

12 FAH-7 Appendix IX GLOSSARY

(TL:LGP-01; 08-10-2001)

12 FAH-7 Appendix IX-1 TERMS

(TL:LGP-01; 08-10-2001)

A

Acceptance—The act of an authorized representative of the U.S. Government acknowledging that the supplies or services are in conformity with the contract requirements.

Acquisition—The acquiring, by contract with appropriated funds, of supplies or services (including construction) by and for the use of the Federal Government. This may be accomplished through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established. It includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. (FAR 2.1)

Acquisition Planning—The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition. (FAR 7.101)

Administrative Controls—Safeguards ensuring that contracting will be carried out in conformity with applicable regulations and Department policy.

Allotment—A funding authorization by the head of an agency, or other authorized official (i.e., the comptroller), to a responsible officer of a designated organization unit (i.e., DS), making funds available for obligation for the purpose of carrying out the program of the unit. Also see Field Allotment.

Amendment—Revision made to a solicitation. Normally, an action to improve or alter. In the context of the handbook, it means those actions taken periodically to modify or change the language or the forms used in the handbook.

Annualization—The projection of costs or obligations for a fiscal year based on rates of costs or obligations incurred for like items during only part of the preceding fiscal year. For example, a guard contract in effect at \$1,000 per month for only 3 months of the year would be annualized as \$12,000.

Asset—An asset is any person, building, equipment or property required by the mission in order for it to conduct its business. In the context of this handbook, U.S. assets include all of these things, except classified facilities and information.

B

Brand Name or Equal—A type of purchase description in which an agency specifies its requirement by reference to a particular brand name product followed by the words “or equal” and a listing of the essential characteristics of that product that an offered “equal” product must possess. This technique should only be used when an adequate specification or more detailed description cannot feasibly be made available by means other than inspection and analysis in time for the acquisition under consideration.

Budget—A financial plan serving as an estimate of, and a control over, future operations.

Budget Call—A request of components that are authorized allotments for a new budget or budget update.

Budget Year—The fiscal year beginning on the next October 1. At the time of the preparation of the program submission, the mission will already have received information concerning approval of the Local Guard Program (LGP) for the budget year.

C

Central Alarm Monitoring System (CAMS). An alarm system that sends alarms from official facilities and/or residences to a central location.

Change Order—Unilateral action taken by the contracting officer in order to modify an existing contract.

Choke Point—Any location through which foot or vehicle traffic must pass to get to a destination.

Cluster Housing—Several residential housing units of U.S. citizen employees situated in one area so as to allow more effective response of a mobile security patrol to any security threat within minutes.

Commerce Business Daily—Published by the Department of Commerce. It provides industry with notices concerning current U.S. Government contracting and subcontracting opportunities, including information on the identity and location of contracting offices and prime contractors having current or potential need for certain requirements. Missions must notify the Commerce Business Daily of its intent to issue a solicitation for guard services so prospective bidders may request a copy.

Competitive Procedures—Procedures under which an agency enters into a contract pursuant to full and open competition.

Competitive Proposal—An offer submitted to the U.S. Government in response to a request for proposal (RFP). This method of contracting permits bargaining and usually affords bidders an opportunity to revise their offers before award of a contract.

Compound—As used here, this means the kind of housing group where there is an actual or perceived perimeter and an entrance gate. All houses or living structures within the compound may or may not be occupied by U.S. Government employees.

Congressional Budget—The initial budget for the planning year of the budget cycle.

Constituent Post—An RSO may have responsibility for the mission to which assigned and to one or more other posts. A constituent post is a consulate outside the capital city or the mission of a nearby country. At a constituent post, many of the duties of the RSO are assigned to the post security officer (PSO).

Contract—An agreement or order for procuring supplies or services. An agreement, enforceable by law, between two or more competent parties to do or not do something not prohibited by law, for a legal consideration. All contracts require the essential elements of offer and acceptance. These elements constitute the means by which a contract is consummated, and the absence of either element prevents the formation of a contract. In U.S. Government procurements, the RFP constitutes a request by the U.S. Government for offers of a certain nature. The proposal submitted in response to the solicitation is, in fact, the offer, and the subsequent contract award constitutes acceptance.

Contract Administration—The monitoring of the contractor's performance in order to assure compliance with performance requirements and contract provisions.

Contract Modification—Any written change to an existing contract.

Contracting Officer—A person, usually the general services officer (GSO), appointed by the Procurement Executive (A/OPE) in accordance with the DOS acquisition regulations, vested with the authority to enter into and/or administer contracts and make related determinations and findings. No other person may amend or otherwise change the terms of existing contracts.

