THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

DEC 21 1994

MEMORANDUM FOR THE DISTRIBUTION LIST

Subj : NAVY IMPLEMENTATION OF DEPARTMENT OF DEFENSE POLICY ON SPECIFICATION AND STANDARDS REFORM

Ref: (a) ASN(RD&A) memo of 27 Jul 94

Encl: (1) Department of the Navy Standards Improvement program Plan

Reference (a) provides the initial guidance on the DoN Standards Improvement Program policy. The purpose of this memorandum is to provide the overall plan for implementing specifications and standards reform within the Department of the Navy. The DoN Standards Improvement Program Plan, enclosure (I), is forwarded herewith, and is effective immediately.

The DoN plan provides a template for use by the Command Standards Improvement Executives in developing their detailed plans. These plans will serve the applicable System Commands, Program Executive Officers, and Direct Reporting Program Managers. The DoN plan describes the process that integrates the Defense Standardization Program with the needs of the Program Managers. It also addresses contracting initiatives, reducing oversight, and emphasizes the need for senior leadership commitment and training. The plan identifies broad schedules for accomplishing major actions and metric data for assessing progress.

Each Command Standards Improvement Executive will incorporate the requirements of the DoN plan into their individual detailed plans. With appropriate justification, the Command Standards Improvement Executives can request departure from specific Standards Improvement Plan requirements. Any request for departure from plan requirements, however, must be consistent with the Secretary of Defense and Navy policy regarding obtaining regulatory relief or waivers. Approval of requests for departure from requirements, when necessary, will be made by the DoN Standards Improvement Executive or me, as appropriate.

The Director, Naval Nuclear Propulsion, will determine implementation of the enclosure (1) requirements for all matters pertaining to Naval Nuclear Propulsion pursuant to Public Law 98-525 (42 USC Section 7158 note), and will notify me of those implementation plans.

Nora Slatkin

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DEPARTMENT OF THE NAVY

Standards Improvement Program Plan

DECEMBER 1994

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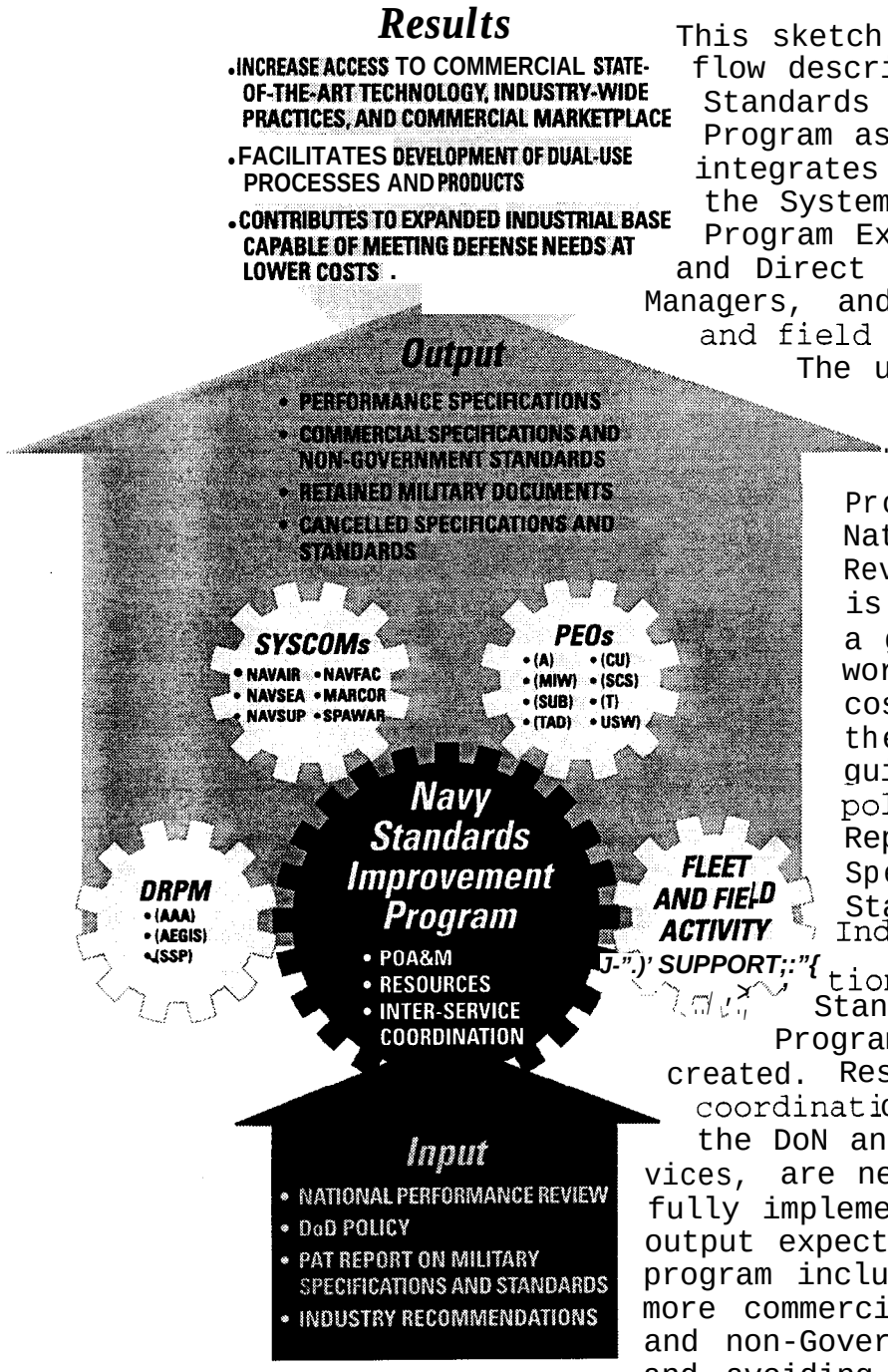
I. Executive Summary



This sketch of a conceptual flow describes the DoN Standards Improvement Program as a process that integrates the efforts of the Systems Commands, Program Executive Officers, and Direct Reporting Program Managers, and provides fleet and field activity support. The ultimate driving force to the DoN Standards Improvement Program is the National Performance Review, whose ***goal*** is one of "creating a government that works better and costs less."* From the direction and guidance in DoD policy, the PAT Report on Military Specifications and Standards and Industry recommendations, the DoN Standards Improvement Program Plan was created. Resources and coordination, both within the DoN and between services, are needed to successfully implement this plan. The output expected from the program includes relying on more commercial specifications and non-Government standards and avoiding government-unique requirements. The ultimate results include increasing access to commercial products and practices, facilitating dual-use industrial capability, and cost savings.

The 29 June 1994 Secretary of Defense and 27 July 1994 Assistant Secretary of the Navy (Research, Development and Acquisition) memoranda direct a change in the way we specify program require-

* The National Performance Review
Vice President Gore

ments. Military specifications and standards must be reviewed and replaced, wherever possible, with performance specifications, non-Government standards, or industry-wide specifications. This effort will facilitate closer integration of the military and commercial industrial bases, but will take several years to complete. In the interim, immediate alternatives to military specifications and standards in procurements must be identified without compromising quality.

Consistent with the unique responsibilities assigned to the Director, Naval Nuclear Propulsion by Public Law 98-525 (42 USC Section S7158 note) , the Director is responsible for determining the specifications and standards to be used for Naval nuclear propulsion plants. As such, the Director will also determine implementation of the 29 June 1994 Secretary of Defense and 27 July Assistant Secretary of the Navy (Research, Development and Acquisition) memoranda for all matters pertaining to Naval nuclear propulsion.

This plan describes a process to establish consistent contractual requirements and to prioritize revision of military specifications and standards. The process integrates the Defense Standardization Program with the needs of the Program Executive Officers/Program Managers; achieves consistency across multiple programs, collects program experience data to support disposition of specifications and standards, and facilitates the transition to industry-wide recognized standards.

The process works as follows:

1. Each acquisition manager will identify specification requirements with need dates to support near term procurements.
2. The Command Standards Improvement Executives (CSIEs) at each Systems Command will consolidate the priority needs identified by the acquisition managers and group them into similar functional areas (e.g. maintenance, configuration control, and reliability and maintainability) .
3. Each Systems Command will designate expert teams for appropriate functional areas as requested to support individual acquisition managersin their procurements.
4. The Command Standards Improvement Executives, together with the DoN Standards Improvement Executive (SIE), will then jointly review the priority needs to coordinate Navy-wide actions for common items. System Commands are encouraged to institutionalize team functions and membership on an inter-Command basis for those common items.
5. The NAVAIR Command Standards Improvement Executive will coordinate with the Joint Aeronautical Commanders Group to ensure that aviation unique standards improvements are achieved with full joint Service consideration. Coordination

with other groups under the auspices of the Joint Logistics Command will be examined to determine whether similar benefits could be gained in other common functional areas.

The expert teams will be composed of personnel who have detailed knowledge of the purpose and content of relevant specifications and standards. The scope of the teams will be tailored for individual applications across Systems Commands. For acquisition areas narrow in scope, such as construction or commodity purchases, the expert teams may have dif-fering focus and membership from those supporting major system acquisitions. The teams will have five major functions:

1. Advise and assist acquisition managers in preparation of solicitation packages by recommending potential solutions and alternatives to military specifications and standards. The acquisition managers will retain final decision authority and accountability regarding the content of solicitations.
2. Advise and assist acquisition managers in proposal evaluation by assessing proposed alternatives to military specifications and standards;
3. Collect lessons learned and alternatives in an automated data base, such as ASSIST and the Program Managers Work Station, and identify best practices;
4. Recommend disposition of military documents in the priority established to support acquisition manager procurements;
5. Inform Program Managers about standards that are required by statute or regulation and about those which were previously approved for use as military–unique.

The Command Standards Improvement Executives are the key to the success of this process. They form the vital link between program needs and the Defense Standardization Program, and are responsible to:

1. Work with the Department of the Navy Standards Improvement Executive to develop and implement the DoN Standards Improvement Program;
2. Prepare individual command plan of action and milestones, and manage their execution through coordination of expert team activities; and
3. Coordinate with counterparts in other Systems Commands and with the Department of the Navy Standards Improvement Executive to facilitate the exchange of information and to address areas of common interest.

The DoN Standards Improvement Executive coordinates specifications and standards reform initiatives across the Department and with OSD and the other Services and Defense Logistics Agency.

His objectives also include:

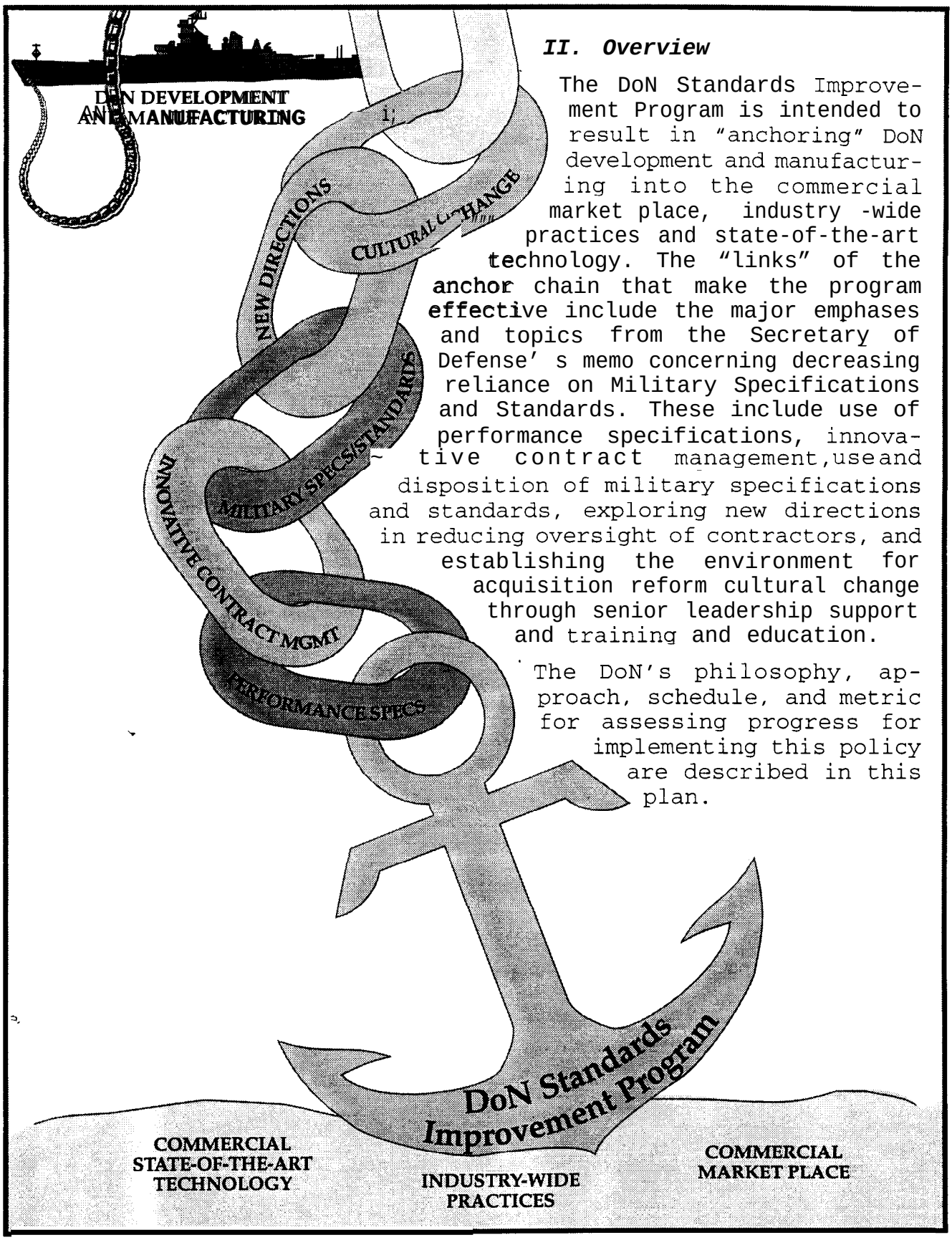
1. serving as a facilitator of specifications and standards improvement by SYSCOM and PEO acquisition program managers and their staffs, providing information, encouragement, advice and assistance;
2. assisting ASN (RD&A) in formulating and implementing specifications and standards policy guidance for the Department;
3. publicizing and circulating Department specifications and standards accomplishments and lessons learned; and
4. developing and instituting a specifications and standards training program to affect cultural change in the workplace.

