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SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 60-101

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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 Department of Defense Manual (DoDM) 4120.24, *Defense Standardization Program (DSP) Procedures*. It applies to all Air Force organizations, including the Air National Guard (ANG), Air Force Reserve (AFR), civilians, and contractors. Refer recommended changes and questions about this publication to the Office of Primary Responsibility 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 all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Field activities must send implementing publications to the higher headquarters functional Office of Primary Responsibility 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, or 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 requestors commander for non-tiered compliance items.

SUMMARY OF CHANGES

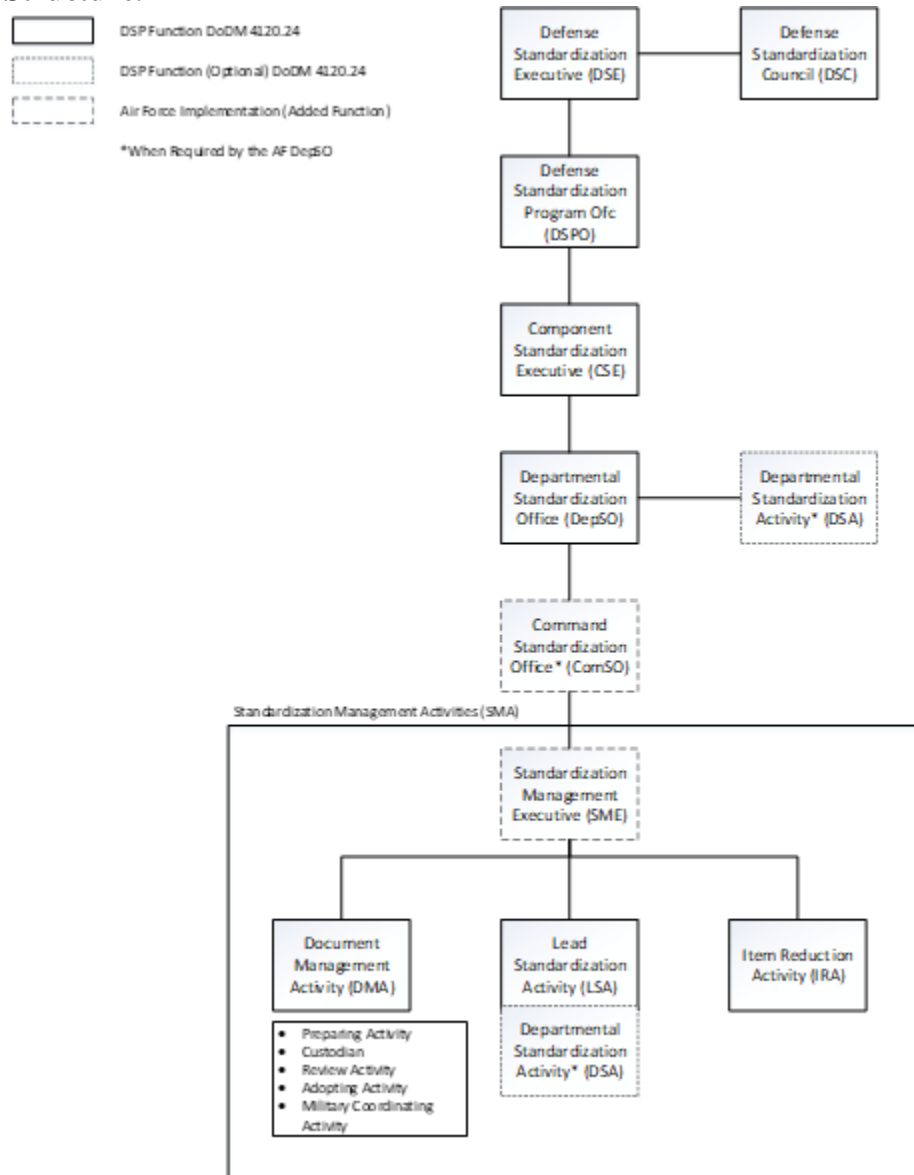
This document has been revised to remove acronyms, clarify responsibilities and authorities, and to reemphasize DoD's guidance on the use of non-government and DoD standards in materiel life cycle management.

