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Standardization

OPERATIONS AND RESOURCES

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This instruction implements AFPD 60-1, *Operations and Resources Standardization*, by providing procedures for achieving efficiencies and economies in Air Force and defense operations and resources. It describes the process for defining standardization needs and harmonizing those needs across Air Force, Government, national and international communities to arrive at solutions that promote greater operational and resource economies for all. It provides forums for developing technical and investment strategies that support a single US industrial base while optimizing the commercial products, processes, and practices that can be used by the Air Force and Department of Defense (DoD) and jointly shared by defense components and our Allies.

SUMMARY OF REVISIONS

This issuance aligns the instruction with AFPD 60-1.

1. Defense Standardization and Interface Responsibilities:

1.1. The Secretary of Defense, in compliance with the Cataloging and Standardization Act and related statutory requirements, established a single integrated Defense Standardization Program (DSP) to achieve the most efficient use of resources and efficient participation in combat, contingency and exercise operations with US Military Services and Allies.

1.2. The Secretary of the Air Force, in compliance with DoD policy, established a Departmental Standardization Office (DepSO) to act for the Secretary of Defense in managing assigned portions of the DSP and Air Force standardization for the Secretary of the Air Force.

1.3. The Air Force works with the Office of the Secretary of Defense (OSD), other military departments and agencies, and international military standardization (IMS) organizations to partition standardization into those "Standardization Areas" defined in **Attachment 1**.

1.3.1. The Air Force DepSO helps establish new areas or change existing areas by submitting recommendations to OSD or to the respective IMS organization for approval.

2. Secretary of the Air Force Standardization Responsibilities:

2.1. SAF/AQK (Air Force Departmental Standardization Office [DepSO]):

2.1.1. Acts for the Secretary of the Air Force and Secretary of Defense for all Air Force standardization matters and for assigned portions of the DSP.

2.1.1.1. Plans, directs and manages standardization within the Air Force and that portion of the DSP assigned to the Air Force.

2.1.2. Participates in the development of defense standardization policies and provides the Air Force position regarding defense standardization policies and procedures. Prepares defense standardization policies and procedures specifically required for those portions of the DSP assigned to the Air Force.

2.1.3. Develops and issues Air Force standardization policies and procedures, including the Air Force supplements to DoD Instruction 5000.2, *Defense Acquisition Management Policies and Procedures*, February 23, 1991, with Change 1, and any standardization policy and procedures required within other Air Force policies and procedures.

2.1.4. Ensures Air Force standardization structure and process, including training, is established and maintained to accomplish the goals of AFPD 60-1, the objectives of this instruction and the tenets of the DSP.

2.1.4.1. Identifies functions, processes, resources, and programs accomplishing these goals and objective and incorporates them into the standardization process and program.

2.1.4.2. Works with OSD and DoD components to develop standardization training modules for all affected communities (standardization, acquisition, support, and operations).

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

2.1.6. Assigns standardization responsibilities within the Air Force and allocates necessary implementing resources.

2.1.6.1. Establishes Air Force Standardization Management Activities (SMA) and ensures compliance with Air Force standardization policies and goals.

2.1.6.2. Directs the development of management plans that define a concept of operation and implementation requirements for Standardization Management Activities. Encourages the use of process definition and design tools such as Integrated Computer-Aided Manufacturing Definition (IDEF) in the development of an SMA concept of operation and management plans. (Where existing Integrated Weapon System Management processes have been defined using tools such as AFMCP 800-60 Guide or the AFMC Integrated Product Guide that subsume or conflict with functional an process responsibilities basic to the DSP, the requirements of this

instructions and the SMA management plan takes precedence.)

2.1.6.3. Approves SMA Management Plans.

2.1.6.4. Ensures SMAs receive proper training.

2.1.6.5. Ensures the identification of Air Force SMA assignments in the Defense standardization and international military standardization directories.

2.1.7. Interfaces with Air Force commands and organizations in managing standardization.

2.1.7.1. Conducts periodic Air Force-wide standardization forums.

2.1.8. Reviews Area Program Plans for budget and funding actions.

2.1.8.1. Budgets for general standardization requirements, studies and analyses, and new (unprogrammed) developments.

2.1.8.2. Provides oversight management of those program element monitors (PEM) responsible for standardization initiatives and programs.

