



# Department of Defense MANUAL

NUMBER 4120.24  
September 24, 2014

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USD(AT&L)

SUBJECT: Defense Standardization Program (DSP) Procedures

References: See Enclosure 1


1. PURPOSE. This manual reissues DoD 4120.24-M (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5134.01 (Reference (b)) and DoD Instruction (DoDI) 4120.24 (Reference (c)) to assign responsibilities and prescribe the procedures for implementing the DSP in accordance with sections 2451-2457 of Title 10, United States Code (U.S.C.) (Reference (d)).
  
2. APPLICABILITY. This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this manual as the “DoD Components”).
  
3. RESPONSIBILITIES. See Enclosure 2.
  
4. PROCEDURES. See Enclosures 3 through 14.
  
5. INFORMATION COLLECTION REQUIREMENTS
  - a. The associated forms, referred to in section 3 of Enclosure 12 of this manual, have been assigned Office of Management and Budget (OMB) control number 0704-0188 in accordance with the procedures in Volume 2 of DoD Manual (DoDM) 8910.01 (Reference (e)).
  
  - b. DD Form 1718, “Certification of Qualified Products,” referred to in paragraphs 11a(6), 11h(1), 11i, and 14a of Enclosure 14 of this manual, has been assigned OMB control number 0704-0487 in accordance with the procedures in Reference (e).

6. **RELEASABILITY. Cleared for public release.** This manual is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. **EFFECTIVE DATE.** This manual:

a. Is effective September 24, 2014.

b. Will expire effective September 24, 2024 if it hasn't been reissued or cancelled before this date in accordance with DoDI 5025.01 (Reference (f)).



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4. Standardization in the Acquisition Process
5. Organization of the DSP
6. Standardization Management Assignment
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ENCLOSURE 1

REFERENCES

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- (b) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 9, 2005, as amended
- (c) DoD Instruction 4120.24, "Defense Standardization Program (DSP)," July 13, 2011
- (d) Title 10, United States Code
- (e) DoD 8910.1-M, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections," June 30, 2014
- (f) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014
- (g) DoD Instruction 5134.16, "Deputy Assistant Secretary of Defense for Systems Engineering (DASD(SE))," August 19, 2011
- (h) Chairman of the Joint Chiefs of Staff Instruction 2700.01E, "International Military Agreements for Rationalization, Standardization, and Interoperability (RSI) Between the United States, Its Allies, and Other Friendly Nations," January 18, 2012
- (i) DoD Directive 5144.02, "DoD Chief Information Officer (DoD CIO)," April 22, 2013
- (j) DoD Directive 8000.01, "Management of the Department of Defense Information Enterprise," February 10, 2009
- (k) Section 2511 of Title 50, United States Code
- (l) Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum, "Better Buying Power 2.0: Continuing the Pursuit for Greater Efficiency and Productivity in Defense Spending," November 13, 2012
- (m) DoD Information Technology Standards Registry, current edition
- (n) DoD Instruction 8330.01, "Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," May 21, 2014
- (o) Defense Standardization Program Standardization Directory SD-21, "Listing of Specifications and Standards Mandated for Use by the Department of Defense by Public Laws or Government Regulations," November 1, 2012
- (p) Military Standard MIL-STD-3018 with Change 1, "Parts Management," October 27, 2011
- (q) Federal Acquisition Regulation, current edition
- (r) DoD Directive 5000.01, "The Defense Acquisition System," May 12, 2003, as amended
- (s) Defense Standardization Program Standardization Directory SD-15, "Guide for Performance Specifications," August 24, 2009
- (t) Federal Standardization Manual, 2000<sup>1</sup>
- (u) Defense Standardization Program Standardization Directory SD-1, "Standardization Directory," April 1, 2014
- (v) Defense Standardization Program Standardization Directory SD-23, "Department of Defense Item Reduction Program," January 5, 2007
- (w) Section 12(d) of Public Law 104-113, "National Technology Transfer and Advancement Act," March 7, 1996

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<sup>1</sup> Available at <http://www.gsa.gov/portal/content/104101>

- (x) Military Standard MIL-STD-961E with Change 2, “Defense and Program-Unique Specifications Format and Content,” January 9, 2014
- (y) Military Standard MIL-STD-962D with Change 2, “Defense Standards Format and Content,” January 9, 2014
- (z) Military Standard MIL-STD-967 with Change 2, “Defense Handbooks Format and Content,” January 9, 2014
- (aa) Military Standard MIL-STD-963B, “Data Item Descriptions (DIDs),” August 31, 1997
- (ab) DoD Manual 5200.01, Volume 1, “DoD Information Security Program: Overview, Classification, and Declassification,” February 24, 2012
- (ac) DoD Manual 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” February 24, 2012, as amended
- (ad) Office of Management and Budget Circular A-119, “Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities,” February 10, 1998
- (ae) Defense Standardization Program Standardization Directory SD-9, “DoD Guidance on Participation in the Development and Use of Non-Government Standards,” March 9, 2005
- (af) DoD 5500.07-R, “Joint Ethics Regulations (JER),” August 30, 1993
- (ag) Defense Standardization Program Standardization Directory SD-6, “Provisions Governing Qualification: Qualified Products Lists and Qualified Manufacturers Lists,” February 1, 2014
- (ah) Title 5, United States Code
- (ai) DoD Instruction 2040.02, “International Transfers of Technology, Articles, and Services,” March 27, 2014
- (aj) DoD Directive 5230.25, “Withholding of Unclassified Technical Data From Public Disclosure,” November 6, 1984, as amended
- (ak) DoD Directive 5230.11, “Disclosure of Classified Military Information to Foreign Governments and International Organizations,” June 16, 1992
- (al) Title 22, Code of Federal Regulations, parts 120 through 130, current edition
- (am) Title 15, Code of Federal Regulations, parts 730 through 774, current edition
- (an) North Atlantic Treaty Organization (NATO) Standardization Agreement (STANAG) 4093, “Mutual Acceptance by NATO Member Countries of Qualification of Electronic and Electrical Components for Military Use,” Edition No. 4, January 22, 1993<sup>2</sup>
- (ao) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition

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<sup>2</sup> Available at <https://assist.dla.mil>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L) oversees implementation of the procedures within this manual.
  
2. DEFENSE STANDARDIZATION EXECUTIVE (DSE). Under the authority, direction, and control of the USD(AT&L) and in accordance with DoDI 5134.16 (Reference (g)), the DSE:
  - a. Exercises authority over the functions of the DSP.
  - b. Chairs the Defense Standardization Council (DSC).
  - c. Serves as the standardization executive for the DoD Components without a designated component standardization executive (CSE).
  - d. Establishes Joint Standardization Boards (JSBs) under the DSP.
  - e. Helps determine the U.S. national position on materiel international standardization agreements (ISAs), and resolves conflicting views within its purview, in accordance with Chairman of the Joint Chiefs of Staff Instruction 2700.01E (Reference (h)).
  - f. Designates the Director, Defense Standardization Program Office.
  
3. DoD CHIEF INFORMATION OFFICER (CIO). The DoD CIO has authority over all aspects of information technology specifications and standards in accordance with DoDD 5144.02 (Reference (i)) and DoDD 8000.01 (Reference (j)).
  
4. DoD COMPONENT HEADS. The DoD Component heads:
  - a. Ensure that materiel standardization, including information technology and facilities, is addressed throughout the acquisition process.
  - b. Ensure compliance with specifications and standards required by law, regulations, and ISAs, as applicable.
  - c. Ensure compliance with the DSP procedures in this manual.

d. Ensure that necessary planning, programming, and budgeting resources are provided to Component personnel to develop and maintain specifications, standards, and other related standardization documents in accordance with this manual.

e. Designate a senior official as the CSE to ensure the implementation of this manual and identify organizations within the DoD Component that are authorized to serve as one of the standardization management activity functions in Enclosure 5 of this manual.

f. Ensure that Component personnel in an authorized standardization management activity (SMA) have received the necessary training to carry out their functions.

g. Ensure that cancelled DSP documents are not cited in a solicitation or contract without a waiver for one-time use or a request for reinstatement of the document for recurring use consistent with the procedures of the DoD Component.

5. DIRECTOR, NAVAL NUCLEAR PROPULSION. Under the authority, direction, and control of the Secretaries of Energy and Navy, the Director, Naval Nuclear Propulsion, has authority over all aspects of specifications and standards under the cognizance of the Naval Nuclear Propulsion Program in accordance with section 2511 of Title 50, U.S.C. (Reference (k)).

ENCLOSURE 3

GENERAL INFORMATION

1. CATALOGING AND STANDARDIZATION ACT. The DSP is conducted in accordance with the statutory provisions of sections 2451-2457 of Reference (d), which require the Secretary of Defense to maintain a unified defense standardization program for:

- a. Standardizing like products and technologies.
- b. Using a common set of specifications and standards.
- c. Cooperating with industry in the development of standards.
- d. Assigning standardization responsibilities in the DoD.
- e. Resolving disputes between the Military Departments and Defense Agencies.
- f. Making final decisions on all DSP-related matters.

2. STANDARDIZATION IN SUPPORT OF THE WARFIGHTER. To provide the warfighter with equipment that is interoperable, reliable, technologically superior, and affordable, key capabilities that require standardization to be successful include:

- a. Interoperability with multinational partners and among the Military Departments, which requires standardization of physical, electronic, and functional interfaces and performance requirements.
- b. Information superiority, which demands standardized data and equipment interfaces and performance requirements to permit information to be shared among systems and personnel.
- c. Rapid new technology insertion, which requires standard interfaces and performance requirements. Since the DoD must retain existing systems for decades beyond their planned life, affordable technology refreshments will depend in part on the Department's ability to define standard solutions across systems based on performance and interface requirements.

3. DSP GOALS. The goals of the DSP are to:

- a. Improve military operational readiness by:

- (1) Achieving interoperability of systems, subsystems, and equipment with U.S. allies and among the Military Departments.

- (2) Reducing the variety of supply items to improve logistics support.
- (3) Improving the reliability, maintainability, and safety of systems and supply items.
- (4) Modernizing existing systems, subsystems, and equipment through the insertion of new technology and parts.
- (5) Ensuring relevance of standards to the warfighter.

b. Reduce total ownership costs by:

- (1) Reducing the number of nonstandard parts.
- (2) Facilitating competition.
- (3) Promoting the use of common processes and open systems.
- (4) Promoting standard commercial processes and practices.
- (5) Reducing training costs and standardizing best training practices.
- (6) Optimizing systems engineering requirements by reaching a consensus on requirements.
- (7) Keeping standards current by incorporating cost-saving changes and lessons learned.

c. Reduce cycle time by:

- (1) Using readily available standard items.
- (2) Identifying interchangeability and interoperability requirements to permit rapid introduction of new technologies.

4. **DSP PROCESS.** The DSP process is an important element of the overall defense system and materiel management process. It uses numerous tools, including the systems engineering process, to identify those technical parameters necessary for acquisition, support, and use of defense systems and materiel throughout the entire product life cycle. Specific procedures for the DSP process are defined in this manual.



ENCLOSURE 4

STANDARDIZATION IN THE ACQUISITION PROCESS

1. GENERAL. The program manager must balance the decision to standardize against specific mission requirements, technology growth, and cost effectiveness in accordance with the better buying power tenets described in Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum (Reference (l)).

a. In accordance with the DoD's performance-based acquisition policies, it is primarily the contractor's responsibility to recommend the use of standard materials, parts, components, and other items needed to meet performance requirements and satisfy other program elements, such as parts management and logistics support.

b. Interoperability, compatibility, and integration are key standardization goals that must be satisfactorily addressed for all acquisitions. These goals must be specified and validated during the requirements generation process and throughout the product or system life cycle.

c. A standardization template available on the DSP website at <http://www.dsp.dla.mil> helps users make an informed standardization decision by assessing standardization opportunities, standardization decision processes, and implementation of the standardization decision.

2. MANDATORY STANDARDIZATION CONSIDERATIONS

a. DoD Information Technology Standards Registry. Program offices must use information technology specifications and standards mandated by the DoD Information Technology Standards Registry (DISR), referred to in this manual as "the DISR" (Reference (m)), available at <https://gtg.csd.disa.mil>, as applicable. Use of the DISR is pursuant to DoDI 8330.01 (Reference (n)).

b. Specifications and Standards Mandated by Public Law or Government Regulations. Program offices and procuring activities must use specifications and standards listed in the DSP Standardization Directory (SD) 21 (Reference (o)), as applicable.

c. Parts Management. Program offices must apply standardization processes to improve parts commonality, which may include cross program technical requirements and a business case analysis. Program offices should ensure that a parts management process is used to reduce the proliferation of parts and associated documentation and promote the use of parts with acceptable performance, quality, and reliability, as specified in Military Standard (MIL-STD)-3018 (Reference (p)). Total ownership cost analysis must also be applied in the selection of parts for the program.

d. Compliance with U.S.-Ratified ISAs. To achieve interoperability with the North Atlantic Treaty Organization (NATO) and coalition forces, pursuant to section 2457 of Reference (d),

program offices and procuring activities must, to the maximum extent feasible when needed to meet required capabilities, comply with U.S.-ratified materiel ISAs applicable to their acquisitions by citing their implementing documents in solicitations and contracts.

3. STANDARDIZATION CONSIDERATIONS FOR PROGRAM OFFICES. This section provides guidance on the types of issues and questions that program offices need to address when deciding where, when, how, and to what level to standardize. If the answer is “yes” to any of these questions, consideration must be given to standardizing the system, subsystem, assembly, subassembly, equipment, or components, as appropriate. These issues and questions are primarily intended to relate to new system design and upgrades. Criteria for information technology standards, profiles, and data will be directed by DoD CIO, consistent with assigned responsibilities in section 4 of Enclosure 2 of this manual.

- a. Does a U.S.-ratified ISA exist that is applicable? If so, the applicable ISA or U.S.-implementing document should be identified early in the design process to ensure interoperability with allied systems and equipment.
- b. Must the system or subsystem interoperate with other systems, subsystems, or equipment?
- c. Must form, fit, function, or interface be defined to permit interoperability or connectivity between discrete items?
- d. Is uniform configuration necessary for ease of operation or safety?
- e. Is design control necessary because predictable performance is an essential requirement?
- f. Do organic logistics support considerations demand that form, fit, function, or interface be identical to replace or substitute for an equivalent item (interchangeability)?
- g. Are there military-unique environmental requirements (such as radiation hardness, vibration, or shock) that will affect many different systems, and would there be a benefit to having a standard methodology, measurement, or solution?
- h. Will implementation of common systems and equipment across platforms support a focused training requirement and limit the variation in maintenance and repair requirements?
- i. Would research and development costs, logistics support costs, engineering time, or procurement time be reduced?

4. STANDARDIZATION CONSIDERATIONS FOR PROCURING ACTIVITIES. This section provides guidance on the types of issues and questions that procuring activities need to address when deciding where, when, how, and to what level to standardize. If the answer is “yes” to any of these questions, consideration must be given to standardizing the item. These

issues and questions are primarily intended to relate to the procurement of end items or reprourement of components and piece parts.

- a. Is physical uniformity a minimum essential requirement?
- b. Is uniform configuration necessary for ease of operation or safety?
- c. Must form, fit, function, or interface be defined to permit interoperability or connectivity between discrete items?
- d. Will the item be used in a variety of applications?
- e. Is design control necessary because predictable performance is a minimum essential requirement (reliability, maintainability, survivability, and safety)?
- f. Must form, fit, function, or interface be identical to replace or substitute for an equivalent item (interchangeability)?
- g. Are there unique environmental requirements, such as radiation hardness and shock?
- h. Will there be economies of scale (consolidated buys)?
- i. Are there stocking and storage considerations (item will be in inventory)?
- j. Would training for operation, maintenance, or repair be improved by standardization?
- k. Would research and development costs, engineering time, or procurement time be reduced?

5. WHEN NOT TO STANDARDIZE. This section provides guidance on when it may not be a good idea to standardize. If the answer is “yes” to any of these questions, then standardization should not be a primary consideration.

a. Is the technology unstable? It may not be practical or desirable to standardize on a set of items if the technology involved is rapidly evolving, and acquiring the state-of-the-art technology is desirable or items go out of production after a short period.

b. Is the primary goal to satisfy customer preferences? If customers can and do turn easily to other sources when their specific preferences are not honored, it may not be practical to standardize at more than a very generic level.

c. Will standardization unacceptably inhibit design flexibility and innovation? If a primary goal of an acquisition is to allow the developer maximum design flexibility and innovation, standardization is not appropriate.

d. Does the use of standardization cause an inability to meet the requirement of a key performance parameter?

6. STANDARDIZATION AS JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION. Standardization emphasizes and supports competition through the use of performance-oriented standardization documents. However, section 6.302-1(b)(4) of the Federal Acquisition Regulation (Reference (q)) permits the use of standardization as justification for other than full and open competition when it can be determined, in accordance with the agency's standardization program, that only specified makes and models of technical equipment and parts will satisfy the agency's needs for additional units or replacement items, and only one source is available.

7. PRODUCT DESCRIPTIONS. It is important to develop and use the right type of product description to satisfy the immediate technical and acquisition needs. It is also important to support broader and long-term acquisition objectives such as logistics support, competition, quality, use of commercial items and processes, best value, and standardization. Pursuant to DoDD 5000.01 (Reference (r)), requirements must be written in performance terms. DSP SD-15 (Reference (s)) provides guidance on writing performance requirements. While this manual addresses only standardization documents, section 7 of this enclosure briefly discusses other types of product descriptions to assist the user in making the correct selection for document development.

a. Standardization Documents. Standardization documents are developed and used for products, materials, and processes that have multiple applications to promote commonality and interoperability among the Military Departments and the Defense Agencies and between the United States and its allies, and to limit the variety of items in the military supply system. The Acquisition Streamlining and Standardization Information System (ASSIST) database identifies approved defense and federal standardization documents, adopted non-government standards (NGS), and U.S. ratified materiel ISAs. Standardization documents include:

(1) Defense specifications, standards, and handbooks developed in accordance with the consensus procedures established by this manual.

(2) Commercial item descriptions (CIDs) and federal specifications and standards developed in accordance with the consensus procedures of the Federal Standardization Manual (Reference (t)).

(3) NGS developed under the consensus procedures of private sector standards organizations.

(4) Materiel ISAs developed within NATO and other multinational security bodies and ratified by the United States.

b. Program-Unique Documents. Program-unique documents apply only to a particular weapon system or program, and little or no potential exists for the application of these documents to other systems or programs. Because of this uniqueness or because a design is still under development and has not stabilized to an extent to warrant standardization, there are no significant advantages to developing a standardization document. Generally, system and development-type specifications are program-unique documents. Program-unique documents may be developed for products, materials, and processes unique to a specific program or if they are intended to control configuration during the development phases. Once production begins, consider converting any program-unique documents for products, materials, or processes to a standardization document so that it may better support re-procurement and gain visibility among other potential users by being identified in the ASSIST database.

c. Purchase Descriptions. Purchase descriptions may be used when no satisfactory standardization document exists to buy products. Use of purchase descriptions is limited to one-time buys, small purchases, research and development purposes, first time procurements on items never bought with limited, proven technical data, or when the development of a standardization document is not considered cost effective.

8. TAILORING OF STANDARDIZATION DOCUMENTS. Individual requirements in standardization documents should be tailored so they are pertinent and cost effective for a specific acquisition. The requirements should be modified to ensure they are kept to a minimum to meet actual needs and that they contribute to a balance between needs and costs. Rewriting, extracting, or eliminating requirements accomplishes tailoring of standardization documents.

a. Rewriting Requirements. If a standardization document is generally acceptable, it may be referenced and changes made to certain paragraphs through the contract to tailor requirements to the specific application. If those rewritten requirements are likely to be used repetitively in the future, users should submit the rewritten requirements to the document preparing activity to prepare a permanent change or recommend the preparation of a new standardization document to meet the recurring need. Use caution when rewriting requirements in a specification since certain changes may alter the standard item of supply unnecessarily and undermine any standardization efforts.

b. Extracting Requirements. When only a small portion of a standardization document is needed, extract the requirements rather than unnecessarily referencing the entire document.

c. Selected Application. When only portions of a standardization document are needed, but the requirements are too extensive to extract, specify only the applicable requirements. To help in that effort, document preparers should structure standards in a sectionalized format (or a similar format that facilitates tailoring) as much as possible. Each section contains a separate and distinct group of requirements intended for a defined application.

9. CANCELLED SPECIFICATIONS AND STANDARDS. Program offices and procuring activities must not cite cancelled specifications or standards in solicitations or contracts without a

waiver in accordance with the Military Department or Defense Agency's procedures. If a cancelled document is needed for recurring use, it should be considered for reinstatement in accordance with paragraph 11i of Enclosure 7 of this manual.

ENCLOSURE 5

ORGANIZATION OF THE DSP

1. GENERAL. The execution of the program is assigned to the DoD activities listed in DSP SD-1 (Reference (u)), which are collectively referred to as SMAs. Their functions are described in this enclosure and depicted in Figure 1 of this enclosure.

2. CSEs. The CSEs:

- a. Serve on the DSC.
- b. Assist in the development and implementation of DSP policies and procedures.
- c. Approve or disapprove new or reinstated defense standards for which they are the responsible authority.

3. DIRECTOR, DEFENSE STANDARDIZATION PROGRAM OFFICE (DSPO). Under the authority, direction, and control of the DSE, the Director, DSPO:

- a. Prepares, maintains, and disseminates documents covering DSP policies, procedures, and guidance.
- b. Establishes, consolidates, or disestablishes standardization areas.
- c. Assigns Lead Standardization Activity (LSA) responsibilities to the Military Departments and the Defense Agencies.
- d. Resolves interdepartmental standardization issues.
- e. Interfaces with non-government standards bodies (NGSBs) on standardization policy issues.
- f. Represents the DoD on the Interagency Committee on Standards Policy.
- g. Participates with defense treaty organizations and multinational organizations and forums on standardization policy.
- h. Serves as the U.S. national point of contact or representative in NATO standardization activities and forums, as appropriate.
- i. Serves as the U.S. National Qualification Authority (NQA) in NATO.

j. Establishes procedures for the electronic indexing, distribution, and accessing of standardization documents by the Defense Standardization Program Automation Office (DSPAO).

k. Serves as the DoD proponent for standardization training courses.

4. DEPARTMENTAL STANDARDIZATION OFFICERS (DepSOs). The DepSOs:

a. Plan, direct, advocate, and monitor the DSP in their department or agency.

b. Ensure implementation of DSP policies and procedures in their department or agency.

c. Assign standardization responsibilities within their department or agency.

d. Designate the document management activities (DMAs) and item reduction activities (IRAs) within their department or agency. DepSOs may also designate departmental standardization activities (DSAs) for each federal supply group (FSG), federal supply class (FSC), and standardization area and may delegate assignment responsibility for custodians for new full coordination documents.

e. Provide department or agency positions on DSP policies, procedures, and guidance.

f. Submit standardization issues that require higher DoD-wide consideration to the DSC.

g. Implement decisions of the DSC.

h. Resolve standardization issues in their own department or agency and work with the other DepSOs and the DSPO to resolve inter-departmental standardization issues.

i. Approve or disapprove requests for the inclusion of qualification requirements in new specifications or the addition of qualification requirements in existing specifications.

j. Approve or disapprove ASSIST Change/Correction Submission module access for individuals within an SMA.

k. Serve as their department or agency proponent for DoD standardization training courses.

5. LSA. LSAs in an assigned FSG, FSC, or standardization area:

a. Manage and coordinate standardization efforts to ensure the optimal degree of standardization across the DoD to:

(1) Ensure interoperability with United States Allies and among the Military Departments.