The DoN Standards Improvement Executive is a member of the Defense Standards Improvement Council (DSIC). Other members include the Standards Improvement Executives from the Office of the Secretary of Defense, the other Services, and the Defense Logistics Agency. The Council provides the senior management oversight and direction for implementing the specifications and standards reform initiatives across the Department of Defense. The roles of the Council also include:

1. Developing policies to improve acquisition through the use of standardization, nondevelopmental items, and acquisition streamlining;
2. Identifying goals and the resources necessary to accomplish these goals; and
3. Influencing resource commitment decisions to accomplish standards improvement initiatives and to implement recommendations. ,

Key roles and relationships in the Standards Improvement Program are shown in Figure 1.

FIGURE I. Standards Improvement Implementation Roles and Relationships



II. Overview

The DoN Standards Improvement Program is intended to result in "anchoring" DoN development and manufacturing into the commercial market place, industry -wide practices and state-of-the-art technology. The "links" of the anchor chain that make the program effective include the major emphases and topics from the Secretary of Defense' s memo concerning decreasing reliance on Military Specifications and Standards. These include use of performance specifications, innovative contract management, use and disposition of military specifications and standards, exploring new directions in reducing oversight of contractors, and establishing the environment for acquisition reform cultural change through senior leadership support and training and education.

The DoN's philosophy, approach, schedule, and metric for assessing progress for implementing this policy are described in this plan.

III. Use of Specifications and Standards, a New *Way of Doing Business*

The Secretary of Defense directed the use of performance specifications in the 29 June 94 memo on Specifications & Standards - A New Way of Doing Business by stating that 'Performance specifications shall be used when purchasing new systems, major modifications, upgrades to current systems, and non-developmental and commercial items, for programs in any acquisition category. "

ASN (RD&A) in the memo of 27 July 94 on Navy Implementation of Department of Defense Policy on Specifications and Standards emphasized the policy of relying on more performance and commercial procurement documents and avoiding government-unique requirments by stating that "All specifications and standards for which Navy activities have cognizance shall be reviewed to determine their appropriate disposition, e.g., cancellation (obsolete requirements or those having a commercial equivalent); conversion to Non-Government Standards or Commercial Item Descriptions; retention as military-unique; or conversion to military performance specifications. "

A. Intent

1. preference for Performance and Commercial Specifications and Standards

performance and commercial specifications will facilitate the integration of commercial and military development and manufacturing. In the past, solicitation packages used military specifications and standards to describe requirements. Performance-based documents, including non-Government standards, commercial item descriptions, Federal specifications and standards, and military specifications and standards, will now be used to define program requirements in procurements in all acquisitions. 'In cases where a performance-based document is not practicable, a design-based non-Government standard shall be used.

2. Definition of Performance and Detail Specifications

'Current military specifications will be changed to either performance or detail specifications Performance specifications describe the achievement of requirements in terms of "what" versus "how". A performance specification states its requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchange characteristics.

There are five options for performance-based documents or performance specifications that are available for use as replacements to design-based military specifications: (1) Standard performance specifications as defined in the recent draft MIL-STD-961D will replace military specifications that are performance-based; (2) Commercial item descriptions and (3) Federal specifications as defined in the Federal Standardization Manual and the Defense Standardization Program Manual, DoD 4120.3-M; (4) Guide specifications and (5) non-Government standards as also defined in DoD 4120.3-M.

Detail specifications specify design solutions such as how a requirement is to be achieved or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification.

3. Disposition Categories of Military Standards

Military Standards will be disposed of into one of the following categories:

Cancel
Retain as Interface Standard
Retain as Test Method Standard
Retain as Manufacturing Process Standard
Retain as Standard Practice
Replace with Non-Government Standard
Convert to Handbook
Convert to Guide
Convert to Data Specification

Definitions of these documents are contained in attachment 3 to Appendix B.

B. APPROACH

Figure 2 illustrates the overall specifications and standards improvement process and is described in the following paragraphs.

1. Acquisition Program Critical Military Document Actions

Expert teams form the nucleus for assistance to Program Managers regarding implementation of standards improvement. The Command Standards Improvement Program Plan will contain the details on the organization of the expert teams. A critical role for the Command Standards Improvement Executives will be to coordinate expert team functions across System Commands for common areas.

Program Managers will identify the critical military specifications and standards required for near term procurements to the Command Standards Improvement Executives, who will forward the lists of critical documents to the DoN Standards Improvement

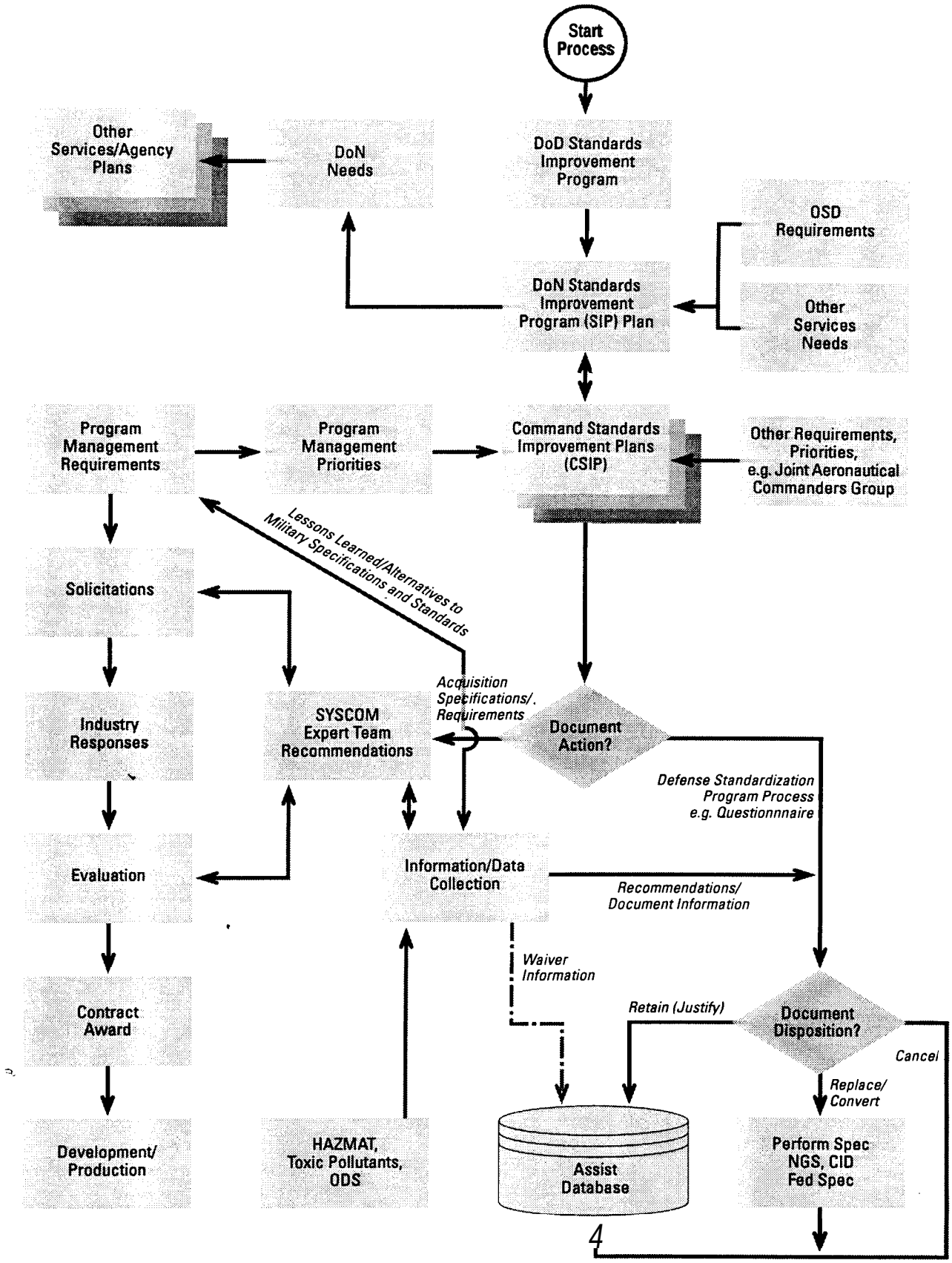


FIGURE 2. DoN Specifications/Standards Improvement Process

Executive and to the expert teams. Expert teams will recommend alternatives to the use of military specifications and standards to the Program Managers. The teams will also provide justification for those specifications and standards which require waivers for use. The expert teams will also advise and assist the Program Managers in proposal evaluation by assessing proposed alternatives to military specifications and standards. Since primary policy direction from the Secretary of Defense is to describe military requirements as performance specifications, the expert teams will initially determine whether the critical military specifications are or can be described in performance terms. They will provide their recommendations for describing military specifications in performance terms to the Program Manager. The expert teams will also be available to assist, if requested, the Program Manager in writing program peculiar or system-level specifications in performance terms.

The Department Standardization Offices will consolidate the listings of the acquisition program critical specifications and standards from the Services and the Defense Logistic Agency, and will recommend priorities for document review and disposition to the Defense Standards Improvement Council. The Council will provide an approved priority listing for the document actions by the Preparing Activities.

2. Defense Standardization Program Actions

a. **Priority Review and Disposition of Acquisition Program** Critical Specifications and and Standards

In addition to providing the military specification and standard recommendations to the Program Manager, the expert team will provide the recommendations to the appropriate Preparing Activity to facilitate the official document change action in accordance with the Defense Standardization Program. Program Managers and expert teams will maximize the dissemination of the military document recommendations to other acquisition managers through automated data bases such as the Program Managers Work Station.

The Preparing Activity, if within the Department of the Navy, will use the Order of Preference for Disposition of Specifications and Standards table, and the Military ~ Specification and Standard Questionnaires in Appendices A and B respectively, to review the acquisition critical document for disposition. The predisposition when using the questionnaires shall be to cancel documents. The Preparing Activity will ensure that feedback comments are resolved and repetitive waivers and deviations are incorporated during the document review process and subsequent validation. For those military specifications and standards that will be retained, the Preparing Activity will upgrade the document requirements to remove Ozone Depleting Substances, toxic chemicals and extremely hazardous substances, Acceptance Quality Levels, cancelled references, and will ensure

the document is technically correct and in accordance with the current revision of MIL-STD-961 and MIL-STD-962. Unless otherwise approved, policy documents, Data Item Descriptions, military packaging specifications and standards, and management oversight specifications and standards shall not be references in military specifications, but rather shall be cited in the contract Statement of Work or Section C as necessary. The acquisition critical specifications and standards shall receive priority disposition through the Defense Standardization Program along with the management and manufacturing standards identified in paragraph 2. b. below.

