

**DoD 4120.3-M**

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**Defense Standardization Program  
(DSP)**

**Policies and Procedures**



**July 1993**

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**Office of the Assistant Secretary of Defense  
Production and Logistics**



PRODUCTION AND  
LOGISTICS

ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON, DC 20301-8000



July 7, 1993

FOREWORD

This Manual is reissued under the authority of DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991. It prescribes the policies and procedures for implementing the DSP as required by Sections 2451 through 2457 of Title 10 of the United States Code. DoD 4120.3-M, "Defense Standardization and Specification Program Policies, Procedures, and Instructions," August 1978, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, and the Defense Agencies (hereafter referred to collectively as "the DoD Components");. This Manual is effective immediately and is mandatory for use by all the DoD Components. It is designed for direct use at the standardization operating levels without supplementary instructions.

Send recommended changes to the Manual to:

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The DoD Components may obtain copies of this Manual through their own publications channels or from the DoD Single Stock Point, Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.

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Principal Deputy Assistant Secretary  
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TABLE OF CONTENTS

	<u>Page</u>
Foreword	
Table of Contents	ii
Figures	iv
Tables	v
References	vi
Definitions	viii
Abbreviations and/or Acronyms	ix
CHAPTER 1 - GENERAL INFORMATION	1-1
A. Purpose	1-1
B. "Cataloging and Standardization Act" (Reference (a))	1-1
C. DSP	1-1
CHAPTER 2 - STANDARDIZATION IN THE ACQUISITION PROCESS	2-1
A. General	2-1
B. Acquisition Planning	2-3
C. Product Descriptions	2-7
D. Application and Tailoring of Standardization Documents	2-8
CHAPTER 3 - ORGANIZATION OF THE DSP	3-1
A. General	3-1
B. Responsibilities and Assignments	3-1
CHAPTER 4 - STANDARDIZATION MANAGEMENT	4-1
A. DSP Management Structure	4-1
B. Standardization Planning	4-4
C. Standardization Projects	4-6
D. Approved Standardization Documents	4-8
E. Documenting Standardization Benefits	4-8

	<u>Page</u>
CHAPTER 5 - STANDARDIZATION DOCUMENT POLICIES	5-1
A. General	5-1
B. Types of Standardization Documents	5-2
C. Draft Development	5-4
D. Coordination	5-9
E. Comment Resolution	5-13
F. Document Approval	5-15
G. Document Numbering	5-15
H. Printing, Distribution, and Indexing	5-16
I. Document Maintenance	5-18
 APPENDICES	
A. Definitions	A-1
B. Qualification	B-1
C. Standardization Program Plan	C-1
D. Non-Government Standards	D-1
E. Commercial Item Descriptions	E-1
F. Federal Specifications and Standards	F-1
G. Military Specifications, Standards, Handbooks, and Bulletins	G-1
H. Guide Specifications	H-1
I. Item Reduction Program	I-1
J. Engineering Practice Studies	J-1
K. Standardization Project Justification Determination	K-1

## FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
2-1	Standardization Considerations in Acquisition Life Cycle	2-4
3-1	DSP Management Structure	3-1
5-1	Typical Standardization Document Development Process	5-1
B-1	Qualification Process Management	B-31
B-2	Example of a QPL	B-32
B-3	Example of a QPL for a NGS	B-34
B-4	Example of a QPL Amendment	B-35
B-5	Example of a Modified Method for Listing Manufacturers	B-36
B-6	Example of a QPL Listing CAGE Number	B-39
B-7	Example of a QML	B-40
B-8	Example of a QPL Cancellation Notice	B-43
B-9	Example of a QPL-NATO	B-44
C-1	Typical Development Process for Program Plans	C-10
C-2	Example of Cover Sheet for Standardization Program Plan	C-11
C-3	Example of Authentication Page	C-12
C-4	Ongoing Projects	C-13
C-5	Planned Projects	C-14
D-1	Example of Adoption Notice	D-9
D-2	Example of Adoption Notice With Supersession Information	D-10
D-3	Example of Withdrawal of Adoption Notice	D-11
E-1	Typical Development Process for CIDs	E-4
F-1	Typical Development Process for Federal Specifications and Standards	F-5
G-1	Typical Development Process for Military Standardization Documents	G-5
H-1	Typical Development Process for Guide Specifications	H-4
I-1	Typical Process for Item Reduction Study	I-25
I-2	Sample Format for Cover Sheet for Proposed Item Reduction Study	I-26
I-3	Sample Format for Criteria and Guidelines Development Sheet	I-27
I-4	Sample Format for Proposed Item Reduction Study List Index	I-28

FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
I-5	Sample Format for Proposed Item Reduction Study Listing	I-29
I-6	Sample Format for Summary Cover Sheet	I-30
I-7	Sample Format for Executive Summary of Item Reduction	I-31

TABLES

<u>Table</u>	<u>Title</u>	<u>Page</u>
2-1	Requirements for Standardization in Acquisition Regulations	2-1
5-1	Format and Content Guides for Standardization Document	5-5
5-2	Matrix for Determining Standardization Document Administrative Requirements	5-6
5-3	Required Coordination for Coordinated Documents	5-11

## REFERENCES

- (a) Sections 2451-2457 of Title 10 United States Code
- (b) DoD Directive 5000.1, "Defense Acquisition," February 23, 1991
- (c) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991
- (d) Federal Acquisition Regulation, current edition
- (e) Defense FAR Supplement (DFARS), current edition
- (f) MIL-STD-680B, "Standardization Program Requirements for Defense Acquisitions," March 1, 1990
- (g) SD-2, "Buying NDI," October 1990
- (h) MIL-STD-965A, "Parts Control Program," December 13, 1985
- (i) SD-7, "An Overview of the DoD Parts Control Program," August 12, 1988
- (j) MIL-HDBK-402, "Guidelines for the Implementation of the DoD Parts Control Program," June 29, 1988
- (k) SD-10, "Guide for the Identification and Development of Metric Standards," March 1990
- (l) SD-6, "Provisions Governing Qualification," June 2, 1986
- (m) GSA Handbook FPMR 101-29, "Federal Standardization," December 1981
- (n) Department of Defense Index of Specifications and Standards, current edition
- (o) MIL-STD-490A, "Specification Practices," June 4, 1985
- (p) MIL-HDBK-248B, "Acquisition Streamlining," February 9, 1989
- (q) MIL-HDBK-800, "Documentation Streamlining," May 30, 1989
- (r) MIL-STD-970, "Standards and Specifications, Order of Preference for the Selection of," October 1, 1987
- (s) DoD Directive 5128.1, "Assistant Secretary of Defense (Production and Logistics)," February 9, 1989
- (t) SD-1, "Standardization Directory," current edition
- (u) Cataloging Handbook H2-1, "Federal Supply Classification," January 1989
- (v) DoD 4100.39-M, Volumes 1-16 "Defense Logistics Information System," July 1991
- (w) SD-4, "Status of Standardization Projects," current edition
- (x) MIL-STD-961C, "Military Specifications and Associated Documents, Preparation of," May 20, 1988
- (y) MIL-STD-962B, "Military Standards, Handbooks, and Bulletins, Preparation of," May 20, 1988
- (z) MIL-STD-1806, "Marking Technical Data Prepared by or for the Department of Defense," February 1, 1990

REFERENCES, continued

- (aa) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982
- (bb) Defense Printing Service Guide 1, "How to Obtain Specifications and Standards from the Department of Defense Single Stock Point," July 1, 1992
- (cc) DOD-STD-963A, "Data Item Descriptions (DIDs), Preparation of," August 15, 1986
- (dd) Section 2319 of Title 10, United States Code
- (ee) Section 552 of Title 5, United States Code
- (ff) NATO STANAG 4093, "Mutual Acceptance by NATO Member Countries of Qualification of Electronic and Electrical Components for Military Use," Edition No. 3, August 17, 1976
- (gg) MIL-STD-790E, "Reliability Assurance Program for Electronic Parts Specifications," December 15, 1989
- (hh) MIL-STD-976B, "Certification Requirements for JAN Microcircuits," February 12, 1988
- (ii) MIL-STD-989, "Certification Requirements for JAN Semiconductor Devices," November 11, 1991
- (jj) MIL-STD-1772B, "Certification Requirements for Hybrid Microcircuits Facilities and Lines," August 22, 1990
- (kk) MIL-I-38535A, "Integrated Circuits (Microcircuits) Manufacturing, General Specification for," November 29, 1992
- (ll) SD-9, "DoD Interaction With Nongovernment Standards Bodies," April 1984
- (mm) OMB Circular A-119, "Federal Participation in the Development and Use of Voluntary Standards," October 26, 1982
- (nn) DoD Directive 5500.2, "Policies Governing Participation of Department of Defense Components and Personnel in Activities of Private Associations," August 4, 1972
- (oo) DoD Directive 5500.7, "Standards of Conduct," May 6, 1987
- (pp) Construction Specification Institute MP2.2, "Construction Specifications, Three-Part Section Format for," October 6, 1988
- (qq) DoD 4130.2-M, "Federal Catalog System Policy Manual," March 1975, authorized by DoD Directive 4130.2, March 9, 1981
- (rr) AFMCR 400-31, DARCOM-R 700-30, NAVMATINST 4400.25, MCC 4410.24, and DLAR 4140.66 "Elimination of Duplication in the Management and Logistics Support of Interchangeable and Substitutable Items," August 30, 1984
- (ss) DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items," January 1992, authorized by DoD Directive 4140.26, January 28, 1986

DEFINITIONS

(See Appendix A for definitions of terms used in this manual.)

ABBREVIATIONS AND/OR ACRONYMS

AMSC	Acquisition Management System Control
AMSDL	Acquisition Management Source Data List
ASD (P&L)	Assistant Secretary of Defense (Production and Logistics)
CAGE	Commercial and Government Entity
CID	Commercial Item Description
CIRL	Completed Item Reduction Listing
DASD (PR)	Deputy Assistant Secretary of Defense (Production Resources)
DepSO	Departmental Standardization Office
DFARS	Defense Federal Acquisition Regulation Supplement
DID	Data Item Description
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information System
DLSC	Defense Logistics Services Center
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDISS	DoD Index of Specifications and Standards
DoDSSP	DoD Single Stock Point
DSP	Defense Standardization Program
FAR	Federal Acquisition Regulation
FII	Federal Item Identification
FIIG	Federal Item Identification Guide
FPMR	Federal Procurement Management Regulation
FSC	Federal Supply Class
FSG	Federal Supply Group
GIDEP	Government Industry Data Exchange Program
GSA	General Services Administration
ICP	Inventory Control Point
ISC	Item Standardization Code
LSA	Lead Standardization Activity
MCA	Military Coordinating Activity
MOE	Major Organizational Entity
NATO	North Atlantic Treaty Organization
NCA	National Coordinating Activity
NDI	Nondevelopmental Item
NGS	Non-Government Standard
NGSB	Non-Government Standards Body
NIIN	National Item Identification Number
NQA	National Qualification Authority
NSA	National Security Agency
NSN	National Stock Number

ABBREVIATIONS AND/OR ACRONYMS, continued

OASD (P&L) SPD	Office of the Assistant Secretary of Defense (Production and Logistics) Standardization Program Division
OSD	Office of the Secretary of Defense
QML	Qualified Manufacturers List
QPL	Qualified Products List
PDASD (P&L)	Principal Deputy Assistant Secretary of Defense (Production and Logistics)
PICA	Primary Inventory Control Activity
PSCN	Permanent System Control Number
SMA	Standardization Management Activity
SPD	Standardization Program Division
STANAG	NATO Standardization Agreement
TIR	Total Item Record

CHAPTER 1GENERAL INFORMATIONA. PURPOSE

This Manual establishes the policies and procedures to achieve the standardization objectives required by Pub. L. No. 82-436 (1952), DoD Directive 5000.1, and DoD Instruction 5000.2 (references (a), (b), and (c)).

B. "CATALOGING AND STANDARDIZATION ACT" (REFERENCE (A))

1. The DSP is conducted under the statutory provisions of reference (a).
2. Reference (a) provides that the Secretary of Defense shall:
  - a. Develop and maintain the DSP.
  - b. Standardize items used throughout the Department of Defense to the highest practicable degree by developing and using single specifications and standards, eliminating overlapping and duplicate specifications and standards, and reducing the number of sizes and kinds of items that are generally similar.
  - c. Maintain liaison with industry groups to coordinate the development of the DSP to obtain the fullest practicable cooperation and participation of industry.
  - d. Establish, publish, review, and revise specifications, standards, and lists of qualified products and manufacturers, and resolve differences between the Military Departments and Defense Agencies on these documents.
  - e. Assign responsibility for parts of the DSP to the Military Departments and the Defense Agencies when practical and consistent with their capacity and interest.
  - f. Make final decisions in all DSP-related issues.

C. DSP

1. The DSP is responsible for standardizing materials, parts, items, components, equipments, subsystems, systems, processes,

practices, and procedures essential to the design, acquisition, management, and use of materiel, facilities, and other related supplies.

2. The objectives of the DSP are to:

- a. Improve the operational readiness of the Military Departments and the Defense Agencies.
- b. Conserve money, manpower, time, facilities, and natural resources.
- c. Improve the quality, reliability, maintainability, and safety of systems and items of supply.
- d. Improve the logistics support of weapon systems supplies by reducing the variety of items, processes, and practices.
- e. Enhance the interchangeability and interoperability of equipment and supplies between the Military Departments and the Defense Agencies.
- f. Enhance the interoperability of U.S. and allied military equipment and supplies.
- g. Establish uniform requirements for the design, construction, and maintenance of military installations, facilities, and civil works.
- h. Plan and accelerate the insertion of new technology into systems and equipment.
- i. Sustain and improve the industrial and technology base.
- j. Promote competition.
- k. Improve communication and reduce misunderstandings between the Department of Defense and industry and between customers and suppliers.

3. The objectives of the DSP are accomplished through such efforts as parts control, item reduction, NDI, and documenting standardization decisions in standardization documents.

CHAPTER 2STANDARDIZATION IN THE ACQUISITION PROCESSA. GENERAL

Standardization is an important consideration throughout the acquisition process. DoD Directive 5000.1, DoD Instruction 5000.2, the FAR, and the DFARS (references (b) through (e)) all require that standardization considerations be a part of the acquisition process. Table 2-1, below, identifies major sections from these acquisition regulation documents that involve standardization or standardization-related requirements. As with all requirements, users must properly apply and tailor them requirements to achieve maximum benefits.

Standardization-Related Requirement	Applicable Acquisition Regulation Sections
General Standardization-Related Policies	Part 6, Section R of reference (c)
Standardization Consideration in Acquisition Plan	Part 7 of reference (d) Part 207 of reference (e) Part 234 of reference (e)
Parts Control Program	Part 6, Section R of reference (c) Part 207 of reference (e)
Standardization as Justification for Other Than Full and Open Competition	Part 6 of reference (d) Part 206 of reference (e)

Table 2-1. Requirements for Standardization in Acquisition Regulations

Standardization-Related Requirement	Applicable Acquisition Regulation Sections
Development, Selection, and Use of Standardization Documents	FAR, Part 7 (reference (d)) Part 10 of reference (d) DFARS, Part 210 (reference (e)) DoD Instruction 5000.2, Part 6, Section L (reference (c)) Part 6, Section Q of reference (c) Part 10, Section C of reference (c)
Nondevelopmental Item (NDI) and Commercial Acquisition	DoD Directive 5000.1 (reference (b)) Part 6, Section L of reference (c) Part 7 of reference (d) Part 11 of reference (d) Part 211 of reference (e)
Qualification	Part 9 of reference (d) Part 209 of reference (e)

Table 2-1. Requirements for Standardization in Acquisition Regulations, continued

Standardization-Related Requirement	Applicable Acquisition Regulation Sections
Metrication	DoD Instruction 5000.2, Part 6, Section M (reference (c))  FAR, Part 10 (reference (d))

Table 2-1. Requirements for Standardization in Acquisition Regulations, continued

#### B. ACQUISITION PLANNING

Acquisition plans must consider standardization. In the Department of Defense, the acquisition process is structured into five phases that cover the total acquisition life cycle. Standardization plays an important role in each of these phases. Not every acquisition requires all of these phases, and the procuring activity must tailor the phases to suit the acquisition strategy. One of the important benefits of proper standardization planning and application is that it may eliminate or shorten certain acquisition phases. Figure 2-1, below, illustrates the acquisition life-cycle and standardization related decisions that must be considered during the appropriate acquisition phase. For consideration of standardization requirements, the procuring activity may require a standardization plan in accordance with MIL-STD-680 (reference (f)). Since standardization objectives will vary from program to program, the procuring activity must tailor the requirements of MIL-STD-680. Subsections B.1. through B.5., below, provide information on when various standardization-related decisions or requirements should or must be applied during the acquisition phases. These procedures primarily apply to system or subsystem acquisition planning, but may also apply to the acquisition of equipments, components, parts, and materials.

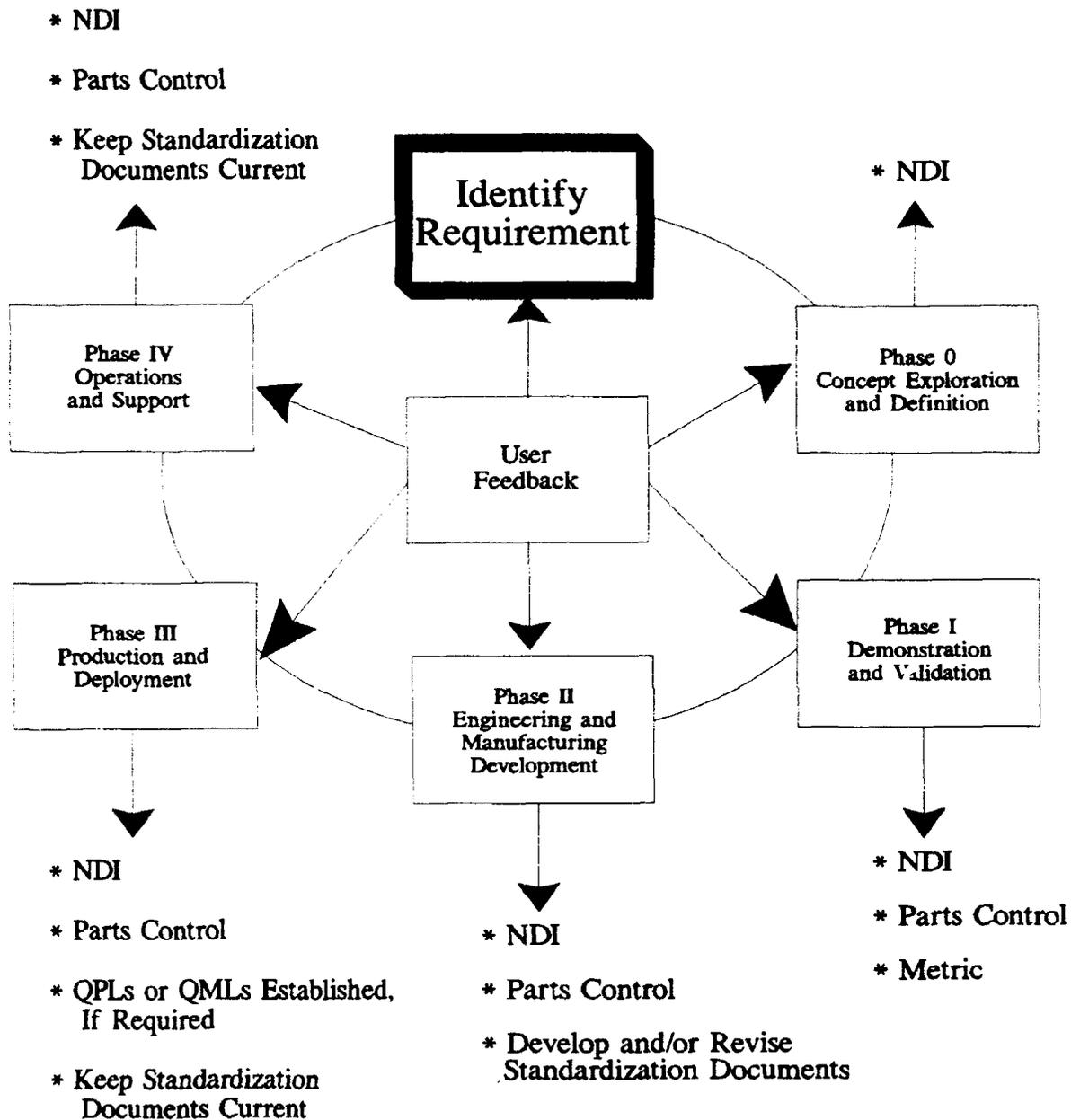


Figure 2-1. Standardization Considerations in the Acquisition Life Cycle

1. NDI. Using a NDI approach to acquisition reduces acquisition lead time and costs; allows the Department of Defense to take advantage of proven, current technology; reduces risks associated with development; and supports our industrial base. The SD-2 (reference (g)) gives detailed guidance on the use of NDI in the acquisition process. Consider NDI throughout all of the acquisition phases using the following criteria:

a. Phase 0 - Concept Exploration and Definition. Explore NDI solutions and give them major consideration, including tradeoffs of performance requirements against NDI advantages in schedule, cost, risk, and quality.

b. Phase I - Demonstration and Validation. If a NDI solution emerges from Phase 0 as the most promising concept, demonstrate that the NDI will meet the mission need or user's requirement. A NDI approach can reduce the time needed to accomplish this phase. Identify technical problems with NDIs during this phase.

c. Phase II - Engineering and Manufacturing Development. If a NDI solution meets the mission need or users requirements, it may be possible to skip this phase. A modified NDI will require some minor engineering and manufacturing development, but use of an NDI can reduce the time and expense associated with Phase II. Trade-off studies should be conducted to determine if the NDI solution is more cost-effective than new development. If the acquisition strategy is to develop a new item, use NDIs for subsystems, equipments, components, parts, and materials to the maximum extent possible. During Phase II, identify the essential standardization requirements documents. For commercial NDIs, the appropriate non-Government standards (NGSs) and commercial item descriptions (CIDs) should be identified, updated if necessary, or developed. For military-unique NDIs or commercial NDIs that have been modified to include some military-unique features, the appropriate military and Federal specifications and standards should be identified, updated if necessary, or developed.

d. Phase III - Production and Deployment. It may be necessary to amend or revise the associated standardization documents to address technical problems. It may also be necessary to update the configuration baseline to incorporate any new or improved NDI innovations.

e. Phase IV - Operations and Support. To ensure that NDIs continue to provide the capabilities needed to support the mission need or user's requirement, it is probable that the supporting standardization documents will have to be updated during the life cycle. Also, the configuration baseline should continue to be updated to allow for insertion of NDIs that may meet the mission need or user's requirement more efficiently or cost effectively.

2. Parts Control. By reducing the proliferation of parts and associated documentation and identifying parts with known performance, quality, and reliability, the DoD Parts Control Program can reduce acquisition costs, time, and risks, while improving quality and supportability. Use the procedures in MIL-STD-965 (reference (h)) to implement parts control, and tailor the requirements for each acquisition. The SD-7 and MIL-HDBK-402 (references (i) and (j)) give guidance on tailoring and application of the DoD Parts Control Program. Consider parts control throughout most of the acquisition phases using the following criteria:

a. Phase 0 - Concept Exploration and Definition. Do not apply parts control during this phase.

b. Phase I - Demonstration and Validation. Part 6, Section R of DoD Instruction 5000.2 (reference (c)) requires the use of the Parts Control Program during Phase I, if its application is expected to yield significant cost savings.

c. Phase II - Engineering and Manufacturing Development. Part 6, Section R of reference (c) requires the use of the Parts Control Program during Phase II for all acquisition programs, except the purchase of commercial equipment, software contracts, and study contracts not involving the selection or recommendation of specific parts are exempt from using MIL-STD-965 (reference (h)). However, the procurement of commercial equipment may benefit from selective application of reference (h).

d. Phase III - Production and Deployment. Parts control should be applied during Phase III for any new or modified parts that may result from engineering change proposals or baseline design modifications.

e. Phase IV - Operations and Support. Parts control should be continued for any acquisition where the selection and use of parts must be controlled to achieve effective life-cycle benefits and logistic support.

3. Standardization as Justification for Other Than Full and Open Competition. Generally, standardization emphasizes and supports competition through the development and use of performance-oriented standardization documents. However, Section 6.302-1(b)(4) of the FAR (reference (d)) describes circumstances under which standardization may be used as a justification for other than full and open competition. If standardization requirements will necessitate other than

full and open competition, the acquisition plan must provide the necessary justification, as required by Part 7 of the FAR (reference (d)), and include the clause in Subpart 52.215-4 of reference (d) in the initial solicitation.

4. Metrication. DoD Instruction 5000.2 (reference (c)) requires metric measurements in those elements of new defense systems requiring new design, unless the milestone decision authority grants a waiver. To comply with this requirement, the decision to require metric design or seek a waiver must be made during Milestone I. Metric opportunities for individual equipments, components, parts, and materials should be considered throughout Phases II through IV. While metric requirements are not mandated for modifications or upgrades to existing nonmetric designs or for nonmetric commercial items, continue to consider using metric requirements. The SD-10 (reference (k)) gives guidance for metric transition decisions and requirements.

5. Qualification. If the specifications identified during Phase II contain a qualification requirement (see definition 53 for qualification in Appendix A) and limit the sources of supply to those listed on a qualified products list (QPL) or a qualified manufacturers list (QML), the QPL or the QML must have at least one source for each condition of supply before Phase III. More than one source is desirable. See Appendix B for detailed procedures on qualification criteria and procedures. The SD-6 (reference (l)) gives guidance for qualification decisions and requirements.

### C. PRODUCT DESCRIPTIONS

Part 10 of the FAR and Part 210 of the DFARS (references (d) and (e)) stress the importance of developing and using the right type of product description to satisfy the immediate technical and acquisition needs, and to support such broader and long-term acquisition objectives as logistics support, competition, quality, use of NDI, best value, and standardization. While this Manual addresses only the policies and procedures for standardization documents, the following briefly discusses the different types of product descriptions to assist the user in making the correct selection for document development.

1. Standardization Documents. Standardization documents include military specifications and standards developed under the consensus procedures established by this Manual; CIDs and Federal specifications and standards developed under the consensus procedures of the

FPMR 101-29 (reference (m)); and NGSS developed under the consensus procedures of private sector standards organizations. Standardization documents shall be developed and used for products, materials, and processes that have or could have multiple applications; to promote commonality and interoperability between 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 DoDISS (reference (n)) lists approved military and Federal standardization documents and adopted NGSSs.

2. Program-Unique Documents. Program-unique documents are in accordance with MIL-STD-490 (reference (o)). 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 will be 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 reprocurement, and gain visibility among other potential users by being listed in the DoDISS (reference (n)).

3. Purchase Descriptions. Purchase descriptions may be used when no satisfactory standardization document exists to buy products. Use of purchase descriptions shall be limited to one-time buys, small purchases, or when the development of a standardization document is not considered cost effective. Purchase descriptions are not intended for repetitive procurements. To satisfy an urgent procurement situation, consider using an interim standardization document until a coordinated standardization document can be developed or modified to meet future procurement requirements (see Chapter 5, subsection D.3.).

#### D. APPLICATION AND TAILORING OF STANDARDIZATION DOCUMENTS

Standardization documents must be properly applied and tailored during the acquisition process to ensure that every requirement is necessary and contributes to mission performance. The policies governing the application and tailoring of standardization documents come under a larger effort called "acquisition streamlining." Part

10, Section C of DoD Instruction 5000.2; Parts 7 and 10 of the FAR; and Part 210 of the DFARS (references (c), (d), and (e)) address acquisition streamlining policies. MIL-HDBK-248 and MIL-HDBK-800 (references (p) and (q)) provide guidance on applying and tailoring standardization documents, besides other information on acquisition streamlining.

1. Proper Application of Standardization Documents. Properly applied, standardization documents can reduce costs, schedule, and risks, while improving quality. However, if users apply standardization requirements unnecessarily, excessively, or prematurely, costs and schedule will often increase, and quality may suffer because the essential requirements become hidden among many nonvalue added requirements. To avoid the misapplication of requirements, challenge the use of every standardization document to ensure that requirements are unambiguous, understood, pertinent, realistic, and affordable. Where appropriate, standardization documents should include application guidance to assist the document users. Proper timing is also important in the application of standardization documents. Applied too soon, a standardization document can inhibit or prohibit innovative, cost-effective solutions. To avoid premature application, apply standardization documents at the proper acquisition phase, as follows:

a. Phase 0 - Concept Exploration and Definition. Standardization documents shall not be mandatory, but they may be cited in the contract for guidance.

b. Phase I - Demonstration and Validation. Standardization documents shall not be mandatory, but they may be cited in the contract for guidance.

c. Phase II - Engineering and Manufacturing Development. The applicability of standardization documents in Phase II shall be limited to the documents specifically cited in the contract as requirements and to the specified portions of documents referenced in those cited documents (first tier references). All other documents invoked indirectly through referencing (second tier and below) shall be for guidance only.

d. Phase III - Production and Deployment. Contractually mandatory standardization documents shall be limited to those identified in the product baseline.

2. Selection of Standardization Documents. When a standardization document is applied, it must meet DoD essential needs for the application. The selection of standardization documents applied in an acquisition shall comply with Part 10 of the FAR (reference (d)). MIL-STD-970 (reference (r)) may be used for guidance or imposed on the contractor after Phase I to provide a selection hierarchy. Generally, this hierarchy supports commercial acquisition and competition. Essentially, requirements documents shall be applied using an order of preference as follows:

- a. A document required by law or international treaty.
- b. NGS.
- c. CID.
- d. Federal specification or standard (performance preferred over detail design).
- e. Military specification or standard (performance preferred over detail design).

3. Use of Performance-Oriented Standardization Documents. The unnecessary or premature application of "how-to-design" or "how-to-manage" requirements can constrain or reduce technological innovations and cost-effective solutions. Standardization documents shall describe what is needed in terms of form, fit, and function rather than detail design requirements or "how-to" requirements, when practicable.

4. Use of Contractor Management Systems. Use the contractor's management systems, internal procedures, methods, and processes, including in-process statistical controls, instead of requiring compliance with a Government standard, unless the contractor's systems do not meet DoD needs. One useful approach is to evaluate the contractor's existing written procedures as provided in response to a specific request in the solicitation, and if acceptable, place those written procedures on contract rather than specifying a Government standard. Such an approach can reduce cost and time, while promoting commercial practices and dual use production lines.

5. Functional Discipline Requirements. Requirements that specify such functional disciplines as quality assurance, integrated logistics support, configuration management, reliability, or maintainability should not be included as blanket requirements. Such

functional discipline requirements must be fully justifiable as an essential need and shown to be cost effective before their application.

6. Tailoring of Standardization Documents. Tailoring is the process of evaluating individual requirements to determine if they are pertinent and cost-effective for a specific acquisition, and then modifying the requirements to ensure they are kept to a minimum to meet actual needs and that they contribute to a balance between needs and costs. Tailoring of standardization documents is accomplished by rewriting, extracting, or eliminating requirements, and by eliminating or controlling chain referencing of 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, submit the rewritten requirements to the document's 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. Eliminating Requirements. 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. Sectionalization is the structuring of requirements in several individual sections. Each section contains a separate and distinct group of requirements intended for a defined application.

d. Eliminating Chain Referencing (Tiering). Nearly all standardization documents invoke references as part of their text, which in turn reference other documents, which reference other documents, and so on. Thus the use of standardization documents, or any requirements documents, is the start of a complex chain or tier of references that result in the unintentional imposition of requirements that do not add value to the acquisition and detract from the

essential requirements. Chain referencing can be controlled in part by extracting and eliminating requirements and through the proper application of documents during the acquisition phases. Besides these efforts, a well-planned decision during the acquisition process needs to be made to limit contractually the applicable tiers of references placed on the contractor. If a particular requirement in a lower-tiered reference is important, make it a part of the contract or higher-tiered references to give visibility to its importance.

## CHAPTER 3

ORGANIZATION OF THE DSPA. GENERAL

The Secretary of Defense has assigned the authority and responsibility for the DSP to the Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) by DoD Directive 5128.1 (reference (s)). The DSP is centrally managed with overall DoD policy, guidance, and administration coming from the Office of the ASD(P&L). The execution of the program is assigned to the DoD Components, as identified in this Chapter, below, and listed in the SD-1 (reference (t)). Figure 3-1, below, depicts the management structure of the DSP.

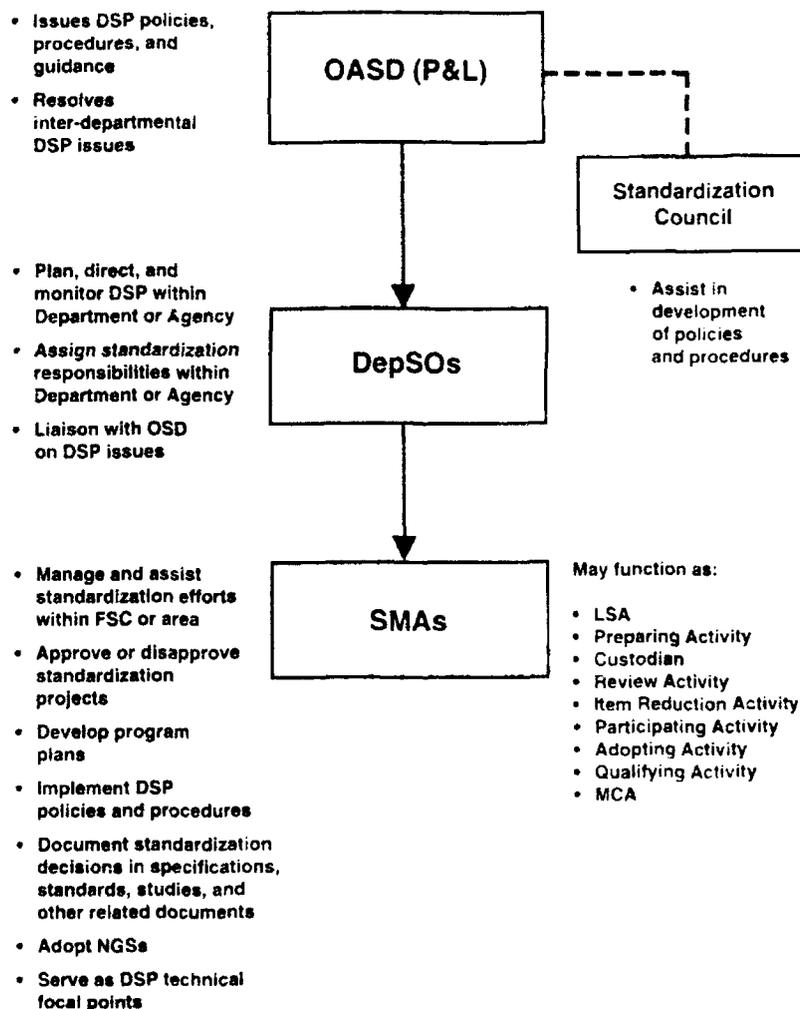


Figure 3-1. DSP Management Structure

B. RESPONSIBILITIES AND ASSIGNMENTS

1. The PDASD(P&L) shall charter and chair the Standardization Council that provides senior management oversight and direction for the DSP.