2.1.9. Reviews and approves standardization Area Program Plans.

2.1.9.1. Obtains Headquarters US Air Force (HQ USA)F and Service/Agency level coordination.

2.1.9.2. Submits plans requiring higher level approval to OSD.

2.1.10. Resolves departmental and interdepartmental standardization issues.

2.1.11. Interfaces with nongovernment standards bodies (NGSB).

2.1.12. Evaluates requests to include qualification requirements in new specifications and to add qualification in existing specifications.

2.1.12.1. Submits an analysis of qualification requirements to OSD for approval.

2.1.13. Ensures the implementation of DoD materiel and quality standardization program: Non-Developmental Items and Parts Control Programs, Item Reduction Studies and Interchangeability and Substitution Programs, and the Qualified Parts and Manufacturers Programs.

2.1.14. Designates and ensures participation of Air Force representatives on national and international standardization bodies.

2.1.15. Ensures and monitors the implementation of Defense Standardization Goals and Objectives.

2.1.16. Develops and maintains an Air Force Standardization Program Plan for structuring and maintaining a viable standardization process and focusing on critical efforts.

2.2. Standardization Management Activity (SMA) Responsibilities. (Air Force SMAs and related assignments are identified in the DoD Standardization Directory [SD-1], Air Standardization Coordinating Committee [ASCC] and American-British-Canadian Australian [ABCA] manuals.) Standardization Management Activity functions are established according to the level of responsibility (United States, DoD or Air Force) and level of standardization (defense, government, national, international). An SMA may perform one or more of the following functions.

2.2.1. The Air Force DepSO or the International Standardization Office HQ USAF/XOXX(ISO), acting for the DepSO regarding international matters, establishes, assigns or approves:

2.2.1.1. Area Management Activities (AMA) (also known as Participating Activities) to manage standardization Areas for the Air Force.

2.2.1.2. Lead Standardization Activities (LSA) to manage standardization Areas for DoD under the management authority of the Air Force DepSO. (An additional AMA duty to integrate service and agency efforts for DoD)

2.2.1.3. Custodians as the Air Force technical, office of primary responsibility (OPR), for a specific product, technology, process, practice, or procedure. Works with Preparing Activities, Adopting Activities, Military Coordinating Activities and IMS members to integrate and harmonize defense standardization needs.

2.2.1.4. Preparing Activities (PA) as the DoD technical OPR for a specific product, technology, process, practice, or procedure. This responsibility becomes an additional duty of Air Force Custodians.

2.2.1.5. Adopting Activities as the DoD technical OPR and to supervise service and agency participation in nongovernment standardization efforts.

2.2.1.6. Military Coordinating Activities (MCA) as the DoD technical OPR and to supervise service and agency participation in US government (nonmilitary) standardization efforts.

2.2.1.7. Principal Delegates as the US technical OPR and to supervise US participation in International Military Standardization efforts.

2.2.1.8. Principal US Air Force representatives for international standardization meetings.

2.2.1.9. Members of the delegation as a technical assistant or advisor to an Air Standardization Coordinating Committee coordinating member, North Atlantic Treaty Organization principal delegate, or principal US representative.

2.2.1.10. Coordinating Members (CM) to supervise and coordinate US activities and positions in Air Standardization Coordinating Committee (ASCC) working party efforts.

2.2.2. Standardization Management Activities work to:

2.2.2.1. Improve the efficient use of resources (money, manpower, time, facilities, materiel, and natural resources).

2.2.2.2. Improve the operational readiness of the Air Force, Military Departments, Defense Agencies and US Allies.

2.2.2.3. Participate in national and international standardization processes presenting Air Force, DoD, and US objectives, plans, and positions (as appropriate).

2.2.2.4. Optimize the compatibility, interoperability, interchangeability, and commonality of doctrine, tactics, operations, practices, systems, equipment, supplies, and training within the Air Force and between the Military Departments, Defense Agencies and US Allies.

2.2.2.5. Identify the needs and opportunities for developing or using the hardware, software, processes, practices, procedures, and training needed to provide the most efficient operations and use of resources.

