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SECRETARY OF THE AIR FORCE**

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Standardization

MATERIEL STANDARDIZATION



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This publication implements AF Policy Directive (AFPD) 60-1, *Air Force Standardization Program*. This instruction establishes the management structure and responsibilities for conducting the Air Force portion of the Defense Standardization Program defined by DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*. It also establishes guidance and responsibilities for the materiel portion of the International Military Standardization (IMS) Program defined by DoD Instruction (DoDI) 2010.06, *Materiel Interoperability and Standardization with Allies and Coalition Partners*. It applies to all Air Force organizations including the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Field activities must send implementing publications to the higher headquarters functional OPR for review and coordination before publishing. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items.

SUMMARY OF CHANGES

This revision incorporates revised DoDM 4120.24; removed Chapters 1 and 4 in their entirety; reemphasized DoD guidance on use of non-Government and DoD standards in materiel life cycle management; organizational/fact-of-life changes; allocates Lead Agent OPR responsibilities for materiel International Standardization Agreements; recognizes new Departmental Standardization Activity function; identifies Tiered waiver approval authorities for unit level compliance items; responsibility changes for Standardization Management Executives/Center Standardization Executives to approve vice certify certain document actions; clarifies [Attachment 2](#) procedural guidance on waivers and reinstating canceled documents; and expands [Attachment 2](#) guidance to include approval of need for a new Defense standard.

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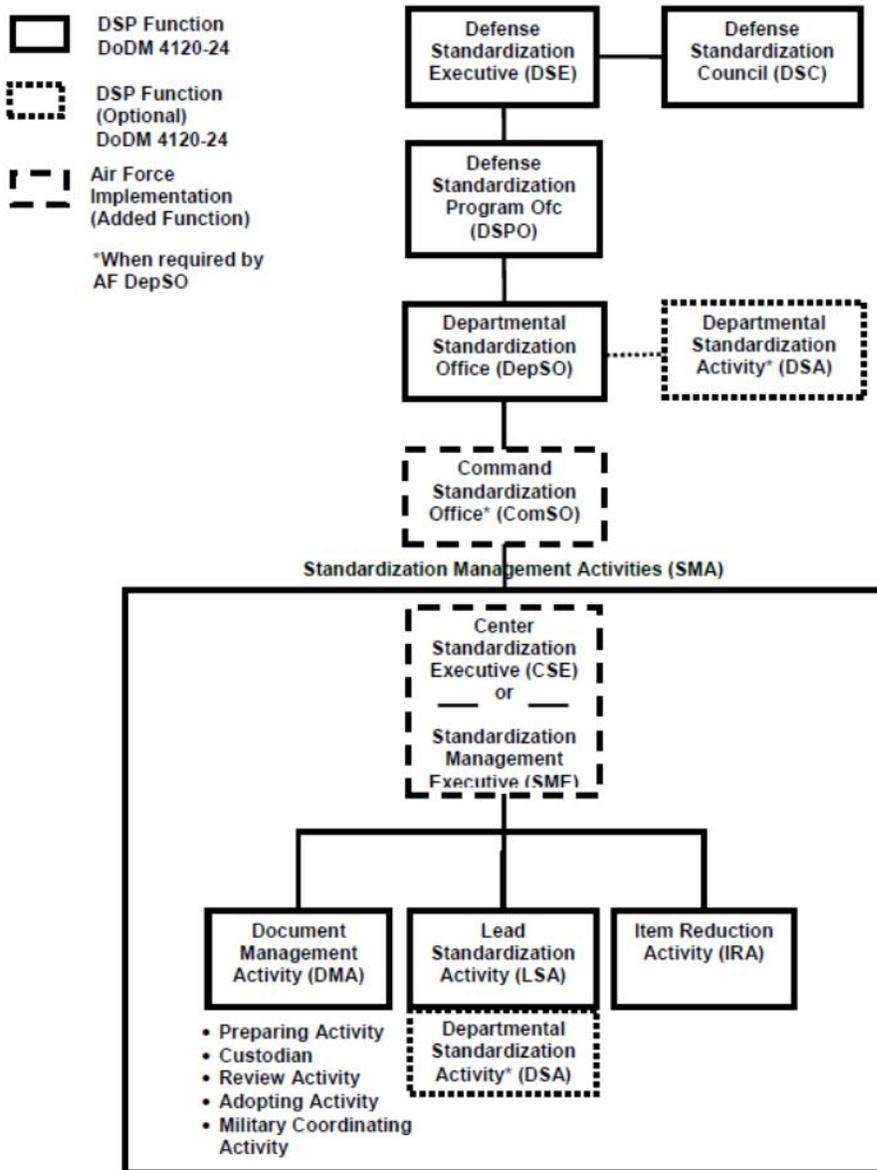
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Chapter 1

AIR FORCE STANDARDIZATION MANAGEMENT STRUCTURE OVERVIEW

1.1. Overview. The Air Force structure for implementing Defense Standardization Program (DSP) standardization management is shown in **Figure 1.1**. The structure consists of all functions defined in DoDM 4120.24, adds Air Force management responsibilities at appropriate levels, and combines the responsibilities for certain document management activities to support Air Force materiel standardization execution.