ORDER OF PREFERENCE FOR DISPOSITION OF MILITARY SPECIFICATIONS AND STANDARDS

1. Documents required by law. Retain military specification or standard if mandated for use by law or regulation pursuant to law.

2. Performance-based documents. The following is the preference for disposition to a performance-based document:

a. Replace with an existing performanced-based non-Government standard
b. Rewrite as a performanced-based Non-Government Standard This is different from item 2a. in that it involves developing and coordinating a new standard through the non-Government standard process. This disposition is a long-term solution and requires that the existing military specification or standard continue to be used during the time required to complete the document development process.
c. Rewrite as a commercial item description
d. Rewrite as a performanced-based Federal specification or standard
e. Retain or rewrite as a standard performance specification or guide specification.

3. Desire-based document These documents are written in accordance with the detail specification definition given in the paragraph A.2. The following is the preference for disposition to a design-based document:

a. Replace with an existing design-based non-Government standard
b. Rewrite as a design-based non-Government standard (This requires that the existing military specification or standard continue to be used during the time required to complete the document development process.)
c. Rewrite as a design-based Federal specification or standard
d. Retain as a military specification or standard, and provide justification. Headings of design-based military specifications will be changed to "Detail Specification", in accordance with the recent draft MIL-STD-961.

b. Priority Review and Disposition of Certain Specifications and Standards

In addition to the military specification and standard priorities identified by the acquisition managers, OASD identified 12 DoN management and manufacturing military standards and specifications that require priority review and disposition. Command Standards Improvement Executives will incorporate into their plans the accelerated review and disposition of these priority documents by the Preparing Activity. The Preparing Activity will coordinate the review, as necessary, with other Service/Agency custodians, the OSD technical review office, and industry associations, and will utilize the Appendix B questionnaire to develop a recommended disposition. The OSD technical review offices are to be involved in the development, coordination, and approval process of the Key Acquisition Standardization Documents (KASD). The Preparing Activity recommendation will be presented to a Joint Services/Agency/OSD task group for review and concurrence. The task group will verify that the standard was properly categorized and will recommend disposition and priority to the Defense Standards Improvement Council who will make the final decision on the document disposition. The following lists the military standards and specifications for accelerated DoN review and disposition and the responsible Preparing Activity and OSD technical review offices.

MILITARY STANDARDS AND SPECIFICATIONS REQUIRING PRIORITY REVIEW

Standard/Spec	Preparing Activity/OSD Functional Office
1. MIL-STD 167	NAVSEA
2. MIL-STD-469	NAVSEA
3. MIL-STD-1310	NAVSEA
4. MIL-STD-1686	NAVSEA
5. MIL-M-15071	NAVSEA
6. MIL-STD-2164(KASD)	NAVSEA/Weapons Systems Improvement and Analysis Division
7. MIL-STD-2165(KASD)	NAVSEA/Weapons Systems Improvement and Analysis Division
8. MIL-STD-461	SPAWAR
9. MIL-STD-781(KASD)	SPAWAR/Weapons Systems Improvement and Analysis Division
10. DOD-STD-2167(KASD)	SPAWAR/Standardization Program Division
11. MIL-STD-2073	NAVAIR
12. MIL-STD-5400	NAVAIR

As part of the Secretary of Defense's specification and standards reform initiative, the Industry Review Panel on Specifications and Standards identified and recommended cancellation of an additional ten non-DoN cognizant manufacturing and management military standards. An OASD(ES) memorandum dated 1 Nov 94 listed

these documents and stated that the Defense Standards Improvement Council intends to act on the Industry Review Panel recommendation. Recommendations for the disposition of these documents are being consolidated and will be provided to the Defense Standards Improvement Council for their consideration prior to a decision.

c. Review and Disposition of Remaining Military Specifications and Standards

The Preparing Activities will complete their review using the Appendix A and B questionnaires for the remaining military standards and specifications, other than the priority documents, by 28 Feb 95 and 30 June 95, respectively. Completed military standard questionnaires will be presented to a Joint Services/Agency/OSD task group for review and concurrence. The task group will verify that the standard was properly categorized and will recommend disposition and priority to the Defense Standards Improvement Council who will make the final decision on the disposition of these military standards. Figures 3 and 4 describe the process flow for the review and disposition approval of military specifications and standards, respectively.

3. Considerations When Using Performance Specifications

The impact on logistic support, configuration control, parts control, source selection, reprocurement, measuring compliance, and warranties from using performance specifications needs to be addressed and understood by the Acquisition Managers in preparation for solicitation. Lessons learned from past use of performance specifications in solicitations and contracts will be made available to the Acquisition Managers. The Command Standards Improvement Executives will determine the method for disseminating this useful information. The Service approach for addressing these considerations has not been finalized. In the interim, the Command Standards Improvement Executives will be responsible for providing guidance on these impacts to their Acquisition Managers.

4. Pollution Prevention

a. Background

'To comply with Executive Order 12856 "Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements", the Secretary of Defense directed plans be developed by each Service for achieving the requirements of the E.O. The Office of the Assistant Secretary of the Navy (Installations and Environment) is preparing the Department of the Navy's plan for meeting the E.O., and includes the following goal: "By 3 Aug 95, review standardization documents (as defined by the Department of Defense Index of Specifications and Standards (DoDISS))

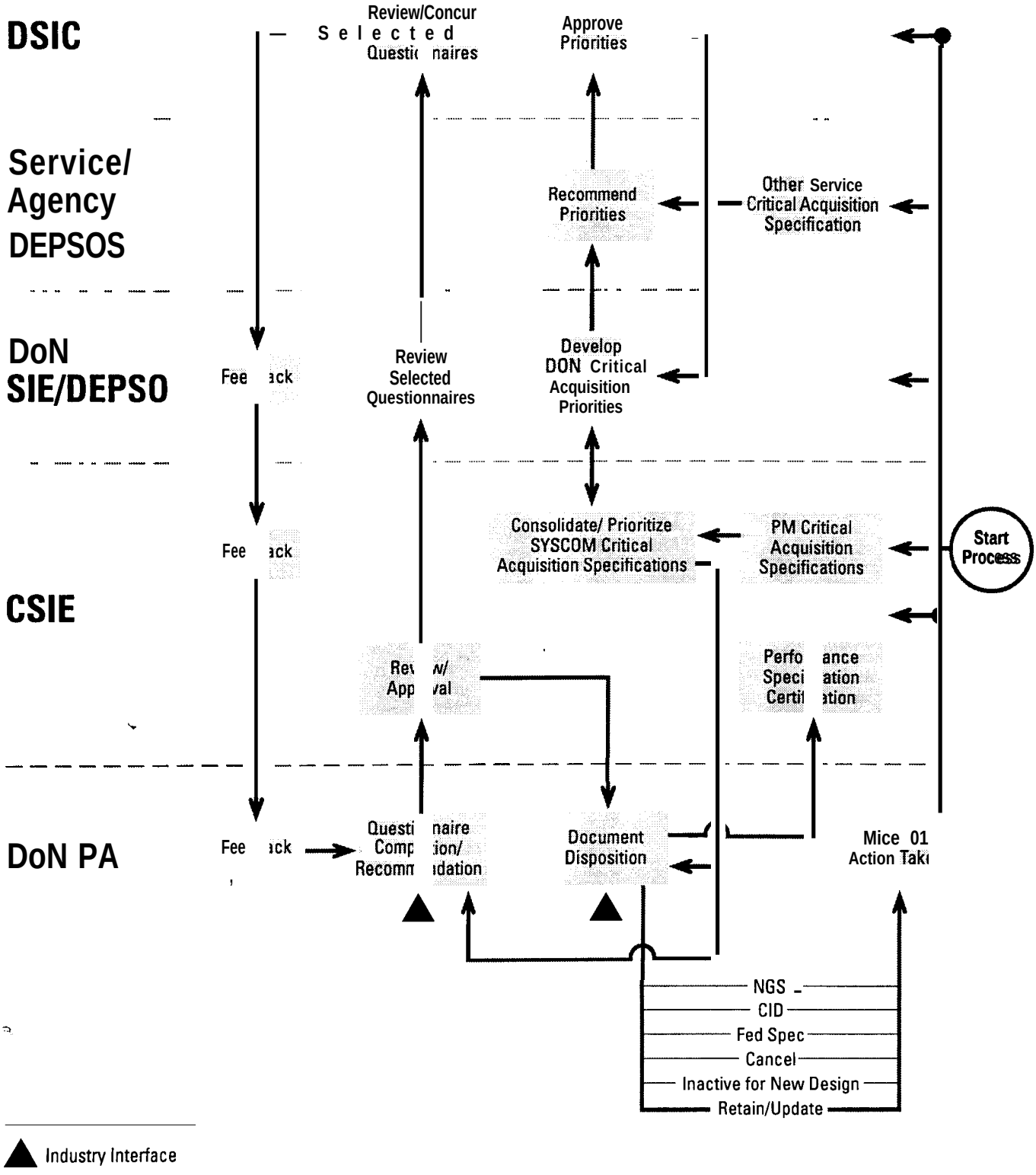
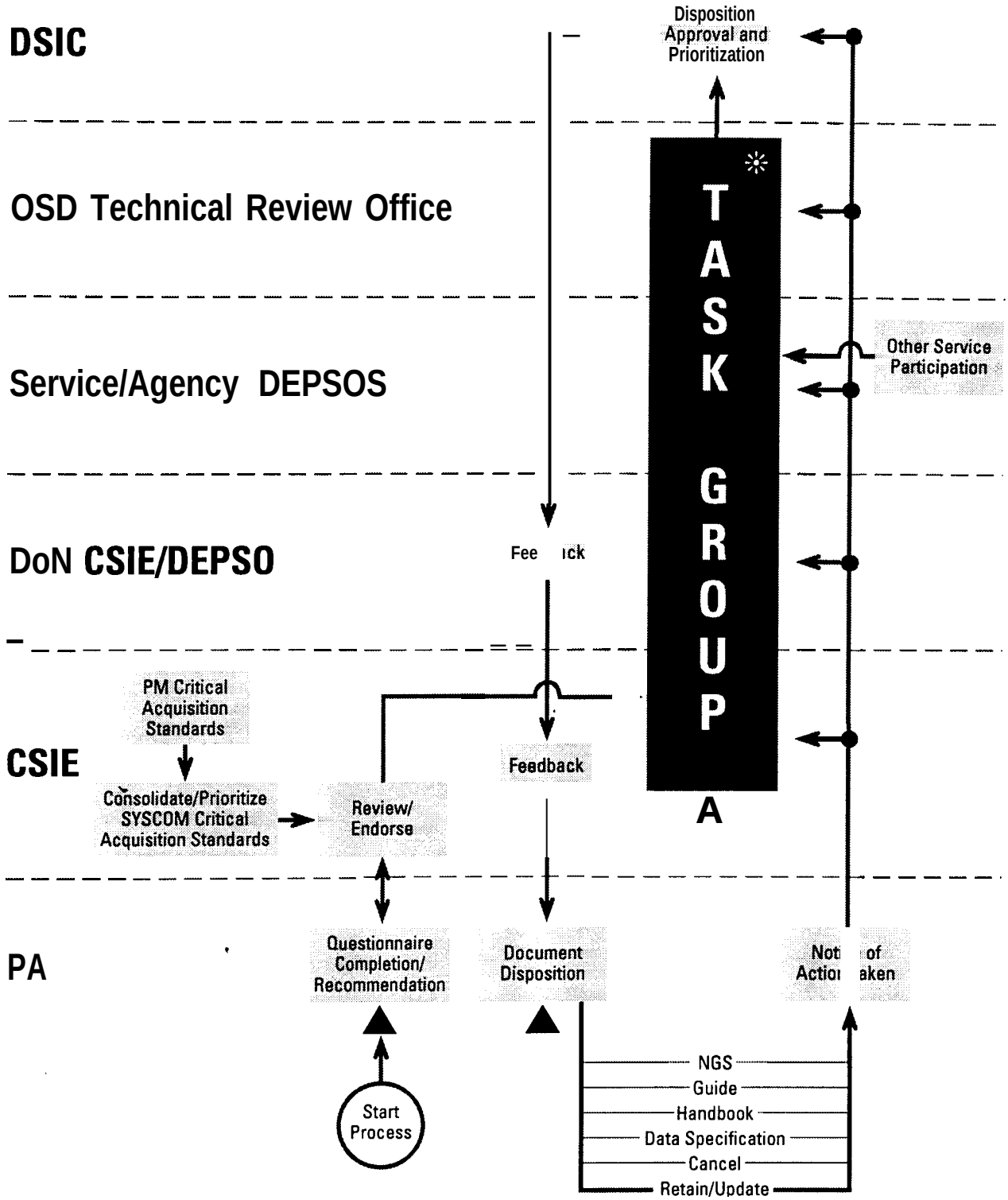


FIGURE 3. MIL-SPEC Review/Approval Process



✲ Review/Ensure Consistency of Recommendations for Standards Categories/Priorities

▲ Industry Interface

FIGURE 4. **MIL-STD** Review/Approval Process

identifying opportunities to eliminate and reduce the use of toxic chemicals and extremely hazardous substances, and complete all revisions by 1999." (SecDef memo of 11 Aug 94 on Comprehensive Pollution Prevention Strategy.) Toxic chemicals are identified on a list of substances defined by 40 CFR 372.3, and extremely hazardous substances are identified on a list of substances defined by 40 CFR 355.20.

b. Actions to Identify and Report Offending Chemicals

The Chief of Naval Operations in a memo, ser 451D/4U595964 of 24 June 94, tasked the Naval Supply Systems Command (NAVSUP) to serve as the lead Systems Command for planning and implementing the Department of the Navy requirement. Using the offending substance lists, NAVSUP commenced the document review process to identify and recommend changes to reduce or eliminate the use of hazardous substances and toxic chemicals. NAVSUP'S recommendations are being forwarded to the Preparing Activities for concurrence and implementation. NAVSUP will provide their plan for completing the document review and recommendations to the CSIEs and the Preparing Activities. The CSIEs will incorporate into their plans the review and use of the information obtained from the NAVSUP specification review.

