

APPENDIX A

TERMS AND ACRONYMS

FAA Academy Air Traffic Instructional Support Services

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SECTION 1

Terms

The following terms, as used within the Performance Work Statement (PWS), other related contract documents, or in the course of normal operations, shall have the meaning set forth below.

Acceptable Quality Level (AOL): A standard, established by the FAA, below which work is considered unsatisfactory.

Air Traffic Control Specialist (ATCS): A person involved in and directly responsible for the safe, orderly, and expeditious movement of aircraft both in the air and on the ground, utilizing radar and/or non-radar procedures for separation. Air traffic control specialists also perform safety and advisory functions relating to aircraft operations.

Alternate Work Schedule (AWS): Any work schedule other than five eight-hour work days, with work normally scheduled from Monday through Friday, and with work commencing at the same time each work day.

Air Traffic Control Facility, Civilian: Any facility providing air traffic control and/or air traffic advisory services, regardless of option (En Route, Terminal, Flight Service), which is operated, either jointly or independently, by the Federal Aviation Administration.

Assistant Lead Instructor: An instructor assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, assists the designated class manager and/or lead instructor with student counseling, laboratory scheduling, and distribution of training materials.

Authoring Language: A high-level computer language, which includes tools for creating instructional or presentation software and commands specifically designed to simplify the creation process. The language will provide integration of such features as tutorial, branching, and judging capabilities to produce complex computer-based training courseware. The language may also provide for the integration of other features including, but not limited to, graphics, animation, simulation, video, audio, and data collection.

Certification: A level of proficiency that ensures subject mastery and compliance with FAA policies, orders, practices, and procedures. Certification is required before instructors are allowed to perform instructional duties.

Certified Instructor: An instructor who has successfully completed all instructor training requirements for a specific position, demonstrating mastery of the knowledge, skills, instructional techniques, and abilities required.

Certified Professional Controller (CPC): An air traffic control specialist in either the Terminal or En Route option who is certified on all positions of operations within an area of specialization or facility to which assigned.

Class: A group of students enrolled in the same course and scheduled to report at a particular time to a particular instructor at a particular place.

Compatible: Applicable in discussions of computer equipment and/or computer networking. Allows for direct electronic transfer of data on computer equipment. Compatible equipment shall run identical software packages with no loss of performance capability.

Computer Based Instruction (CBI): The FAA's current program for providing technical training to air traffic control specialists in all options and areas of specialization utilizing computer based instruction.

Computer Based Training (CBT): The industry standard reference for training provided via computer using interactivity, simulation, graphic and textural information, 2D and 3D animations, and scoring capabilities

Contracting Officer (CO): An agent of the U.S. Government responsible for Government contracting activity, specifically as it relates to any contract awarded to accomplish the work outlined in this document.

Contracting Officer's Representative (COR): An agent of the U.S. Government who provides assistance to the Contracting Officer in administering the contract.

Contractor-Acquired Property: Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

Counseling: Conversation between two persons for the purpose of academic guidance, problem solving, and/or referral.

Course: Organized subject matter in which instruction is offered within a given time frame and for which credit is given for successful completion.

Course Manager: An instructor assigned the administrative duties associated with the management of a course, in addition to his/her instructional duties. Administrative duties will normally include, but need not be limited to, such things as serving as a contact point for outside sources; maintaining course archives, course documentation, and course evaluation data; and generally overseeing course conduct.

Course Materials: Materials used by instructors and/or students to revise/update/develop or conduct a class.

Developer: An instructor whose primary responsibility is developing instructional courseware.

Development: Activity to work out or bring into existence new instructional courseware.

Developmental: (See Specialist in Training.)

Federal Aviation Administration (FAA): A component agency of the U.S. Department of Transportation.'

Fiscal Year (FY): The U.S. Government's fiscal year, beginning on the first day in October, and ending on the last day of the subsequent September.

Full Performance Level (FPL): Prior to October 1, 1998, this term refers to an air traffic control specialist, in any ATC option, who is certified on all positions of operations

within an area of specialization or facility to which assigned. Beginning October 1, 1998, the term is only used in reference to ATC Specialists in the Flight Service option.

Full Time Equivalent (FTE): The number of productive hours represented by one full-time employee over a period of one fiscal (or calendar) year. FTE figures included in this document shall be based on the standard number of productive hours established by the Office of Personnel Management (OPM), or 1,744 hours.

Government Property: All property owned by or leased to the Government or acquired by the Government under the terms of this contract. It includes, but is not limited to, any Government-furnished property or contractor-acquired property identified in the contract.

Government-Furnished Property (GFP): Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

Information Charting: A methodology, developed by AMA-500, of analyzing, organizing, and presenting information; used in the development of training materials.

Instruct: To provide situations, conditions, or activities which are designed to facilitate the learning of knowledge's, skills, and abilities required to perform a specified job task.