Figure 1.1. Air Force Implementation of DSP Standardization Management Structure.



1.2. Defense Standardization Council (DSC). The DSC consists of the Military Department and Defense Agency Standardization Executives and is chaired by the Defense Standardization

Executive (DSE) who is usually a member of the Under Secretary of Defense (Acquisition, Technology and Logistics) staff.

1.3. Defense Standardization Program Office (DSPO). The DSPO resides in the Defense Logistics Agency (DLA), supports the DSE, and provides day-to-day guidance in executing the DSP.

1.4. Departmental Standardization Office (DepSO). The DepSO supports the Standardization Executive and provides day-to-day management of the Military Department and Agency DSP standardization activities.

1.5. Departmental Standardization Activity (DSA). The DSA is an optional management activity, when designated by the DepSO, for each federal supply group (FSG), federal supply class (FSC), and Standardization Area. It may be delegated the DepSO's assignment responsibility for custodians for new full coordination documents and may assist LSAs with technical and standardization issues.

1.6. Command Standardization Office (ComSO). ComSO is an Air Force Major Command (MAJCOM) point of contact with the DepSO to plan, direct, advocate, and monitor DSP standardization activities within their organization.

1.7. Standardization Management Activity (SMA). The Air Force DepSO establishes SMAs within the Air Force. Air Force SMAs and related assignments are identified in the DoD Standardization Directory (SD-1) available in the Acquisition Streamlining and Standardization Information System (ASSIST) at <http://assistdocs.com>

1.7.1. SMA Composition. Air Force implementation of SMA functions in DoDM 4120.24 will include a Standardization Management Executive (SME), an executive-level person charged with the responsibility of providing high-level advocacy, support, and direction on standardization issues as they relate to the organization under which the SMA is assigned. The SME at an Air Force Materiel Command (AFMC) Center and at Air Force Space Command's (AFSPC) Space and Missile Systems Center (SMC) is titled a Center Standardization Executive (CSE). A SME normally has standardization management staff subordinate to the SME that is responsible for the day-to-day operations involving document management, lead/departmental standardization, and item reduction activities for that organization. This staff may be resident in a single office or may be spread across different offices under the same organizational entity (e.g. a center or agency).

Chapter 2

RESPONSIBILITIES AND AUTHORITIES

2.1. The Deputy Assistant Secretary Science, Technology and Engineering), SAF/AQR. The Deputy Assistant Secretary Science, Technology and Engineering), SAF/AQR shall serve as the Air Force Standardization Executive (SE), is a member of the Defense Standardization Council (DSC), and is responsible for implementing the materiel portion of the Air Force program in accordance with the AFPD 60-1 and DoDM 4120.24.

2.2. The Engineering Management Division, Deputy Assistant Secretary (Science, Technology and Engineering), SAF/AQRE. The Engineering Management Division, Deputy Assistant Secretary (Science, Technology and Engineering), SAF/AQRE performs the Air Force DepSO responsibilities. DepSO shall:

2.2.1. Plan and direct the resources needed to accomplish standardization within the Air Force and to ensure DoD components provide participatory resources for those defense standardization programs assigned to the Air Force.

2.2.2. Participate in the development of defense standardization policies.

2.2.3. Develop and implement Air Force policies and procedures required for those portions of the DSP assigned to the Air Force.

2.2.4. Assign standardization responsibilities within the Air Force including establishment of Air Force SMAs and allocate available resources.

2.2.5. Review and process actions for the Air Force SE that require approval to reinstate a cancelled DSP document (see **Attachment 2, Table A2.1**) or that request approval of need for a new defense standard.

2.2.6. Facilitate and coordinate participation of Air Force representatives on national and international standardization bodies.

2.2.7. Approve/disapprove requests to include qualification requirements in new defense specifications and to add qualification in existing defense specifications.

2.2.8. Coordinate with the Air Force International Standardization Office (ISO) on international military standardization (IMS) activities involving materiel international standardization agreements (ISA) intended for use in Defense acquisitions. Perform Lead Agent Office of Primary Responsibility (OPR) responsibilities 2.e.(2) through (4) assigned by Enclosure 8, DoDM 4120.24 relating to US implementing documents for materiel ISAs. (See AFI 60-106, *International Military Standardization (IMS) Program*).

2.2.9. Represent the Air Force as required on Service, Defense, interagency, national, or international committees regarding standardization matters.

2.3. The Regional Plans and Issues Division, Directorate of Operational Plans and Joint Matters, Deputy Chief of Staff for Air and Space Operations, AF/A5XX. The Regional Plans and Issues Division, Directorate of Operational Plans and Joint Matters, Deputy Chief of Staff for Air and Space Operations, AF/A5XX is the Air Force International

Standardization Office (ISO) and shall manage the IMS program as the Air Force Lead Agent OPR. (See AFI 60-106.)