The Navy's Chlorofluorocarbon and Halon Information Clearinghouse (CHIC) compiled a list of military specifications and standards requiring the use of ODS and provided it to the Preparing Activities in an ASN (RD&A) AR/SIE memo dated 23 Aug 94 on Action to Remove Ozone Depleting Substances from Military Specifications and Standards, and Commercial Item Descriptions. Appendix C to this plan will be used by the Preparing Activities to establish a uniform DoD reporting requirement for changing the specifications and standards requiring the use of Ozone Depleting Substances (ODS). Quarterly reports will be prepared regarding the status and disposition of the offending specifications and standards to the Department Standardization Office. Command Standards Improvement Executives will incorporate into their plans the ODS review, disposition and reporting requirements of the documents identified in the CHIC data base.

5. Certification of Performance Specifications

Each System Command will certify the preparation of performance specifications in accordance with a procedure tailored to each Command's organization. The DoN Preparing Activity will develop a draft revision of the document written as a performance specification and will follow the Command's certification procedures. Upon acceptance of the military specification as a certified performance specification, the Preparing Activity will take action in accordance with the Defense Standardization Program to officially change the document.

For those military specifications already performance-based and certified as performance specifications, the Preparing Activity only needs to send the replacement first page to the DoD Single Stock Point with the heading changed from 'Military Specification" to 'Performance Specification" in order to officially change the document. A copy of the certified Performance Specification will be provided to the DoN SIE. The Preparing Activity will also forward an information copy of the certified Performance Specification, and a coordination copy of the commercial item description, to the following address:

OASD(ES)SPD
5203 Leesburg Pike
Suite 1403
Falls Church, VA 22041-3466

The Program Manager is responsible for certifying to the MDA that the program peculiar or system-level specification is written in performance terms. Otherwise, a waiver is required from the MDA to cite the non-performance based system-level specification in contracts.

6. Waiver Process

The Program Manager must obtain approval from the Milestone Decision Authority for invoking specifications and standards which require waivers and that are mandatory in acquisition solicitations. The justifications for requesting the approval of a waiver to use a Government detail specification or standard include: (1) a military-unique requirement; (2) no acceptable commercial alternative; and (3) no cost-effective commercial alternative. The Waiver Decision Tree Process, Figure 5, and Appendix D, Government Detail Specifications And Standards Waiver Request Checklist, provide a step-by-step methodology for submitting a program-specific waiver request for approval to cite detail Government specifications, and military, test method and manufacturing process standards as requirements in acquisition solicitations. In accordance with the format described in the ASN (RD&A) memo on Navy Acquisition Waiver Notification Process dated 13 Oct 94, the Appendix F Waiver Request Format shall be utilized by the Program Manager for reporting the MDA approved waiver to the DoN Standards Improvement Executive. The Department Standardization Office shall send copies of approved waivers to the DoD Single Stock Point for listing in the 'Acquisition Streamlining and Standardization Information SysTem (ASSIST) data base. Additionally, the ASN (RD&A) memo of **27** July 94 on Navy Implementation of Department of Defense Policy on Specifications and Standards provides the implementing direction for the Program Managers to document the use of military specifications and standards and non-performance-based Government specifications in the Acquisition Strategy Report or the Acquisition Plan.

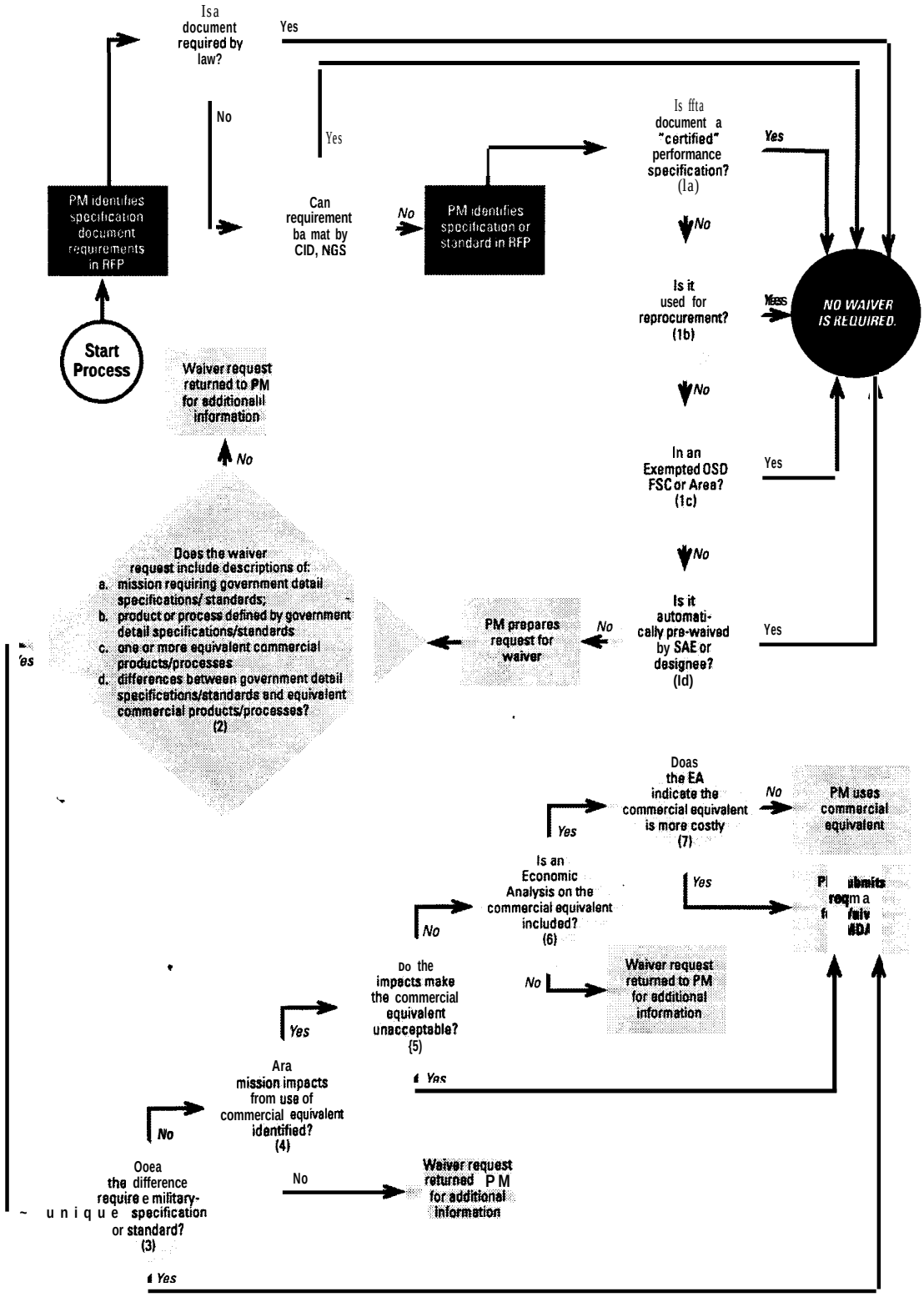


FIGURE 5. Waiver "Decision Tree" Process

a. Documents Requiring Waivers

Program Managers shall obtain waivers when citing in solicitations the types of government documents listed below, or when citing in solicitations any type of government document that defines exact design solutions:

(1) Military specifications and standards
(2) Detail specifications
(3) Test Method standards
(4) Manufacturing Process standards
(5) Program unique specifications and standards that define exact design solutions.
(6) Federal specifications and standards that define exact design solutions.

b. Documents Not Requiring Waivers

The following types of documents do not require waivers:

(1) Any document required by law, the Federal Acquisition Regulation, or the Defense Federal Acquisition Regulation Supplement.
(2) Non-Government standards
(3) Federal Information Processing Standards
(4) Government specifications designated in the DoD Index of Specifications and Standards (DoDISS) as performance Specifications
(5) Commercial item descriptions listed in the DoDISS
(6) Guide specifications listed in the DoDISS
(7) Interface standards listed in the DoDISS
(8) Standard Practices listed in the DoDISS
(9) Guides listed in the DoDISS
(10) Handbooks listed in the DoDISS

c. Exemptions to Waivers

For the following conditions, it is not mandatory to obtain a waiver to use one of the types of documents in a procurement solicitation or contract identified in paragraph 6a. above:

(1) For reprocurement of an item not requiring major modifications or upgrades. A major modification or upgrade is defined in DoDI 5000.2 and requires a Milestone decision.
(2) If the offeror proposes the use of a Government specification or standard in response to a solicitation.
(3) For specifications or standards under Federal Supply Group 11 for Nuclear Ordnance and Federal Supply Class 4470 for Nuclear Reactors.
(4) If the specification or standard is cited for guidance only.

(5) For combined or joint acquisition programs where another federal agency or another country has the lead in the design or acquisition of an item.

(6) When a non-DoD customer requires the use of a specification or standard.

d. Department-Wide Waiver Justification

The DoN Standards Improvement Executive may issue a Department-wide waiver justification to use a particular specification or standard in specified circumstances. The Command Standards Improvement Executives will submit requests for Department-wide waivers to the DoN SIE with appropriate justification. These justifications for each document must be renewed at least every two years. The Program Manager shall continue to identify those military specifications and standards and non-performance-based Government specifications cited in the solicitation in the Acquisition Strategy Report, Acquisition Plan, or other stand-alone document as described in the ASN (RDA) memo of **27** July 94 on Navy Implementation of Department of Defense Policy on Specifications and Standards Reform. The DoN SIE Department-wide justification serves as the only documentation required when requesting waiver approval. The Department-wide waiver justification policy supersedes the implementation guidance for DoN class waivers given in the preceding ASN (RD&A) memo.

7. Partnerships With Industry

"I encourage the Under Secretary of Defense (Acquisition and Technology) to form partnerships with industry associations to develop non-Government standards for replacement of military standards where practicable." (SecDef memo of 29 Jun 94) The System Commands will determine which associations are of particular interest, deemed to be beneficial, and offer potential non-Government standard candidates as replacements to military specifications and standards. The System Commands, upon approval from the DoN Standards Improvement Executive, will jointly establish government-industry standards development projects under the auspices of Non-Government Standards Bodies with the intent of promoting the resultant standards as national or international standards. The Command Standards Improvement Executives will jointly coordinate the current and proposed DoN-industry partnerships.

8. Parallel Military Document Review Efforts

Other parallel military document review efforts may be established where there are common areas of interest between the other Services and Agencies. The Joint Aeronautical Commanders Group (JACG) under the Joint Logistics Command (JLC) was chartered to work joint acquisition issues, and specifically developed guidance for preparation of performance specifications.

The JACG has proposed establishing joint procedures for screening aircraft-unique military documents to determine critical specifications and standards used in acquisition of aircraft weapons systems. The JACG has proposed identifying those aircraft-unique documents which are candidates for conversion to performance specifications, and identifying those documents which can be replaced by non-Government standards. Establishing links with industry associations and facilitating the development of non-Government standards meeting joint needs would be benefits from the JACG initiative. The JACG will be reviewing and recommending disposition of aircraft-unique military specifications and standards to the DoD SIE. The parallel military document review and disposition effort of the JACG will be coordinated by the Service SIES. The NAVAIR CSIE will represent the DoN SIE in coordinating with the JACG. The NAVAIR CSIE will work with the JACG to determine the priorities for the DoN aircraft-unique document review.