2. The Deputy Assistant Secretary of Defense (Production Resources) (DASD(PR)) shall establish the overall goals and policy direction for the DSP and serve as the alternate chair for the Standardization Council.

3. The Director, Manufacturing Modernization, shall:

a. Manage the formulation, issuance, and implementation of the DSP policies, procedures, and guidance.

b. Direct the day-to-day management of the DSP through the Standardization Program Division.

c. Approve standardization program plans requiring OSD approval.

d. Approve the SD series of documents that provide guidance on individual programs in the DSP.

e. Represent the Department of Defense on the Interagency Committee on Standards Policy.

4. The Chief, Standardization Program Division (SPD) shall:

a. Plan, direct, and monitor the DSP.

b. Prepare and maintain documents covering policies, procedures, and guidance for the DSP.

c. Establish, consolidate, or disestablish standardization areas.

d. Assign Lead Standardization Activity (LSA) responsibilities to the Military Departments and the Defense Agencies.

e. Resolve interdepartmental standardization issues.

f. Interface with non-Government standardization bodies (NGSBs) on standardization policy issues.

g. Review and approve or disapprove requests to establish qualification in military and Federal specifications or NGSSs.

h. Monitor zero-source and single source qualification conditions and direct appropriate remedial action.

i. Review standardization program plans requiring OSD approval.

j. Provide interface with defense treaty organizations on standardization policy.

k. Serve as the U.S. National Coordinating Activity (NCA) in the NATO.

l. Serve as the U.S. National Qualification Authority (NQA) in the NATO.

m. Establish procedures for the printing, distribution, and indexing of standardization documents by the DoD Single Stock Point (DoDSSP).

n. Assign blocks of document numbers for military specifications, standards, handbooks, and bulletins; guide specifications; and CIDs.

o. Serve as the DoD proponent for standardization training courses.

5. The Standardization Executives shall:

a. Serve on the Standardization Council.

b. Establish a Department or Agency Standardization Office to manage and direct the implementation of DSP policies and procedures.

c. Assist in the development of DSP policies and procedures.

6. The Standardization Council shall:

a. Assist in the development of policies to improve acquisition through the use of standardization, NDIs, acquisition streamlining, and other related functions.

b. Identify goals and resources necessary to accomplish those goals.

c. Influence resource commitment decisions to accomplish acquisition improvement functions and implement recommendations.

d. Establish ad hoc working groups, as required, to conduct studies or prepare recommendations for the solution of identified problems.

e. Resolve issues that cannot be resolved at a lower level.

7. The Heads of the Departmental Standardization Offices (Dep-SOs) shall:

a. Plan, direct, 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 in their Department or Agency.

d. Designate the LSAs and the Standardization Management Activities (SMAs) with their Department or Agency and ensure that they properly implement the policies, procedures, and goals of the DSP.

e. Provide their Departmental or Agency positions on DSP policies, procedures, and guidance to the OSD for consideration.

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

g. Implement decisions of the Standardization Council.

h. Resolve standardization issues in their own Department or Agency and work with the other DepSOs and the OSD to resolve inter-Departmental standardization issues.

i. Approve standardization program plans requiring DepSO approval.

j. Review and submit standardization program plans requiring OSD approval to the OSD.

k. Evaluate requests for the inclusion of qualification requirements in new specifications or addition of qualification in existing specifications, and if approved, submit analysis to the OASD (P&L) SPD for final concurrence.

l. Assign OSD-designated blocks of document numbers to their Preparing Activities.

m. Serve as their Department or Agency proponent for DoD standardization training courses.

8. The SMAs shall perform one or more of the following standardization management functions:

a. The LSAs, in an assigned Federal Supply Group (FSG), Federal Supply Class (FSC), or standardization area, shall:

(1) Manage and coordinate standardization efforts to ensure the maximum practicable degree of standardization.

(2) Maintain awareness of standards' needs and activities in the Department of Defense.

(3) Develop, coordinate, distribute, and implement standardization program plans.

(4) Evaluate and approve or disapprove requests for standardization projects, assign numbers for approved projects, and ensure that no standardization documents are developed or revised that do not comply with the policies and procedures of the DSP.

(5) Suggest alternative approaches to requestors when standardization projects are disapproved.

(6) Recommend through their DepSO to the OSD changes to standardization policies and procedures.

(7) Resolve standardization problems between SMAs, or elevate the problem to their DepSO for appropriate action.

(8) Identify through their DepSO to the OSD chronic standardization problems or noncompliance with policies and procedures that require higher-level management intervention.

(9) Help preparing activities identify standardization document custodians.

(10) Help non-Government standards bodies that desire DoD personnel to serve on technical committees or to identify adopting activities.

(11) Serve as a standardization contact point to answer standardization questions and resolve standardization problems.

b. The Preparing Activities shall:

(1) Develop, update, inactivate for new design, cancel, and validate standardization documents.

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

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

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

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

(6) Submit documents to the DoDSSP for printing, distribution, and indexing.

(7) Prepare and submit standardization project status data, including initiation, updates, completion, and discontinuation of standardization projects. This reporting requirement has been assigned Report Control Symbol DD-P&L(AR) 759.

(8) Respond to user feedback.

(9) Provide information necessary for the preparation of program plans.

c. The Adopting Activities shall:

(1) Participate on NGS committees to develop standards that will meet DoD acquisition and engineering design needs.

(2) Coordinate draft NGSs with other interested SMAs.

(3) Evaluate SMA 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 submit adoption notices to the DoDSSP.

d. The Military Coordinating Activities (MCAs) shall:

(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 cognizant civilian Agency to resolve essential DoD comments on Federal documents.

(3) Ensure that the cognizant civilian preparing activity submits a copy of the approved standardization document to the DoDSSP for printing, distribution, and indexing.

(4) Serve as the DoD technical focal point and report any problems with a Federal standardization document back to the cognizant civilian preparing activity.

e. The Custodians shall:

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

(2) Assist the preparing activity in identifying review activities in their Department or Agency.

(3) Resolve and consolidate review activity comments in their Department or Agency and present a unified position on a standardization document to the Preparing Activity.

(4) Work with the Preparing Activity to resolve their Department or Agency's essential comments.

f. The Review Activities shall provide technical review of standardization documents and submit comments to their Department or Agency Custodian.

g. The Participating Activities shall:

(1) Maintain an awareness of standards' needs and activities in their Department or Agency in their assigned FSG, FSC, or standardization area.

(2) Assist the LSA in the development of standardization program plans.

(3) Assist the LSA in identifying SMAs in their Department or Agency for coordination of standardization program plans.

(4) Resolve and consolidate comments in their Department or Agency and present a unified position on a standardization program plan to the LSA.

h. The Item Reduction Activities shall:

(1) Determine the cost benefit of conducting an item reduction study.

(2) Develop item reduction studies.

(3) Coordinate item reduction studies with the custodians, using activities, and the General Services Administration (GSA).

(4) Resolve comments.

(5) Approve item reduction studies after resolving comments.

(6) Print and distribute approved item reduction studies.

(7) Submit item standardization code changes to the Defense Logistics Services Center (DLSC).

i. The Qualifying Activities shall approve products for listing on qualified products lists or manufacturing processes for listing on qualified manufacturers lists.

j. The Agents shall perform functions, as designated in a memorandum of agreement with a Preparing Activity, Adopting Activity, or Qualifying Activity.

9. The DoDSSP shall print, distribute, and index standardization documents, and maintain an automated standardization information system.

CHAPTER 4STANDARDIZATION MANAGEMENTA. DSP MANAGEMENT STRUCTURE

DoD standardization policies and procedures are managed centrally by the OSD and in the Military Departments and the Defense Agencies by the DepSOs. The SMAs accomplish the actual standardization efforts and development of standardization documents by performing a variety of functions, including parts control, item reduction, document preparation, document adoption, and document review. The SD-1 (reference (t)) identifies the SMAs.

1. FSGs, FSCs, and Standardization Areas. DoD standardization management responsibilities are divided along product and technology lines. The Federal Cataloging System organizes products into logical families known as "Federal Supply Groups (FSGs)", and then subdivides the FSGs into "Federal Supply Classes (FSCs)." Cataloging Handbook H2-1 (reference (u)) defines the FSGs and the FSCs. Submit proposals to the DLSC to change or create new FSGs or FSCs, in accordance with the procedures given in DoD 4100.39-M, Volume 3 (reference (v)). Technologies, such as soldering, reliability, safety, and configuration management are organized into standardization areas. The SD-1 (reference (t)) defines the standardization areas. Submit proposals to change, consolidate, or create new standardization areas through the appropriate DepSO to the OASD(P&L)SPD.

2. Assignment of Management Responsibilities. DepSO and SMA assignments are made, as follows:

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

b. Assignment of LSAs. In consultation with the DepSOs, the OASD(P&L)SPD shall designate the Military Department, the Defense Agency, or the OSD to manage each FSG, FSC, and standardization area. These assignments shall be made on the basis of overall technical expertise, interest, and resources. Reference (t) lists the responsible LSA for each FSG, FSC, and standardization area. If a LSA has not been assigned, the OASD(P&L)SPD shall assume temporary management responsibilities.

c. Assignment of Participating Activities. Each DepSO shall designate a Participating Activity to help the LSA manage a FSG, a FSC, or a standardization area. The SD-1 (reference (t)) lists a Participating Activity for each FSG, FSC, and standardization area where a LSA is identified.

d. Assignment of Item Reduction Activities. In consultation with the DepSOs, the OASD(P&L)SPD shall designate Item Reduction Activities to conduct item reduction studies. The assignments shall be made on the basis of overall technical expertise, interest, and resources. Reference (t) lists the responsible Item Reduction Activity for each FSC.

e. Assignment of Preparing Activities (or Adopting Activities). Only activities that have been designated as "SMAs" by their DepSO and listed in reference (t) may be Preparing Activities. The LSA by approving a standardization project action also approves the Preparing Activity for that standardization document. A DepSO or the OASD(P&L)SPD through a DepSO may also assign Preparing Activity responsibility.

f. Assignment of Custodians. There is no formal method for assigning custodians. Only coordinated documents shall have custodians. Only activities listed in the SD-1 (reference (t)) may be a custodian. Usually, the Preparing Activity shall act as the custodian for its Military Department, and shall request a SMA from each of the other Military Departments to serve as custodian based on technical expertise or procurement use. If a Military Department does not have an interest in a document, there shall be no custodian. Normally, a Defense Agency is not represented by a custodian, but may be a custodian if it represents other SMAs in that Agency. The Preparing Activity may consult the LSA or the appropriate DepSOs to assist in identifying custodians.

g. Assignment of Review Activities. There is no formal method for assigning review activities. Any SMA listed in reference (t) may be a review activity. Usually, the Preparing Activity will select review activities based on technical expertise or procurement use. The Preparing Activity may consult the custodians or the LSA to assist in identifying review activities.

h. Assignment of MCAs. Where the Department of Defense has an interest in a Federal specification or a standard prepared by a civilian Agency, the cognizant LSA shall assign a MCA to coordinate

the document in the Department of Defense and provide consolidated DoD comments or concurrence back to the civilian Preparing Activity.

3. Transfer of Assignments. Transfer of SMA assignments is made, as follows:

a. Transfer of LSA Assignments. Only the OASD(P&L)SPD may approve LSA assignments. If an activity no longer has the capability or interest to continue as a LSA, it may request to the OASD(P&L)SPD through its DepSO to transfer the assignment. That request must state the reasons for the proposed transfer and recommend another activity to assume LSA responsibilities.

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

c. Transfer of Item Reduction Activity Assignments. Only the OASD(P&L)SPD may approve Item Reduction Activity assignments. If an activity no longer has the capability or interest to continue as an Item Reduction Activity, it may request to the OASD(P&L)SPD through its DepSO to transfer that assignment. The request must state the reasons for proposed transfer and recommend another activity to assume Item Reduction Activity responsibilities.

d. Transfer of Preparing (or Adopting Activity) Assignment  
A Preparing Activity may transfer responsibility for a document to another SMA on receipt of a letter of acceptance from that SMA. The Preparing Activity shall then submit a DD Form 1865, "DoD Index of Specifications and Standards (DoDISS) Change/Correction Request," to the DoDSSP, the LSA, and the Custodians and send the document files to the new Preparing Activity. The OASD(P&L)SPD, in consultation with the DepSOs, or the cognizant DepSO may also change Preparing Activity assignment.

e. Transfer of Custodian Assignment. A Custodian may transfer responsibility for a document to another SMA on receipt of a letter of acceptance from that SMA. The Custodian shall then submit a DD Form 1865 to the Preparing Activity, the DoDSSP, the LSA, and the other Custodians and send the document files to the new Custodian. The DepSOs may also change Custodian assignment.

f. Transfer of Review Activity Assignment. Since any SMA may be a review activity, there is no need to transfer review activity assignment. A SMA may add or delete itself as a review activity by submitting a DD Form 1865 to the Preparing Activity, the DoDSSP, the LSA, and its Custodian.

g. Transfer of MCA Assignment. MCA transfer of responsibility may occur in one of three following ways:

(1) If the MCA and another SMA agree to the transfer. If that agreement is reached during coordination of a document, the DoD response to the civilian Preparing Activity shall make the transfer. If the agreement is made outside of coordination, the MCA shall submit a DD Form 1865 to the DoDSSP to make the change in the DoDISS (reference (n)). A copy of the DD Form 1865 shall be sent to the new MCA, the LSA, the GSA, and the civilian Preparing Activity.

(2) The DepSO may transfer the MCA assignment to another SMA in its Military Department or Defense Agency.

(3) The OASD(P&L)SPD may transfer the MCA assignment.

## B. STANDARDIZATION PLANNING

The LSAs, working with the users and the SMAs, must identify and prioritize standardization opportunities that will contribute to such important DoD-wide objectives as reducing costs, improving performance, increasing sources of supply, and accelerating delivery. The decision to standardize should be made well in advance of any effort to document decisions in a standardization document, item reduction study, or engineering practice study. The LSA shall prepare standardization program plans to identify standardization efforts, opportunities, problems, and goals. Appendix C gives the policies, procedures, responsibilities, content, and format for standardization program plans.

1. Standardization Criteria. The decision to standardize must be balanced against other technical and business trade-offs. Standardization efforts take time and resources, and the resulting documentation requires resources to develop and keep current. Before a standardization effort is undertaken, the SMA must determine that the benefits will justify the effort. Standardization of a product or process is recommended when any of the following conditions exist:

- a. There are multiple applications.
- b. A product or technology is mature or stable.
- c. Requirements do not change too rapidly.
- d. There will be repetitive procurements.
- e. There will be a cost benefit from economy of scale.
- f. There is a need to limit or reduce items in the Federal supply system.
- g. There are multiple suppliers.
- h. There is a need to limit engineering practices.
- i. There is a requirement for joint interoperability between systems or subsystems.

2. Documenting Standardization Decisions. Standardization decisions shall be documented in a standardization document, an item reduction study, or an engineering practice study.

a. Standardization Documents. To conserve DoD resources, determine early in the decision-making process the required type of standardization document. Use the following hierarchy of standardization documents to document standardization decisions for acquisition purposes, unless otherwise required by law or international treaty. This hierarchy best supports DoD's efforts to promote acquisition of commercial products and dual-use technology, and to enhance the U.S. industrial base and mobilization preparation. Chapter 5 and Appendixes D through H discuss each of these types of standardization documents.

- (1) NGSSs.
- (2) CIDs.
- (3) Federal specifications and standards (performance preferred over detail design).
- (4) Military specifications and standards and guide specifications (performance preferred over detail design).

b. Item Reduction Studies. Item reduction studies shall document standardization decisions to reduce items in the Federal supply system. An item reduction study may result in the development, revision, or consolidation of standardization documents to help prevent nonstandard items from reentering the supply system. The procedures for item reduction studies are in Appendix I.

c. Engineering Practice Studies. Engineering practice studies shall document standardization decisions to create uniform approaches for engineering practices such as drafting practices, safety codes, engineering terms, test methods, interfaces, and basic characteristics of equipment and materials. The result of an engineering practice study may require the development, revision, or consolidation of standardization documents to standardize on practices. The procedures for engineering practice studies are in Appendix J.

### C. STANDARDIZATION PROJECTS

Once it is determined how a standardization decision will be documented, the Preparing Activity shall contact the LSA and request authorization to begin a standardization project. The establishment of a standardization project is a cooperative effort between the Preparing 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 and the standardization objectives detailed in a program plan, but must also be sensitive to each DoD activity's acquisition and technical needs. The LSA's management involvement shall continue throughout the life of a standardization project. As the standardization manager for a FSG, a FSC, or a standardization area, the LSA should assist, if necessary, the Preparing or Adopting Activity in determining custodians, resolving standardization problems, raising standardization issues to higher authority, and promoting the timely completion of standardization projects.

1. Approval of Standardization Projects. Before requesting approval of a standardization project, the Preparing or Adopting Activity shall ensure the need for a standardization document, and that the project supports the DSP policies and objectives. The LSA shall keep a record of all approved standardization projects. As a minimum, the records shall include the information required in Appendix K, tailored by the LSA to the FSG, the FSC, or the standard-

ization area. The LSA shall not approve a standardization project if, based on responses to the standardization project justification determination, a standardization project is not necessary or does not support the DSP policies and objectives. The LSA should try to offer an alternative approach for any disapproved standardization project requests. If a standardization project request is disapproved, the Preparing or Adopting Activity may appeal the decision through its DepSO to the OASD(P&L)SPD.

2. Assignment of Standardization Project Number. Assignment of a standardization project number indicates LSA approval of the standardization project for a coordinated, limited coordinated, or interim standardization document or study. The project number shall appear on all drafts and correspondence until document completion and approval.

a. Standardization Documents Requiring Project Numbers. All DoD Preparing Activities must get standardization project numbers to revise, amend, change, reinstate, inactivate for new design, 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 NGS. Item reduction studies and engineering practice studies also require standardization project numbers. The only type of standardization document that does not require a project number is a validation notice.

b. Standardization Project Number Structure. The standardization project number shall consist of two parts. The first part is the applicable FSG, the FSC, or the standardization area. The second part shall be a nonsignificant four-digit number serially assigned in each FSG, FSC, or standardization area. (For example: 2620-0023, 15GP-1590, or CMAN-0934.) Once all of the nonsignificant four-digit numbers have been assigned in a FSG, a FSC, or a standardization area, the numbering sequence shall start again with "-0001)." Closely related projects initiated in the same timeframe may be identified by a project number followed by a dash and sequentially assigned subproject numbers. (For example, 5960-0001-01, 5960-0001-02, and 5960-0001-03.)

3. Preparation and Submittal of DD Form 1585 "Standardization Project Transmittal Sheet". On assignment of a standardization project number, the Preparing or Adopting activity shall prepare and submit a DD Form 1585, in accordance with the instructions given in the SD-4 (reference (w)). The DoDSSP publishes the information on the DD Form 1585 in reference (w) to advise users of proposed new

documents, revisions, amendments, cancellations, and other changes. Report Control Symbol DD-P&L (AR) 759 has been assigned to this reporting requirement.

4. Monitoring Standardization Projects. The LSA shall monitor the progress of approved standardization projects to ensure timely completion and continued adherence to DSP policies and procedures. The Preparing or Adopting activity shall send the LSA copies of all coordination drafts and the final approved document. The LSA shall work with the Preparing or Adopting activity to ensure compliance with the DSP policies and procedures, but may unilaterally discontinue any standardization project that is not in compliance. A Preparing or Adopting activity may appeal a decision to discontinue a standardization project through its DepSO to the OASD (P&L) SPD.

#### D. APPROVED STANDARDIZATION DOCUMENTS

The Preparing or Adopting activity has the authority to approve standardization documents. This approval is conditional on compliance with the DSP policies and procedures. If adherence to a DSP policy or procedure would not be in the best interests of the Department of Defense, the Preparing or Adopting Activity may request an exception through its DepSO from the OASD (P&L) SPD, with a copy of the exception request sent to the appropriate LSA for information. The Preparing Activity is primarily responsible for ensuring that approved standardization documents comply with DSP policies and procedures, but the cognizant LSA also shares this responsibility. If an approved standardization document does not comply with the DSP policies and procedures, the LSA may unilaterally cancel the document. However, it is preferable that the LSA work with the Preparing or Adopting Activity to develop a corrective strategy that will have minimal impact on the users or any acquisition effort.

#### E. DOCUMENTING STANDARDIZATION BENEFITS

When possible, LSAs, SMAs, or DepSOs should develop standardization case studies to document the benefits of standardization. Such benefits would include reduced costs, reduced production lead time, elimination of duplicate items of supply, improved interoperability between allies or the Military Departments, improved quality and reliability, and improved operational readiness.

## CHAPTER 5

STANDARDIZATION DOCUMENT POLICIESA. GENERAL

This Chapter addresses policies that must be considered during the standardization document development process. Appendixes D through H provide supplementary or tailored information for each type of standardization document. Figure 5-1, below, gives a general representation of the standardization document development process. The steps in this figure may vary depending on the situation.

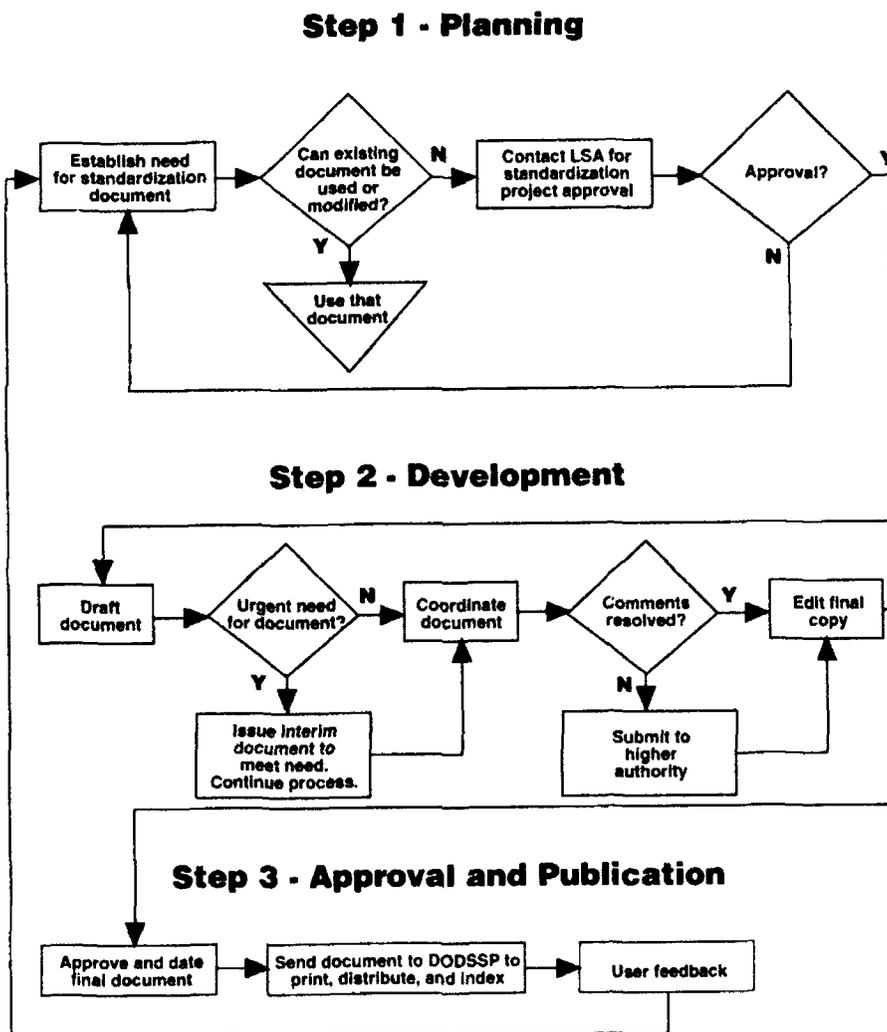


Figure 5-1. Typical Standardization Document Development Process

## B. TYPES OF STANDARDIZATION DOCUMENTS

1. NGSS. NGSSs are prepared by private sector associations, organizations, and technical societies that plan, develop, establish, coordinate, or publish specifications, standards, handbooks, and other related documents. Except for documents required by law or international treaty, it is DoD policy to first consider using an existing NGS or support revising or developing a NGS to meet DoD needs. The use of NGSSs supports the DoD commercial acquisition goals, conserves DoD resources, supports the U.S. industrial base, allows for dual-use technology, and improves the DoD's mobilization capabilities. Do not confuse NGSSs with company standards. NGSSs promote competition and usually provide a broad base of suppliers, whereas company standards tend to limit competition to a single supplier. Appendix D gives the policies, procedures, and responsibilities for the development, use, and adoption of NGSSs.

2. CIDs. CIDs are short, simple product descriptions or specifications that describe by salient functional or performance characteristics available commercial products that will meet the Government's needs. If a suitable NGS is not available or could not be revised or developed in time to satisfy an acquisition need for a commercial product, then develop a CID. A useful approach is to use a NGS as the basis for the CID, and then make additions or modifications to the NGS in the CID. Once the NGS has been modified to meet the needs of the Department of Defense, the CID shall be canceled. Besides the general requirements of this Chapter, Appendix E gives supplementary information for the development of CIDs.

3. Federal Specifications. Preparing Activities shall develop or update Federal specifications to establish requirements for commercial products, if specific design, performance, interface, or other essential characteristics cannot be described adequately by a NGS or a CID. If a 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 Department of Defense. Besides the general requirements of this Chapter, Appendix F gives supplementary information for the development of Federal specifications.

4. Federal Standards. Preparing Activities shall develop or update Federal standards to establish requirements for commercial processes, procedures, practices, or methods, if specific requirements cannot be described adequately by a NGS. If a 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 Department of Defense. Besides the general requirements of this Chapter, Appendix F gives supplementary information for the development of Federal standards.

5. Military Specifications. Preparing Activities shall develop or update military specifications to establish requirements for military-unique products or commercial products that must be substantively modified to include military-unique requirements. If a NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the military specification, and the military specification should contain only those additional requirements needed by the Department of Defense. Besides the general requirements of this Chapter, Appendix G gives supplementary information for the development of military specifications.

6. Guide Specifications. Preparing Activities may develop or update guide specifications as an alternative to military specifications to identify the functional or performance characteristics for subsystems, equipments, or components. Guide specifications identify recurring essential requirements for types of systems, subsystems, equipments, or assemblies that must be determined for each acquisition before solicitation or contractor selection. For facilities construction, guide specifications follow industry practice of including installation and administrative requirements. 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 procurement strategy requires identical form, fit, and function from competitive sources, then a military specification is preferable. Besides the general requirements of this Chapter, Appendix H gives supplementary information for the development of guide specifications.

7. Military Standards. Preparing Activities shall develop or update military 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 a NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the military standard, and the military standard should contain only those additional requirements needed by the Department of Defense. Besides the general require-

ments of this Chapter, Appendix G gives supplementary information for the development of military standards.

8. Military Handbooks. Preparing Activities shall develop or update military handbooks to provide guidance on procedural, technical, or design information for products, processes, practices, and methods. Preparing Activities may also develop or update military handbooks to provide guidance on the selection or application of commercial products, processes, practices, and methods. Do not use military handbooks to specify mandatory requirements. Besides the general requirements of this Chapter, Appendix G gives supplementary information for the development of military handbooks.

9. Military Bulletins. Preparing Activities shall develop or update military bulletins when it is necessary to provide special listings of Federal, military, and non-Government documents applicable to types of systems, subsystems, equipments, or assemblies. Besides the general requirements of this Chapter, Appendix G gives supplementary information for the development of military bulletins.

#### C. DRAFT DEVELOPMENT

Once the LSA has authorized a standardization project, draft development should begin. Table 5-1, below, identifies the documents that govern the format and content requirements for standardization documents. The Preparing Activity shall ensure that recommendations and problems from standardization document improvement proposals, materiel deficiency reports, value engineering proposals, waive and deviation requests, and any other source of user feedback are addressed in the draft. For complicated documents or those with wide applicability, a working group composed of representatives from interested DoD activities and other private sector organizations and civilian Agencies can be an efficient means of developing a draft that is suitable to all concerned, thereby minimizing conflicts arising from coordination comments. Besides technical and format considerations, table 5-2, below, lists several administrative requirements that the Preparing Activity must address for every standardization document.

Type of Standardization Document	Requirement Document Governing Content and Format
NGS	Each NGSB has its own content and format guide or rules. Appendix D gives format for the adoption and withdrawal notices
CID	FPMR 101-29 (reference (m))
Federal specification or standard	Reference (m)
Military specification	MIL-STD-961 (reference (x))
Military standard, handbook, or bulletin	MIL-STD-962 (reference (y))
Guide specification	Appendix H

Table 5-1. Format and Content Guides for Standardization Documents

	CID	FED SPEC OR STD	GUIDESPEC	MIL-BUL	MIL-HDBK	MIL SPEC OR STD	NGS
AMSC NUMBER	N	*	*	N	N	*	N
CUSTODIANS	UR	UR	UN	UN	UR	UR	UR
DISTRIBUTION STATEMENT	R	R	R	R	R	R	R
GSA PROJECT AUTHORIZATION	N	R	N	N	N	N	N
FOR FSG 89 DEPT OF AGRICULTURE AUTHORIZATION	R	R	N	N	N	N	N
IMPLEMENTS INTERNATIONAL STANDARDIZATION AGREEMENT	UN	M	M	N	N	M	M
PROJECT NUMBER	R	R	R	R	R	R	R
QUALIFICATION REQUIREMENT	N	M	N	N	N	M	M
SECURITY CLASSIFICATION	N	N	M	UN	UN	M	N

\* = AMSC NO. ONLY REQUIRED IF SOURCE DOCUMENT FOR DATA ITEM DESCRIPTION  
 M = MAY BE REQUIRED  
 N = NOT REQUIRED  
 R = REQUIRED ALWAYS  
 UN = USUALLY NOT REQUIRED  
 UR = USUALLY REQUIRED

Table 5-2. Matrix for Determining Standardization Document Administrative Requirements

1. Acquisition Management System Control (AMSC) Number. For a new or revised specification or standard that serves as a source document for a data item description, the Preparing Activity shall submit the final numbered document to the OSD Acquisition Management Source Data List (AMSDL) Clearance Office (see the SD-1 (reference (t)) for current address) for approval and assignment of an AMSC number to indicate clearance of the data requirements. The Preparing Activity shall not submit amendments or change notices for these documents to the AMSDL Clearance Office, but they shall reflect the same AMSC number and copies shall be sent to the AMSDL Clearance Office for record purposes. The Preparing Activity shall cite either the assigned AMSC number or, as will be the case for most documents since they are not source documents for data item descriptions, "AMSC N/A" in the lower left-hand corner of the first page of standardization documents (for NGSSs, the "AMSC N/A" only appears on the adoption or withdrawal notice). Military handbooks and bulletins, CIDs, and NGSSs shall not be source documents for data item descriptions.

2. Distribution Statements. Distribution statements shall conform with MIL-STD-1806 (reference z)) and shall appear on the first page of all standardization documents (for NGSSs, the statement only appears on the adoption notice). Since NGSSs, CIDs, and Federal specifications and standards describe commercially available products and processes, the Preparing Activity shall always mark these documents "Distribution Statement A. Approved for public release; distribution is unlimited." The Preparing Activity will usually mark military standardization documents with "Distribution Statement A," but must evaluate each document against the criteria in reference (z) during draft development to determine if the release of the technical information should be restricted. The Preparing Activity is authorized to determine the appropriate distribution statement, but if other than "Distribution Statement A" is selected, the Preparing Activity shall document the rationale in the project file.

3. Security Classification. If applicable, the Preparing Activity shall determine the security classification of standardization documents in accordance with DoD 5200.1-R (reference (aa)). Since NGSSs, CIDs, and Federal specifications and standards describe commercially available products and processes, the Preparing Activity shall not place a security classification on these documents.

4. 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. If the DepSO agrees, the DepSO shall send the request to the OASD(P&L)SPD for

final approval. The policies and procedures for qualification are in Appendix B.

5. International Standardization Treaties and Agreements. DoD activities that negotiate international standardization treaties or agreements should coordinate with the Preparing Activities of potentially affected documents and must ensure that DoD standardization documents are changed or developed to implement an international standardization treaty or agreement. Examples of such documents are North Atlantic Treaty Organization Standardization Agreements, Quadripartite Army Standardization Agreements, Quadripartite Navy Standardization Agreements, and the Air Standardization Coordinating Committee Air Standards. All new and revised standardization documents shall conform to existing international standardization agreements to the maximum extent practicable.

a. When DoD Standardization Documents Exist. International standardization agreements should be based on or consistent with existing DoD standardization documents. This ensures that commitments under these agreements are feasible and will not adversely affect the Department of Defense. If it is found in the process of negotiating the international standardization agreement that trade-offs could be accepted to enhance standardization without adversely affecting the performance, quality, cost, or reliability of U.S. equipment, these trade-offs should be negotiated. Subsequent action should then be taken by the United States to revise the DoD standardization document to comply with the international agreement. Once a DoD standardization document is linked to an international agreement, the Preparing Activity shall coordinate all future changes with the DoD activity responsible for the agreement, as identified in the DoDISS (reference (n)).

b. When DoD Standardization Documents Do Not Exist. Where international agreements are not implemented by existing DoD standardization documents, the DoD activity responsible for the international agreement shall forward a copy of the agreement to the cognizant LSA for information and consideration in future standardization planning.

c. Private Sector Agreements. The DoD Components shall participate in the development of international standards by recognized private sector professional or technical organizations. Preparing Activities shall either use existing international private sector standards by formal adoption or shall ensure that new or

revised DoD standardization documents conform to them to the maximum extent practical.

d. Cancellation. Before canceling a standardization document, the Preparing Activity shall review it for international standardization agreements. If a document is found to contain a current agreement, the Preparing Activity shall either not cancel the document or shall have the provisions of the agreement incorporated into another document.

#### D. COORDINATION

The extent of coordination depends on whether a standardization document is a coordinated, limited coordinated, or interim document.