Instructor Day: An 8-hour period for one instructor to perform instructional duties. Used to calculate the number of instructors required to conduct training.

Instructional Objective: A specification of performance, which is part of a training outcome. It specifies precisely the behavior to be expected, the conditions under which behavior will be accomplished, and the minimum acceptable level of performance.

Instructional Program Guide (IPG): A publication that provides guidance in administering the National Air Traffic Training Program for a specific air traffic option. It outlines mandatory training objectives and evaluation criteria for measuring the objectives. The IPG assures a standardized training program from entry on duty to CPC, and derives its authority from FAA Order 3120.4, Air Traffic Training.

Instructional Systems Design (ISD): Development, revision, and presentation of knowledge which emphasizes an assurance that the student will be able to use the acquired knowledge, skills, and abilities gained in training to perform specific job tasks.

Instructional Systems Specialist (ISS): A person knowledgeable and skilled in the development of instructional systems utilizing the ISD process.

Instructor: An individual whose primary responsibility is to teach and/or evaluate learning in a formal environment. Under this contract, certain instructors may be utilized as developers.

International Training Service Center (ITSC) (AMA-800): One of the FAA's initial franchise organizations providing various training courses to international participants.

Laboratory: A learning environment that simulates the actual job environment.

Laboratory Problem: An educational medium used to instruct or evaluate a student's ability to perform specific job tasks.

Lead Instructor: An instructor assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, is responsible for conducting student counseling, laboratory scheduling, and the distribution of training material to the class.

Lesson: A period of instruction devoted to a specific topic, skill, or concept.

National Airspace System (NAS): The persons, organizations, facilities, and equipment related to the safe and efficient utilization and management of the navigable airspace.

Performance Work Statement (PWS): A document, which describes the essential and technical requirements for items, materials, tasks, or services including the standards used to determine whether the requirements have been met.

Pseudo-Pilot: A training support position utilized in certain medium- and high-fidelity simulation training laboratories and classrooms. These support personnel utilize computer entries and voice responses to students' instructions to create a realistic simulation training environment.

Quality Assurance: Actions taken by the FAA to ensure contractor compliance with the provisions of this performance work statement, to ensure the compliance of both FAA and contract personnel to applicable orders, policies, and regulations, and to ensure the overall effectiveness of air traffic instruction conducted at the FAA Academy.

Quality Control: Actions taken by the contractor to ensure compliance with the provisions of this performance work statement.

Quality Reliability Officer: Individual responsible for overseeing the quality of vendor deliverables.

Recertification: An action taken as a result of remedial training when instructors are found to be in non-compliance with FAA policies, orders, practices, and procedures.

Requirement schedule: A document prepared for a specific period to reflect the required support in a task.

Revision: Correct, improve, update, change, or amend contents of existing courseware.

Specialist in Training (SIT): An air traffic control specialist, in any option, who is engaged in air traffic training courses and has not achieved CPC status in the option.

Student: A person formally engaged in learning at the FAA Academy.

Subtask: Specific activities within a task, defined to provide for organization of contract personnel into units with specialized qualifications and/or functions within the more general functional requirements of the task.

Support Position Descriptions (SPD): A document included as Appendix D to the PWS and maintained by the COR following contract award. The SPD document describes the general duties of each labor category, the minimum education and experience required for consideration for a position in the labor category under this contract, and a description of any FAA certification required for those positions.

Task: A general grouping of contract support activities, defined to provide for the organization of contract personnel along lines, which correspond to the FAA's general organizational and/or functional needs.

Task Descriptions (TD): A document included as Appendix C to the PWS and maintained by the COR following contract award. The TD will serve as the definitive source for information about currently active tasks during the life of the contract.

Training Materials: Course materials, equipment, and supplies used in the conduct, practice, and evaluation of training.

Training Outcome: The total combination of skills and knowledge's that the student must acquire to perform a job assignment, usually derived by converting a task into measurable performance objectives.

Up/Down Facility: An air traffic control facility in the terminal option consisting of both a tower cab operation and a radar approach control operation.

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SECTION 2 Acronyms

The following acronyms, as used within the Performance Work Statement, other related contract documents, or in the course of normal operations, shall have the meaning set forth below.