9.Automation

To ensure that the recommendations and actions for document disposition, justification for retention, and other relevant data (i.e., toxic pollutants, ODS) is captured and made available for subsequent use by acquisition managers, expert teams and Preparing Activities, data from the document reviews will be entered into an automated data base. The Acquisition Streamlining and Standardization Information SysTem (ASSIST) database, along with additional information systems,. will be used for this purpose. The Defense Printing Service Detachment Office (DPSDO) maintains the ASSIST database and is responsible for inputting data to update document status. Read-only access to the ASSIST database is through local connection, if available, as well as through modem access. DoD personnel can obtain information on subscribing to the ASSIST database from the DPSDO POC, Ray Bowser on 215-697-6257 or DSN 442-6257. There are presently five satellite ASSIST work stations in operation to provide local access for the System Commands. These are located at the Engineering Standards Division in the Naval Sea Systems Command, the Naval Surface Warfare Center, Indian Head Division, the Aircraft Division in the Naval Air Warfare Center, Lakehurst, the Naval Construction Battalion Center, Port Hueneme,and the Defense Electronics Supply Center, Dayton. Acquisition managers, Preparing Activities and expert teams at these commands can connect directly to the local network to gain access to the ASSIST database. Acquisition managers outside of these commands can install a local satellite work station or gain access to the ASSIST database through modem connection to DPSDO or to any of the satellite work stations. The Command Standards Improvement Executives will determine the process for collecting and providing the data to DPSDO for input into ASSIST, and will ensure that the expert teams have access to the information contained in the database.

DPSDO is currently accepting hard copy data only, but will soon be on-line for electronic transfer of data through the Acquisition Streamlining and Standardization Electronic Transfer System (ASSETS) . Industry and the entire DoD acquisition community will have access to this system and will be able to use it for communication via modem over commercial, DSN, or Internet access. A specific use of this system will be for recording and responding to military document review comments through its' feedback feature. This feature can also be used to record alternatives to military specifications and standards used in acquisition procurements, and for communicating lessons learned in specifications and standards reform. The OASD(ES)SPD point of contact for this automation initiative is Tom Ballantine at 703-756-2340. The CSIEs will determine the process for providing access and data to ASSETS.

C. SCHEDULE

CSIEs will develop detailed plans for implementing the DoN Standards Improvement Plan - Complete Feb 95

PMs identify acquisition critical military specifications and standards required for near term procurements to the CSIEs - 15 Jan 95

Preparing Activities will accomplish review and disposition of priority management and manufacturing standards - Complete Jun 96

Preparing Activities will accomplish review and disposition of military documents -

Complete questionnaire of military standards 28 Feb 95
Complete questionnaire of military specifications 30 Jun 95
Complete disposition of military documents Mar 98

NAVSUP will review military documents to identify toxic pollutants and'hazardous materials - Complete Aug 95

Preparing Activities will eliminate or reduce the use of toxic pollutants and hazardous materials in military documents identified by NAVSUP - Complete Sep 99

'DoN transfer documents to DLA - Complete Oct 95

D. METRICS

The Quarterly reports should be combined and provided to the SIE before the following dates each year starting 1 January 95: 1 January , 1 April, 1 July, and 1 October. The Annual report should be provided to the SIE before 1 October each year.

Data provided	By Whom	Frequency
Number of Completed Military Document Dispositions (Performance Specs,Non-Government Standards, Commercial Item Descriptions, Federal Specifications, Cancellations, Retentions)	DPSDO	Quarterly
Cumulative Number of Active DoN DoDISS Documents (Military Specifications, Military Standards, Commercial Item Descriptions, Federal Specifications, Non-Government Standards, Performance Specifications)	DPSDO	Quarterly
Number of Military Documents Reviewed for Toxic Pollutants/Hazardous Materials	NAVSUP	Quarterly
Number of Military Documents Corrected for Use of Toxic Pollutants/ Hazardous Materials .	CSIE	Quarterly
Number of Standardization Tracking Reports for Documents with Ozone Depleting Chemicals	Preparing Activity	Quarterly
Military specifications and standards granted waiver approval by MDA	Program Manager	As approved

IV. Contracting

The ASN (RD&A) memo of **27** July 94 on Navy Implementation of Departme-nt of Defense Policy on Specifications and Standards states concerning contracting that "All solicitations not yet released for $100,000 or greater shall include a statement encouraging contractors to submit alternatives to specifications and standards cited in the solicitations. Contractors with existing contracts over $s00,000 and which have substantial effort remaining shall be encouraged to propose alternatives to the specifications and standards cited in the contract.

All new contracts which have an approved waiver to use specifications and standards shall have language in Section C of the contract which identifies that all specifications and 'standards cited, and first-tier references, shall be mandatory for use. Lower tier references shall be used for guidance only.

Only those data requirements which are required by law or add value shall be included in a contract. ”

A. INTENT

1. Innovative Contract Management

'Industry claims the use of military specifications and standards in government contracts forces them to incur unnecessary costs which are subsequently passed on in contract prices to the government. Providing contractors with the opportunity and an incentive to offer alternatives should, therefore, result in reduced contractor costs, lower future contract prices, increased acquisition of commercial items, and reduced government oversight. " (PAT Report on Military Specifications and Standards, pages 45,46)

2. Tiering of Specifications and Standards

"Most specifications and standards contain references that cite other references which add additional requirements and references. Prior to an actual contracting action, the description of the product to be acquired will need to be thoroughly reviewed to determine what requirements should be raised to the direct-cite level. " (PAT Report on Military Specifications and Standards, page 63)

3. Data Requirements

"Many types of Data Item Descriptions (DIDs) are fundamentally inconsistent with Non-Government Standards or performance specifications. They require unique process-level and engineering data that is not required in commercial contracts (data which commercial contractors may regard as highly proprietary), impose significant DoD oversight on the contractors' processes, and add substantial cost to the process. The listing of DIDs in the DoD 5010.12-L Acquisition Management System and Data Requirements Control List (AMSDL) must be reviewed to eliminate data items that are duplicative, unnecessary, obsolete, or are not cost-effective. " (PAT Report on Military Specifications and Standards, page 41,69)

B. APPROACH

1. Innovative Contract Management

Procuring Contract Officers will insert the approved DFAR language in solicitations and ongoing contracts that encourages contractors to submit alternative solutions to specifications and standards. The Value Engineering change proposal method may be used in processing the alternatives. Contractors will submit a comparison of the proposed alternatives to the specifications and standards cited in the solicitation or contract, and will provide an analysis supporting the feasibility and cost-effectiveness of

the proposed alternatives. After the proposed alternative is approved and authorized for **implementation,** PCOS will provide the **Government and Contractor estimated cost savings resulting from the approved alternative to the CSIE.** These savings shall be estimated over the life-cycle and reported on during the fiscal year of the instant contract. The expert teams may assist the Program Manager in technically analyzing the assumptions made by the contractor in developing the life-cycle cost savings. Any additional non-recurring expenses the Government incurs from evaluating and implementing the alternatives in the proposals will be included in the cost savings analysis. The cost savings from the use of alternative specifications and standards may not be directly available if the Value Engineering no-cost settlement method is used to process the proposed alternative. Under the no-cost settlement method, the contractor will retain all the savings on the instant contract and their concurrent contracts only. The Government will keep all the savings resulting from concurrent contracts placed on other sources, savings from all future contracts, and all collateral savings. Collateral savings are those measurable net reductions resulting from the approved alternative in the agency's costs of operation, maintenance, logistic support, or Government-furnished property. The Individual Contracting Action Report, DD 350, may be used in compiling the data on the number of proposals and contract awards that have alternatives to specifications and standards.

Joint Government/Industry reviews of solicitations, post contract award, will be conducted to identify, requirements that unnecessarily differentiate commercial and military operations and that add cost without value. These reviews will provide a qualitative and quantitative assessment of the extent that commercial and military development and manufacturing are being integrated. Other methods or mechanisms for obtaining industry feedback include periodic industry participation in SIE/CSIE meetings, industry forums or "Road Shows", and written inquiries to representative industry bodies. The SIE and CSIEs will jointly plan the format and scope of these joint Government/Industry solicitation reviews, and the other mechanisms for obtaining industry feedback.

2. Tiering of Specifications and Standards

The SecDef memo of **29** June 94 states that "During production, -those system specifications, subsystem specifications and equipment/product specifications (through and including the first-tier references in the equipment/product specifications) cited in the contract shall be mandatory for use." The DoN SIE will develop language which identifies that all specifications and standards cited in a solicitation, and first tier references, shall be mandatory for use, and that lower tier references shall be used for guidance only. This contract language will be presented by the DoN SIE to the Defense Standards Improvement

Council for determining whether this change should be accomplished through modification to the Defense Federal Acquisition Regulation Supplement or be handled by each Service separately.

All tiers of reference in non-Government standards that are cited in contracts are contractually binding, since it is a common commercial practice to rely on tiering in non-Government standards. This applies to military specifications and standards that are lower tier references in non-Government standards.

3. Data Requirements

The use of DIDs that are unnecessary, redundant, or cost-prohibitive shall be precluded. DIDs, for which the DoN is responsible, will be reviewed for the purpose of cancellation, revision, or retention. Primary areas to be considered for cancellation are:

1. Planning DIDs
2. Administrative report DIDs
3. In-process review/report DIDs
4. Tracking/metric DIDs without a specific purpose

Revision will focus on removing excessive contract requirements and references to military specifications and standards. DIDs that are valid and cost effective will be retained. The CSIEs will include in their plan the review and disposition of cognizant DIDs using the Appendix E Checklist for Data Item Descriptions. Recommendations to cancel and revise DIDs will be forwarded to the appropriate Data Management Focal Point for coordination. The acquisition managers will tailor the Contract Data Requirements Lists to remove requirements that are not needed or add little value to their particular acquisitions. Where feasible, all solicitations will provide for an alternative to use contractor formats for data.

C. SCHEDULE

SIE and CSIEs plan joint Government/Industry solicitation reviews and mechanisms for obtaining industry feedback - Complete Mar 95

'SIE develop contract language on tiering of specifications and standards - Complete Mar 95

Preparing Activities identify and eliminate all unnecessary DIDs - Oct 96

D. METRICS

The Annual reports should be provided to the SIE before 1 October each year.

Data Provided	By Whom	Frequency
Life Cycle Cost Savings per Fiscal Year Utilizing Alternatives to Military Specifications and Standards	CSIE	Annual
Number of DIDs Cancelled per Fiscal Year	Data Mgr /CSIE	Annual

V. New Directions - Reducing Oversight

The Secretary of Defense memo of 29 June 94 on Specifications & Standards - A New Way of Doing Business directs "the Secretaries of the Military Departments and the Directors of the Defense Agencies to reduce direct Government oversight by substituting process controls and Non-Government Standards in place of development and/or production testing and inspection and military-unique quality assurance systems. "

A. INTENT

Substitute process controls and best, commercial quality programs for military-unique quality, test, and inspection standards. Streamline the Government's development and production test and inspection requirements imposed on the contractor. Reduce or delegate Government oversight responsibility of DoN acquisition programs to the lowest practicable level.

B. APPROACH

Military-unique quality assurance program requirements perpetuate inspection and test rather than process control. Commercial quality systems using process control have resulted in efficient and more cost-effective programs compared to current Defense contract quality requirements. Acquisition programs shall encourage the use of process controls, and are authorized to use 'the ANSI/ASQC Q9001-9003 and 1S0 9001-9003 series standards in contracts for new programs, and on existing contracts as appropriate. Acceptance Quality Levels (AQL) shall be removed from military specifications during the document review process by the Preparing Activities. 'Offerors should be given the opportunity to use their normal quality systems whenever they meet acquisition needs. Quality systems that satisfy our acquisition needs will be recognized, whether they are modeled on military, commercial, national, or international quality system

standards. " (Under Secretary of Defense memo of 14 Feb 94 on Use of Commercial Quality System Standards in DoD)

Acquisition Managers **shall streamline the Government's development and production test and inspection requirements to reduce the overall cost to the Government while maintaining or improving quality. Contractors shall be encouraged to propose reduction or elimination of redundant test and inspection requirements, or to propose alternatives to the requirements in solicitations or contracts.**

C. SCHEDULE

Remove AQLs from military specifications - Complete Mar 98

VI. Cultural Change - Role of Senior Leadership

The Secretary of Defense memo of 29 Jun 94 on Specifications & Standards - A New Way of Doing Business states that 'leadership and good judgement will be critical to successful implementation of this reform. I encourage you and your leadership teams to be active participants in establishing the environment essential for implementing this cultural change. "

A. INTENT

Cultural change must start from the top, requires support at all levels of the organization, and requires time and resources to accomplish.