Contract Officer Representative (COR)—The officer of the embassy who is charged with the responsibility for monitoring the performance of the contract. This officer normally represents the first point of contact used by the contract supervisor concerning the performance of work. The COR for LGPs is usually the regional security officer (RSO) or post security officer (PSO).

Contract Project Manger—The person with managerial responsibility for the day to day performance of work on the part of employees of a contract firm. His or her responsibilities are defined in the contract.

Contracting—Purchasing, renting, leasing, or otherwise obtaining supplies or services from nonfederal sources.

Contractor—A firm that is in the business of providing guard services. Such a firm may be local or may be a subsidiary of an international firm in such business.

Correlation—Any movement or activity of a suspicious nature that appears to happen in conjunction with the movement of a U.S. official. Any suspicious activity or event in the vicinity of a U.S. facility.

Cost Estimate—A written calculation of all items included in the scope of the work, tabulated under appropriate cost headings (direct costs, labor, overhead, and profit).

Cure Notice—A document the contracting officer sends to a contractor to notify the contractor that the contract may be terminated by reason of default if the condition endangering performance of the contract is not corrected in 10 days.

D

Determinations and Findings—Written approval by an authorized official required by statute or regulation as a prerequisite to taking certain contracting actions.

E

Excusable Time Delay—Failure to perform which is beyond the control and without fault or negligence of the contractor.

Expendable Supplies—Miscellaneous items required for the function of the LGP that have a useful life of less than one year. Such items include training ammunition and targets; weapons cleaning supplies; training supplies and training aids; whistles; nightsticks; guard badges and insignia; guard force forms; pens and pencils; and paper.

F

Federal Acquisition Regulation (FAR): The single, U.S. Government-wide procurement regulation issued and maintained jointly by General Services Administration (GSA), Department of Defense (DOD), and National Aeronautics Space Administration (NASA).

Financial Plan—A part of the annual International Cooperative Administrative Support Services (ICASS) budget submission, providing U.S. dollar cost estimates for the LGP for the planning year.

Firm Fixed-Price Contract—A contract that provides for a price which is not subject to any adjustment by reason of cost experience of the contractor in the performance of the contract.

Fixed Post—A guard post at one location where the assigned guard does not have to move to another location in the performance of his duty.

Fixed Surveillance Detection—Detection observation points from which surveillance detection can remain in place for an extended period of time.

Follow-on Contract—Defined as a new noncompetitive acquisition (whether by separate new contract or modification outside the scope of the original contract) placed with a particular contractor to continue a specific program.

Full and Open Competition—When used with respect to a contract action, the term means that all responsible sources are permitted to submit competitive proposals on the procurement. (41 U.S.C. 403(7)); (FAR 6.003)

Funding Accountability—The method of coding classifications for obligations and costs from the allotment or funding authorizations. Coding classifications generally include subfunctions and subobject classes (codes). See subfunction and subobject class.

G

Guard—A person who is assigned security duties such as access control, vehicle inspection, fixed post or mobile patrol, escort or bodyguard duties or part of an emergency response force. Guards may also be assigned to residences.

Guard Force Commander—The person responsible for the day-to-day performance of work on the part of employees of a contract firm. His or her responsibilities are defined in the contract.

Guard Post—A location where one or more guards is assigned.

General Orders—Those instructions, directives, and guidelines that apply to all guard personnel.

Guard Post Schedule—A listing of all posts manned for each shift, giving the post number, name of guard assigned, hours of coverage.

I

Inspection—Examining and testing supplies or services to determine whether they conform to contract requirements.

L

Labor-Hour Contract—A contract that provides for the procurement of property or services on the basis of direct labor-hours at specified, fixed hourly rates (which include direct and indirect labor, overhead, and profit).

Local Guard Force (LGF)—The LGF is a non-U.S. citizen protective force used to provide protection for U.S. facilities and, in some cases at residences, to deter attacks on U.S. personnel or facilities. Such services are normally provided under contract to the mission to augment the host government's efforts and complement the security provided by marine guards inside the mission.

Local Guard Program (LGP)—The sum of all of the equipment and services at a mission or post devoted to the control of visitors and the protection of employees, dependents and U.S. Government property and facilities against crime and the threat of terrorism.

Log—A written record, a book or binder with appropriate pages, for recording chronologically specific information relative to the guard post or surveillance detection operation for use by local guards. Instructions for recording of information in the surveillance detection program (SDP) logs are provided in the post orders for the SDP posts.