Chapter 1

AIR FORCE STANDARDIZATION MANAGEMENT STRUCTURE OVERVIEW

1.1. Overview. The Air Force structure for implementing the Defense Standardization Program standardization management is shown in **Figure 1.1**. The structure consists of all functions defined in Department of Defense Manual (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. Sections 1.2 to 1.7.1 outline the respective management responsibilities captured in **Figure 1.1**.

Figure 1.1. Air Force Implementation of Defense Standardization Program Management Structure.



1.2. Defense Standardization Council. The Defense Standardization Council consists of the Military Department and Defense Agency Standardization Executives. The Council is chaired by the Defense Standardization Executive, who is usually a member of the Under Secretary of Defense (Research and Engineering) staff.

1.3. Defense Standardization Program Office. The Defense Standardization Program Office resides in the Defense Logistics Agency, supports the Defense Standardization Executive, and provides day-to-day guidance in executing the Defense Standardization Program.

1.4. Departmental Standardization Office. The Departmental Standardization Office supports the Component Standardization Executive and provides day-to-day management of the Military Department and Agency Defense Standardization Program standardization activities.

1.5. Departmental Standardization Activity. The Departmental Standardization Activity is an optional management activity, when designated by the Departmental Standardization Office, for each federal supply group, federal supply class, and Standardization Area. The Departmental Standardization Office may delegate assignment responsibility for custodians for new full coordination documents and departmental standardization activities, and may assist Lead Standardization Activities with technical and standardization issues.

1.6. Command Standardization Office. Command Standardization Office is an Air Force Major Command point of contact with the Departmental Standardization Office. The Command Standardization Office plans, directs, advocates, and monitors the Defense Standardization Program standardization activities within their organization.

1.7. Standardization Management Activity. The Air Force Departmental Standardization Office establishes Standardization Management Activities within the Air Force. Air Force Standardization Management Activities and related assignments are identified in the Department of Defense (DoD) Standardization Directory (SD-1), available in the Acquisition Streamlining and Standardization Information System (ASSIST) at <https://assistca.dla.mil/> or <http://quicksearch.dla.mil>.

1.7.1. Standardization Management Activity Composition. The Air Force implementation of the Standardization Management Activity functions defined in DoDM 4120.24, should include a Standardization Management Executive. This is an executive-level person charged with the responsibility of providing advocacy, support, and direction on standardization issues as they relate to the organization under which the Standardization Management Activity is assigned. A Standardization Management Executive normally has standardization management staff 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 (for example, a center or agency).

Chapter 2

ROLES AND RESPONSIBILITIES

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

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

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

2.2.2. Participates in the development of defense standardization policies.

2.2.3. Develops and implements Air Force policies and procedures required for those portions of the Defense Standardization Program assigned to the Air Force.

2.2.4. Assigns standardization responsibilities within the Air Force including establishment of Air Force Standardization Management Activities and assigns available resources.

2.2.5. Reviews and processes actions for the Air Force Standardization Executive that require approval to reinstate a cancelled Defense Standardization Program document (see [Chapter 3, Table 3.1](#)) or that request approval of the need for a new defense standard.

2.2.6. Facilitates and coordinates participation of Air Force representatives on national and international standardization bodies.

2.2.7. Approves/disapproves requests to include qualification requirements in new defense specifications and to add qualifications in existing defense specifications.

2.2.8. Coordinates with the Air Force International Standardization Offices on International Military Standardization activities involving materiel International Standardization Agreements intended for use in defense acquisitions. Performs Lead Agent Office of Primary Responsibility duties in accordance with DoDM 4120.24, Enclosure 8, 2.e.(1) through (4) relating to United States (US) implementing documents for materiel International Standardization Agreements (see Air Force Instruction (AFI) 60-106, *International Military Standardization Program*).

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

2.3. The Regional Plans and Posture Division, Directorate of Strategic Plans, Deputy Chief of Staff, Strategic Plans, Programs and Requirements, AF/A8XX. AF/A8XX is one of the Air Force International Standardization Offices and manages the International Military Standardization programs as the Air Force Lead Agent Office of Primary Responsibility (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. SAF/CIO A6 in coordination with SAF/AQ, establishes and maintains the technical standards, protocols, technical guidelines, reference architecture, and execution constraints for the Air Force Global Information Grid infrastructure and services, in accordance with AFPD 17-1, *Information Dominance Governance and Management* and AFPD 17-2, *Cyberspace Operations*.

