

Acronym	Description
A/E	Architects and Engineers
ABA	American Bar Association
ABC	Activity Based Cost: Pricing structure based on use
ABS	Agency Billing System (agency wide)
ACH	Automated Clearing House
ACS	Address Change Service
AD	Assistant Director
ADA	Americans with Disabilities Act
AFRD	Average Fade Rate Duration
AFRS	Agency Financial Reporting System
AG	Attorney General
AGC	Associated General Contractors
AIA	American Institute of Architects
AP	Accounts Payable
APO	Army Post Office
AR	Accounts Receivable
ASHRAE	American Society of Heating, Refrigerating, and Air Conditioning Engineers
ATO	Agency Transportation Officer
AWD	All wheel drive
AXS One	Accounts Receivable System
B&G	Buildings & Grounds
BC or BG	BOMA Construction or BOMA Gross (same measurement) Method of measuring building space-from outside walls
BCS	Building Control System
BCx	Building Commissioning
BFFP	Barrier Free Facilities Program
BID	Bidding Phase
BMEU	Business Mail Entry Unit
BMS	Business Management System (Central Stores)
BOC	Building Operator Certification
BOMA	Building Owners and Managers Association
BPM	Bound Printed Matter of
BR	BOMA rentable
BRM	Business Reply Mail
BSS	Former name...see "ICS" below for new name
BU	BOMA usable
C-100's	Budget worksheet for capital projects
CA	Commissioning Agent
CAAA	Commission on African American Affairs
CADD	Computer Aided Design and Drafting
CAFR	Comprehensive Annual Financial Report
CAMS	Capital Asset Management System
CAPAA	Commission on Asian Pacific American Affairs
CARP	Cost Allotment Rate Program
CASS	Coding Accuracy Support System
CBO	Certified Building Official
CCDAC	Capitol Campus Design Advisory Committee

CCI	Current Contract Information
CD	Construction Documents
CFK	Computers for Kids
CHA	Commission on Hispanic Affairs
CI	Correctional Industries
CIMS	Customer Inventory Management Service
CJ	Cash Journal
CLAMP	Capitol Lake Adaptive Management Plan
CM	Construction Management
CMIA	Cash Management Improvement Act
CO	Change Order
COA	Change of Address
COGS	Cost of Goods Sold
CON	Construction Phase
COOP	Continuity Of Operations Plan
COP	Change Order Proposal
COP	Certificate of Participation
CPARB	Capital Project Advisory Review Board
CPC	Construction Project Coordinator
CPI	Consumer Price Index
CPL	Completion
CPM	Capital Project Management
CPP	Conservation Partners Program
CPS	Capitol Project Surcharge
CR	Carrier Route
CS	Contracts Specialist
CS	Central Stores
CS	Campus Sort
CSFP	Commodity Supplemental Food Program
CSI	Construction Specification Institute
CTR	Commute Trip Reduction (CTR program)
CV	Crime Victims
CxA	Commission Agent
DA	Distributing Agency
DAD	Deputy Assistant Director
DB	Design Build
DBB	Design, Bid, Build
DC	Direct Connect
DD	Design Development
DDU	Destination Delivery Unit
DEFS	Deschutes Estuary Feasibly Study
DEIS	Draft Environmental Impact Statement
DIS	Department of Information Systems
DISC	Division Information System Coordinators
DJC	Daily Journal of Commerce
DM1000	Digital Mail 1000: mail metering machine
DMM	Domestic Mail Manual
DMT	Document Messaging Technologies