M

Mission—The official U.S. delegation to a foreign country, including all agencies falling under the purview of the chief of mission (COM), wherever located in the country. A mission may consist of more than one facility.

Mobile Patrol—This refers to a vehicular patrol of guard personnel to provide improved prevention of criminal activity and to provide a response capability where security incidents occur. Mobile units are usually radio equipped and often include two guard personnel.

Mobile Surveillance Detection—Movement or transportation used to assist surveillance detection that occurs on the move.

Modification—See Contract Modification, above.

N

Negotiation—The procedure for awarding contracts without sealed bidding. This method of procurement is used when sealed bidding is not feasible or practicable. Under negotiation, the lowest offeror does not necessarily receive the award, since technical and other factors are considered as well as cost.

Non-Expendable Equipment—This is equipment that generally has more than one year of useful life. In the context of the LGP, examples of non-expendable equipment are vehicles, computers, cellular phones, cameras, radios, weapons, etc.

Non-Personal Services Contract (NPS)—A contract with a commercial company 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 U.S. Government and its employees.

O

Obligation—A valid claim against the U.S. Government resulting from action by an authorized official pursuant to orders placed, contracts awarded, services ordered, and similar transactions payable from funds available to an U.S. Government agency.

Observation Post—Static location outside of an official facility from which a surveillance detection team member can survey without being discovered.

Overt—In the open, without any attempt to deceive or mislead; done without attempt at concealment.

P

Perimeter—The boundary that defines U.S. Government-owned or leased property. Inside the perimeter are U.S. Government operations, functions and employee work spaces; outside of the perimeter is host country area and property. The perimeter may be a fence, a wall or the walls of a building. In a security sense, the perimeter is the first point where access to U.S. Government property or facilities is controlled.

Personal Services Agreement—An agreement that, by its express terms or as administered, makes the contractor, in effect, a U.S. Government employee.

Police Stipend—Usually a financial payment made to the host government for additional expenses incurred in providing officers as part of the LGF. Examples of expenses include; meals, uniforms, other clothing, equipment or a financial consideration. The stipend may also take the form of a meal or equipment.

Post Orders—Detailed instructions to persons assigned to a specific guard post.

Post Security Officer (PSO)—A post security officer is a U.S. citizen Foreign Service employee designated by the COM or principal officer (PO), at posts with no permanent RSO, to perform certain security functions in the implementation of the security program at the post where he or she is assigned. PSOs receive guidance and assistance from RSOs.

Pre-award Survey—An evaluation of a prospective contractor's capability to perform a proposed contract.

R

Request for Proposals (RFP)—The U.S. Government's written solicitation to prospective offerors to submit a proposal based on the terms and conditions set forth therein. Proposal evaluation and contractor selection is based on the factors for award as stated in every competitive RFP.

Responsible Source—In general, a prospective contractor who:

(1) Has adequate financial resources to perform the contract or the ability to obtain such resources;

(2) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government business commitments;

(3) Has a satisfactory performance record;

(4) Has a satisfactory record of integrity and business ethics;

(5) Has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain such organization, experience, controls, and skills;

(6) Has the necessary production, construction, and technical equipment and facilities, or the ability to obtain such equipment and facilities; and

(7) Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Revision—In the context of the handbook, it means an updating or republishing of the entire handbook, as necessary, to facilitate the incorporation of amendments and to facilitate the use of the handbook.

Rover or Roving Patrol—This term refers to a foot patrol where the guard patrols a specified area.

S

Show Cause Letter—A document the contracting officer sends to a defaulting contractor to notify the contractor that the contract may be terminated by reason of default unless the contractor can prove in 10 days that the condition was not his or her fault.

Sole-Source Acquisition—A contract for the purchase of supplies or services that is entered into or proposed to be entered into after soliciting and negotiating with only one source.

Solicitation Mailing List—The list of firms requesting copies of the solicitation.

Solicitation—The document describing what the U.S. Government is seeking in terms of equipment, and supplies or services. It provides all information needed by an offeror to prepare and submit an offer.

Specification—A description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. Specifications are required to state only the U.S. Government's actual minimum needs and be designed to promote full and open competition, with due regard to the nature of the supplies or services to be acquired.

Statement of Work (SOW)—Written definition of work to be performed that establishes standards sought for the goods or services to be supplied.

Surveillance Detection Program (SDP)—A program designed to detect and report through the proper channels potentially hostile surveillance against any person, building, equipment or property required by the mission in order for it to conduct its business.

Surveillance Detection Team—A group of trained observers who operate together to determine if U.S. assets are under hostile surveillance.