2.5. The Deputy Under Secretary of the Air Force, International Affairs, Armaments Cooperation Division, SAF/IAPQ. SAF/IAPQ administers the Foreign Comparative Test program in accordance with AFI 16-110, *US Air Force Participation in International Armaments Cooperation Programs*, to reduce duplication in research and development, enhance standardization and interoperability, improve cooperative support, and promote competition and international technology exchange.

2.6. Program Executive Officers and Program Managers. The Program Executive Officers and Program Managers ensure that materiel standardization is addressed in acquisition processes as prescribed herein, in DoDM 4120.24, and in AFI 63-101_20-101, *Integrated Life Cycle Management*.

2.7. Major Commands (MAJCOMs) and Field Operating Agencies. MAJCOMs and Field Operating Agencies shall:

2.7.1. Participate in and support the Air Force and Defense Standardization Programs as required. **(T-0)**

2.7.2. Staff a Command Standardization Office (Major Commands only), to plan, direct, support, and monitor standardization management responsibilities. **(T-1)**.

2.7.3. Assign the Standardization Management Executive, as applicable, and resource the assigned Standardization Management Activities. **(T-2)**.

2.7.4. Recommend standardization needs and improvements. **(T-3)**.

2.7.5. Recommend needed policies, 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 support, in resolving essential comments. **(T-3)**.

2.7.7. Recommend or endorse the creation of Standardization Management Activities for organizations under the support of their command or agency. **(T-3)**.

2.7.8. Identify the applicable Standardization Management Executives for those Standardization Management Activities under the support of that command or agency, and provide those names to the Air Force Departmental Standardization Office. **(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 execution. **(T-2)**.

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

2.8. MAJCOM Command Standardization Offices. In addition to accomplishing the MAJCOM responsibilities in Section 2.7, MAJCOMs organizational standardization offices shall:

2.8.1. Provide command positions on Defense Standardization Program and Air Force standardization policies, procedures, and guidance to Air Force Departmental Standardization Office. **(T-1)**.

2.8.2. Submit standardization issues that require higher DoD-wide consideration to Air Force Departmental Standardization Office. **(T-1)**.

2.8.3. Implement decisions of the Defense Standardization Council, as issued by the Air Force Departmental Standardization Office. **(T-1)**.

2.8.4. Provide day-to-day support to customers inside and outside the MAJCOM regarding standardization questions, issues, and concerns. **(T-3)**.

Chapter 3

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

3.1. Policy on use of standards. 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, *National Technology Transfer and Advancement Act*, unless they fall under one of the exceptions specified in section 12(d). **(T-0)**. 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.

3.2. Waiver for one-time use of a canceled document.

3.2.1. The requiring organization shall submit a request for waiver to use a canceled Defense Standardization Program document in either a solicitation or a contract, even if proposed by the contractor. **(T-0)**. The request for waiver shall be submitted to the responsible Standardization Management Executive for decision, with a copy to the Preparing Activity and the Air Force Departmental Standardization Office.

3.2.2. Cover-sheeting a canceled Defense Standardization Program 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 Defense Standardization Program document.

3.3. Reinstatement of a canceled document.

3.3.1. Defense Standardization Program Standards. Air Force organizations wishing to reinstate a canceled standardization document shall submit a request through their respective Standardization Management Executive to the Air Force Departmental Standardization Office for approval by the Air Force Standardization Executive and final approval by the Responsible Standardization Executive **(T-1)**. If an Air Force organization is the Preparing Activity, the Air Force Standardization Executive is the Responsible Standardization Executive. If another military department or defense agency is the Preparing Activity, their Standardization Executive is the Responsible Standardization Executive.

3.3.2. Other Defense Standardization Program Documents. Air Force organizations wishing to reinstate other types of canceled Defense Standardization Program documents shall submit a request to their respective Standardization Management Executive for approval **(T-1)**. After approval is received, forward request to the Air Force Standardization Executive for final approval with a copy to the Air Force Departmental Standardization Office.