<u>ACRONYM:</u>	<u>MEANING:</u>
AAA	Airport/Airspace Analysis
ABC	Activity Based Costing
ACD	Automatic Call Distribution System
ACE	ASOS Controller Equipment
AFSS	Automated Flight Service Station
AIDCS	Air Traffic Services Interfacility Data Communications System
AIP	Airport Improvement Program
AIT	Advanced Instructional Testing
AMA	FAA Academy, Mike Monroney Aeronautical Center
AMQ	Office of Acquisition, Mike Monroney Aeronautical Center
AOS	Operational Support
ARB	Airmen Records Building, Mike Monroney Aeronautical Center
ARTCC	Air Route Traffic Control Center
ARTS	Automated Radar Tracking System
ASOS	Airport Surface Observing System
ASDE	Airport Surface Detection Equipment
ASR	Airport Surveillance Radar
ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
ATCT	Airport Traffic Control Tower

ACRONYM: MEANING:

AT-SAT	Air Traffic Selection and Training
ATTE	ATC Teamwork Enhancement
AUS	Automation Specialist
AWS	Alternate Work Schedule
BIT	Academy Instructor Training (Basic)
CAD	Computer Aided Design
CAMI	Civil Aerospace Medical Institute, Mike Monroney Aeronautical Center
CBI	Computer Based Instruction
CBT	Computer Based Training
CD	Curriculum Development
CDG	Course Design Guide
CIC	Controller in Charge
CLIN	Contract Line Item Number
CO	Contracting Officer
COR	Contracting Officer's Representative
CPC	Certified Professional Controller
DBRITE	Digital Bright Radar Indicator Equipment
DF	Direction Finder
DOT	United States Department of Transportation
DSS	Data Systems Specialist
EA	MMAC Employees Association
EASL	Existing Automation Service Level
EEO	Equal Employment Opportunity

ACRONYM: MEANING:

EPDS	Evaluation Proficiency Development Specialist
EPF	Employee Personnel File
ESL	Emergency Service Level
ETMC	Enhanced Traffic Management Coordinator
ETVS	Enhance Terminal Voice Switch
FAA	Federal Aviation Administration
FAATP	Federal Aviation Administration Travel Policy
FAR	Federal Aviation Regulations (PRIMARY REFERENCE)
FAR	Federal Acquisition Regulations (ALTERNATE REFERENCE)
FPL	Full Performance Level
FSAS	Flight Service Automation System
FSDPS	Flight Service Data Processing System
FSS	Flight Service Station
FTE	Full Time Equivalent
FTLO	Facility Technical Liaison Officer
FY	Fiscal Year
GFP	Government Furnished Property
GOES	Geostationary Operational Environmental Satellite
GPS	Global Positioning System
GSA	General Services Administration
ICAO	International Civil Aviation Organization
ICSS	Integrated Communication Switching System
IIDS	Interactive Instructional Delivery System
IO	Instructor Orientation

ACRONYM: MEANING:

IPG	Instructional Program Guide
ISD	Instructional Systems Design
IT	Instructional Testing
ITSC	International Training Service Center
LAWRS	Limited Aviation Weather Reporting Stations
M1FC	Model 1 Full-Capacity (AFSS)
METAR	Aeronautical Meteorological Code
MIS	Management Information System
MMAC	Mike Monroney Aeronautical Center
MPB	Multi-Purpose Building, Mike Monroney Aeronautical Center
MSS	Managers, Supervisors, and Staff
NACI	National Agency Check with Inquiries
NAPRS	National Airspace Performance Reporting System
NAS	National Airspace System
NEXRAD	Next Generation Radar
NOTAM	Notices to Airmen
NTSB	National Transportation Safety Board
OASIS	Operational and Supportability Implementation System
OATS	Office Automation Technology and Services
ODL	Oceanic Data Link
OE	Obstruction Evaluation
OJT	On-the-Job Training
OPF	Official Personnel File
OPM	Office of Personnel Management

ACRONYM: MEANING:

OPS	Operations
PC	Personal Computer
PIREP	Pilot Reports
PRM	Precision Runway Monitor
PWS	Performance Work Statement
QRO	Quality Reliability Officer
RAIM	Receiver Autonomous Integrity Monitor
RDO	Regular Day Off
RDVS	Rapid Deployment Voice Switch
RIF	Reduction in Force
RTF	Radar Training Facility, Mike Monroney Aeronautical Center
SAAS	Stand Alone Assembly System
SPD	Support Position Descriptions document
SCT	System Configuration Terminal
SIT	Specialist in Training
STARS	Standard Terminal Arts Replacement System
TAF	Terminal Area Forecast
TAL	Transaction Application Language
TCAS	Traffic Alert and Collision Avoidance System
TDP	Training Development Plan
TDS	Task Description Sheet
TDWR	Terminal Doppler Weather Radar
TED	Touch Entry Device
TMC	Traffic Management Coordinator
TMS	Traffic Management System
TMU	Traffic Management Unit

ACRONYM: MEANING:

TPR	Technical Performance Review
TPSB	Thomas P. Stafford Building, Mike Monroney Aeronautical Center
TRACON	Terminal Radar Approach Control
TSS	Tower Simulation System
VDF	VHF Directional Finder
VRS	Voice Retrieval and Store System
VSCS	Voice Switching and Control System
VTABS	VSCS Training and Backup System
WINGS	Weather Information and Navigational Graphics System
WIND	Weather Information Network Display