- (2) Reduce total ownership costs.
  - (3) Allow for rapid insertion of new technology to promote modernization of equipment.
  - (4) Reduce cycle time for the development of systems and acquisition of parts.
- b. Maintain awareness of standardization needs and activities in the DoD.
  - c. Serve as the DoD-wide technical focal point.
  - d. Evaluate and approve or disapprove requests for standardization projects, and ensure that standardization documents comply with DSP policies and procedures.
  - e. Suggest alternative approaches to requestors when standardization projects are disapproved.
  - f. Recommend changes to standardization policies and procedures to their DepSO.
  - g. Resolve standardization problems between SMAs, or elevate the problem to their DepSO for appropriate action.
  - h. Identify chronic standardization problems or noncompliance with policies and procedures to their DepSO.
  - i. Help NGSBs to identify DoD personnel to serve on technical committees or as adopting activities.
6. DSAs. DSAs in an assigned FSG, FSC, or standardization area:
- a. Represent their Military Department or Defense Agency on standardization matters.
  - b. Assist the LSA with technical and standardization issues.
  - c. Assist the preparing activity by designating custodians for new full coordination documents and identifying review activities for their Military Department or Defense Agency.
7. DMAs. DMAs manage and coordinate standardization efforts in their activity by performing one or more of the functions listed in this section.
- a. Preparing Activities. Preparing activities:
    - (1) Develop, update, inactivate for new design, cancel, and validate standardization documents.

(2) Coordinate standardization documents with custodians, review activities, other DoD activities, civilian agencies, and industry, as appropriate.

(3) Consider all comments and incorporate or resolve essential comments.

(4) Submit essential comments that cannot be resolved to the responsible LSA.

(5) Approve standardization documents after resolving all essential comments.

(6) Enter approved standardization documents into ASSIST.

(7) Enter standardization project status data into ASSIST, including initiation, updates, and discontinuation of standardization projects.

(8) Respond to user feedback.

(9) Create, maintain, and archive official case files for their standardization documents.

(10) Support the JSBs in the development, adoption, and maintenance of DSP documents that will be used DoD wide.

b. Adopting Activities. Adopting activities:

(1) Participate as DoD liaisons, with respect to NGS committees, to develop standards that meet DoD acquisition and engineering design needs.

(2) Coordinate draft NGSs within the DoD.

(3) Evaluate DoD comments and submit acceptable and consolidated DoD comments to the NGS committees.

(4) Adopt NGSs that meet DoD needs.

(5) Serve as the DoD technical focal point for adopted NGSs, and report any problems with the adopted standard to the NGS technical committee.

(6) Prepare and enter adoption notices in ASSIST.

c. Military Coordinating Activities (MCAs). MCAs:

(1) Coordinate federal specifications, standards, or CIDs prepared by civilian agencies among interested SMAs, and submit consolidated DoD comments back to the appropriate civilian agency.

(2) Work with the civilian preparing activity to resolve essential DoD comments on federal documents.

(3) Serve as the DoD technical focal point, and report any problems with a federal standardization document back to the civilian preparing activity.

d. Custodians. Custodians:

(1) Represent their Military Department or Defense Agency for technical issues involving a standardization document or study.

(2) Work with the preparing activity to resolve their Military Department's or Defense Agency's essential comments.

e. Review Activities. Review activities provide technical review of standardization documents and submit comments to the preparing activity.

f. Qualifying Activities. Qualifying activities approve products for listing on electronic qualified products lists (QPLs) or manufacturing processes or materials for listing on electronic qualified manufacturers lists (QMLs) in the Qualified Products Database (QPD) and maintain the listing.

8. JOINT STANDARDIZATION BOARDS (JSBs). JSBs:

a. Identify DoD-wide standardization opportunities, and develop DoD-wide standardization solutions within the purview of the JSB charter.

b. Provide a DoD-wide forum for achieving common, mutually satisfactory standardization solutions that:

(1) Cut across multiple FSCs, FSGs, or standardization areas and cannot be handled by a single LSA;

(2) Cover an evolving technology or commodity that does not have an assigned LSA; or

(3) Address standardization issues identified by the DSE that may not result in a standardization document.

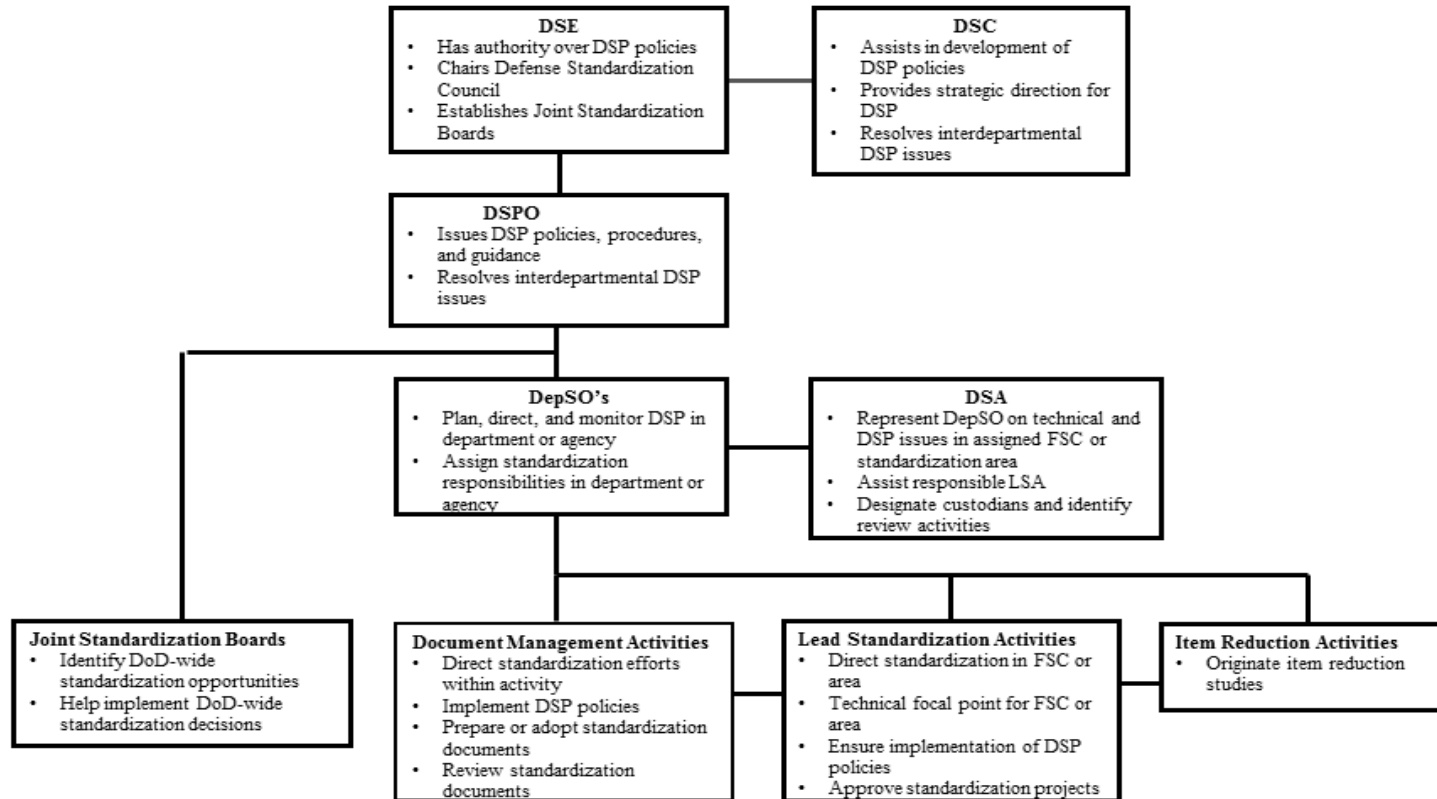
c. Coordinate standardization efforts with appropriate LSAs to ensure the optimal degree of standardization across the DoD. Working with the LSA, the JSB may serve as an integrated product or process team to advise the LSA technically on standardization matters.

d. Ensure development of DSP documents or other means to record standardization decisions.

e. Participate, through the responsible lead agent pursuant to Reference (h), with treaty organization standards committees to develop ISAs related to their domain or commodity area.

- f. Participate as liaison with NGSBs to develop standards to support their requirements.
  - g. Participate with SMAs to develop government standardization documents when needed to address requirements.
  - h. Review and comment on other DSP documents where there is an interest.
  - i. Identify resources necessary to enact standardization decisions.
  - j. Submit, to the DSPO, detailed meeting minutes that contain standardization initiatives or problem resolution progress, accomplishments, potential for interoperability and reduced logistics footprint, as well as action items and proposed completion dates.
9. IRAs. IRAs originate item reduction studies and take appropriate action upon the conclusion of the studies as specified in SD-23 (Reference (v)).
10. DSPAO. The DSPAO maintains an automated standardization information system that indexes and provides information on all of the documents produced under the DSP and allows for online accessing and downloading of those documents.

Figure 1. DSP Management Structure



ENCLOSURE 6

STANDARDIZATION MANAGEMENT ASSIGNMENT

1. GENERAL. DoD standardization policies and procedures are managed centrally by the DSPO, and in the Military Departments and the Defense Agencies, by DepSOs. The process for making standardization decisions and documenting those decisions is decentrally executed by the SMAs listed in Reference (u).

a. DoD standardization management assignments are divided along product and technology lines. The Federal Cataloging System organizes products into logical families known as FSGs, and then subdivides the FSGs into FSCs. Technologies, such as human factors, safety, information processing, and nondestructive testing, are organized into standardization areas. Reference (u) identifies the FSGs, FSCs, and standardization areas.

b. A detailed description of the FSGs and FSCs is available at <http://www.dlis.dla.mil/H2/search.aspx>. Proposed changes to the FSGs, FSCs, and standardization areas must be submitted through the appropriate DepSO to DSPO.

2. DSP MANAGEMENT ASSIGNMENTS

a. Assignment of DepSOs. The Military Departments and Defense Agencies designate the office in their Department or Agency that serves as the DepSO.

b. Assignment of LSAs. In consultation with the DepSOs, DSPO designates the Military Department, Defense Agency, or OSD organization to manage each FSG, FSC, and standardization area. These assignments are made on the basis of overall technical expertise, interest, and resources. Reference (u) lists the responsible LSA for each FSG, FSC, and standardization area. If an LSA has not been assigned, DSPO assumes temporary management responsibilities.

c. Assignment of DSAs. A DepSO may designate a DSA for each FSG, FSC, and standardization area where its Military Department or Defense Agency has an interest in standardization and may delegate assignment responsibility for custodians of new full coordination documents. If a DSA has not been designated for an FSG, FSC, and standardization area, the DepSO acts as the DSA, if necessary.

d. Assignment of IRAs. DepSOs designate IRAs to conduct item reduction studies. The assignments are made on the basis of overall technical expertise, interest, and resources. Reference (u) lists the responsible IRA for each FSC.

e. Assignment of DMAs. DepSOs designate DMAs to manage, prepare, adopt, and review standardization documents. The assignment of specific DMA functions is listed in paragraphs 2e1 through 2e4 of this enclosure.

(1) Assignment of Preparing Activities (or Adopting Activities). Only activities that have been designated as DMAs by their DepSO and listed in Reference (u) may be preparing activities. By approving a standardization project action, the LSA also approves the preparing activity for that standardization document. A DepSO or DSPO through a DepSO may also assign preparing activity responsibility.

(2) Assignment of Custodians. Only activities listed in Reference (u) may be a custodian. The preparing activity acts as the custodian for its Military Department. The preparing activity requests the DSAs designate custodians for the other Military Departments for new full coordination documents being converted to coordinated documents. The Defense Logistics Agency (DLA) may also designate a custodian if there are multiple DLA activities with an interest in a document. If other Defense Agencies or only a single DLA activity indicates document interest, then that activity is listed as a review activity rather than a custodian.

(3) Assignment of Review Activities. There is no formal method for assigning review activities. Any SMA listed in Reference (u) may be a review activity. Usually, the preparing activity selects review activities based on technical expertise or procurement use. The preparing activity may consult the DSAs to assist in identifying review activities.

(4) MCAs. Where the DoD has an interest in a federal specification or a standard prepared by a civilian agency, the LSA responsible for the FSC, FSG, or standardization area under which the document falls, assigns an MCA to coordinate the document in the DoD and provide consolidated DoD comments or concurrence back to the civilian preparing activity.

f. Authorization of JSBs. The DSE authorizes and approves the charter for each JSB. The DepSOs are notified of proposed JSBs by the DSPO. The DSPO reviews an approved charter at least every 5 years to determine if the JSB should continue and if its charter should be renewed. Requests to authorize and charter JSBs must be submitted to the DSPO with a draft charter. At a minimum, the charter must include:

- (1) The name of the JSB, which should relate to its domain or commodity area.
- (2) The purpose of the JSB (what standardization needs, opportunities, or problems it intends to address).
- (3) The process the JSB will use to perform those functions necessary to achieve standardization and interoperability objectives.
- (4) Membership of the JSB should be composed of members from DoD and other government agencies. Industry and industry associations and academia may be invited as subject matter experts to facilitate solution development.
- (5) The operational process, which may include chairmanship, voting, meeting frequency, funding, reports, and any other process that relates to the functioning of the JSB.

### 3. TRANSFER OF ASSIGNMENTS

a. Transfer of LSA Assignment. If an activity no longer has the capability or interest to continue as LSA, it may request the DSPO, through its DepSO, to transfer that assignment. The request must state the reasons for the proposed transfer and recommend another activity to assume LSA responsibilities.

b. Transfer of IRA Assignment. If an activity no longer has the capability or interest to continue as an IRA, it may request the DSPO, through its DepSO, to transfer that assignment. The request must state the reasons for the proposed transfer and recommend another activity to assume IRA responsibilities.

c. Transfer of Preparing (or Adopting Activity) Assignment. A preparing activity may transfer responsibility for a document if both activities agree. The Change/Correction Submittal module in ASSIST must be used for this purpose. ASSIST automatically notifies the LSA, DSAs, custodians, and review activities of the change. The existing preparing activity must send the document files to the new preparing activity. The DSPO, in consultation with the DepSO of the existing and new preparing activity, may also change preparing activity assignment.

d. Transfer of Custodian Assignment. A custodian may transfer responsibility for a document to another SMA if both activities agree. The Change/Correction Submittal module in ASSIST must be used for this purpose. ASSIST automatically notifies the LSA, DSAs, and preparing activity and reviews activities of the change in custodian. The existing custodian must send the document files to the new custodian. The DepSOs may also change custodian assignment.

e. Transfer of Review Activity Assignment. Since any SMA may be a review activity, there is no need to transfer a review activity assignment. An SMA may add or delete itself as a review activity using the Change/Correction Submittal module in ASSIST. ASSIST automatically notifies the LSA, DSAs, preparing activity, and custodian of the change in review activity.

f. Transfer of MCA Assignment. An MCA may transfer responsibility for a document to another SMA if both activities agree. The Change/Correction Submittal module in ASSIST must be used for this purpose. ASSIST automatically notifies the General Services Administration (GSA), LSA, DSAs, custodians, and review activities of the change in MCA. MCA transfer of responsibility may occur in one of three ways:

- (1) The MCA and another SMA agree to the transfer.
- (2) The DepSO may transfer the MCA assignment to another SMA in its Military Department or Defense Agency.
- (3) The DSPO may transfer the MCA assignment.



ENCLOSURE 7

STANDARDIZATION DOCUMENT DEVELOPMENT AND MAINTENANCE

1. TYPES AND USES OF STANDARDIZATION DOCUMENTS

a. ISAs. ISAs are developed by multinational treaty organizations to promote equipment interoperability and commonality among U.S. allies. Since interoperability among the allies is one of the key priorities in the DoD, preference should be given to using U.S.-ratified ISAs or the national document that implements the ISA. The national implementing document may be an NGS or any type of federal or defense specification or standard.

b. NGSs. Except when inconsistent with law or otherwise impractical, section 12(d) of Public Law 104-113 (Reference (w)) requires that federal agencies use NGSs in lieu of government specifications and standards. The use of NGSs supports DoD commercial acquisition goals, conserves DoD resources, supports the U.S. industrial base, allows for dual-use technology, and improves DoD mobilization capabilities. Industry consortia standards may be considered as NGSs and adopted by the DoD. NGSs should not be confused with company standards. NGSs are developed, established, coordinated, and approved by private sector organizations with wide membership using a consensus process. NGSs promote competition and usually provide a broad base of suppliers, whereas company standards tend to limit competition to a single supplier. Enclosure 9 of this manual describes the procedures for the adoption of NGSs.

c. CIDs. If a suitable NGS is not available or could not be revised or developed in time to satisfy an acquisition need for a commercial item, a CID should be developed. CIDs should be written in performance terms.

d. Federal Specifications. Preparing activities should develop or update federal specifications to establish requirements for commercial items if specific design, performance, interface, or other essential characteristics cannot be described adequately by an NGS or a CID. If an NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the federal specification, and the federal specification should contain only those additional requirements needed by the federal government. Requirements in federal specifications should be written in performance terms to the greatest extent possible.

e. Federal Standards. Preparing activities should develop or update federal standards to establish requirements for commercial processes, procedures, practices, or methods, if specific requirements cannot be described adequately by an NGS. If an NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the federal standard, and the federal standard should contain only those additional requirements needed by the Federal Government. Requirements in federal standards should be written in performance terms to the greatest extent possible.

f. Defense Specifications. Preparing activities should develop or update defense specifications to establish requirements for military-unique products or commercial items that must be substantively modified to include military-unique requirements. If an NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the defense specification and contain only those additional requirements needed by the DoD. Performance specifications are preferred over detail specifications.

g. Guide Specifications. Preparing activities may develop or update guide specifications (also known as specification guides) as an alternative to defense specifications to identify the functional or performance characteristics for subsystems, equipment, or components. Guide specifications are a type of performance specification used to identify recurring essential requirements for types of systems, subsystems, equipment, or assemblies that must be determined for each acquisition before solicitation or contractor selection. Guide specifications offer the advantage of standardizing on the essential requirements that must be determined for each acquisition without imposing restrictive, single-solution requirements. If the reprocurement strategy requires identical form, fit, and function from competitive sources, then a defense specification is preferable.

h. Defense Standards. Preparing activities should develop or update defense standards to establish requirements for military-unique processes, procedures, practices, or methods, or commercial processes, procedures, practices, or methods that must be substantively modified to include military-unique requirements. If an NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the defense standard, and contain only those additional requirements needed by the DoD. Requirements in defense standards should be written in performance terms to the greatest extent possible.

i. Defense Handbooks. Preparing activities should develop or update defense handbooks to provide guidance on procedural, technical, design information, or selection or application criteria for products, processes, practices, and methods. Defense handbooks must not be used to specify mandatory requirements.

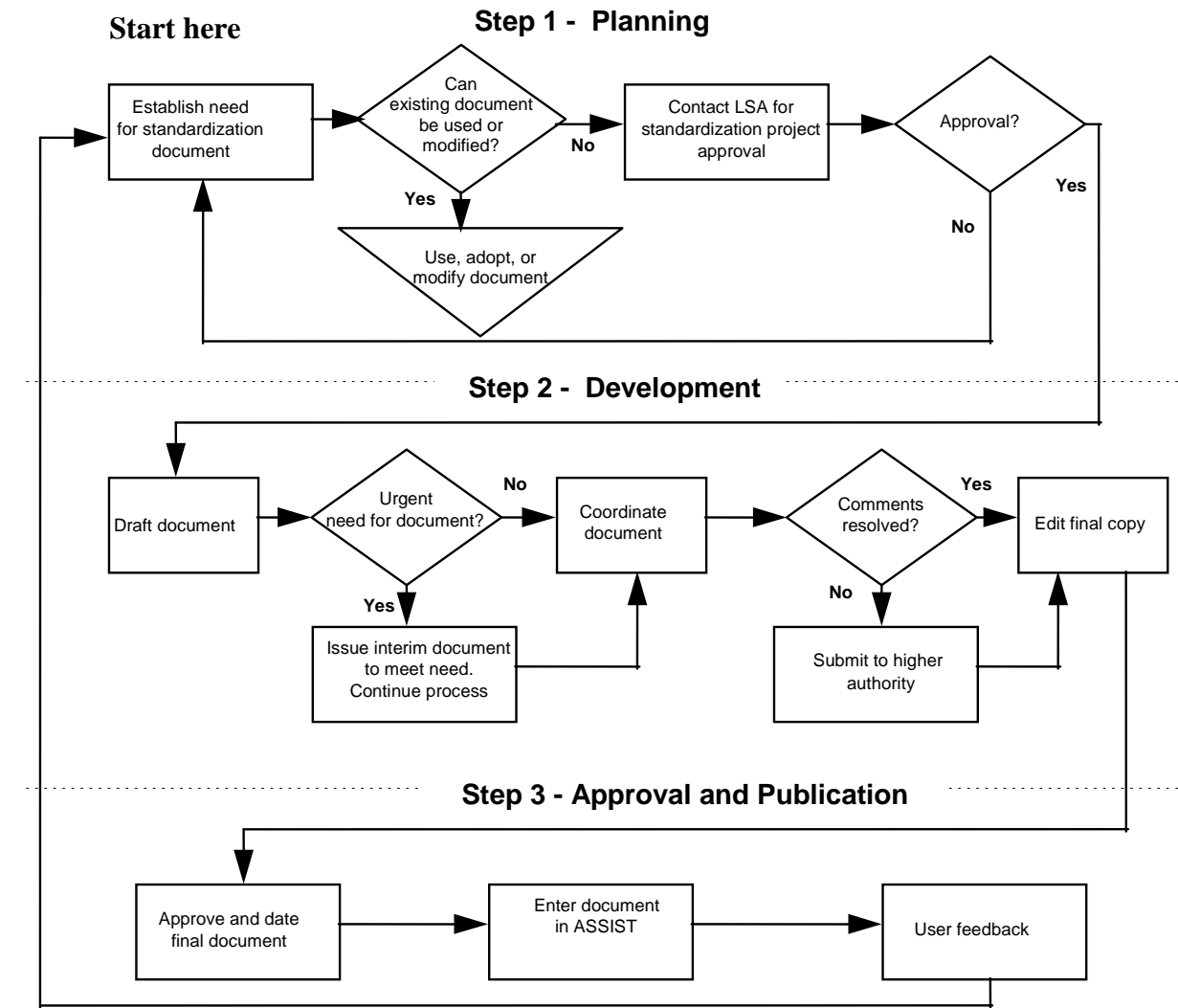
j. Other Federal Agency Standardization Documents. The DoD may adopt documents approved and issued by other federal agencies whose purpose is to standardize materiel, information technology, engineering design, production, maintenance, processes, procedures, practices, data, or guidance. These standardization documents would not include federal specifications, standards, and CIDs authorized by the GSA, which are described in paragraphs 1.c. through 1.e. of this enclosure. Enclosure 10 of this manual describes the procedures for the adoption of other standardization documents approved and issued by other federal agencies.

k. De Facto Standards. Since *de facto* standards represent widely accepted commercial practices, the DoD encourages their use. Before citing a *de facto* standard, however, DoD users must make sure that the standard is readily available.

l. Company Standards. While DoD users can cite company standards, their use by the DoD is discouraged since they tend to restrict competition. Before citing a company standard, DoD users must make sure that the standard is readily available.

2. STANDARDIZATION DOCUMENT DEVELOPMENT PROCESS. Figure 2 depicts the typical standardization document development process. The steps in this figure may vary depending on the situation.

Figure 2. Typical Standardization Document Development Process



3. DETERMINE NEED FOR STANDARDIZATION DOCUMENT. Before developing a standardization document, the preparing activity must determine if a suitable standardization document already exists or could be modified to meet the users’ need. The preparing activity must ensure that the standardization criteria described in Enclosure 4 of this manual is met before developing a standardization document.