3.4. Required Information for Waivers and Reinstatements. Requests for waivers or reinstatements of Defense Standardization Program documents must be justified by either a Business Case Analysis or a Need-Impact Analysis. **(T-0)**. **Table 3.1** identifies whether a Business Case Analysis or Need-Impact Analysis is needed, based on the category of the document involved. Document categories are defined in **paragraph 3.6**. 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 3.6](#).

3.4.1. Business Case Analysis. A Business Case Analysis should include:

3.4.1.1. Description. A complete description of:

3.4.1.1.1. The program, system/equipment/item, procurement, or life cycle process for which the Defense Standardization Program document is intended.

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

3.4.1.1.3. Where applicable, at least one commercial product or process defined by a Non-Government Standard as the nearest equivalent/alternative to the product or process defined by the Defense Standardization Program document.

3.4.1.1.4. The differences, if any, between the product or process defined by the Defense Standardization Program document and the commercial equivalent/alternative product or process defined by the Non-Government Standard(s).

3.4.1.2. 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.

3.4.1.3. 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.

3.4.1.4. 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.

3.4.1.5. 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). The economic analysis is used to demonstrate that use or reinstatement of the Defense Standardization Program document is cost effective.

3.4.2. Need-Impact Analysis. A Need-Impact Analysis should include the information required in [paragraphs 3.4.1.1 – 3.4.1.4](#) above. An Economic Analysis is not required for a Need-Impact Analysis unless the Air Force Standardization Executive considers the Need-Impact Analysis insufficiently justified.

3.4.3. Applicability Table. [Table 3.1](#) defines by category of document the information required and approval authorities for requesting a waiver to use or for reinstatement of a canceled document.

3.5. Approval of Need for a New Standardization Document. Air Force organizations wishing to develop or have developed a new military standardization document shall comply with the policy of [Paragraph 3.1. \(T-0\)](#). A Business Case Analysis ([3.4.1](#)) or Need-Impact Analysis ([3.4.2](#)) is submitted to the Air Force Departmental Standardization Office with the endorsement by their Standardization Management Executive, if one is assigned. If one is not assigned, the endorsement shall be by a management level GS-15/O-6. The Air Force Standardization

Executive may request a Business Case Analysis if a Need-Impact Analysis is insufficiently justified.

Table 3.1. Applicability Table.

DSP Document Categories (see paragraph 3.6. for descriptions)	Canceled Document Action				
	Waiver for One-Time Use		Request for Reinstatement		
	Required Informatio n	Air Force/Final Approval Authority(1)	Required Informatio n	Air Force Approval Authority(1)	Final Approval Authority(1)
Defense Standard (2)					
Standard Practice	BCA	SME	BCA	AF SE	RSE
Design Criteria	NIA	SME	NIA	AF SE	RSE
Interface	NIA	SME	NIA	AF SE	RSE
Test Method	NIA	SME	NIA	AF SE	RSE
Manufacturing Process	BCA	SME	BCA	AF SE	RSE
Defense Specification (3)					
Performance	NIA	SME	NIA	SME	PA
Detail	NIA	SME	NIA	SME	PA
Defense Handbook (4)	NIA	SME	NIA	SME	PA
Federal Standard	NIA	SME	NIA	AF SE	RSE
Federal Specification	NIA	SME	NIA	SME	PA
Commercial Item Description	NIA	SME	NIA	SME	PA

Key and Notes ()

AF SE – Air Force Standardization Executive

BCA – Business Case Analysis

NIA – Need-Impact Analysis

PA – Preparing Activity

RSE – Responsible Standardization Executive

SME - Standardization Management Executive

Note (1): Refer to responsibilities in para. 2.9.4.1. (CSE-SME), 2.2.5. (AF SE), 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)

3.6. Defense Standardization Program Document. Defense standardization program document category definitions are located in Military Standard (MIL-STD)-961, *Defense and Program Unique Specifications Format and Content*, and MIL-STD-962, *Defense Standards Format and Content*.