1. Coordinated Documents. Coordinated documents are those that are used by more than one Military Department or Defense Agency. Most standardization documents should be coordinated ones. As a minimum, the Preparing Activity shall coordinate new, updated, and canceled standardization documents as shown in table 5-3, below. Any data item descriptions (DIDs) associated with a standardization document shall be coordinated with the document during the development process. The addresses for the offices serving as the LSA, the Custodians, and the Review Activities, as well as the addresses for civilian Agency standardization offices and many industry associations and NGSBs are in the SD-1 (reference (t)).

a. Preparing Activity. The Preparing Activity shall send the draft document and distribution list in the quantities indicated in reference (t)) to the LSA and each Custodian and Review Activity shown on the document or listed in the DoDISS (reference (n)). For new documents, the Preparing Activity can usually determine the Custodian and Review Activities by checking reference (n) and seeing what activities are interested in similar documents. If the Preparing Activity needs help, the LSA may suggest some Custodians and Review Activities. The coordination letter shall give as a minimum: the dates when comments are due to the Custodians and Preparing Activity; where to send comments; a point-of-contact; and identify the major document changes and the expected benefits.

b. LSA. If requested, the LSA shall assist the Preparing Activity in determining Custodians and Review Activities. The LSA shall also review standardization documents to ensure compliance with DSP policies, procedures, and if applicable, the standardization program plan.

c. Custodians. All comments in a Military Department or a Defense Agency shall be sent to the Custodian for resolution and consolidation. The Custodian shall inform their activities of comments that were not submitted to the Preparing Activity. This may be done with a telephone call, a telefax, or letter. The Custodian shall also review the Preparing Activity's distribution list. If another activity should be included in the distribution, the Custodian should call the Preparing Activity to send copies. The Custodian response to the Preparing Activity shall identify Review Activities and essential and suggested comments, and if applicable, transfer Custodian responsibility to another activity.

d. Review Activities. Review Activities shall send their comments to their cognizant Custodian, marking the comments essential or suggested, as applicable.

e. Civilian Agencies. The Preparing Activity shall 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 shall coordinate military standardization documents with civilian Agencies, where appropriate.

f. Private Sector. The Preparing Activity shall coordinate draft documents with a representative cross-section of manufacturers and other private sectors 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 shall coordinate the draft specification with the manufacturers listed on the QPL or the QML. Preparing Activities should consider sending drafts to other private sector organizations, such as distributors, laboratories, NGSBs, and universities, but it is not mandatory.

g. Coordination Time. The Preparing Activity shall allow a minimum of 60 days for coordination time, unless the LSA and the Custodians agree to a shorter coordination time. The Preparing Activity may extend the coordination time to accept late comments.

h. Expedited Coordination. Where a revision, amendment, or notice is limited to minor technical, editorial, or administrative changes, the Preparing Activity only needs the concurrence of the LSA

and the Custodians, and should use the telephone, telefax, or electronic coordination to obtain concurrence. The LSA or the Custodians may request follow-up correspondence for record purposes. If the LSA or the Custodians do not agree with the proposed changes or that the changes are minor, they may require full coordination. If necessary, the Preparing Activity should use the LSA to mediate any disagreements with the Custodians. Expedited coordination shall not be used for new documents, major revisions, or cancellations.

Type of Standardization Document	Coordinate With
Adoption Notices for NGS	Custodians Review Activities LSA Other users,* if applicable
CIDs	Custodians Review Activities LSA Civilian Agencies, if applicable Other users* if applicable Private sector
Federal Specifications and Standards	Custodians Review Activities LSA Civilian Agencies Other users,* if applicable Private sector

Table 5-3. Required Coordination for Coordinated Documents

Type of Standardization Document	Coordinate With
Military Standardization Documents	Custodians Review Activities LSA Civilian Agencies, if applicable Other users,* if applicable Private sector

\* Other users are DoD activities that use the document, but are not SMAs. Examples would include laboratories, shipyards, depots, repair facilities, and procuring activities.

Table 5-3. Required Coordination for Coordinated Documents, continued

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

a. The Preparing Activity must allow a minimum of 30 days coordination time.

b. As a minimum, limited coordination should include the LSA, the DoD users in the Military Department or the Defense Agency, and manufacturers (see subsection D.1., above, of this Chapter).

c. Minor technical, editorial, or administrative changes may be issued without coordination if the LSA concurs with the Preparing Activity's request for simultaneous initiation and completion project approval.

d. To meet urgent acquisition needs or correct a serious safety problem, a limited coordinated document may be issued or revised without coordination. 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.

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

a. The LSA shall assign 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.

b. The LSA shall assign a standardization project number for the coordinated document having a project completion date not exceeding 2 years from the date of the project assignment for the interim document.

c. No coordination is required for the interim document.

d. Only one interim document shall exist at a time for a coordinated document.

e. The interim document must be superseded by a coordinated document within 2 years of the interim document's approval date or it shall be canceled by the OASD (P&L) SPD.

#### E. COMMENT RESOLUTION

The Preparing Activity shall consider all comments received during coordination, but need only incorporate or resolve "essential" comments. A standardization document shall 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 following criteria shall be used for handling coordination comments:

1. Essential Comments. Only the LSAs, the Custodians, the Review Activities, the DepSOs, and the OSD may make essential comments. Civilian Agencies may make essential comments on documents in which they have a recorded interest or serve as the buying activity. For a comment to be essential, it must be of such an important technical nature that its acceptance is necessary to meet the mission 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. Custodians shall review all of 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. 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 appropriate 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 the OASD(P&L)SPD for final resolution.

2. Suggested Comments. Suggested comments include editorial changes, questions, general observations, and technical content preferences that are not absolutely necessary to meet mission requirements. Normally, most comments should be suggested. Suggested comments do not require resolution.

3. Responding to Comments. If the Preparing Activity accepts all essential comments, then a response is not necessary. However, a courtesy response is encouraged. If the comments are few, the Preparing Activity should use the telephone to advise submitters how their comments were handled. For numerous or complex comments, the Preparing Activity shall respond with a letter or hold a comment resolution meeting.

4. Resolving Essential Comments. The Preparing Activity may resolve essential comments in one of the following ways:

- a. The Preparing Activity may accept the comment.
- b. The Preparing Activity may accept the comment with modification. The Preparing Activity shall tell the comment submitter of the modification and give 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. When justified, the Preparing Activity may downgrade the comment to suggested. The Preparing Activity shall tell the comment submitter of the change and give the submitter 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. When justified, the Preparing Activity may reject the comment, allowing the comment submitter 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.

e. 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.

f. If the Preparing Activity cannot resolve the comment in a timely manner, the Preparing Activity may ask the LSA to mediate. If the LSA cannot resolve the disagreement, the Preparing Activity shall submit the unresolved comments to its DepSO to take appropriate resolution action. If the DepSO cannot resolve the disagreement, it shall submit the unresolved comments to the OASD(P&L)SPD for arbitration.

#### F. DOCUMENT APPROVAL

Once the comments are resolved, the Preparing Activity may approve the document and date it. The Preparing Activity shall submit a DD Form 1585 and copy of the approved document to the LSA to indicate completion of the standardization project. If the LSA discovers that the approved document does not comply with DSP policies, it should contact the Preparing Activity immediately. If the Preparing Activity does not take corrective action or the LSA is not satisfied with the Preparing Activity's explanation, the LSA may unilaterally cancel the document. The Preparing Activity may appeal any cancellation action through its DepSO to the OASD(P&L)SPD.

#### G. DOCUMENT NUMBERING

For new documents, the Preparing Activity shall assign a document number only after approval, not during the draft stages.

1. Military Standardization Documents. For military specifications, standards, handbooks, and bulletins, the OASD(P&L)SPD assigns a block of numbers to each DepSO. The DepSO assigns a block of numbers to each SMA in its Military Department or Defense Agency that prepares military standardization documents. For guide specifica-

tions, the OASD(P&L)SPD assigns a block of numbers directly to Preparing Activities.

2. CIDs. For CIDs, the GSA assigns a block of numbers to the OASD(P&L)SPD. The OASD(P&L)SPD assigns a block of numbers to each DepSO. The DepSO assigns a block of numbers to each SMA in its Military Department or Defense Agency that prepares CIDs.

3. Federal Specifications and Standards. For Federal specifications and standards, the GSA, the Department of Veterans Affairs (for FSG 65 documents), and the Department of Agriculture (for FSG 89 documents) assign a document number directly to the DoD Preparing Activity on approval of the document. Numbers are not assigned in blocks, but on a document by document basis.

#### H. PRINTING, DISTRIBUTION, AND INDEXING

The DoDSSP shall print, distribute, and index standardization documents. Consistent with the policies and procedures in this Manual and under the direction of the OASD(P&L)SPD, the DoDSSP is responsible for the procedures for printing, distributing, and indexing standardization documents. The DoDSSP's printing costs shall be borne by the Military Departments and the Defense Agencies, which, unless other arrangements have been made with the DoDSSP, shall submit quarterly to the DoDSSP a document citing funds for the financial support of their requirements.

1. Printing. The Preparing Activity shall send the approved and dated document to the DoDSSP in 30 days of dating the document. For Federal specifications and standards and CIDs, the Preparing Activity shall send the document to the DoDSSP and the GSA. The Preparing Activity shall adhere to the following criteria or the DoDSSP shall return the document:

a. A correctly completed print order Form NPPSO 5604/4, "Print Order (Initial)," must accompany the document.

b. The document must be typed; single spaced on one side only; on 8-1/2- by 11-inch plain, white, bond paper with no water marks (or DD Form 672, "Military Specification Sheets," if applicable); 1-inch margins; and the print or drawing quality shall be comparable to a laser or letter quality printer. Copies or pages that are of poor quality print, photostatic copies, or have strike overs, stray marks, or paste-ups are unacceptable and shall be returned.

c. The document must conform to the format rules found in the applicable style guides in Table 5-1, above.

d. For NGSSs, the adopting activity shall send a copy of the adoption notice and the approved standard.

e. Reinstatement notices must be accompanied by a copy of the reinstated document. Both the notice and document must be suitable for reproduction.

2. Distribution. The DoDSSP shall distribute standardization documents using the following criteria:

a. The DoDSSP shall maintain automatic distribution lists for standardization documents based on the FSCs and the standardization areas. The public and private sector organizations and individuals that subscribe to a FSC or a standardization area shall receive all of the new documents and changes to documents as they are published, except those that have restricted distributions.

b. The DoDSSP shall update the automatic distribution lists annually to determine need and subscription quantities.

c. Classified standardization documents are not distributed automatically and shall be issued only on a "need-to-know" basis. Requests for copies must be approved by the Preparing Activity.

d. Standardization documents marked other than "Distribution Statement A. Approved for public release; distribution is unlimited" will only be issued consistent with the distribution restrictions selected by the Preparing Activity in conformance with MIL-STD-1806 (reference (z)).

e. Instructions on ordering individual standardization documents are provided in the DoDISS (reference (n)) or the Defense Printing Service Guide 1 (reference (bb)).

f. The Department of Defense and other Government activities may obtain copies of canceled standardization documents from the DoDSSP. The private sector may obtain copies of canceled standardization documents on certification of need by a Government contracting officer.

g. Copies of NGSs shall only be distributed to DoD activities. Other Government activities and the private sector must obtain copies from the issuing NGSB or other private sector source.

3. Indexing. The DoDSSP shall index all unclassified standardization documents in the DoDISS (reference (n)). The DoDSSP shall index classified standardization documents in a separate listing, which is available to DoD activities and DoD contractors only. The DoDSSP shall:

a. Publish reference (n) annually in four parts:

- (1) Part I - alphabetical listing.
- (2) Part II - numerical listing.
- (3) Part III - FSC and standardization area listing.
- (4) Part IV - canceled documents listing.

b. Update reference (n) quarterly with supplements.

c. Issue notices to reference (n) twice a month to list new, updated, adopted, inactivated for new design, canceled, reinstated, or validated standardization documents received by the DoDSSP for printing and indexing.

4. Changes to the DoDISS (Reference (n)). Preparing Activities shall provide the DoDSSP with changes or corrections to reference (n) by submitting a DD Form 1865. Custodians and Review Activities may also make changes by submitting a DD Form 1865 to the DoDSSP with a copy to the Preparing Activity. If the FSC, standardization area, or Preparing Activity is changed, the Preparing Activity shall also send a copy of the DD Form 1865 to the LSA.

#### I. DOCUMENT MAINTENANCE

Standardization documents affect the initial acquisition of new systems and equipments and the required logistic support. These documents must contain valid requirements that accurately describe the users' needs, current technology, modern industrial practices, and relevant testing methods. The Preparing Activity is responsible for maintaining its standardization documents. As a result of user feedback and the overage document review, the Preparing Activity must continually update or validate the requirements in its standardiza-

tion documents until the document is inactivated, superseded, or canceled.

1. 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 shall encourage and respond to user feedback in a timely manner.

a. DD Form 1426, "Standardization Document Improvement Proposal." The DD Form 1426 is the primary communication link between the users of standardization documents and the Preparing Activities. The Preparing Activity shall include a DD Form 1426 as the last page of all Government specifications, standards, handbooks, and bulletins. The DD Form 1426 is optional on CIDs and specification sheets. The DD Form 1426 shall not be attached to amendments or notices, except to change the responsible activity or its address. Preparing Activities shall reply to submitters of DD Forms 1426 within 30 days from receipt. That reply should indicate what action will be taken on the proposal. Replies indicating the comment will be considered at the next update should be avoided.

b. Deviations and Waivers to Military and Federal Specifications and Standards. Deviations and waivers should not be approved without ensuring that the military or Federal specification or standard reflects valid technical requirements. Procuring activities shall notify the appropriate Preparing Activity and the LSA of a deviation or waiver to a military or Federal specification or standard that was approved to correct an invalid requirement. Repeated use of a deviation or waiver to correct an invalid requirement in a military or Federal specification or standard is prohibited unless the Preparing Activity begins a standardization project to correct the invalid requirement.

2. Overage Document Review. All documents listed in the active DoDISS (reference (n)) must be reviewed within 5 years from the time they were last updated or validated. The DoDSSP shall mail an annual listing of military and Federal standardization documents that are 5 years or older to the appropriate Preparing Activities, the DepSOs, and the OASD(P&L)SPD. The Preparing Activities shall review these lists and take one of the following actions:

a. The overage document list is extracted from the information in reference (n). If the information is incorrect, the Prepar-

ing Activity shall submit a DD Form 1865 to the DoDSSP to make the correction.

b. For Government standardization documents, if the document is technically current and conforms to DSP policies, the Preparing Activity shall issue a validation notice with a copy to the LSA.

c. For NGSS, a validation notice is not required since each NGSB conducts its own overage document review to ensure technical currency. The adopting activity need only ensure there is still a need for the NGS.

d. Establish a standardization project to update the document.

e. Inactivate the document for new design.

f. Cancel the document.

3. Failure to Take Action on Overage Documents. If a Preparing Activity does not take appropriate action to validate, update, inactivate for new design, or cancel an overage document after 1 year, the LSA may cancel the document, or if another SMA agrees to accept Preparing Activity responsibility, transfer the document. Before taking such unilateral action regarding a document, the LSA shall notify the delinquent Preparing Activity of its intention to cancel or transfer the overage document and shall allow at least 30 days for the Preparing Activity to initiate corrective action.

4. 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 Chapter. The format for revising a standardization document is discussed in the applicable format and content guides shown in Table 5-1, above. A new document shall be prepared, rather than revised, where requirement changes would significantly affect applicability or scope.

5. Amendments. Amendments make short, simple changes to military and Federal specifications. No other Government standardization document may be amended. If the number of amendment pages exceeds 25 percent of the basic document page count, the Preparing Activity shall revise the specification. The amendment process is the same as the basic document development process discussed throughout this Chapter. MIL-STD-961 and the GSA Handbook FPMR 101-29 (references

(x) and (m)) address amendment format and content for military and Federal specifications, respectively.

6. Change Notices. Change notices transmit page revisions for military standards, handbooks, and bulletins, and Federal standards. The change notice process is the same as the basic document development process discussed throughout this Chapter. MIL-STD-962 (reference (y)) addresses the change notice format and content for military standards, handbooks, and bulletins. The GSA Handbook FPMR 101-29 (reference (m)) addresses the change notice format and content for Federal standards.

7. Validation Notices. Validation notices indicate the Preparing Activity has reviewed an active Government standardization document that has not been updated or validated for 5 years and determined that the requirements are current, meet the users' needs, and comply with the policies of the DSP. The Preparing Activity shall not validate any active document that does not meet all of these criteria. The Preparing Activity shall also review inactive for new design documents every five years to validate only that there is still a need for the document. The following policies and procedures shall apply for validation notices:

a. The format for validation notices shall be as specified in MIL-STD-961 or MIL-STD-962 (references (x) and (y)).

b. Validation notices shall not make any changes to the basic document other than to update Custodians and Review Activities. Only revisions, amendments, or change notices can be used to make changes.

c. Validation notices do not require project numbers.

d. The Preparing Activity does not have to coordinate a validation notice, but shall provide the LSA with a copy of that notice.

e. Validation notices shall not be issued for NGSs, but every 5 years, the Preparing Activity shall verify that there is still a need and that the most current NGS is adopted.

8. Inactive for New Design Notices. Inactive for new design notices indicate that a document shall not be used, except to support or reprocur existing items. In the normal life cycle of a standardization document, it is common that an inactive for new design action

will take place many years before a document is eventually canceled. The process for issuing an inactive for new design notice is the same as the basic document development process discussed throughout this Chapter. The format for revising a standardization document to make it inactive for new design is discussed in the applicable format and content document shown in table 5-1, above.

9. Cancellation Notice. The Preparing Activity shall issue a cancellation notice when a standardization document is no longer needed for acquisition, procurement, or design. The format for canceling a standardization document is discussed in the applicable format and content document shown in table 5-1, above. The process for issuing a cancellation notice is the same as the basic document development process discussed throughout this Chapter, except as follows:

a. There shall be no expedited coordination to cancel a document. The Preparing Activity shall always allow at least 60 days for the LSA, Custodians, Review Activities, industry, and other users to comment on the proposed cancellation of a coordinated document and 30 days for a limited coordinated document.

b. The Preparing Activity should include a statement in the coordination letter that any Custodian or Review Activity that still requires the document should be willing to assume Preparing Activity responsibility.

c. See Appendixes E and F for additional requirements on canceling CIDs and Federal specifications and standards.

10. Reinstatement Notices. The Preparing Activity, or with its permission another activity, may reinstate a canceled document by issuance of a notice of reinstatement. The format for reinstatement notices is discussed in the applicable format and content document shown in table 5-1, above. The process for issuing a reinstatement notice is the same as the basic document development process discussed throughout this Chapter, except as follows:

a. 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.

b. If a limited coordinated 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.

c. 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.

d. Do not reinstate canceled interim documents.

APPENDIX ADEFINITIONS

1. Activity. One of the organizational elements of the Military Departments, Defense Agencies, or civilian Agencies.
2. Adopted Non-Government Standard. A non-Government standard that has been accepted for use by the Department of Defense and is listed in the DoDISS (reference (n)).
3. Adopting Activity. The activity responsible for the adoption of a non-Government standard.
4. Agent. An activity which acts for, and by authority of, the Preparing Activity or Adopting Activity in the preparation of standardization documents, item reduction studies, engineering practice studies, and the administration of QPLs and QMLs. The Preparing Activity retains responsibility and approval authority for the work accomplished.
5. AMSDL Clearance Office. The OSD office listed in the SD-1 (reference (t)) that must clear all new and revised DIDs and specifications and standards that serve as the source documents for data requirements applied in contracts.
6. Applicant. The manufacturer or distributor making application for qualification of a product.
7. Civilian Agency. A Federal Agency other than the Department of Defense.
8. Commercial Item Description (CID). An indexed, simplified product description managed by the GSA that describes, by functional or performance characteristics, the available, acceptable commercial products that will satisfy the Government's needs.
9. Commercial Product. A commercially developed product in regular production sold in substantial quantities to the general public or industry at an established market or catalog price.
10. Consolidated Comments. Comments submitted by a Custodian that reflect a Department or an Agency position. The process of consolidation involves resolving comments so that there is a single position.

11. Coordinated Standardization Documents. Documents issued to cover items or services required by more than one Military Department, Defense Agency, or civilian Agency.
12. Coordination. The process of having standardization documents reviewed and commented on by Government and private sector organizations.
13. Custodian. The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its Department or Agency, and submitting those comments to the Preparing Activity.
14. Data Item Description (DID). A completed form that defines the data required of a contractor. DIDs specifically define the data content, preparation instructions, format, and intended use. DOD-STD-963 (reference (cc)) covers the content and format for DIDs.
15. Departmental Standardization Office (DepSO). A top level office in each Military Department or Defense Agency responsible for managing the Defense Standardization Program and ensuring that its Lead Standardization Activities and Standardization Management Activities properly implement the policies, procedures, and goals of the DSP.
16. Department of Defense Index of Specifications and Standards (DoDISS) (Reference (n)). A publication that lists Federal and military specifications and standards, guide specifications, military handbooks and bulletins, CIDs, adopted NGSSs, and other related standardization documents used by the Department of Defense.
17. 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.
18. 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.
19. 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.

20. 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.
21. Federal Standard. A standard issued or controlled by the GSA that is mandatory for use by all Federal agencies.
22. Federal Supply Class (FSC). A four-digit coding structure used to group products into logical families for supply management purposes. The FSCs are discussed and identified in Cataloging Handbook H2-1 (reference (u)). 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.
23. Federal Supply Group (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. The FSGs are discussed and identified in Cataloging Handbook H2-1 (reference (u)). 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.
24. Guide Specification. A document used to identify recurring requirements for types of systems, subsystems, equipments, or assemblies that must be determined and tailored for each acquisition before solicitation or contractor selection.
25. Inactive for New Design. A term applied to an existing standardization document for an item no longer approved for use in new designs or equipment. That document can be used for procurements in support of existing designs or equipment.
26. Integrated Materiel Manager. The materiel manager responsible for the execution of assigned materiel management functions for selected items or the selected FSCs.
27. Item Reduction Activity. An activity 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.
28. 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 a number of similar items.

29. Item Standardization Codes. The coding structure that identifies items as either "authorized for acquisition" or "not authorized for acquisition."

30. Interim Documents. Revisions, amendments, or change notices issued by a single Military Department, a Defense Agency, or an activity in the DoD Component for coordinated Federal or military specifications or standards; guide specifications; or military handbooks or bulletins to meet a need when time does not permit preparation of a coordinated document. "Used-in-lieu-of" documents are now referred to as "interims."

31. JAN Brand. The designation "JAN" or "J" is a U.S. Military registered mark of certification; i.e., Patent Registration No. 504,860. The certification mark "JAN" or "J" certifies that the electronic part is manufactured in accordance with current applicable Government specifications. The "J" brand is used when the size of the part does not provide adequate space for the "JAN" brand.

32. Key Acquisition Standardization Document. A standardization document that because of its broad applicability and major impact on the design of a system or program management processes requires OSD approval. Key acquisition standardization documents are identified in the SD-1 (reference (t)).

33. Lead Standardization Activity (LSA). A management activity in a Military Department or a Defense Agency that guides DoD standardization efforts for a FSG, a FSC, or a standardization area through the development of standardization program plans, authorization of standardization projects, and identification and resolution of standardization issues. Reference (t) identifies the LSAs.

34. Limited Coordinated Standardization 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.

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

36. Metrication. Any act tending to increase the use of the metric system, including increased use of metric units and engineering standards that are based on such units.
37. Military Bulletin. A DoD document that contains special alphabetical or numerical listings of Federal, military, and non-Government publications for parts, materials, and processes.
38. Military Coordinating Activity (MCA). The military activity responsible for coordinating, reconciling, and consolidating military comments for the Department of Defense on a Federal standardization document prepared by a civilian Agency.
39. Military Handbook. A guidance document containing standard procedural, technical, engineering, or design information about the materiel, processes, practices, and methods covered by the DSP.
40. Military Specification. A document that describes the essential technical requirements for purchased materiel that are military unique or are substantially modified commercial items.
41. Military Standard. A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods.
42. Military-Unique Requirement. A design, construction, manufacturing, or reliability requirement that is peculiar to the military, and cannot be met by a commercial product, process, or practice.
43. National Codification Bureau Code. A two-digit number indicating the country that originally cataloged an item.
44. National Coordinating Activity (NCA). An activity in each North Atlantic Treaty Organization (NATO) country, officially designated and so recorded with the NATO International Staff to act as a point-of-contact for matters involving mutual acceptance of qualification approval. The OASD(P&L)SPD is the U.S. NCA, and the point of contact in the United States for matters of a general nature that do not involve a U.S. military specification.
45. National Qualification Authority (NQA). An authority in each NATO country having product qualification responsibility. In the United States, the NQA is the Preparing Activity of a specification for the particular qualified product. The OASD(P&L)SPD is the U.S.

NQA for specifications prepared by other NATO nations, and acts as the DoD focal point.

46. Nondevelopmental Item (NDI). A generic term that covers materiel available from sources with little or no development effort required by the Government. NDIs include:

a. Items obtained from a domestic or foreign commercial marketplace.

b. Item already developed and in use by the Military Departments, the Defense Agencies, or other Government Agencies.

c. Items already developed by foreign governments that can be supplied in accordance with mutual defense cooperation agreements and Federal and DoD acquisition regulations.

47. Non-Government Standard (NGS). A 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.

48. Non-Government Standards Body (NGSB). A private sector association, organization, or technical society that plans, develops, establishes, maintains, or coordinates NGSs.

49. Overage Document. A standardization document that has not been reviewed for technical currency in a 5-year period, and either updated or validated.

50. Participating Activity. The activity responsible for resolving and consolidating coordination comments on standardization program plans in its Military Department or Defense Agency, and submitting those comments to the LSA.

51. Parts Control Program. An integrated effort by the Military Departments and the Defense Logistics Agency (DLA) to streamline the selection of preferred standard parts during the design of military systems and equipment.

52. Preparing Activity. The DoD activity or the civilian Agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

53. Primary Inventory Control Activity (PICA). A code indicating the principal supply control activity responsible for establishing and controlling stockage objectives, and for maintaining item accountability for an item of supply.

54. 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.

55. Product. Includes materials, parts, components, subassemblies, assemblies, and equipments. The term "product" also encompasses a family of products. A family of products is defined as "all products of the same classification, design, construction, material, type, and other design characteristics produced with the same production facilities, processes, and quality of material, under the same management and quality controls, but having the acceptable variety of physical and functional characteristics defined and specified in the applicable specification."

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

57. 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, which has no application outside of that system.

58. Purchase Description. A product description prepared for one-time use, for small purchases, or when development of a standardization document is not cost effective.

59. Qualification. A process in advance of, and independent of, an acquisition by which a manufacturer's or distributor's products are examined, tested, and approved to determine with the requirements of a specification.

60. Qualified Manufacturers List (QML). A list of manufacturers' facilities that have been evaluated and determined to be acceptable based on the testing and approval of a sample specimen and conformance to the applicable specification. The QML includes appropriate products, processes, or technology identification, and test reference with the name and address of the manufacturer's plant.

61. Qualified Product. A product that has been examined, tested, and listed in, or approved for listing on, the applicable QPL.
62. Qualified Products List (OPL). A list of products that have met the qualification requirements stated in the applicable specification, including appropriate product identification and test or qualification reference with the name and plant address of the manufacturer and distributor, as applicable.
63. Qualifying Activity. An activity that is either the Preparing Activity or Adopting Activity of the specification or its designated agent, as specified in the specification or as directed by the NQA.
64. Review Activity. A Standardization Management Activity having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.
65. 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.
66. Standard. A document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. Standards may also establish requirements for selection, application, and design criteria of materiel.
67. Standardization. The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods.
68. Standardization Areas. Standardization categories for engineering technologies, disciplines, and practices that do not fall under a FSC or a FSG. The SD-1 (reference (t)) identifies the standardization areas.
69. Standardization Council. A council comprised of the Principal Deputy Assistant Secretary of Defense (Production and Logistics), the Deputy Assistant Secretary of Defense (Production Resources), Director of Manufacturing Modernization, and the Standardization Executives, which provides senior management oversight and direction for the Defense Standardization Program.
70. "Standardization Directory" (SD-1) (Reference (t)). A publication that identifies standardization responsibility assignments by

FSCs, FSGs, and standardization areas. It also includes addresses, telephone numbers, and points-of-contact for the military offices, civilian Agencies, and non-Government standards bodies participating in the DSP.

71. Standardization Document. A generic term for a document used to standardize on an item of supply, process, procedure, method, data, practice, or engineering approach. Standardization documents include military specifications, standards, handbooks, and bulletins; Federal specifications and standards; guide specifications; CIDs; and NGSs.

72. Standardization Executives. Representatives of general and/or flag officer rank, or equivalent civilian grade, appointed by the Departments of the Army, the Navy, and the Air Force, and the DLA to participate on the Defense Standardization Council.

73. Standardization Management Activity (SMA). A generic term to describe any DoD activity listed in the SD-1 (reference (t)) that functions as a Lead Standardization Activity, Preparing Activity, Participating Activity, Military Coordinating Activity, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity.

74. Standardization Program Plan. A document prepared by a LSA that identifies standardization opportunities, problems, and objectives, and establishes milestones for accomplishing standardization goals and specific tasks in a FSC, a FSG, or a standardization area.

75. Standardization Project. A standardization effort approved by the cognizant LSA to develop, update, cancel, or adopt a standardization document, or conduct an item reduction study or an engineering practice study.

76. "Status of Standardization Projects" (SD-4) (Reference (w)). A report containing information on standardization projects.

77. 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.

78. Superseded Document. A document that is replaced by another document or a revision to the existing document. A superseded document is not canceled, unless a specific notice of cancellation has been issued.

79. Testing Laboratory. A laboratory having facilities to perform examination and testing. That laboratory may be one of the following:

- a. A laboratory operated by or under contract to the Government.
- b. A laboratory of the manufacturer or distributor either in-plant or under contract.

80. 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.

81. Validation. The process by which the Preparing Activity for a document determines that an overage document is still required, meets the users' needs, continues to reflect accurate and current requirements, and meets the policies of the DSP.

APPENDIX B  
QUALIFICATION

A. GENERAL

This Appendix provides procedures for the establishment and maintenance of the qualification program, and the associated QPLs and QMLs. This Appendix implements 10 U.S.C. 2319 (reference (dd)). It must be applied consistent with that statute and with Subpart 9.2 of the FAR (reference (d)). Figure B-1 shows the general DoD qualification process.

1. Responsibility for Qualification. The Preparing Activity for a specification is responsible for qualification. The Preparing Activity can have an agent maintain the document, administer the qualification program, or perform other essential requirements. The requirement for qualification shall be specified in the applicable Federal or military specification or an adopted NGS at the time of initial document promulgation. Adopted NGSs are assigned to an Adopting Activity, and hereinafter, the term "Preparing Activity" shall also mean the "Adopting Activity."

2. Purpose of Qualification. The purpose of qualification is to provide 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 QPLs) or processes and materials (as shown on QMLs) are proven to be in conformance with the requirements set forth in the governing specification. The qualification program reduces acquisition costs by reducing or eliminating repetitive surveillance audits, first article tests, or qualification tests for each individual product procurement and contract. Qualification also reduces unit product costs and improves readiness through ensured continuous availability of products with requisite quality, reliability, performance, and safety. As evidence that products or processes and materials meet the specified specification requirements, they shall be listed, as follows:

a. QPL. A QPL focuses on qualifying individual products or families of products. As evidence that those product(s) meet the established qualification requirements, the product(s) shall be listed on a QPL. A QPL will normally be appropriate for items of supply that are stable and will be continually available for an

extended period of time, thereby making it practicable to qualify individual product(s) without incurring prohibitive testing costs.

b. QML. A QML focuses on qualifying an envelope of materials and processes rather than individual product(s). 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 shall be listed on a QML. A QML will normally be 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.

B. DETERMINE THE NEED FOR QUALIFICATION

1. Justification. Prior to inclusion in the applicable specification, the Preparing Activity shall 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 following situations are the only ones that shall be used to justify the qualification requirement:

a. 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.

b. 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 \_\_\_\_\_." List the specific test equipment(s) not commonly available and describe briefly why not commonly available.

c. Qualification tests 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.

2. Restrictions. The Preparing Activity shall not include qualification in a specification:

a. For a system or subsystem. Other techniques should be considered, such as first article inspection or bid sample.

b. When only one manufacturer has expressed an interest in qualification.

c. When test facilities and resources are not available.

d. When the previous editions of a specification did not include a qualification requirement. The Preparing Activity shall submit requests for deviations from this restriction to their DepSO for approval. If the DepSO agrees, the DepSO shall send the request to the OASD(P&L)SPD for final approval.

e. To encourage development of an item.

f. To discourage possible sources of supply.

g. When the estimated cost of test and evaluation can not be documented.

### C. APPROVAL OF QUALIFICATION

Before coordination, the Preparing Activity shall submit requests for the inclusion of qualification in new specifications and the addition of qualification as a new requirement to an existing specification to its DepSO for approval. If the DepSO agrees, the DepSO shall send the request to the OASD(P&L)SPD for final approval. As a minimum, the requests for qualification shall include the following:

1. Intended use of product.
2. Applicable justification from subsection B.1., above.
3. The following test data information:
  - a. Availability of test facilities.

b. The names and locations of testing facilities (if Government facilities).

c. Time required to complete tests (barring sample failures).

d. Who will pay for qualification tests.

e. Proposed charges to supplier when testing is to be done at a Government facility or contract laboratory.

f. Estimated cost of test if testing is to be done at a laboratory not Government-owned or contracted for.

g. Estimated cost to supplier for preparing and submitting sample.

h. Proposed date for establishment of the listing.

4. The names and addresses of possible suppliers interested in submitting samples for testing.

5. Name of activity or activities that will have inventory control and procurement responsibilities.

6. Estimate of items purchased annually.

D. WAIVER OF QUALIFICATION

Only the Preparing Activity may waive the qualification requirement. Further, the Preparing Activity can only waive the qualification requirement without rejustification when it determines that the immediate procurement situation is an emergency (that is, circumstances that are life or mission threatening). If the Preparing Activity waives the qualification requirement, it must send a letter to the OASD(P&L)SPD through its DepSO describing that emergency situation. If the Preparing Activity 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 shall send the request to the OASD(P&L)SPD for final approval.

E. ESTABLISHING A QPL OR A QML1. Publicity

a. Publication. The Qualifying Activity shall urge manufacturers to submit for qualification those products that can meet specification requirements, so a listing can be established after the issuance of a new specification, or when a revision of the existing specification requires requalification. In an attempt to obtain additional sources, the Qualifying Activity shall publicize (for example, through the Commerce Business Daily) every 6 months, solicitations of interest to potential suppliers on listings that contain products of only one actual manufacturer. The Qualifying Activity shall publicize the intention to establish, reissue, or expand the number of sources on the list.

b. Publication Notification. The Qualifying Activity shall:

(1) Send a notice to the Commerce Business Daily for publication in the synopsis of U.S. Government Proposed Procurements Sales and Contract Awards. The notice shall be clearly marked "Qualification Test Information" and shall 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. The synopsis must be in the format specified in Subsection 5.207 of the FAR (reference (e)).