- 2.2.2.6. Improve the participation and partnerships between the Air Force, DoD, government departments and agencies and industry and between customers and suppliers.
- 2.2.2.7. Improve and sustain the industrial and technology base.
- 2.2.2.8. Foster the merging of the Defense and commercial sectors into a single integrated US industrial and technology base.
- 2.2.2.9. Promote technology transfer.
- 2.2.2.10. Enhance the use of dual technology by planning and accelerating the insertion of new technologies into military and domestic products.
- 2.2.2.11. Optimize the use of nondevelopment (includes commercial) items, processes, practices, and criteria.
- 2.2.2.12. Develop and establish engineering, design, and development processes and practices that support the standardization of operations and resources.
- 2.2.2.13. Enhance performance, quality, safety, maintainability, reliability, and availability of items, equipment and systems.
- 2.2.2.14. Minimize life cycle costs.
- 2.2.2.15. Establish uniform requirements to design, construct, and maintain military installations, facilities, and civil works.
- 2.2.2.16. Improve the logistics support of weapon systems supplies by reducing the variety of items, processes, and practices.
- 2.2.2.17. Promote competition.

2.2.3. Function as an extended staff of the Air Force Departmental Standardization Office.

2.2.4. Represent, as appropriate, the Air Force in IMS activities. Contact Air Force SMA Code 6, the Air Force International Standardization Office, HQ USAF/XOXX(ISO) to ensure appropriate participation.

2.3. Area Management Activity (AMA) Process. (Known as "Participating Activities" in DoD 4120.3-M, *Defense Standardization and Specification Program Policies, Procedures, and Instructions, August 1978, with Changes 1 through 6*. The following instructions focus on identifying and developing or providing standardization solutions in contrast to the documentation management focus of a "Participating Activity.") AMAs perform the following functions.

- 2.3.1. Manage and direct, for the Air Force, assigned standardization areas to meet the requirements of AFPD 60-1 and the SMA objectives of paragraph 2.2.2.
- 2.3.2. Prepare any additional instruction that are peculiar to an assigned standardization area and essential to conducting area business within the Air Force.
- 2.3.3. Develop and document the infrastructure needed to implement AFPD 60-1 and this instruction. Use process definition and design tools in developing the concept of operations and determining implementation requirements.
 - 2.3.3.1. Identify and establish interfaces with Program Executive Officers (PEO), Program Managers (PM), Designated Acquisition Commanders (DAC), and major commands (MAJ-

COM) for determining and providing Air Force standardization needs.

2.3.3.2. Identify and establish interfaces with DoD components, government organizations, industry, and international standardization organizations for harmonizing Air Force needs and the joint development and use of standard and common doctrine, products, processes, and procedures.

2.3.3.3. Establish working groups, as appropriate, to conducting standardization area business.

2.3.3.4. Prepare an SMA Management Plan as directed by and for DepSO approval.

2.3.4. Define requirements, business, economic, operational and technology strategies to meet standardization goals and objectives. Integrate the management and implementation of overall Air Force investment strategies for the designated Area. Consider the following when evaluating standardization needs and opportunities.

2.3.4.1. Are there are multiple applications?

2.3.4.2. Is the product or technology mature or stable?

2.3.4.3. Do requirements change too rapidly?

2.3.4.4. Will there be repetitive procurements?

2.3.4.5. Will there be an economy of scale cost benefit?

2.3.4.6. Will it help reduce the quantity of items in the federal supply system?

2.3.4.7. Are there multiple suppliers?

2.3.4.8. Does this help streamline the number or complexity of engineering and development practices and procedures?

2.3.4.9. Is there a requirement for joint interoperability among organizations, functions, systems or subsystems?

2.3.4.10. Is there a need for interchangeability or compatibility?

2.3.4.11. Is there an opportunity to vector the transition of technology into dual-technology applications and are these opportunities addressed or identifies in technology plans such as the AFMC Technology Master Plan?

2.3.5. Work with Air Force MAJCOMs, Air Force organizations, PEOs, PMs, DACs, and Laboratories to determine Air Force standardization requirements.

2.3.5.1. Develop a comprehensive approach to determine operations and resource efficiency and standardization requirements within these organizations. Evaluate, from an Area perspective, these types of requirements across organizational mission elements and mission sub-elements.