2.4. The Chief of Information Dominance and Chief Information Officer, Office of the Secretary of the Air Force, SAF/CIO A6. The Chief of Information Dominance and Chief Information Officer, Office of the Secretary of the Air Force, SAF/CIO A6 in coordination with SAF/AQ, shall establish and maintain the technical standards, protocols, technical guidelines, reference architecture, and implementation constraints for the desired future state of the Air Force Global Information Grid (AF-GIG) infrastructure and services, in accordance with AFPD 33-1, *Cyberspace Support* and AFPD 33-4, *Information Technology Governance*.

2.5. The Armaments Cooperation Division, Director of Policy, Deputy Under Secretary of the Air Force, International Affairs, SAF/IAPQ. The Armaments Cooperation Division, Director of Policy, Deputy Under Secretary of the Air Force, International Affairs, SAF/IAPQ shall administer the Foreign Comparative Test (FCT) program IAW AFI 16-110, U.S. Air Force Participation in International Armaments Cooperation Programs, to reduce duplication in R&D, enhance standardization and interoperability, improve cooperative support, and promote competition and international technology exchange.

2.6. Program Executive Officers (PEO) and Program Managers (PM). Program Executive Officers (PEO) and Program Managers (PM) shall ensure that materiel standardization is addressed in the acquisition process as prescribed herein, in DoDM 4120.24, and in AFI 63-101/20-101, *Integrated Life Cycle Management*.

2.7. MAJCOMs and Field Operating Agencies (FOA). MAJCOMs and Field Operating Agencies (FOA) shall:

- 2.7.1. Participate in and support the Air Force and Defense Standardization Programs as required. (T-0).
- 2.7.2. Staff a ComSO (MAJCOMs only), as requested, to plan, direct, advocate, and monitor standardization management responsibilities. (T-1).
- 2.7.3. Assign the CSE or SME as applicable and resource the assigned SMAs. (T-2).
- 2.7.4. Recommend standardization needs and improvements. (T-3).
- 2.7.5. Recommend needed policies or procedures or the establishment of new or discontinuance of existing Standardization Areas. (T-3).
- 2.7.6. Work with Air Force standardization document Custodians under command or agency auspices in resolving essential comments. (T-3)
- 2.7.7. Recommend or endorse establishment of SMAs for organizations under the auspices of their command or agency. (T-3)
- 2.7.8. Identify the applicable SMEs for those SMAs under the auspices of that command or agency, and provide those names to the Air Force DepSO. (T-2)
- 2.7.9. Ensure necessary command or agency planning, programming and budgeting activities are accomplished in support of DoD and Air Force standardization policy implementation. (T-2)

2.7.10. Ensure appropriate standards and agreements (Air Force, defense, government, national and international) are implemented. (T-1)

2.8. MAJCOM ComSOs. MAJCOM ComSOs, where designated, will:

2.8.1. Accomplish the responsibilities assigned to their MAJCOM in paragraphs 2.7.3. – 2.7.10.

2.8.2. Provide Command positions on DSP and Air Force standardization policies, procedures, and guidance to AF DepSO.

2.8.3. Submit standardization issues that require higher DoD-wide consideration to Air Force DepSO.

2.8.4. Implement decisions of the DSC, as promulgated by the Air Force DepSO.

2.8.5. Provide day-to-day support to customers inside and outside the MAJCOM regarding standardization questions, issues and concerns.

2.9. SMEs/CSEs. SMEs/CSEs shall:

2.9.1. Provide management-level advocacy and support for the SMA, and ensure the SMA pursues actions toward effective implementation of DSP and general standardization policies and procedures.

2.9.2. Represent standardization issues as part of overall functional management responsibilities.

2.9.3. Maintain visibility over their organization's standardization process to ensure the appropriate infrastructure exists to perform the associated functions effectively.

2.9.4. Approve those decisions that reflect an Air Force or DoD-wide position to include:

2.9.4.1. Approval of need for defense performance and detail specifications prepared by that organization.

2.9.4.2. Validation of need to prepare a new defense standard.

2.9.4.3. Endorsement of any standardization decision reached by the organization SMA that represents a formal position.

2.9.4.4. Approval of organization representatives proposed for serving on national and international standardization bodies.

2.10. SMAs. SMAs shall work to meet the objectives of the DSP as defined in DoDM 4120.24, through the following actions:

2.10.1. Identifying the needs and opportunities for developing or using the hardware, software, processes, practices, and procedures to provide the most efficient use of resources.

2.10.2. Enhancing the compatibility, interoperability, interchangeability, and commonality of practices, systems, equipment, and supplies, as applicable, within the Air Force and between the Military Departments, Defense Agencies, US allies and other friendly nations.

2.10.3. Ensure standardization requirements are documented in performance-related terms to the maximum extent practicable, so as to permit optimal use of available commercial

products, practices and processes, aid rapid technology insertion, and integrate defense and commercial industrial bases.

2.10.4. Provide support for both policy and work-related issues when requested by the DepSO and the respective ComSO, where applicable.

2.10.5. Represent, as appropriate, the Air Force in IMS activities. Provide technical and administrative support, when requested by the Air Force International Standardization Office (ISO) or DepSO.