(2) Contact companies known to be interested in submitting products for qualification under the applicable specification and companies known to supply the desired type of product. Also, contact related trade associations to promote widespread publicity.

c. Additional Public Notice to Industry. The Qualifying Activity shall send notices in the following form to commercial journals and trade publications of the industry concerned, and to all firms or individuals considered to be potential suppliers:

"The (service or command), Department of the (Army, Navy, or Air Force), has announced the intention to establish a QPL (or a QML) for (item under specification). Companies that have a product meeting the requirements of this specification are urged to contact (name and address of activity) for an opportunity to test their products for qualification, since future acquisition awards will be made only for such products that have been tested and approved for inclusion in the QPL (or the QML). The cutoff date for applying to

have products tested for inclusion in the initial issue of the QPL (or the QML) is (date)."

2. Request for Qualification by Manufacturers. The Qualifying Activity shall furnish the applicant all necessary information as soon as possible after the request for qualification has been received. That information shall include the following:

a. A copy of the latest issue of the specification.

b. A copy of the SD-6 (reference (1)) with a specific request for the information and certification, as contained therein. Reference (1) contains information for applicants about the submission of products for qualification.

c. A request for any information required besides to the information requested in paragraph E.2.b., above.

d. A schedule of charges for qualification testing, if applicable.

e. Facilities survey requirements, when applicable (see subsection E.5., below).

f. A statement that no qualification testing shall be authorized until the applicant has been notified in writing that the information required by paragraphs E.2.a., E.2.b., and E.2.c., above, has been received and determined to be satisfactory.

3. Request for Qualification by an Authorized Distributor. A distributor may be listed on a QPL, but not on a QML. When a distributor wishes to qualify a product carrying its own brand designations, the distributor shall request the manufacturer to certify that the distributor is authorized to rebrand and distribute the product with the distributor's brand designation. When the authorized distributor is certified to rebrand the part, the original part manufacturer's identification shall 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 shall be used. The original manufacturer's identification or the original part manufacturer's code symbol shall 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 shall be requested from the distributor for

qualification. The authorized distributor shall not perform qualification examination and testing until the certification requirements stated in the SD-6 (reference (1)) have been met. The Qualifying Activity may extend qualification approval to the rebranded product of the authorized distributor without further test, on certification by the manufacturer that the rebranded product is the same as the product previously qualified under the manufacturer's designation. The authorized distributor shall submit to the Qualifying Activity its brand designation, its name and address, the name and address of the actual manufacturer, and the address of the plant at which the product was manufactured. Authorization for a distributor to rebrand applies only to products listed on a valid QPL at the time of the rebrand request.

4. Furnishing Products Not Requiring Additional Listings. To be eligible for award of a contract to furnish a qualified product marked with the brand designation of the qualified manufacturer, a supplier must state in its bid the name of the actual manufacturer, the address of the plant where the product was manufactured, the brand designation, and the qualification test reference. Additionally, the supplier must certify that the product being offered to the Government has not been added to or changed in any way by the supplier, and is the product of the manufacturer that is listed on the QPL. Additional listing of the product on the QPL is required only when the product is rebranded with the brand designation of an authorized distributor.

5. Manufacturing Facilities (Plant) Audit (Survey). When the Qualifying Activity requires facilities audits, the audit shall be conducted before authorization of test and shall apply to both domestic and foreign manufacturers. Facilities audits for product(s) and detailed requirements for these surveys shall be conducted when specified in the specification. Requirements may include survey of inspection systems, quality and reliability assurance programs, test facilities, processes, materials, production facilities, test capability, and incoming inspection. The audit shall verify that the manufacturer has an effective self-audit program. If the audit has in its scope proprietary products or processes, that portion of the audit must be performed by, and any access to the proprietary information thereby exposed must be limited to, employees of the Government who have a need to know the information. The Government shall handle all proprietary data in a controlled and secure manner to ensure that no unauthorized dissemination occurs. The Government shall 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 shall 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 shall not release data as restricted by the manufacturer until the manufacturer furnishing the information is notified and has the opportunity to object to the release. If the manufacturer objects, the qualification data will only be released as required by the Freedom of Information Act, 5 U.S.C. 552 (reference (ee)).

6. Testing. The testing of products and placing of qualified products or processes on the list shall be done on an equitable basis so as to achieve economy for the Government and fair treatment for all manufacturers with the capability to meet the performance, quality, and reliability requirements specified in the specification. The Qualifying Activity shall not:

a. Authorize qualification examination and testing until an approved and dated specification is available.

b. Use a specification containing a qualification requirement until the completion of qualification tests has resulted in approved products or manufacturers, except in an emergency (defined as a "life- or mission-threatening situation").

c. Use test data collected outside the purview of qualification tests (for example, first article test data) as the basis for qualification approval, except in an emergency as determined by the Preparing Activity (defined as a "life- or mission-threatening situation").

7. Extension of Qualification. Except as provided herein, qualification shall apply only to the product, process, or materials 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, when the following conditions exist:

a. 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.

b. That 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 requisite quality, reliability, and safety. The Qualifying Activity shall document the evaluation and retain it in the permanent file.

8. Notification of Test Results. The Qualifying Activity shall 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(es) qualify under the requirements of the applicable specification. The Qualifying Activity shall promptly notify the manufacturer when a product or process(es) fails qualification and furnish specific reasons why the testing was not approved. When a product is qualified, a letter of notification shall be furnished to each Custodian of the specification; to the authorized distributor if they are the applicant; and to the GSA, if a Federal specification is involved. The letter of notification shall include:

a. The listing as it will appear on the QPL or the QML containing the following information:

(1) Government designation under which the product qualified (type, class, or other designation, as shown on the specification). See figures B-2 through B-5.

(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 complete address to which correspondence shall be sent and the complete address of the plant which manufactured the product, family of products, or test specimen, submitted for test.

(5) The commercial and Government entity (CAGE) code, as applicable (see figure B-6).

b. The following conditions:

(1) Such listing does not guarantee acceptance of the product in any future purchase.

(2) Such listing does not constitute a waiver of any requirements of the specification or of the provisions of any contract.

(3) Any use of such listing for publicity, advertising, or sales shall not state or imply that the product or the process(es) 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(es) from the list by the Qualifying Activity.

(4) The listing applies only to products or process(es) produced in the plant specified in the letter of notification and is effective at 8:00 a.m. (local time of the Qualifying Activity) as of the date of the letter of notification.

(5) Such listing applies to amendments or revisions of the specification, unless otherwise notified.

(6) Such listing applies only to products or process(es) identical to those qualified or to products defined in the family of products granted qualification coverage. The Qualifying Activity must be advised in advance of any intended change to the product or process(es) and must be provided with a complete description of the change. Failure to notify the Qualifying Activity of any change is cause for removal from the listing regardless of the extent of the change.

(7) Manufacturers must comply with a requirement for retention of qualification to retain the listing. Failure to comply shall be sufficient cause for removal from the listing.

F. DEVELOPMENT OF A QPL OR A QML

1. General. Preparing Activities shall prepare, maintain, and cancel QPLs and QMLs, when required, in consonance with their responsibilities for specifications under the procedures established in this Appendix. An approved and dated military or Federal specifica-

tion or an adopted NGS for which inclusion of qualification requirements has been approved must exist to establish a QPL or a QML.

2. Purpose. The purpose of a QPL or a QML is to allow the manufacturer to provide, and the purchaser to obtain, satisfactory precontractual evidence that a product or a family of products have been tested and have met the requirements of the applicable specification. The intent of the list is to do the following:

a. Obtain products of requisite 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.

3. Significance of Listing. Inclusion of a product or a manufacturer on a QPL or a 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.

4. Issuance. A QPL or a QML shall be issued as soon as practicable after promulgation of a specification. Not more than 30 days may elapse between the determination by the Qualifying Activity that a supplier's product has successfully passed all qualification tests and the transmission of the new QPL or QML or revision notice to the DoDSSP for printing and distribution. QPLs and QMLs are processed for reproduction and distribution in the same manner as the basic specification.

5. Product Coverage. When a specification with qualification provisions describes more than one type, class, grade, process, material, or other designations, all products or processes qualifying shall be on a single QPL or QML. Separate QPLs or QMLs shall not be established based on specification sheets or detailed specifications which are associated with a general specification. The list shall identify the qualified products by type, class, grade, process, material, or other designation shown in the specification.

G. MAINTENANCE OF A QPL OR A QML

1. Manufacturer's Obligations. The manufacturer shall:

a. Maintain adequate process and quality control procedures to ensure that the items comply with all specification requirements.

b. Report immediately any discrepancies disclosed during testing, periodic reexamination of its product and production process controls to the Qualifying Activity.

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

2. 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 or that the Depart-

ment of Defense in any way recommends or endorses the manufacturer's product in preference to the other qualified products. A manufacturer can not 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 listing on the applicable QPL or QML. Violation shall be cause for removal of the product or the manufacturer from the applicable list by the Qualifying Activity and possible suspension, debarment, or referral for criminal investigation.

3. User Obligations. Users of the list shall 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 list are encouraged to:

a. Promptly report to the Qualifying Activity and to the manufacturer any known or suspected nonconformance of military qualified products.

b. Voluntarily submit to the Qualifying Activity periodic summaries of receiving inspection and in-plant quality control monitoring results that reveal adverse quality and reliability trends of qualified products.

c. 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.

4. Government Obligations. Government surveillance conducted by the Qualifying Activity or the Government quality assurance representatives does not relieve the manufacturer, authorized distributor, or the user of the list of the responsibility to exercise adequate process and product quality control procedures. The Qualifying Activity shall serve as the DoD focal point to consolidate findings and recommend corrective action for qualification problems. While the following will expedite problem resolution through the use of a technical focal point, the Government shall not knowingly accept material which 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 procedure in

subsection G.5., below, for reporting nonconformance. The Qualifying Activity shall:

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

b. Indicate the action taken with the supplier or determine the action required.

c. Disseminate information immediately including potential operation problems if items are built into equipment.

d. If necessary, establish a task force to investigate the problem and develop a recommended solution; and disseminate the knowledge gained 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.

5. Government Obligations for Nonconforming Items. The following actions shall occur when the possibility of nonconforming items is suspected regarding a qualified part:

a. The activity that discovers or receives a report of a potential problem will notify the specification Qualifying Activity.

b. The Qualifying Activity shall conduct a preliminary evaluation and risk assessment of the problem.

c. The Qualifying Activity shall notify the OASD (P&L) SPD, the appropriate quality and procurement offices, the DepSOs, the other Government agencies, and the industry associations about the possible nonconformance (technical problem or specific violation) affecting field usage.

d. The Qualifying Activity shall initiate corrective action plans (as applicable) and initiate removal of parts or manufacturers from the QPL or the QML, in accordance with subsection H.1., below.

e. The Qualifying Activity shall instruct manufacturers to prepare and coordinate issuance of a Government Industry Data Exchange Program (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 actions or Agency notices to notify part users of the problem.

f. The Qualifying Activity shall have the manufacturer conduct a self audit to identify the problem areas and shall have the manufacturer prepare a corrective action plan.

g. The Qualifying Activity shall gather independent testing information and prepare verification action.

6. Government's Obligations on Availability of Data. Except as required by the Freedom of Information Act, 5 U.S.C. 552 (reference (ee)), the Government shall 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. Once release is approved, the Qualifying Activity may:

a. Supply the data to other activities of the Government.

b. Supply the data to foreign Governments that are purchasing, operating, or maintaining supplies that involve products covered by specifications requiring qualification. Such release shall be made with the condition that the information will not be further distributed, but will be used only for furnishing supplies and services to that Government.

c. Authorize the supplier to furnish qualification information for qualified products sold to foreign Governments after clearance with the appropriate export control authority.

7. Review of Qualification Requirement. The Preparing Activity shall review specifications having the requirement for qualification every 2 years to determine the need to continue the qualification requirement. In this review, the Preparing Activity shall 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 (see subsection B.1., above).

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

a. Certification by the manufacturer.

b. Periodic submission of new test data as may be required in the specification.

c. Complete requalification testing, as may be required in the specification or by the Qualifying Activity.

9. Certification of Qualification Status. At the time of the 2 year review, the Preparing Activity shall send a DD Form 1718, "Certification of Qualified Products," to a manufacturer when the applicable specification does not contain a retention of qualification requirement and request that the manufacturer complete the form. The manufacturer's products will be removed from the listing if the certification is not returned after due notice. The Preparing Activity shall reprint the list on completion of the certification review showing the date of validation. The form must be signed by a responsible official of management. The form requests information such as whether:

a. The listed product(s) is still manufactured at the plant(s) as shown on the listing.

b. The plant(s) is still under the same management.

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

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

e. Any product change was 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.

10. Reexamination and Retest. The Qualifying Activity shall determine, based on the extent of specification or product changes and other available data, whether products need to be removed from the QPL or the 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 QPL or the QML, the Qualifying Activity shall establish a maximum time limit for submission of the samples or test data

before removal. The Qualifying Activity shall require the reexamination of a qualified product under any of the following conditions:

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

b. The requirements in the specification have been revised to affect the characteristics of the product.

c. When, as a result of questionable performance reports, it is deemed necessary to determine that the product continues to meet all the specification requirements.

d. When required by retention of qualification requirements in the specification.

11. Limitations on Specifications for Which No Listing Has Been Issued. During the 2-year review, the Preparing Activity shall identify specifications (including specification sheets) having a qualification requirement for which no product has been qualified and determine whether any products are being tested for qualification. If not, the Preparing Activity shall take one of the following actions:

a. Revise the specification to eliminate the qualification requirement.

b. Cancel the specification, if the product is not needed.

12. Limitations on Specifications Having a List That Includes the Product of Only One Source. During the 2-year review, the Preparing Activity shall identify specifications (including specifications sheets) having a QPL or a QML that lists single-source conditions (that is, a style, class, part number, dash number listed with only one source). The Preparing Activity shall take one of the following actions:

a. Modify the specification requirements so as to permit the qualification of available products suitable for equivalent applications and acceptable to the current users of the list.

b. Revise the specification to eliminate the qualification requirement.

c. Provide justification for having a single-source condition and what actions are being taken to alleviate the condition to the OASD(P&L)SPD with a copy to the applicable LSA and DepSO.

13. Revisions and Amendments. QPL or QML changes shall be made by revision or amendment, as applicable. A revision is a new complete list and shall be issued when the proposed changes are numerous. When the QPL or the QML consists of only one sheet, changes shall be by a revision rather than amendment. An amendment is a supplemental document containing only the changes required to the existing list, whether corrections, deletions, or additions. Amendments shall be cumulative; that is, successive amendments shall be written so that each shall contain all the information and thus supersede the preceding amendment in its entirety.

14. Cancellation. The Preparing Activity shall cancel a QPL or a QML by separate notice when the associated specification has been canceled or revised to delete qualification. The QPL or the QML shall also be canceled when it is determined to be no longer valid under requirements of the revised specification.

15. Inactive for New Design. When a specification is declared "Inactive for New Design," the QPL or the QML applicable to the specification shall not be canceled (except under determination that it is not needed), but shall be maintained and revised to be identified as "Inactive for New Design."

#### H. REMOVAL FROM A LISTING

1. Reasons for Removal. When a manufacturer or authorized distributor fails to comply or demonstrates an inability to comply with specification requirements, it may be necessary to take one or more of several actions. First, the Qualifying Activity shall remove the product(s) from a QPL or remove applicable process(es) from a QML. Removal could include a broad range of directly or indirectly affected products, possibly the manufacturer's entire family of qualified products. Second, the Qualifying Activity shall remove the manufacturer's certification or impose stop shipment or suspensions (when applicable under the specification.) The Qualifying Activity may remove a product, a manufacturer, or a process; decertify a manufacturer; or stop shipment, when such action is necessary to protect both the Government's interest and the interest of the users of the QPL or the QML. The following reasons illustrate the circumstances under which adverse actions or removal might be warranted:

a. The product or process offered under contract does not meet the requirements of the specification.

b. The manufacturer has discontinued manufacture of the product, or has changed design, materials, or processes to such an extent that the product no longer meets the requirements of the specification.

c. The manufacturer or authorized distributor requests that they or their product or their process(es) be removed from the list.

d. One or more of the conditions under which qualification was granted (including the JAN branding, J branding, or family of products policies) have been violated.

e. 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 process(es) with the revised or amended specification.

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

g. The product is that of a contractor, firm or individual whose name appears on "The Consolidated List of Debarred, Suspended, and Ineligible Contractors."

h. The manufacturer has not complied with the retention of qualification requirements.

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

j. The manufacturer, on invitation, has failed or declined to bid on Government contracts for the product for ten consecutive solicitations or for a period of 2-years during which solicitations were issued, whichever is less.

k. Quality or reliability problems are detected in a manufacturer's products.

2. Procedures for Removal. The procedures below apply to removal of a product or a family of products from a listing:

a. If the decision to remove a product or process from a listing is made for the reasons indicated in paragraphs H.1.a., H.1.d., H.1.f., H.1.h., or H.1.i., above, consideration shall be given to the circumstances which gave rise to that action. The product or process(es) should again be listed on that listing 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.

b. When it is decided that a product, family of products, or process(es) is to be removed from a listing, the manufacturer or authorized distributor of the products or process(es) will 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(es) from the listing shall be effective on the date of the notice.

3. Notification of Removal. After the Qualifying Activity determines that a product(s), family of products, a process(es), or a manufacturer will be removed from a QPL or a QML, the Qualifying Activity will send the manufacturer or the authorized distributor a notification of removal. The Qualifying Activity shall amend or revise the list to delete the items without undue delay. If removal is for the reason in paragraph H.1.e., above, the Qualifying Activity shall advise the manufacturer or authorized distributor of the action required to prove product compliance to the amended or revised specification. The Qualifying Activity shall furnish copies of the notification of removal to interested DoD elements and other Government Agencies.

4. Publication of Removal. When the Qualifying Activity has taken action to effect the removal of a product from a list, the Qualifying Activity shall determine whether it would be in the Government's interest to publish in the Commerce Business Daily and known related trade publications, a notification to Government organizations and contractors that the product has been removed by adverse action. The Qualifying Activity shall publish such notifica-

tion as soon as practicable. The notification shall include the following information:

- a. The QPL or the QML identification number.
- b. A statement that "Notification is herewith given that the following product (for QML, process(es)) was removed from QPL-XXXXX (or QML-XXXXX) on (date)."
- c. Name of Government Representative.
- d. Title of Government Representative.
- e. Name of Government Installation.
- f. Address of Government Installation.

#### I. GUIDELINES FOR CHOOSING QPL OR QML

1. QPLs. A QPL is a list of products or family of products that have met the qualification requirements set forth in the applicable specification, including appropriate product identification, tests or qualification reference, and the name and plant address of the manufacturer and authorized distributor. A QPL is appropriate in situations where technological changes makes it practicable to qualify individual products without incurring prohibitive testing costs or delays. A QPL should be used when you are only interested in qualifying individual parts. Products to which qualification has been extended under the family of products concept are to be listed on the appropriate portion of the QPL in the same manner as tested products, except that the manufacturer's designations or type numbers of the successfully tested products on which family qualification has been based shall be listed in the place normally reserved for the test or qualification reference test report number. The QPL shall be prepared, as shown in figures B-2 and B-3. Format requirements for QPLs are specified in section J, below.

2. QMLs. A QML is a list of manufacturers' facilities or lines, or an envelope of processes and materials that have been approved. The qualification process focuses on approving a manufacturer's capability and then qualifying the envelope by carefully selecting a representative worst case test specimen or worst case samples from production that contain all the potential combinations of materials and processes, in accordance to the specification that may be used in subsequent production. The QML shall include appropriate processes

and materials identification, with the name and address of the manufacturer's plant. It may also be advisable to list eligible products that may be produced at that manufacturer's facility or line under that approved envelope of processes and materials. A QML may be appropriate for product lines involving many variations, but the same basic processes and materials. QMLs are also appropriate for product lines involving rapid, technological advances that rely on process improvements using variations in materials and processes. Under the QML process, the manufacturing facilities, processes, and materials, and other characteristics are qualified and listed on the QML. Well-documented facility inspection and line certification provisions that are to be used to evaluate a manufacturer's eligibility for listing on the QML must be available. A QML may also be applicable when the product procured to a specification has no identifying industry discrete part numbers; the product is procured to a specification that covers a wide range of technologies; or the product is normally a family of products with similar characteristics (such as printed wiring boards or basic materials used in fabricating an end product). The QML process is used for complex devices, such as custom hybrids, whereby the qualification cost would be excessive or delays would occur if the QPL part by part qualification procedure were used. Each QML could differ in content depending on the item and the critical process(es) that are important in the development of the item.

#### J. FORMAT FOR A QPL OR A QML

Figures B-2 and B-3 give the QPL format. Figure B-7 gives the QML format. Where necessary, the tabular information may be rearranged. For example, use the method in figure B-5 to list repetitive plant and office addresses for more than one product or category. The lists shall be typewritten and reproduced on standard size 8-1/2 by 11-inch paper.

1. Symbol, Numbering, and Title. Identify QPLs or QMLs by the symbol "QPL" or "QML" followed by the number of the associated specification and an issue number to identify the issue of the QPL or the QML. For example: "QPL-3125-1" identifies the initial issue of the QPL associated with military specification MIL-P-3125. "QML-38534-1" identifies the initial issue of the QML associated with specification MIL-M-38534. For Federal specifications, both the specification symbol and number are used. Thus, "QPL-GGG-T-591-2" identifies the second issue of the list associated with Federal specification GGG-T-591. For non-Government specifications, both the specification symbol and number are used. Thus, "QPL-AS604-1"

identifies the first issue of the list associated with the Society of Automotive Engineers Aerospace Standard AS604. Do not use the specification revision indicator in the QPL or the QML number. The title of the QPL or the QML must be the same as the title of the general specification.

2. FSC. Identify the applicable FSC to which the qualified product belongs in the lower right-hand corner of the QPL or the QML (see figure B-2).

3. Preamble. Immediately following the document identifier and title of the associated specification, the following preamble shall appear on each QPL or QML:

"This list has been prepared for use by or for the Government in the acquisition of products covered by the subject specification and such listing of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products listed herein have been qualified under the requirements for the product as specified in the latest effective issue of the applicable specification. This list is subject to change without notice, revision or amendment of this list will be issued as necessary. The listing of a product does not release or otherwise affect the obligation of the manufacturer to comply with the specification 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)."

Locate this notice on the QPL (or the QML) as shown on figure B-3. Where the Preparing Activity designates another activity to act as its agent, the list shall include "The activity designated as agent for all contacts relative to this QPL (or QML) is (insert name, office symbol, and address of the agent)."

4. Validation of QPLs and QMLs. QPLs and QMLs shall show validation information in the upper left-hand corner by inclusion of one of the following, as appropriate:

a. Retention by certification

QUALIFICATIONS CERTIFIED

(MONTH)

(YEAR)

Indicate the current validation date on all subsequent issues of the list.

b. Retention by submittal of test data

QUALIFICATIONS HAVE BEEN VALIDATED  
(Frequency: See specification)  
BY TEST DATA

c. Retention by requalification

ON QPL: ALL LISTED PRODUCTS HAVE BEEN REQUALIFIED  
ON QML: ALL LISTED MANUFACTURERS HAVE BEEN RECERTIFIED  
(Frequency: See specification)

5. Revisions and Amendments. Identify revisions by the date and an issue number in proper numerical sequence. Thus, the revision of QPL-3125-2 associated with specification MIL-R-3125 shall be identified as "QPL-3125-3" (same for the QML). Identify an amendment by appropriate date and the notation "AMENDMENT \_\_\_\_\_ (No.)" placed below the document identifier with the number in proper numerical sequence. See figure B-4. The preparation of a revision is appropriate when changes are numerous. When a specification is declared "Inactive for New Design," the list must be revised to contain a note on the first page of the list which states that the specification has been so declared, the effective date, and that the QPL or the QML still applies to the inactive issue for all legal acquisitions other than for use in new designs. Indicate when some, but not all, part numbers or specification sheets are inactive. Enclose the following note in a solid line box:

Effective \_\_\_\_\_ (date), MIL-X-12345A has been declared "Inactive for New Design" and superseded for new design by MIL-X-45678. This QPL (or QML), is applicable on all acquisitions to which MIL-X-12345A is applied.

6. Notices of Cancellation. Figure B-8 gives the format for a cancellation notice. Besides indicating the specific issue of the QPL or the QML which is canceled, statements similar to the following may be included:

a. "The specification covering the product listed has been canceled by a separate notice."

b. "Qualification has been deleted from the specification by revision (symbol) or amendment (number), dated \_\_\_\_\_."

K. QUALIFICATION OF FOREIGN-MADE PRODUCTS

1. Testing of Foreign-Made Products. Except for products qualified in accordance with the agreements listed below, qualification testing of foreign-made products shall be at an acceptable facility located in the United States.

a. DoD bilateral agreements with Australia, Canada, and Ireland for Reciprocal Qualification of Products of Nonresident Manufacturers;

b. NATO STANAG 4093 (reference (ff)).

c. Other international standardization agreements applicable to product qualification.

2. Qualification of Foreign-Source Established Reliability Items and Other Foreign-Source Critical Defense Items. A foreign product to be qualified to, or cross-listed on, the QPL or the QML of any military specification having established reliability requirements, or any other military specification that involves the high-reliability requirements of MIL-STD-790, MIL-STD-976, MIL-STD-989, MIL-STD-1772, or MIL-I-38535 (references (gg) through (kk)) must be manufactured in the United States or its possessions, Canada, Australia, Ireland, or any NATO country that has ratified and implemented an International Standardization Agreement, such as NATO STANAG 4093 (reference (ff)). Such products manufactured in those countries shall be qualified, in accordance with the procedures in the international agreements or (reference (ff)). Products manufactured or submitted from any other country shall not be qualified unless that country has concluded, ratified, and implemented an international agreement with the United States for mutual and reciprocal qualification acceptance based on commonality of specification requirements, and such agreement requires the applying country to have in operation an inspection authority, organization, and procedure satisfactory to the U.S. NQA. However, the NQA shall not allow qualification of a foreign-made product when it is determined that such qualification will jeopardize a critical U.S. defense mobilization production base for that product. This provision shall not preclude use of foreign-source processed raw material as determined by the qualifying activity provided that such material is inspected in the United States to ensure conformance to U.S. specification requirements before incorpo-

ration into end items qualified to U.S. military specifications. No deviation from this policy shall be allowed, except when necessary for accommodating a special or urgent circumstance. The U.S. NQA shall submit any deviation from this policy with justification through its DepSO to the OASD(P&L)SPD for approval before implementation.

L. IMPLEMENTATION OF NATO STANDARDIZATION AGREEMENT (STANAG) 4093

1. Scope. This section provides procedures for U.S. implementation of NATO STANAG 4093 (reference (ff)). The agreement establishes two methods of international reciprocity for product qualification testing, approvals, certification, and listing.

a. Acceptance of another NATO country's specification and corresponding QPL.

b. Acceptance of another NATO country's qualification approval as basis for listing of a product on a country's own QPL.

2. Procedures for Acceptance Another NATO Country's Specification and Corresponding QPL

a. When the Department of Defense accepts another NATO country's qualified-product specification for use in DoD acquisitions, a Preparing Activity, also designated as the NQA, shall be assigned by the OASD(P&L)SPD to conduct a review to determine the extent to which that country's QPL will be accepted by the United States. This responsibility shall be delegated to the Preparing Activity having the predominant DoD user interest and technical expertise in the type of product covered by the country's specification. A copy of the foreign QPL will be requested from that country's NQA. If additional product information is required, the foreign NQA will be requested to provide to the U.S. NQA a copy of the test data which 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 shall notify the foreign NQA accordingly. The foreign NQA and suppliers listed on the foreign QPL shall be notified that for some use-applications involving critical performance reliability, the Department of Defense reserves the right to require additional tests to be conducted in accordance with U.S.

national procedures and regulations. The responsibility for the costs for conducting additional testing and providing data which exceeds that required in the specification used for the foreign qualification approval shall be a matter for negotiation between the product supplier and the designated U.S. NQA.

b. When another NATO country accepts for its own use a U.S. qualified-product specification and is considering the extent to which it will accept the related QPL, the U.S. NQA (for the specification) will provide to the other country, if requested, a copy of the test data on which the U.S. QPL was based. If the other country requests data which exceeds that required for U.S. qualification approval, the manufacturer shall be requested to provide it; however, the responsibility for the costs for conducting the additional testing and providing data which exceeds that required for U.S. qualification approval, shall be a matter for negotiation between the product supplier and the foreign NQA.

3. Procedures for Acceptance of Another NATO Country's Product Qualification Approval as Basis for Listing on a Country's QPL

a. The following procedure shall be followed for requests by U.S. manufacturers for listing their qualified products on the QPL of another country:

(1) Applications from U.S. manufacturers having products listed on the U.S. QPL shall be submitted to the U.S. Preparing Activity of the specification for transmittal to the NQA of the appropriate country.

(2) The application shall include a copy of the test report on which U.S. qualification approval was based. If required, translations of the test report shall be furnished by the applicant. Normally, translation of reports will not be required if they are prepared in English or French, the official NATO languages.

(3) The NQA shall prepare a letter forwarding the application with the qualification test report and a copy of the U.S. specification and corresponding QPL to the other country's NQA for acceptance. The letter shall include a request for copies of correspondence transmitted between that country and the applicant. Copies of correspondence shall be furnished to the foreign NQA.

b. The following procedure shall be followed for requests from U.S. manufacturers for listing on another country's QPL under that country's specification:

(1) A U.S. manufacturer desiring qualification of a product in conformance with a specification of another NATO country should submit directly to the NQA or the NCA of that other country a request for the current applicable product specification and related qualification process instructions and standards. The applicant may request assistance from the OASD(P&L)SPD.

(2) If the country to which the request is made agrees to allow qualification of the applicant's product and provides access to the necessary documents in accordance with NATO STANAG 4093 (reference (ff)), procedures shall be as follows:

(a) The applicant shall be authorized by the U.S. NCA to conduct the tests under the monitorship of the cognizant U.S. Government inspector. That applicant shall be responsible for full conformance with the current issue of the other country's product specification qualification test requirements. After completion of tests, the applicant shall provide to the U.S. NCA, through the U.S. Government inspector, a copy of the test report and the product specification in English, and if requested, a copy of the test report in the language of the country to which application is being made. Test reports shall contain description of the test procedures, test equipment, methods, dates of calibration, and complete test results and computations, with reference to the applicable documents. In addition, test reports will include a certification signed by a responsible quality assurance management official of the applicant company that the tests were conducted in strict compliance with the specification and that the product meets all of the qualification requirements of the applicable product specification. The certification document with signature submitted by the applicant must be validated by signature of the cognizant U.S. Government inspector.

(b) After approval for listing of the product on the U.S. NATO nations' QPL, the application shall be forwarded to the appropriate country for acceptance.

c. The following procedure shall be followed for requests from manufacturers of other NATO countries for listing of their product on an U.S. QPL, based on tests conducted by or under the jurisdiction of their own country and validated by the NCA in that country:

(1) If the product has been granted qualification approval by the foreign manufacturer's own country, in accordance with NATO STANAG 4093 (reference (ff)), the request and test data supporting qualification, shall be forwarded by the foreign NCA to the U.S. NQA, the Preparing Activity of the U.S. specification, for evaluation. If review of the product data indicates that additional data or testing is necessary to validate compliance with the product specification requirements, the U.S. Preparing Activity shall notify the foreign NCA and applicant accordingly, including reference to the specific requirements involved. The foreign NCA and the applicant shall be notified that the Department of Defense reserves the right to require additional tests to be conducted, in accordance with its procedures and regulations, if necessary for validation of critical performance characteristics.

(2) Qualification approval and listing will be made only if evaluation of the test data satisfies the U.S. Preparing Activity that the product conforms to all requirements of the U.S. specifications; and the applicant certifies that he or she shall be bound by the U.S. provisions governing qualification.

(3) Qualification approvals granted under these procedures shall be in accordance with this Appendix.

(4) If qualification is not granted, notification of nonacceptance and reasons therefor shall be forwarded to the applicant through the applicant's NQA.

(5) If the Preparing Activity finds cause to remove an allied NATO country's product from the U.S. QPL or to require requalification, the NQA of the manufacturer's country shall be advised by copy of the letter to the manufacturer including the reasons for the action. The foreign manufacturer shall be subject to the QPL recertification approval in the same manner as U.S. manufacturers.

(6) Copies of correspondence shall be furnished the NCA.

d. If the NQA of another country finds cause to remove an U.S. manufacturer's product from the country's QPL, the appropriate U.S. NQA shall be notified of the action and the reasons for removal.

4. Establishment and Maintenance of a NATO Nations' QPL by the United States. Products granted qualification approval by the United States under specifications issued by other NATO countries shall be

listed on a QPL designated as "NATO Nations' QPL". The U.S. NQA shall maintain the NATO Nations' QPL. Figure B-9 gives the format for a NATO QPL.

5. NOAs. The NOAs of NATO countries shall provide information about qualification approval under the terms of NATO STANAG 4093 (reference (ff)) to U.S. manufacturers on request.