Chapter 4

STANDARDIZATION MANAGEMENT

4.1. Standardization Management Executives. Standardization Management Executives should:

- 4.1.1. Provide management-level support for the Standardization Management Activity and ensure the Standardization Management Activity implements the Defense Standardization Program and general standardization policies and procedures.
- 4.1.2. Represent standardization issues as part of overall functional management responsibilities.
- 4.1.3. Maintain visibility over their organization's standardization process. Establish infrastructure to perform the associated functions.
- 4.1.4. Prior to the Air Force Standardization Executive approval, support those decisions that reflect an Air Force or DoD-wide position to include:
 - 4.1.4.1. Analyze and support the need for defense performance and detail specifications, prepared by that organization, and the need for new defense standards.
 - 4.1.4.2. Validation and approval of the need to prepare a new defense standard.
 - 4.1.4.3. Support any standardization decision reached by the organization Standardization Management Activity that represents a formal position.
 - 4.1.4.4. Coordinate, recommend, or approve of organization representatives proposed for serving on national and international standardization bodies.

4.2. Standardization Management Activity Objectives. Standardization Management Activities shall work to meet the objectives of the Defense Standardization Program as defined in DoDM 4120.24, through the following actions:

- 4.2.1. Identify the needs and opportunities for developing or using standardized hardware, software, processes, practices, and procedures to provide the most efficient use of resources. **(T-0)**.
- 4.2.2. Support improvement of the compatibility, interoperability, interchangeability, and commonality of practices, systems, equipment, and supplies within the Air Force and between the Military Departments, Defense Agencies, US allies, and other friendly nations. **(T-0)**.
- 4.2.3. Ensure standardization requirements are documented in performance-related terms, to permit maximum use of available commercial products, practices, and processes; aid rapid technology insertion; and integrate defense and commercial industrial bases. **(T-0)**.
- 4.2.4. Provide support for both policy and standardization issues when requested by the Departmental Standardization Office and the respective Command Standardization Office, where applicable. **(T-0)**.
- 4.2.5. Seek technical Air Force representation for International Military Standardization activities. Provide administrative support when requested by the Air Force International Standardization Offices, Departmental Standardization Office, or an applicable Command Standardization Office. **(T-0)**.

4.3. Standardization Management Activity Functions. Standardization Management Activities should perform the following functions, in addition to [Paragraph 4.2](#):

4.3.1. Document Management Activities manages and coordinates standardization efforts in their activities and prepare, adopt, coordinate, and review standardization documents.

4.3.1.1. Preparing are the DoD Office of Primary Responsibility for developing and maintaining assigned standardization documents. The specific duties for a Preparing Activity are defined in DoDM 4120.24. In addition, Preparing Activities should accomplish the actions defined in [Chapter 3](#) for waivers/reinstatements of cancelled documents and for requesting approval of the need for new defense standards.

4.3.1.2. Custodians are the Air Force Office of Primary Responsibility for a document standards or a study for a specific standardization document. Custodians work with Preparing Activities, Adopting Activities, Military Coordinating Activities, and International Military Standardization members to integrate defense standardization needs. In addition to the procedures outlined in DoDM 4120.24 and AFI 60-106, Air Force Custodians should:

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

4.3.1.2.2. Work with command and field operating agencies to identify those Review Activities that are needed to help determine and define standardization needs and opportunities. Review Activities have a technical or procurement interest in a specific standardization document, and need to participate in the review of all proposed actions affecting such documents.

4.3.1.3. Adopting Activities are the DoD technical Office of Primary Responsibility for supervising service and agency participation in non-government standardization efforts. The specific duties for an Adopting Activity are defined in DoDM 4120.24.

4.3.1.4. Military Coordinating Activities serve as technical focal points responsible for the coordination and preparation of federal specifications, standards, or commercial product descriptions developed by DoD and civilian agencies. The responsibilities of the Military Coordinating Activity correlate to those of the Air Force Custodian. The specific duties for Military Coordinating Activities are defined in DoDM 4120.24.

4.3.2. Lead Standardization Activities manage Defense Standardization Program activities for their assigned Federal Supply Classes, Federal Supply Groups, and Standardization Areas by acting in a DoD-lead capacity to plan, organize, and coordinate service and agency efforts for DoD. Specific duties are identified in DoDM 4120.24. In addition, Air Force Lead Standardization Activities should perform the following duties:

4.3.2.1. Manage standardization efforts within the Air Force to ensure standardization across the assigned Federal Supply Class, Federal Supply Group or Standardization Area in support of the objectives in AFPD 60-1.