DOC	Department of Corrections
DOH	Department of Health
DOL	Department of Licensing
DOR	Department of Revenue
DOT	Department of Transportation
DP	Delivery Point
DPR	Disaster Recovery Plan
DSB	Department for Services of the Blind
DSHS	Department of Social and Health Services
DSS	Division of State Services
E&AS	Engineering and Architectural Services
ECMs	Energy Conservation Measures
EDD/COA	Enterprise Data Definitions and Chart of Accounts Project
EEM	Energy Efficiency Measures
EFT	Electronic Fun
EIS	Environmental Impact Statement
ELCCA	Energy Life Cycle Cost Analysis
EOB	Executive Office Building
EPA	Environmental Project Agency
ERM	Enterprise Risk Management
ESCO	Energy Service Company
ESPC	Energy Savings Performance Contracting Program
EV	Electric Vehicle
EVF	Electronic Voucher Form
Exhibit J	Janitorial Specifications
FA	Field Authorization
FA	Fiscal Analyst
FCM	First Class Mail
FEIS	Final Environmental Impact Statement
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FIM	Facility Improvement Measure
FIMS	Facilities Information Management System
FM	Fiscal Month
FMAC	Financial Management Advisory Council
FMMS	Facilities Maintenance Management System (Main saver, used by B&G)
FO	Field Order
FPS	Flexible Productivity Series
FSP	Facilities Senior Planner
FT	Fiscal Technician
FY	Fiscal Year
GA/DOC Team	Department of Corrections Team
GA/DSHS Team	Department of Social and Health Services Team
GAAP	Generally Accepted Accounting Principles
GAMS	General Administration Mail System
GBCI	Green Building Certification Institute
GC	General Contractor

GC/CM	General Contractor/Construction Manager
GCLM	Grants, Contracts and Loan Management Project
GHG	Green House Gas
GMAP	Government Management Accountability and Performance
GMS	Global Mailing Systems
GPMC/GPC	General Purpose Mail Container
HAVC	Heating, Ventilation and Air Conditioning
HEV	Hybrid Electric Vehicle
HIPAA	Health Insurance Portability & Accountability Act
HLB	Highway Licenses Building
HRMS	Human Resource Management System
HU!	Heads Up!
HVAC	Heating, Ventilating and Air Conditioning
IAA	Inter Agency Agreement
IAM	Interagency Mail
IAQ	Indoor Air Quality
ICAS	Integrated Controls and Security
ICM	Federal Mail coming into the State system
ICS	Integrated Controls and Security (formerly BSS)
IFB	Invitation for Bid
IFMA	International Facility Management Association
IGA	Investment Grade Audit
ILA	Inter Local Agreement
IMB	Intelligent Mail Barcode
IS	Information Systems
ISB	Information Services Board
ISSC	Information Systems Steering Committee
IT	Information Technology
JLARC	Joint Legislative Audit and Review Committee
JOC	Job Order Contracting
JV	Journal Voucher
K-12	Kindergarten through 12 th Grade
KWH	Kilowatt Hours
LEA	Law Enforcement Agency
LEED	Leadership in Energy and Environmental Design
LIS	Lease Inventory System (RES)
LOTT	Lacey Olympia Tumwater Thurston (waste water treatment)
LPW	Limited Public Works
M&V	Monitoring and Verification
MACC	Maximum Allowable Construction Cost
MAIDS	Medical Assistance Identification System
MBE	Minority Business Enterprise
MCC	Merchant Category Code
MFD	Multi-Function Device
MIPS	Medical Information Payment System
MLOCR	Multiline Optical Character Reader
MMC	Materials Management Center
MMCAP	Minnesota Multistate Contracting Alliance for Pharmacy

MMQM	Mail Managers Quarterly Meeting
MMS	Mail Management System
MO	Maintenance and Operations
MOU	Memorandum of Understanding
MPE	Mail Processing Equipment
MQC	Mail piece Quality Control
MRC	Mail Recovery Center
MRDF	Mail Run Data File
MRS	Management Reporting System
MS	Mail Stop
MSDS	Material Safety Data Sheets
MSM	Mail Stream Monitor
MTF	Memo to File
MWBE	Minority and Women Owned Business Enterprises
NAICS	North American Industrial Classification System
NASFA	National Association of State Facilities Administrators
NASPO	National Association of State Procurement Officials
NCGC	North Cascades Gateway Center
NCOA	National Change of Address System
NEEC	Northwest Energy Efficiency Council
NIGP	National Institute of Government Purchasing
NMR	No Mail Receptacle
NRB	Natural Resources Building
NTP	Notice to Proceed
NWCCC	Northwest Construction Consumer Council
O&M	Operation & Maintenance
O&P	Overhead and Profit
OB2	Office Building 2
OCR/BCR	Optical Character Reader/Bar Code Reader
OMR	Optical Mark Recognition
OMWBE	Office of Minority and Women's Business Enterprises
OOC	Out of Country
OPCC	Olympia Postal Customer Council
ORCPP	State of Oregon Cooperative Purchasing Program
ORG Chart	Organizational Chart
OS	Operating System
OSP	Office of State Procurement
OSPI	Office of Superintendent Public Instruction
OWA	Outlook Web Access
P&P	Payment & Performance
P&P	Policy and Planning
P&Ps	Policies & Procedures
P2P	Print to Post
PAF	Purchasing Administrative Fee
PAM	Postage Accounting Module
PB	Pitney Bowes
PC	Performance Contracting
PCARD	Purchasing Card
PCMS	Purchasing Contract Management System