4. STANDARDIZATION PROJECTS. To develop a new standardization document or make changes to an existing one, the preparing or adopting activity must obtain approval of the standardization project from the LSA at the beginning of document development. The establishment of a standardization project is a cooperative effort between the preparing or adopting activity and the LSA to ensure that standardization projects are needed and will achieve the objectives of the DSP in a timely and cost-effective manner. The LSA must ensure compliance with DoD standardization policies, but must also be sensitive to each DoD activity's acquisition and technical needs. LSA management involvement must continue throughout the life of a standardization project. As the standardization manager for an FSG, an FSC, or a standardization area, the LSA should help, if necessary, the preparing or adopting activity resolve standardization problems, raise standardization issues to higher authority, and promote the timely completion of standardization projects.

a. ASSIST Project Maintenance. Standardization projects are identified and managed using the ASSIST Project Maintenance module at <https://assist.dla.mil>. Preparing or adopting activity and LSA personnel who need access to this module to request, manage, or approve standardization projects must request access from the DSPAO through their DepSO.

b. Standardization Project Request. The preparing or adopting activity must submit standardization project requests using the ASSIST Project Maintenance module, which automatically generates an e-mail message to the LSA requesting project approval.

(1) New Defense Standards. Preparing activities must consult with and obtain their DepSO approval before starting the development of a new defense standard since any new defense standard requires final approval from the preparing activity's CSE.

(2) Federal Specifications or Standards. Preparing activities must obtain authorization from the GSA before developing a new federal specification or standard, except for documents falling under FSG 65 or FSG 89. For new federal specifications or standards falling under FSG 65, preparing activities must obtain authorization from the Department of Veterans Affairs. For new federal specifications or standards falling under FSG 89, preparing activities must obtain authorization from the Department of Agriculture.

c. Approval of Standardization Projects. The LSA must use the ASSIST Project Maintenance module to approve or disapprove the standardization project request. If the LSA disapproves the standardization project request, the LSA should offer an alternative approach. The project submitter may use the ASSIST Project Maintenance module to edit and resubmit the request to address the LSA's reasons for disapproval or may contact the LSA directly for further explanation for the disapproval. If a standardization project request is disapproved, the preparing or adopting activity may appeal the decision through its DepSO to DSPO. Before approving a standardization project request, the LSA must ensure that the standardization document:

(1) Does not duplicate an existing DSP standardization document or one that is under development.

(2) Is in the correct FSC, FSG, or standardization area.

(3) Is the correct type of document as described in section 1 of this enclosure.

(4) Is correctly designated as fully coordinated or limited coordinated. Most standardization documents should be fully coordinated unless the preparing activity can demonstrate that the product, process, or practice covered by the document is limited to the Military Department or Defense Agency requesting project approval or that past coordination has indicated no other DoD interest.

(5) Meets the requirements of paragraph 4.b. of this enclosure, if applicable.

d. Assignment of Standardization Project Number. The ASSIST Project Maintenance module generates and assigns standardization project numbers automatically and the LSA approves or rejects the requested project number.

(1) Standardization Documents Requiring Project Numbers. All DoD preparing activities must get standardization project numbers to revise, amend, change, reinstate, inactivate for new design, reactivate, cancel, or develop a new standardization document. The adopting activity must get a standardization project number for the adoption or withdrawal of adoption of a standardization document. Item reduction studies and engineering practice studies also require standardization project numbers. The only standardization actions that do not require a project number are supplements, validation notices, reaffirmations, and administrative notices. Electronic QPLs and QMLs also do not require project numbers.

(2) Standardization Project Number Structure. The standardization project number consists of three parts. The first part is the applicable FSG, the FSC, or the standardization area. The second part is the fiscal year when the standardization project is approved. The third part is a non-significant three-digit number serially assigned in each FSG, FSC, or standardization area (for example: 2620-2008-002, 15GP-2008-001, or SDMP-2008-003).

e. Monitoring Standardization Projects. The ASSIST Project Maintenance module notifies a preparing or adopting activity of any project that has gone beyond its planned completion date:

(1) The first notification identifies standardization projects that have gone beyond their planned completion date. The preparing activity must complete or discontinue the standardization project or extend the planned completion date in ASSIST.

(2) If appropriate action has not been taken for an overdue standardization project after one fiscal quarter, a second notification is sent to the preparing activity further alerting them that the standardization project will be discontinued automatically at the end of the current fiscal quarter if no action is taken.

(3) If no action is taken by the end of the fiscal quarter when the second notification is sent, the preparing activity and LSA are notified that the standardization project has been discontinued because it is more than 6 months overdue and no action was taken by the preparing activity. Once a project is discontinued, the preparing activity has to request a new standardization project from the LSA, if they wish to continue the standardization project.

5. **DRAFT DEVELOPMENT.** Once the LSA has authorized a standardization project, draft development should begin. For complex documents or those with wide applicability, a working group composed of representatives from interested DoD activities and private sector organizations and civilian agencies is an efficient means of developing a suitable draft, which minimizes conflicts from coordination comments. Table 1 identifies the documents that govern the format and content requirements for standardization documents. Table 2 lists several administrative requirements that the preparing activity must address for every standardization document.

Table 1. Standardization Document Format and Content Guides

| <b>Type of Standardization Document</b> | <b>Requirement Document Governing Content and Format</b>  |
|---|---|
| NGS                                     | Each NGSB has its own content and format guide or rules. Enclosure 9 gives the format for adoption and withdrawal notices |
| CID                                     | Federal Standardization Manual (Reference (t))  |
| Federal specification or standard       | Federal Standardization Manual (Reference (t))  |
| Defense specification                   | Military Standard MIL-STD-961E (Reference (x))  |
| Defense standard                        | Military Standard MIL-STD-962D (Reference (y))  |
| Defense handbook                        | Military Standard MIL-STD-967 (Reference (z))   |
| Guide specification                     | Enclosure 11 of this manual   |
| DID                                     | Military Standard MIL-STD-963 (Reference (aa))  |

Table 2. Matrix for Determining Standardization Document Administrative Requirements

|   | NGS  | CID | Federal Spec or Standard | Defense Handbook | Defense Spec or Standard | Guide Spec | DID |
|---|--|-----|--------------------------|------------------|--------------------------|------------|-----|
| AMSC Number                                   | NR   | NR  | *                        | NR               | *                        | *          | R   |
| Custodians                                    | UR   | UR  | UR                       | UR               | UR                       | UR         | NR  |
| GSA Project Authorization                     | NR   | NR  | R                        | NR               | NR                       | NR         | NR  |
| For FSG 89 Dept. Of Agriculture Authorization | NR   | R   | R                        | NR               | NR                       | NR         | NR  |
| Project Number                                | R  | R   | R                        | R                | R                        | R          | R   |
| Qualification Requirement                     | M  | NA  | M                        | NA               | M                        | NA         | NA  |
| Security Classification                       | NR   | NR  | NR                       | M                | M                        | M          | NR  |
| <b>Key:</b>                                   |  |     |                          |                  |                          |            |     |
| Spec  | Specification  |     |                          |                  |                          |            |     |
| AMSC  | Acquisition Management System Control                |     |                          |                  |                          |            |     |
| M   | May be required                                      |     |                          |                  |                          |            |     |
| NA  | Not allowed  |     |                          |                  |                          |            |     |
| NR  | Not required   |     |                          |                  |                          |            |     |
| R   | Required always                                      |     |                          |                  |                          |            |     |
| UR  | Usually required                                     |     |                          |                  |                          |            |     |
| *   | AMSC number only required if source document for DID |     |                          |                  |                          |            |     |

a. AMSC Number. For a new or revised specification or standard that serves as a source document for a DID, the preparing activity must submit the final document to the appropriate Military Department or Defense Agency DID approval authority indicated in Reference (u). The DID approval authority obtains the AMSC and DID numbers from ASSIST using the Automated Document Number module available at <https://assist.dla.mil>. ASSIST automatically notifies the preparing activity of the AMSC and DID numbers. The preparing activity must not submit amendments or change notices for these documents to approval authorities, but they must reflect the same AMSC number. The preparing activity must cite either the assigned AMSC number or

“AMSC N/A” in the lower left-hand corner of the first page of standardization documents (for NGSs, the “AMSC N/A” only appears on the adoption or withdrawal notice). Defense handbooks, CIDs, and NGS adoption notices cannot be source documents for DIDs and must be marked “AMSC N/A.” Approval authorities must enter approved DIDs into ASSIST using the Electronic Document Submission module available at <https://assist.dla.mil>.

b. Security Classification. If applicable, the preparing activity must determine the security classification of standardization documents in accordance with DoDM 5200.01, Volume 1 (Reference (ab)). Since NGSs, CIDs, and federal specifications and standards describe commercially available products and processes and do not contain classified information, the preparing activity must not place a security classification on these documents.

c. Qualification. The preparing activity must send all requests to include qualification in new specifications or add qualification to existing specifications to its DepSO for approval. CIDs cannot contain qualification requirements. If the DepSO approves the request, the DepSO must send a copy of their approval along with the specification and supporting justification to the DSPO. If the DepSO disapproves, the DepSO must notify the preparing activity of the disapproval. The procedures for qualification are in Enclosure 14 of this manual.

6. COORDINATION. The extent of coordination depends on whether a standardization document is a coordinated, limited coordination, or interim document. Preparing activities must coordinate unrestricted documents via the ASSIST Document Coordination module available at <https://assist.dla.mil>. Unless the preparing activity selects the ASSIST option to disallow a general review, the ASSIST Document Coordination module coordinates automatically with the LSA, custodians, review activities, civil agencies with registered interest, and any users who have indicated an interest in the document or FSC, FSG, or Standardization Area through the ASSIST alert service. The ASSIST Document Coordination module must not be used to coordinate classified documents. The preparing activity must comply with the transfer of information requirements in DoDM 5200.01, Volume 3 (Reference (ac)) when coordinating restricted-distribution documents.

a. Coordinated Documents. Coordinated documents are those that are used by more than one Military Department or Defense Agency. Most standardization documents should be fully coordinated. At a minimum, the preparing activity must coordinate new, updated, inactivated, reactivated, cancelled, and reinstated standardization documents as shown in Table 3 of this enclosure. For new documents (meaning a document that is not listed in ASSIST), the preparing activity must coordinate with all of the organizations identified in ASSIST as having a standardization document review interest for a specific FSC or standardization area. DIDs associated with a standardization document must be coordinated with the document.

(1) Preparing Activity. For changes to existing documents already in ASSIST, the preparing activity must coordinate with the LSA, custodians, review activities, and civilian agency standardization offices with registered interest. For new documents, the preparing activity can usually determine the custodian and review activities by checking the ASSIST and seeing what activities are interested in similar documents. If the preparing activity needs help,



the DSAs must designate custodians and identify review activities. The coordination must identify, at a minimum, the dates when comments are due to the preparing activity, where to send comments, a point of contact, distribution list, and the major document changes.

(2) DSAs. If requested, DSAs must designate custodians and identify review activities.

(3) Custodians. Custodians must review the preparing activity's distribution list and inform the preparing activity if another activity should be included on the distribution. Custodians also review in the ASSIST Document Coordination module the comments submitted by their review activities to the preparing activity. If the custodian nonconcur in a comment submitted by a review activity in their Military Department or Defense Agency, they must signify the nonconcurrence in the ASSIST Document Coordination module. A preparing activity may request that a custodian resolve conflicting comments submitted by review activities under the custodian.

(4) Review Activities. Review activities must submit their comments to the preparing activity through the ASSIST Document Coordination module, marking the comments essential or suggested, as applicable. A review activity must coordinate the draft document with offices in their organization that may be affected by the document.

(5) Civilian Agencies. The preparing activity must coordinate federal specifications and standards with the civilian agencies identified by the GSA, the Department of Veterans Affairs (for FSG 65 documents), and the Department of Agriculture (for FSG 89 documents). CIDs are coordinated with civilian agencies, as required. The preparing activity must coordinate defense standardization documents with civilian agencies, where appropriate.

(6) Private Sector. The preparing activity must coordinate draft documents with a representative cross-section of manufacturers and other private sector users. Coordination with industry associations or technical and professional societies may fulfill this requirement if the preparing activity determines that such organizations can provide a representative cross-section. For documents with qualification, the preparing activity must coordinate the draft specification with the manufacturers listed on the QPL or QML in the ASSIST QPD. While not mandatory, preparing activities should consider sending drafts to other private sector organizations, such as distributors, laboratories, NGSBs, and universities.

(7) Coordination Time. The preparing activity must allow a minimum of 30 calendar days for coordination time. Coordination time can be shortened for processing minor changes if the LSA and the custodians agree. The preparing activity may extend the coordination time to accept late comments.

b. Limited Coordination Documents. Limited coordination documents are those used by only one Military Department or Defense Agency and do not have custodians. Limited coordination documents should be the exception rather than the rule since they do not promote interdepartmental standardization. The LSA must require justification before approving a standardization project for a limited coordination document. Limited coordination documents must follow the same procedures as coordinated documents, except:

Table 3. Required Coordination for Coordinated Documents

| <b>Type of Standardization Document</b>   | <b>Coordinate With</b>  |
|---|---|
| Adoption Notices for NGS  | Custodians<br>Review Activities<br>LSA<br>Other users,* if applicable   |
| CIDs  | Custodians<br>Review Activities<br>LSA<br>Civilian Agencies (e.g., GSA), if applicable<br>Other users,* if applicable<br>Private sector |
| Federal Specifications and Standards  | Custodians<br>Review Activities<br>LSA<br>Civilian Agencies (e.g., GSA)<br>Other users,* if applicable<br>Private sector                |
| Defense Standardization Documents   | Custodians<br>Review Activities<br>LSA<br>Civilian Agencies (e.g. GSA), if applicable<br>Other users,* if applicable<br>Private sector  |
| DIDs  | Military Department /Defense Agency DID<br>Approval Authority   |
| *Other users are DoD activities that use the document, but are not SMAs. Examples would include laboratories, shipyards, depots, repair facilities, and procuring activities. |   |

(1) At a minimum, limited coordination should include the LSA, the DoD users in the Military Department or the Defense Agency, and manufacturers.

(2) Minor technical, editorial, or administrative changes may be issued without coordination if the LSA concurs with the preparing activity's request for simultaneous project initiation and completion approval.

(3) A limited coordination document may be issued or revised without coordination, to meet urgent acquisition needs or correct a serious safety problem. This practice is discouraged

since it indicates poor planning. If the LSA is convinced of the need, two project numbers should be issued: one to meet the immediate need and a second for the document to be coordinated.

c. Interim Documents. Interim documents allow for quick changes to coordinated documents when time does not permit normal coordination. Interim documents follow the same procedures as limited coordination documents, except:

(1) The preparing activity must request two standardization project numbers for all interim document requests: one for the interim document and a second for the coordinated document that will supersede the interim.

(2) The LSA must assign a standardization project number for the coordinated document. The coordination document must have a project completion date not exceeding 2 years from the date of the project assignment for the interim document.

(3) No coordination is required for the interim document.

(4) Only one interim document can exist at a time for a coordinated document.

(5) The interim document must be superseded by a coordinated document within 2 years of the interim document's approval date or the DSPO cancels it.

7. COMMENT RESOLUTION. The preparing activity must consider all comments received during coordination, but only needs to incorporate or resolve essential comments. A standardization document must not be approved by the preparing activity with unresolved essential comments. The preparing activity should resolve comments as quickly as possible, requesting arbitration from higher authority, if necessary. The preparing activity must recoordinate draft documents that are significantly changed by the incorporation of reviewer comments. Interpretation as to what constitutes significant changes is left to the discretion of the preparing activity. The criteria in this section must be used for handling coordination comments:

a. Essential Comments. Only LSAs, custodians, review activities, DepSOs, and OSD may make essential comments. Civilian agencies may make essential comments on documents in which they have a recorded interest or serve as the procuring activity.

(1) For a comment to be essential, it must be of a technical nature and its acceptance must be necessary to meet the needs of a Military Department or a Defense Agency. Comments about noncompliance with DSP policies may also be designated as essential. Essential comments must be justified or they will be treated as suggested.

(2) Custodians must review the essential comments in their Military Department or Defense Agency, and change any comments inappropriately marked as essential to "suggested" after notifying the comment submitter. Review activities may appeal the custodian's action to their DepSO.

(3) If the preparing activity receives comments inappropriately marked as essential, the preparing activity may change the comments to “suggested” after notifying the submitting activity. Activities submitting essential comments may appeal the preparing activity’s disposition of their comments to the responsible LSA. If the LSA is unable to resolve the matter, it may raise the issue to the preparing activity’s DepSO for resolution. If the DepSO is unable to resolve the matter, it may raise the issue to DSPO for final resolution.

b. Suggested Comments. Suggested comments include editorial changes, questions, general observations, and technical content preferences that are not necessary to meet mission requirements. Normally, most comments are suggested. Suggested comments that are not accepted do not require resolution with the comment submitter.

c. Responding to Comments. The preparing activity should notify submitters of comments of the disposition of their comments. For numerous or complex comments, the preparing activity should hold a comment resolution meeting.

d. Resolving Essential Comments

(1) The preparing activity may resolve essential comments by:

(a) Accepting the comment.

(b) Accepting the comment with modification. The preparing activity informs the comment submitter of the modification and gives the submitter at least 30 days to rebut the modification. If no reply is received in 30 days, the preparing activity may issue the document.

(c) Downgrading the comment to “suggested,” when justified. The preparing activity informs the comment submitter of the change, and the submitter has at least 30 days to rebut the action. If no supportable objections are received in 30 days, the preparing activity may treat the comments as suggested.

(d) Rejecting the comment, when justified. The preparing activity informs the comment submitter of the rejection, and the submitter has at least 30 days to rebut the rejection. If no supportable objections are received in 30 days, the preparing activity may issue the document without incorporating the essential comment.

(2) A working group composed of representatives from interested DoD activities and other private sector organizations and civilian agencies can be an effective means of resolving comments on a complex or controversial document.

(3) If the preparing activity cannot resolve the comment in a timely manner, it may ask the LSA to mediate. If the LSA cannot resolve the disagreement, the preparing activity submits the unresolved comments to its DepSO to take appropriate resolution action. If the DepSO cannot resolve the disagreement, it submits the unresolved comments to DSPO for arbitration.

8. DOCUMENT APPROVAL. Once essential comments are resolved, the preparing or adopting activity has the authority to approve standardization documents, except as noted in this section. Once the approved standardization document is entered into ASSIST using the Electronic Document Submission module, the ASSIST Project Maintenance module indicates the project as completed. The standardization project completion status remains in ASSIST for 1 fiscal quarter and then is removed.

a. DSC Decisions. For the reinstatement of any standardization document previously cancelled, inactivated for new design, or replaced by a defense handbook or NGS by joint decision of the DSC, the preparing activity must provide the DSPAO with an e-mail or letter from the DSPO indicating DSC approval before entering the approved document into ASSIST using the Electronic Document Submission module. The list of documents requiring DSC is available at [http://www.dsp.dla.mil/APP\\_UIL/content/documents/MilStds\\_Requiring\\_DSC\\_Approval.pdf](http://www.dsp.dla.mil/APP_UIL/content/documents/MilStds_Requiring_DSC_Approval.pdf).

b. Approval of New Defense Standards. The preparing activity's CSE must approve all new defense standards that will be listed in ASSIST. Preparing activities must submit their final new defense standards to their DepSO to obtain CSE approval. Preparing activities may approve updates to existing defense standards without approval by their CSE. The preparing activity must provide the DSPAO with an e-mail or letter indicating CSE approval before entering the approved new defense standard into ASSIST using the Electronic Document Submission module. Where a family of related defense standards exist that bear the same basic number but are divided into parts, the CSE does not have to approve any new additional parts.

c. Approval of DIDs. DIDs must be approved by the appropriate Military Department or Defense Agency DID approval authority designated in Reference (u).

## 9. DOCUMENT NUMBERING

a. Defense Standardization Documents, CIDs, and DIDs. For new DoD specifications, standards, handbooks, and CIDs, the preparing activity obtains a document number using the ASSIST Automated Document Number module available at <https://assist.dla.mil>. For DIDs, the responsible DID Approval Authority obtains new DID numbers. The preparing activity and DID Approval Authority, as appropriate, obtains a number for a new document only after document approval, and not during the draft stages. The preparing activity and the DID Approval Authority, as appropriate, submits the newly approved document to ASSIST within 30 days of document number assignment using the ASSIST Electronic Document Submission module, or the DSPAO may rescind the document number.

b. Guide Specifications. Preparing activities assign new guide specification numbers in accordance with Enclosure 11 of this manual.

c. Federal Specifications and Standards. For new federal specifications and standards, the GSA, the Department of Veterans Affairs (for FSG 65 documents), or the Department of

Agriculture (for FSG 89 documents) assigns the document number upon approval of the document.

d. Draft Number for New Documents. For new draft documents, preparing activities must develop and use an interim numbering system for identification of draft documents during the review process prior to document approval and assignment of the official document number. Preparing activities should avoid using multiple “Xs” in the draft number since some servers block documents containing multiple “Xs” in document identifiers.

10. STANDARDIZATION DOCUMENT ACCESS AND INFORMATION. The DSPAO makes unclassified government standardization documents available over the Internet, and other means if necessary, and enters information about the documents into ASSIST. The DSPAO sends one copy of all DoD-prepared federal specifications, standards, and CIDs to the GSA. The DSPAO’s printing and operational costs must be borne by the Military Departments and the Defense Agencies, which, unless other arrangements have been made with the DSPAO, must submit a document citing funds for the financial support of their requirements at the beginning of each fiscal year to the DSPAO.

a. Submitting Approved Documents to ASSIST. The preparing activity must submit the approved and dated unclassified or unclassified restricted distribution document to ASSIST within 30 days of dating the document using the ASSIST Electronic Document Submission module at <https://assist.dla.mil>. Classified documents must not be submitted using the Electronic Document Submission module. For classified documents, the preparing activity must submit an unclassified administrative notice according to References (x), (y), or (z), as applicable.

b. Changes to the ASSIST

(1) DoD SMAs can make administrative changes directly in ASSIST through the Change/Correction Submission module available at <https://assist.dla.mil>. Access to the Change/Correction Submission module is limited to individuals within an SMA who are granted authorization by their DepSO. Access requests must include the individual’s name, organization, and ASSIST user account number (do not include password).

(2) The DepSO notifies individuals of disapprovals. If approved, the DepSO forwards the request to DSPAO, which will notify the individuals of their access availability.

(3) Approved individuals are only able to make online administrative changes commensurate with their document level of responsibility. All approved individuals can change contact information for themselves only, such as addresses, telephone numbers, e-mail addresses, and their standardization document review listing of FSCs, FSGs, and standardization areas. At the document level, the types of administrative changes that SMAs can make directly in ASSIST are:

(a) Preparing Activity. A preparing activity can:

1. Designate another preparing activity for a document.
2. Change the FSC, FSG, or standardization area for a document.

(b) Custodian. A custodian can designate another SMA as custodian within its Military Department or Defense Agency for a document.

(c) Review Activity. Any SMA can add or delete itself as a review activity for a document.

11. DOCUMENT MAINTENANCE. Standardization documents affect the initial acquisition of new systems and equipment and the required logistic support. These documents must contain valid requirements that accurately describe the user's needs, current technology, modern industrial practices, and relevant testing methods. The preparing activity is responsible for maintaining its standardization documents. Because of user feedback and the overage document review, the preparing activity must update or validate the requirements in its standardization documents until the document is cancelled.

a. User Feedback. User feedback from industry, program offices, inspection offices, procuring activities, and other users who must comply with a standardization document is an important indicator of the document's effectiveness in meeting a requirement. Preparing activities must encourage and respond to user feedback in a timely manner.

(1) ASSIST User Feedback. ASSIST provides a feedback capability for users to provide comments on documents directly to the preparing activity.