T

Technical Evaluation Panel (TEP)—One or more technical staff members designated by the requirements office to evaluate technical proposals.

Termination for Convenience—The U.S. Government's termination of a contract when it no longer needs or requires the products or services.

Termination for Default—The U.S. Government's termination of a contract when the contractor fails to perform or fails to make progress so as to endanger performance.

Terrorism—The calculated use of violence or the threat of violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious or ideological.

Time-and-Materials Contract—A contract that provides for payment of supplies and services on the basis of incurred direct labor hours (at fixed rates) and materials (at cost).

Time Delay—An interruption during which services, supplies, or work are not delivered in accordance with the performance time schedule stated in the contract.

U

U.S. Embassy—A diplomatic or consular mission of the United States of America.

12 FAH-7 Appendix IX-2 ACRONYMS

(TL:LGP-01; 08-10-2001)

The following acronyms are used throughout this Handbook:

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| A/DTSP | Diplomatic Telecommunications Service Program Office; |
| A/LM/OPS/RLC/MV | Supply, Transportation, Procurement, Motor Vehicles; |
| A/OPR/ACQ | Office of Acquisitions; |
| ARSO | Assistant Regional Security Officer; |
| A/SDBU | Office of Small and Disadvantaged Business Utilization; |

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|--------------------------|---|
| ASBCA | Armed Services Board of Contract Appeals; |
| BPA | Blanket Purchase Agreement; |
| CBD | Commerce Business Daily; |
| CFR | Code of Federal Regulations; |
| CG | Comptroller General; |
| CICA | Competition in Contracting Act; |
| CO | Contracting Officer; |
| COM | Chief of Mission; |
| COR | Contracting Officer's Representative; |
| CR | Cost-Reimbursement Contract; |
| D&F | Determination and Findings; |
| DCM | Deputy Chief of Mission; |
| DOSAR | Department of State Acquisition Regulation; |
| DS | Diplomatic Security Service; |
| DS/DSS/ITA | Office of Intelligence and Threat Analysis; |
| DS/DSS/OP | Overseas Operations; |
| DS/CIS/IST/FSE | Facilities Security Engineering; |
| DS/CIS/IST/FSE/FS | Facility Support |
| DS/PPB/FMD | Financial Management Division; |
| DS/CIS/PSP/FPD | Facilities Protection Division; |
| DS/CIS/PSP/PEL | Protective Equipment and Logistics |
| FAH | Foreign Affairs Handbook; |
| FAM | Foreign Affairs Manual; |
| FAR | Federal Acquisition Regulation; |
| FBP | Field Budget Plan; |
| FFP | Firm-Fixed-Price Contract; |

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| FMO | Financial Management Officer; |
| FMP | Bureau of Finance and Management Policy; |
| FOIA | Freedom of Information Act; |
| FSI | Foreign Service Institute; |
| FSN | Foreign Service National; |
| GFP | U.S. Government Furnished Property; |
| GSA | General Services Administration; |
| GSO | General Services Officer; |
| HCA | Head of the Contracting Activity; |
| HG | Host Government; |
| ICASS | International Cooperative Administrative Support Services; |
| L/BA | Office of the Legal Adviser, Building and Acquisitions; |
| L/LM/DS | Office of the Legal Advisor for Diplomatic Security; |
| LGF | Local Guard Force; |
| LGP | Local Guard Program; |
| LGP/FBP | Local Guard Program Field Budget Plan; |
| M/OBO | Management, Overseas Buildings Operations |
| MSG | Marine Security Guard; |
| NPS | Non-Personal Service; |
| OFPP | Office of Federal Procurement Policy; |
| OIG | Office of the Inspector General; |
| OMB | Office of Management and Budget; |
| OSAC | Overseas Security Advisory Council; |
| PO | Principal Officer; |

| | |
|----------------|--|
| PSA | Personal Service Agreement; |
| PSO | Post Security Officer; |
| PSOH | Post Security Officers Handbook; |
| RAMC | Regional Administrative Management Center; |
| RFP | Request for Proposals; |
| RSO | Regional Security Officer; |
| S&E | Salary and Expenses; |
| SBA | Small Business Administration; |
| SDP | Surveillance Detection Program; |
| SETL | Security Environment Threat List; |
| SF | Standard Form; |
| SOW | Statement of Work; |
| T for C | Termination for Convenience; |
| T for D | Termination for Default; |
| TCN | Third Country National; |
| TEP | Technical Evaluation Panel; |
| UCF | Uniform Contract Format; and |
| U.S.C | U.S Code. |