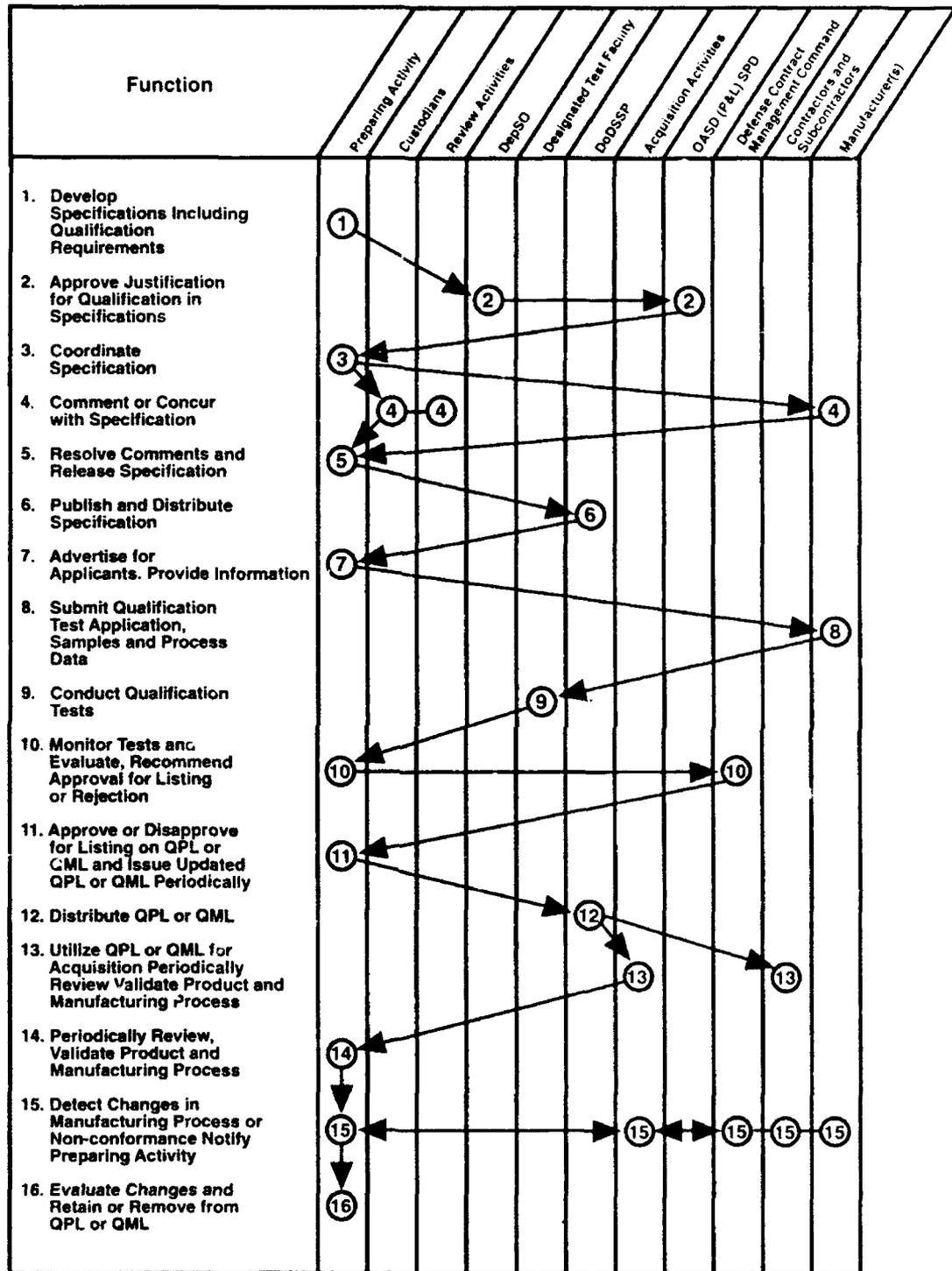


Figure B-1. Qualification Process Management

QUALIFICATIONS CERTIFIED  
MAY 1986

QPL-3134-68  
27 May 1986  
SUPERSEDING  
QPL-3134-67  
13 May 1985

QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER MILITARY SPECIFICATION  
MIL-D-3134  
DECK COVERING MATERIALS

This list has been prepared for use by or for the Government in the acquisition of products covered by the subject specification and such listing of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products listed herein have qualified under the requirements for the product as specified in the latest effective issue of the applicable specification. This list is subject to change without notice; revision or amendment of this list will be issued as necessary. The listing of a product does not release the contractor from compliance with the specification requirements.

THE ACTIVITY RESPONSIBLE FOR THIS QUALIFIED PRODUCTS LIST IS THE NAVAL SEA SYSTEMS COMMAND, SEA 05Q42, DEPARTMENT OF THE NAVY, WASHINGTON, DC 20362-5101.

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
Type I Class 1	Neocrete Terrazzo #33	Frederick A. Bacon Lab. Rpt. C-2217 NYK Mat. Lab. 6-434 & Service Test USS INGRAHAM (DD 694)	The Ascon Products Co. P.O. Drawer 701 Niantic, CT 06357 Plant: 7 Pennsyl- vania Ave. Niantic, CT 06357

AMSC N/A

FSC 5610

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure B-2. Example of a QPL

QPL-3134-68

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
Type I Class 1	DEX-O-TEX N-38 Terrzzao	NYK Mat. Lab. 4336-252	Crossfield Products Corp. 140 Valley Rd. Roselle Park, NJ 07204 Plants: 3000 East Harcourt St. Compton, CA 90221 140 Valley Road Roselle Park, NJ 07204
Type I Class 1	DEX-O-TEX P-61 Terrazzo	Foster D. Snell Inc. Rpt. 10/28/63 SS BRASIL NAVSHIPYD, PUGET Rpt. C-2253-75	Crossfield Products Corp. 140 Valley Rd. Roselle Park, NJ 07204 Plants: 3000 E. Harcourt St. Compton, CA 90221 140 Valley Road Roselle Park, NJ 07204 4407 Meridian St. Moss Point, MS 39563 5422 Shilshole Ave. N.W., Seattle, WA 98107
Type I Class 1	Monile Roman Terrazzo	MAMECO Inter- national Rpt. 221-75 NAVSHIPYD, PUGET Rpt. C-1152-76 Service Test USCGC MACKINAC (WACB-83)	MAMECO International 4475 E. 175th St. Cleveland, OH 44128 Plant: Same Address

Figure B-2. Example of a QPL, continued

QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER SAE AEROSPACE STANDARD  
AS604  
HOSE ASSEMBLY, TETRAFLUOROETHYLENE, HIGH-TEMPERATURE  
3000 PSI, HYDRAULIC AND PNEUMATIC, HEAVYWEIGHT (HEAVY BRAID)

This list has been prepared for use by or for the Government in the acquisition of products covered by the subject non-Government standard and such listing of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products listed herein have been qualified under the requirements for the product as specified in the latest adopted issue of the applicable non-Government standard. This list is subject to change without notice; revision or amendment of this list will be issued as necessary. The listing of a product does not release the supplier from compliance with the non-Government standard requirements.

THE ACTIVITY RESPONSIBLE FOR THIS QUALIFIED PRODUCTS LIST IS THE AIR FORCE ASD/ENES, WRIGHT-PATTERSON AFB, OHIO 45433-6503. THE QUALIFYING ACTIVITY RESPONSIBLE FOR QUALIFICATION APPROVAL IS ASD/ENFEM, WRIGHT-PATTERSON AFB, OHIO 45433-6503.

PREVIOUS GOVERNMENT DESIGNATION	NON-GOVERNMENT STANDARD BODIES DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OR QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
MS27363E(-04)	AS627-04	AR1411-4	ASD/ENFEM ltrs	Aeroquip Corporation
MS27364E(-04)	AS628-04		30 Aug 77 and 12 Oct 78	Aerospace Division 300 S. East Avenue Jackson, MI 49203-1972
MS27366E(-04)	AS630E			Plants:  Jackson Plant Same address Middlesex Plant Middlesex, NC 27557-0369
MS27367E(-04)	AS631E			
MS27368E(-04)	AS632E			
MS27369E(-04)	AS621-04			
MS27370E(-04)	AS622-04			
MS27371E(-04)	AS623-04			
MS27372E(-04)	AS624E			
MS27373E(-04)	AS625E			
MS27374E(-04)	AS626E			

1 of 14  
QPL-AS604-1

AMSC N/A

FSC 4720

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Figure B-3. Example of a QPL for a NGS

QUALIFICATION CERTIFIED  
OCTOBER 1983

QPL-16173-64  
AMENDMENT-1  
31 July 1984

QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER MILITARY SPECIFICATION

MIL-C-16173

CORROSION PREVENTIVE COMPOUND, SOLVENT CUTBACKS, COLD APPLICATION

This list has been prepared for use by or for the Government in the acquisition of products covered by the subject specification and such listing of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products listed herein have been qualified under the requirements for the product as specified in the latest effective issue of the applicable specification. This list is subject to change without notice; revision or amendment of this list will be issued as necessary. The listing of a product does not release the contractor from compliance with the specification requirements.

THE ACTIVITY RESPONSIBLE FOR THIS QUALIFIED PRODUCTS LIST IS THE NAVAL SEA SYSTEMS COMMAND, SEA 05Q42, DEPARTMENT OF THE NAVY, WASHINGTON, DC 20362-5101.

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
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THIS AMENDMENT FORMS A PART OF QPL-16173-64 DATED 26 OCTOBER 1983

Page 12: Add the following product:

Grade 2	LPS-3	Scientific Material Int. Rpt. 830845	Holt Lloyd Corp. 4647 Hugh Howell Rd. Tucker, GA 30084 Plant: Same address
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AMSC N/A

FSC 8030

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure B-4. Example of a QPL Amendment

QUALIFICATION CERTIFIED  
MARCH 1978

QPL-7032-26  
31 March 1978  
SUPERSEDING  
QPL-7032-25  
17 October 1977

QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER MILITARY SPECIFICATION  
MIL-I-7032  
INVERTER, AIRCRAFT, GENERAL SPECIFICATION FOR

This list has been prepared for use by or for the Government in the acquisition of products covered by the subject specification and such listing of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products listed herein have been qualified under the requirements for the product as specified in the latest effective issue of the applicable specification. This list is subject to change without notice; revision or amendment of this list will be issued as necessary. The listing of a product does not release the supplier from compliance with the specification requirements.

THE ACTIVITY RESPONSIBLE FOR THIS QUALIFIED PRODUCTS LIST IS THE NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION LAKEHURST, (CODE SR3), LAKEHURST, NJ 08733

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
		CLASS B	
MS16057-1	MGE-93-200	BuWeps ltr RAAE-522: EAW dtd 21 Feb 1961	AMF Electrosystems Div.
MS16057-3	702775	NATC ltr 4123 SER SY60/429 dtd 13 Feb 1976	Aerospace Avionics, Inc.
AMSC N/A			FSC 6125

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure B-5. Example of a Modified Method for Listing Manufacturers

QPL-7032-26

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
MS16062-1	32B161-1-B	NATC ltr 4123 Ser SY60/102 dtd 17 Mar 1976	Bendix Corporation
MS17404-2	32B56-9-C	NATC ltr 4123 Ser SY60/045 dtd 9 Feb 1978	
MS17404-2	MGE-23-400A	MATC ltr 1423 WST 43-509 dtd 9 Sep 1971	AMF ElectroSystems
MS17406-1	MGH-182-100A	NATC ltr WST 33-431 dtd 3 Aug 1971	
MS17406-1	32B180-9-B	NATC ltr WST 33-432 dtd 30 July 1971	Bendix Corporation
MS17406-3	PS-277-3	NATC ltr 4123 Ser SY60/640 dtd 9 Dec 1976	EMP Electronics, Inc.
MS17406-3	EMIR 283A	NATC ltr 4123 Ser SY60/235 dtd 13 May 1977	Gulton Industries, Inc.

Figure B-5. Example of a Modified Method for Listing Manufacturers, continued

MANUFACTURER'S COMPLETE NAME AND ADDRESS

Aerospace Avionics, Inc.  
Airport International Plaza  
110 Wilber Place  
Bohemia, NY 11716  
Plant: Same address

Gulton Industries, Inc.  
Engineered Magnetics Div.  
13041 Cerise Avenue  
Hawthorne, CA 90250  
Plant: Same address

AMF Electrosystems Div.  
AMF Incorporated  
Vandalia, OH 45377  
Plant: Same address

EMP Electronics, Inc.  
1231 W. 23rd Street  
Tempe, AZ 85282  
Plant: Same address

Bendix Corporation  
Electric Power Division  
Eatontown, NJ 07724  
Plant: Same address

Figure B-5. Example of a Modified Method for Listing Manufacturers, continued

QPL-39022-31

MANUFACTURER'S NAME, ADDRESS AND PLANT	CAGE NUMBER	MANUFACTURER'S NAME, ADDRESS AND PLANT	CAGE NUMBER
Acushnet Capacitor Company, Inc. 720 Belleville Avenue New Bedford, MA 02741 Plant: Same address	50930		
Components Research Company, Inc. 1655 26th Street Santa Monica, CA 90404 Plant: Same Address	12517		
Electronic Concepts, Inc. 526 Industrial Way West P.O. Box 627 Eatontown, NJ 07724 Plant: Same Address	50558		
Hi-Rel Capacitor, Inc. 12931 East Sunnyside Place Santa Fe Springs, CA 90670 Plant: Same Address	54795		
Sprague Electric Company Marshall Street North Adams, MA 01247 Plant: Sprague Electric Co. Dearborn Electronics Div. Highway 17 and 92 Longwood, FL	56289		
Union Carbide Corporation Materials System Division P.O. Box 5928 Greenville, SC 29606 Plant: Route 276, S.E. Greenville, SC	31433		
West-Cap Arizona Subsidiary of San Fernando Electric Company 2201 Elvira Road Tucson, AZ 85706 Plant: Same Address	32159		

Figure B-6. Example of a QPL Listing CAGE Number

QUALIFICATION VALIDATED  
ANNUALLY

QML-1234  
24 September 1991

QUALIFIED MANUFACTURERS LIST

OF

MILITARY SPECIFICATION

MIL-B-1234

PRINTED WIRING BOARDS

This list has been prepared for use by or for the Government in the acquisition of Printed Wiring Boards to the performance requirements of Specification MIL-B-1234. This listing is not intended to and does not connote endorsement by the Department of Defense. All manufacturers listed herein have been certified under the requirements as specified in the latest effective issue of the applicable specification. This list is subject to change without notice; revision or amendment of this list will be issued as necessary. The listing does not release the manufacturer from compliance with the specification requirements.

THE ACTIVITY RESPONSIBLE FOR THIS QML IS THE U.S. ARMY LABORATORY COMMAND (LABCOM). The activity designated as agent for all contacts relative to this QML is the Defense Electronics Supply Center (DESC-EQ) Dayton, Ohio 45444-5000, (513)296-6225.

Extent of qualification. Qualification of a particular board type shall be extended to cover all conductor patterns of that same board type produced. Qualification of type 3 boards shall be extended to cover type 1 and type 2 boards. Qualification of type 2 boards shall be extended to cover type 1 boards. Qualification with type GF base material shall be extended to cover types GB and GH base materials. Qualification with type GR base material shall be extended to cover type GP base material.

Extent of qualification (mass lamination). Qualification of a contract lamination (four conductor layers) shall be extended to cover a contract lamination of three conductor layers. Qualification of a contract lamination (ten conductor layers) shall be extended to cover a contract lamination of three or more conductor layers.

AMSC N/A

FSC 5998

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Page 1 of 3 Pages

Figure B-7. Example of a QML

B-40

## QML-1234

## Notes:

- a. The QML format includes the qualification expiration date as the last six digits of the test reference number (e.g. mm/dd/yy).
- b. An asterisk (\*) adjacent to the qualification reference number denotes that the product was tested for and meets the etchback requirements.
- c. Two asterisks (\*\*) adjacent to the qualification reference number denotes that the product was tested and meets the requirements for mass-lamination with contract services as indicated.
- d. Printed circuit board materials listed herein must have been qualified under Military Specification MIL-P-13949.

## BASE MATERIAL

- GB (13949/2) - Glass, Woven, Majority Polyfunctional Epoxy Resin, Not Strength Retention
- GF (13949/4) - Glass Base, Woven, Majority Difunctional Epoxy Resin, Flame, Resistant
- GH (13949/5) - Glass Base, Woven, Majority Polyfunctional Epoxy Resin, Not Strength Retention, Flame Resistant
- GP (13949/6) - Glass Base, Nonwoven, Polytetrafluoroethylene Resin
- GR (13949/7) - Glass Base, Nonwoven, Polytetrafluoroethylene Resin, Flame Resistant

MANUFACTURER'S NAME (ADDRESSES ON LAST PAGE)	TEST REFERENCE - EXPIRATION DATE (MM/DD/YY)	MANUFACTURER'S NAME (ADDRESSES ON LAST PAGE)	TEST REFERENCE - EXPIRATION DATE (MM/DD/YY)
---	---	---	---

GF, Type 3

Advanced Quick Circuits	1234-183-061492*	Accutronics, Inc.	1234-409-110793
Automated Systems, Inc.	1234-132-080391*	Alpha Circuits, Inc.	1234-417-010692

GF, Type 1 & 2GF, Type 1 & 2 & 3

A&C Electronics	1234-128-040693*
AAI Corp.	1234-426-123091

Page 2 of 3 Pages

Figure B-7. Example of a QML, continued

QML-1234

MANUFACTURER'S NAME, ADDRESS AND PLANT	CAGE CODE	MANUFACTURER'S NAME, ADDRESS AND PLANT	CAGE CODE
A & C Electronics 18153 Napa Street Northridge, CA 91325 Plant: Same Address	65812	Advanced Quick Circuits 245 East Drive Melbourne, FL 32904 Plant: 600-C N. John Rhodes Blvd. Melbourne, FL 32935	64324
AAI Corporation P.O. Box 126 Hunt Valley, MD 21031 Plant: York Rd. & Industrial Lane Building 110 Cockeysville, MD 21030	02127	Alpha Circuits, Inc. 331 East Main Street Middletown, CT 06457 Plant: Same Address	78339
AF-2 15115 Minnetonka Industrial Road Minnetonka, MN 55345 Plant: 3905 California Street NE Minneapolis, MN 55421	66695	American Electronic Laboratories 305 Richardson Road Lansdale, PA Plant: Same Address	19544
Accutronics Inc. 225 N. First Street Cary, IL 60013 Plant: Same Address			

Page 3 of 3 Pages

Figure B-7. Example of a QML, continued

B-42

NOTICE OF  
CANCELLATION

QPL-19875-14  
NOTICE 1  
28 May 1986

QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER MILITARY SPECIFICATION  
MIL-S-19875  
SCALING AND CHIPPING TOOL, ROTARY, PORTABLE, ELECTRIC,  
FUNCTIONAL OR DOUBLE INSULATED, AND CUTTER BUNDLES

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
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Qualified Products List QPL-19875-13 dated 1 July 1982 is hereby canceled.

Military Specification MIL-S-19875B(SH) which covered the products listed thereon has been canceled without replacement.

AMSC N/A

FSC 5130

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Figure B-8. Example of a QPL Cancellation Notice

U.S. QUALIFIED PRODUCTS LIST  
OF  
PRODUCTS QUALIFIED UNDER SPECIFICATION  
OF OTHER NATO COUNTRIES

This list has been prepared to record the qualification approvals granted under the specification listed, in implementation of STANAG-4093, and such listing of a product is not intended to and does not connote endorsement of the product or intent to procure by the U.S. Department of Defense. All products listed herein have been qualified under the requirements for the product as specified in the latest effective issue of the applicable specification. This list is subject to change without notice; revision or amendment of this list will be issued as necessary. The listing of a product does not release the supplier from compliance with the specification requirements.

THE ACTIVITY RESPONSIBLE FOR THIS QUALIFIED PRODUCTS LIST IS THE (PREPARING ACTIVITY AND ADDRESS OF THE SPECIFICATION).

GOVERNMENT DESIGNATION	MANUFACTURER'S DESIGNATION	TEST OF QUALIFICATION REFERENCE	MANUFACTURER'S NAME AND ADDRESS
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(List number and title of specifications and name of issuing country.)

Figure B-9. Example of a QPL-NATO

APPENDIX CSTANDARDIZATION PROGRAM PLANA. GENERAL

LSAs shall develop standardization program plans (to be referred to as "the plan" for the remainder of this Appendix) to outline activities necessary to achieve the highest practicable degree of standardization of products, services, procedures, practices, and techniques in the technologies, disciplines, and product areas for select standardization areas, FSCs, and FSGs. The purpose of the plan is to provide management information necessary for decision making, planning, and resource allocation. The plan shall address standardization problems, opportunities, and actions to be taken in response to the user requirements; serve as a basis for evaluating the adequacy of the DSP; include information required for setting objectives, evaluating problems, establishing panels and task groups, determining priorities, monitoring progress, and evaluating the allocation of resources; and identify the backlog of work. Figure C-1 shows the typical development process for a plan.

B. RESPONSIBILITIES FOR THE STANDARDIZATION PROGRAM PLAN1. OASD(P&L)SPD. The OASD(P&L)SPD shall:

a. Approve or disapprove priority changes forwarded by the applicable DepSO.

b. Review priority 1 standardization plans and obtain appropriate OSD approval.

c. Monitor and evaluate the management of select standardization areas, FSCs, and FSGs.

d. Take action to resolve issues forwarded by the DepSOs.

2. DepSO. The DepSO shall:

a. Review and approve Priority 2 plans.

b. Resolve any problems, issues, and comments between the LSA and the participating activities.

c. Review and concur in Priority 1 plans before forwarding to the OASD (P&L) SPD for approval.

3. LSA. The LSA shall:

a. Establish channels of communication with all participating activities and representative non-Government associations, institutes, and societies to identify mutual problems and opportunities and minimize duplication of effort.

b. Develop, coordinate, implement, and update plans for assigned standardization areas, FSCs, and FSGs.

c. Ensure that the maximum, cost-effective standardization will be attained and maintained in assigned standardization areas, FSCs, and FSGs.

d. Ensure elimination of overlapping, duplicative, and outdated standardization documents.

e. Approve and monitor standardization projects in accordance with the plan.

f. Resolve standardization problems and issues.

g. Keep its DepSO and the OASD (P&L) SPD apprised of progress and problems encountered in the development and completion of assigned projects.

h. Submit to its DepSO problems and issues that cannot be resolved in a timely fashion.

4. Participating Activities. The Participating Activities shall:

a. Develop a consolidated Departmental position on proposed standardization projects in the plan.

b. Obtain Departmental support to conduct assigned projects.

c. Provide required reports reflecting the current status of the program projects in their Departments.

d. Work with the LSA in the development of a plan.

5. Preparing Activities, Custodians, and Review Activities. The designated Preparing Activities, Custodians, and Review Activities shall participate in the development of the plan, support those projects defined in the plan for which they have an assigned responsibility, and provide the allocation of adequate resources to ensure timely completion of the projects.

C. SCHEDULING FOR PREPARATION OF PLANS

A three-tiered priority system is used to schedule and develop plans. Priorities are established as follows:

1. Priority 1. The LSA shall develop a plan every 2 years for standardization areas and FSCs that are dynamic and involve sophisticated and emerging technologies; require increased visibility due to current events or developments in acquisition strategies; or provide substantial opportunities for standardization payoff. These standardization areas and the FSCs shall be identified by the use of stratification code 2 in the SD-1 (reference (t)). The LSA may prepare a single plan for an entire FSG or a single plan for multiple FSCs in a FSG.

2. Priority 2. The LSA shall develop a plan every 5 years for standardization areas and FSCs that are relatively stable, but in which logistics planning and acquisition policies dictate that they be periodically evaluated and monitored. These standardization areas and FSCs will be identified by the use of stratification code 5 in reference (t).

3. Priority 3. The LSA is not required to develop a plan for these standardization areas and FSCs. The engineering documentation is adequate and up-to-date with little potential for improvement, and there is little potential for reduction in the variety of items in these standardization areas and FSCs. These standardization areas and FSCs shall be identified by the use of stratification code 0 in reference (t).

D. COORDINATION

The LSA shall coordinate the draft plan with Participating, Preparing, Custodian, and Review Activities (and through them, program offices and engineering centers), and any appropriate industry associations, technical and professional societies, and NGSBs. The LSA shall also coordinate Priority 1 plans with their DepSO and

the OASD(P&L)SPD. The LSA shall allow a minimum of 60 days for response. The LSA should include a coordination list in an appendix.

#### E. RESOLUTION OF COMMENTS

The LSA shall reconcile comments on a draft plan. Unresolved matters shall be elevated to the DepSO for resolution. If the DepSOs cannot resolve the issue, it shall be resolved by the OASD(P&L)SPD.

#### F. APPROVAL AUTHORITY

The following priority criteria shall govern the approval authority and signature level of plans:

1. Priority 1. The LSA shall submit Priority 1 plans to their DepSO for approval. If the DepSO agrees, the DepSO shall send the plan to the OASD(P&L)SPD for review and appropriate OSD approval. The LSA shall document concurrences by the DepSOs.

2. Priority 2. The LSA shall submit Priority 2 plans to their DepSO for approval.

3. Priority 3. Standardization areas and FSCs identified by stratification code 0 in the SD-1 (reference (t)) do not require plans. The LSA shall provide by October 1st of each year a synopsis of the standardization area or the FSC to their DepSO, briefly discussing whether substantive standardization problems or opportunities exist that would warrant development of a plan.

#### G. PRINTING AND DISTRIBUTION

The LSA shall print and distribute the approved plan to the applicable Participating, Preparing, Custodian, and Review activities. The LSA shall also distribute the approved plan to the OASD(P&L)SPD, its DepSO, other DoD users, industry associations, technical and professional societies, and NGSBs, as applicable.

#### H. FORMAT AND CONTENT

The plan shall provide an organized, coordinated approach outlining specific courses of action with scheduled milestones for standardization accomplishments.

1. Cover Sheet. A cover sheet for the plan shall contain the information shown on figure C-2. The reverse side of the cover sheet

shall contain the following information in tabular form, as applicable:

a. Lead Standardization Activity. (Provide organization, full mailing address, point-of-contact, and DSN (Autovon) and commercial telephone numbers.)

b. Participating Activities.

c. Civilian Agencies.

d. NGSBs.

e. Industry associations.

2. Authentication Page. An authentication page shall be prepared, as shown on figure C-3.

3. Body of Plan. The body of the plan shall be divided into the following sections:

a. Section I: Executive Summary and Scope. This section should not exceed three pages. In this section, the scope of the standardization area, the FSC, or the FSG assignment will be presented. The scope should be clear and concisely define the technical range of the standardization area, the FSC, or the FSG. This section gives top management an overview of the status and condition in the standardization area, the FSC, or the FSG. The executive summary should highlight critical problems and opportunities that require top management consideration in determining priorities and allocating resources. Sections II through V provide supporting documentation for the executive summary. The executive summary should highlight support to acquisition programs, use of resources, and cost avoidance opportunities.

b. Section II: Issues and Opportunities. This section should contain a narrative analysis regarding certain issues and opportunities that impact the DSP with objectives to be accomplished in achieving standardization goals. When developing this section, consideration should be given, but not limited to, the following issues and opportunities:

(1) Anticipatory Standards and Advancements in Technology. Describe technology trends that may generate the need for new or revised standards.

(2) Commercial Items. Address the use of CIDs to describe commercial or modified commercial items. Also address potential conversion of existing military specifications and standards to NGSs and CIDs, or elimination of military specifications in favor of multiple award schedules. Also address increased use of commercial practices.

(3) NGS Activities. The plan should address the adoption of NGSs instead of revising or preparing military and Federal standardization documents. Documents in each standardization area or FSC should be reviewed to identify those which can be superseded by NGSs. Particular attention should be given to increasing the compatibility of DoD technical requirements with commercial practices. The plan should include a list of projects being accomplished by NGSBs that relate to identified problems or opportunities, and should identify opportunities for creating new NGS activities where none exist. The plan should briefly identify DoD participation in NGS activities related to the standardization area or the FSC.

(4) Elimination of Unnecessary Hazardous Material. The plan should include an appendix containing a list of documents that require the use of hazardous materials. That appendix should also identify those documents that need to be revised or canceled to eliminate unnecessary requirements for hazardous materials. Where the requirement for hazardous materials cannot be eliminated, the plan should discuss the rationale for retaining the requirement. Hazardous material is defined as anything that due to its chemical, physical, or biological nature causes safety, public health or environmental concerns that require an elevated level of effort to manage. Examples include chlorofluorocarbons, asbestos, cadmium, and numerous other organic and inorganic materials used in the production and maintenance of DoD materiel.

(5) Metrication. The plan should include information on metrication status and requirements, recommended courses of action, and identification of specific actions which have been or are scheduled to be taken. The plan should include an appendix containing a list of documents that have been identified as requiring metric conversion and the schedule for the development of each document.

(6) International Standardization. The plan should include information on international standardization agreements, working groups, committees, or documentation being developed or needed for the standardization area or the FSC.

(7) Item Reduction Studies. The plan should address the potential for item reduction. Identify specific item name groupings with milestones for the accomplishment of item reduction studies.

(8) Non-DoDISS Documents. The plan should identify and list non-DoDISS documents, which are defined as "any DoD documents not included in the DoDISS, that are being used repetitively in solicitations or contracts." Once the non-DoDISS documents are identified, they should be reviewed, and where required, scheduled for conversion to DoDISS documents. Program-unique documents prepared exclusively for a particular program should be excluded.

(9) DIDs. The plan should describe efforts to eliminate or consolidate duplicative DIDs and minimize the data requirements generated by standardization documents.

(10) Duplicative Standardization Documents. The plan should identify actions required to eliminate or consolidate duplicative standardization documents.

(11) Tailoring. The plan should address the reformatting of new and existing specifications and standards to facilitate selective application and tailoring.

c. Section III: Problems and Proposed Solutions. This section shall address problems applicable to the entire standardization area, the FSC, or the FSG with a proposed solution to alleviate the problem. Specific problems related to a particular project or document should be addressed in Section IV or V of the plan, as applicable.

(1) Identification of significant standardization operational problems in the standardization area, the FSC, or the FSG; resource estimates; and expected benefits (including estimated dollar impact) to be derived.

(2) Brief discussion of identified tasks or workload that cannot be accomplished due to disagreements between participants or resource constraints. This discussion should quantify the impact of not accomplishing the tasks.

(3) Review of conditions that preclude achieving a practical degree of standardization. The LSA for a standardization

area, a FSC, or a FSG may use this section to relate conditions that inhibit standardization.

d. Section IV: Ongoing Projects. This section shall provide a detailed analysis for selected, ongoing standardization projects to highlight significant problems, proposed solutions, opportunities, standardization accomplishments, and technical advancements for individual documents in the standardization area, the FSC, or the FSG. This detailed analysis should not be provided for all standardization projects in the standardization area, the FSC, or the FSG, unless there are significant highlights to report for the standardization project. The format for reporting on significant ongoing projects is shown on figure C-4.

e. Section V: Planned Projects. This section shall provide a detailed analysis of planned future projects to develop new or significantly revise existing standardization documents. Report significant problems, proposed solutions, opportunities, standardization accomplishments, and technical advancements for specific documents in the format shown on figure C-5.

f. Appendixes. Supplementary information supporting the plan that may or may not be directly related to specific programs in the plan should be contained in separately lettered (A, B, C, etc.) appendixes. This information may include, but is not limited to, the following:

- (1) Statistical information and narrative analysis.
- (2) Identification of functional support offices and groups (includes engineering, acquisition management, etc.).
- (3) Overage documents.
- (4) DoD participants (with contact points) involved in NGSBs.
- (5) List of scheduled proposed projects.
- (6) Conversion of non-DoDISS documents to DoDISS documents.
- (7) Identification of related standardization areas, FSCs, FSGs, or international standardization programs and objectives.

(8) Identification by specification or specification sheet of types, classes, or products having no source or only one source on the applicable QPL or QML.

(9) Coordination list.

(10) Distribution list.

I. IMPLEMENTATION

Implementation of the plan shall proceed in accordance with the projects and tasks and schedules identified in the approved plan. All interested activities shall work closely with the LSA to ensure timely implementation of all projects and tasks.

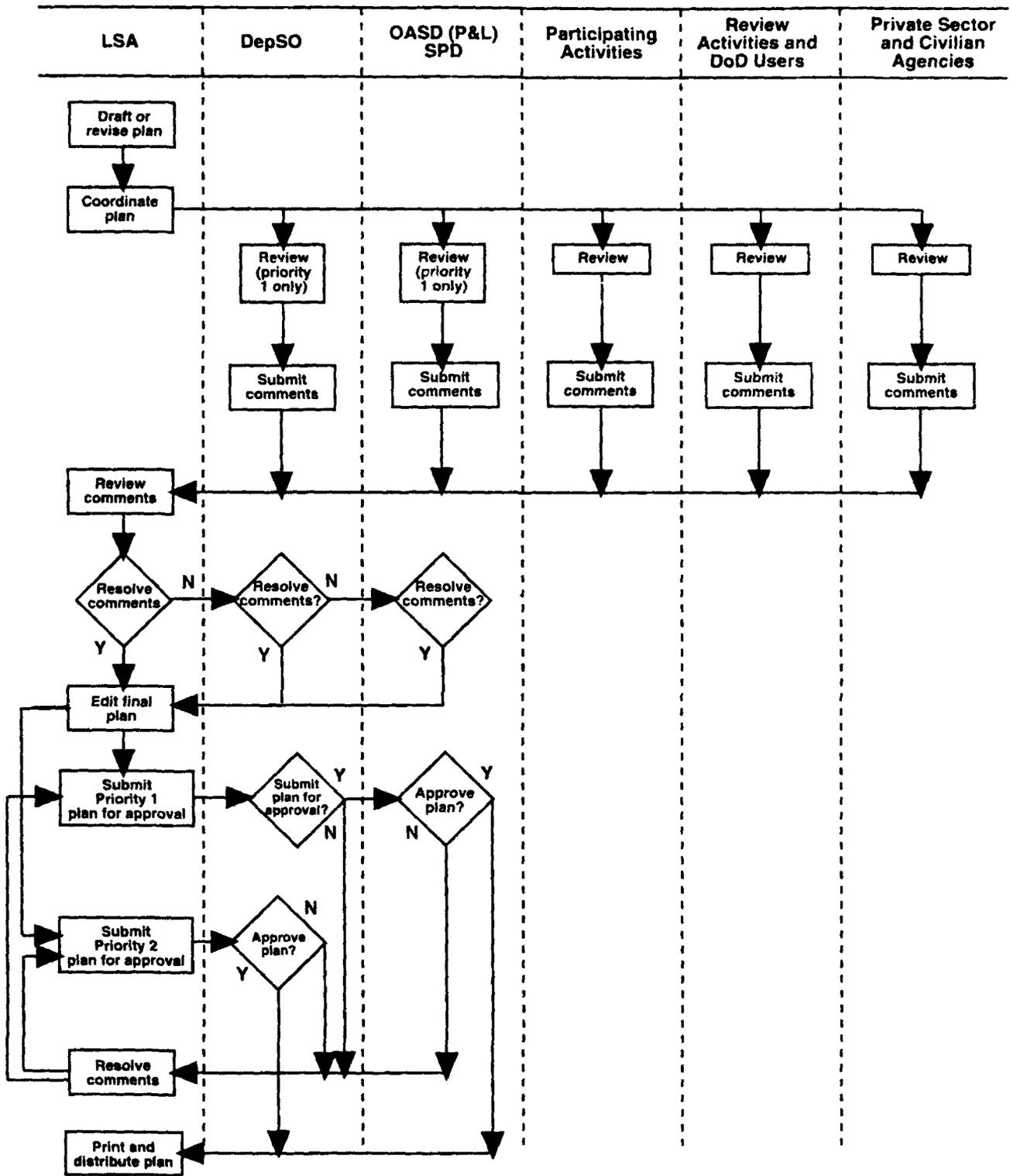


Figure C-1. Typical Development Process for Program Plans

**DEPARTMENT OF DEFENSE  
STANDARDIZATION PROGRAM PLAN**

**FEDERAL SUPPLY GROUP 65**

**MEDICAL DENTAL AND VETERINARY  
EQUIPMENT AND SUPPLIES**



**FISCAL YEARS: 1992, 1993**

**APPROVED: 31 MAY 1991**

**LEAD STANDARDIZATION ACTIVITY: DIRECTORATE OF MEDICAL  
MATERIEL (DM), DEFENSE  
PERSONNEL SUPPORT CENTER**

**DISTRIBUTION STATEMENT A. APPROVED FOR PUBLIC RELEASE; DISTRIBUTION IS UNLIMITED**

Figure C-2. Example of Cover Sheet for Standardization Program Plan

AUTHENTICATION PAGE

(Follows Cover Page and Precedes Table of Contents)

The (standardization area assignment, FSC or FSG title) program plan is approved for implementation at all levels in the Department of Defense. A primary goal of this plan is to establish overall DoD objectives in the (standardization area, FSC, or FSG designator) and provide a management tool for decision making at all levels in the Department of Defense.