(2) Deviations and Waivers to Defense and Federal Specifications and Standards. Procuring activities must notify the appropriate preparing activity and the LSA of a deviation or waiver to a defense or federal specification or standard that was approved to correct an error or invalid requirement in the document.

b. Overage Document Review. Preparing activities must review all DoD-prepared or adopted documents in ASSIST as stated in 11b(1) of this enclosure and take action to update, inactivate for new design, cancel, withdraw adoption, validate, or reaffirm the document. Preparing activities must consider whether a document requires updating to address environmental issues and promote the use of bio-based products during the overage document review.

(1) Active DoD-Prepared Document Review. Unless a preparing activity designates an active document as stabilized maintenance in accordance with paragraph 11b(2) of this enclosure, ASSIST notifies a preparing activity when it has been 5 years since an active document was last updated or validated, and one of these actions must occur:

(a) If ASSIST indicates that there are no cancelled references and there has not been any feedback from users during the last 5 years through the ASSIST document feedback,

ASSIST notifies the preparing activity that the document will be validated automatically within 60 days unless the preparing activity using the Validation Portal module in ASSIST directs the DSPAO not to validate the document. Active documents with cancelled references cannot be validated.

(b) If ASSIST indicates that there are no cancelled references, but there has been feedback from users during the last 5 years through the ASSIST document feedback, the preparing activity must review the feedback and the document. If the preparing activity determines that the document is still technically adequate, current, and correct, the preparing activity must use the Validation Portal module in ASSIST to generate an automatic validation notice.

(c) If the preparing activity determines that a document is not technically adequate, current, and correct, it must:

1. Establish a standardization project to update the document;
2. Inactivate the document for new design; or
3. Cancel the document.

(2) Stabilized Maintenance. If a document addresses mature products, technologies, or practices, and as a result, is not likely to require updating, the preparing activity may request DSPAO via e-mail to designate the document as stabilized maintenance in ASSIST. Documents designated as stabilized maintenance are on a 10-year review cycle instead of 5 years. For documents designated as stabilized maintenance, ASSIST notifies a preparing activity when it has been 10 years since an active document was last updated or validated, and one of the actions specified in paragraph 11b(1) of this enclosure must occur.

(3) Inactive for New Design DoD-Prepared Document Review. ASSIST must notify the preparing activity when it has been 10 years since an inactive for new design document was last reviewed to determine that it is still being used. If the inactive for new design document is still being used, then the preparing activity may validate it using the Validation Portal module in ASSIST. If the inactive for new design document is no longer being used, the preparing activity must cancel the document.

(4) DoD-Adopted Standardization Document Review. ASSIST notifies the adopting activity for a Tier I NGS (see Enclosure 9) or standardization document issued by another federal agency (see Enclosure 10) that 5 years has passed since adoption. For Tier II NGS, ASSIST notifies the adopting activity that 10 years has passed since adoption. The adopting activity should determine that the adopted document is still being used and that the issuing NGSB or federal agency has not cancelled the document. If the adopted document is still being used and has not been cancelled, then the adopting activity may reaffirm the adoption using the Validation Portal module in ASSIST. If the adopted document is no longer being used or has been cancelled, the adopting activity must withdraw DoD interest in the document via publication of a withdrawal of adoption notice.



c. Validation Notices. Validation notices can be generated using the ASSIST Validation Portal module at <https://assist.dla.mil> when a preparing activity determines that an active coverage document is still needed and is technically adequate, current, and correct, or an inactive for new design document is still being used. Validation notices are not issued for DoD adopted documents, but reaffirmation of continued use and availability can be reflected in ASSIST using the Validation Portal module.

d. Revisions. A revision to a standardization document is part of the basic maintenance process. The revision process is the same as the basic document development process discussed throughout this enclosure. The format for revising a standardization document is discussed in the applicable format and content guides shown in Table 1 of this enclosure. The preparing activity should consider developing a new document rather than revising an existing document if requirement changes to an existing document significantly affect applicability or scope.

e. Amendments. Amendments are short, simple changes to defense and federal specifications. No other government standardization document may be amended. An specification may be amended a maximum of five times, after which it must be revised. The amendment process is the same as the basic document development process discussed throughout this enclosure. References (t) and (x) address amendment format and content for federal and defense specifications.

f. Change Notices. Change notices are limited modifications to defense standards and handbooks and federal standards. A standard or handbook may be changed a maximum of five times, after which it must be revised. The change notice process is the same as the basic document development process discussed throughout this enclosure. References (y) and (z) address the change notice format and content for defense standards and handbooks. Reference (t) addresses the change notice format and content for federal standards.

g. Inactive for New Design Notices. An inactive for new design designation alerts users that the item or technology covered by an active standardization document is being phased out or is transitioning to a different product or technology. A standardization document that implements an ISA cannot be inactivated for new design unless another appropriate document exists to implement the ISA or the lead agent withdraws the U.S. ratification or includes a reservation in the ISA to reflect its intention to phase out a product or technology. The process for issuing an inactive for new design designation is the same as the basic document development process discussed throughout this enclosure. The format for inactivating a standardization document must be in accordance with References (x), (y), or (z), as appropriate. The superseding document information must be included in the inactive for new design designation. If the government desires to cite an inactive for new design document in a solicitation for a new system, or for a major system level major modification or upgrade program, they must reactivate the document. Recognizing that many of the DoD's current systems will remain in the inventory for years to come, it may be necessary to maintain the currency of inactive for new design documents through revisions, amendments, and notices to support or reprocure existing systems. When updating an inactive for new design document, the document must comply with References (x), (y), or (z), as appropriate. When those systems or equipment have been phased

out of the DoD active inventory or the need to retain the document to support foreign military sales or ISA no longer exists, the inactive for new design documents must be cancelled.

h. Cancellation Notice. The preparing activity must issue a cancellation notice when the DoD no longer needs a standardization document for acquisition, procurement, or design. Non-DoD organizations may continue to use a cancelled document, but DoD program offices and procuring activities must only cite cancelled documents if a waiver has been granted following the Component's waiver instructions. The format for cancelling a standardization document is discussed in the applicable format and content document shown in Table 1 of this manual. The process for issuing a cancellation notice is the same as the basic document development process discussed throughout this enclosure, except:

(1) Expedited coordination is not allowed. The preparing activity must always allow at least 30 days for the LSA, custodians, review activities, industry, and other users to comment on the proposed cancellation.

(2) The preparing activity should include a statement in the coordination that any custodian or review activity that still requires the document should be willing to assume preparing activity responsibility.

(3) For federal specifications and standards, the preparing activity must contact the GSA, the Department of Veterans Affairs (for FSG 65), or the Department of Agriculture (for FSG 89) for authorization to propose cancellation and to obtain a civilian agency distribution list for coordination.

i. Reinstatement Notices. The preparing activity, or with its permission another activity, may reinstate a cancelled document by issuance of a notice of reinstatement. The preparing activity's CSE, as the responsible authority, must approve the reinstatement of a defense standard, except for those standards under the authority of the Defense Standardization Council (see paragraph 8a of this enclosure). The format for reinstatement notices is discussed in the applicable format and content document shown in Table 1. The process for issuing a reinstatement notice is the same as the basic document development process discussed throughout this enclosure, except as follows:

(1) If a coordinated document is being reinstated without change, the preparing activity need only coordinate with the custodians and review activities to determine their interest in the reinstated document.

(2) If a limited coordination document is being reinstated without change, the preparing activity need only coordinate with any review activities to determine their interest in the reinstated document. If there are no review activities, coordination is not required.

(3) The preparing activity can amend or revise the document concurrent with the reinstatement action, but must follow the procedures for revision, amendments, or change notices, as applicable.

(4) Cancelled interim documents cannot be reinstated.

j. Reactivation Notices. The preparing activity, or with its permission another activity, may reactivate an inactive for new design document by issuance of a notice of reactivation. The format for reactivation notices is discussed in the applicable format and content document shown in Table 1. The process for issuing a reactivation notice is the same as the basic document development process discussed throughout this enclosure, except as follows:

(1) If a coordinated document is being reactivated without change, the preparing activity need only coordinate with the custodians and review activities to determine their interest in the reactivated document.

(2) If a limited coordination document is being reactivated without change, the preparing activity need only coordinate with any review activities to determine their interest in the reactivated document. If there are no review activities, coordination is not required.

(3) The preparing activity can amend or revise the document concurrent with the reactivation action, but must follow the procedures for revision, amendments, or change notices, as applicable.

ENCLOSURE 8

MATERIEL ISAs

1. GENERAL. This enclosure establishes procedures and guidance for the development, ratification, and implementation of materiel or materiel-related ISAs and their implementing documents. See Reference (h) for U.S. ratification procedures.

2. RESPONSIBILITIES

a. CSE. The CSE for the Military Department or Defense Agency with lead agent responsibility should participate in the implementation of materiel ISAs to the maximum extent possible. This may include, but is not limited to, participating in the ratification and implementation of materiel ISAs originating from multinational organizations and forums in which their Military Department or Defense Agency has lead agent responsibilities. The DSE is the Standardization Executive for the Office of the Secretary of Defense and for Defense Agencies that do not have standardization executives.

b. DepSO. The DepSO coordinates the day-to-day actions on behalf of its CSE. This may include, but is not limited to, coordinating a draft materiel ISA within the DepSO's Military Department or Defense Agency, identifying a preparing or adopting activity to develop or adopt an implementing document for a U.S.-ratified ISA, identifying experts to participate on multinational technical committees, implementing decisions of the DSC that affect materiel ISAs or their implementing documents, and providing a department or agency position on DSP policies, procedures, or guidance related to materiel ISAs or their implementing documents.

c. DSPO. The DSPO supports and participates in the development of standardization policy, training, and interagency coordination of standardization efforts involving multinational organizations and forums that impact the acquisition process.

d. Military Department and Defense Agency. The Military Department and Defense Agency with assigned lead agent responsibilities, in accordance with Reference (h), designate Heads of Delegations, authorize subject matter experts to serve as representatives, and establish Offices of Primary Responsibility to manage and administer their participation in the development, review, ratification, and implementation of ISAs under its cognizance.

e. Office of Primary Responsibility (OPR). The OPR:

(1) Coordinates the development, review, ratification, and implementation of materiel ISAs.

(2) Determines whether an ISA is self-implementing or whether there is a need for a U.S. implementing document.

(3) Proposes changes to implementing documents, changes to ISAs, and withdrawal of U.S. ratification with the preparing activity of the implementing document and other interested Military Departments and Defense Agencies.

(4) Ensures that all U.S. ratified materiel ISAs are implemented and indexed and uploaded in the appropriate repositories with U.S. comments and reservations.

f. Preparing Activity. The preparing activity:

(1) Develops and maintains specifications and standards that implement ISAs, and ensures that they cross-reference the ISA in which they implement.

(2) Coordinates proposed changes or cancellations of documents that implement ISAs with the appropriate OPR.

g. Adopting Activity. The adopting activity:

(1) Adopts the most suitable NGSs that can be used to implement ISAs.

(2) Develops adoption notices that state the implementation of ISAs.

(3) Reviews updates of adopted non-government standards that implement ISAs.

(4) Notifies the OPR of any proposed changes or cancellations to adopted non-government standards that implement ISAs.

3. PARTICIPATION. The United States must only participate in the development and ratification of materiel ISAs that are consistent with U.S. policy and law, improve the operational effectiveness of multinational forces, and ensure interoperability of U.S. supplied materiel and equipment with allies. The Military Departments and Defense Agencies designate and assign responsibilities to the most appropriate OPR or subject matter experts to participate in the development, review, ratification, and implementation of ISAs within their purview.

4. RATIFICATION. Recommendations for U.S. ratification of an ISA can be approved only if the U.S. position is fully coordinated and represents a consensus within the DoD and if the proposed ISA meets the criteria in paragraphs 4a through 4f of this enclosure. Military Departments and Defense Agencies designate ratifying officials and assign the OPR to coordinate ISAs for comments and ratification recommendations for the multinational groups within its purview. The DSE determines the U.S. position if a consensus or ratification recommendation cannot be reached. The CSE and subject matter experts may be consulted by the DSE to determine whether the U.S. position:

a. Is consistent with the policies and laws of the United States.

- b. Is technically correct and adequate to meet DoD needs.
- c. Does not adversely affect the performance, quality, cost, or reliability of U.S. materiel.
- d. Is consistent with existing DoD standardization documents.
- e. Does not require extensive reservations.
- f. Is defined by a viable implementation approach.

5. ISA IMPLEMENTATION. The Military Departments and Defense Agencies must establish policy and procedures to direct the implementation of U.S. ratified ISAs to which they subscribe and must identify the document(s) they will use to implement the ISA during ratification coordination. All ratified ISAs must either be self-implementing or have a formal implementing document(s). The implementing document must be an active defense specification or standard, a federal specification or standard, an adopted non-government standard, or an international military organization standard, such as a NATO Allied Publication. The OPR must determine the details of implementation, subject to the guidance in paragraphs 5a through 5c of this enclosure.

- a. If the ISA is self-implementing, no implementing document is required.
- b. If an implementing document already exists, the OPR must contact the preparing activity of the implementing document to determine the changes needed to address the provisions of the ISA and to ensure the implementing document makes appropriate reference to the ISA.
- c. If the ISA is not self-implementing, and there is no existing implementing document, the OPR must contact its DepSO to identify an appropriate implementing document.

6. CANCELLATION OF AN IMPLEMENTING DOCUMENT. A defense or federal specification or standard that implements an ISA may not be cancelled without ensuring appropriate consideration is given to its effect on the ISA. The preparing activity must coordinate a proposed cancellation of a defense or federal specification or standard that implements an ISA with the OPR to determine an appropriate course of action:

- a. If the ISA can be a stand-alone document and an implementing document is no longer needed, the preparing activity must proceed with cancelling the implementing document.
- b. If the ISA and the implementing document are no longer needed, the preparing activity must obtain concurrence before proceeding with the cancellation of the implementing document. Also, the preparing activity's CSE must recommend the withdrawal of the U.S. ratification of the ISA to the OPR.

c. If the ISA is still needed, it is not self-implementing, and retaining the implementing document is disadvantageous, then the preparing activity and the OPR must incorporate the appropriate provisions to implement the ISA in another document.

d. If the ISA is still needed, and it is not self-implementing, and another document does not satisfy the implementation of the ISA, then the implementing document must be retained.

e. If the ISA is based in whole, or in part, on a U.S. standard or specification as a condition of its implementation, the respective standard or specification must be retained until the ISA is cancelled or the reference within the ISA is removed.

7. WITHDRAWAL OF ISA RATIFICATION. The United States must withdraw ratification of a materiel ISA that conflicts with U.S. law, DoD policy, other DoD standardization documents, or other ISAs; fails to meet DoD needs; is unessential, redundant, or obsolete; or inhibits development or application of new technologies. The Military Department or Defense Agency identified as the lead agent, in accordance with Reference (h), has the responsibility to initiate action to withdraw ratification of materiel ISAs or designate this task to the most appropriate OPR. To withdraw ratification of a materiel ISA, the lead agent must coordinate the proposed withdrawal with the CSE for its Military Department or Defense Agency and other Military Departments and Defense Agencies, as appropriate.

8. PERIODIC REVIEW. Materiel ISAs must be reviewed and validated according to the time frame specified in the policy of the multinational organization or forum to ensure the document is technically relevant and meets U.S. needs. A lead agent has the responsibility to initiate the review and validation of materiel ISAs or designate this task to the most appropriate OPR.

#### 9. INDEXING AND AVAILABILITY

a. The DSPO works with the Military Departments and Defense Agencies to ensure that U.S.-ratified ISAs are available in a Portable Document Format file via ASSIST. The DSPAO maintains adequate controls for the distribution of ISAs.

b. Lead agent responsibilities, as assigned in Reference (h), are identified in ASSIST for materiel ISAs under the lead agent's cognizance. Additionally, the lead agent must provide points of contact information for the OPR of materiel ISAs under its cognizance. If a Military Department or Defense Agency is not designated or known, the DoD is listed as the lead agent, and the DSPO is listed as the point of contact.

ENCLOSURE 9

NON-GOVERNMENT STANDARDS

1. GENERAL. Nationally and internationally recognized technical, professional, and industry associations and societies (referred to in this manual as NGSBs) prepare standards, many having potential application in the DoD. Pursuant to Reference (w), federal agencies are required to use NGSs and participate in their development to meet agency needs and objectives, when it is consistent with the agency's mission, priorities, and budget resources. OMB Circular A-119 (Reference (ad)) provides government-wide guidance for implementing the public law. SD-9 (Reference (ae)) provides guidance information on DoD participation in the development and use of NGSs.

2. PARTICIPATION IN NGSB ACTIVITIES. DoD personnel are encouraged to participate as liaison representatives to NGS technical committees to promote standards that meet DoD needs. DoD personnel participation must be in accordance with the policies in chapter 3 of the Joint Ethics Regulations DoD 5500.07-R (Reference (af)).

a. DoD Representation. DoD personnel who participate as liaisons in the activities of NGSBs at the government's expense must do so as official department or agency representatives. Once an NGS is adopted or a standardization project is assigned by the LSA to adopt an NGS, the adopting activity is the official DoD technical focal point for that NGS and represents the DoD as liaison on all technical matters related to the NGS. For technical committees or NGS projects that are of interest to the DoD, but have no DoD liaison representation, the appropriate LSA is responsible for ensuring DoD representation. The appropriate LSA can be determined by consulting Reference (u), which identifies an LSA for each FSG, FSC, and standardization area. If DoD liaison representation at an NGSB meeting is not possible, DoD participation may be through e-mail, correspondence, telephone, or other suitable means.

b. Administrative Fees and Organizational Memberships. Some NGSBs require payment of organizational or individual fees to help offset the administrative costs of participation such as mailing, typing, and reproduction. While policy prohibits paying individual membership fees, it may be permissible to pay appropriate administrative fees to cover the costs of authorized DoD liaison representative participation. Where administrative fees for individual liaison representatives are properly paid, the DoD must retain the right to substitute alternate personnel. Even though an individual may be named as a regular participant, the fee is paid for the DoD activity to have a liaison representative. It is the activity's right to designate someone to represent it.

3. RESPONSIBILITIES

a. DepSO. The DepSO has a management oversight role to ensure adequate participation in NGS committees that are important to the interests and mission of their Military Department or Defense Agency and to resolve NGS-related issues.



b. LSA. In the area of their assignments, LSAs:

- (1) Assign standardization projects for the adoption of an NGS.
- (2) Seek appropriate DoD liaison representation on NGS technical committees where DoD participation is necessary.
- (3) Work with NGSBs to address future DoD standards needs and seek the establishment of committees in areas not adequately covered by existing groups.

c. Adopting Activities. Adopting activities:

- (1) Adopt NGSs and serve as the DoD technical focal point for those documents.
- (2) Coordinate draft NGSs with other interested SMAs to solicit comments and identify custodian and review interest.
- (3) Resolve and consolidate DoD comments on draft NGSs, and provide DoD comments and positions in time to be considered for inclusion in the approved NGS.
- (4) Prepare adoption notices for NGSs and submit the notice to ASSIST using the Electronic Document Submission module.
- (5) Ensure the adopted NGS listed in ASSIST is active and has not been cancelled or withdrawn by the issuing NGSB.
- (6) Keep the NGSB informed of DoD needs for new standards, changes required to existing standards to make them acceptable to the DoD, and any problems with adopted NGSs.

4. DoD USE OF NGS. The DoD uses adopted and unadopted NGSs directly as acquisition documents, as references in other documents, or as design or reference guides. While NGSs that have not been adopted may be used, action to adopt these documents is encouraged. Use of an NGS in the DoD suggests it is technically adequate to meet the needs of the adopting activity, custodians, and review activities, and coordination of the NGS may not be necessary. Where only a small portion of an NGS is needed, it may be more efficient to directly copy the pertinent portion into the government document after permission is obtained.

5. ADOPTION OF NGS. Adoption is an expression of acceptance of an NGS for repetitive use by those organizations shown as adopting activity, custodians, or review activities. The main criteria for adoption of an NGS are whether it meets the user's needs and if it will be used in direct procurement, as a reference in another document, or as a design or reference guide. While it is not mandatory for an NGS to be adopted to be used, adoption is strongly encouraged to provide for document visibility and identify a DoD technical focal point. Documents proposed

for adoption must be readily available to the DoD and its contractors. Adopted NGSs are divided into two tiers. A Tier I NGS is deemed to be of such importance that adoption must be re-evaluated with each revision to the NGS. A Tier II NGS is not required to be re-evaluated with each revision to the NGS. Unless designated as a Tier I NGS, existing adoption notices are considered to be Tier II. Listing an NGS in the DISR is equivalent to a Tier I adoption; therefore, an adoption notice is not necessary.

a. Adoption Procedures. Adopting activities should adopt NGSs simultaneously with their final approval by the NGSB. The adopting activity should participate in the development of the NGS and solicit input from other interested DoD activities during the draft stages of the NGS. The adopting activity can usually determine custodians and review activities by checking the ASSIST and seeing what activities are interested in similar documents. If the adopting activity needs assistance, the DSA may suggest custodians and review activities. Once the adopting activity determines that an NGS under development can meet the user's needs, the following steps must occur:

(1) If the adopting activity determines the DoD will have an interest in the draft NGS, the adopting activity requests a standardization project number from the LSA to adopt the NGS.

(2) The LSA issues a standardization project number after ensuring that another activity is not already working on a duplicative effort and that the NGS is necessary to meet a DoD need.

(3) The adopting activity determines if the NGS should be classified as a Tier I or Tier II adoption notice. The adopting activity reviews and forwards a draft(s) of the NGS to appropriate DoD activities for comment as a part of the normal coordination of the draft(s) by the NGSB. Review of drafts may be done under engineering practice studies. If another SMA wishes to reclassify a Tier II NGS as a Tier I NGS, that SMA should assume adopting activity responsibility and notify the DSPAO and the LSA. During a dispute, the LSA designates adopting activity responsibility.

(4) The adopting activity reviews the comments and submits a DoD consolidated position to the NGS technical committee. The adopting activity has the responsibility for determining which comments to forward to the NGS technical committee and advising DoD activities of any comments not accepted.

(5) If comments are satisfactorily resolved and the NGS meets user needs, the adopting activity adopts the document without further coordination. The adopting activity submits the adoption notice to ASSIST using the Electronic Document Submission module available at <https://assist.dla.mil>.

(6) If DoD comments are not satisfactorily resolved and the approved NGS does not meet user needs, the adopting activity must discontinue the standardization project and inform the LSA of the technical basis for the discontinuation. The adopting activity and LSA should work together to determine an alternative course of action (see section 6 of this enclosure).

(7) Should an occasion arise when an adopted NGS does not meet DoD needs or the issuing NGSB cancels the NGS, adoption must be withdrawn (see section 10 of this enclosure).

b. Tier I Adopted NGS. Tier I adoption notices are for a specific issue of a NGS. Each time that a NGSB revises a NGS, the adopting activity must ensure that user requirements are met prior to adopting the NGS revision. Justifications for the adopting activity to classify an adoption notice as Tier I include the need to ensure:

- (1) Changes to the NGS do not affect performance or mission accomplishment.
- (2) DoD procurements are aligned to current technology.
- (3) Continued reliability of DoD products that may be affected by changes to the NGS.
- (4) Configuration control of Critical Safety Items (CSIs) or personal protective equipment.
- (5) Continued alignment of DoD procurements to current industry supply chains.

c. Tier II Adopted NGS. Adoption of Tier II NGS is a one-time event, so it is not necessary to adopt updates for Tier II adopted NGSs.