2.11. SMAs. SMAs shall perform the following functions, in addition to responsibilities identified in [paragraph 2.10](#):

2.11.1. Document Management Activities (DMA) shall manage and coordinate standardization efforts to ensure the optimal degree of standardization in their activity and to prepare, adopt, coordinate, and review standardization documents.

2.11.1.1. Preparing Activities (PA) are the DoD office of primary responsibility (OPR) for developing and maintaining assigned standardization documents. The specific duties for a PA are defined in DoDM 4120.24. In addition, PAs shall accomplish the actions defined in Attachment 2 for waivers/reinstatements of cancelled documents and for requesting approval of need for new defense standards.

2.11.1.2. Custodians are the Air Force OPR for a standardization document or study for a specific standardization document. Custodians work with Preparing Activities, Adopting Activities, Military Coordinating Activities and IMS members to integrate and harmonize defense standardization needs. In addition to the procedures outlined in DoDM 4120.24 and AFI 60-106, The United States Air Force International Military Standardization Program, Air Force Custodians shall:

2.11.1.2.1. Maintain awareness of the current state of products, processes, or procedures of interest to ensure that associated standardization actions are consistent with that state.

2.11.1.2.2. Work with command and field operating agencies to identify those Review Activities that are needed to help determine and define standardization needs and opportunities.

2.11.1.3. Review Activities have a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

2.11.1.4. Adopting Activities are the DoD technical OPR and supervise service and agency participation in non-government standardization efforts. The specific duties for an Adopting Activity are defined in DoDM 4120.24.

2.11.1.5. Military Coordinating Activities (MCA) are the DoD technical OPRs and supervise service and agency participation in US government (non-defense) standardization efforts, including the preparation of commercial item descriptions (CIDs). This responsibility becomes an additional duty of Air Force Custodians. The specific duties for an MCA are defined in DoDM 4120.24.

2.11.2. Lead Standardization Activities (LSA) manage DSP activity for assigned Federal Supply Classes (FSCs), Federal Supply Groups (FSGs), and Standardization Areas by acting

in a DoD-led capacity to plan, organize, and coordinate service and agency efforts for DoD. Specific duties are identified in DoDM 4120.24. In addition, Air Force LSAs shall perform the following duties:

- 2.11.2.1. Manage standardization efforts within the Air Force to ensure an optimal degree of standardization across the assigned area in support of the objectives in AFPD 60-1.
- 2.11.2.2. Establish working groups, integrated product teams (IPTs), or process action teams (PATs), as appropriate, to conduct standardization business.
- 2.11.2.3. Identify and establish interfaces and work with PEOs, PMs, MAJCOMs, and FOAs to determine and provide for Air Force standardization needs.
- 2.11.2.4. Perform the necessary planning activities to ensure effective execution of SMA activities within the area, including defining standardization opportunities and needs and providing assessments and strategies for achieving the most efficient use of resources for a specified FSC, FSG, or Standardization Area.
- 2.11.2.5. Work with public and private sector entities and organizations to harmonize global standardization requirements.
- 2.11.2.6. Work with other service Departmental Standardization Activities (DSA) to determine and harmonize DoD-wide requirements as part of the DSP planning effort for the associated FSC, FSG, or Standardization Area.
- 2.11.2.7. Ensure the inclusion of Air Force requirements and positions in government, national and international standardization efforts, as appropriate.
- 2.11.2.8. Work with industry and non-government standardization organizations to promote military and commercial sector industrial and technology base integration through the definition and development of standardization opportunities, products, and processes that can be used nationally.
- 2.11.2.9. Support, as appropriate, non-government standards activities, industry-government partnerships and U.S. consortium efforts to develop national and international standards.
- 2.11.2.10. Serve as the Air Force-wide focal point for general questions pertaining to the assigned area and provide related assistance as required.
- 2.11.2.11. Maintain awareness of standardization needs and activities in the Air Force.
- 2.11.2.12. Assist Air Force SMAs in identifying various standardization options consistent with the overall business strategy for their assigned FSC, FSG, or Area.
- 2.11.2.13. Help Preparing Activities identify standardization document Custodians for the Air Force.
- 2.11.2.14. Help identify Air Force personnel to serve on non-government standards body (NGSB) technical committees or non-government standards (NGS) Adopting Activities.
- 2.11.2.15. Work with the Air Force DepSO through the applicable Command channels to participate in international military standardization programs to define, develop, and use common doctrine, materiel, products, processes, and procedures.

2.11.3. Departmental Standardization Activities (DSA), when designated by the DepSO for an FSG, FSC, or Standardization Area, assist LSAs with technical and standardization issues and PAs by designating Custodians and identifying Review Activities.

2.11.4. Item Reduction Activities (IRA) are 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. Their specific duties are defined in DoDM 4120.24 and SD-23.

2.12. International Military Standardization (IMS) Participants. The primary participants in IMS activities for which Air Force is the Lead Agent are identified below. (See AFI 60-106 for responsibilities.)