PE	Professional Engineer
PEBB	Public Employees Benefit Board
Perm	permanently assigned vehicle
PFMA	Public Fleet Managers Association
PHEV	Plug In Hybrid Electric Vehicle
PIMS	Parking Information Management System (Parking office)
PLA	Preferred Leasing Area
PM	Preventive Maintenance
PM or PMG	Property Management Group
PMTS	Performance Measurement Tracking System
PO Box	Post Office Box
POG	Priorities of Government
POS	Plant Operations Support
POSTNET	Postal Numeric Encoding Technique
POV	Personal Occupancy Vehicle
PRC	Project Review Committee
Project	Project Assigned Vehicle
PRR	Project Request Report
PS	Political Subdivisions
PSA	Purchase and Sale Agreement
PSE	Puget Sound Energy
PTS	Project Tracking System (E&AS)
PWR	Public Works Request
QA	Quality Assurance
RA	Registered Architect
RA	Recipient Agency
RCM	Resource Conservation Manager
RCW	Revised Code of Washington
REA	Request for equitable adjustment
RES	Real Estate Services
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Qualifications
RMRS	Remote Meter Resetting System
RR	Rural Route
SA	Senior Architect
SAAM	State Administrative & Accounting Manual
SCC	State Capitol Committee
SD	Schematic Design
SDA	Sub-Distributing Agency
SDS	Space Data Sheet
SE	Senior Engineer
SEPA	State Environmental Policy Act
SFAC	State Facilities Access Committee
SFY	State Fiscal Year
SL	Sort Level
SOG	Seat of Government
SOL	Statute of Limitations

SOQ	Statement of Qualifications
SOX	Sarbanes-Oxley Act
SPA	State Purchasing Agent
SPB	Simple Payback
SPO	State Purchasing Office
SPR	Single Purchase Requisition
SQL	Sequel Language
SR&L	State Recorded Lease
SRA	State Rental Agreement
SRL	Space Request and Leases
SUV	Sports Utility Vehicle
SWR	Small Works Roster
T&B	Testing and Balancing
TCR	The Climate Registry
TEFAP	The Emergency Food Assistance Program (Food Program)
TEMS	Travel Expense Management System
TIN	Tax Identification Number
TI's	Tenant Improvements
TMPL	Total Maximum Daily Load (Carrying capacity for pollutants for a body of water)
TMS	Treasury Management System
TRC	Tacoma Rhodes Center
Trip	Daily Trip vehicle
TRPC	Thurston Regional Planning Council
UAA	Undeliverable As Addressed
UBI	Unified Business Identifier
UNSPSC	United Nations Standard Products and Services Code Solution
UPS	United Parcel Service
USC	United States Code
USDA	US Department of Agriculture
USPS	United States Postal Service: Federal Mail
VE	Value Engineering
VEBA	Voluntary Employee Benefit Account
VMMC	Vehicle Maintenance Management Conference
WABO	Washington Association Building of Officials
WAC	Washington Administrative Code
WBE	Women Business Enterprise
WEBS	Washington Electronic Business Solution (OSP)
WO	Work Order
WOW	Weigh-on the-Way
WPM	Washington Purchasing Manual
WSCA	Western States Contracting Alliance
WSPC	State of Washington Purchasing Cooperative
WSQA	Washington State Quality Award
ZIP	Zone Improvement Plan
ZIP+4	Expanded ZIP Code