6. RESOLUTION OF DoD COMMENTS. Preferably, the NGS technical committee incorporates DoD comments into the NGS. However, if the NGS technical committee rejects essential DoD comments, the adopting activity must reassess the adoption action and appropriately pursue one of the following alternative actions:

a. The NGS technical committee may be willing to set up different classes, grades, or types in the NGS to accommodate different levels of requirements.

b. The NGS technical committee may be willing to include a requirement on a “when specified” basis or through the inclusion of an appendix or supplement.

c. If the NGS cannot be modified to meet DoD needs, the DoD may develop a CID or a federal specification or standard to meet its commercial acquisition requirements. If possible, the NGS should be adopted and used as the basis for the government document.

d. It may be possible to adopt the NGS for commercial applications in the DoD, and develop a defense specification or standard to address unique military requirements and applications with the NGS serving as the basis for the defense specification or standard.

e. If it becomes apparent that the requirements are uniquely military, a defense specification or standard should be prepared. This occurrence should be rare since such determination normally occurs before establishment of a standardization project.

7. ADOPTION NOTICE CONTENT AND FORMAT. The purpose of the adoption notice is to indicate adoption of an NGS by the DoD and provide administrative information. The adopting activity must submit any new adoption notices to ASSIST using the Electronic Document Submission module available at <https://assist.dla.mil>.

a. Tier I Adoption Notice. The adopting activity must prepare a Tier I adoption notice for an NGS meeting the criteria of paragraph 5.b. of this enclosure. A Tier I adoption notice must be issued for each revision to the NGS or to change the status of an adoption notice from Tier II to Tier I. Tier I adoption notices must cite the specific NGS version designation being adopted.

b. Tier II Adoption Notice. Since Tier II adoption notices apply automatically to all future updates of the NGS, it is not necessary to prepare a Tier II adoption notice for each update to the NGS. New Tier II adoption notices may be issued, however, if the administrative information changes.

c. Adoption Notice Format. The format of the adoption notice must be as shown in Figure 3 of this enclosure for Tier I and Figure 4 for Tier II. At a minimum, the adoption notice must include:

- (1) NGS identifier.
- (2) Date adopted.
- (3) Name and address of the adopting activity.
- (4) Source for obtaining copies.
- (5) Custodian and review activities.
- (6) Project number.
- (7) FSG, FSC, or standardization area.

Figure 3. Example of a Tier I Adoption Notice

|   |   |
|---|---|
| SAE AS21439B  |   |
| <b>TIER I ADOPTION NOTICE</b>   |   |
| <p>SAE AS21439B, “Bearing, Roller, Needle, Double Row, Heavy Duty, Track Roller, Sealed, Type VI, Inch,” was adopted on (fill in date) for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity at Commander, Naval Air Warfare Center, Aircraft Division, Code 414100B120-3, Highway 547, Lakehurst, NJ 08733-5100. This document may be obtained from <a href="http://www.sae.org">www.sae.org</a> or SAE World Headquarters, 400 Commonwealth Drive Warrendale, PA, 15096-0001.</p> |   |
| <p>Custodians:<br/>Army – AT<br/>Navy – AS<br/>Air Force – 99<br/>DLA – GS</p>  | <p>Adopting Activity:<br/>Navy – AS<br/>(Project 3110-2011-005)</p> |
| <p>Review Activities:<br/>Air Force – 11, 84</p>  |   |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p>  |   |
| <p><b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b></p>   |   |
| FSC 3110  |   |

Figure 4. Example of a Tier II Adoption Notice

|  |  |
|--|--|
| ASME Y14.41  |  |
| TIER II ADOPTION NOTICE  |  |
| <p>ASME Y14.41, "Digital Product Definition Data Practices," was adopted on (fill in date) for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity at ardecstdzn@conus.army.mil or U.S. Army Research, Development, and Engineering Command, Armaments Research, Development, and Engineering Center, ATTN: AMSRD-AAR-QES-E, Building 92, Picatinny Arsenal, NJ 07806-5000. This document may be obtained from <a href="http://www.asme.org">www.asme.org</a> or from ASME International, Information Central Orders/Inquiries, P.O. Box 2300, Fairfield, NJ 07007-2300.</p> |  |
| Custodians:<br>Army – AR<br>Navy – SA<br>Air Force – 11<br>DLA – DH  | Adopting Activity:<br>Army - AR<br>(Project DRPR-2008-005) |
| Review Activities:<br>Army – AT, AV, CE, CR4, EA, MI, SM, TE<br>Navy – AS, EC, MC, OS, SH, TD, YD<br>Air Force – 13, 19, 68, 70, 71, 84, 99<br>DLA – CC, GS, IS  |  |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p>   |  |
| <p><b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b></p>  |  |
| AREA DRPR  |  |

d. Application or Guidance Information. The adopting activity may include application or guidance information in the adoption notice, as shown in Figure 5. Many NGSBs include this type of information directly into the NGS or an appendix, and the adopting activity should pursue this option before including the information on the adoption notice. Adoption notices must not contain any mandatory requirements and must not alter any of the requirements in the NGS.

Figure 5. Example of Adoption Notice with Application or Guidance Information

|   |                         |             |                    |           |           |           |                         |                |  |
|---|-------------------------|-------------|--------------------|-----------|-----------|-----------|-------------------------|----------------|--|
| IEEE 1278.1   |                         |             |                    |           |           |           |                         |                |  |
| TIER II ADOPTION NOTICE   |                         |             |                    |           |           |           |                         |                |  |
| <p>IEEE 1278.1, “IEEE Standard for Distributed Interactive Simulation - Application Protocols,” was adopted on (fill in date) for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity: Defense Modeling and Simulation Office, 1901 N. Beauregard Street, Alexandria, VA 22311-1705. This document may be obtained from <a href="http://www.ieee.org">www.ieee.org</a> or the Institute of Electrical and Electronics Engineers (IEEE), 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.</p> <p>IEEE 1278.1 has been adopted to support existing applications and those situations in which Distributed Interactive Simulation (DIS) protocols are required by interoperability requirements. Its use is deprecated in favor of the IEEE 1516 series for all other simulation environments. IEEE 1278.1 defines the format and semantics of data messages, also known as Protocol Data Units (PDUs), that are exchanged between simulation applications and simulation management. The PDUs provide information concerning simulated entity states, the type of entity interactions that take place in a DIS exercise, and data for management and control of a DIS exercise. IEEE 1278.1 also specifies the communication services to be used with each PDU.</p> <table><tr><td>Custodians:</td><td>Adopting Activity:</td></tr><tr><td>Army – AC</td><td>OSD – DSM</td></tr><tr><td>Navy – EC</td><td>(Project MSSM-2005-003)</td></tr><tr><td>Air Force – 05</td><td></td></tr></table> <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p> <p><b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b></p> <p style="text-align: right;">AREA MSSM</p> |                         | Custodians: | Adopting Activity: | Army – AC | OSD – DSM | Navy – EC | (Project MSSM-2005-003) | Air Force – 05 |  |
| Custodians:   | Adopting Activity:      |             |                    |           |           |           |                         |                |  |
| Army – AC   | OSD – DSM               |             |                    |           |           |           |                         |                |  |
| Navy – EC   | (Project MSSM-2005-003) |             |                    |           |           |           |                         |                |  |
| Air Force – 05  |                         |             |                    |           |           |           |                         |                |  |

e. ISA Implementation. If an NGS implements an ISA, the adoption notice (Figure 6 of this enclosure) must include the statement: “This standard implements (insert the document number and title of the ISA). When changes to or cancellation of this standard is proposed, the adopting activity should coordinate the action with the U.S. National Point of Contact for the international standardization agreement identified in the ASSIST Online database available at <https://assist.dla.mil>.”

Figure 6. Example of Tier II Adoption Notice that Implements an ISA

|   |  |
|---|--|
| SAE AS5174  |  |
| <b>TIER II ADOPTION NOTICE</b>  |  |
| <p>SAE AS5174, “Fitting, Union and Reducer, Flared,” was adopted on (fill in date) for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity at Defense Supply Center Columbus, P.O. Box 3990, ATTN: DSCC-VAI, Columbus, OH 43216-5000. This document may be obtained from <a href="http://www.sae.org">www.sae.org</a> or from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001.</p>                         |  |
| <p>This standard implements STANAG 3510, “The Provision of Hydraulic Power for Servicing Aircraft Hydraulic Systems,” and AIR-STD-25/6, “Aircraft Hydraulic System Servicing.” When changes to or cancellation of this standard is proposed, the Adopting Activity should coordinate the action with the U.S. National Point of Contact for the international standardization agreements identified in the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p> |  |
| <p>Custodians:<br/>Army – AV<br/>Navy – AS<br/>Air Force – 99<br/>DLA – CC</p>  | <p>Adopting Activity:<br/>DLA – CC<br/>(Project 4730-2008-025)</p> |
| <p>Review Activities:<br/>Air Force – 82<br/>DLA – GS</p>   |  |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p>  |  |
| <p><b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b></p>   |  |
| FSC 4730  |  |



8. **IDENTIFYING AND REFERENCING NGS.** An NGS must be identified by the document number assigned to it by the originating NGSB. When a particular NGS has been approved by more than one NGSB, ASSIST must only list the document identification number assigned by the preparer of the NGS. NGSs should be referenced in standardization documents without citation to a date of issue, revision letter, or other designation. The approval date cited on the NGS is the effective date for government contractual purposes.

9. **REPLACING GOVERNMENT DOCUMENTS WITH NGS.** Government standardization documents must be inactivated for new design or cancelled and replaced by NGSs where it can be determined that an NGS meets the user’s requirements. The adoption notice for the NGS and the inactive for new design or cancellation notice for the government document must indicate any supersession, substitutability, or cross-reference information. See Figure 7 of this enclosure as an example of an adoption notice with supersession information.

Figure 7. Example of Tier II Adoption Notice with Supersession Information

|   |            |   |            |
|---|------------|---|------------|
| ASTM F2162  |            |   |            |
| <b>TIER II ADOPTION NOTICE</b>  |            |   |            |
| <p>ASTM F2162, “Standard Specification for Bearing, Roller, Needle: Drawn Outer Ring, Full Complement, Without Inner Ring, Open and Closed End, Standard Type,” was adopted on (fill in date) for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity at stdznmgt@dla.mil or Defense Supply Center Richmond, ATTN: DSCR-VEB, 8000 Jefferson Davis Highway, Richmond, VA 23297-5616. This document may be obtained from <a href="http://www.astm.org">www.astm.org</a> or ASTM International, 100 Barr Harbor Drive, P.O. Box C700, West Conshohocken, PA 19428-2959.</p> <p>ASTM F2163 should be used instead of MS17131H, which was cancelled on 1 May 2007. The following information is provided for cross-reference purposes:</p> |            |   |            |
| MS17131H  | ASTM F2162 | MS17131H  | ASTM F2162 |
| -1  | -1         | -31   | -31        |
| -9  | -9         | -43   | -43        |
| <p>Custodians:<br/>                 Army – AT<br/>                 Navy – OS<br/>                 Air Force – 99</p>  |            | <p>Adopting Activity:<br/>                 DLA – GS4<br/>                 (Project 3110-2007-024)</p> |            |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p>  |            |   |            |
| <b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b>  |            |   |            |

10. WITHDRAWAL OF ADOPTION. The adopting activity must issue a withdrawal of adoption notice to indicate that the DoD no longer uses the NGS, the NGS no longer satisfies the DoD requirement, or that the issuing NGSB has cancelled or withdrawn the document (see Figures 8 through 10). The adopting activity must provide replacement or substitution information, if available. Withdrawal of adoption notices must have project numbers and must be coordinated with the LSA, the custodians, and the review activities. If another SMA does not concur with a proposal by the adopting activity to withdraw adoption, that SMA should assume adopting activity responsibility and notify the DSPAO and the LSA. During a dispute, the LSA must designate adopting activity responsibility.

Figure 8. Example of Withdrawal of Adoption Notice Where There is no Longer DoD Interest

|  |  |
|--|--|
| ASTM C122  |  |
| <b>WITHDRAWAL OF ADOPTION NOTICE</b>   |  |
| The Department of Defense has determined it no longer has an interest in ASTM C122, "Panel, Spalling Testing Super Duty Fireclay Brick," and is hereby withdrawing its adoption of this document as of (fill in date).   |  |
| Custodians:<br>Army – CR4<br>Navy – SH   | Adopting Activity:<br>Navy – SH<br>(Project 9350-2008-039) |
| Review Activities:<br>Army – CE<br>Navy – MC   |  |
| NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a> . |  |
| <b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b>   |  |
| FSC 9350   |  |

Figure 9. Example of Withdrawal of Adoption Notice Where NGSB Cancelled Document

|  |  |
|--|--|
| ASTM C122  |  |
| <b>WITHDRAWAL OF ADOPTION NOTICE</b>   |  |
| <p>ASTM International has withdrawn ASTM C122, “Panel, Spalling Testing Super Duty Fireclay Brick,” and the Department of Defense is hereby withdrawing its adoption of this document as of (fill in date).</p>  |  |
| Custodians:<br>Army – CR4<br>Navy – SH   | Adopting Activity:<br>Navy – SH<br>(Project 9350-2008-039) |
| Review Activities:<br>Army – CE<br>Navy – MC   |  |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p> |  |
| <b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b>   |  |
| FSC 9350   |  |

Figure 10. Example of Withdrawal of Adoption Notice with Superseding Document

|   |  |
|---|--|
| ASTM B612   |  |
| <b>WITHDRAWAL OF ADOPTION NOTICE</b>  |  |
| <p>ASTM International has withdrawn ASTM B612, “Iron Bronze Sintered Bearings (Oil Impregnated),” and the Department of Defense is hereby withdrawing its adoption of this document as of (fill in date). ASTM International superseded this document with ASTM B439, “Iron-Base Powder Metallurgy Bearings (Oil Impregnated).”</p> |  |
| Custodians:<br>Navy – AS<br>Air Force – 11  | Adopting Activity:<br>DLA – GS4<br>(Project 3120-2008-004) |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p>            |  |
| <b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b>  |  |
| FSC 3120  |  |

ENCLOSURE 10

DoD ADOPTION OF STANDARDIZATION DOCUMENTS ISSUED BY OTHER FEDERAL AGENCIES

1. GENERAL. SMAs may adopt for DoD use standardization documents approved and issued by other federal agencies. Such documents would include specifications, standards, handbooks, or any other type of document whose purpose is to standardize materiel (including systems, sub-systems, equipment, assemblies, components, spare parts, materials, and consumables), information technology, and engineering design, production, maintenance, and disposal processes, procedures, practices, data, or guidance. These standardization documents would not include federal specifications, standards, and CIDs authorized by the GSA, which are covered by Reference (t).

2. ADOPTION CRITERIA. Standardization documents approved and issued by other federal agencies may be used by the DoD without adoption. However, if an SMA considers adoption beneficial in order to give a document more visibility in the DoD; provide better DoD access to a document; identify a focal point to represent DoD user questions, problems, and suggestions to the appropriate federal agency; or other reasons, an SMA may adopt another federal agency document provided these criteria are met:

- a. The document must be technically current and satisfy an identified DoD requirement.
- b. The document must be a dated, approved issue and not a draft.
- c. The document must be considered an official federal agency document used throughout a federal agency and, preferably, across multiple federal agencies.
- d. The document must be needed by more than one Military Department or Defense Agency. There cannot be any limited coordination adoption notices.
- e. The document must be readily available, preferably through an internet link.

3. ADOPTION PROCESS. Once the adoption criteria have been met, the requiring SMA, serving as the adopting activity, must follow the steps in paragraphs 3a through 3g of this enclosure in order:

- a. Request a standardization project number from the LSA, using the ASSIST Project Maintenance module. The LSA must ensure that the adoption criteria in paragraphs 2a through 2e of this enclosure are satisfied before approving a coordinated project number.
- b. Prepare an adoption notice.

c. Coordinate the adoption notice with potential custodians and review activities via the ASSIST Document Coordination module. The coordination letter should identify how the document will be used and what DoD requirements it satisfies. Since the coordinated documents are already approved, the only comment that is sought during coordination is concurrence or non-concurrence with the adoption or no interest.

d. Approve the adoption notice, if coordination results in concurrence.

e. Resolve the nonconcurrences or discontinue the standardization project, if coordination produces nonconcurrences.

f. Discontinue the standardization project since it no longer satisfies the adoption criteria, if the coordination results in no interest by the other Military Departments or Defense Agencies resulting in a limited coordination situation.

g. Contact DSPAO to ensure that the ASSIST document type fields recognize the document type. If necessary, DSPAO can help enter the adoption notice into ASSIST.

#### 4. ADOPTION NOTICE

a. The format of the adoption notice is shown in Figure 11 of this enclosure. At a minimum, the adoption notice must include:

- (1) Document identifier.
- (2) Date adopted.
- (3) Federal agency that approved and issued the document.
- (4) Name, address, and e-mail contact information of the DoD adopting activity.
- (5) Source for obtaining copies, preferably by providing a link to the document source.
- (6) Custodians and review activities.
- (7) Project number.
- (8) FSC, FSG, or standardization area.

b. The adopting activity may include application or guidance information on the notice. Adoption notices must not contain any mandatory requirements and must not alter any of the requirements in the adopted document.

Figure 11. Example of Adoption Notice for Standardization Document Issued by Other Federal Agency

|   |                         |
|---|-------------------------|
| MMPDS   |                         |
| ADOPTION NOTICE   |                         |
| <p>MMPDS, “Metallic Materials Properties Development and Standardization (MMPDS),” issued by the Federal Aviation Administration, was adopted on 18 January 2007 for use by the Department of Defense (DoD). Proposed changes by DoD activities must be submitted to the DoD Adopting Activity at <a href="mailto:Engineering.Standards@wpafb.af.mil">Engineering.Standards@wpafb.af.mil</a> or Aeronautical Systems Center/Air Force Research Laboratory Engineering Standards Office, ASC/ENOI, 2530 Loop Road West, Wright-Patterson AFB, OH 45433-7101.</p> |                         |
| <p>The MMPDS Handbook is a suitable replacement for MIL-HDBK-5, which was cancelled on 5 May 2004. However, users are cautioned to evaluate the MMPDS Handbook for their particular application before using it as a replacement document.</p>  |                         |
| <p>Copies of the current edition of MMPDS may be obtained in several forms, as described at <a href="http://www.mmpds.org">www.mmpds.org</a> or by e-mail at <a href="mailto:bcommmpds@battelle.org">bcommmpds@battelle.org</a>.</p>  |                         |
| Custodians:   | Adopting Activity:      |
| Army – AV   | Air Force – 11          |
| Navy – AS   | (Project 1560-2007-003) |
| Air Force – 11  |                         |
| Review Activity:  |                         |
| DLA – GS  |                         |
| <p>NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <a href="https://assist.dla.mil">https://assist.dla.mil</a>.</p>  |                         |
| <p><b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY</b></p>  |                         |
| <p>FSC 1560</p>   |                         |

5. MAINTENANCE. The adoption notice automatically applies to future updates of the adopted document, so it is not necessary to issue another notice when the adopted document is revised. New adoption notices may be issued if information on the notice changes. The adoption must be reaffirmed in ASSIST every 5 years to confirm that the document is still active and being used by the DoD.

6. WITHDRAWAL OF ADOPTION. If the adopted document is cancelled or the adopting activity believes there is no longer a need or benefit for DoD adoption, the adopting activity must issue a withdrawal of adoption notice following the procedures in paragraphs 6a through 6d of this enclosure.

a. Using the ASSIST Project Maintenance module, request a standardization project number from the LSA.

b. Prepare a withdrawal notice (see Figures 12 and 13 of this enclosure for examples).

c. Coordinate the withdrawal notice via the ASSIST Document Coordination module.

d. If a custodian or review activity does not concur in withdrawing DoD adoption, that custodian or review activity should assume adopting activity responsibility and ensure the responsibility is changed in ASSIST.

Figure 12. Example of Withdrawal of Adoption Notice Where Preparing Federal Agency Cancelled Document

|  |
|--|
| EPA Standard 123   |
| <b>WITHDRAWAL OF ADOPTION NOTICE</b>   |
| The Environmental Protection Agency has cancelled EPA Standard 123, “Environmental Test Methods,” and the Department of Defense is withdrawing its adoption of this document as of (fill in date). |
| Adopting Activity:<br>Air Force – 11<br>(Project ENVR-2008-001)  |
| <b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b>   |
| AREA ENVR  |

Figure 13. Example of Withdrawal of Adoption Notice Where There Is No Longer DoD Interest

|  |
|--|
| EPA Standard 123   |
| <b>WITHDRAWAL OF ADOPTION NOTICE</b>   |
| The Department of Defense is withdrawing its adoption of EPA Standard 123, “Environmental Test Methods,” issued by the Environmental Protection Agency as of (fill in date). |
| Adopting Activity:<br>Air Force – 11<br>(Project ENVR-2008-002)  |
| <b>NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.</b>   |
| AREA ENVR  |



ENCLOSURE 11

GUIDE SPECIFICATIONS

1. GENERAL. Guide specifications must be developed and maintained following the procedures in Enclosure 7. Guide specifications may also be designated as “specification guides,” but for the purposes of this manual, only the term “guide specifications” are used.
  
2. PURPOSE. The specific values and criteria for each requirement must be individually determined and tailored to make the requirements relevant for a specific application. Unlike defense specifications, which standardize on fixed form, fit, and function requirements for procurement of like items, guide specifications standardize primarily on functional or performance requirements that are used in the development of new systems, subsystems, equipment, and assemblies. Guide specifications should not be used for procurement purposes, and generally, should not be used for components, parts, and materials.
  
3. FORMAT. The general requirements in section 4 of Reference (x) should be used for the general format. The preparing activity may establish the specific format for the content. While not mandatory, a fill-in-the-blank format is frequently used, leaving specific values or requirements open for determination for each acquisition. A nonmandatory appendix(es) is often a part of a guide specification to make users aware of past solutions that have worked or not worked.
  - a. Document Identifier. The document identifier must consist of two characters to designate organizational affiliation immediately followed by the letters “GS” (for guide specifications) or “SG” (for specification guide), a dash, and up to five numbers (e.g., “MPGS-45678,” “CEGS-02444,” or “JSSG-54321”). The document numbers “00100” through “19999” are reserved for the facilities construction programs. Preparing activities must contact the DSPO for individual or block number assignments. Maximum direct conversion of existing document numbers to the new guide specification numbers is encouraged (e.g., “MIL-S-87241” becomes “AFGS-87241”).
  - b. Document Date. The document date must be in day, month, and year sequence and located under the document identifier.
  - c. Preamble. A preamble is optional. If one is used, it may be worded as desired by the preparing activity.
  - d. AMSC Numbers. Guide specifications can be the source documents for data item descriptions (DIDs). If a guide specification is a source document for a DID, then it must be cleared by the data approval authority indicated in Reference (u) and assigned an AMSC number that must appear in the lower left-hand corner of the first page. Guide specifications that are not source documents for DIDs must be marked “AMSC N/A” in the lower left-hand corner of the first page.

e. Qualification. Guide specifications cannot have qualification requirements.

f. Subject Term or Keywords. Guide specifications must have subject terms or keywords pursuant to Reference (x).

4. UPDATES. Guide specifications may be updated by complete revision or by an amendment in accordance with Reference (x).

ENCLOSURE 12

DIDs

1. GENERAL. A DID must be prepared to define the data content, preparation instructions, and format required of a contractor. DIDs must be prepared in accordance with Reference (aa).
  
2. CLEARANCE AND APPROVAL OF DIDs. The Military Department or Defense Agency DID Approval Authority designated in Reference (u) must approve all DIDs for its Military Department or Defense Agency.
  
3. ASSOCIATED FORMS. When a DID requires an associated form to be completed by the contractor in preparation of the data product, the form must be approved by the Military Department service or agency forms control office and must display the OMB control number 0704-0188 and an Agency Disclosure Notice (ADN) at the top of the form. Forms approved before a DID was prepared must be revised to display the OMB control number and ADN at the top of the form before they are attached to the DID and submitted for approval. Forms that are not mandatory, but are “sample formats,” must be clearly marked as such and must not display form numbers, the ADN, or the OMB control number.
  