2.12.1. Head of Delegation (HoD) shall serve as the US OPR and supervise US participation in a North Atlantic Treaty Organization (NATO) Military Committee Standardization Board (MCSB), NATO Petroleum Committee (NPC), and NATO Air Traffic Management Committee (NATMC) Working Group (WG) or panel, and an Air and Space Interoperability Council (ASIC) WG.

2.12.2. Member of the Delegation shall serve as the technical assistant or advisor to a NATO or ASIC HoD, or as an Air Force representative to an IMS body for which another Military Department or Office of the Secretary of Defense (OSD)/Joint Chiefs of Staff (JCS) office is the Lead Agent.

WILLIAM A. LAPLANTE
Assistant Secretary of the Air Force (Acquisition)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 5000.01, *The Defense Acquisition System*, 12 May 2003

DoDI 2010.06, *Material Interoperability and Standardization with Allies and Coalition Partners*, 29 July 2009

DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*, 24 September 2014

JP 1-02, *The Department of Defense Dictionary of Military and Associated Terms*, 8 November 2010 (as amended through 14 July 2014)

AFPD 33-1, *Cyberspace Support*, 9 August 2012

AFPD 33-4, *Information Technology Governance*, 17 January 2013

AFPD 60-1, *Air Force Standardization Program*, 29 September 29, 2014

AFI 16-110, *U.S. Air Force Participation in International Armaments Cooperation Programs*, 13 May 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 60-106, *International Military Standardization (IMS) Program*, 30 September 2014

AFI 63-101/20-101, *Integrated Life Cycle Management*, 7 March 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

SD-1, *Standardization Directory*, 1 July 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACG—Aerospace Capability Group

AFMC—Air Force Materiel Command

ASIC—Air and Space Interoperability Council

ASSIST—Acquisition Streamlining and Standardization Information System

BCA—Business Case Analysis

CID—Commercial Item Description

CM—Coordinating Member

ComSO—Command Standardization Office

CSE—Center Standardization Executive

DepSO—Departmental Standardization Office

DISR—DoD Information Technology Standards Registry

DMA—Document Management Activity
DoD—Department of Defense
DSA—Departmental Standardization Activity
DSE—Defense Standardization Executive
DSP—Defense Standardization Program
DSPO—Defense Standardization Program Office
FAR—Federal Acquisition Regulation
FCT—Foreign Comparative Test
FOA—Field Operating Agency
FSC—Federal Supply Class
FSG—Federal Supply Group
HOD—Head of Delegation
HQ USAF—Headquarters US Air Force
IMS—International Military Standardization
IPT—Integrated Product Team
IRA—Item Reduction Activity
ISA—International Standardization Agreement
ISO—International Standardization Office
IT—information technology
JCS—Joint Chiefs of Staff
LSA—Lead Standardization Activity
MAJCOM—Major Command
MCA—Military Coordinating Activity
MCSB—Military Committee Standardization Board
NAFAG—NATO Air Force Armaments Group
NATO—North Atlantic Treaty Organization
NGS—non-government standard
NGSB—non-government standards body
NIA—Need-Impact Analysis
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PA—Preparing Activity

PAT—Process Action Team

PEO—Program Executive Officer

PM—Program Manager

RDS—Records Disposition Schedule

RSE—Responsible Standardization Executive

SE—Standardization Executive

SMA—Standardization Management Activity

SME—Standardization Management Executive

Terms

Sources—*sources (where applicable) appear parenthetically at end of term*

Activity—1. A unit, organization, or installation performing a function or mission, e.g., reception center, redistribution center, naval station, naval shipyard. 2. A function, mission, action, or collection of actions. (JP 1-02)

Adopting Activity—The Department of Defense primary technical office of primary responsibility participating in a non-government standardization effort.

Air and Space Interoperability Council (ASIC)—an international organization formed in 1948 as the Air Standardization Coordinating Committee (ASCC) that works for the air forces of Australia, Canada, New Zealand, the United Kingdom and the United States of America. Its mission is to enhance current and future coalition warfighting capabilities through air and space power interoperability.

Architecture—A framework or structure that portrays relationships among all the elements of the subject force, system, or activity. (JP 1-02)

Command Standardization Office (ComSO)—An organization within an Air Force Major Command (MAJCOM) headquarters that provides the functional staff interface for the Air Force Standardization Program within the Command.

Commercial Item Description (CID)—An indexed, simplified product description managed by the General Services Administration that describes, by functional or performance characteristics, the available, acceptable commercial products that will satisfy the government's needs.

Commercial Product—Any item defined as commercial by FAR 2.101 (<http://farsite.hill.af.mil/>), to include an item that is of a type customarily used by the general public or by non-governmental entities for other than governmental purposes, and (i) has been sold, leased, or licensed to the general public; or, (ii) has been offered for sale, lease, or license to the general public.