B. APPROACH

There are several differences between the current acquisition reform initiative and previous efforts to minimize the use of military specifications and standards and to utilize commercial practices. DOD and DoN management and acquisition leaders are taking an ongoing and proactive role in reinforcing the specifications and standards improvement message. ASN (RD&A) will meet with the SYSCOMs, PEOS, DRPMs, to review progress on '-specifications and standards reform and exchange innovative management approaches. Standards Improvement Executives (SIE) have been assigned and have the authority necessary to implement all aspects of the initiative. Resources are available to accomplish the DoN Standards Improvement Program, and a single budget line item has been established by the DoD Comptroller. The Command SIEs will develop and submit an annual budget requirement to the DoN SIE, who will submit a consolidated annual DoN budget requirement.

The DoN SIE will conduct an annual review of the progress made in the Standards Improvement Program, and will coordinate preparation of the annual Standards Improvement Management Review to the Deputy Secretary of Defense. The Command SIES will ensure that the metric data identified in this plan is submitted to the DoN SIE at the appropriate frequency.

C. SCHEDULE

SIE will conduct annual review of DoN Standards Improvement Program progress based on the CSIE Command Plans - Oct

VII. Cultural Change - Education and Training

"...ensure that training and education programs throughout the Department are revised to incorporate specifications and standards reform. " (SECDEF memo of 29 June 94 on Specifications and Standards - A New Way of Doing Business) .

A. INTENT

Cultural change requires education and training programs for the entire DON acquisition workforce and for our industry partners. DoN intends to develop a series of training Road Shows to provide an introduction to acquisition reform principles and practices, including specifications and standards reform. Road Shows will be used to train approximately 32,000 DoN acquisition workforce personnel, and their counterparts among DoN industry suppliers.

B. APPROACH

Specific specifications and standards training seminars will be provided on an as-required basis for acquisition personnel in key areas, including how to write performance specifications and commercial item descriptions, the different categories of documents that military standards will be disposed into, and the Standards Improvement Program process including use of expert teams. The training schedules for these topics will be promulgated by separate correspondence.

ASN,RDA(APIA) has established a training working group responsible for developing conceptual designs for a planned series of DoN Acquisition Reform training Road Shows in FY 95 and 96, for reviewing and overseeing the actual curriculum development, for developing plans for delivery of the Road Shows, and for tracking the success in promoting and supporting the necessary cultural change.

their success in promoting and supporting the necessary cultural change.

Road Show I was the DoN Acquisition Reform "Kick-off" conference which occurred in October 94. Road Show II will be a one-day offering addressing the ABC's of acquisition reform as defined by the Navy Acquisition Reform Senior Oversight Council, and will provide an introduction to DoN implementation planning for all the major themes of acquisition reform, including specification and standards reform, tailoring of program acquisition strategies, cycle time reduction, and electronic commerce. The specifications and standards reform portion of the training includes use and processing of performance specifications and non-Government standards as alternatives to military standards, standardization document reform, tiering of specifications, and cultural changes. Road Show III will provide guidance to our industry suppliers in the DON initiatives in acquisition reform. Follow-on Road Shows are yet to be specifically defined, but are intended to provide specific hands-on practice in applying acquisition reform principles to everyday acquisition problems.

The Road Shows are intended as an interim measure to provide initial indoctrination in acquisition reform and to initiate the cultural change throughout the workforce and its suppliers. This initial effort is anticipated to take about two years, at the end of which it is expected that most acquisition reform training will be integrated in the Defense Acquisition University curricula. At that point, the need for continued DoN-specific training will be reviewed and a decision made on the need for and content of any future Road Show offerings.

C. SCHEDULE

DoN SIE and CSIE develop specifications and standards key area training schedule - Feb 95

Initial performance specification training seminar conducted - Completed Nov 94

Commercial item description training seminar conducted. Jan 95 - Sep 95

Training working group completes concept design for Road Show II and approves pilot curriculum for trainers - Completed Sep 94

Pilot train-the-trainers three-day workshop conducted for Road Show II - Completed Oct 94

Six follow-on train-the-trainer workshops conducted. Nov 94 - Jan 95

SYSCOMS schedule and conduct Road Show II presentations for their acquisition workforce personnel. Nov 94 - Jun 95

Training working group develops outline of Road Show III proposed contents. Jan 95

ASN,RDA(APIA) provides draft Road Show III outline to industry for comment and develops agreement with representative industry bodies to schedule Road Show III for DoN suppliers. Feb 95

Training working group completes concept design for industry Road Show III and approves curriculum for DON trainers. Mar 95

Road Show III presented to DoN suppliers. Apr - Sep 95

Training working group assesses need for additional Road Shows. Oct **95**

D. METRICS

Data Provided	By Whom	Frequency
Number of Road Show presentations conducted	System Commands	Quarterly
Number of personnel attending Road Shows	System Commands	Quarterly
Road Show evaluation, assessment, recommendations for improvement	Attendees	After each presentation
Summary and assessment of Road Show effectiveness	ASN,RDA (APIA)	Annually in July

APPENDIX A

MILITARY SPECIFICATIONS QUESTIONNAIRE

This questionnaire is to be used to review military specifications, slant sheets, MSsheets, and AN/AND sheets. MS sheets/slant sheets will be reviewed individually except they maybe grouped together when there are not any differences to the questionnaire answers.

Document Number _____ **Revision** _____ **Date** _____

Change/Amendment Notice Slant Number(s) — MS Number(s) — Dash Number(s)

Document Title _____

Preparing Activity _____

1. **Name** _____ **Command and Code** _____

   Telephone: DSN _____ **FAX: DSN** _____

   Commercial _____ **Commercial** _____

   EMail Address _____

2. **Is the document properly classified as a specification or standard?**

   ☐ **Yes. Continue.** ☐ **No. Complete standards questionnaire.**

3. **Is the document performance-based?** _____

   (A performance specification is a specification that states its requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchange characteristics.)

   ☐ *yes* ☐ *No*

4. **IS the document used to procure/support/maintain "current or new" equipments, productions or designs?**

   ☐ **yes. Go to question 5.** ☐ **No. Cancel document.**

5. **Is the document used to support "new" equipments, productions or designs?**

   ☐ **Yes. Go to question 6.**

   ❑ **No. Make document Inactive for New Design. Go to question 12.**

6. **Is there a known commercial product, process, or method which fully or partially meets the requirements of the military document?**

   ☐ **Yes. Go to question 6a.** ☐ **No. Go to question 9.**

6a. **Is there a known commercial or non-military document, available to tha public, which industry uses to describe the commercial product, process, or method?**

   ☐ **Yes. provide organization name and CAGE code, and document ID and title.**

   Organization Name _____

   Organization CAGE Code _____ **Document ID** _____

6a. (continued)

Document Title _____

Go to question 6b. ☐ No. Go to question 7.

6b. Could the commercial or non-military document listed in 6a above be used to replace the military document? (check answer)

☐ (1) As is. Adopt Non-Government Standard (NGS). Cancel MIL SPEC.

☐ (2) With minor modifications.

☐ (3) With a Military Supplement,

☐ (4) With major modifications,

If you checked (2), (3), or (4), modify the NGS and adopt. Provide an estimate of the time and funds required to modify the NGS. (Service/Agency option)

Estimated time: _____ months. Estimated Cost: $ _____ K

Go to question 17.

7. Could the military document be converted to a Non-Government Standard?

☐ Yes. Develop draft Non-Government Standard. Provide an estimate of the time and funds required to convert the document. (Service/Agency option)

Estimated time: _____ months. Estimated Cost: $ _____ K

What Non-Government Standards Body would be most likely to develop a document to replace the military document?

_____

Go to question 17.

☐ No. Explain briefly why not.

_____

_____

_____

Go to question 8.

8. Could the requirements in this military document be converted to a Commercial Item Description (CID)?

☐ Yes. Develop draft CID. Go to question 12. ☐ No. Explain briefly why not

_____

_____

Go to question 9.

9. Could the requirements in this military document be converted to a Federal specification or standard?

☐ Yes. Develop Federal document.

Go to question 12.

☐ No. Explain briefly why not.

Go to question 10.

10 If the document is not a performance document as defined in question 3 above, could the document be converted to a performance specification?

☐ yes. Convert to performance specification. Go to question 12.

☐ No. Provide justification for maintaining the document as a design document. (Provide sufficient detail that would convince a review board.)

11. If you believe that the product, process, or method is military unique and therefore there will always be a military document to cover it, provide the justification for maintaining the military document. (Provide sufficient detail that would convince a review board.)

12. Does the document require the use of ODS? (Service/Agency option)

☐ Yes. What is the Document Category from the DoD Tracking Report for Documents with Ozone Depleting Chemicals?

☐ No

13. Does the document require the use of toxic pollutants? (Service/Agency option)

☐ Yes U No

14, Does the document need to be revised for technical reasons?

☐ Yes ☐ No

15. Administrative problems.

a. Is the document metric, inch-pound, or non-measurement sensitive?

☐ Metric ☐ Inch-Pound ☐ Non-measurement sensitive

b. Is the documenting the proper FSC/AREA?

☐ Yes ☐ No

c. Does the document contain AQLs or LTPDs?

☐ Yes ☐ No

d. Does the document contain any of the prohibited references listed in the DoD PAT report on pages 57-61?

☐ Yes ☐ No

e. Is the document for equipment?

☐ Yes. If yes, have all mandatory references been brought up to the first tier? (If uncertain, answer no.)
☐ Yes ☐ No

☐ No

f. Does the document reference cancelled documents?

☐ Yes ☐ No

16. If the document is to be converted to a CID, Federal Document, or performance specification; and/or revised to correct deficiencies indicated in questions 12, 13, 14 and 15, provide an estimate of the time and cost. (Service/Agency option)

Estimated time: _____ months. Estimated Cost: $ _____ K

17. Should the Service remain as Preparing Activity for this document?

☐ Yes.

☐ No, Transfer the document in accordance with DoD 4120.3-M, Chapter 4, paragraph 3d.

APPENDIX B
MILITARY STANDARDS QUESTIONNAIRE

The purpose of this questionnaire is to establish a review strategy for each military standard to determine if it should be cancelled; replaced by or converted to another document, such as a Non-Government Standard, Handbook, Guide, or other document; or retained as a military standard. In the event your document does not tit into one of the designated categories, document use or disposition options, contact your Departmental Standardization Office (DepSO), or if you are from an OSD office or agency without a DepSO, please call Steve Lowell on (703) 755-2340.

Document Number _____ **Revision** _____ **Change Notice** _____

Document Title: _____

_____

Preparing Activity: _____

Reviewing Individual's Name: _____

Command & Code: _____ **E-Mail Address:** _____

Telephone No.: _____ **FAX:** _____

========== ========== ========== ========== ========== ==== ==========

1. Indicate the function of the document by placing it in one of the following categories. Preferably, try to categorize it in a single category, but it may be necessary to categorize in more than one category. See Attachment 1 for a discussion of each of these categories.

Interface	_____
Design or Selection Criteria	_____
Test Method	_____
Management	_____
Manufacturing Process	_____
Standard Practice	_____
Data Acquisition	_____
Reference	_____

2. How is the document used? Check all answers that apply.

Evaluate solicitation responses	
Contract requirement for goods —	
Contract requirement for services —	
Reference requirement in other documents, such as drawings, specs and standards	_____
Internal DoD practices	_____

3. Is it necessary to retain the document? If no, you may stop the questionnaire here and initiate cancellation action. If yes, explain the value of the standard to the DoD.

4. For each of the functional categories in question 1, Attachment 2 offers different options for retention, replacement, or conversion. Attachment 3 defines the types of documents. Mark the option(s) you have chosen from Attachment 2. Explain the rationale for the option and state your planned strategy for accomplishing the goal.

Retain as Interface Standard _____
Retain as Test Method Standard _____
Retain as Manufacturing Process Standard
Retain as Standard Practice _____
Replace with Non-Government Standard
Convert to Handbook _____
Convert to Guide _____
Convert to Data Specification _____

5. Does the document require the use of an ozone depleting substance? ____ Yes — No

6. Does the document require the use of toxic pollutants?
____ Yes — No

7. Administrative problems:

a. Does the document contain any of the prohibited references listed in the DoD PAT report on pages 57-61?
____ Yes — No

b. Does the document reference cancelled documents?
____ Yes — No

c. Is document in the proper FSC/Area?
____ Yes — No

8. Provide an estimate of the time and cost to convert document and resolve technical, environmental, and administrative problems. Time _____ (Calendar months) Cost _____

ATTACHMENT 1
FUNCTIONAL CATEGORIES OF DOCUMENTS

1. Interface - These documents specify the physical or functional interface characteristics of systems, subsystems, equipments, assemblies, components, items, or parts to permit interchangeability, interconnection, interoperability, compatibility, or communications. Such documents express performance criteria in terms of form, fit, and function.