4. TYPES OF DIDs. There are two types of DIDs:
  - a. Repetitive-Use DIDs. DIDs approved for repetitive use must be prepared in accordance with Reference (aa).
  
  - b. One-Time DIDs. One-time DIDs must be prepared in accordance with Reference (aa) when a data requirement is a one-time requirement or when time constraints preclude preparation and approval of a repetitive use DID.
  
5. REPETITIVE-USE DID DEVELOPMENT PROCESS. Before preparing a new DID, the DID module in ASSIST must be searched to determine whether an existing approved DID can be used, tailored down, or revised in lieu of preparing a new DID.
  - a. Standardization Project Approval. When developing a new or revising or cancelling an existing DID, the preparing activity must request standardization project approval from its Service or Agency DID Approval Authority using the Project Maintenance module of ASSIST.
  
  - b. Draft Development. Once the service or agency DID Approval Authority has authorized a standardization project, a project number is issued to the preparing activity via ASSIST and the draft DID must be developed in accordance with Reference (aa).

c. Coordination. At a minimum, the preparing activity must coordinate all draft repetitive-use DIDs with each service and agency's DID approval authority and with the appropriate LSA for the standardization area to which the DID is assigned via the ASSIST Document Coordination module available at <https://assist.dla.mil>. The ASSIST Document Coordination module also allows the preparing activity to customize the coordination list to include additional organizations, if desired. The preparing activity must allow a minimum of 30 calendar days for coordination time.

d. Comment Resolution. The preparing activity must consider all comments received during coordination, but he or she only needs to incorporate or resolve "essential" comments. A preparing activity must not submit a DID for approval to the service or agency DID approval authority with unresolved essential comments.

(1) Essential Comments. An essential comment must be of such an important technical nature that its acceptance is necessary to meet the mission needs of a Military Department or Defense Agency. Comments about noncompliance with policy may also be designated as essential. The preparing activity may resolve essential comments in one of these ways:

(a) The preparing activity may accept the comment.

(b) The preparing activity may accept the comment with modification. The preparing activity must tell the comment submitter of the modification and give the submitter at least 30 calendar days to rebut the modification. If no reply is received in 30 days, the preparing activity may submit the document to their DID approval authority for issuance of the DID.

(c) The preparing activity may downgrade the comment to "suggested," when justified. The preparing activity must tell the comment submitter of the change and give the submitter at least 30 calendar days to rebut the action. If no supportable objections are received in 30 days, the preparing activity may treat the comments as suggested.

(d) The preparing activity may reject the comment, allowing the comment submitter at least 30 calendar days to rebut the rejection, when justified. If no supportable objections are received in 30 days, the preparing activity may submit the document to their DID approval authority for issuance of the DID.

(e) If the preparing activity cannot resolve the comment in a timely manner, the preparing activity may ask their DID Approval Authority to mediate. If the DID approval authority cannot resolve the disagreement, the preparing activity must submit the unresolved comments to the OSD DID approval authority to take appropriate resolution action.

(2) Suggested Comments. Suggested comments include editorial changes, questions, general observations, and technical content preferences that are not necessary to meet mission requirements. Suggested comments do not require resolution.

e. DID Approval. Once essential comments are resolved, the preparing activity must submit the DID to their DID approval authority. The Military Department or Defense Agency DID

approval authority obtains a document number and AMSC number through the ASSIST Automated Document Numbering module at <https://assist.dla.mil>. The service or Defense Agency DID approval authority will put the numbers on the DID before submitting it to ASSIST using the Electronic Document Submission module available at <https://assist.dla.mil>.

6. ONE-TIME DID. When a contract data requirement is a one-time requirement, cannot be satisfied by using a DID currently in ASSIST, or time constraints preclude preparation and approval of a repetitive-use DID, a one-time DID may be prepared and used in a solicitation. One-time DIDs require only coordination and approval of the Military Department or Defense Agency DID approval authority. One-time DIDs cannot be submitted to ASSIST.

a. One-Time DID Identification. The Military Department or Defense Agency DID approval authorities must assign one-time DID identifiers as follows:

- (1) The first two digits are “OT.”
- (2) The third digit is a dash “-.”
- (3) The fourth and fifth digits indicate the fiscal year (e.g., “12”).
- (4) The sixth digit is a dash “-.”

(5) The seventh through eleventh digits are assigned by the Military Department or Defense Agency DID Approval Authority from the block of numbers shown in Table 4 of this enclosure.

Table 4. Military Department and Defense Agency Assigned Blocks of DID Numbers

| Military Department or Defense Agency DID Approval Authority | Assigned Block of DID Numbers |
|--|-------------------------------|
| Army   | 10000 through 19999           |
| Navy   | 20000 through 29999           |
| Air Force  | 30000 through 39999           |
| Defense Intelligence Agency                                  | 40000 through 44999           |
| Marine Corps   | 45000 through 49999           |
| Defense Information Systems Agency                           | 50000 through 54999           |
| National Geospatial Intelligence Agency                      | 55000 through 59999           |
| Defense Threat Reduction Agency                              | 60000 through 64999           |
| DLA  | 65000 through 69999           |
| National Security Agency                                     | 70000 through 79999           |
| OSD  | 80000 through 89999           |

b. Continued Use of One-Time DIDs. One-time DIDs may continue to be used on contracts that call for the repeat supply of goods or services supplied under the original contract. However, when recurrent use of the data requirement of a one-time DID on other contracts is expected, a repetitive use DID must be developed.

7. DID CANCELLATION. DIDs must be cancelled when they are no longer needed. DIDs must be cancelled if the specification or standard that contains requirements for the preparation of deliverable data is cancelled, or the DID must be revised to remove the cancelled specification or standard and cite another source for the preparation of deliverable data. To cancel a DID:

a. The preparing activity must get approval from their DID Approval Authority using the ASSIST Project Maintenance module available at <https://assist.dla.mil>. Once the Military Department or Defense Agency DID approval authority has approved the standardization project, the ASSIST Project Maintenance module assigns a standardization project number.

b. The preparing activity must prepare a cancellation notice in accordance with Reference (aa). The preparing activity must also coordinate the draft cancellation notice for 30 calendar days with each Military Department or Defense Agency DID approval authority via the ASSIST Document Coordination module available at <https://assist.dla.mil>.

c. If there are no objections to the cancellation, the preparing activity must submit the approved cancellation notice using the ASSIST Electronic Document Submission module available at <https://assist.dla.mil>.

d. If there are objections to cancellation, the preparing activity must either retain the DID or must transfer preparing activity responsibility to an organization designated by the objecting Military Department or Defense Agency DID approval authority. The transfer can be done by e-mail agreement and the preparing activity contacts DSPAO to make the change to the preparing activity in the ASSIST database.

8. USING A CANCELLED OR SUPERSEDED DID. Cancelled or superseded DIDs must not be used on new solicitations or contracts. However, if a DID is cancelled or superseded subsequent to the release of a request for proposal but prior to the award of a new contract, the cancelled or superseded DID may still be cited. Cancelled or superseded DIDs that are in use on a current contract may be used on follow-on contracts for the same item when continuity of data format and content is required. Where a DID has been superseded, the newer DID should be reviewed for possible application on the new or follow-on solicitation or contract.

9. DID OVERAGE DOCUMENT REVIEW. Preparing activities must conduct overage document reviews following the procedures in paragraph 11b of Enclosure 7 and either validate, revise, or cancel a DID as appropriate.

ENCLOSURE 13

ENGINEERING PRACTICE STUDIES

1. GENERAL. Engineering practice study projects are used to develop a planned approach to standardize engineering disciplines and tools such as test methods, codes, engineering terms and terminology; dimensional and functional interchangeability such as tolerances and fits; and basic characteristics of equipment and materials. Engineering practice studies can also aid in the adoption of NGSs.

2. ENGINEERING PRACTICE STUDY PROJECTS. The results of an engineering practice study project are documented in a report of findings including conclusions and recommendations. The report may include recommendations to adopt existing industry practices, and where necessary, to initiate specific document projects. This report may also include drafts of specifications, standards, and handbooks prepared to implement the report of findings. There is no specific format prescribed for engineering practice studies.

3. ENGINEERING PRACTICE STUDIES DEVELOPMENT PROCESS. The process for developing an engineering practice study is the same as for a defense standardization document, as discussed in Enclosure 7 of this manual, except:

a. When requesting a project number using the ASSIST Project Maintenance module available at <https://assist.dla.mil>, the preparing activity must demonstrate to the LSA that sufficient standardization opportunities exist to justify the resources spent on conducting the engineering practice study.

b. Since engineering practice studies try to standardize an engineering practice throughout the DoD, nearly all studies should be coordinated documents.

c. The preparing activity must provide copies of the approved study to the LSA, the custodians, and any other DoD activities, civilian agencies, and industry associations and manufacturers that contributed to the study.

ENCLOSURE 14

QUALIFICATION

1. GENERAL. This enclosure prescribes the procedures for implementing a qualification program in accordance with section 2319 of Reference (d) and subpart 9.2 of Reference (q). It also provides the procedures for the establishment and maintenance of the associated electronic QPLs and QMLs that are part of the QPD.

2. RESPONSIBILITY FOR QUALIFICATION. The preparing activity for a specification is the qualifying activity and is responsible for qualification. Figure 14 of this enclosure shows the general DoD qualification process.

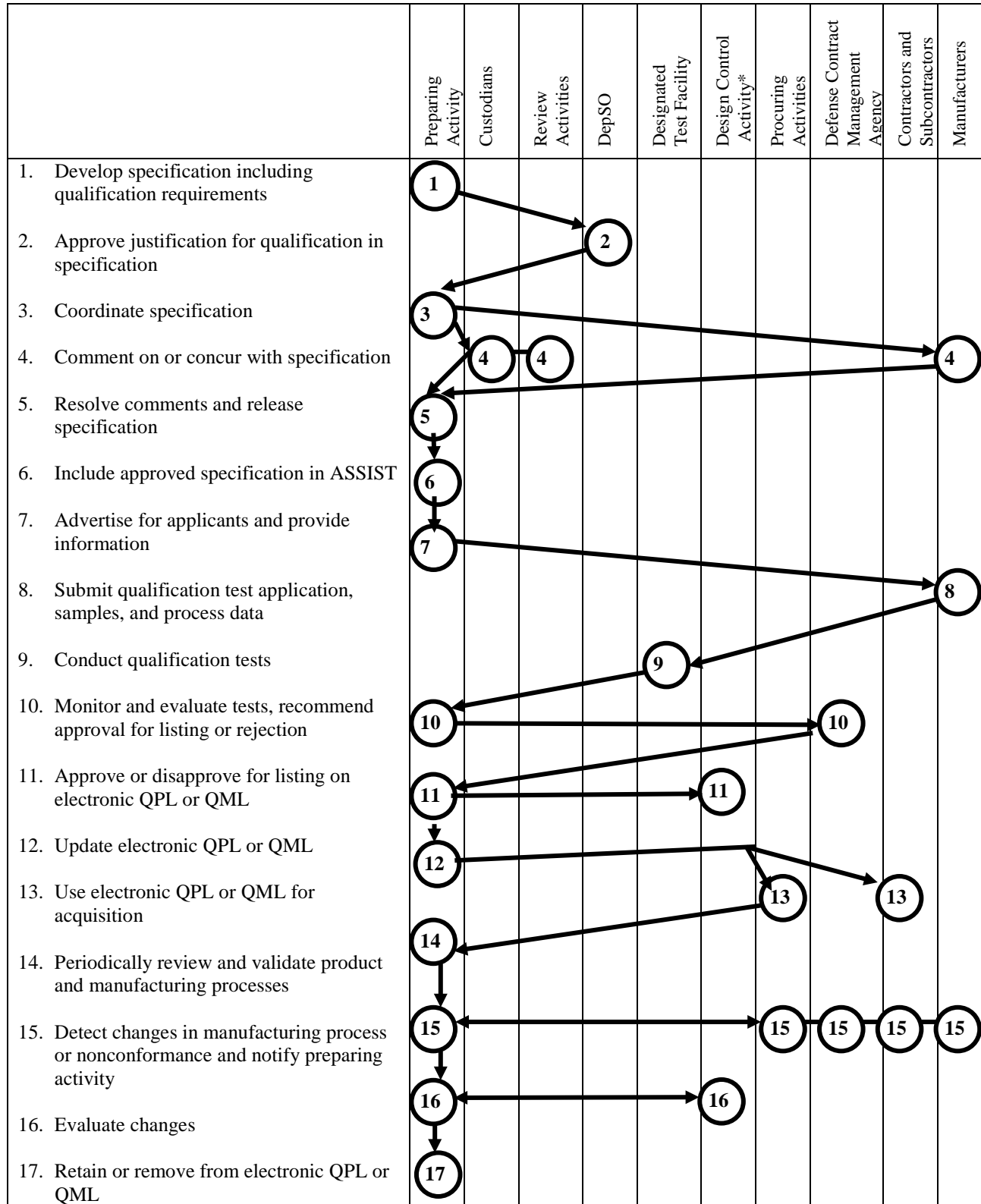
a. The preparing activity can have an agent maintain the specification, administer the qualification program, or perform other essential requirements.

b. For products designated as aviation or ship CSIs, the qualifying activity must coordinate and obtain concurrence from the design control activity (DCA) prior to adding a source to the QPL or QML, or when a supplier on an existing QPL or QML has identified changes to design or manufacturing processes, methods, or controls. Once an item is identified as CSI, the integrated materiel manager must contact the qualifying activity and DCA to facilitate a coordination plan for source approval and change approval processes to be used for that item.

c. The requirement for qualification must be specified in the applicable federal or defense specification or an adopted NGS. Adopted NGSs are assigned to an adopting activity, and in this manual, the term “preparing activity” also means the “adopting activity.”



Figure 14. Qualification Process Management



\*For aviation or ship CSI only

3. PURPOSE OF QUALIFICATION. The purpose of qualification is to ensure continued product performance, quality, and reliability for the completion of long or highly complex evaluations and tests prior to, and independent of, any acquisition or contract. Qualification comprises the entire process by which a manufacturer's products (as shown on electronic QPLs) or processes and materials (as shown on electronic QMLs) are proven to be in conformance with the requirements in the governing specification. As evidence that products or processes and materials meet the specification requirements, they must be entered in the QPD as electronic QPLs or QMLs. The intent of electronic QPLs and QMLs is to:

a. Obtain products of required performance, quality, and reliability by applying special techniques including testing of actual products or representative sample specimens using specific technology processes and materials that will be used in subsequent products or applying special criteria including testing of a product for compliance with the specification.

b. Establish and standardize the requirements for evidence of manufacturer's capability in advance of acquisition.

c. Reduce acquisition lead time.

d. Reduce test costs by eliminating the need for repetitive first article testing and minimizing redundant, long, expensive test requirements and tests.

e. Provide an additional tool for optimizing the relationship between engineering risk and quality assurance cost.

f. Improve readiness through ensured continuous availability of quality and reliable products from viable suppliers.

g. Establish a long-term relationship with the supplier to ensure continuous conformance to requirements and continuous product quality improvements.

#### 4. DIFFERENCE BETWEEN QPL AND QML

a. QPL. A QPL focuses on qualifying individual products or families of products. As evidence that those products meet the established qualification requirements, the products must be included on an electronic QPL in the QPD. A QPL is normally appropriate for items of supply that are stable and are continually available for an extended period, thereby making it practicable to qualify individual products without incurring excessive testing costs.

b. QML. A QML focuses on qualifying an envelope of materials and processes rather than individual products. That envelope is qualified by carefully selecting representative worst-case test vehicles or representative samples from production that contain all potential combinations of materials and processes that may be subsequently used during production. As evidence that those processes and materials meet the established qualification requirements, the envelope of processes and materials must be included on an electronic QML in the QPD. A QML is

normally appropriate for items of supply that have very rapid technological advancement or a myriad of variations or custom designs that make individual product qualification impractical or excessively expensive.

5. SIGNIFICANCE OF QPL AND QML. A QPL or QML indicates those products or manufacturers that have successfully met qualification requirements and tests identified in the associated specification. However, inclusion of a product or manufacturer on a QPL or QML:

- a. Does not, in any way, relieve the supplier of its contractual obligation to deliver items meeting all specification requirements.
- b. Does not guarantee acceptability under a contract since the items must conform to all contractually specified requirements.
- c. Does not constitute a waiver of any requirements for either in-process or other inspection or for the maintenance of quality control measures satisfactory to the government.
- d. Does not, in any way, relieve the original equipment manufacturer of its contractual obligations to ensure that delivered items comply with all specification requirements.

6. DETERMINE THE NEED FOR QUALIFICATION

a. Justification. Prior to inclusion in the applicable specification, the preparing activity must justify, in writing, the necessity for establishing a requirement for qualification and must specify why the qualification requirement must be demonstrated before contract award. The situations described in paragraphs 6a(1) through 6a(5) of this enclosure are the only ones that can be used to justify the qualification requirement:

(1) The time required to conduct those tests identified in the applicable specification as exclusive to qualification exceeds 30 days (720 hours). It must be demonstrated that such extensive testing would delay delivery to the government. The inclusion of those same tests in quality conformance inspection normally conducted during the production process is evidence that this justification is not applicable. List the tests, which if required for product acceptance, would delay product delivery. Show time required to perform each test. Do not list any tests that individually do not require sufficient time under ideal conditions to cause undue delay, unless such tests comprise a required sequence of several tests.

(2) Qualification tests require special equipment not commonly available. "Not commonly available" must be supported by a statement such as "Equipment required is available only at a government facility located at (state the location)." List the specific test equipment not commonly available and describe briefly why it is not commonly available.

(3) Qualification tests are for survival or emergency life-saving equipment. The justification must include the hazardous consequence or potential life threat of not performing tests as qualification tests.

(4) The item is designated as safety critical in the Federal Logistics Information System.

(5) A requirement to qualify an item can be established to ensure the performance, quality, and reliability of an item to substantially reduce risk of failure that could be catastrophic to mission, equipment, safety, or life. Justification for qualification must address these issues.

b. Restrictions. The preparing activity must not include qualification in a specification:

(1) For a system or subsystem.

(2) When only one manufacturer has expressed an interest in qualification.

(3) When test facilities and resources are not available.

(4) When the previous editions of a specification did not include a qualification requirement. The preparing activity must submit requests for deviations from this restriction to their DepSO for approval. If the DepSO agrees, the DepSO must send a copy of their approval along with the specification and supporting justification to DSPO.

(5) To encourage development of an item.

(6) To discourage possible sources of supply.

(7) When the estimated cost of test and evaluation cannot be documented.

7. APPROVAL OF QUALIFICATION REQUIREMENT IN SPECIFICATION. Before coordination, the preparing activity must submit requests for the inclusion of qualification in new specifications or the addition of qualification as a new requirement to an existing specification to its DepSO for approval. At a minimum, the requests for qualification must include:

a. Intended use of product.

b. Applicable justification from paragraph 6a of this enclosure.

c. The following test data information:

(1) Availability of test facilities.

(2) The names and locations of testing facilities (if government facilities).

(3) The time required to complete tests (barring sample failures).

- (4) Who will pay for qualification tests.
  - (5) Proposed charges to supplier when testing is to be done at a government facility or contract laboratory.
  - (6) Estimated cost of test if testing is to be done at a laboratory not government-owned or contracted for.
  - (7) Estimated cost to supplier for preparing and submitting sample.
  - (8) Proposed date for entering approved sources in the QPD.
- d. Names and addresses of possible suppliers interested in submitting samples for testing.
  - e. Name of activity or activities that will have inventory control and procurement responsibilities.
  - f. Estimate of items purchased annually.
  - g. Necessary resources to establish and continuously monitor a qualification program that supports the qualification requirement in the specification.

8. WAIVER OF QUALIFICATION. Only the preparing activity, or in the case of aviation or ship CSIs, the DCA, may waive the qualification requirement. Further, the preparing activity, or DCA for aviation or ship CSIs, can only waive the qualification requirement without rejustification when it determines there are unusual or compelling circumstances (e.g., life or mission threatening or production stoppage). If the preparing activity or DCA waives the qualification requirement, it must send a letter to its DepSO with a copy to DSPO describing that emergency. If the preparing activity or DCA waives qualification for any other reason, it must rejustify the qualification requirement and submit the request to its DepSO for approval. If the DepSO agrees, the DepSO must send a copy of their approval to the DSPO. If the DepSO disapproves, the specification must be changed to delete qualification.

9. ESTABLISHING AN ELECTRONIC QPL OR QML. The qualifying activity must establish an electronic QPL or QML as soon as possible after specification approval. If the specification does not have an existing electronic QPL or QML associated with it because it is a new or a reinstated document, the DSPAO temporarily includes an administrative notice in the ASSIST database to notify users that while the specification contains a requirement for qualification, no products or sources have yet been established. Once the qualifying activity does identify suitable products and sources and generates an electronic QPL or QML, the administrative notice is removed from ASSIST.

a. Seeking Sources. The qualifying activity must urge suppliers to submit, for qualification, those products that can meet specification requirements, so an electronic QPL or QML can be established after the issuance of a new specification, when zero or single-source condition arises, or when a revision of the existing specification requires requalification. Acceptable means of seeking sources include:

(1) Sending a notice to Federal Business Opportunities at [www.fbo.gov](http://www.fbo.gov). The notice must be clearly marked "Qualification Test Information" and must contain the name or type of product(s); the applicable specification; and the name and address of the activity to be contacted for complete information on qualification under the specification.

(2) Contacting companies known to be interested in submitting products for qualification under the applicable specification and companies known to supply the desired type of product.

(3) Contacting related trade associations to promote widespread publicity.

(4) Sending notices to commercial journals and trade publications of the industry concerned and to firms or individuals that are considered as potential suppliers.

b. Request for Qualification by Manufacturers. The qualifying activity must provide the applicant with all necessary information as soon as possible after the request for qualification is received. That information must include the following:

(1) A reference to ASSIST, available at [www.assistdocs.com](http://www.assistdocs.com) or <https://assist.dla.mil> for an electronic copy of the latest issue of the specification.

(2) A reference to ASSIST, available at [www.assistdocs.com](http://www.assistdocs.com) or <https://assist.dla.mil> for an electronic copy of the DSP SD-6 (Reference (ag)) with a specific request for the information and certification, as contained therein.

(3) A schedule of charges for qualification testing, if applicable.

(4) Facilities survey requirements, when applicable (see paragraph 9e of this enclosure).

(5) A statement that qualification testing is not authorized until the applicant has been notified in writing that the information required by paragraphs 9.b.(1), 9.b.(2), and 9.b.(3) of this enclosure has been received and determined to be satisfactory.

(6) Any other information, such as reports.

c. Authorized Distributors on an Electronic QPL or QML. An authorized distributor may be included on an electronic QPL or QML. Inclusion of an authorized distributor on an electronic QPL or QML is only required when the product is rebranded with the brand designation of the authorized distributor. If the authorized distributor plans to offer a product carrying the same brand designation as a qualified manufacturer on the electronic QPL or QML, the authorized distributor does not have to be on the electronic QPL or QML and must follow the procedures in

paragraph 9.c.(1) of this enclosure. If the authorized distributor plans to offer a product that carries its own brand designation versus the manufacturer's brand designation, then the authorized distributor must be on the electronic QPL or QML and must follow the procedures in paragraph 9.c.(2) of this enclosure.

(1) Authorized Distributors Furnishing Products Not Requiring Inclusion on Electronic QPL or QML. To be eligible for award of a contract to furnish a qualified product marked with the brand designation of the qualified manufacturer, an authorized distributor must state in its bid the name of the actual manufacturer, the commercial and government entity (CAGE) code of the plant where the product was manufactured, the brand designation, and the qualification test reference. Additionally, the authorized distributor must certify that the product being offered to the government has not been added to or changed in any way by the distributor and is the product of the manufacturer that is on the electronic QPL or QML.