Commonality—A state achieved when groups of individuals, organizations or nations use common doctrine, procedures or equipment. (JP 1-02)

Compatibility—The suitability of products, processes or services for use together under specific conditions to fulfill relevant requirements without causing unacceptable interactions. (NATO AAP-06)

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. (DoDM 4120.24) Also, the nation, service, command, or other agency responsible for maintaining an existing international military standardization agreement or publication, or for conducting studies, organizing projects, and developing proposals for standardization. (AFI 60-106)

Defense Specification—A specification developed under the consensus procedures of the Defense Standardization Program that is used on multiple programs or applications and is included in the ASSIST database. (MIL-STD-961)

Departmental Standardization Activity (DSA)—A SMA that may be designated by its DepSO to address technical and standardization issues under an assigned FSG, FSC, or Standardization Area for its Military Department or Defense Agency. When requested, the DSA may assist the LSA in addressing standardization issues and assist Preparing Activities by designating Custodians for a document and identifying Review Activities.

Departmental Standardization Office (DepSO)—A top level office in each Military Department or Defense Agency responsible for managing the Defense Standardization Program (DSP) and ensuring that its Standardization Management Activities properly implement the policies, procedures, and goals of the DSP.

Document Management Activity—The generic name for the group of standardization activities involved with management of documents to include Preparing Activity, Custodian, Review Activity, Adopting Activity, and Military Coordinating Activity.

Federal Supply Class (FSC)—A four-digit coding structure used to group products into logical families for supply management purposes. As used in the standardization program, the four-digit code is used to group standardization documents associated with products into logical families for standardization management purposes.

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. 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.

Head of Delegation (HoD)—The head of a national delegation to a NATO or ASIC working group who supervises and coordinates nationally all phases of the working group effort. The HoD is the national spokesperson to the working group who presents coordinated national views. The HoD ensures all interested agencies are given the opportunity to participate in the NATO or ASIC effort. (AFI 60-106)

Interchangeability—A condition which exists when two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged one for the other without alteration of the items themselves, or of adjoining items, except for adjustment, and without selection for fit and performance. (JP 1-02)

International Standardization Agreement (ISA)—The record of an agreement among several or all of the member nations of a multi-national organization to standardize on material and non-material areas.

Interoperability—The ability of systems, units or forces to provide services to and accept services from other systems, units or forces and to use the services so exchanged to enable them to operate effectively together. (JP 1-02)

Item Reduction Activity (IRA)—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.

Lead Agent (LA)—The U.S. government agency designated to coordinate the interagency oversight of the day-to-day conduct of an ongoing operation. (JP 1-02)

Lead Standardization Activity—A management activity in a Military Department or a Defense Agency that guides Department of Defense standardization efforts for a FSC, FSG, or a Standardization Area through planning of necessary activities, authorization of standardization projects, and identification and resolution of standardization issues. (DoDM 4120.24)

Materiel—All items (including ships, tanks, self-propelled weapons, aircraft, etc. and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (JP 1-02). In a military context, materiel relates to the specific needs of a force to complete a specific mission. The term is also used in a general sense ("men and materiel") to describe the needs of a functioning military. Materiel embraces complete systems, C3 systems, weapon-systems sub-systems, interfaces, assemblies, components, spare parts and consumables (including ammunition, fuel, supplies, stores and spares). (NATO AAP-3)

Member of the Delegation—Any Department of Defense representative (or consultant) who accompanies an Air and Space Interoperability Council Head of Delegation, North Atlantic Treaty Organization Head of Delegation, or principal US representative to a meeting in the capacity of technical assistant or advisor. (AFI 60-106)

Military Committee Standardization Board (MCSB)—The generic name for any of the five specific standardization boards under the NATO Military Committee: Joint, Air, Land, Maritime, and Medical.

Military Coordinating Activity (MCA)—The Department of Defense technical office of primary responsibility participating in US government (nonmilitary) standardization efforts. (AFI 60-101). Also, 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. (DoDM 4120.24)

Non-Government Standard (NGS)—A standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes or coordinates standards. Includes standards, specifications, handbooks, and other forms of product, process, or practice descriptions promulgated by non-government bodies. This term does not include professional standards of personal conduct, institutional codes of ethics, private standards of individual firms, or standards mandated by law.

Non-Government Standards Bodies—Private sector domestic or multinational organizations such as not-for-profit organizations; industry or trade associations; and professional or technical societies or institutes that plan, develop, establish, or coordinate non-government standards.

Preparing Activity (PA)—The Department of Defense technical office of responsibility for a specific product, technology, process, practice, or procedure. Integrates service and agency needs and harmonizes with government, industry, national and international standardization activities. This responsibility is almost always accomplished by a service or agency Custodian.

Program Manager (PM)—The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority. (DoDD 5000.01)

Product—Includes materials, parts, components, subassemblies, assemblies, and equipment. 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."

Qualification—A process in advance of, and independent of, an acquisition by which manufacturer's or distributor's products are examined, tested, and approved as being compliant with the requirements of its specification.

Responsible Authority/Responsible Standardization Executive (RSE)—The Standardization Executive of a DoD Component in which the Preparing Activity of a standardization document resides. If an Air Force organization is the PA, the Air Force SE is the responsible authority or RSE. If another military department or defense agency is the PA, their SE is the RSE. ([para A2.3.2](#))

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.