Responsibility and authority for the development and coordination of this plan is assigned to (Department or Agency as appropriate and LSA). This activity is responsible for implementation of this plan and providing the resources necessary to complete the identified tasks in the stipulated schedules as provided for under the auspices of the Defense Standardization Program.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL SIGNATURE

\_\_\_\_\_  
POINT OF CONTACT

\_\_\_\_\_  
TELEPHONE

Figure C-3. Example of Authentication Page

ONGOING PROJECT

PROJECT NUMBER:

DOCUMENT IDENTIFIER: (Include proposed revision letter, notice, number, etc.)

PREPARING ACTIVITY:

CUSTODIANS: (If applicable.)

PROJECT DESCRIPTION: (Describe the purpose of the project and identify problems, proposed solutions, goals, interrelationships with other projects and plans, and any other appropriate information, as applicable.)

RESOURCE REQUIREMENTS:

MILESTONES:

Project Initiation: (FYQ)  
Coordination: (FYQ)  
Project Completion: (FYQ)

STATUS:

Figure C-4. Ongoing Projects

PLANNED PROJECT

DOCUMENT IDENTIFIER: (If document number is known, it should be entered. If this is a new document which has not been assigned a number, an arbitrary task identification number selected by the LSA should be used.)

PREPARING ACTIVITY:

CUSTODIANS: (If applicable.)

PROJECT DESCRIPTION: (Describe the purpose of the project and identify problems and opportunities, proposed solutions, goals, interrelationships with other projects and plans, and any other appropriate information, as applicable.)

PLANNED RESOURCE REQUIREMENTS:

MILESTONES:

Project Initiation: (FYQ)  
Coordination: (FYQ)  
Project Completion: (FYQ)

STATUS:

Figure C-5. Planned Projects

APPENDIX DNON-GOVERNMENT STANDARDSA. GENERAL

Nationally and internationally recognized technical, professional, and industry associations and societies (hereafter referred to as "non-Government standards bodies (NGSBs)") prepare standards, many having potential application in the Department of Defense. DoD Directive 5000.1 and DoD Instruction 5000.2 (references (b) and (c)) require DoD activities to use NGSS to the maximum extent practical and to participate in the development of standards and other activities of NGSBs. The SD-9 (reference (ll)) provides guidance information on DoD participation in the development and use of NGSS.

B. PARTICIPATION IN NGSB ACTIVITIES

OMB Circular A-119 (reference (mm)) requires Federal Government participation in the activities of NGSBs. Participation by DoD personnel shall be consistent with the policies in DoD Directives 5500.2 and 5500.7 (references (nn) and (oo)).

1. DoD Representation. DoD personnel who participate in the activities of NGSBs at Government expense shall do so as official Department or Agency representatives. Once a NGS has been adopted or a standardization project has been assigned by the LSA to adopt a NGS, the Adopting Activity shall be the official DoD technical focal point for that NGS and represent the Department of Defense on all technical matters related to the NGS. For technical committees or NGS projects that are of interest to the Department of Defense, but have no DoD representation, the appropriate LSA shall be responsible for ensuring DoD representation. The appropriate LSA can be determined by consulting the SD-1 (reference (t)), which identifies a LSA for each FSG, FSC, and standardization area. If DoD representation at a NGSB meeting is not possible, DoD participation may be through correspondence, telephone, or other suitable means.

2. 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, there is no restriction on paying administrative fees to cover the costs of authorized DoD representatives. Where administrative fees for individual representatives have been paid,

the Department of Defense must retain the right to substitute alternate personnel. Even though an individual may be named as a regular participant and receives some benefits of participation, the fee has been paid for the DoD activity to have a representative. It is the activity's right to designate someone to represent it. Sometimes, it is in the best interest of the Department of Defense to acquire organizational memberships in NGSBs. This may be done at an activity, Department, Agency, or DoD level depending on the situation.

### C. RESPONSIBILITIES

1. LSA. In the area of their assignments, LSAs shall have the following responsibilities:

a. Assign standardization projects for the adoption of a NGS.

b. Seek appropriate DoD representation on NGS technical committees where DoD participation is necessary.

c. Address the potential development and use of NGSs in standardization program plans, and coordinate the plans with the appropriate NGSBs.

d. Work with NGSBs to identify future DoD standards needs and seek the establishment of committees in areas not adequately covered by existing groups.

2. Adopting Activities. Adopting Activities shall have the following responsibilities:

a. Adopt NGSs and serve as the DoD technical focal point for those documents.

b. Coordinate draft NGSs with other interested SMAs to solicit comments and identify Custodian and review interest.

c. 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.

d. Prepare adoption notices for NGSs and submit the notice together with a copy of the approved NGS to the DoDSSP for indexing, stocking, and distribution.

e. Ensure that the DoDISS (reference (n)) lists the latest edition of the adopted NGS.

f. Provide input to the LSA's standardization program plans.

g. Keep the NGSB apprised of DoD needs for new standards, changes required to existing standards to make them acceptable to the Department of Defense, and any problems with adopted NGSs.

#### D. DOD USE OF NGS

The Department of Defense uses both adopted and unadopted NGSs either 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 should be initiated. Usage of a NGS in the DoD suggests it is technically adequate to meet DoD needs, and coordination of the NGS may not be necessary. Since usage is tantamount to adoption, all that may be necessary is the preparation of an adoption notice to address certain administrative information, document Custodians, and perhaps some application guidance. Sample adoption notices are shown in figures D-1 and D-2. Where only a small portion of a NGS is needed, it may be more efficient to directly copy the pertinent portion into the Government document after permission is obtained.

#### E. REPLACING GOVERNMENT DOCUMENTS WITH NGS

Existing military and Federal standardization documents shall be inactivated for new design or canceled and replaced by NGSs where it can be determined that a NGS meets the users' requirements contained in the document it is replacing. The adoption notice for the NGS and the inactive for new design or cancellation notice for the Government document shall indicate any supersession, substitutability, or cross-reference information. See figure D-2.

#### F. ADOPTION OF NGS

Adoption is the expression of acceptance of a NGS for use by the Department of Defense. The main criteria for adoption of a NGS is whether it meets the DoD needs, and if it will be used by DoD users either in direct procurement, as a reference in another document, or as a design or reference guide. The DoDISS (reference (n)) should reflect the most current NGS date. The Department of Defense shall ensure through participation that future revisions, amendments, and other changes to an adopted NGS meet DoD needs. While it is not

mandatory for a NGS to be adopted to be used, adoption is strongly encouraged to provide for document visibility, ensure document availability to DoD personnel, and identify a DoD technical focal point.

1. 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 DoDISS (reference (n)) and seeing what activities are interested in similar documents. If the Adopting Activity needs help, the LSA may suggest some Custodians and Review Activities. Once the Adopting Activity determines that a NGS under development can meet the needs of the Department of Defense, the following steps shall occur:

a. If the Adopting Activity determines the Department of Defense will have an interest in the draft NGS, the Adopting Activity shall request a standardization project number from the LSA to adopt the NGS.

b. The LSA shall issue a standardization project number after ensuring that another activity is not already working on a duplicative effort; that the NGS is necessary to meet a DoD need; and that the adoption of the NGS is consistent with standardization goals as expressed in the applicable program plan.

c. The Adopting Activity shall review and forward draft(s) of the NGS to appropriate DoD activities for comment as part of the normal coordination of the draft(s) by the NGSB. Review of drafts may be done under engineering practice studies.

d. The Adopting Activity shall review the comments and submit a 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.

e. If comments are satisfactorily resolved and the NGS meets DoD needs, the Adopting Activity shall adopt the document without further coordination. The Adopting Activity shall send the adoption notice together with the approved NGS to the DoDSSP for indexing, stocking, and distribution.

f. If DoD comments are not satisfactorily resolved and the approved NGS does not meet DoD needs, the Adopting Activity shall discontinue the standardization project and inform the LSA of the technical basis for the discontinuation. The Adopting Activity and LSA shall work together to determine an alternative course of action to meet DoD needs. Alternative actions are discussed in Section G., below.

2. Updates to Adopted NGS. Adoption is a one-time event, so it is not necessary to adopt updates for adopted NGSSs. Many NGSBs have agreed to automatically send a copy of any updates of their adopted standards to the DoDSSP for stocking and indexing and a copy to the Adopting Activity for information. The SD-1 (reference (t)) identifies those NGSBs that have and have not agreed to this automatic update procedure. If a NGSB has not agreed to this automatic update procedure, then the Adopting Activity must send notice of the latest updates to the DoDSSP. While this automatic adoption procedure ensures the availability of the latest NGS issues for the Department of Defense, it is not a substitute for participation and awareness on NGS technical committees. The Adopting Activity must ensure that DoD requirements are met by any NGS updates. Should an occasion arise when an adopted NGS does not meet the DoD needs, adoption should be withdrawn (see section H. below).

#### G. RESOLUTION OF DOD COMMENTS

Preferably, the NGS technical committee will incorporate DoD comments into the NGS. However, if the NGS technical committee rejects essential DoD comments, the Adopting Activity shall reassess the adoption action and appropriately pursue one of the following alternative actions:

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

2. 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.

3. If the NGS cannot be modified to meet DoD needs, the Department of Defense 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.

4. It may be possible to adopt the NGS for commercial applications in the Department of Defense, and develop a military document to address unique military requirements and applications with the NGS serving as the basis for the military document.

5. If it becomes apparent that the requirements are uniquely military, then a military document should be prepared. This occurrence should be rare since such determination normally occurs before establishment of a standardization project.

#### H. WITHDRAWAL OF ADOPTION

Should a NGS no longer meet the DoD need, the requirement no longer exist, or the NGSB cancel the NGS, the Adopting Activity shall issue a withdrawal of adoption notice to indicate that the Department of Defense no longer uses the NGS and provide any replacement or substitution information (see figure D-3). Withdrawal of adoption notices shall have project numbers and shall 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 shall submit a DD Form 1865 to the DoDSSP and the LSA. During a dispute, the LSA shall designate Adopting Activity responsibility.

#### I. ADOPTION NOTICE

The purpose of the adoption notice is to indicate adoption of a NGS by the Department of Defense and provide administrative information. Since the adoption notice applies automatically to all future updates of the NGS, unless a withdrawal notice is issued, it is not necessary to prepare an adoption notice for each update or to date the adoption notice. The only time the Adopting Activity must prepare a new adoption notice is if the administrative information changes. The Adopting Activity shall send any new adoption notices to the DoDSSP for printing, distribution, and stocking.

1. Adoption Notice Format. The format of the adoption notice shall be as shown on figures D-1 and D-2. As a minimum, the adoption notice shall include the following information:

- a. NGS identifier.
- b. Date adopted.

- c. Name and address of the Adopting Activity.
- d. Source for obtaining copies.
- e. Custodian and Review Activities.
- f. Project number.
- g. FSG, FSC, or standardization area.
- h. Distribution Statement A.

2. Application or Guidance Information. The Adopting Activity may include application or guidance information. Many NGSBs will 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 shall not contain any mandatory requirements and shall not alter any of the requirements in the NGS.

#### J. AVAILABILITY CRITERIA FOR ADOPTION

Documents proposed for adoption by the Department of Defense must not only meet technical and policy requirements, but must also be readily available to the Department of Defense and its contractors. Specific availability criteria is negotiated, for the Department of Defense, by the DoDSSP. The basic requirement is that sufficient copies of documents be available, either purchased or printed with permission, to meet DoD needs, and that documents be available to contractors through the NGSB or other readily available source. The NGSBs that have agreed to the terms negotiated by the DoDSSP are listed in the SD-1 (reference (t)). It should be noted that appearance on this list signifies only that a NGSB has previously agreed to availability requirements. Such listing should not be construed as either authorizing any particular course of action, or as restricting participation or adoption to only the listed groups.

#### K. PRINTING AND DISTRIBUTION OF ADOPTION NOTICE AND NGS

For initial adoptions, the Adopting Activity shall send the adoption notice and a copy of the NGS with a printing request (NPP-SO-5604/4) to the DoDSSP for indexing and purchasing of the NGS. For the stocking and indexing of future updates to adopted NGSS, many NGSBs have agreed to automatically send a copy of any updates of their adopted standards to the DoDSSP. Unless there is a change in

the information on the adoption notice, the Adopting Activity does not have to submit a new adoption notice. The SD-1 (reference (t)) identifies those NGSBs that have and have not agreed to this automatic update procedure. If a NGSB has not agreed to this automatic update procedure, then the Adopting Activity must send the latest updates to the DoDSSP using the print order form NPPSO 5604/4. The DoDSSP distributes copies of adopted NGSs to DoD activities only. Other Government activities and private sector requestors must purchase copies of NGSs from the appropriate NGSB or some other authorized source. The DoDSSP shall permanently maintain and issue withdrawal of adoption notices, unless the NGS is subsequently readopted.

L. IDENTIFYING AND REFERENCING NGS

NGSs shall 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, the DoDISS (reference (n)) shall 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.

AWS A5.21

## ADOPTION NOTICE

AWS A5.21, "Composite Surface Welding Rods and Electrodes," 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: U.S. Army Laboratory Command, Materials Technology Laboratory, ATTN: SLCMT-MEE, Watertown, MA 02172-0001. DoD activities may obtain copies of this standard from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094. The private sector and other Government agencies may purchase copies from the American Welding Society, 550 N.W. LeJeune Road, P.O. Box 351040, Miami, FL 33135.

Custodians:  
Army - MR  
Air Force - 11

Adopting Activity:  
Army - MR  
(Project 3934-0678)

**NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.**

FSC 3934

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure D-1. Example of Adoption Notice

ADOPTION NOTICE

ASTM C 881, "Epoxy-Resin-Base Bonding Systems for Concrete," 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: Naval Construction Supply Center, Code 156, Port Hueneme, CA 93043-5000. DoD activities may obtain copies of this standard from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094. The private sector and other Government agencies may purchase copies from the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103.

ASTM C 881 should be used instead of MIL-C-29245, which was cancelled on January 11, 1990. The following information is provided for cross-reference purposes:

MIL-C-29245

ASTM C 881

Type I  
Type III  
Grade 1  
Grade 2  
Grade 3  
Class B  
Class C

Type I  
Type I  
Grade 1  
Grade 2  
Grade 3  
Class B  
Class C

Custodians:  
Army - ME  
Navy - YD

Adopting Activity:  
Navy - YD  
(Project 5610-0507)

**NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.**

FSC 5610

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure D-2. Example of Adoption Notice With Supersession Information

AMS 7730

WITHDRAWAL OF ADOPTION NOTICE

The Department of Defense has determined it no longer has an interest in AMS 7730, "Depleted Uranium Castings," and is hereby withdrawing its adoption of this document as of (fill in date).

Adopting Activity:  
Air Force - 11  
(Project MECA-1234)

**NOTE: THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.**

AREA MECA

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure D-3. Example of Withdrawal of Adoption Notice

APPENDIX ECOMMERCIAL ITEM DESCRIPTIONSA. GENERAL

The GSA is responsible for CID policies and procedures. When developing, updating, canceling, or validating CIDs, Preparing Activities must follow the policies and procedures in the GSA Handbook FPMR 101-29 (reference (m)), the general standardization requirements in Chapters 4 and 5 of this Manual, and the supplementary requirements in this Appendix. The SD-2 (reference (g)) also contains supplementary information for preparing CIDs. If a conflict arises between this Manual and reference (m) on preparing CIDs, reference (m) shall govern.

B. CID DEVELOPMENT PROCESS

Figure E-1 depicts the typical CID development process in the Department of Defense.

1. Determine the Need. After NGSs, CIDs are the document of choice for buying commercial products. A CID shall only be developed or revised if a NGS does not exist that meets the users' need. If a NGS exists that nearly meets the need, but requires changes, the Preparing Activity shall develop a CID using the NGS as the primary basis for the requirements. At the same time, the Preparing Activity shall request the appropriate NGSB to make the necessary changes to the NGS, and the CID shall be cancelled when the changes to the NGS are made. Besides the need determination guidance offered in the SD-2 (reference (g)) and subsection B.1. of Chapter 4, the following determinations must also be made before taking the time and resources to develop a CID:

a. Does a product exist in the commercial market that will meet the users' need, preferably with little or no modification? Market research is an important part of the need determination process. Essentially, CIDs are used to buy existing commercial items. Do not use CIDs to encourage the development of a commercial item. Purchase descriptions can be used for research and development purposes.

b. Will a CID type document meet the users' needs? CIDs are short, simple product descriptions. The requirements need to describe briefly commercially-available items in such a way as to

standardize on products that meet the users' needs. If the commercial product is especially complex and a lengthy document is needed to describe the requirements, a Federal specification may be needed. If the requirements are stated in terms of performance instead of detail design, a CID can usually be used even for complex commercial products.

c. Is there a need for a CID to support repetitive acquisitions in excess of 25,000 dollars annually? For occasional, small commercial purchases, a purchase description could be used instead of a CID.

2. Standardization Project Approval. As a minimum, the LSA should use the questions in Appendix K as guidance for determining project approval. Nearly all projects for CIDs should be coordinated. The LSA shall challenge any requests for limited coordinated projects. The LSA shall not approve any requests for interim projects. CIDs are usually very short, and it should be possible to achieve expedited coordination through telephone calls or telefax, or request a quick reply by mail.

3. Drafting the CID. Besides the general requirements in section C. of Chapter 5, the following administrative requirements apply:

a. CIDs shall not be source documents for DIDs or require data. Therefore, all CIDs shall be marked "AMSC N/A" in the lower left-hand corner of the first page.

b. CIDs shall always be marked with "Distribution Statement A. Approved for public release; distribution is unlimited" at the bottom of the first page.

c. CIDs shall not contain classified information.

d. CIDs shall not contain qualification requirements.

4. Coordination. Since nearly all CIDs are coordinated documents, Preparing Activities shall coordinate CIDs with the LSA, Custodians, Review Activities, other DoD users, and a representative segment of industry. In many cases, civilian Agencies have an interest in DoD prepared CIDs and should be included in the coordination. The Preparing Activity should contact the GSA (the Department of Veterans Affairs for FSG 65 and the Department of Agriculture for FSG 89) if it needs help in identifying civilian Agency interest.

5. Printing, Distribution, and Indexing. The requirements of section H. of Chapter 5 shall be followed, except the Preparing Activity shall also send a copy of the CID to the GSA.

C. CANCELLATION

When the DoD Preparing Activity determines that a CID should be canceled, the following steps shall be taken:

1. Obtain a project number from the LSA.

2. Coordinate the cancellation notice with civilian Agencies, Custodians and Review Activities, and affected segments of industry. The cancellation notice should identify a superseding document(s), if possible, and provide a cross reference of classifications.

3. If no objections are received, the cancellation notice shall be approved and dated. One original copy shall be sent to the DoDSSP for printing and distribution and a second original shall be sent to the GSA.

4. If objections to the cancellation are received, the DoD Preparing Activity shall attempt to resolve the objection. If resolution is not possible, Preparing Activity responsibility may be transferred to the objecting SMA or civilian Agency.

D. WITHDRAWAL OF INTEREST IN A CID

If the DoD Preparing Activity determines that there is no DoD interest in a CID, but that a civilian Agency does have an interest, the DoD Preparing Activity shall submit a DD Form 1865 to the DoDSSP to delete DoD interest from the Federal document and transfer Preparing Activity responsibility to the civilian Agency. The DoD Preparing Activity shall send copies of the DD Form 1865 to the LSA, the GSA, and the civilian Agency assuming Preparing Activity responsibility.

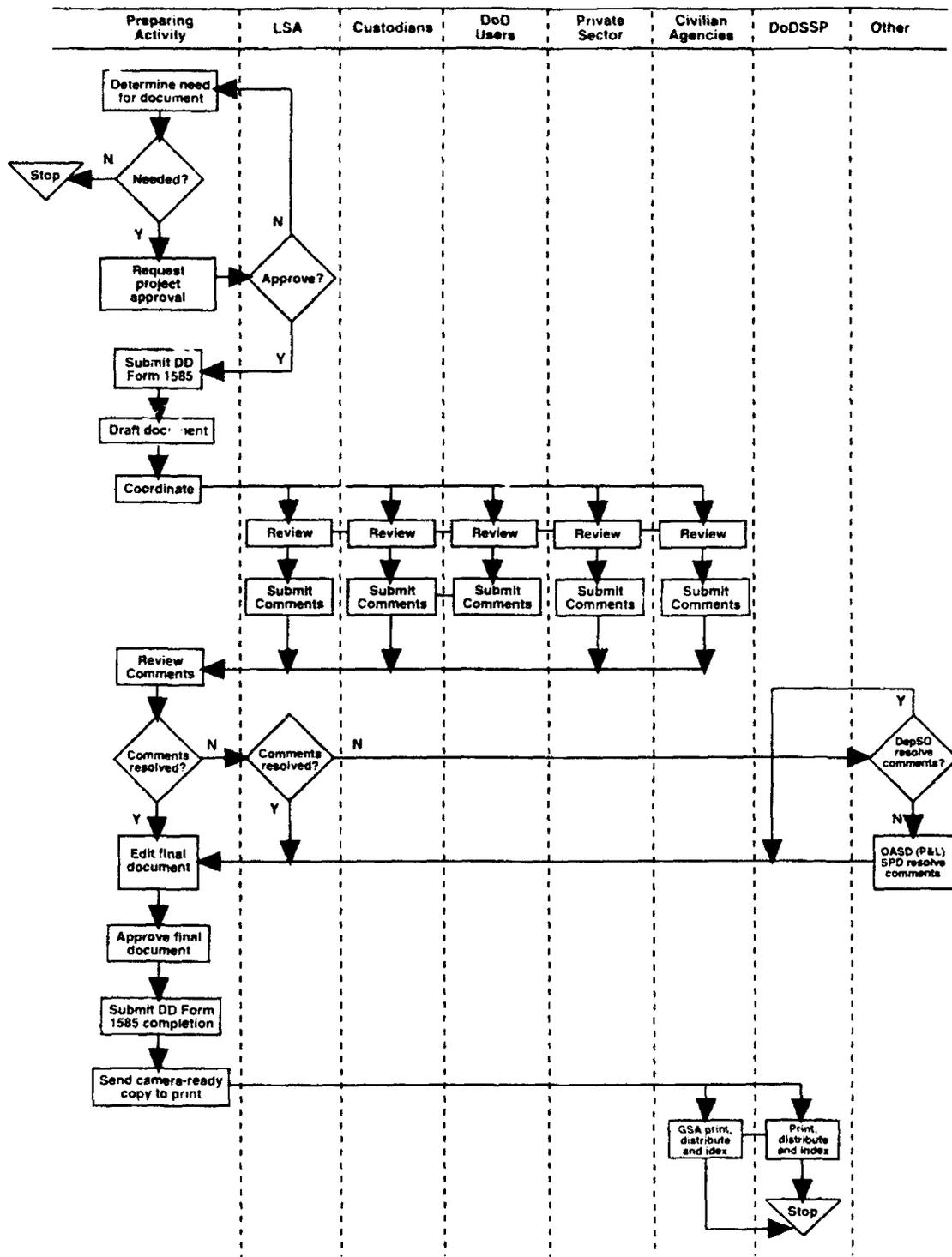


Figure E-1. Typical Development Process for CIDs

APPENDIX FFEDERAL SPECIFICATIONS AND STANDARDSA. GENERAL

The GSA is responsible for policies and procedures for Federal specifications and standards. When developing, updating, cancelling, or validating Federal specifications and standards, Preparing Activities must follow the policies and procedures in the GSA Handbook FPMR 101-29 (reference (m)), the general standardization requirements in Chapters 4 and 5 of this Manual, and the supplementary requirements in this Appendix. If a conflict arises between this Manual and reference (m) on preparing Federal specifications and standards, reference (m) shall govern.

B. FEDERAL SPECIFICATION AND STANDARD DEVELOPMENT PROCESS

Figure F-1 depicts the typical development process for a Federal specification or standard in the Department of Defense.

1. Determine the Need. If a suitable NGS does not exist or could not be revised to meet the users' need, a DoD Preparing Activity may develop a Federal specification or standard with authorization of the GSA, the Department of Agriculture (for FSG 89 only), or the Department of Veterans Affairs (for FSG 65), as applicable. If a NGS exists that nearly meets the need, but requires changes, the Preparing Activity may develop a Federal specification or standard using the NGS as the primary basis for the requirements. At the same time, the Preparing Activity shall request the appropriate NGSB to make the necessary changes to the NGS, and the Federal document shall be canceled when the changes to the NGS are made. See the criteria in subsection B.1. of Chapter 4 and Appendix K for determining the need for a Federal specification or standard.

2. Standardization Project Approval. Project approval for a Federal specification or standard is a two-phase process. The appropriate civilian Agency and the LSA must both approve Federal standardization projects.

a. Civilian Agency Approval. Before contacting the LSA, the Preparing Activity shall call the appropriate civilian Agency standardization office listed in the SD-1 (reference (t)) for authorization to develop, update, or cancel a Federal specification or standard. Besides approving the standardization project, the

civilian Agency should also provide a civilian Agency coordination list.

- (1) For FSG 65, contact the Department of Veterans Affairs.
- (2) For FSG 89, contact the Department of Agriculture.
- (3) For all other FSGs, contact the GSA.

b. LSA Approval. The LSA shall first ensure that the appropriate civilian Agency has approved the standardization project request. As a minimum, the LSA should use the questions in Appendix K as guidance for determining project approval. Nearly all projects for Federal specifications and standards should be coordinated and will almost always include civilian Agencies. The LSA shall challenge any requests for limited coordinated projects.

3. Drafting the Federal Specification or Standard. Besides the general requirements in section C. of Chapter 5, the following administrative requirements apply:

a. Only rarely should Federal specifications or standards be source documents for DIDs. Usually, Federal specifications or standards shall be marked "AMSC N/A" in the lower left-hand corner of the first page. If the Federal specification or standard is a source document for a DID, then it must be cleared by the OSD AMSDL Clearance Office and assigned an AMSC number that shall appear in the lower left-hand corner of the first page. (See subsection C.1. of Chapter 5.)

b. Federal specifications and standards shall always be marked with "Distribution Statement A. Approved for public release; distribution is unlimited" at the bottom of the first page.

c. Federal specifications and standards shall not contain classified information.

d. Federal specifications may contain qualification requirements (see Appendix B).

4. Coordination. Since nearly all Federal specifications and standards are coordinated documents, Preparing Activities shall coordinate them with the LSA, Custodians, Review Activities, other DoD users, and a representative segment of industry. In almost all

cases, Preparing Activities should also coordinate with civilian Agencies as well. For Federal specifications and standards, civilian Agencies may submit essential comments that the Preparing Activity must resolve. (See subsection E.1. of Chapter 5.)

5. Resolving Civilian Agency Comments. The Preparing Activity must resolve all essential comments submitted by interested civilian Agencies. When requested, the Preparing Activity shall send a copy of the final draft to the civilian Agency that authorized the standardization project for review and approval before forwarding to the DoDSSP. If the Preparing Activity does not satisfactorily address essential comments, the GSA, the Department of Veterans Affairs (for FSG 65), or the Department of Agriculture (for FSG 89) shall try to resolve the issue with the Preparing Activity. If this fails, the appropriate civilian Agency shall contact the OASD(P&L)SPD for appropriate action.

6. Printing, Distribution, and Indexing. The requirements of section H. of Chapter 5 shall be followed, except the Preparing Activity shall also send a copy of the Federal specification or standard to the GSA.

### C. CANCELLATION OF FEDERAL SPECIFICATIONS AND STANDARDS

The DoD Preparing Activity may cancel Federal specifications and standards with the approval and concurrence of GSA, the Department of Veterans Affairs (for FSG 65 documents), or the Department of Agriculture (for FGS 89 documents). When the DoD Preparing Activity determines that a Federal specification or standard should be canceled, the following steps shall be taken:

1. 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.

2. Obtain a project number. The LSA shall ensure that the cognizant civilian Agency has authorized the cancellation action before issuing a project number.

3. Coordinate the cancellation notice with civilian Agencies, military Custodians and Review Activities, and affected segments of industry. The cancellation notice should identify a superseding document(s), if possible, and provide a cross reference of classifications.

4. If no objections are received, the cancellation notice shall be approved and dated. One original copy shall be sent to the DoDSSP for printing and distribution and a second original shall be sent to the cognizant civilian Agency.

5. If objections to the cancellation are received, the DoD Preparing Activity shall attempt to resolve the objection. If resolution is not possible, Preparing Activity responsibility may be transferred to the objecting SMA or civilian Agency.

D. WITHDRAWAL OF INTEREST IN A FEDERAL DOCUMENT

If the DoD Preparing Activity determines that there is no DoD interest in a Federal specification or standard, but that a civilian Agency does have an interest, the DoD Preparing Activity shall submit a DD Form 1865 to the DoDSSP to delete DoD interest from the Federal document and transfer Preparing Activity responsibility to the civilian Agency. The DoD Preparing Activity shall send copies of the DD Form 1865 to the LSA, the GSA, and the civilian Agency assuming Preparing Activity responsibility.



APPENDIX GMILITARY SPECIFICATIONS, STANDARDS, HANDBOOKS, AND BULLETINSA. GENERAL

Military specifications shall be prepared in accordance with MIL-STD-961 (reference (x)). Military standards, handbooks, and bulletins shall be prepared in accordance with MIL-STD-962 (reference (y)). Military standardization documents shall be processed in accordance with the general standardization requirements in Chapters 4 and 5 of this Manual, and the supplementary requirements in this Appendix.

B. MILITARY STANDARDIZATION DOCUMENT DEVELOPMENT PROCESS

Figure G-1 depicts the typical development process for a coordinated military standardization document.

1. Determine the Need. Besides the criteria in subsection B.1. of Chapter 4 and Appendix K for determining the need for military standardization documents, the following criteria applies:

a. NGSs, CIDs, or Federal specifications or standards shall be developed to describe commercial products or processes.

b. Military specifications and standards shall be developed or updated only for items that have military-unique requirements.

c. Unless a NGS exists or could be developed, military handbooks may be developed to provide guidance on the use or application of commercial products and practices, as well as for military products and practices.

d. Since military bulletins do not have a commercial equivalent type document, they may be developed when the need arises.

2. Standardization Project Approval. As a minimum, the LSA should use the questions in Appendix K as guidance for determining project approval. Generally, projects for military standardization documents shall be coordinated, unless:

a. The Preparing Activity can demonstrate to the satisfaction of the LSA that the product or process is unique to one Military Department or Defense Agency.

b. Prior coordination efforts resulted in the other Military Departments or Defense Agencies declaring no interest.

c. An urgent procurement need requires issuance of an interim document. In this case, the LSA shall also issue a coordinated project that must be completed in 2 years.

3. Drafting the Military Standardization Document. Besides the general requirements in section C. of Chapter 5, the following administrative requirements apply:

a. Military specifications and standards are sometimes the source documents for DIDs. If the military specification or standard is a source document for a DID, then it must be cleared by the OSD AMSDL Clearance Office and assigned an AMSC number that shall appear in the lower left-hand corner of the first page. Military handbooks and bulletins shall not be source documents for DIDs and shall be marked "AMSC N/A" in the lower left hand corner of the first page. (See subsection C.1. of Chapter 5.)

b. Distribution statements for military standardization documents shall be in accordance with subsection C.2. of Chapter 5. Since military standardization documents are intended, in part, to promote competition, the Preparing Activity is encouraged to avoid including sensitive technology that would require other than the use of "Distribution Statement A."

c. Military specifications may contain qualification requirements (see Appendix B).

4. Coordination. Most military standardization documents should be coordinated ones, and Preparing Activities shall coordinate them with the LSA, Custodians, Review Activities, other DoD users, and a representative segment of industry. Military standardization documents may also be coordinated with civilian Agencies and any other users. Limited coordinated military standardization documents shall be coordinated with the LSA, Review Activities in the Military Department or Defense Agency, other DoD users, and a representative segment of industry. Interim documents do not require coordination, but a coordinated document shall be coordinated shortly after approval of the interim in order to meet the 2-year completion requirement.

### C. KEY ACQUISITION STANDARDIZATION DOCUMENTS

Preparing Activities and LSAs shall involve the DASD(PR) in the standardization project initiation, coordination, and document approval for those military specifications, standards, or handbooks designated as "key acquisition standardization documents" in the SD-1 (reference (t)). Only the DASD(PR) may designate a document as a "key acquisition standardization document."

1. Standardization Project Initiation. The cognizant LSA shall forward Preparing Activity requests to the OASD(P&L)SPD to initiate standardization projects for all key acquisition standardization documents. As a minimum, the request shall address all of the questions in Appendix K. The request shall also identify any other key acquisition standardization documents the document affects or is effected by, and what steps were or will be taken to ensure consistency and integration of requirements between the related key acquisition standardization documents. The LSA shall not assign a project number until the DASD(PR) approves the request. If the LSA believes a proposed new military specification, standard, or handbook falls under the definition of a "key acquisition standardization document," even though the document is not listed as such in reference (t), the LSA may forward that request to the OASD(P&L)SPD for approval with justification for designating the document as a "key acquisition standardization document."

2. Coordination. The Preparing Activity shall coordinate the key acquisition standardization document with the OASD(P&L)SPD and the OSD focal point listed in reference (t) for that document. As a minimum, the coordination package shall include the following:

- a. A copy of the draft document.
- b. Any related DIDs.
- c. A complete coordination list.
- d. A discussion of any other key acquisition standardization documents the document affects or is effected by, and whether the requirements are consistent and fully integrated with the requirements of the related key acquisition standardization documents.

3. Document Approval. Only the DASD(PR) can approve a key acquisition standardization document. After all coordination comments have been resolved, the Preparing Activity shall send an

undated final copy of the document to the OASD(P&L)SPD for approval. The Preparing Activity shall also include a copy of all of the coordination comments and their resolution. If approved, the DASD(PR) shall provide an approval memorandum that must accompany the final document to the DoDSSP for printing, indexing, and distribution. The DoDSSP shall not print any key acquisition standardization documents without the approval memorandum. If the key acquisition standardization document requires clearance for data requirements (see subsection C.1. of Chapter 5), the Preparing Activity may submit the document to the OASD(P&L)SPD at the same time it is sent for clearance of data requirements.