2.3.5.2. Review requirement and program documents for compliance with policy and for identifying standardization needs.

2.3.5.3. Work with DoD components to identify, develop and use standardized products, processes, and procedures. Promote the use of like approaches for defining standardization needs such as evaluating related mission elements and mission sub-elements.

- 2.3.5.4. Work with industry and nongovernment standardization organizations to achieve Defense conversion and 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.
- 2.3.6. Ensure the inclusion of Air Force requirements and positions in government, national and international standardization efforts. Instructions for participating in nongovernment standards bodies are contained in DoD Manual 4120.3-M.
- 2.3.6.1. Preference is to be given to the adoption and use of commercial products and practices.
- 2.3.7. Where military developed products and practices cannot be replaced by commercial ones, they shall be converged with commercial product requirements and practices as much as practicable. (Ensure related Data Item Descriptions (DID) are connected to conversion and convergence efforts.)
- 2.3.8. Promote industry-government partnerships to develop national and international standards.
- 2.3.9. Participate in national standardization and US consortium efforts to produce national and international standards.
- 2.3.10. Participate in international and international military standardization programs to define, develop, and use common doctrine, material, products, processes, and procedures.
- 2.3.10.1. Participate, as appropriate, in international (nonmilitary) standardization activities under the auspices of the American National Standards Institute (ANSI) as identified in the DSP Standardization Directory, SD-1.
- 2.3.11. Identify related IMS programs that require participation or recommend additional IMS programs through Air Force SMA code 06, HQ USAF/XOXX(ISO), (see the SD-1).
- 2.3.12. Participate in international forums per with AFMAN 63-901, *Participation in International Cooperative Research, Development, and Acquisition* (formerly AFR 80-15).
- 2.3.13. Identify for use or develop systems, subsystems, equipment, and material through joint and foreign test programs and cooperative research and development efforts. Participate in these endeavors in accordance with AFMAN 63-901.
- 2.3.14. Work with Government activities (Federal, state, and local) to standardize the use of products, processes and procedures. DoD Manual 4120.3-M provides instructions for participating with government activities.
- 2.3.14.1. Harmonize Air Force standardization needs with government needs. Give preference to the greater, government need.
- 2.3.15. Conduct, as appropriate, economic and benefit analyses of potential standardization initiatives.
- 2.3.16. Identify resource requirements and include in Air Force standardization PE/PMD (Program Element/Program Management Directive) if an area PMD doesn't already exist.
- 2.3.17. Develop, as required, an Air Force Area Program Plan. (The Air Force Area Program Plan can be an integral part of the DoD Standardization Program Plan, if one is being prepared by the LSA.)

2.3.17.1. These plans define standardization opportunities and needs and provide assessments and strategies for achieving the most efficient use of resources for a specified standardization Area. As appropriate, strategies will address technology transfer, use of dual technology, integration of the military and commercial industrial base, nongovernment and international military standardization activities.

2.3.17.2. See DoD Manual 4120.3-M for further format, content, preparation and processing procedures.

2.3.18. Participate as a partner with the other service Area Standardization Activities and the assigned DoD LSA to determine and harmonize DoD-wide area requirements and in the development of the DoD standardization program plan.

2.3.19. Develop those standardization products (hardware, software, architecture's, processes, practices, criteria, etc.) required by the program plan.

2.3.20. Prepare standardization agreements and documents according to DoD Manual 4120. 3-M and AFMAN 63-901.

2.3.21. Develop those information systems and decision tools (economic or life cycle cost and simulation models) needed to conduct Area business.

2.3.22. Develop and maintain a data base of standard and preferred products, processes, practices, architecture's, interfaces, criteria, or doctrine.

2.3.23. Help PAs identify standardization document custodians. Help standardization document PAs identify Air Force Custodians.

2.3.24. Help nongovernment standards bodies, that desire DoD personnel to serve on technical committees, identify adopting activities.

2.3.25. Serve as a contact point for questions and resolve problems regarding assigned standardization Area.

2.3.26. Authorized to act for DoD, if assigned the DoD LSA responsibility for an Area.

2.4. Lead Standardization Activity (LSA) Responsibilities:

2.4.1. Manage for DoD assigned standardization areas and integrate service and agency standardization efforts. Achieve the maximum practicable degree of standardization.

