

*Contracting activity* is defined as an office with delegated procurement authority. Within the Office of the Secretary (OS), the Office of Inspector General (OIG) is a contracting activity. The *National Business Center (NBC)* contracts for the OS.

*Head of the agency* (also called “agency head”) is defined as the Secretary of the Interior and the Assistant Secretary—*Policy, Management and Budget (AS/PMB)*.

*Head of the contracting activity (HCA)* is defined as the assistant or associate administrative head of each bureau and office who has overall responsibility for managing contracting. In reference to the OS, the HCAs are the Assistant Inspector General for Management and Policy and the Director, NBC. The authority of the HCA may be redelegated to the BPC unless otherwise specified.

*Senior procurement executive* is defined as the Director, *Office of Acquisition and Property Management (PAM)*.

#### 1402.170 Acronyms.

A&E Architect & Engineering  
 ACMIS Acquisition Career Management Information System  
 AMP Acquisition Manager’s Partnership  
 AMR Acquisition Management Review  
 AS/PMB Assistant Secretary—Policy, Management and Budget  
 BPA Blanket Purchase Agreement  
 BPC Bureau Procurement Chief  
 CA Competition Advocate  
 CAAC Civilian Agency Acquisition Council  
 CAS Cost Accounting Standards  
 CASB Cost Accounting Standards Board  
 CBCA Civilian Board of Contract Appeals  
 CCO Chief of the Contracting Office  
 CERCLA Comprehensive Environmental Response, Compensation and Liability Act  
 CFR Code of Federal Regulations  
 CIO Chief Information Officer  
 CO Contracting Officer  
 COA Certificate of Appointment  
 COI Conflicts of Interest  
 COR Contracting Officer’s Representative  
 COTR Contracting Officer’s Technical Representative

DISP Defense Industrial Security Program  
 DM Departmental Manual  
 DOI Department of the Interior  
 DOL Department of Labor  
 EC Electronic Commerce  
 FAR Federal Acquisition Regulation  
 FBMS Financial Business Management System  
 FPDS—NG Federal Procurement Data System—Next Generation  
 GAO Government Accountability Office  
 GIDEP Government-Industry Data Exchange Program  
 GPE Government Point of Entry  
 GPO Government Printing Office  
 GSA General Services Administration  
 GSBCA General Services Board of Contract Appeals  
 HCA Head of the Contracting Activity  
 IT Information Technology  
 IPMD Interior Property Management Directives  
 MBDA Minority Business Development Agency  
 OCIO Office of Chief Information Officer  
 OIG/IG Office of Inspector General/Inspector General  
 OFPP Office of Federal Procurement Policy  
 OHA Office of Hearings and Appeals  
 OMB Office of Management and Budget  
 OS Office of the Secretary  
 OSDBU Office of Small and Disadvantaged Business Utilization  
 PAM Office of Acquisition and Property Management  
 PMO Property Management Officer  
 PNM Procurement Negotiation Memorandum  
 SAT Simplified Acquisition Threshold  
 SBA Small Business Administration  
 SBS Small Business Specialist  
 SOL Office of the Solicitor  
 TFM Treasury Financial Manual  
 U.S.C. United States Code  
 VECP Value Engineering Change Proposal

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