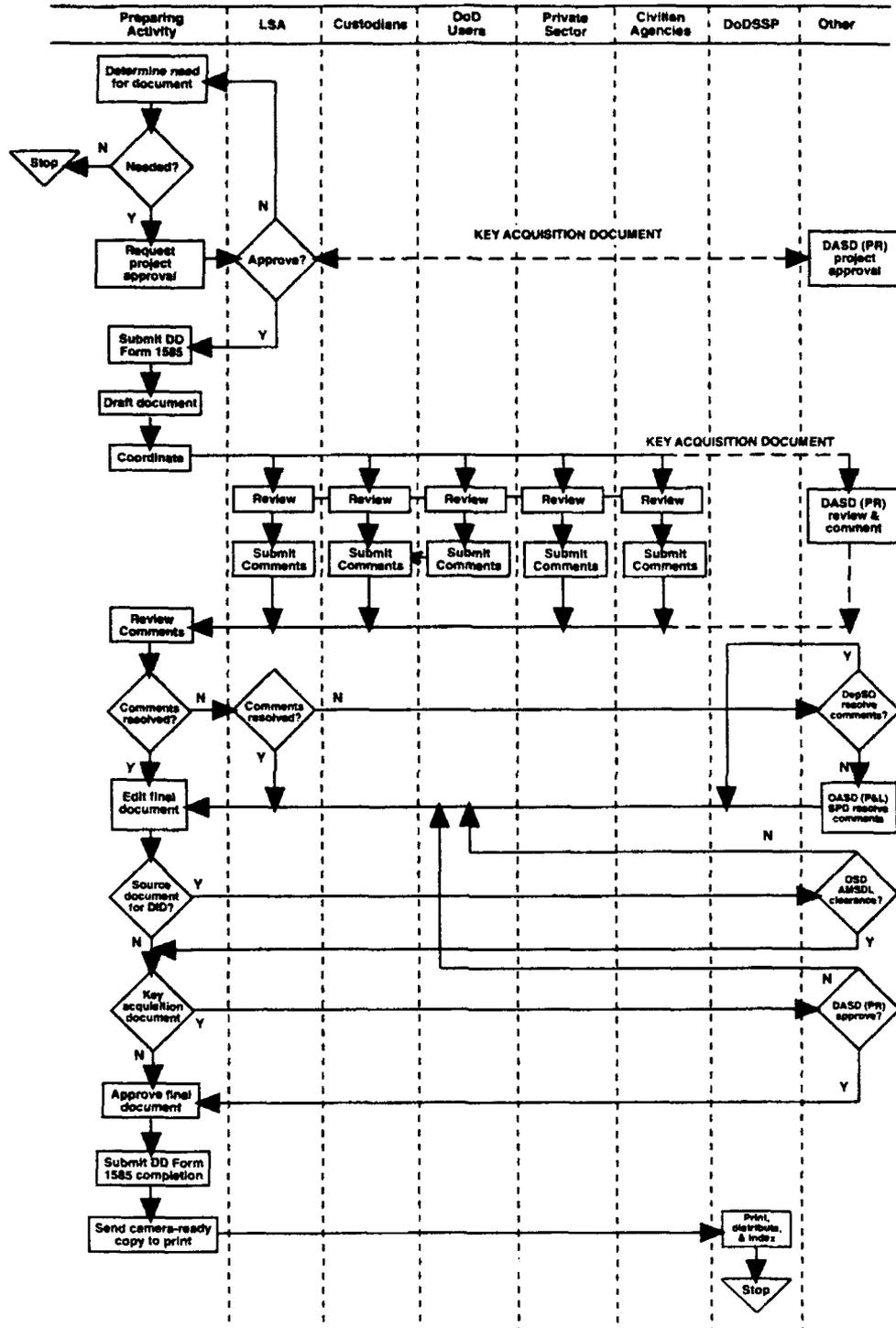


Figure G-1. Typical Development Process for Military Standardization Documents

APPENDIX HGUIDE SPECIFICATIONSA. GENERAL

Guide specifications shall be developed following the general policies and procedures in Chapters 4 and 5 of this Manual. The requirements in this Appendix are those that are unique or have been tailored for guide specifications.

B. PURPOSE

Guide specifications are standardization documents that identify recurring essential requirements that must be tailored for each acquisition before solicitation or contractor selection. Unlike military specifications, which standardize on fixed form, fit, and function requirements for reprourement of like items, guide specifications standardize primarily on functional or performance requirements that are used in the development of new systems, subsystems, equipments, and assemblies. Guide specifications should not be used for reprourement purposes, and generally, should not be used for components, parts, and materials.

C. GUIDE SPECIFICATION DEVELOPMENT PROCESS

Figure H-1 shows the typical development process for guide specifications. Guide specifications follow a similar document development process as discussed in Chapters 4 and 5 of this manual for military specifications.

1. Standardization Project Assignment. Guide specifications shall be assigned project numbers before draft development as specified in Chapter 4 of this manual. Most of the standardization project criteria in Appendix K apply to guide specifications, except as follows:

a. While guide specifications may be coordinated documents, they are often limited coordinated documents unique to one Military Department or Defense Agency.

b. For guide specifications, the LSA needs to ensure that it shall be used for development and not for reprourement purposes.

2. Drafting the Guide Specification. The following applies for drafting guide specifications:

a. Format. The general requirements in Section 4 of MIL-STD-961 (reference (x)) should be used for the general format, although guide specifications for facilities construction should be based on the Construction Specification Institute's MP 2-2 (reference (pp)). The Preparing Activity shall 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.

b. Document Identifier. The document identifier shall consist of two characters immediately followed by the letters "GS" (for Guide Specifications), a dash, and up to five numbers (e.g., "MPGS-45678" or "CEGS-02444"). The document numbers "00100" through "19999" are reserved for the facilities construction programs. Preparing Activities shall contact the OASD(P&L)SPD 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").

c. Document Date. The document date shall be in day, month, and year sequence and located under the document identifier.

d. Preamble. A preamble is optional. If one is used, it may be worded as desired by the Preparing Activity.

e. AMSC Numbers. Guide specifications can be the source documents for DIDs. If a guide specification is a source document for a DID, then it must be cleared by the OSD AMSDL Clearance Office and assigned an AMSC number that shall appear in the lower left-hand corner of the first page. Guide specifications that are not source documents for DIDs shall be marked "AMSC N/A" in the lower left-hand corner of the first page. (See subsection C.1. of Chapter 5.)

f. Distribution Statements. Guide specifications shall be marked on the bottom of the first page or cover sheet with the appropriate distribution statement, as specified in subsection C.2. of Chapter 5 of this Manual.

g. Qualification. Guide specifications shall not have qualification requirements.

h. Subject Term or Keywords. Guide specifications shall have subject terms or keywords as required by MIL-STD-961 (reference (x)).

3. Coordination. Most guide specifications are limited coordinated, and Preparing Activities normally shall coordinate them with the LSA, other DoD users, and a representative segment of industry. If a guide specification is coordinated, the Preparing Activity shall include Custodians and Review Activities in the coordination.

D. UPDATES

Guide specifications may be updated by complete revision or by change notice with page changes. Revisions may be shown either by an alpha revision designator and an approval date, or by just an approval date.

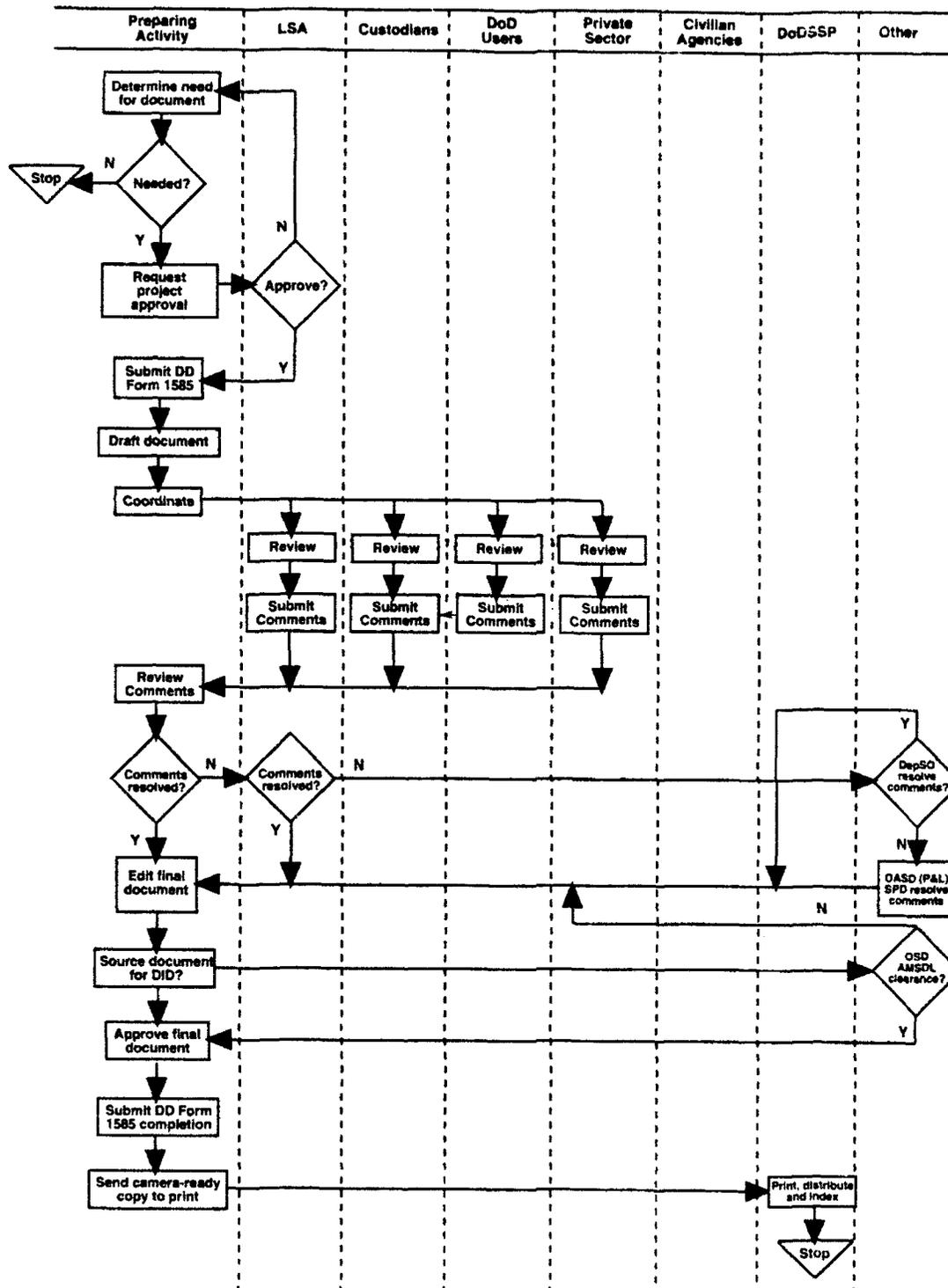


Figure H-1. Typical Development Process for Guide Specifications

APPENDIX IITEM REDUCTION PROGRAMA. GENERAL

This Chapter contains procedures and instructions applicable to the determination, coordination, dissemination, and implementation of item standardization decisions. These procedures apply to the Department of Defense and the GSA. Figure I-1 gives an overview of the item reduction study process.

B. PROCEDURE FOR ITEM REDUCTION CODING

1. Item Standardization Code Assignments. All national stock numbers (NSNs) and permanent system control numbers (PSCNs) in the Defense Logistics Services Center (DLSC) total item record (TIR) shall be assigned an item standardization code (ISC). The ISC denotes that an item is authorized for acquisition or not authorized for acquisition, and Segment E of the TIR shows where and when the authorization decision was made. ISC assignments document standardization decisions that are made in four areas. These four areas and the activities responsible for assignment of ISCs are as follows:

a. Item Reduction Studies. The Item Reduction Activity proposes ISCs, and after coordination, submits the official ISCs to the DLSC. ISCs 1 and 3 apply (ISCs 2 and C shall be applied by the Item Reduction Activity as appropriate).

b. Superseding Specifications and Standards. The Item Reduction Activity implements and submits ISCs resulting from new or revised or superseding specifications and standards. The Preparing Activity for the specification or standard must furnish the Item Reduction Activity any supplemental information that may be required for proper assignment of ISCs. ISCs B and E apply.

c. Determination That There Is No Item Reduction Potential in FSC or Item Name Grouping in the Class. The Item Reduction Activity is responsible for assigning ISCs in this category. ISC 6 applies. The FSCs or item name codes previously recorded as ISC 6 should be reviewed periodically for standardization potential.

d. Assignment of ISC 5 or 0. The DLSC shall mechanically assign codes 5 or 0, as applicable, for new NSN or PSCN requests and to maintain file integrity.

2. ISCs, Definitions, and Applications. The Item Reduction Activity shall assign ISCs to items in accordance with the definitions and usage prescribed in this Appendix. The coding structure provides for the categorization of items as either "authorized for acquisition" or "not authorized for acquisition." In these two broad categories, the specific codes are intended to indicate key management information about the decision process used in assigning the ISC, the basis for assignment of the code, or a condition requiring further management attention.

a. Items Authorized for Acquisition

- 0 An item under the specification control of the Defense Nuclear Agency (DNA) or the National Security Agency (NSA).
- 1 An item authorized for acquisition initially identified as the result of a formal item reduction study and that was accepted as a replacement for one or more items not authorized for acquisition (ISC 3). Additionally, ISC is applied to generic NSNs. Generic relationships exist between the NSNs procured under military or Federal specification, NGSS, or CIDs, but the physical generic item is stocked, stored, and issued under the associated that are assigned ISC 2 for supply management purposes. The NSN for the military or Federal specifications, NGSS, or CIDs shall be coded ISC 1, and the acquisition advice code must be "W."
- 2 An item authorized for acquisition that has been included in an item reduction study for which no replacement item has been identified. Additionally, for generic relationships, an ISC 2 shall be replaced by an ISC 1 item.
- 5 An item authorized for acquisition that has not been subjected to item standardization.
- 6 An item authorized for acquisition that is in a specific FSC or approved item name code consisting primarily of items that are "one-of-a-kind," and

therefore, little or no potential exists for elimination of items through item reduction studies.

- B An item authorized for acquisition that is in a new or revised superseding specification or standard that is a replacement for one or more items not authorized for acquisition (ISC E) and may replace other ISC 3 items.
- C An item authorized for acquisition that has been included in an item reduction study, but a technical decision could not be made due to lack of sufficient data.

b. Items Not Authorized for Acquisition

- 3 An item, which as a result of an item reduction study, is accepted as not authorized for acquisition and must have a replacement (ISC 1 or B).
- E An item identified in the specification or standard that is no longer authorized for acquisition that has been replaced by an item in a new or revised superseding specification or standard. The replacement item (ISC B) shall be a NSN or a PSCN.

C. ITEM REDUCTION STUDIES

1. Responsibility for Item Reduction. The SD-1 (reference (t)) identifies those activities responsible for conducting item reduction studies. The DLSC shall accept standardization data only from the responsible Item Reduction Activity listed in reference (t). If there is no Item Reduction Activity for an individual FSC, the DLSC shall reject all standardization data in that FSC.

2. Required Item Reduction Studies. Item reduction studies are applicable where there are a great number of generally similar items that lend themselves to grouping and examination by item names, item name modifiers, or other characteristics such as sizes, grades, lengths, and materials. Item reduction is principally a "sorting out" of items of supply to separate items currently in the supply system that are to be retained for stock from the items not to be acquired for continued supply. Technical or engineering elements shall furnish the interchangeability and substitutability criteria that are essential in applying ISCs to items being considered in an

item reduction study. The data range and criteria in Section II of the Federal Item Identification Guide (FIIG) shall be used, when applicable, with additional technical or engineering data as necessary to perform a thorough review.

3. Limitation on Performing Item Reduction Studies. The Item Reduction Activity shall determine whether sufficient item reduction potential appears to exist for a specific item name or grouping before conducting a full-scale study. The Item Reduction Activity shall conduct an item reduction study only when the expected benefits outweigh the costs of conducting the study.

4. Planning and Programming Item Reduction Studies. Plan and program item reduction studies, in accordance with the following:

a. LSA Responsibility. The LSA shall ensure that item reduction studies are scheduled in the appropriate standardization program plan (see Appendix C).

b. Scheduling Item Reduction Studies. The Item Reduction Activity shall schedule an item reduction study by requesting standardization document approval from the LSA and submitting a completed DD Form 1585 to the LSA.

5. Item Reduction Procedures. The item reduction study procedure is applicable to all items in a FSC or a specific category. The Item Reduction Activity may modify this procedure to make maximum use of mechanized procedures and to accommodate the type of items under consideration.

a. Collecting Required Data. The Item Reduction Activity must have sufficient data on all items to be reviewed to support the decision of the proposed ISC assigned to the item. The Item Reduction Activity shall avoid requesting information that is already available or that can be furnished from a central source. The Item Reduction Activity may obtain TIR data from the DLSC through the tailored or mass search and interrogation process or the Automated Tabular Study Listing Program. (See DoD 4130.2-M and DoD 4100.39-M (references (qq) and (v).))

b. Types of Data Required. The data used in an item reduction study must encompass sufficient information for users to determine relationships. The following is a list of data typically required (but not limited) to conduct an item reduction study:

(1) Technical drawings, standardization documents, purchase descriptions, comprehensive telephone conversation records, and other technical data.

(2) Special application data (submitted in justification of variations).

(3) Industry data (such as catalogs and cross-reference lists.)

(4) Interchangeability and substitutability data.

(5) Cost and other nontechnical data that may be essential in determining the ISC.

(6) DLSC TIR data.

c. Applicable NSNs. Normally, only items currently in the supply system with recorded U.S. users in the DLSC TIR will be included in the item reduction study. However, other items (excluding NATO-only items) may be included, stock listed and nonstock listed, at the item reduction activity's discretion.

d. Grouping Items for Evaluation. The data for the items may be grouped by item name or noun and modifiers, user information, specification data (grouped by type, grade, class, and size for each specification), and other factors that may be applicable such as physical and functional characteristics, criticality in end use, and special applications. Proper sequencing will help in the comparison of items, in the determination of those items that are no longer needed, and the following:

(1) Potential duplicates, physically and functionally interchangeable, but bearing different NSNs. Exact catalog duplicates shall be processed in catalog channels for cancellations and not included in the item reduction study proposals.

(2) Those items determined as obsolete shall be processed in cataloging channels for appropriate cancellation and not included in the proposed item reduction study.

(3) Item identifications incomplete or inadequate (further data required).

(4) Item identifications that are duplicates, except for method of dimensioning (for example, inches versus millimeters).

(5) Insufficient specification and standard coverage.

(6) Commercial nature of the items.

(7) The need for engineering practice study of some item name groups.

(8) The need for obtaining NSNs for some items that are entering the supply system or represent modifications of existing item identifications.

(9) Interchangeability and substitutability relationships. These relationships shall be between items of the same and different item standardization codes and shall be recorded for further use where applicable.

(10) Government part numbers in reference to military specifications or standards may be used by the Item Reduction Activity in the selection, coordination, and processing of proposed item reduction studies. NSNs shall be assigned after full coordination of the item reduction study proposal.

e. Extraction of Data From Federal Item Identification (FII). For the purpose of preparing the initial grouping of items in the study, the Item Reduction Activity may extract data from the FII from the TIR, as deemed appropriate. The Item Reduction Activity may vary the sequence of data from the sequence given in the FII, if it does not alter the concept of the item of supply, as expressed by the FII. Where required, both applicable FIIG and FIIs may be recommended for suitable modification.

f. Evaluation Criteria. The evaluation of the items requires the selection of technical criteria essential for determining the ISC for the items in each group or category. Cost and other nontechnical criteria may be essential in determining the ISC for the items in each group or category. The technical criteria shall be based on available specifications, standards, and other applicable source documents. The technical criteria should be the minimum required to differentiate between the items with respect to physical and functional interchangeability, end-use application, and design. If the FIIG contains a Section II, use the Section II criteria, as applicable. Consider life-cycle and end-item costs as part of the

evaluation criteria, as well as the interchangeability and substitutability of the item. The coordination procedure shall provide additional technical input that may be required to meet all needs.

g. Determining the ISC. The Item Reduction Activity shall compare the items of the basic groupings against the technical criteria, and then designate an appropriate ISC for each item under consideration. Replacement items (ISC 1 or B) shall be shown with all associated items designated as not authorized for acquisition (ISC 3 or E). There shall be one replacement item (ISC 1 or B) established for each replaced item (ISC 3 or E). However, a single item can replace more than one item.

h. Multiple Replacement Standardization Relationships. The establishment of multiple replacement standardization relationships is prohibited. Multiple replacement relationships are defined as two or more items being assigned ISC 1 or B and replacing an existing item not authorized for acquisition (ISC 3 or E).

i. Generic Standardization Relationships. Generic standardization relationships are established to provide supply management control of interchangeable items. The use of these relationships is restricted to reparable items acquired under standardization documents listed in the DoDISS (reference (n)). Separate NSNs are used to identify the reparable items due to their internal configuration differences. The configuration differences require different repair parts to be available at military repair facilities. Separate NSNs also provide the necessary control to enable contractor repaired items to be returned to the appropriate contractor. The generic master NSN consolidates requirements and is for acquisition purposes only. Assets are stored under the "stock as" NSNs assigned to each interchangeable item. The generic master NSN must be identified with an Acquisition Advice Code W and is an ISC 1. The interchangeable items of supply that are related to the generic master NSN are linked with a phrase code S (stock as), have recorded assets and are the NSNs used for requisitioning. (The "stock as" NSNs are ISC 2, fully interchangeable, interlinked with phrase code J, and indicate the generic master NSN with a phrase code 3.) The ISC 2 items may also replace other ISC 3 items of older configuration or having less capabilities that are no longer procured.

## 6. Format and Content of Proposed Item Reduction Study Listings

a. Cover Sheet. The cover sheet (see figure I-2) shall identify the following:

- (1) Project number.
- (2) FSC.
- (3) Project title.
- (4) Item names in the study.
- (5) Item Reduction Activity.

(6) Custodians (for items used by civilian Agencies, the custodian is the GSA).

b. Criteria and Guidelines Development Sheet. The Criteria and Guidelines Development Sheet (see figure I-3) shall describe the data used to establish the technical criteria in evaluation of the items.

c. Proposed Item Reduction Study List Index. The item listing shall include a cross-reference of proposed ISC 3 NSNs. The cross-reference shall be from National Item Identification Number (NIIN) sequence to index numbers. See figure I-4.

d. Item Reduction Study Listings. The format and content of the item reduction study listings (see figure I-5) shall be as follows:

(1) It shall contain only proposed ISC 3 items and their replacement Code 1 or B items.

(2) As a minimum, it shall contain, in tabular form, the following information in the order stated:

- (a) Index number.
- (b) Item name(s) and modifiers.
- (c) NIIN.
- (d) CAGE.
- (e) Reference.
- (f) Proposed ISC.

(g) Users code (the PICA or the Secondary Inventory Control Activity) identified by interpretation of Major Organizational Entity (MOE) rules in the DLIS TIR (see Volume 13, Chapter 6, DoD 4100.39-M (reference (v))).

(h) Remarks. This will include the notes established in the Criteria and Guidelines Development Sheet.

(3) Sequencing the listing shall be in a manner most advantageous for the commodity covered. However, a proposed ISC 1 or B item that replaces ISC 3 items shall immediately precede the replaced items.

(4) Items proposed for ISC 3 shall have the same index number as the replacement number, suffixed by an alphabetical symbol (A, B, C, D, etc.).

(5) A cross-reference shall be provided as an integral part of the listing. The cross-reference shall be from NIIN sequence to index numbers.

#### 7. Coordination of Item Reduction Study Listings

a. Coordination Process. The Item Reduction Activity shall coordinate large studies of item name groupings or single-item studies in support of supply management using these procedures. When the number of items to be reviewed exceeds 200 items, the Item Reduction Activity may prepare listings tailored to each using Military Department and Agency. No study shall contain more than 2,000 ISC 3 items. If the number of items is less than 200 items, the Item Reduction Activity shall provide the complete listing for each using Military Department and Agency. The Item Reduction Activity shall give the custodians a complete listing regardless of the size of the study. Besides the listing, the Item Reduction Activity shall give each using activity the following (the GSA is hereafter considered a custodian):

(1) All available source data and drawings for replacement or replaced items.

(2) Copies of written technical criteria used for determining the ISCs, unless it is in Section II of an approved FIIG.

(3) Available cost and other nontechnical data that may impact the concurrence or nonconcurrence of the ISC.

(4) Recommendations for further standardization or documentation.

b. Coordination Schedules. The Item Reduction Activity shall state in the letter forwarding the item reduction proposals, the time allowed for the initial response to the studies based on the following:

(1) For proposals containing 200 or less ISC 3 items - 90 calendar days.

(2) For proposals containing 201 to 500 ISC 3 items - 120 calendar days.

(3) For proposals containing 501 to 1000 ISC 3 items - 150 calendar days.

(4) For proposals containing more than 1000 ISC 3 items - 210 calendar days.

(5) Using activities requesting extensions shall submit requests and justifications directly to the custodian. Custodians shall request extensions from the Item Reduction Activity.

c. Study Distribution. The Item Reduction Activity shall send one copy of the proposed study to all registered DoD users in the DLSC TIR. The GSA shall distribute the proposed study to civilian users. The Item Reduction Activity shall send to the GSA two copies for each civilian user and three copies for internal GSA coordination.

d. Using Activity Responsibility. The using activities shall conduct a review of their items with respect to the ISC recommended by the Item Reduction Activity. The using activities must exhaust all available sources before requesting data from the Item Reduction Activity. When requesting data, the using activity must identify the data request by the index number of the items in the item reduction study. Data shall not be required on standardization documents listed in the DoDISS (reference (n)) or listed in the DLSC TIR. Where the Item Reduction Activity's recommendation is not acceptable, the using activity shall send its nonconcurrence (on an item-by-item basis) supported by justification to the Item Reduction

Activity through the custodian. These justifications shall be related to specific elements of the interchangeability and substitutability criteria used in the performance of the study (e.g., Section II of applicable FIIG, source data, cost or other nontechnical data related to the NSN of the proposal).

e. Custodian Activity Responsibility. On receipt of a proposed item reduction study listing from the Item Reduction Activity, the custodian shall review the distribution to using activities and if additional distribution is required, so inform the Item Reduction Activity. On receipt of all of the using activities' comments on the proposed item reduction study, the custodian shall review the comments and resolve the intra-Departmental or Agency position. Custodians shall submit supporting statements and recommendations to the Item Reduction Activity. As a general rule, the custodian should not submit partial replies to the Item Reduction Activity. However, to expedite the recording of acceptable standardization decisions through the DLSC, partial replies may be submitted with the understanding that the custodian has furnished a final Departmental or Agency position on each of the items included in the partial reply. Custodians must send a complete reply in the time stated in paragraph C.7.b., above, unless the Item Reduction Activity grants an extension.

f. Delinquent Replies. If all replies are not received by the original or revised coordination date, the Item Reduction Activity should contact the custodian to find out the reason for the delay and request an immediate response. If the Item Reduction Activity does not get a response, and does not believe one is forthcoming, the Item Reduction Activity shall send the documented case to the DepSO of the delinquent custodian for resolution. The DepSO shall take whatever action is necessary with its counterparts to ensure that replies are furnished without delay.

8. Expedited Item Reduction Study Listings. Expedited item reduction study listings are those studies that contain a limited number of items. The Item Reduction Activity shall issue these studies only to obtain coordination with the Military Departments, Agencies, and the GSA when logistics support to customers is jeopardized for those items established as critical in certain applications or to prevent a no-stock condition. These items should be given priority processing by the users. The following criteria applies:

a. No study shall contain more than 20 families with no more than 50 total items.

b. Coordination time shall be 50 calendar days from the date of letter.

c. All items (ISCs 1 and 3) shall have all technical data available.

d. When nonconcurrency is determined, the using activities shall exhaust all avenues to provide alternative sources of supply before transmittal of the nonconcurrency to the Item Reduction Activity.

9. Responding to Nonconcurrences. If the Item Reduction Activity accepts all nonconcurrences, then a response is not necessary. If the nonconcurrences are few, the Item Reduction Activity may use the telephone or electronic transmittal to advise custodians or using activities how their nonconcurrences were handled. For lengthy or complex nonconcurrences, the Item Reduction Activity shall respond with a letter or electronic transmittal, or hold a resolution meeting.

10. Resolving Nonconcurrences. The Item Reduction Activity shall resolve nonconcurrences in one of three ways:

a. The Item Reduction Activity may accept the nonconcurrency.

b. The Item Reduction Activity may reject the nonconcurrency with justification, allowing the submitter at least 30 working days to rebut the rejection. If no reply is received in 30 working days, Item Reduction Activity shall contact the Custodian. Items shall not be standardized by default.

c. If the Item Reduction Activity is unable to resolve the nonconcurrency in a timely manner, it may ask the cognizant LSA to mediate. If the LSA cannot resolve the issue, the LSA shall submit the unresolved nonconcurrences to the Item Reduction Activity's DepSO for resolution and possible submission to the OASD(P&L)SPD for arbitration.

11. Summary of Item Reduction. The purpose of a summary of item reduction is to document the result of item reduction studies (completed item reduction listing (CIRL)). The general organization of information for the summary is as follows:

a. Summary Cover Sheet. The summary cover sheet (see figure I-6) shall identify:

- (1) Project number.
- (2) FSC.
- (3) Project title.
- (4) Item name(s) in study.
- (5) Item Reduction Activity.
- (6) LSA.
- (7) Custodians.

b. Executive Summary. Briefly describe the cover sheet (for example, date of project initiation, project scope, working group membership, and meeting date, if applicable). See figure I-7.

(1) Reference. Briefly describe the cover sheet and provides date.

(2) Project Scope. Briefly describe the intent of the item reduction effort, and what items were studied.

(3) Coordination of Study. Include a statement indicating degree of coordination accomplished with the other military and civilian Agencies and a statement concerning the resolution of all essential comments or other statements, such as a list of nonconcurrents.

(4) Class Condition Observation. Include a general statement of the condition of the FSC or name grouping (from a supply viewpoint). This statement shall include an evaluation of the item reduction potential or level reached, extent of documentation of items covered by specifications and standards, and recommendations for collecting data for items coded ISC C with a cost effectiveness appraisal.

(5) Findings and Recommendations. Include under this heading:

- (a) The total number of items reviewed in the study.

- (b) The number of items designated as "ISC 1."
- (c) The number of items designated as "ISC 2."
- (d) The number of items designated as "ISC C."
- (e) The number of items designated as "ISC 3."
- (f) Number of duplicate items canceled.
- (g) Number of cataloging part number additions and corrections submitted.
- (h) Number of changes to item identification submitted.
- (i) Number of cataloging descriptive corrections submitted.
- (j) Include benefits resulting from the study, such as the number of: cancel no user actions, cancel duplicate actions, cancel invalid actions, reference type IIs converted to full descriptive type IIs, corrections made to type IIs, and transfers made as a result of misclassifications, and, when possible, tangible dollar savings achieved.
- (k) After coordination with the LSA and obtaining project numbers, recommendations for further standardization projects shall include identification of the study and document projects, the preparing activity, the proposed scope, schedule, and the assigned project number.

(6) Accomplishments. Identify those intangible benefits that enhance the Federal supply system.

12. Summary of Expedited Item Reduction Studies. Use the summary of item reduction format and content discussed in subsection C.11., above, to document the results of the expedited item reduction study. In 45 days of the completed study, the Item Reduction Activity shall send the summary to the custodians, the LSA, and using activities.

13. Completion of an Item Reduction Study. On completion of the summary of item reduction, the Item Reduction Activity shall:

a. Approve the item reduction project and submit a DD Form 1585, as specified in the SD-4 (reference (w)).

b. Prepare a listing of all of the items that were included in the item reduction study that required a change in the ISC.

c. Follow the procedures of section F, below, to document and disseminate the standardization decisions.

d. Submit a copy of the summary of item reduction and a copy of the listing to the LSA, custodians, and using activities.

e. Provide the PICA a copy of the summary of item reduction study for coordination and followup of DoD interchangeability and substitutability, in accordance with AFMCR 400-31, AMC-R 700-30, NAVMATINST 4400.25, MCO 4410.24, and DLAR 4140.66 (reference (rr)).

14. Project Record. The Item Reduction Activity shall maintain a record of the project that shall include, as a minimum, the summary of item reduction and the listing of all of the items that were included in the study that required a change in the ISC.

#### D. OTHER ITEM STANDARDIZATION ACTIONS

1. General. The procedures in this section apply to all the FSCs listed in Volume 10, Chapter 4, Table 93 of DoD 4100.39-M (reference (v)), and all of FSG 59, except 5940, 5970, 5975, 5977, and 5995. This section describes the assignment of the ISCs during, or because of, the following actions:

a. New items processed through the DLIS for NSN or PSCN assignment.

b. New or revised superseding specifications, standards, or CIDs where the item listed in the new or revised specification, standard, or CID supersedes an existing item. (An item listed in a new or revised superseding specification, standard, or CID may be assigned a NSN or a PSCN.)

c. Those items that are in a specific FSC or item name grouping in that class that are identified as one-of-a-kind, and as a result, no item reduction potential exists.

2. New Items Processed through the DLIS. New item requests are submitted to the DLSC in compliance with the Cataloging Item Entry Control policy stated in DoD 4130.2-M and the procedures contained in DoD 4100.39-M (references (qq) and (v)). New NSN or PSCN will be assigned to ISC 5. ISC 0 shall be assigned to NSA or DNA items.

3. Superseding Specifications and Standards. When a new or revised superseding specification or standard is approved and a cross-reference supersession data between the new items and replaced items is clearly stated, the new items and replaced items shall have ISCs assigned without further coordination (ISC B and E apply). However, the Item Reduction Activity must include in an item reduction study, and coordinate with the using activities, those superseded specification or standard items that fall in the following categories that have additional requirements over and above the specification or standard requirements or are source controlled. When a specification or standard is superseded, the Preparing Activity of the superseding document will notify the Item Reduction Activity if item replacement actions are required. When this type of item replacement occurs, the item described by the new superseding document shall be assigned a PSCN because a NSN cannot be assigned to a new item until a procurement requirement for the item is generated. This PSCN item shall be listed as the replacement item for the associated NSN item that was described by the superseded document. During these replacement actions, ISC E shall be assigned to any items that are replaced by items covered by the superseding document, and ISC B shall be assigned to the replacement items, regardless of registered users. When a requirement for a PSCN item is generated, a NSN designation shall be assigned to replace the PSCN designation, and ISC B shall be retained.