2.4.2. Prepare an SMA Management Plan as directed by and for DepSO coordination with DoD components and approval.

2.4.2.1. Coordinate plan with service and agency counterparts.

2.4.3. Identify standardization policy needs to the DepSO.

2.4.4. Develop, coordinate, distribute, and implement a Defense Standardization Program Plan.

2.4.4.1. Forward to the Air Force DepSO for review, service-level coordination, approval, or forwarding for DoD approval.

2.4.4.2. Ensure service resources requirements are sufficient to accomplish programmed standardization work. Notify DepSO of service deficiencies that cannot be resolved with service or agency participating activities.

2.4.5. Evaluate and approve or disapprove requests for standardization projects, assign numbers for approved projects, and ensure standardization documents are prepared according to DoD Manual 4120.3-M.

2.4.6. Suggest alternative approaches to requesters when standardization projects are disapproved.

2.4.7. Resolve standardization problems between DoD Component SMAs or elevate the problem to the Air Force DepSO for appropriate action.

2.4.8. Establish DoD-wide or joint-service committees and working groups for identifying standardization opportunities and conducting area business.

2.4.9. Establish DoD working groups or committees with industry (United States and international) and government and nongovernment standardization organizations (United States and international) to identify opportunities and plan technical and business strategies. (Involvement with an appropriate NGS organization or industry standardization consortium is preferred to establishing a DoD work group or committee.)

2.5. Custodian Responsibilities:

2.5.1. Serve as the Air Force technical OPR for a specific, single doctrine, product, process, or procedure that is documented in an international, nongovernment, government, or DoD standardization document.

2.5.2. Conduct a continuous improvement program to ensure the currency of products, processes, or procedures and associated standardization efforts are consistent with standardization (SMA) tenets.

2.5.3. Work with command and field operating agencies to identify those review activities that are needed to help determine and define standardization needs and opportunities.

2.5.4. Consolidate Air Force review activity needs and positions to determine the unified Air Force requirement and position.

2.5.5. Work with the associated Preparing Activity, Adopting Activity, Military Coordinating Activity, or IMS activity to integrate and harmonize the Air Force requirement and position.

2.6. Preparing Activity (PA) Responsibilities:

2.6.1. Serve as the DoD technical OPR for a specific military standardization document.

2.6.2. Participate with service and agency SMAs to define, develop and document standard products, materials, processes, procedures or doctrines.

2.6.3. Work with the US Government (Federal, state and local) to standardize on the development and use of products, processes and procedures. DoD Manual 4120.3-M provides instructions for participating with government activities. Air Force requirements are to be harmonized as much as practicable with government requirements and preference given to their use.

2.6.4. Work with industry and nongovernment standardization organizations to achieve defense conversion and military and commercial sector industrial and technology base integration through the definition and development of a standard or common product or process that can be used nationally.

2.6.5. Ensure Air Force needs are included in government, national and international standardization endeavors. Instructions for participating in nongovernment standards bodies are contained in DoD Manual 4120.3-M.

2.6.5.1. Give preference to the adoption and use of commercial products, processes, and practices.

2.6.6. Converge, as appropriate, defense product, process and practice requirements with commercial sector requirements.

2.6.7. Develop, update, inactivate for new design, cancel, and validate standardization documents in accordance with the DoD Manual 4120.3-M.

2.6.8. Coordinate standardization documents with custodian, review activities, other DoD activities, civilian agencies, and industry, as appropriate in accordance with DoD Manual 4120.3-M.

2.6.9. Consider all comments on coordinated standardization documents and resolve essential comments.

2.6.10. Submit any essential comments that cannot be resolved to the responsible LSA.

2.6.11. Approve standardization documents after resolving all essential comments.

2.6.12. Submit documents to the DoDSSP for printing, distribution, and indexing.

2.6.13. Submit standardization project status data, including initiation, updates, completion, and discontinuation of standardization projects. Use Report Control Symbol DD-A&T(AR)759, *Standardization Project Transmittal Sheet*.

2.6.14. Respond to user feedback.

2.6.15. Provide information necessary for the preparation of program plans.

2.7. Adopting Activity Responsibilities:

2.7.1. Serves as the DoD technical OPR for a nongovernment standard.

2.7.2. Participate in nongovernment standardization efforts in accordance with DoD Manual 4120.3-M to develop standards that will meet DoD acquisition, engineering, design, and development needs.

