer and /or terminate contracts. The only person with authority to approve specifications.

**Contracting Officer's Technical Representative (COTR) :** An individual to whom the CO delegates certain contract administration responsibilities, usually related to technical acceptance issues. C.O.T.R. Cannot approve specifications for the contract. C.O.T.R. Can disapprove specifications for the contract. COTR reports to CO

**A Configuration Audit:** A formalized procedure where the final design aspects of a product are decided upon, before a production contract is initiated.

**Deviation:** A deviation is a request by a manufacturer for the right to temporarily not comply with a contract requirement or specification.

**Development Contract R and D :** A type of contract that creates and usually tests hardware prototype or several models of the new product.

**Engineering Change Proposal: E.C.P.s** are used both in military and civilian context. They are simply a proposal to make a change. The group making the proposal does not have the authority to institute the change. These are usually kept and are discoverable.

**Engineering Changes:** Engineering changes are what result in the civilian world when an E.C.P. is approved and the product is changed.

**Engineering Orders:** Engineering orders are the Navy terminology for an approved change.

**FIRST ARTICLE GOVERNMENT TESTING:** A government contracting clause that mandates a shipment of a first article (production prototype) to a specified government lab for testing and approval by the government.

**FIRST ARTICLE CONTRACTOR TESTING:** A government contracting clause that mandates testing in the manufacturers lab at a time when government witnesses may be present for the purpose of approval.

**Form DOD 2050:** This form was the acceptance check form of the delivery of a separate singular aircraft to the military. It is signed by the local military plant representative, and it acknowledges that the military aircraft appears and is accepted in conformance with some contract and some military specifications. Some judges have been fooled into believing that this document is the proof of the existence of reasonably precise military specifications.

**Military Specifications:** Books of current military guidelines that the military expects designers to accomplish as a minimum in their design proposals. The individual contract states which specifications and which issue of specifications will be applicable to the existing contract. These specifications tell what must be accomplished, but not how it is to be achieved.

**Military Standards:** Books of standards that the military expect the designer to adhere to. These to will be delineated in the contract.

**Military Design Handbook Criteria:** General guidelines of the military stating some current design philosophy and criteria.

**M.T.B.F. Mean Time Between Failure Reports:** In military contracting and in conjunction with system safety it is often a requirement of the manufacturer to predict time to failure of his design.

**N.O.D., Notice of Deficiency:** This is a recent government contracting section that requires the manufacturer to report (fess up) to the government for any parts or designs that fail to meet the original specification and original contract requirements. It is a semi warranty. The manufacturer is supposed to fix these defects free of charge. Often such N.O.D. results in mediation or arbitration where the cost of the fix is negotiated.

**P.I.D.S. Prime Item Development Specification:** This is a specification, usually authored by the prime contractor to a subcomponent manufacturer for the design and development of a new item.

**Procurement Contract:** A procurement contract simply purchases a number of the previously base lined aircraft.

**Qualifications Requirements:** The manufacturer must be pre qualified to compete for a contract through a demonstration of their abilities to perform the contract.

**R.F.P.: Request for Proposal:** This is a government contracting device that invites or solicits manufacturers to submit proposals for the design or development of a product. It is part of the competitive bidding rules of D.O.D.

**R.F.Q.:** Request for Quote: This is a government contracting device that solicits competitive pricing. It is sort of a sealed bid. Once a single contractor is selected the price becomes negotiable for follow on items.

**S.D.R.L.:** Subcontractor's data requirement list: A listing made part of a subcontract that delineates data submission requirements.

**Specification :** A description of the technical requirements for a material, product or service.

**Statement of Work:** A detailed and complete description of requirements prepared for inclusion in a Government solicitation.  
(It is similar to the work requirements included in a contract)

**Study Contract:** A contract to study and possibly suggest preliminary designs concepts for a new item. The result will never include any hardware.

**Ship file or Ship log:** In both civilian practice and in the military a log is begun at the factory for every airplane produced. Starting with the keel beam every operation is signed off as it is completed and every major step is Q.C.'d. These signatures delineate the workers and the dates each step was completed and who the work was done by. It culminates in the final inspections and test flights.

**System Safety Group:** This is a safety department common to most major manufacturers. In the military context in a big development contract the manufacturer must have such a group or form one.

**System Safety Development Plan:** In large government contracts the company must have a complete systems safety development plan.

**Systems safety Plan:** In a large government procurement contract it is usual for the manufacturer to have to continue the development plan with a lessons learned and continuing systems safety analysis group.

**Systems Safety Studies:** It is usual that a manufacturer will do the following studies of his developing product. The Military requires it. Large manufacturers do it in the civilian world because a safe product is good economics. These studies are discoverable:

- A. Systems Safety Failure Mode and Effect Studies.
- B. Systems Safety Fault Tree Analysis.
- C. Systems Safety Hazard Analysis.
- D. Systems Safety Lessons Learned Tracking.

- E. Systems Safety Committee Meetings.*
- F. Systems Safety Updates to studies.*
- G. Systems safety Common Cause Failure studies.*

*Technical Orders: Is the Air Force name for an Air Force issued Change.*

*Waiver: A waiver may or may not be granted by the Contracting Officer (CO) when a manufacturer finds it impossible to comply with a contract requirement or a specification.*