(2) Qualification of Rebranded Products by an Authorized Distributor. When an authorized distributor wishes to qualify a product carrying its own brand designations, the distributor must request the manufacturer to certify that the distributor is authorized to rebrand and distribute the product with the distributor's own brand designation. When the authorized distributor is certified to rebrand the part, the original part manufacturer's identification must be included on the part. If there is not enough space on the part for the authorized distributor's rebrand and the original manufacturer's identification, a code symbol for the original manufacturer must be used.

(a) The original manufacturer's identification or the original manufacturer's code symbol must allow traceability to the original manufacturer for failure analysis, corrective action, and lot identification. When the authorized distributor furnishes such certification, a sample of the rebranded product must be requested from the distributor for qualification. The authorized distributor must not perform qualification examination and testing until the certification requirements stated in Reference (ag) are met.

(b) The qualifying activity may extend qualification approval to the rebranded product of the authorized distributor without further test, on certification by the original manufacturer that the rebranded product is the same as the product previously qualified under the original manufacturer's designation. The authorized distributor must submit to the qualifying activity its own brand designation, its name and CAGE code, the name and CAGE code of the actual manufacturer, and the CAGE code of the original plant at which the product was manufactured. Authorization for a distributor to rebrand applies only to products on a valid electronic QPL at the time of the rebrand request.

d. Manufacturing Facilities (Plant) Audit (Survey). Facilities' audits for product(s) must be conducted in accordance with the specification and as necessary to establish and maintain the qualification. Audit requirements may include survey of inspection systems, quality and reliability assurance programs, test facilities, processes, materials, production facilities, test capability, incoming inspection, training, and product traceability. After the initial audit, the qualifying activity may adjust the audit cycle for each facility, as necessary, to ensure that the manufacturer provides compliant product(s).

(1) The qualifying activity may use documented procedures, test data, audit findings, feedback data, and other documentation to adjust the audit cycles as necessary, based on the health and stability of the qualified products and processes. In accordance with section 2105 of Title 5, U.S.C. (Reference (ah)), the audit must verify that the manufacturer has an effective self-audit program. If the audit includes access to proprietary products, processes, or information, that portion of the audit must be performed by employees of the government who have a need to know the information, unless such access is agreed to by the manufacturer. The government must handle all proprietary data in a controlled and secure manner to ensure that no unauthorized dissemination occurs.

(2) The government must maintain qualification data and reports for its records. Proprietary information, commercially sensitive data, or matters relating to national security should be appropriately identified in the report as “restricted for release.” Such identification notifies the government of information requiring protection from release to other sources. Any request for such information by non-government sources must not be accommodated, unless the government determines that such information was either incorrectly restricted by the contractor or is already available to the public. The government must not release data as restricted by the manufacturer until the manufacturer providing the information is notified and has the opportunity to object to the release. If the manufacturer objects, the qualification data is only released as required, in accordance with section 552 of Reference (ah).

e. Testing. The testing of products and inclusion of qualified products or processes on an electronic QPL or QML must be done on an equitable basis to achieve economy for the government and fair treatment for all manufacturers with the capability to meet the performance, quality, and reliability requirements in the specification.

(1) The qualifying activity cannot authorize qualification examination and testing until an approved and dated specification is available.

(2) The qualifying activity cannot use data derived previously from the first article inspection. However, qualification test data generated by the prospective QPL or QML applicant for internal product or process qualifications or for commercial or industrial products or process qualifications may be used by the qualifying activity as a basis for qualification approval under these conditions:

(a) The qualifying activity must determine that satisfactory objective data exists which clearly shows that the products will meet all aspects of qualification as determined in the applicable military specification requirements.

(b) The qualifying activity must review all data to assure the data meets or exceeds all qualification requirements and that all specified performance, quality, reliability, and testing requirements will be met or exceeded.

f. Extension or Transfer of Qualification. Except as provided in this manual, qualification applies only to the product, process, or material that is manufactured at the plant that produced,



examined, and tested the sample. The qualifying activity may extend qualification to the same product or family of products produced by the same or other plants of the manufacturer. The qualifying activity may transfer qualification from the previous plant to the new plant when the manufacturer's only plant is relocated. The qualifying activity may extend or transfer qualification as stated in this paragraph and when these conditions exist:

(1) Examination or test of the product of other manufacturing plants shows that the product is at least equal in all aspects to the initial qualified product test sample.

(2) The quality control and processing at the other manufacturing plants are such that the products produced there are at least equal in all aspects to the qualified product. Ordinarily, this determination will be based on inspection of the plant, quality control system, and processing procedures. If a facility or product line, or both, come under new ownership and management, the qualifying activity must evaluate the equivalence of the product or process and quality control systems to ensure that the product or process is unchanged and that the new ownership and management have the expertise and capability to provide products of required quality, reliability, and safety. The qualifying activity must document the evaluation and retain it in the permanent file.

g. Notification of Test Results. The qualifying activity must notify the manufacturer about the results of the evaluation of the tests of its products or sample test specimen and whether the product or process qualifies under the requirements of the applicable specification. The qualifying activity must promptly notify the manufacturer when a product or process fails qualification and provide specific reasons why the product or process was not approved. When a product is qualified, a letter of notification must be sent to the manufacturer; to the authorized distributor, if they are the applicant; and to the GSA, if a federal specification is involved. At a minimum, the letter of notification must include:

(1) Government designation under which the product qualified (type, class, or other designation, as shown on the specification).

(2) The applicant's brand designation for the specific product, family of products, or processes.

(3) The test or qualification reference (test report number) assigned to the products or sample test specimen.

(4) The CAGE code and address associated with the supplier to which correspondence is sent.

(5) The CAGE code and address associated with each plant that manufactured the product, family of products, or test specimen, submitted for test.

(6) These conditions:

(a) Inclusion on the electronic QPL or QML does not guarantee acceptance of the product in any future purchase.

(b) Inclusion on the electronic QPL or QML does not constitute a waiver of any requirements of the specification or of the provisions of any contract.

(c) Publicity, advertising, or sales must not state or imply that the product or the process is the only one of that type so qualified or that the government, in any way, recommends or endorses the manufacturer's product in preference to other qualified products. Violation is cause for removal of the product or the process from the electronic QPL or QML.

(d) The electronic QPL or QML is effective at 0800 (local time of the qualifying activity) and applies only to products or processes produced in the plant specified in the letter of notification as of the date of the letter of notification.

(e) The electronic QPL or QML applies to amendments or revisions of the specification, unless otherwise notified.

(f) The electronic QPL or QML applies only to products or processes identical to those qualified or to products defined in the family of products granted qualification coverage. The supplier must inform the qualifying activity in advance of any intended change to the product or processes and must provide a complete description of the change. Failure to notify the qualifying activity of any change is cause for removal from the electronic QPL or QML regardless of the extent of the change.

(g) Manufacturers must comply with a requirement for retention of qualification to remain on the electronic QPL or QML. Failure to comply is sufficient cause for removal from the electronic QPL or QML (see paragraph 11h of this enclosure).

10. DEVELOPMENT OF AN ELECTRONIC QPL OR QML. An approved and dated defense or federal specification or an adopted NGS for which inclusion of qualification requirements has been approved must exist to establish an electronic QPL or QML in the QPD. The preparing activity for the defense or federal specifications or adopting activity for the NGS prepares, maintains, and cancels the associated electronic QPL or QML, as required. There can only be one listing of qualified products or manufacturers for a specification requiring qualification, and the only approved listing is the electronic QPL or QML in the QPD.

a. Publication. The qualifying activity must publish an electronic QPL or QML in the QPD as soon as practicable after approval of a specification. Not more than 30 days may elapse between determining that a supplier's product has successfully passed all qualification tests and the publication or update of the electronic QPL or QML in the QPD.

b. Product Coverage. When a specification with qualification provisions describes more than one type, class, grade, process, material, or other designation, all products or processes qualifying must be on a single electronic QPL or QML. Separate electronic QPLs or QMLs

cannot be established based on specification sheets or detailed specifications that are associated with a general specification. The electronic QPL or QML must identify the qualified products by type, class, grade, process, material, or other designation shown in the specification.

11. MAINTENANCE OF AN ELECTRONIC QPL OR QML. The qualifying activity must maintain the electronic QPL or QML in the QPD on a continuing basis to keep the information current.

a. Manufacturer's Obligations. The manufacturer must:

(1) Maintain adequate process and quality control procedures to ensure that the items continually comply with all specification requirements.

(2) Report, immediately, any discrepancies disclosed during testing, periodic reexamination of its product, and production process and controls to the qualifying activity and the Government-Industry Data Exchange Program (GIDEP) with qualifying activity coordination.

(3) Ensure that delivered items conform to all requirements including performance, quality, reliability, and all other specified product characteristics.

(4) Ensure that all products are manufactured and tested in a manner that was approved under the original specification. This includes the manufacturing process and plant location, test sequences, test methods, and test procedures used. Any change or deviations must be immediately reported to the qualifying activity to determine extent of requalification.

(5) Obtain and maintain a CAGE code in the System for Award Management available at [www.sam.gov](http://www.sam.gov), for each manufacturing facility and address associated with each supplier to which correspondence is sent.

(6) Complete and submit, to the qualifying activity, a DD Form 1718 or equivalent information every 2 years. Submit retention of qualification data, or complete requalification testing as required in specification or by the qualifying activity.

b. Manufacturer's Advertising. A manufacturer may advertise that a qualified product has received DoD qualification if the manufacturer does not state or imply in its advertisement that the product is the only one of that type so qualified. The manufacturer also must not state or imply that the DoD, in any way, recommends or endorses the manufacturer's product in preference to the other qualified products. A manufacturer cannot advertise or imply that its products are qualified or meet a specification that requires qualification unless they are in fact qualified and either listed or approved for inclusion on the applicable electronic QPL or QML. Violation is cause for removal of the product or the manufacturer from the applicable electronic QPL or QML by the qualifying activity and possible suspension, debarment, or referral for criminal investigation.

c. User Obligations. Users of the electronic QPL or QML must take necessary measures (other than initial or periodic requalification) to ensure that the qualified products comply with the applicable specification requirements. In support of the qualification program, the procuring activity for a qualified product is required to, and users of the electronic QPL or QML are encouraged to:

(1) Report to the qualifying activity, manufacturer, and GIDEP any known or suspected nonconformance of qualified products.

(2) Provide feedback data to the qualifying activity and to the manufacturer to support the total quality management concept for continuous improvement of the process based on field information.

d. Government Obligations. Government surveillance conducted by the qualifying activity or government quality assurance representatives does not relieve the manufacturer, authorized distributor, or users of the responsibility to exercise adequate process and product quality control procedures. The qualifying activity serves as the DoD focal point to consolidate findings and recommend corrective action for qualification problems. While the actions taken in paragraphs 11d(1) through 11d(4) of this enclosure expedite problem resolution through the use of a technical focal point, the government must not knowingly accept material that contains suspected nonconforming parts. Depending on the gravity of the problem, contract administration activities may withhold acceptance of suspected end items pending problem resolution or verification of the contractor's compliance of material, products, and services to contract requirements. Use the detailed procedures in paragraph 11.e. of this enclosure for reporting nonconformance. The qualifying activity must:

(1) Notify agencies responsible for acceptance of end item equipment that may contain possible nonconforming parts. Advise agencies of the nature and degree of risk and urgency in the situation, and if necessary, call a meeting to discuss the problem.

(2) Indicate the action taken with the supplier or determine the action required.

(3) Disseminate information immediately, including potential operation problems if items are built into equipment.

(4) If necessary, establish a task force to investigate the problem and develop a recommended solution, and disseminate the findings to the appropriate government and industry parties affected by the action. Recommendations should include sufficient engineering data so that decisions can be made concerning the identity and possible use of nonconforming items (for example, disposition of equipment containing potentially defective items).

e. Government Obligations for Nonconforming Items. These actions must occur when the possibility of nonconforming items is suspected regarding a qualified part:

(1) The activity that discovers or receives a report of a potential problem notifies the qualifying activity.

(2) The qualifying activity conducts a preliminary evaluation and risk assessment of the problem, and imposes a stop shipment on all suspect products, if necessary, to limit the magnitude of the problem while determination and corrective actions are made.

(3) The qualifying activity notifies the appropriate quality and procurement offices, the other government agencies, and the industry associations about the possible nonconformance (technical problem or specific violation) affecting field usage.

(4) The qualifying activity initiates a product stop shipment order or corrective action plan (as applicable) and initiates removal of parts or manufacturers from the electronic QPL or the QML in accordance with section 12 of this enclosure.

(5) The qualifying activity instructs manufacturers to prepare and coordinate issuance of a GIDEP alert or problem advisory. The qualifying activity should prepare and issue the GIDEP alert or problem advisory when the manufacturer is reluctant or slow in doing so. The qualifying activity should use GIDEP Failure Experience Data Reports available at <http://www.gidep.org/data/failure/failure.htm> to notify part users of the problem.

(6) The qualifying activity has the manufacturer conduct a self-audit to identify the problem areas and must have the manufacturer prepare a corrective action plan.

(7) The qualifying activity gathers independent testing information and prepares verification action.

f. Government's Obligations on Availability of Data. Except as required by section 552 of Reference (ah), the government must not distribute qualification data unless the qualifying activity obtains the consent of the manufacturer, determines that the release is in the best interest of the government, and follows the current security policies, including, but not limited to, DoDI 2040.02 (Reference (ai)), DoDD 5230.25 (Reference (aj)), and DoDD 5230.11 (Reference (ak)). Once release is approved, the qualifying activity may:

(1) Supply the data to other activities of the government.

(2) Supply the data to foreign governments that are purchasing, operating, or maintaining supplies that involve products covered by specifications requiring qualification. Such release must be made with the condition that the information is further distributed, but is used only for furnishing supplies and services to that government.

(3) Authorize the supplier to furnish qualification information for qualified products sold to foreign governments after compliance with the International Traffic in Arms Regulations (Reference (al)) or the Export Administration Regulations (Reference (am)).

g. Validation of Qualification Requirement. The preparing activity must review specifications with the requirement for qualification every 5 years as part of the overage document review to validate the need to continue the qualification requirement. For

specifications with specific retention of qualification requirements specified, the retention of qualification data may be used to determine the need to continue the qualification requirement. In this review, the preparing activity must consider whether more definitive requirements for the product, advances in manufacturing techniques and quality control methods, or improvements in testing apparatus and techniques may have eliminated the need for qualification.

h. Retention of Qualification. To retain qualification approval of products, one or more of the following actions is required:

(1) Certification by the manufacturer, in accordance with paragraph 11.i. of this enclosure.

(2) Periodic submission of retention of qualification data, as may be required in the specification.

(3) Complete requalification testing, as may be required in the specification or by the qualifying activity.

i. Manufacturer Certification of Qualification Status. Every 2 years, the qualifying activity must send a DD Form 1718 or equivalent questionnaire to a manufacturer when the applicable specification does not contain a retention of qualification requirement and requests that the manufacturer complete the form. The manufacturer's product is removed from the electronic QPL or QML if the certification is not returned after due notice. The qualifying activity must update the electronic QPL or QML in the QPD on completion of the certification review showing the date of validation. A responsible official of management must sign the form. The form requests information such as whether:

(1) The listed product is still manufactured at the plant shown on the electronic QPL or QML.

(2) The plant is still under the same management.

(3) The product is manufactured under the same conditions as originally qualified, with the same process, materials, construction, design, and manufacturer's part number or designation.

(4) The product meets the requirements and tests of the latest issue of the specification.

(5) Any product change made after the date the product was qualified. Unapproved product changes require justification and supporting data as to why the change will not affect the qualification status of the product.

(6) Company name and addresses for CAGE codes are current in the System for Award Management database available at [www.sam.gov](http://www.sam.gov).

j. Reexamination and Retest. The qualifying activity must determine, based on the extent of specification or product changes and other available data, whether products need to be removed from the electronic QPL or QML until retested, or whether such action can be delayed pending the outcome of the tests or receipt of additional data. If the qualifying activity determines that the product should remain on the electronic QPL or the QML, the qualifying activity must establish a maximum time limit for submission of the samples or test data before removal. The qualifying activity must require the reexamination of a qualified product under any of these conditions:

(1) The manufacturer has modified the product or changed the material or processing so that the validity of previous qualification is questionable.

(2) The requirements in the specification have been revised to affect the characteristics of the product.

(3) When, because of questionable performance reports, it is deemed necessary to determine that the product continues to meet all the specification requirements.

(4) It is required in the specification for retention of qualification.

k. Failure to Establish Electronic QPLs or QMLs and Zero-Source Conditions. The qualifying activity must take appropriate action to establish an electronic QPL or QML once a specification (including applicable specification sheets) containing a qualification requirement is approved. If, after 2 years, the qualifying activity has either not established an electronic QPL or QML or has not qualified suppliers to eliminate the zero-source condition, the preparing activity must:

(1) Modify the specification requirements to permit the qualification of available products;

(2) Revise the specification to eliminate the qualification requirement; or

(3) Cancel the specification, if the product is not needed.

l. Single-Source Electronic QPLs and QMLs. For electronic QPLs or QMLs that have single-source conditions (that is, a style, class, part number, dash number listed with only one source), the preparing activity must:

(1) Modify the specification requirements to permit the qualification of available products;

(2) Revise the specification to eliminate the qualification requirement; or

(3) Provide rationale to explain why the specification should remain as is and the qualification should continue. Also describe the single-source situation and indicate actions

already taken and planned to correct the situation. Provide the information to the DSPO with a copy to the applicable LSA and DepSO.

m. Cancellation. The DSPAO publishes a QPL or QML cancellation notice when the associated specification is cancelled or revised to remove qualification.

n. Inactive for New Design. When a specification is declared “inactive for new design,” the qualifying activity must still actively maintain the electronic QPL or QML in the QPD to keep the information current.

## 12. REMOVAL FROM AN ELECTRONIC QPL OR QML

a. Reasons for Removal. When a supplier fails to comply or demonstrates an inability to comply with specification requirements, the qualifying activity must remove the product(s) from the electronic QPL or remove the applicable process(es) from the electronic QML. Removal could include a broad range of directly or indirectly affected products, possibly the manufacturer’s entire family of qualified products. The qualifying activity must also remove the manufacturer’s certification, and may direct the manufacturer to stop shipment, when such action is necessary to ensure that the manufacturer provides compliant products. The qualifying activity should not remove a product, a manufacturer, or a process from an electronic QML or QPL solely on the basis that the qualifying activity did not perform a facility (plant) audit within the planned audit cycle. Adverse actions or removal might be warranted under these circumstances:

(1) The product or process offered under contract does not meet the requirements of the specification.

(2) The manufacturer has discontinued production of the product.

(3) The supplier requests that they or their product or processes be removed.

(4) One or more of the conditions under which qualification was granted have been violated.

(5) The requirements of a revised or amended specification differ sufficiently from the previous issue so that existing test data are no longer applicable for determining compliance of the product or processes with the revised or amended specification.

(6) Failure of a manufacturer to notify the qualifying activity of a change in design, material, manufacturing, process (including quality conformance), or plant location.

(7) The product is that of a contractor, firm, or individual in the Excluded Parties List System database available at [www.sam.gov](http://www.sam.gov).

(8) The manufacturer has not complied with the retention of qualification requirements.



(9) The manufacturer has publicized that its qualified product or process is the only one of its type so qualified or that the DoD, in any way, recommends or endorses that manufacturer's product in preference to the other qualified products.

(10) Quality or reliability problems are detected in a manufacturer's products.

(11) Failure to comply with an audit or denial of access of authorized personnel to perform such an audit.

b. Procedures for Removal. These procedures apply to removal of a product, a family of products, process, or supplier from an electronic QPL or QML:

(1) If the decision to remove a product or process from an electronic QPL or QML is made for the reasons indicated in paragraphs 12.a.(1), 12.a.(4), 12.a.(6), 12.a.(8) or 12.a.(9) of this enclosure, consideration must be given to the circumstances that gave rise to that action. The product or process should again be included on the electronic QPL or QML once the deficiencies noted have been corrected to the government's satisfaction. Factors to be considered in making that determination are the seriousness of the deficiencies noted, the circumstances under which those deficiencies came to light (for example, government audit or voluntary disclosure), and whether circumstances indicate that such actions were intentional or fraudulently motivated or reflect a repeated or continuing course of conduct.

(2) When it is decided that a product, family of products, or process is to be removed from an electronic QPL or QML, the supplier of the products or process must be sent a written notice (registered, with a return receipt requested) of the action taken, the reasons for removal, and an opportunity to respond to that notice. Unless the notice indicates otherwise, removal of a product, family of products, or process from the electronic QPL or QML is effective on the date of the notice.

c. Notification of Removal. After the qualifying activity determines that a product, family of products, a process, or a supplier will be removed from an electronic QPL or QML, the qualifying activity must send the supplier a notification of removal. The qualifying activity must update the electronic QPL or QML to delete the items without undue delay. If removal is for the reason indicated in paragraph 12.a.(5) of this enclosure, the qualifying activity must advise the supplier of the action required to prove product compliance to the amended or revised specification. The qualifying activity must provide copies of the notification of removal to interested DoD elements and other government agencies.

d. Publication of Removal. When the qualifying activity has taken action to remove a product from an electronic QPL or QML, the qualifying activity must determine whether it would be in the government's interest to publish in GIDEP, FedBizOpps, and related trade publications, a notification to government organizations and contractors that the product has been removed by adverse action. The qualifying activity must publish such notification as soon as practicable. The notification must include the following information:

- (1) The electronic QPL or QML identification number.
- (2) A statement that “Notification is herewith given that the following product (for QML, process) was removed from QPL-XXXXX (or QML-XXXXX) on (date).”
- (3) Name and title of government representative.
- (4) Name and address of qualifying activity.

13. DATA FIELDS FOR ELECTRONIC QPL OR QML. The data fields for an electronic QPL or QML are identified in the QPD, which can be accessed as part of the ASSIST database available at <https://assist.dla.mil>. Only administrators approved by the qualifying activity and authorized by the DSPAO can create a new or update an existing electronic QPL or QML in the QPD. These data fields in the QPD are mandatory for the electronic QPL or QML:

a. Identifier. Electronic QPLs or QMLs must be identified by the symbol “QPL” or “QML,” followed by the number of the associated specification. For example: “QPL-17” identifies the QPL associated with defense specification MIL-DTL-17. “QML-38534” identifies the QML associated with specification MIL-PRF-38534. “QPL-AA-V-2737” identifies the QPL associated with federal specification AA-V-2737. “QPL-AS604” identifies the government QPL associated with the Society of Automotive Engineers Aerospace Standard AS604.

b. Title. The title of the QPL or QML must be the same as the title of the general specification. The title field is automatically generated by the QPD.

c. FSC. The FSC of the QPL or QML must be the same as the associated specification. The FSC field is automatically generated by the QPD.

d. Qualifying Activity. The qualifying activity must include a postal address as well as any other contact information that would be useful, such as a phone number and e-mail address.

e. Government Designations and Manufacturer’s Designations. The qualifying activity must include mandatory government designations (e.g., type, class) and the associated manufacturer’s designations.

f. Certified Date. The qualifying activity must determine a mandatory certified date, which is the date the manufacturer was qualified or subsequently recertified.

g. Source Type. The qualifying activity must include the mandatory source type (for example, manufacturer, distributor, rebrander).

h. Recertification Duration. The qualifying activity must enter, in months, the length of time between certification and recertification.

i. Recertification Notification. The qualifying activity must enter the specific number of months for an alert notification that a recertification is due.

j. CAGE Code. The CAGE code for the manufacturing facility where the qualified product is made must be identified. Other CAGE codes for correspondence addresses or authorized distributors must also be identified.

k. Preamble. The qualifying activity must include the preamble, shown in Figure 15 of this enclosure, in the preamble data field, tailored as necessary depending on whether it is an electronic QPL or QML and whether it is a government specification or non-government standard:

Figure 15. Preamble Data for QPLs or QMLs

“This QPL (or QML) has been prepared for use by or for the government in the acquisition of products covered by the subject specification (or NGS), and inclusion of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products included herein have been qualified under the requirements for the product as specified in the latest effective issue of the applicable specification (or NGS). This QPL (or QML) is updated as necessary and is subject to change without notice. Inclusion of a product does not release or otherwise affect the obligation of the manufacturer to comply with the specification (or NGS) requirements.”