2.7.3. Coordinate draft NGSs with participating SMAs.

2.7.4. Evaluate SMA comments and submit acceptable and consolidated DoD comments to the NGS committees.

2.7.5. Adopt NGSs that meet DoD needs.

2.7.6. Prepare and submit adoption notices to the DoDSSP.

2.8. Military Coordinating Activity (MCA) Responsibilities:

2.8.1. Serves as the DoD technical OPR for coordinating Federal specifications, standards, or CIDs prepared by civilian agencies among interested SMAs and submit consolidated DoD comments back to the appropriate civilian agency.

2.8.2. Works with the cognizant civilian agency to resolve essential DoD comments on federal documents.

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

2.8.4. Serves as the DoD technical focal point and report any problems with a Federal standardization document back to the cognizant civilian preparing activity.

2.9. International Military Standardization Responsibilities and Process. (See AFMAN 63-901.)

2.10. Air Force Program Executive Offices (PEO) Standardization Responsibilities:

2.10.1. Designate a focal point to assist SMAs determine standardization needs and the Air Force DepSO implement the DSP Implementation across program efforts.

3. Headquarters US Air Force (HQ USAF) Standardization Responsibilities:

3.1. HQ USAF/XO:

3.1.1. Air Force International Standardization Office, HQ USAF/XOXX(ISO), Air Force Standardization Code 06 shall:

3.1.1.1. Ensure, as much as practicable, international military standardization responsibilities are assigned to the SMAs listed in the SD-1, standardization directory, and assist the Air Force DepSO in the development of an Air Force cross-reference standardization directory.

4. Air Force Major Command (MAJCOM) and Field Operating Agency (FOA) Responsibilities:

4.1. Participate in and support Air Force and Defense standardization efforts.

4.1.1. Support those Air Force and DoD SMAs currently established within the command or organization.

4.2. Name a standardization executive (SES or flag rank) to assist the Air Force DepSO in implementing the standardization process and program within the command or organization.

4.2.1. Ensure appropriate standards and agreements (Air Force, defense, government, national and international) are implemented to achieve the maximum degree of operational efficiency and effectiveness and the maximum efficiency in the use of command or organization resources.

4.2.1.1. Establish methods, procedures, and metrics for ensuring the effective implementation of standardization.

4.2.2. Identify and assign technical review activities to act as the command or organization technical OPR for developing standardization needs and opportunities and coordinate on standardization documents.

4.2.2.1. Work with Air Force and DoD SMAs to define and develop standard products, processes, and procedures to use across the command or organization.

4.2.2.2. Consider evaluating command or organization mission elements and mission subelements with respect to related standardization areas as one procedure to determine and define standardization needs and opportunities.

4.2.2.3. Work with Air Force custodians in resolving essential comments.

4.3. Recommends standardization needs and improvements to the DepSO as appropriate.

4.3.1. Recommends needed policies, procedures or the establishment of new or discontinuance of existing standardization areas.

4.4. Develop an Annual Standardization Plan describing standardization objectives and shows progress toward achieving the objectives during the previous year. Provide the plan to Air Force DepSO not later than 31 December for the following calendar year. Format and content will be determined by the command or organization.

RICHARD E. HAWLEY, Lt General, USAF
Principal Deputy, Assistant Secretary of the
Air Force (Acquisition)

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

DoD Instruction 5000.2, *Defense Acquisition Management Policies and Procedures*, February 23, 1991, with Change 1

DoD 4120.3-M, *Defense Standardization and Specification Program Policies, Procedures, and Instructions*, August 1978, with Changes 1 through 6

AFMAN 63-901, *Participation in International Cooperative Research, Development, and Acquisition* (formerly AFR 80-15)