4.3.2.2. Establish working groups, integrated product teams, or process action teams, as appropriate, to conduct standardization business.

- 4.3.2.3. Identify and establish interfaces and work with Program Executive Officers, Program Managers, MAJCOMs, and Field Operating Agencies to determine and provide for Air Force standardization needs.
 - 4.3.2.4. Perform planning activities for execution of Standardization Management Activity activities within the Standardization Area. This includes defining standardization opportunities, determining needs, and providing assessments and strategies for use of resources for a specified Federal Supply Class, Federal Supply Group, or Standardization Area.
 - 4.3.2.5. Work with public and private sector entities and organizations to complement global standardization requirements.
 - 4.3.2.6. Work with other Service Departmental Standardization Activities to determine and complement DoD-wide requirements as part of the Defense Standardization Program planning effort for the associated Federal Supply Class, Federal Supply Group, or Standardization Area.
 - 4.3.2.7. Ensure the inclusion of Air Force requirements and positions in government, national and international standardization efforts.
 - 4.3.2.8. 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.
 - 4.3.2.9. Support non-government standards activities, industry-government partnerships and US consortium efforts to develop national and international standards.
 - 4.3.2.10. Serve and provide assistance as the Air Force-wide focal point for general questions relating to the assigned Federal Supply Class, Federal Supply Group or Standardization Area.
 - 4.3.2.11. Maintain awareness of standardization needs and activities in the Air Force.
 - 4.3.2.12. Assist Air Force Standardization Management Activities in identifying various standardization options consistent with the overall business strategy for their assigned Federal Supply Class, Federal Supply Group, or Standardization Area.
 - 4.3.2.13. Help Preparing Activities identify document standards Custodians for the Air Force.
 - 4.3.2.14. Help identify Air Force personnel to serve on non-government standards body technical committees or non-government standards Adopting Activities.
 - 4.3.2.15. Work with the Air Force Departmental Standardization Office, through the applicable chain of command, to participate in international military standardization programs to define, develop, and use common doctrine, materiel, products, processes, and procedures.
- 4.3.3. Departmental Standardization Activities, when designated by the Departmental Standardization Office for a Federal Supply Group, Federal Supply Class, or Standardization Area, assist Lead Standardization Activities with technical and standardization issues and Preparing Activities by designating Custodians and identifying Review Activities.

4.3.4. Item Reduction Activities are responsible for reviewing Federal Supply Classes or item name codes for reducing the number of sizes and kinds of items that are generally similar. Their specific duties are defined in DoDM 4120.24.

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

4.4.1. Head of Delegation shall serve as the US Office of Primary Responsibility and supervise US participation in a North Atlantic Treaty Organization (NATO) Military Committee Standardization Board, NATO Aviation Committee Working Group or panel, NATO Air Force Armament Group, and an Air Forces Interoperability Council Air Standards Working Group.

4.4.2. Member of the Delegation shall serve as the technical assistant or advisor to a NATO or Air Forces Interoperability Council Air Standards Head of Delegation, or as an Air Force representative to an International Military Standardization body for which another Military Department or Office of the Secretary of Defense/Joint Chiefs of Staff office is the Lead Agent. **(T-0).**

WILLIAM B. ROPER, JR.
Assistant Secretary of the Air Force
(Acquisition, Technology & Logistics)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

DoDM 4120.24 Change 1, *Defense Standardization Program (DSP) Procedures*, 13 December 2017

AFMAN 33-363, *Management of Records*, 9 June 2016

AFI 33-360, Publications and Forms Management, 1 December 2015 (includes AFI33-360_AFGM2018-02.01, dated 15 February 2018)

SD-1, *Standardization Directory*, 1 July 2018

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

AFPD 17-1, *Information Dominance Governance and Management*, 12 April 2016

AFPD 17-2, *Cyberspace Operations*, 12 April 2016

AFI 16-110, US Air Force Participation in International Armaments Cooperation (IAC) Programs, 13 May 2013

AFI 63-101_20-101, Integrated Life Cycle Management, 9 May 2017

Section 12(d) of Public Law 104-113, *National Technology Transfer and Advancement Act*, 07 March 1996

MIL-STD-961, *Defense and Program Unique Specifications Format and Content*, 27 October 2015

MIL-STD-962, *Defense Standards Format and Content*, 05 November 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

ANG—Air National Guard

DoD—Department of Defense

DoDM—Department of Defense Manual

MAJCOM—Major Command

MIL-STD—Military Standard

NATO—North Atlantic Treaty Organization

US—United States

Terms

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

Activity—1. A unit, organization, or installation performing a function or mission, for example, reception center, redistribution center, naval station, naval shipyard. 2. A function, mission, action, or collection of actions.