4. Federal Catalog System. Items of supply in the Federal supply system that are bought, stocked, or distributed shall be named, identified, classified, and numbered for inclusion in the Federal catalog system. There are specification items and materials that do not conform to the regular stock-numbering criteria, but are involved in daily supply operations. Some of these items have been subjected to standardization review and have no supply system requirement established, but are authorized for acquisition. The standardization review identifies a standard item as the preferred item and a PSCN is assigned to these standard items as the control element that provides the capability to establish item records in the DLSC TIR that will include an item identification (characteristic) and a reference number record.

5. Unique System Control Numbers. PSCNs are unique system control numbers designed to be used in the same data fields normally occupied by NSNs or NIINs, in the DLIS data bank. They shall be used to identify adopted non-Government and standard military and Federal specification or standard preferred or replacement items, as determined by the LSA. They are not stocked, stored, or issued by the supply system, but are authorized for procurement. With this approach, visibility of standardization information can be realized since data shall be accessible in several ways. This data shall be included with the daily processing of stock-numbered items. Matches shall be made and data will be output in the same way that data is output for items with NSNs. Use of PSCN records under these conditions shall support item entry control to reduce the kind and number of supply items.

6. PSCN Format. The PSCN format is alphanumeric with 13 positions. The first four positions of the PSCN are the numeric FSC. The fifth and sixth positions are the National Codification Bureau Code. The seventh position is an alpha "P" when used for the standardization application. The eighth and ninth positions are alpha, and the 10th through 13th positions are numeric. Example: 590500PAA1234.

7. PSCN Assignment Request. Requests for PSCN assignment shall be submitted using the item identification procedures in DoD 4100.39-M and in compliance with the policy stated in DoD 4130.2-M (references (v) and (qq)). Requests for PSCN assignments submitted with standardization replacement relationships in the FSCs listed in Volume 10, Chapter 4, Table 93 of reference (v) shall be assigned ISC 1 or B. Requests for PSCN assignment in FSCs other than those listed in Volume 10, Chapter 4, Table 93 of reference (v) shall be assigned ISC 1 when submitted with standardization replacement relationships. All PSCN requests submitted without relationships will be assigned ISC 5. All PSCN requests must reflect a CAGE code listed in Volume 10, Chapter 4, Table 94 of reference (v). The procedures of section E., below, shall be followed to implement these standardization decisions.

8. PSCN Conversion. Most of the item record is established under PSCN assignment. Once a procurement requirement is established for a new item, the PSCN designation shall be converted to a NSN designation. The Military Department or the Defense Agency shall submit a transaction to change the PSCN designation to the NSN designation using the item identification procedures in DoD 4100.39-M (reference (v)).

9. No Item Reduction Potential. An item reduction study shall analyze each FSC or approved item name code and make a cost effectiveness determination before planning and scheduling an item reduction study project. The Item Reduction Activity shall analyze each FSC or approved item name code before planning and programming an item reduction study project and make a cost effectiveness determination. The Item Reduction Activities shall maintain a record of the analysis for each FSC or approved item name code that is declared to have no item reduction potential and a listing of all the items coded ISC 6. Item listings need not be maintained if the required data is accessible in machine format. The procedures of section E., below, shall be followed to implement these standardization decisions. ISC 6 shall be used only for a FSC or an entire approved item name code. It shall not be used on an individual item basis, unless the item is a new item that belongs in an approved item name code that has already been declared to have no item reduction potential. The use of ISC 6 should be closely scrutinized. Assignment of ISC 6 to an FSC or an approved item name code shall not preclude future item reduction studies on these items.

E. INITIAL ACTIONS FOR RECORDING AND DISSEMINATING STANDARDIZATION DECISIONS

1. Action by Item Reduction Activity. The Item Reduction Activity shall:

a. Forward without delay to the DLSC (the DLSC shall only process standardization decisions from valid submitter of standardization data):

(1) Standardization data submitted through the established transmission systems authorized by the DLSC.

(2) When the NSA (activity code XP/XN) is the managing activity, CAGE code 98230 must be registered as part of the design control reference for the assignment of ISC "0" by the DLSC.

(3) When the DNA (activity code XA/XB) is the managing activity, CAGE code 57991, 67991, 77991, or 87991 must be registered as a part of the applicable design control reference number. When the above data is not properly shown for the item, the Item Reduction Activity shall contact the DNA for correction of the records. This procedure does not modify the basic requirement for the use of ISC 0 by the DNA.

b. Submit data to the DLSC by electronic transmission or by letter of transmittal with the subject, "Documentation of Standardization Decisions." The transmittal letter will indicate the total number of NSNs in each ISC submitted for processing. A separate letter of transmittal shall be prepared for each shipment of transmitted data to the DLSC, ATTN: DLSC-F.

2. Action by Activity Determining "No Potential". Submit standardization data for items assigned ISC 6 to the DLSC, as outlined in subsection E.1., above.

3. Action by Activity Implementing Item Replacement Due to Superseding Specifications or Standards. Submit standardization data for items assigned ISC B or E to the DLSC as outlined in subsection E.1., above.

4. Action by the DLSC. The DLSC shall:

a. Receive standardization data from the submitting activity.

b. Process the standardization data received and enter into the TIR the ISC, originator of decision, and date of decision assigned to the items by the submitting activity, in accordance with DoD 4100.39-M (reference (v)).

c. Forward information to authorized recipients of standardization data (see Chapter 5 of reference (v)). Also forwards logistics item data to the appropriate LSA or Item Reduction Activity, as requested. For each item not authorized for acquisition, the standardization relationship data (Segment E) record shall reflect the replacement NSN or the replacement PSCN.

d. Establish a cross-reference between items not authorized for acquisition, the replacement item, and the reverse relationships.

e. Assign ISC 5 or 0 as applicable to all new NSN or PSCN requests, except those coded under procedures in subsection D.3., above.

F. IMPLEMENTATION OF STANDARDIZATION DECISIONS BY THE ICP AND CATALOGING COMPONENT

1. Action by the ICP. The ICP receives revised standardization relationship data (Segment E) containing the ISCs assigned to the items and takes appropriate action in accordance with paragraphs F.1.a. through F.1.c., below. Initial distribution of revised Segment E shall be furnished from the DLSC, in accordance with DoD 4100.39-M (reference (v)).

a. Records the ISC of the item in all supply records, including catalog records, as applicable.

b. Advises cataloging component of each change in the supply management status of the item (other than standardization codes) so appropriate action may be submitted to the DLSC.

c. Forwards to the appropriate Item Reduction Activity, custodian, or integrated manager, appeals to standardization decisions with justification, or other requests for changes in ISCs. Copies shall be furnished to the LSA or Item Reduction Activity, as requested.

2. Action by the ICP Cataloging Component. The ICP cataloging component shall:

a. Prepare and submit progressively to the DLSC, in accordance with normal cataloging procedures, appropriate data furnished by the managing activity under subsection F.1, above.

(1) When the stock of an item not authorized for acquisition is exhausted, a delete user action, in accordance with normal cataloging procedures, shall be submitted for the item not authorized for acquisition (see reference (v)).

(2) When the standardization decision involves the adoption of a NSN replacement item, new to the managing activity's supply system, an add-user transaction should be submitted for the new item to the DLSC, in accordance with reference (v).

(3) For items under integrated management, the submissions covered by subparagraphs F.2.a.(1) and F.2.a.(2), above, shall be processed by the integrated manager. However, all item deletions must be concurred in by the using activities before initiation of withdrawal actions by the integrated managers. Such action may be based on acceptance of item reduction proposals or specification supersessions.

(4) When the consolidation or exhaustion of stocks for the obsoleted item is affected, a delete user action in accordance with normal cataloging procedures shall be submitted for the obsoleted item.

b. Prepare and submit progressively to the DLSC, in accordance with the normal DLIS and cataloging procedures, add-user transactions reflecting acquisition or reacquisition of items previously subjected to an item reduction study.

G. ITEM REDUCTION MAINTENANCE ACTION

1. Action by the Item Reduction Activity (or Integrated Manager, as Applicable). The Item Reduction Activity is responsible for the following actions:

a. Standardization studies involving items in interchangeable and substitutable families shall consider, as a minimum, all the items in those families.

b. Standardization decisions can supersede interchangeable and substitutable data assignments of items in family structures. However, interchangeable and substitutable data assignments shall not contradict standardization coding assignments.

c. The managing Military Department or the Defense Agency shall be responsible for restructuring interchangeable and substitutable families to reflect standardization decisions.

d. Managing activities shall collaborate with the using Military Department or Defense Agency on all new or revised interchangeable and substitutable family structures before the entry of the interchangeable and substitutable families in the DLSC TIR, except those relationships coordinated through the item reduction study process.

e. Reviews all justifications for acquisition and reacquisition of items designated as not authorized for acquisition and advises the submitting activity whether or not the ISC of the item is changed. When appropriate, notifies the DLSC of change, in accordance with procedures in DoD 4100.39-M (reference (v)).

f. Reviews and forwards appeals or other requests for changes in standardization coding, with recommendations, to the appropriate custodian for resolution. These changes shall only

affect the relationship under consideration by the appeal. Mass ISC changes shall not be made unless it is determined that the criteria selection was in error.

g. Reviews at intervals deemed necessary those items not subjected to item standardization since the last review and proposes and coordinates, as appropriate, the ISC for groups of such items.

h. Forwards, when authorized by the DLSC, standardization data submitted through the established transmission process.

2. Action by the DLSC. The DLSC shall:

a. Receive standardization data through the transmission process, established with submitting activity, and takes necessary action, in accordance with subsection E.4., above, to enter the official ISC for new items and items that have changed status in the DLSC records.

b. Forward to authorized data recipients of standardization decision data, a Segment E, as applicable, containing the current official ISC.

c. Receive and process catalog data for proposed add-MOE Rule or user transactions. When the add-MOE Rule transaction is submitted for an item not authorized for procurement (ISC 3 or E), process the add-MOE Rule or user transaction and record the activity as a user of the item identification. The authorized data recipients shall be furnished file data for the item not authorized for acquisition from the DLSC. The originator shall be furnished file data for the replacement NSN, if there is an existing relationship recorded in the TIR.

d. Process FSC changes by forwarding to the receiving activities notification of the FSC changes and file data for the item under the new FSC in accordance with existing cataloging procedures. If the FSC change is processed against an item that is recorded in a standardization relationship, the responsible Military Department or the Defense Agency shall take the necessary action, as prescribed in DoD 4140.26-M (reference (ss)).

e. Forward on request to the appropriate standardization management activities who are not on normal distribution, a listing of new items not previously subjected to item standardization.

#### H. INVENTORY CONTROL ACTIONS ON ITEM STANDARDIZATION DECISIONS

The following actions will be taken on all line items subject to the procedures in sections E. and F., above.

1. Ensure that the manager of the NSN coded ISC 1 or B in a standardization relationship shall also be the manager of the member NSNs in the standardization relationship coded ISC 3 or E, on the standardization relationship being recorded in the DLIS.
2. Record standardization status on all supply records (including catalog records), as applicable.
3. Review supply records of items proposed for acquisition for conformance with ISC status.
4. Transmit, in accordance with Catalog Management Data Notification procedures, the appropriate phrase code, order of use, and acquisition advice code, which defines the item relationships and supply actions that are applicable following the assignment of ISCs 1 (or B) and 3 (or E) for a given set of items.
5. Establish procedures to encourage the use of items not authorized for acquisition until exhausted through the use of the order of use or manually offering of items.
6. Review "due-in" assets position and effect contract termination, as feasible, when total assets of items authorized for acquisition and items not authorized for acquisition on-hand and on-order exceed authorized levels.
7. Review "due-outs" and offer substitute items, as appropriate, to reduce stocks of items not authorized for acquisition.
8. Restrict purchase authority during the period that items not authorized for acquisition are being reduced by attrition and for items that are eliminated from the supply system to prevent acquisition of additional items when possible replacements are available.
9. Review for elimination from the system, terminal stocked items, ISC 3 or E, that have an on-hand wholesale asset position and a coordinated replacement, based on a cost-effectiveness consideration. The PICA should evaluate the item on the basis of value of assets on-hand in relation to the predicted time over which item attrition would take place. Generally, when the item for elimination

has an extensive issue-to-exhaustion time period, coupled with a low dollar value of assets, the PICA shall coordinate with all the registered users a proposed delete action. Assets should be retained and issued when the demand forecast indicates that assets can be issued in a relatively short period-of-time regardless of the dollar value of assets.

10. Ensure that future acquisition for wholesale stockage is limited to items authorized for acquisition.

11. On an interim basis, items coded ISC 3 or E may be acquired for direct delivery to any requisitioning activity that has challenged the standardization coding. The requisitioning activity shall forward to the appropriate item manager, justification and conditions for ISC changes. The following information must be furnished:

- a. Specific end-use and end-item application.
- b. Technical explanation comparing the physical and functional characteristics of the Code 3 or E item with the item authorized for acquisition.
- c. Duration of the requirement for the item or how long the end-item will be retained.
- d. Economic considerations from a purely technical standpoint.

The item manager shall forward the justification to the item reduction activity responsible for the standardization decision for review and forwarding to the appropriate custodian for resolution before rendering an appeal decision.

12. Where the GSA provides central management purchase support through its stores depots, through Federal Supply Schedules, or through mandatory consolidated purchasing programs, all activities shall adhere to the requirements of approved standardization decisions. Decentralization in the military shall not be a means whereby a DoD activity evades the use of an item authorized for acquisition furnished through GSA acquisition operations.

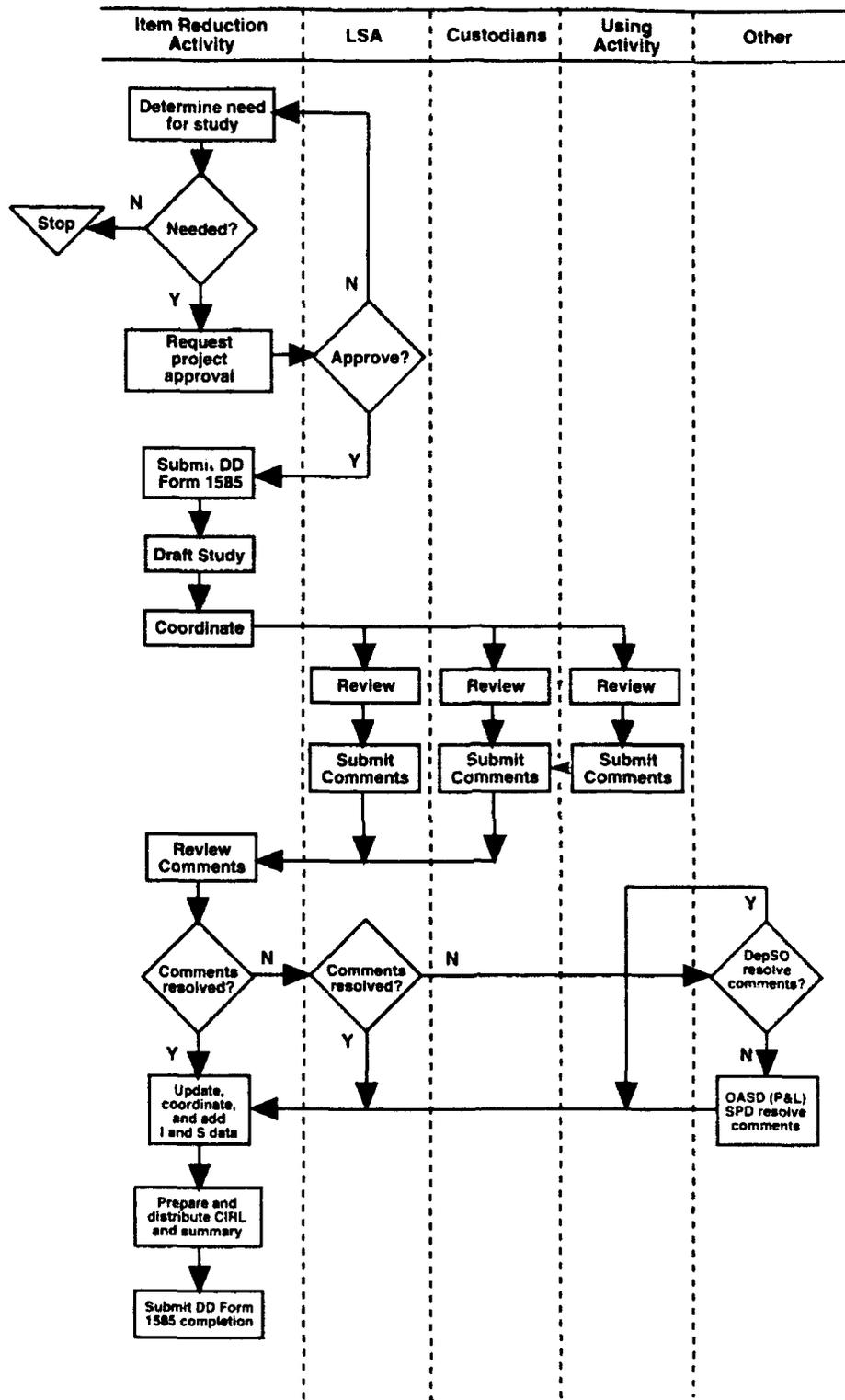


FIGURE I-1. Typical Process for Item Reduction Study

COVER SHEET FOR PROPOSED ITEM REDUCTION STUDY LISTING

PROJECT NUMBER:

FEDERAL SUPPLY CLASS:

PROJECT TITLE:

ITEM NAME IN STUDY:

ITEM REDUCTION ACTIVITY:

CUSTODIANS:

Army -

Navy -

Air Force -

Civilian Agency -

Figure I-2. Sample Format for Cover Sheet for Proposed Item  
Reduction Study Listing

CRITERIA AND GUIDELINES DEVELOPMENT SHEET

1. The following data was used to establish the technical criteria in evaluation of the items:

- a.
- b.
- c.
- d.

2. The recommendations contained in this study are based on the following guidelines:

- a.
- b.

3. Explanation of Notes:

Note 1:

Note 2:

Note 3:

Note 4:

Note 5:

Note 6:

Figure I-3. Sample Format for Criteria and Guidelines Development Sheet

PROPOSED ITEM REDUCTION STUDY LIST INDEX

Item Reduction Study Project Number

ASGD-NSN	INDEX	ASGD-NSN	INDEX
5910-00-081-9545	0001A	5910-00-226-1107	0005A
5910-00-090-6254	0003A	5910-00-228-1234	0006A
5910-00-160-6786	0001B	5910-01-004-7876	0007A
5910-00-204-6819	0002A	5910-01-152-8947	0004A

Figure I-4. Sample Format for Proposed Item Reduction Study List Index

PROPOSED ITEM REDUCTION STUDY LISTING

<u>INDEX</u> <u>NO.</u>	<u>ITEM</u> <u>NAME</u>	<u>NIIN</u> <u>5910-</u>	<u>CAGE</u>	<u>REFERENCE</u>	<u>ISC</u>	<u>USERS</u> <u>CODE</u>	<u>REMARKS</u>
1	CAPACITOR, FIXED, CERAMIC	00-854-9958	81349	MILC11015 TYPE	1	SG, HH	
1A	CAPACITOR, FIXED, CERAMIC	00-081-9545	95275	VK30CW472K	3	CL, SG	NOTES
1B	CAPACITOR, FIXED, CERAMIC	00-160-6786	64959	KS8151-5	3	CL	
2	CAPACITOR, FIXED, CERAMIC	00-574-2136	50625	F73450	1	CT	
2A	CAPACITOR, FIXED, CERAMIC	00-204-6819	97896	N500-1a	3	SE	NOTES
3	CAPACITOR, FIXED, PAPER	00-962-0154	70152	F7601	1	SX	
3A	CAPACITOR, FIXED, PAPER	00-090-6254	81348	N503C	3	KE	

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\*Notes as applicable

Figure I-5. Sample Format for Proposed Item Reduction Study Listing

SUMMARY COVER SHEET

PROJECT NUMBER:

FSC CLASS:

PROJECT TITLE:

ITEM NAME(S) IN STUDY:

ITEM REDUCTION ACTIVITY:

LEAD STANDARDIZATION ACTIVITY:

CUSTODIANS:   Army -  
                  Navy -  
                  Air Force -  
                  Civilian Agency -

Figure I-6. Sample Format for Summary Cover Sheet

EXECUTIVE SUMMARY OF ITEM REDUCTION

FSC \_\_\_\_\_

1. Reference:
2. Project Scope:
3. Coordination of Study (to include a list of nonconcurrences):
4. Class Condition Observation:
5. Findings and Recommendations:
  - a. Findings:
  - b. Recommendations:
    - (1) Cancel-Invalid (LKV) Action:
    - (2) Transfer to Correct FSC
    - (3) Item Name Change on NSNs as Follows:
    - (4) Change Reference Data for the Following:
6. Accomplishments:

Figure I-7. Sample Format for Executive Summary of Item Reduction

APPENDIX JENGINEERING PRACTICE STUDIESA. GENERAL

Engineering practice study projects are used to develop a planned approach to standardize on engineering disciplines and tools, such as drafting procedures and methods; codes; engineering terms and terminology; dimensional and functional interchangeability such as tolerances and fits; and basic characteristics of equipment and materials.

B. 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 shall include recommendations to adopt existing industry practices, and where necessary, initiate of 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.

C. ENGINEERING PRACTICE STUDIES DEVELOPMENT PROCESS

The process for developing an engineering practice study is the same as for a military standardization document, as discussed in Chapters 4 and 5, except as follows:

1. When requesting a project number, the Preparing Activity must demonstrate to the LSA that sufficient standardization opportunities exist to justify the resources spent on conducting the engineering practice study.

2. Since engineering practice studies try to standardize an engineering practice throughout the Department of Defense, nearly all studies should be coordinated documents.

3. The Preparing Activity shall print and distribute 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.

APPENDIX KSTANDARDIZATION PROJECT JUSTIFICATION DETERMINATION

The Preparing or Adopting Activity shall make the following determinations, as applicable, before requesting approval of a standardization project from the LSA. Based on the responses, the LSA shall approve or disapprove the request. Suggested guidance for LSA action (depending on the response) is provided in parenthesis after select questions. The LSA should tailor these determinations to suit the FSG, the FSC, or the Standardization Area, and should include any other determinations that may be unique to a FSG, a FSC, or a standardization area, or part of the standardization program plan. The LSA shall keep a record of each standardization project justification determination.

A. Document number

(If the standardization document is new, no number is needed. The LSA should remind the Preparing Activity not to assign a document number until the project is completed and approved.)

B. Document titleC. Document FSG, FSC, or Standardization AreaD. Preparing Activity

(Only SMAs may be a Preparing Activity. Also only the recorded Preparing Activity for a document may change a document, unless the Preparing Activity has authorized an agent or issuance of an interim document by another SMA.)

E. What is the need for the standardization document?

(Standardization documents should only be developed or maintained if there is a benefit to the Department of Defense. Subsection B.1. of Chapter 4 provides some of the reasons why a standardization document should be developed.)

F. Could another existing document be used as is or with minor modification?

(The DoDISS and SD-4 (references (n) and (w)) should be checked as a minimum for possible documents that could be used. Document

indexes from appropriate NGSBs should also be consulted. If an existing document could be modified, the Preparing Activity and the LSA should work together to determine the proper course of action. Some possibilities include: issuing an interim change to meet the immediate need; making the change in the contract; or if time permits, processing a formal change.)

G. Is the project for a new document; revision; amendment; change notice; cancellation notice; adoption notice; reinstatement notice; or inactive for new design notice?

H. Will the document be coordinated, limited coordinated, or interim?

(To ensure that standardization occurs across the Military Departments and the Defense Agencies, most standardization documents should be coordinated. A limited coordinated project should only be approved if it can be demonstrated that an item is unique to one Military Department or Defense Agency. If an urgent acquisition action is pending, the LSA may approve a project for an interim document to satisfy the immediate need, and issue a concurrent coordinated project number to address the long-term requirement.)

I. Custodians

J. Does the document cover a product or process that is commercial, modified commercial, or military unique?

(This is a key determination. Only projects to adopt NGSs or prepare CIDs should be approved for commercial products and processes. The LSA should exercise some flexibility. If the Preparing Activity is working with a NGSB to develop or revise a NGS but needs to update an existing Government document to support acquisition needs, the project request should be approved. For modified commercial projects, the Preparing Activity and the LSA should work together to address the short- and long-term solutions. Many NGSBs are willing to develop or revise NGSs to accept some Government requirements. If the modifications are not too extensive, a CID is another possibility. If the modifications are somewhat detailed, and a NGS or a CID is not a possibility, then a Federal specification or standard should be considered. If the modifications are extensive or military-unique, then a military specification or standard should be developed.)

K. Does document contain requirements that require the use of hazardous material or environmentally damaging materials?

(If the answer to the question is yes, then the LSA should ask additional questions to identify the hazardous or environmentally damaging materials and any efforts to eliminate or minimize them.)

L. Will document measurements be in metric?

M. Does the document implement any international standardization agreements such as NATO?

N. If document is a federal specification or standard, has the GSA (or the Department of Veterans Affairs for documents in FSG 65 or the Department of Agriculture for documents in FSG 89) authorized development or change?

(A standardization project shall not be approved for a Federal specification or standard if appropriate civilian Agency has not given approval.)

O. Will standardization project implement a task or support an objective in a standardization program plan?

(This question is only necessary if there is a standardization program plan for the FSG, FSC, or standardization area, and if there is a larger standardization objective in mind.)

P. Project schedule for initiation and completion

## INDEX

	Page
Abbreviations.....	ix
Acronyms.....	ix
Acquisition Planning.....	2-3
Adopting Activity	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-7
Transfer of.....	D-2
Transfer of.....	4-3
Adoption Notice.....	D-6
Adoption Procedures.....	D-4
Agent.....	3-9
Amendment.....	5-20
AMSC Number.....	5-7
AMSDL Clearance Office.....	5-7
Application of Standardization Documents.....	2-2
	2-8
Approval of Documents.....	5-15
Cancellation Notice.....	5-22
Cataloging and Standardization Act.....	1-1
Change Notice.....	5-21
Commercial Acquisition	
Acquisition Planning.....	2-4
Policies.....	2-2
Commercial Item Description (CID)	
AMSC Number.....	5-7
Cancellation.....	E-3
Coordination.....	5-11
	E-2
Distribution Statement.....	5-7
Document Number.....	5-16
Format and Content.....	5-5
	E-2
General.....	5-2
Printing, Distribution, and Indexing.....	E-3
Standardization Project Number.....	E-2
Withdrawal of DoD Interest.....	E-3
Comments Resolution.....	5-13
Content for Standardization Documents.....	5-5
Coordinated Documents.....	5-9
Coordination.....	5-9

INDEX, continued

	Page
Custodian	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-7
Transfer of.....	4-3
Data Item Description (DID).....	5-9
DD Form 1426.....	5-19
DD Form 1585.....	4-7
DD Form 1865.....	5-18
Defense Standardization Program (DSP)	
Objectives.....	1-2
Responsibilities and Assignments.....	3-1
Statutory Provisions.....	1-1
Definitions.....	A-1
Departmental Standardization Office (DepSO)	
Assignment of.....	4-1
Responsibilities and Assignments.....	3-4
Deviations to Military and Federal Specifications and Standards.....	5-19
Distribution Statements.....	5-7
Distribution of Documents.....	5-17
Document Numbers.....	5-15
DoD Index of Specifications and Standards (DoDISS)....	5-18
DoD Single Stock Point (DoDSSP).....	3-9
	5-16
Engineering Practice Study.....	4-6
	J-1
Essential Comments.....	5-13
Federal Specification	
AMSC Number.....	5-7
Cancellation.....	F-3
Coordination.....	5-11
	F-2
Distribution Statement.....	5-7
Document Number.....	5-16
Format and Content.....	5-5
	F-2
General.....	5-2
Printing, Distribution, and Indexing.....	F-3
Standardization Project Number.....	F-1
Withdrawal of Interest.....	F-4

## INDEX, continued

	Page
Federal Standard	
AMSC Number.....	5-7
Cancellation.....	F-3
Coordination.....	5-11
	F-2
Distribution Statement.....	5-7
Document Number.....	5-16
Format and Content.....	5-5
	F-2
General.....	5-7
Printing, Distribution, and Indexing.....	F-3
Standardization Project Number.....	F-1
Withdrawal of Interest.....	F-4
Federal Supply Class (FSC).....	4-1
Federal Supply Group (FSG).....	4-1
Feedback on Standardization Documents.....	5-19
Format for Standardization Documents.....	5-5
Guide Specification	
AMSC Number.....	5-7
Coordination.....	5-11
	H-3
Distribution Statement.....	5-7
Document Number.....	5-16
Format and Content.....	5-5
	H-2
General.....	5-3
Standardization Project Number.....	H-1
Inactive for New Design.....	5-21
Interim Documents.....	5-13
International Standardization Treaties and Agreements.....	5-8
Item Reduction Activity	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-8
Transfer of.....	4-3
Item Reduction Study	
Cataloging Component Implementation.....	I-19
Comment Resolution.....	I-12
Coordination.....	I-9
Expedited Studies.....	I-11
Format and Content.....	I-7

INDEX, continued

	Page
Item Reduction Study, continued	
General.....	4-6 I-1
Initial Actions to Record and Disseminate	
Standardization Decisions.....	I-18
Inventory Control Actions.....	I-23
Inventory Control Point Implementation.....	I-19
Item Standardization Actions.....	I-15
Responsibility for.....	I-3
Planning for.....	I-4
Procedures for.....	I-4
Summaries.....	I-12
When Required.....	I-3
Item Standardization Code (ISC).....	I-1
Key Acquisition Standardization Documents.....	G-3
Lead Standardization Activity (LSA)	
Assignment of.....	4-1
Responsibilities and Assignments.....	3-5
Transfer of.....	4-3
Limited Coordination Standardization Document.....	5-12
Manufacturing Modernization Responsibilities and Assignments.....	3-2
Metrication.....	2-3 2-7
Military Bulletin	
AMSC Number.....	5-7
Coordination.....	5-11 G-2
Distribution Statement.....	5-7
Document Number.....	5-16
Format and Content.....	5-5 G-1
General.....	5-4
Standardization Project Number.....	G-1
Military Coordinating Activity (MCA)	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-7
Transfer of.....	4-4
Military Handbook	
AMSC Number.....	5-7
Coordination.....	5-11 G-2

## INDEX, continued

	Page
Military Handbook, continued	
Distribution Statement.....	5-7
Document Number.....	5-16
Format and Content.....	5-5
General.....	G-1
Standardization Project Number.....	5-4
Standardization Project Number.....	G-1
Military Specification	
AMSC Number.....	5-7
Coordination.....	5-11
Distribution Statement.....	G-2
Document Number.....	5-7
Format and Content.....	5-16
General.....	5-5
Standardization Project Number.....	G-1
Standardization Project Number.....	5-3
Standardization Project Number.....	G-1
Military Standard	
AMSC Number.....	5-7
Coordination.....	5-11
Distribution Statement.....	G-2
Document Number.....	5-7
Format and Content.....	5-16
General.....	5-5
Standardization Project Number.....	G-1
Standardization Project Number.....	5-3
Standardization Project Number.....	G-1
Nondevelopmental Item (NDI)	
Acquisition Planning.....	2-4
Policies.....	2-2
Non-Government Standard (NGS)	
Adoption.....	D-3
Adoption Notice Format and Content.....	D-6
General.....	5-2
Participation on Committees.....	D-1
Printing and Distribution.....	D-1
Referencing.....	D-7
Resolution of DoD Comments.....	D-8
Responsibilities.....	D-5
Responsibilities.....	D-2
Withdrawal of Adoption.....	D-6

INDEX, continued

	Page
Notices	
Cancellation.....	5-22
Change.....	5-21
Inactive for New Design.....	5-21
Reinstatement.....	5-22
Validation.....	5-21
Numbering Documents.....	5-15
Order of Preference.....	2-2
	2-10
	4-5
Overage Document Review.....	5-19
Participating Activity	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-8
Transfer of.....	4-3
Parts Control Program.....	2-1
	2-6
Preparing Activity	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-6
Transfer of.....	4-3
Printing.....	5-16
Product Description.....	2-7
Program Plan (see Standardization Program Plan)	
Program-Unique Document.....	2-8
Project Numbers.....	4-6
Purchase Description.....	2-8
Qualification	
Approval of.....	5-7
	B-3
Acquisition Planning.....	2-7
Foreign Sources.....	B-25
Justification.....	B-2
Purpose.....	B-1
Responsibility for.....	B-1
Restrictions.....	B-3
STANAG 4093.....	B-26
Waiver.....	B-4
Qualified Manufacturers List (QML)	
Establishment of.....	B-4
Format.....	B-22
Maintenance of.....	B-12

## INDEX, continued

	Page
Qualified Manufacturers List (QML), continued	
Purpose.....	B-2
Removal from.....	B-18
Selection of.....	B-22
Qualified Products List (QPL)	
Establishment of.....	B-4
Format.....	B-22
Maintenance of.....	B-1
Purpose.....	B-1
Removal from.....	B-18
Selection of.....	B-21
Qualifying Activity.....	3-9
Review Activity	
Assignment of.....	4-2
Responsibilities and Assignments.....	3-8
Transfer of.....	4-4
Reinstatement Notice.....	5-22
Revisions.....	5-20
Security Classification.....	5-7
Selection of Standardization Documents.....	2-2
	2-9
	4-5
STANAG 4093.....	B-26
Standardization Areas.....	4-1
Standardization Council.....	3-3
Standardization Criteria.....	4-4
Standardization Document	
Content.....	5-5
Format.....	5-5
General.....	2-7
	5-2
Selection of.....	4-5
Standardization Document Improvement Proposal.....	5-19
Standardization Executives.....	3-3
Standardization Justification for Other Than Full and Open Competition.....	2-6
Standardization Management Activity (SMA).....	3-5
Standardization Planning.....	4-4
Standardization Program Division.....	3-2
Standardization Program Plan	
Approval of.....	C-4
Comment Resolution.....	C-4

INDEX, continued

	Page
Standardization Program Plan, continued	
Coordination.....	C-3
Distribution of.....	C-4
Format and Content.....	C-4
Printing.....	C-4
Responsibilities for.....	C-1
Scheduling.....	C-3
Standardization Project.....	4-6
Standardization Project Justification.....	K-1
Standardization Project Transmittal Sheet.....	4-7
Suggested Comments.....	5-14
Tailoring.....	2-8
User Feedback.....	5-19
Validation.....	5-21
Waivers to Military and Federal Specifications and Standards.....	5-19