AFMCP 800-60, *Integrated Weapon System Management Guide*

Abbreviations and Acronyms

ABCA—American-British-Canadian-Australian (ABCA) Handbook

AFMC—Air Force Materiel Command

AFSPACECOM—Air Force Space Command

ASCC—Air Standardization Coordinating Committee (ASCC) Handbook

AMA—Area Management Activity

CID—Commercial Item Description

CM—Coordinating Member

DAC—Designated Acquisition Commander

DepSO—Departmental Standardization Office

DoD—Department of Defense

DoDSSP—DoD Single Stock Point

FOA—Field Operating Agency

HQ USAF—Headquarters US Air Force

IMS—International Military Standardization

IWSM—Integrated Weapon System Management

LSA—Lead Standardization Activity

MAJCOM—Major Commands

MCA—Military Coordinating Activity

NGS—Nongovernment Standard

NGSB—Nongovernment Standards Body

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense
PA—Preparing Activity
PEM—Program Element Monitors
PEO—Program Executive Officer
PM—Program Manager
SES—Senior Executive Service
SMA—Standardization Management Activities

Terms

Activity—One of the organizational elements of the Military Departments, defense agencies, or civilian agencies.

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

Area Management Activity (AMA)—An activity which is responsible for accomplishing standardization within a standardization area. It encompasses the functions of the following activity titles defined in DoD Manual 4120.3-M: Participating Activity, Adopting Activity, Principal Delegate, Military Coordinating Activity, and Preparing Activity.

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—A commercially developed product in regular production sold in substantial quantities to the general public or industry at an established market or catalog price.

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

Compatibility—Capability of two or more items or components of equipment or material to exist or function in the same system or environment without mutual interference. (Joint Pub 1-02)

Coordinating Member (CM)—The head of a national delegation to an Air Standardization Coordinating Committee (ASCC) working party (WP) who supervises and coordinates nationally all phases of the WP effort. The CM is the national spokesperson to the WP who presents coordinated national views. The CM ensures all interested agencies are given the opportunity to participate in the ASCC effort.

Custodian—

- A service or agency technical office of primary responsibility for a specific product, technology, process, practice, or procedure. Works with Preparing Activities, Adopting Activities, Military Coordinating Activities, and international military standardization activities to integrate and harmonize service or agency needs. Participates in government, nongovernment and international military standardization organizations and efforts. (AFI 60-101, Service technical OPR)

- 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. (DoD Manual 4120.3-M)
- 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. (AFMAN 63-901, IMS document management activity)

Data Item Description (DID)—A completed form that defines the data required of a contractor. DIDs specifically define the data content, preparation instructions, format, and intended use.

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 Lead Standardization Activities and Standardization Management Activities properly implement the policies, procedures, and goals of the DSP.

Department of Defense Index of Specifications and Standards (DoDISS)—A publication that lists Federal and military specifications and standards, guide specifications, military handbooks and bulletins, commercial item descriptions, adopted nongovernment standards, and other related standardization documents used by the Department of Defense.

Extended Staff—Activities or individuals that are assigned national, Department of Defense, or Air Force level responsibility and authority. Those activities and individuals act for and function as a part of the office assigning designated areas of responsibilities (standardization).

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 Federal Supply Classes (FSC) 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.

Integrated Computer-Aided Manufacturing Definition (IDEF)—A standard graphic language for describing systems and processes. Provides a structured description of the functional relationships of systems complicated by the interactions of people, computers and machinery. A standard process modeling method which is founded on a few basic concepts: purpose, scope, and viewpoint; and incorporates a graphic syntax, diagramming techniques, and supporting documentation.

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. (Joint Pub 1-02)

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. (Joint Pub 1-02)

Lead Standardization Activity—An activity assigned the Department of Defense management lead for a standardization Area and responsible for integrating service and agency efforts. This responsibility is normally assigned to a service or agency Participating Activity as an additional duty. (AFI 60-101)

- A management activity in a Military Department or a defense agency that guides Department of Defense standardization efforts for a Federal Supply Class (FSC), a Federal Supply Group (FSG), or a standardization area through the development of standardization program plans, authorization of standardization projects, and identification and resolution of standardization issues. (DoD Manual 4120.3-M)

Member of the Delegation—Any Department of Defense representative (or consultant) who accompanies an Air Standardization Coordinating Committee coordinating member, North Atlantic Treaty Organization principal delegate, or principal US representative to a meeting in the capacity of technical assistant or advisor.

Metric—A measurement, taken over a period of time, that communicates vital information about a process or activity. A metric should drive appropriate leadership or management action. (Glossary of Quality Air Force Terms)

Military Agency for Standardization (MAS)—The primary military activity in the North Atlantic Treaty Organization tasked with standardization.