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

Air Forces Interoperability Council Air Standards—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.

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

Commercial Item Description—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 Federal Acquisition Regulation (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.

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

Custodian—The activity responsible for representing a Military Department or Defense Agency during coordination of a standardization document or study. The custodians for a document can be identified through the Acquisition Streamlining and Standardization Information System (ASSIST). 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.

Defense Handbook—A document that provides standard procedural, technical, engineering, or design information about the materiel, processes, practices, and methods covered by the Defense Standardization Program.

Defense Specification—A document that describes the essential technical requirements for military-unique materiel or substantially modified commercial products.

Defense Standard—A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods. There are five types of defense standards: interface standards, design criteria standards, manufacturing process standards, standard practices, and test method standards.

Departmental Standardization Activity—A Standardization Management Activity that may be designated by its Departmental Standardization Office to address technical and standardization issues under an assigned Federal Supply Group, Federal Supply Class, or Standardization Area for its Military Department or Defense Agency. When requested, the Departmental Standardization Activity may assist the Lead Standardization Activity in addressing standardization issues and assist Preparing Activities by designating Custodians for a document and identifying Review Activities.

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

Document Management Activity—A DoD organization authorized by its Departmental Standardization Office with the management of standardization documents to include Preparing Activity, Custodian, Review Activity, Adopting Activity, and Military Coordinating Activity.

Federal Supply Class—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—A two-digit coding structure used to group related Federal Supply Classes under logical families for supply management purposes. The first two digits of each Federal Supply Class represent the related Federal Supply Group. As used in the standardization program, the two-digit code is used to group standardization documents associated with the Federal Supply Classes into logical families for standardization management purposes.

Head of Delegation—The head of a national delegation to a NATO or Air Forces Interoperability Council Air Standards working group who supervises and coordinates nationally all phases of the working group effort. The Head of Delegation is the national spokesperson to the working group who presents coordinated national views. The Head of Delegation ensures all interested agencies are given the opportunity to participate in the NATO or Air Forces Interoperability Council Air Standards effort.

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.

International Standardization Agreement—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.

Item Reduction Activity—An activity in a Military Department, a Defense Agency, or a civilian agency responsible for reviewing Federal Supply Classes 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—The US government agency designated to coordinate the interagency oversight of the day-to-day conduct of an ongoing operation.

Lead Standardization Activity—A management activity in a Military Department or a Defense Agency that guides Department of Defense standardization efforts for a Federal Supply Class, Federal Supply Group, or a Standardization Area through planning of necessary activities, authorization of standardization projects, and identification and resolution of standardization issues.

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 (Joint Publication 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; Command, Control and Communications systems; weapon-systems sub-systems; interfaces; assemblies; components; spare parts and consumables (including ammunition, fuel, supplies, stores, and spares).

Member of the Delegation—Any Department of Defense representative (or consultant) who accompanies an Air and Space Interoperability Council Head of Delegation, NATO Head of Delegation, or principal US representative to a meeting in the capacity of technical assistant or advisor.

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—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.

Non-Government Standard—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/Activities—The Department of Defense technical office(s) 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.

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—The Standardization Executive of a DoD Component in which the Preparing Activity of a standardization document resides. If an Air Force organization is the Preparing Activity, the Air Force Standardization Executive is the responsible authority or Responsible Standardization Executive. If another military department or defense agency is the Preparing Activity, their Standardization Executive is the Responsible Standardization Executive.

Review Activity/Activities—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.

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

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

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, Standardization Directory (SD-1) identifies the Standardization Areas.

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; federal specifications and standards; guide specifications; international standardization agreements; commercial product descriptions; and non-government standards.

Standardization Management Activity—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, Military Coordinating Activity, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity.

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