2. Design or Selection Criteria - These documents require the use of certain materials, parts, or components when designing systems, subsystems, assemblies, or equipments.

3. Test Method - These documents provide a definitive procedure to measure and evaluate specific qualities, characteristics, and properties of a product or process.

4. Management- These documents mandate common approaches for controlling and directing overall operations, performance, work division, accounting, paperwork, and many other business and engineering control elements. Examples would include configuration management, systems engineering, work breakdown structure, and quality management.

5. Manufacturing Process - These documents require a series of actions or operations connected with the manufacture of a product. Examples would include welding, plating, soldering, finishing, heat treating, casting, and forging.

6. Standard Practice - These documents require definitive procedures on how to conduct tasks, functions, or operations not related to manufacturing. Examples would include standard ways to clean, handling and transportation, marking, repair procedures, assignment of nomenclature, specify format practices, and service functions.

7. Data Acquisition - These documents are used to acquire data, such as technical data packages, reports, manuals, and drawings.

8. Reference - These documents are used to describe systematic arrangements or divisions of materials, products, processes, etc. based on similar characteristics; to describe definitions, abbreviations, acronyms, symbols, and other terminology; and provide useful engineering textbook-type information.

Attachment 2
STRATEGY OPTIONS BY FUNCTIONAL CATEGORY FOR RETAINING, REPLACING, OR CONVERTING STANDARDS

For each functional category described in Attachment 1, a series of document options are offered together with guidance to help reviewers in making the proper choice to retain, replace, or convert their standardization document. For some documents, it is possible that more than one option may have to be pursued. Attachment 3 defines the different types of document options.

1. Interface Standard Functional Category

OPTION A. Retain as Interface Standard. This option can only be selected for standards that exist solely to establish physical or functional interface characteristics of systems, subsystems, equipments, assemblies, components, items, or parts to permit interchangeability, interconnection, interoperability, compatibility, or communications

OPTION B. Replace with Non-Government Standard. If the standard covers physical or functional interface characteristics that have commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

2. Design or Selection Criteria Functional Category

OPTION A. Convert to Handbook. This option maybe selected if the intent is to provide designers with design or selection criieria for materials, parts, or components. A Handbook does not contain mandatory requirements, but offers recommended design solutions.

OPTION B. Replace with Non-Government Standard. If the standard covers design or selection criteria that has commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

3. Test Method Functional Category

OPTION A. Retain as Test Method Standard. This option can only be selected for standards that describe a military-unique test method, or for commercial test methods, if no Non-Government Standard exists or could be modified or developed in cooperation with a private sector standards developing organization.

OPTION B. Replace with Non-Government Standard. If the standard covers a test method that has commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

4. Management Functional Category

OPTION A. Convert to Guide. This option should be selected for those situations where it is necessary for the DoD to provide management criteria as part of the solicitation. Contractors must respond how they will meet the criteria. The guide can also provide criteria that DoD personnel can use to evaluate contractors' management systems as part of the source selection. Guides are only used as part of the solicitation, but not invoked in contracts.

OPTION B. Convert to Handbook. This option maybe selected if the intent is to provide examples, guidance, or lessons learned on management systems that have worked. The Handbook cannot be cited as a requirement, but can provide useful textbook-type information.

OPTION C. Replace with Non-Government Standard. If the standard covers management criteria that has commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

5. Manufacturing Process Functional Category

OPTION A. Retain as Manufacturing Process Standard. This option can only be selected for standards that cover military-unique processes, which should be very rare. Most standards in this category should be cancelled with contracts and specifications stating the desired process outcome in terms of performance requirements, or replaced with a Non-Government Standard.

OPTION B. Convert to Handbook. This option maybe selected if the intent is to describe a manufacturing process. The Handbook cannot be cited as a requirement, but can provide useful textbook-type information.

OPTION C. Replace with Non-Government Standard. If the standard covers manufacturing processes that have commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

6. Standard Practice Functional Category

OPTION A. Retain as Standard Practice. Standard practices are used to communicate to contractors the way the DoD wants them to perform non-manufacturing related functions, such as services and repair work. If the standard practice is something that must be mandatory and either is military unique or a Non-Government Standard does not exist or could not be modified or developed, then the document should remain a military standard practice.

OPTION B. Convert to Handbook. This option maybe selected if the intent is to describe a desired practice, which does not need to be mandatory. The Handbook cannot be cited as a requirement, but can provide useful textbook-type information.

OPTION C. Replace with Non-Government Standard. If the standard covers practices that have commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

7. **Data Acquisition Functional Category**

OPTION A. Replace with Data Specification. Specifications are the vehicle used to acquire products, including data products.

OPTION B. Replace with Non-Government Standard. If the commercial world also has a requirement for a similar data product, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

8. Reference Functional Category

OPTION A. Convert to Handbook. This option maybe selected if the intent is to use it as a reference guide that provides useful textbook-type information.

OPTION B. Replace with Non-Government Standard. If the standard covers reference-type information that has commercial applications as well, serious consideration should be given to using or modifying an existing Non-Government Standard or working with a private sector standards developing organization to develop a standard.

Attachment 3
DOCUMENT DEFINITIONS

1. Data Specification - A document used to define data acquired under contract.

2. Guide - This document provides guidelines for management and manufacturing process-type information requested of the contractor during the solicitation process. The guide may also contain suggested evaluation criteria that may be used by the Government'in source selection. Guides shall only be used in the solicitation and shall not become part of the contract. Contractor plans accepted by the Government are what W-II be put on contract.

3. Handbook - This document serves as a reference or text-book type of document. It enhances user knowledge and provides technical options that are useful in developing requirements documents. Handbooks provide lessons learned; standard terminology; classification of similar items; possible options to address technical issues; interpretative direction; and any other type of information that may help the Government or contractors in the design, construction, selection, management, support, or operation of systems, products, processes, or services. Handbooks may be cited for guidance information in solicitations, contracts, or in other requirements documents, but shall never be cited as a requirement document.

4. Interface Standard - A document that specifies the physical or functional interface characteristics of systems, subsystems, equipments, assemblies, components, items, or parts to permit interchangeability, interconnection, interoperability, compatibility, or communications. Such documents express performance criteria in terms of form, fit, and function.

5. **Manufacturing Process Standard - A document that states the desired outcome of manufacturing processes or specifies procedures or criteria on how to perform manufacturing processes.**

6. Standard Practice - A document that specifies procedures on how to conduct services, functions, or operations not related to the manufacturing process.

7. **Test Method Standard - A document that specifies procedures or criteria for measuring, identifying, or evaluating qualities, characteristics, and properties of a product or process.**

DoD Standardization Tracking Report for Documents with Ozone Depleting Chemicals

Date:

Preparing Activity:
Document Number:
Document Title:

Instructions:
The Document listed above has been identified as potentially containing references to ODCs. This form lists information currently known about the document. Please update the information shown.

Document Category:

- ☐ I-II Document does not contain ODCs.
- ☐ II Document cancelled.
- ☐ III Technology does not exist; Development of alternate material/process required. *(Explain)*
- ☐ IV Technology understood, requires testing of substitute. *(Explain - Provide Plan)*
- ☐ V Document scheduled for revision. *(Provide Schedule)*
- ☐ Preparing Activity has not responded with required information.

Explanation: ***Provide explanation of document status, technical issues, required research, etc.***

Schedule/Plan: ***Provide schedule dates or revision plan.***

	Scheduled	Completed
Doc Revision Initiated:		
Doc Coordination Initiated:		
Final Doc Preparation Initiated:		
Revision Complete:		
Rev. Incorporated into DODISS:		

Document POC:

Name:
Title:
Office Symbol:
DSN Phone:
FAX:
E-mail Address:

Responsible Engineer:

Name:
Title:
Office Symbol:
DSN Phone:
FAX:
E-mail Address:

APPENDIX D
GOVERNMENT DETAIL SPECIFICATIONS AND STANDARDS
WAIVER REQUEST CHECKLIST

1. Does the government detail specification or standard for which a waiver is requested qualify under any of the following:
   a. Certified within the DoD Index of Specifications and Standards as a "performance specification?"
   b. Needed for reprocurement in support of a currently fielded system?
   c. Within an OSD exempted Federal Supply Class or Standardization Area?
   d. Has been automatically prewaived by the Service Acquisition Executive of Designee?

   U Yes. No waiver required. ☐ No

2. Does the waiver request include complete descriptions for each of the following:
   a. The mission for which the product or process defined by the government detail specification or standard is intended?
   b. The product or process covered by government detail specification or standard to be used?
   c. Where applicable, at least one commercial product or process as the nearest equivalent to the product or process defined by the military specification or standard?
   d. The differences, if any, between the product or process defined by the government detail specification or standard and the nearest commercial equivalent product(s) or process?

   ☐ Yes ☐ No. Additional clarification is required

3. Are the differences between the product or process described bygovernmentdetail specification or standard and the nearest commercial equivalents substantial enough to consider the formeras military-unique?

   ☐ Yes. Skip to 8. ❑ No

4. Are the impacts to mission accomplishment by use of the commercial equivalent product or process versus the government detail specification/standard defined product or process addressed?

   ☐ Yes ☐ No. Additional clarification is required

5. Are those impacts to mission accomplishment through the use of commercial equivalent process substantial enough to make the commercial process unacceptable for use?

   ☐ Yes. Skip to 8. ☐ No

6. If no substantial mission impacts to use of the commercial equivalent process, is an Economic Analysis (EA) provided on the trade-offs between using the government detail specification/standard defined product or process and the applicable commercial equivalent(s)?

   ❑ Yes ☐ No. Additional clarification is required

7. Does the EAshowthatuse of the commercial equivalent(s) to the government detail specification/standard defined product or process is not cost effective?

   ❑ Yes ☐ No

8. Is there a "yes" answer to wither 3,5, or 7?

   ☐ Yes. Waiver can be granted for use of the government detail specification or standard.

   ☐ No. Waiver request shall not be submitted, and commercial alternative shall be used.

APPENDIX E

CHECKLIST FOR DATA ITEM DESCRIPTIONS

1. Has a review of the AMSDL been performed to make sure an existing DID can't satisfy your data requirement?

☐ Yes ☐ No

2. Has a review of the AMSDL identified any DIDs that could be revised to add your requirement?

☐ Yes. Provide proposed revision to Data Management Focal Point.

☐ No. Explain the reason. _____

_____

_____

3. What is the impact on the mission if this data is not acquired? Be specific.

_____

_____

4. Is the DID unnecessary, redundant, or cost prohibitive?

☐ Yes. Recommend cancellation to Data Management Focal Point.

☐ No. Explain the reason. _____

_____

_____

5. Is the contractor format acceptable (data content specified, but format is determined by contractor)?

☐ Yes.

☐ No. Justify the need for a certain format (Or form). _____

_____

_____

6. Has a block-by-block review been made of the DD Form 1664 using the instructions for preparation of DIDs specified in DOD-STD-963? Block 10 is particularly important since it instructs the contractor. Remember not to task the contractor—data content should only be described.

☐ Yes ❑ No

7. identify Activities/Services that participated in the review of this requirement. If any participant does not concur, provide the reason for non-concurrence.

_____

_____

8. Does this DID cover only a single data product?

☐ Yes ☐ No

9. Does this DID comply with the following acquisition reform guidelines?

a. No source documents other than Statement of Work (SOW) tasking in the contract unless the source document has a class waiver or is a non-government standard.

b. No reference documents except for guidance

c. No imposition of methods on contractors regarding management, design, manufacture, quality assurance, test/inspection, or "how to" do a task. The only exception is when a method is driven by law

d. No excessive oversight into contractor methods or activities. (The government defines performance requirements. The government does not care "how" the contractor meets the requirement—only that the requirements are met.

☐ Yes

☐ No. Provide recommended revision. _____

_____

_____

10. Identify DID type (Check one):

☐ Type I (A DID where tasking is contained in a non-government standard or specification or in a military standard or specification.

☐ Type II (A DID where tasking is imposed by a SOW). What category is the DID?:

☐ Category A. The information was already being collected, but had not been submitted for clearance.