Military Coordinating Activity—The Department of Defense technical office of primary responsibility participating in US government (nonmilitary) standardization effort. (AFI 60-101)

- 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. (DoD Manual 4120.3-M)

Nondevelopmental Item (NDI)—A generic term that covers materiel available from sources with little or no development effort required by the government. NDI includes:

- Items obtained from a domestic or foreign commercial marketplace.
- Items already developed and in use by the Military Departments, defense agencies, or other government agencies.
- Items already developed by foreign governments that can be supplied in accordance with mutual defense cooperation agreements and Federal and Department of Defense acquisition regulations.

Nongovernment Standard (NGS)—A standardization document developed by a private sector association, organization, or technical society which plans, develops, establishes or coordinates standards. Includes standards, specifications, handbooks, and other forms of product, process, or practice descriptions promulgated by nongovernment 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.

Nongovernment 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 nongovernment standards.

North Atlantic Treaty Organization—A state achieved when groups of individuals, organizations or nations use common doctrine, procedures or equipment. (Joint Pub 1-02).

Participating Activity (Area Management Activity)—A service or agency activity responsible for

accomplishing standardization within an assigned standardization area. Integrates service or agency needs and participates with Department of Defense components, government, national, and international standardization efforts related to the assigned area. Works with the lead standardization activity (LSA) to integrate and harmonize service and agency needs.

- The activity responsible for resolving and consolidating coordination comments on standardization program plans in its Military Department or defense agency, and submitting those comments to the LSA.

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

Preparing Activity—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.

Principal Delegate (PD)—The head of a national delegation to a North Atlantic Treaty Organization (NATO) military agency for standardization working party (WP) who supervises and coordinates nationally all phases of the WP effort. The PD is the national spokesperson to the WP who presents coordinated national views. The PD ensures all interested agencies are given the opportunity to participate in the NATO effort.

Principal US Air Force Representative—An individual designated to speak for the US Air Force at an international meeting when another Service or Department of Defense component provides the principal delegate or coordinating member.

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."

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.

Standard—A document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. Standards may also establish requirements for selection, application, and design criteria of materiel.

Standardization—A process for achieving the most efficient use of Air Force, Department of Defense, and government (Federal, state and local) resources (money, manpower, readiness, time, facilities, and natural resources), and ensuring the Air Force can effectively and efficiently participate in combat, contingency, and exercise operations with other US Services and North Atlantic Treaty Organization allies.

Standardization Areas—Standardization includes those categories of standardization listed in

Standardization Directories (SD-1), the American-British-Canadian-Australian (ABCA) Handbook and Air Standardization Coordinating Committee (ASCC) Handbook. It also includes Item Reduction Studies (IRS), Qualification, management of standardization documents, Metrication, Nondevelopment Items (NDI), Parts Control Program, developing and maintaining standard and preferred items, processes, and criteria, Interchangeability and Substitutability (I&S), Nongovernment Standards (NGS), and those areas of standardization within the Joint Chief of Staff's and Joint Logistics Commander's standardization functions and efforts. (AFI 60-101)

- 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 (reference (t)), identifies the standardization areas. (DoD Manual 4120.3-M)

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 nongovernment 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 military specifications, standards, handbooks, and bulletins; Federal specifications and standards; guide specifications; commercial item descriptions; and nongovernment standards.

Standardization Management Activity (SMA)—Refers to an activity having the responsibility for an individual standardization area identified above. An SMA may function as Lead Standardization Activity, Area Standardization Activity (Participating Activity), Preparing Activity, Custodian, Military Coordinating Activity, Review Activity, Adopting Activity, or Item Reduction Activity.

- A generic term to describe any Department of Defense activity listed in the Standardization Directory, SD-1 (reference (t)), that functions as a Lead Standardization Activity, Preparing Activity, Participating Activity, Military Coordinating Activity, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity. (DoD Manual 4120.3-M)

Standardization Opportunities—Areas which offer significant opportunities for increased interoperability between systems, integrated business procedures, and reuse of resources.

Standardization Program Plan—A document prepared by a Lead Standardization Activity that identifies standardization opportunities, problems, and objectives, and establishes milestones for accomplishing standardization goals and specific tasks in a Federal Supply Class, a Federal Supply Group, or a standardization area.

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.