“The activity responsible for this QPL (or this QML) is (insert name, office symbol, and address of the standardization office of the preparing activity).”

Where the preparing activity designates another activity to act as its agent, include the statement: “The activity designated as agent for all contacts relative to this QPL (or QML) is (insert name, office symbol, and address of the agent).”

14. VALIDATION OF ELECTRONIC QPLs AND QMLs. Qualifying activities must periodically validate the currency and accuracy of the information in their electronic QPLs and QMLs and record the date in the appropriate data field in the QPD for the applicable electronic QPL or QML. One of the following approaches must be used to validate an electronic QPL or QML:

a. Retention by Certification. When following the certification requirements specified in paragraph 11.i. of this enclosure, the qualifying activity must enter the date in the certified data field (C field) that it approved the supplier’s DD Form 1718 or equivalent.

b. Retention by Submittal of Test Data. If the governing specification requires periodic submittal of test data for a supplier to retain qualification approval, the qualifying activity must enter the date in the test data field (T field) when it approves the test data.

c. Retention by Requalification. If the governing specification requires periodic requalification of suppliers, the qualifying activity must enter the date in the certified data field (C field) when it requalifies a supplier.

15. OPTIONS FOR HANDLING QUALIFICATION IN NGS. These scenarios exist when an NGS contains qualification requirements:

a. Where an NGS meets both DoD and commercial industry needs, and where an industry-wide qualification activity can adequately assure compliance with the NGS qualification requirements, the DoD should adopt and use both the NGS and the NGS qualification list.

b. Where an NGS includes qualification requirements and no industry qualification activity exists but there is a DoD qualification activity that can assure compliance, the DoD should adopt the NGS and use its qualification activity to support DoD acquisition.

c. Where an NGS includes qualification requirements but identifies a DoD activity without the activity's agreement as the designated qualifying activity, DoD should not adopt or use the NGS. The DoD may establish a qualifying activity to support DoD acquisition; however, the NGS should not mandate a DoD qualifying activity.

d. Where an NGS does not include qualification requirements but the DoD has a justified need for qualification, a military specification may be issued citing the NGS and establishing qualification requirements.

16. DISTINCTIVE MARK. When a part is being qualified by a third-party organization and a DoD activity, that part must have a distinctive mark to indicate whether it was qualified by the third-party organization or the DoD activity.

17. QUALIFICATION RECIPROCITY BETWEEN THE UNITED STATES AND ANOTHER COUNTRY

a. NATO Standardization Agreement (STANAG) 4093. Qualification reciprocity between the United States and another NATO country is governed by NATO STANAG 4093 (Reference (an)). The agreement specifies acceptance of another NATO country's specification and corresponding QPL, and acceptance of another NATO country's qualification approval as a basis for listing of a product on a country's own QPL or QML.

b. Reciprocity Between the United States and a Non-NATO Country

(1) Except as otherwise covered by an international agreement, when the DoD accepts another country's qualified-product specification for use in DoD acquisitions, the U.S. NQA must determine the extent to which the United States accepts that country's QPL or QML.

(2) The NQA responsibility is delegated to the U.S. preparing activity for the corresponding U.S. specification. The U.S. NQA must request a copy of the foreign QPL or QML from that country's NQA. Additional product information may be required, such as a copy of the test data that is the basis for the foreign qualification approval. The data should include descriptions of test procedures, test equipment, methods, dates of calibration and complete test results, computations and analysis, and identification of the testing officials. If review of the data indicates that additional data or testing is necessary to validate compliance with the product specification requirements, the U.S. NQA notifies the foreign NQA accordingly.

(3) The foreign NQA and suppliers listed on the foreign QPL or QML must be notified that for some use-applications involving critical performance reliability, the DoD reserves the right to require additional tests. The responsibility for the costs for conducting qualification assessments and additional testing and providing data which exceeds that required in the specification used for the foreign qualification approval is a matter for negotiation between the product supplier and the designated U.S. NQA.

(4) If the U.S. NQA finds cause to remove a manufacturer's product from the country's QPL or QML, the appropriate foreign NQA must be notified of the action and the reasons for removal.

c. Establishment and Maintenance of Another Country's Qualification Approval by the United States. Manufacturers and products granted qualification approval by the U.S. under specifications issued by other NATO countries must be listed on a QPL or QML maintained by the U.S. NQA.

d. Qualification by Foreign Sources. Foreign sources may apply for qualification to U.S. specifications in the same manner as domestic sources. If an ISA exists, the terms of that agreement apply for reciprocity listings. If an NQA exists within the country of the applicant, all matters pertaining to the qualification must be processed through that NQA. Prohibited foreign sources identified in part 25 of Reference (q) cannot apply for qualification.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

|         |   |
|---------|---|
| ADN     | agency disclosure notice  |
| AMSC    | acquisition management system control                           |
| ASSIST  | Acquisition Streamlining and Standardization Information System |
| CAGE    | commercial and government entity                                |
| CID     | commercial item description                                     |
| CSE     | Component standardization executive                             |
| CSI     | critical safety item  |
| DCA     | design control activity   |
| DepSO   | Departmental Standardization Officer                            |
| DID     | data item description   |
| DISR    | DoD Information-Technology Standards Registry                   |
| DLA     | Defense Logistics Agency  |
| DMA     | document management activity                                    |
| DoD CIO | DoD Chief Information Officer                                   |
| DoDD    | DoD Directive   |
| DoDI    | DoD Instruction   |
| DoDM    | DoD Manual  |
| DSA     | departmental standardization activity                           |
| DSP     | Defense Standardization Program                                 |
| DSE     | Defense Standardization Executive                               |
| DSC     | Defense Standardization Council                                 |
| DSPAO   | Defense Standardization Program Automation Office               |
| DSPO    | Defense Standardization Program Office                          |
| FSC     | federal supply class  |
| FSG     | federal supply group  |
| GIDEP   | Government Industry Data Exchange Program                       |
| GSA     | General Services Administration                                 |
| IRA     | item reduction activity   |
| ISA     | international standardization agreement                         |
| JSB     | Joint Standardization Board                                     |
| LSA     | lead standardization activity                                   |

|           |   |
|-----------|---|
| MCA       | military coordinating activity  |
| MIL-STD   | military standard   |
| NATO      | North Atlantic Treaty Organization                                    |
| NGS       | non-government standard   |
| NGSB      | Non-government Standards Body   |
| NQA       | National Qualification Authority                                      |
| OMB       | Office of Management and Budget                                       |
| OPR       | office of primary responsibility                                      |
| QML       | qualified manufacturers list  |
| QPD       | Qualified Products Database   |
| QPL       | qualified products list   |
| SD        | DSP Standardization Directory   |
| SMA       | standardization management activity                                   |
| STANAG    | NATO standardization agreement  |
| U.S.C.    | United States Code  |
| USD(AT&L) | Under Secretary of Defense for Acquisition, Technology, and Logistics |

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this manual.

activity. One of the organizational elements of the Military Departments, Defense Agencies, or civilian agencies.

adopted NGS. An NGS that is accepted for use by the DoD and is identified as adopted in the ASSIST.

adopting activity. The activity responsible for the adoption of a non-government standard.

agent. An activity that acts for, and by authority of, the preparing activity or adopting activity in the preparation of standardization documents, item reduction studies, engineering practice studies, or the administration of QPLs and QMLs. The preparing activity retains responsibility and approval authority for the work accomplished.

applicant. The manufacturer or distributor applying for qualification of a product.

ASSIST. The official database containing information about standardization documents used in the DoD. ASSIST provides electronic access to government standardization documents at

<https://assist.dla.mil>. Government standardization documents may also be accessed at <http://quicksearch.dla.mil> and [www.assistdocs.com](http://www.assistdocs.com), but these two simplified versions of the ASSIST do not provide as extensive information as ASSIST.

aviation CSI. A part, an assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapon system that contains a characteristic whose failure, malfunction, or absence could cause catastrophic or critical failure resulting in the loss of, or serious damage to, the aircraft or weapon system; unacceptable risk of personal injury or loss of life; or uncommanded engine shutdown that jeopardizes safety.

CID. An indexed, simplified product description managed by the GSA that describes, by functional or performance characteristics, the available, acceptable commercial items that satisfy the government's needs.

civilian agency. A federal agency other than the DoD.

commercial item. Defined in Reference (q).

commonality. Defined in Joint Publication 1-02 (Reference (ao)).

compatibility. The ability of two or more items or systems to exist or function as elements of a larger system without mutual interference.

coordination. The process of having standardization documents reviewed and commented on by government and private sector organizations.

CSE. The senior executive appointed by a Military Department or defense agency to participate on the DSC and provide senior management oversight and direction for the DSP.

coordination. The process of having standardization documents reviewed and commented on by government and private sector organizations.

coordinated documents. Documents issued to cover items or services required by more than one Military Department, Defense Agency, or civilian agency and which are coordinated with various activities of the interested departments and agencies.

custodian. The activity responsible for representing a Military Department or Defense Agency during coordination of a standardization document or study. The custodians for a document can be identified through the ASSIST.

DCA. With respect to an aviation CSI, DCA is the systems command of a Military Department that is specifically responsible for ensuring the air worthiness of an aviation system or equipment in which an aviation CSI is to be used.

de facto standards. Something that has gained widespread acceptance in the market place, but is not "officially" sanctioned by any international, national, or government organization.



defense handbook. A document that provides standard procedural, technical, engineering, or design information about the materiel, processes, practices, and methods covered by the DSP. Reference (z) covers the content and format for defense handbooks.

defense specification. A document that describes the essential technical requirements for military-unique materiel or substantially modified commercial items. Reference (x) covers the content and format for defense specifications.

defense standard. A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods. There are five types of defense standards: interface standards, design criteria standards, manufacturing process standards, standard practices, and test method standards. Reference (y) covers the content and format for defense standards.

DepSO. A top-level office in each Military Department or Defense Agency responsible for managing the DSP within its Component and ensuring that its SMAs properly implement the policies, procedures, and goals of the DSP.

detail specification. A specification that states design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification.

DID. A completed form that defines the data required of a contractor. DIDs specifically define the data content, preparation instructions, format, and intended use. Reference (aa) covers the content and format for DIDs.

DISR. Provides the minimal set of rules governing the arrangement, interaction, and interdependence of system parts or elements, whose purpose is to ensure that a conformant system satisfies a specified set of requirements. It defines the service areas, interfaces, standards, and standards profiles applicable to all DoD systems. Use of the DISR is mandated for the development and acquisition of new or modified fielded information technology and national security systems throughout the DoD. The DISR replaced the Joint Technical Architecture.

distributor. Anyone authorized by the manufacturer to distribute the manufacturer's product. This also includes the distributor authorized by the manufacturer to rebrand and distribute the manufacturer's rebranded product under the distributor's own brand.

DMA. A DoD organization authorized by its DepSO to prepare, adopt, coordinate, and review standardization documents.

DSA. An SMA that may be designated by its DepSO to address technical and standardization issues under an assigned FSG, FSC, or standardization area for its Military Department or Defense Agency. When requested, the DSA may assist the LSA in addressing standardization issues and preparing activities by designating custodians for a document and identifying review

activities. An LSA is automatically the DSA for its Military Department or Defense Agency within its assigned FSG, FSC, or standardization area.

DSC. A council composed of executive-level representatives from the Military Departments and the Defense Agencies, chaired by the DSE. The DSC provides senior management oversight and direction for implementing the DSP and acquisition initiatives related to specifications and standards.

DSE. The executive appointed by the USD(AT&L) who has overall authority over all functions of the DSP.

DSPAO. The organization under the Defense Logistics Agency Document Services, Philadelphia, which is responsible for maintaining an automated standardization information system that indexes and provides information on all of the documents produced under the DSP and allows for online accessing and downloading of those documents.

DSPO. The office that supports and carries out the direction of the DSE in the development, maintenance, and oversight of DSP policies, procedures, guidance, training, and automated tools.

engineering practice study. An engineering analysis conducted for standardizing practices, such as drafting procedures and methods, codes, engineering terms and terminology, dimensional and functional interchangeability, and basic characteristics of equipment and materials.

essential comment. A coordination comment covering requirements or provisions of such importance to the mission of the commenting activity that it must be accepted or reconciled.

Federal Logistics Information System. The primary computer system through which all users access, store, and retrieve necessary information related to an item of supply and that is generally considered a database of record (except the Nuclear Inventory Management and Cataloging System is the database of record for nuclear ordnance).

federal specification. A specification issued or controlled by the GSA for commercial or modified commercial products, which contains requirements or tests too extensive to be suitable for a CID.

federal standard. A standard issued or controlled by the GSA that covers processes, procedures, practices, and methods for use by all federal agencies.

FSC. A four-digit coding structure used to group products into logical families for supply management purposes. As used in the standardization program, the four-digit code is used to group standardization documents associated with products into logical families for standardization management purposes. FSCs are shown in Reference (u).

FSG. A two-digit coding structure used to group related FSCs under logical families for supply management purposes. The first two digits of each FSC represent the related FSG. As used in the standardization program, the two-digit code is used to group standardization documents

associated with the FSCs into logical families for standardization management purposes. FSGs are shown in Reference (u).

GIDEP. A cooperative activity between government and industry participants seeking to reduce or eliminate expenditures of resources by sharing technical information essential during research, design, development, production, and operational phases of the life cycle of systems, facilities, and equipment.

guide specification. A document that provides templates of requirements and verification statements that are commonly used in defining types of systems, subsystems, assemblies, or equipment. The specific values and criteria for each requirement must be individually determined and tailored to make the requirements relevant for a specific application. Guide specifications are also known as specification guides.

implementation. The fulfillment by a nation or Service of its obligation under the terms of a ratified ISA that usually requires a documented national action that meets the terms of the agreement.

inactive for new design. An existing standardization document that reflects a consensus decision by the affected standardization activities and users that a product or technology is obsolete or outdated but is still required to support DoD systems and equipment in active service (including reserves and National Guard), support foreign military sales agreements, or implement ISAs.

integrated materiel manager. Any activity or agency that has been assigned wholesale integrated materiel management responsibility for the DoD and participating federal agencies. Integrated materiel management responsibilities include cataloging, requirements determination, procurement, distribution, overhaul, repair, and disposal of materiel.

interchangeability. A condition that exists when two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged one for the other without alteration to the items themselves or to adjoining items, except for adjustment.

interface. The functional and physical characteristics required to exist at a common boundary or connection between systems or items.

interim documents. Revisions and amendments issued by a single Military Department, a Defense Agency, or an activity in the DoD Component for coordinated federal or defense specifications, guide specifications, or defense handbooks to meet a need when time does not permit preparation of a coordinated document.

interoperability. The ability of systems or items to provide or accept data, information, materiel, and services from other systems or items.

IRA. An organization in a Military Department, a Defense Agency, or a civilian agency responsible for reviewing FSCs or item name codes for reducing, to the highest degree

practicable, the number of sizes and kinds of items that are generally similar. Reference (u) identifies the IRAs.

ISA. The record of an agreement among several or all of the member nations of a multi-national treaty organization to adopt like or similar military equipment, ammunition, supplies, and stores.

item reduction study. An analysis to identify unneeded items currently in the supply system that involves a technical review of supply items to identify duplicating or overlapping items. It leads to a reduction in the number of similar items.

JSB. A group of representatives from affected Military Departments, Defense Agencies, and other Federal Government agencies, which are authorized and chartered by the DSE to identify DoD-wide standardization opportunities and develop DoD-wide standardization solutions to achieve interoperability and net-centric capabilities, reduce the logistics footprint, improve sustainment capabilities, increase safety, and improve operational readiness and effectiveness.

laboratory. Facilities that perform examination and testing. The laboratory may be a laboratory operated by or under contract to the government or a laboratory used by the manufacturer or distributor either in-plant or under contract.

lead agent. Defined in Reference (h).

limited coordination documents. Documents issued to cover products or processes required by only one Military Department or Defense Agency, or where immediate acquisition needs do not permit a coordinated document.

LSA. An organization assigned a DoD-wide responsibility for ensuring the optimal degree of standardization in an FSG, FSC, or standardization area. Reference (u) identifies the LSAs. The LSA for a document can be identified through the ASSIST.

manufacturer. The producer that is responsible for the fabrication or assembly of the final product, as defined by the specification.

materiel ISAs. Standards that affect the characteristics of complete systems; consultation, command and control systems; weapon-systems sub-systems; interfaces; assemblies; components; spare parts; and consumables (including ammunition, fuel, supplies, stores, and spares). They may cover production codes of practice as well as materiel specifications.

MCA. The military activity responsible for coordinating, reconciling, and consolidating military comments for the DoD on a federal standardization document prepared by a civilian agency.

military-unique requirement. A design, construction, manufacturing, or performance requirement that is peculiar to the military, and cannot be met by a commercial product, process, or practice.

multinational. Defined in Reference (ao).

NGS. A national or international standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. This term does not include standards of individual companies. NGSs adopted by the DoD are listed in the ASSIST.

NGSB. A private sector association, organization, or technical society that plans, develops, establishes, maintains, or coordinates NGSs.

no interest coordination response. A response from a SMA that indicates the organization does not have an interest in reviewing a document or future changes to a document and should not be listed as a custodian or review activity.

NQA. An authority in each NATO country with product qualification responsibility. In the United States, the NQA is the preparing activity of a specification for the particular qualified product.

OPR. An office of record assigned by a Military Department or Defense Agency with lead agent responsibilities to manage and administer its participation in international military standardization.

overage document. A standardization document that has not been reviewed for technical currency within a 5-year period (or 10-year period for documents designated in ASSIST as “stabilized maintenance”) and either updated or validated.

parts management. The practice of considering the application, standardization, technology (new and aging), system reliability, maintainability, supportability, and cost in selecting parts and addressing availability, logistics support, and legacy issues in supporting them throughout the life of the systems.

performance specification. States requirements in terms of the required results with criteria for verifying compliance but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics.

preparing activity. The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents. The preparing activity for a document can be identified through the ASSIST.

producer. The actual manufacturer of parts or materials that are not used as end items, but are processed or incorporated into designed equipment. This term distinguishes a producer from an equipment manufacturer who uses the parts and materials in his or her equipment.

product. Includes materials, parts, components, subassemblies, assemblies, and equipment. The term “product” also encompasses a family of products. A family of products includes all products of the same classification, design, construction, material, type, and other design

characteristics. These products are manufactured within the same production facilities, and have the same processes, quality of materials, quality controls, and are produced under the same management, yet have the acceptable variety of physical and functional characteristics defined and specified in the applicable specification.

product description. A generic term for documents used for acquisition and management purposes, such as specifications, standards, CIDs, NGSs, or purchase descriptions.

program-unique document. A specification that describes a product, process, or material developed and produced for use under a specific program or as part of a single system that has no application outside of that system.

purchase description. A product description prepared for one-time use, for small purchases, for items where the technology changes rapidly and standardization is not practical, or when development of a standardization document is not cost effective.

QML. An electronic listing in the QPD of manufacturers' qualified processes and materials at each facility that have been successfully subjected to a defined set of qualification and periodic tests using processes and worst case designs or materials to verify that the end product's design, performance, quality, and reliability meet all the applicable specification requirements.

QPD. A database that consists of the officially approved government electronic QPLs and QMLs, and may be accessed through ASSIST. Only government electronic QPLs and QMLs in the QPD are the official source for qualified products and manufacturers.

QPL. An electronic listing in the QPD of products or families of products that have successfully completed the formal qualification process (including all specified periodic tests) that examines, tests, and verifies that a specific product design meets all the applicable specification requirements.

qualification. A process in advance of, and independent of, an acquisition by which a manufacturer's capabilities or a manufacturer's or distributor's products are examined, tested, and approved to be in conformance with specification requirements, and subsequent approval for inclusion of products in an electronic QPL or manufacturers in an electronic QML that are part of the QPD.

qualified product. A product that has been examined, tested, and approved for inclusion in the applicable QPL in the QPD.

qualifying activity. The preparing activity for a specification with a qualification requirement. This activity is given the responsibility to develop, implement, and maintain the qualification program as specified in the applicable specification and authorized by its DepSO to input information into the QPD.

ratification. Defined in Reference (ao).

ratifying official. The official who signs the memorandum or letter ratifying an ISA.

reaffirmation. The process that an adopting activity uses to determine that a DoD-adopted NGS is still required and meets user needs.

reservation. Defined in Reference (h).

review activity. An SMA having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it. The review activities for a document can be identified through the ASSIST.

self-implementing. An ISA intended for use without further implementation by another document.

ship CSI. Any ship part, assembly, or support equipment that contains a characteristic whose failure, malfunction, or absence could cause catastrophic or critical failure resulting in the loss of, or serious damage to, the ship or unacceptable risk of personal injury or loss of life.

single-source condition. A condition that exists when there is only one supplier listed on a QPL or QML

SMA. A generic term to describe any DoD activity listed in Reference (u) that functions as an LSA, DSA, DMA, or IRA.

specification. A document prepared to support acquisition that describes the essential technical requirements for purchased materiel and the criteria for determining whether those requirements are met.

standard. A document that establishes uniform engineering or technical criteria, methods, processes, and practices.

standardization. The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods for achieving compatibility, interoperability, interchangeability, or commonality of materiel.

standardization areas. Standardization categories for engineering technologies, disciplines, and practices that do not fall under an FSC or an FSG. Reference (u) identifies the standardization areas.

standardization document. A generic term for a document used to standardize an item of supply, process, procedure, method, data, practice, or engineering approach. Standardization documents include defense specifications, standards, and handbooks; federal specifications and standards; guide specifications; CIDs; and NGSs.

standardization project. A standardization effort approved by the LSA responsible for an FSC, FSG, or standardization area to develop, update, cancel, adopt a standardization document, or to conduct an item reduction study or an engineering practice study.

standard practice. Specifies procedures on how to conduct certain non-manufacturing functions. Standard practices are developed for functions that, at least some of the time, are obtained through contractors from private sector firms.

suggested comment. A coordination comment covering changes considered desirable, but not essential. Comments on format, grammar, and punctuation are usually suggested comments. Noncritical technical comments may also be suggested comments. Comments not supported by rationale are treated as suggested comments.

superseded document. A condition where one document replaces another document. The replacement document is technically equivalent or superior and backwards compatible to the superseded document and may be used as a replacement.

supplier. A distributor, manufacturer or other entity that provides products to the government.

tailoring. The process of identifying specific requirements (such as test methods, types, grades, classes, sections, paragraphs, or sentences) within a referenced document for a given application so that users do not have to apply the entire referenced document.

test method standard. A standard that specifies procedures or criteria for measuring, identifying, or evaluating qualities, characteristics, and properties of a product or process.

users. Customers of the DSP, which include government and industry program managers, engineers, logisticians, repair and maintenance personnel, and anyone else who may use the specifications, standards, and other related documents produced under the DSP.

validation. The process a preparing activity uses to determine that an overage document is still required, meets the user's needs, continues to reflect accurate and current requirements, and meets the policies of the DSP.

working group. A generic term for a body established by a committee to work in a particular subject area for developing ISAs or other matters of concern to the committee.

zero-source condition. A condition that exists where a qualifying activity has a requirement for qualification; however, no products or manufacturers have been qualified.