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. (DoDM 4120.24)

Standard—A document that establishes uniform engineering or technical criteria, methods, processes and practices. (DoDM 4120.24)

Standardization—The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods for achieving compatibility, interoperability, interchangeability, or commonality of materiel. (DoDM 4120.24) Also, the process by which the Department of Defense achieves the closest practicable cooperation among the Services and Department of Defense agencies for the most efficient use of research, development, and production resources, and agrees to adopt on the broadest possible basis the use of: a. common or compatible operational, administrative, and logistic procedures; b. common or compatible technical procedures and criteria; c. common, compatible, or interchangeable supplies, components, weapons, or equipment; and d. common or compatible tactical doctrine with corresponding organizational compatibility. (JP 1-02)

Standardization Areas—Standardization categories for engineering technologies, disciplines, and practices that do not fall under a Federal Supply Class or a Federal Supply Group. The Standardization Directory, SD-1 identifies the Standardization Areas. (DoDM 4120.24)

Standardization Directory (SD-1)—A publication that identifies standardization responsibility assignments by Federal Supply Classes, Federal Supply Groups, and standardization technology and engineering 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 Defense Standardization Program.

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 defense specifications, standards, handbooks, and bulletins; Federal specifications and standards; guide specifications; international standardization agreements, commercial item descriptions; and non-government standards. (DoDM 4120.24)

Standardization Management Activity (SMA)—A generic term to describe any Department of Defense activity listed in the Standardization Directory, SD-1, that functions as a Lead Standardization Activity, Preparing Activity, Participating Activity, Military Coordinating Activity, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity. (DoDM 4120.24)

Standardization Management Executive (SME)—A senior person in an Air Force organization with an assigned SMA(s) who is responsible for management of the Air Force Standardization Program in that organization.

Attachment 2

PROCEDURES FOR WAIVER/REINSTATEMENT OF A CANCELED DSP DOCUMENT AND APPROVAL OF NEED FOR A NEW DEFENSE STANDARD

A2.1. Policy on use of standards; notably, emphasis on use of non-government standards in the materiel life-cycle. Non-government standards shall be used in preference to developing and maintaining Government specifications and standards as required by section 12(d) of Public Law 104-113, unless they fall under one of the exceptions specified in section 12(d). The exceptions are: if compliance with the preference to use non-government standards is inconsistent with applicable law or otherwise impractical, a Federal agency or department may elect to use technical standards that are not developed or adopted by voluntary consensus standards bodies. Reinstatement of a cancelled defense document requires approval by an established authority.

A2.2. Waiver for one-time use of a canceled document.

A2.2.1. The procuring organization shall submit a request for waiver to use a canceled DSP document in either a solicitation or a contract, even if proposed by the contractor. The request for waiver shall be submitted to the responsible Center Standardization Executive (CSE) or Standardization Management Executive (SME) for decision, with a copy to the Preparing Activity (PA) and the Air Force Departmental Standardization Office (DepSO).

A2.2.2. Cover-sheeting a canceled DSP document is not an approved practice. Such documents may only be used with a waiver until they are converted or reinstated to an active or inactive for new design DSP document.

A2.3. Reinstatement of a canceled document.

A2.3.1. DSP Standards. Air Force organizations wishing to reinstate a canceled defense standard shall submit a request through their respective CSE or SME to the Air Force DepSO for approval by the Air Force Standardization Executive (SE) and final approval by the Responsible Standardization Executive (RSE). If an Air Force organization is the PA, the Air Force SE is the RSE. If another Military Department or Defense Agency is the PA, their SE is the RSE.

A2.3.2. Other DSP Documents. Air Force organizations wishing to reinstate other types of canceled DSP documents shall submit a request to their respective CSE or SME for approval and forwarding to the PA for final approval with a copy to the Air Force DepSO.

A2.4. Required Information for Waivers and Reinstatements. Requests for waivers or reinstatements of DSP documents must be justified by either a Business Case Analysis (BCA) or a Need-Impact Analysis (NIA). **Table A2.1** identifies whether a BCA or NIA is needed, based on the category of the document involved. Document categories are defined in **paragraph A2.6**. Since many military specifications and standards canceled during acquisition reform were not categorized, organizations initiating requests for waivers or reinstatements must assign a document category based on the definitions in **paragraph A2.6**.

A2.4.1. Business Case Analysis (BCA). A BCA will include:

A2.4.1.1. Description. A complete description of:

A2.4.1.1.1. The program, system/equipment/item, procurement, or life cycle process for which the DSP document is intended.

A2.4.1.1.2. The product or process covered by the document to be used or reinstated.

A2.4.1.1.3. Where applicable, at least one commercial product or process defined by a NGS as the nearest equivalent/alternative to the product or process defined by the DSP document.

A2.4.1.1.4. The differences, if any, between the product or process defined by the DSP document and the commercial equivalent/alternative product or process defined by the NGS.

A2.4.1.2. Military Unique. Describe how the differences between the defense product or process and the commercial equivalent/alternatives are substantial enough to consider the former as military-unique and that a clear requirement for a military-unique document exists.

A2.4.1.3. Impact. An identification of the impact to the program, system/equipment/item, procurement, or life cycle process to use the commercial equivalent/alternative product or process versus the military product or process.