☐ Category B. The information had been collected previously, butthe previous DID is being revised or has been cancelled.

☐ Category C. The information had not been collected previously. It is a new requirement.

☐ Type III (A DID approved for one-time use on a single acquisition). If the DID will be used more than once, a Type II DID must be prepared and submitted concurrently.

11. Has a copy of the'standard or specification (Type 1) or SOW tasking paragraph (Type II) been included with the DID?

☐ Yes ☐ No

12. Does the Type III DID include the limitation statement in block 7 and the solicitation number in block 8?

❑ Yes ❑ No U N/A

13. If the DID cites use of a form:

a. Is a copy of the form included with the DID?

☐ Yes ☐ No ❑ N/A

13. If the DID cites use of a form (cent'd.):

b. Has the form been cleared by the appropriate DoD or Service Forms Control Office to assure they are assigned the appropriate Office of Management and Budget (OMB) control number and contain the following Agency Disclosure Notice (AD N)?

☐ Yes ☐ No

Public reporting burden for this collection of information is estimated to average (insert numbers) hours (or minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to Department of Defense, Washington, Headquarters Services, Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington DC 20503. Please DO NOT RETURN your (form/questionnaire) to either of these addresses. Send your completed form/questionnaire to: (insert OPR of the form).

c. Isa form approval clearance being submitted with the DID?

❑ Yes ☐ No

14. Does this DID supersede the DIDs of another Agency/Service?

☐ Yes. Submit documentation providing proof of coordination and reflecting disposition of the superseded DID(s).

☐ No

15. Does this DID interrelate with any existing or new DID(s)?

☐ Yes. List the numbers of existing DIDs or the titles of new DIDs.

_____

_____

N o

16. Does the DID describe a technical report?

☐ Yes. Place an "X" in block 6ato reflect "DTIC required." Include the following address in block 7.

Administrator
Defense Technical Information Center
Attn: DTIC-FDAC
Bldg. 5, Cameron Station
Alexandria, VA 22304-6145

☐ No

17. Is the data applicable to the Government Industry Data Exchange Program (GIDEP)?

☐ Yes. Place an "X" in block 6bto reflect "GIDEP applicable." Place the following address in block 7.

Program Director
GIDEP Operations Center
Corona, CA 97720-5000

☐ No

18. What is your recommendation for use of DID?

☐ Cancel ☐ Revise ☐ Retain

SIGNATURES

DID Originator

Name _____ Telephone Number _____

Organization _____

Data Management Officer or DM Focal Point

Name _____ Telephone Number _____

Organization _____

APPENDIX F
WAIVER REQUEST FORMAT
(Limit 2 pages)

WAIVER LEVEL

_____ **OSD**
_____ **Navy**

WAIVER APPLICABILITY

_____ **Applicable to all Programs (Class)**
_____ **Program** Specific (Individual)

WAIVER REQUEST # (to **be added by coordinator)**

WAIVER REQUEST: **Specifically, identify the Statue, Regulation, Directive, Manual, etc. for which you are requesting (or gave) a waiver, Specifically, identify the part, paragraph, etc. Waiver request should describe where the waiver will be applied** (a specific program or contract) and for what period of time. (i.e., Waiver to permit the use of MIL-STD-XXXX, Title)

Submitter: (for Class waiver)
Program Information: (for Specific Waiver)
Program:
Solicitation No.:
Poe:
Phone Number:

Rationale for Waiver Requested:
(Narrative must support the request action)

Benefits to be Accrued:
(Include consideration's of cost savings, schedule reduction, system performance improvement, etc.

Possible Risks Introduced:
Must state the impact of approving or not approving the waiver request (include considerations of cost overruns, schedule overruns, system performance degradation, etc.)

Recommendations:
(Specific language if possible)

APPENDIX G

STANDARDS IMPROVEMENT PROGRAM **ACTIONS and RESPONSIBILITIES**

Reference to DoN Plan are shown in italics following each action *item*

Responsible Party	Actions/Responsibilities	Due Date/ Frequency
SIE/DEPSO		
	Develop and submit annual budget *VI.B, pg29*	Budget Cycle
	(DEPSO) Consolidate and prioritize Acquisition critical specifications and standards for review and disposition *III.B.1, pg11*	28 FEB 95
	(DEPSO) Send copies of waiver approvals to DoD Single Stock Point (DPSDO) for inclusion in ASSIST *III.B.6, pg18*	As Occurring
	Issue Department-wide waiver justification - *III.B.6.d, pg21*	As Appropriate
	Review Department-wide waiver justification for re-issue *III.B.6.bd pg21*	Every 2 years
	Approve joint Government-Industry Standards Improvement projects *III.B.7, pg21*	As Requested
	Coordinate parallel military document review efforts with other services or agencies - *III.B.8, pg21*	As Required
	In conjunction with CSIE, develop plan, format and scope of joint Government/ industry post award solicitation reviews *IV.B.1, pg26*	MAR 95
	Develop contract language which identifies tiering requirements and present to DSIC for determination of implementating action - *IV.B.2,pg27*	MAR 95

Responsible Party	Actions/Responsibilities	Due Date/ Frequency
SIE/DEPSO (Continued)		
	In coordination with CSIEs, develop specification and standards key area training requirements and schedules *VII.C, pg30* ***& 31***	FEB 95
	Conduct annual progress review of Standards Improvement Program *IV.C, pg30*	Annually (OCT)
CSIE		
	Develop and submit annual budget to DoN CIE - *VI.B,* ***pg29***	Budget Cycle
	Develop Plan implementing the DoN Standards Improvement Program Plan - *III.C,pg23*	**28** FEB 95
	Establish Expert Teams - *III.B.1, pg9*	**28** FEB 95
	Review, consolidate and forward list of critical specifications and standards to SIE & Expert Teams - *III.B.1, pg9*	**15** JAN 95
	Incorporate in CSIE's plans,the accelerated review/disposition of the 12 DoN management/manufacturing standards and specifications identified by OASD *III.B.2.b, pg13*	FEB 95
	Determine method of disseminating lessons learned when using performance specification *III.B.3, Pg14*	FEB 95
	Incorporate in CSIE's plans, the use of NAVSUP recommendations regarding offending chemicals - *III.B.4.b, pg17*	FEB 95
	Incorporate in CSIE's plans, ODS reviews, disposition and reporting requirements *III.B.4.b, pg17*	FEB 95
	Determine procedures for certifying performance specifications - *III.B.5,pg17*	FEB 95

Responsible Party	Actions/Responsibilities	Due Date/ Frequency
CSIE (Continued)		
	Submit request for Department-wide waivers to SIE - *III.B.6.d. pg21*	As Appropriate
	Determine which Industry Associations are of interest to form partnerships for joint Government-industry standards development projects - *III.B.7, pg21*	As Appropriate
	(NAVAIR) Represent DoN SIE with the Joint Aeronautical Commanders Group *III.B.8, pg22*	Continuing
	Determine process for collecting and providing data to the ASSIST database *III.B.9, pg22*	FEB 95
	Report number of documents corrected for Toxic Pollutant/Hazardous Materials - III.C, pg 24	Quarterly
	In coordination with SIE, develop specifications and standards key area training requirements and schedules *VII.C, pg31*	FEB 95
	Report Life Cycle Cost savings/FY made by using alternatives to military specifications - *IV.D,pg 28*	Annually (Before 1 OCT)
	Report number of DIDs cancelled IV.D, pg28	Annually (Before 1 OCT)
	Include in CSIE specification and standards improvement plan the review and disposition of cognizant DIDs - *IV.B.3,pg27*	FEB 95
	Ensure all necessary hardware/software is available to users to access ASSIST *III.B.9, pg22*	SEP 95

Responsible Party	Actions/Responsibilities	Due Date/ Frequency
ACQUISITION MANAGERS		
	Identify critical specifications and standards required for near term procurements and forward to CSIEs III.B.1, pg9	***15*** JAN ***95***
	Certify to MDA that program-peculiar or system-level specification is written in performance terms - *III.B.5, pg18*	Each Procurement
	Request approval from MDA for use of documents requiring waivers in acquisition solicitations - *III.B.6, pg18*	Each Procurement
	Submit copies of approved waivers in Appendix F format to DoN SIE *III.B.6, pg18*	Each Procurement
	Streamline test and Inspection Requirements - *IV.B,* ***pg29***	Each Procurement
	Disseminate information/lessons learned on using alternatives to military specifications and standards in procurements (e.g., via PMWS)- III.B.2.a, pg11	Continuing
Preparing Activity		
	Complete review of specifications and standards using Questionnaire *III.B.2,pg11* & ***Appendix A/B*** Military Standards Military Specifications	**28** FEB 95 30 JUN 95
	Complete the disposition actions on military documents and provide the required feedback reports - *III.B.2,pg11*	***MAR 98***
	Perform accelerated review and disposition of the 12 DoN Management/Manufacturing standards - *III.B.2. pg13*	JUN ***96***
	Remove Ozone Depleting Substances from specifications and standards *III.B.4.b, pg17*	SEP 99

Responsible Party	Actions/Responsibilities	Due Date/ Frequency
Preparing Activity (Continued)		
	Make Quarterly ODS Reports using Appendix C form to DEPSO - *III.B.4.b, pg17*	Quarterly
	Send copies of certified Performance Specifications to DoN SIE and OASD(ES)SPD *III.B.5, pg18*	Continuing
	Send coordination copy of Commercial Item Descriptions to OASD(ES)SPD *III.B.5, pg* 18	Continuing
	Remove AQLs from Specifications *V.B, pg28 & V.C, pg29*	Complete MAR 98
	Identify and eliminate unnecessary DIDs - *IV.B.3, pg27*	Complete OCT 96
	Transfer PA authority of appropriate commodity-type specifications to DLA III.B.2.a, &c, pg11 &14	Complete OCT 95
NAVSUP .		
	Prepare Plan for completing document review to identify toxic pollutants and hazardous material - *III.B.4.b, pg17*	JAN 95
	Identify and disseminate information regarding the elimination/reduction of toxic chemicals and extremely hazardous substances in military documents to CSIES - *III.B.4.b, pg17*	Complete AUG 95
Expert Team		
	Recommend alternatives to use of military specifications and standards to PM and Preparing Activity. Provide justification for retaining the use of any military specification or standard III.B.1, & III.B.2, pg11	Each Procurement

Responsible Party	Actions/Responsibilities	Due Date/ Frequency
Expert Team (Continued)		
	Provide advice and assistance during proposal evaluations by assessing alternatives to specifications and standards - III.B.1, pg11	As Requested
	Disseminate Information/Lessons learned on using alternatives to military specifications and standards in procurements (For Example,using PMWS)- *III.B.2, pg11*	As Occurring
Pco		
	Provide the Government and contractor estimated savings resulting from approved alternatives to specifications and standards *IV.B.1,* ***pg26***	Annually

APPENDIX H

LIST OF ACRONYMS USED

AQL	Acceptable Quality Level
AMSDL	Acquisition Management System and Data Requirements Control List
APIA	Acquisition Policy, Integrity and Accountability
ASN(RD&A)	Assistant Secretary of the Navy for Research Development & Acquisition
ASSIST	Acquisition Streamlining and Standardization Information System database
CDRL	Contract Data Requirements List (DD Form 1423-1)
CHIC	Chlorofluorocarbon and HaIon Information Clearinghouse
CID	Commercial Item Description
CSIE	Command Standards Improvement Executive
DEPSO	Department Standards Office
DFAR	Defense Federal Acquisition Regulation
DID	Data Item Description
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDI 5000	Department of Defense Instruction on Acquisition
DoDISS	DoD Index of Specification and Standards
DoN	Department of the Navy
DPSDO	Defense Printing Services, Detachment Office
DRPM	Direct Reporting Program Manager
DSIC	Defense Standards Improvement Council
HCA	Head of Contracting Activity
JACG	Joint Aeronautical Commanders Group
KASD	Key Acquisition Standardization Document
MARCOR .	Marine Corps
MDA	Milestone Decision Authority
NAVAIR	Naval Air Systems Commmand
NAVFAC	Naval Facilities Engineering Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NGS	,Non-Govemment Standard
OASD(ES)	Office of the Assistant Secretary of Defense for Economic Security
ODS	Ozone Depleting Substance
OSD	Office of the Secretary of Defense
PA	Preparing Activity
PAT	Process Action Team
Pco	Procuring Contracting Officer
PE	Program Element
PEO	Program Executive Officer
PM	Program Manager
SECDEF	Secretary of Defense
SPAWAR	Space and Naval Warfare Systems Command
SPD	Standardization Program Division
SIE	Standards Improvement Executive
SYSCOM	Systems Command