A2.4.1.4. Assessment. An assessment of whether the impacts through use of the commercial product or process are substantial enough to make the commercial product or process unacceptable for use.

A2.4.1.5. Economic Analysis. If there are no substantial mission impacts through use of a commercial equivalent/alternative product or process, provide an economic analysis of the tradeoffs between using the defense product or process and the applicable commercial equivalent(s), and demonstrate that use or reinstatement of the DSP document is cost effective.

A2.4.2. Need Impact Analysis (NIA). A NIA shall include the information required in **paragraphs A2.4.1.1 – A2.4.1.4** above. An Economic Analysis is not required for a NIA unless the Air Force SE considers the NIA insufficiently justified.

A2.4.3. Applicability Table. **Table A2.1** defines by category of document the information required and approval authorities for requesting a waiver to use or for reinstatement of a canceled document.

A2.5. Approval of Need for a New Defense Standard. AF organizations wishing to develop or have developed a new military standard shall comply with the policy of **A2.1** and provide a BCA (**A2.4.1**) or NIA (**A2.4.2**) to the Air Force DepSO with endorsement by their SME or CSE, if one is assigned. If one is not assigned, the endorsement shall be by a management level GS-15/O-6. The Air Force SE may request a BCA if a NIA is insufficiently justified.

Table A2.1. Applicability Table.

DSP Document Categories	Canceled Document Action	
	Waiver for One-Time Use	Request for Reinstatement

(see paragraph A2.6. for descriptions)	Req'd Information	AF/Final Approval Authority(1)	Req'd Information	AF Approval Authority(1)	Final Approval Authority(1)
Defense Standard (2)					
Standard Practice	BCA	CSE-SME	BCA	AF SE	RSE
Design Criteria	NIA	CSE-SME	NIA	AF SE	RSE
Interface	NIA	CSE-SME	NIA	AF SE	RSE
Test Method	NIA	CSE-SME	NIA	AF SE	RSE
Manufacturing Process	BCA	CSE-SME	BCA	AF SE	RSE
Defense Specification (3)					
Performance	NIA	CSE-SME	NIA	CSE-SME	PA
Detail	NIA	CSE-SME	NIA	CSE-SME	PA
Defense Handbook (4)	NIA	CSE-SME	NIA	CSE-SME	PA
Federal Standard	NIA	CSE-SME	NIA	AF SE	RSE
Federal Specification	NIA	CSE-SME	NIA	CSE-SME	PA
Commercial Item Description	NIA	CSE-SME	NIA	CSE-SME	PA
Key and Notes ()					
AF SE – Air Force Standardization Executive BCA – Business Case Analysis CSE - Center Standardization Executive (AFMC & AFSPC) NIA – Need-Impact Analysis PA – Preparing Activity RSE – Responsible Standardization Executive SME - Standardization Management Executive (Others) Note (1): Refer to responsibilities in para. 2.9.4.1. (CSE-SME), 2.2.5. (AFSE), A2.3.1. (RSE), and 2.11.1.1. (PA) Note (2): Synonymous with Military Standard (MIL-STD) Note (3): Synonymous with Military Specification (MIL-PRF or MIL-DTL) Note (4): Synonymous with Military Handbook (MIL-HDBK)					

A2.6. DSP Document Category Definitions¹

A2.6.1. Standard Practice Standard. A standard that specifies procedures on how to conduct certain non-manufacturing functions. Standard practices are developed for functions that, at least some of the time, are obtained via contractor from private sector firms.

A2.6.2. Design Criteria Standard. A standard that establishes military-unique design or functional criteria for the development of systems, subsystems, equipment, assemblies, components, items, or parts.

¹ Ref MIL-STD-961 and MIL-STD-962

A2.6.3. Interface Standard. A standard that specifies the physical, functional, or military operational environment interface characteristics of systems, subsystems, equipment, assemblies, components, items, or parts to permit interchangeability, interconnection, interoperability, compatibility, or communications.

A2.6.4. Test Method Standard. A standard that specifies procedures or criteria for measuring, identifying, or evaluating qualities, characteristics, performance, and properties of a product or process.

A2.6.5. Manufacturing Process Standard. A standard that states the desired outcome of manufacturing processes or specifies procedures or criteria on how to perform manufacturing processes.

A2.6.6. Performance Specification. A specification that states requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics. Both defense specifications and program-unique specifications may be designated as a performance specification.

A2.6.7. Detail Specification. A specification that specifies design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification. Both defense specifications and program-unique specifications may be designated as a detail specification.

A2.6.8. Handbook. A guidance document that provides engineering information; lessons learned; possible options to address technical issues; classification of similar item, materials, or processes; interpretative direction and techniques; and any other type of guidance information that may help the Government or its contractors in the design, construction, selection, management, support, or operation of systems, products, processes, or services.

A2.6.9. Federal Standard. A standard issued or controlled by the General Services Administration (GSA) that is mandatory for use by all Federal agencies.

A2.6.10. 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.

A2.6.11. 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.