

**Standardization Document Exercise**

---

**LESSON ASSIGNMENT SHEET**

<b>Lesson Number</b>	DSW-04
<hr/>	
<b>Lesson Title</b>	Standardization Document Exercise
<hr/>	
<b>Lesson Time</b>	1.50 Hour
<hr/>	
<b>Lesson Overview</b>	This lesson consists of a brief overview of the intended usage of the various documents managed under the Defense Standardization Program and a graded exercise in which students within an assigned group identify the appropriate type of standardization document to develop or impose.
<hr/>	
<b>Terminal Learning Objective</b>	Based upon a given scenario, the student should be able to determine the appropriate type of standardization document that should be used.
<hr/>	
<b>Enabling Learning Objectives</b>	<ul style="list-style-type: none"> <li>• List the types of standardization documents.</li> <li>• Select the most appropriate type of standardization to satisfy a specified acquisition requirement.</li> </ul>
<hr/>	
<b>Assignments</b>	<ul style="list-style-type: none"> <li>• READ: Student Note, “Types of Standardization Documents” (pages 03-3 thru 03-6).</li> <li>• SCAN: TYPES OF STANDARDIZATION DOCUMENTS Vugraphs (pages 03-VG-1 thru 03-VG-22).</li> </ul>
<hr/>	
<b>Estimated Student Preparation Time</b>	0.5 Hours
<hr/>	
<b>Assessment</b>	Application Exercise
<hr/>	
<hr/>	

**Standardization Document Exercise**

---

**Self Study  
References**

- DoD 4120.24-M
  - Federal Standardization Manual
  - MIL-STD-961E
  - MIL-STD-962D
  - MIL-STD-967
-

---

**Standardization Document Exercise**

---

**STUDENT NOTE****Standardization Document Exercise**

**1. Introduction.** The purpose of this unit of instruction is to introduce you to and have you be able to recognize the types of standardization documents authorized for use in contracting. Standardization documents used by the DoD generally are used to describe either products or practices that have standardized requirements that are acceptable for satisfying the DoD needs. In addition, these standardization documents can be divided into three groups— non-government, Federal, and Defense — based on the developer of the document.

Non-governmental (commercial) standardization documents are developed in the private sector and represent a commercially agreed upon set of requirements for either products or practices. The term “Non-Government Standard” is used to refer to specifications and standards issued by private sector organizations (not individual companies). These documents can cover products or testing procedures, safety practices, processes, etc. and are commonly available to industry, the general public, and Government agencies for use.

Federal standardization documents are developed within the Government to reflect products and practices that are used across the Federal Government (typically by more than one Federal Agency). Federal product descriptions, including Federal Specifications and Commercial Item Descriptions (CIDs), cover commercial and commercial-type products used by the DoD and other Government agencies that do not have adequate private sector documentation (non-government standard). Federal Standards describe practices, methods, etc, that describe agreed upon practices and methods that are used across the Federal government.

Defense standardization documents cover products and practices that are inherently military in nature and are used primarily by the armed services and Defense Agencies. Defense Specifications cover products and Defense Standards cover practices, processes, procedures, etc. that are inherently military in nature and are used either exclusively or primarily by the Military Departments and Defense Agencies. Other standardization documents which are managed under the Defense Standardization Program, such as Defense Handbooks, as well as the document type decision process for selecting and using standardization documents in contracting will also be covered.

**2. Types of Standardization Documents.**

a. Non-Government Standards (NGSs). NGSs are prepared by private sector associations, organizations, and technical societies that plan, develop, establish, coordinate, or publish specifications, standards, handbooks, and other related documents. The DoD adopts Non-Government Standards that are used repetitively in DoD procurements. Adopted NGS are listed in the ASSIST database.

---

**Standardization Document Exercise**

---

Except for documents required by law or international treaty, it is Federal and DoD policy to first consider using an existing NGS or support revising or developing an NGS to meet DoD needs. The use of NGS supports the DoD commercial acquisition goals, conserves DoD resources, supports the U.S. industrial base, allows for dual-use technology, and improves the DoD's mobilization capabilities. However, it is important that you do not confuse NGS with company standards. NGS promote competition and usually provide a broad base of suppliers, whereas company standards tend to limit competition to a single supplier.

NGS are developed and identified in accordance with the policies and procedures of the Non-Government Standards Body that develops the document. DoD adoption of NGS is accomplished in accordance with the policies prescribed in DoD 4120.24-M, Appendix 3, AP.3.6.

b. Commercial Item Descriptions (CIDs). CIDs are simplified product descriptions, managed by GSA, that describe by function, performance, or essential physical requirements the available, acceptable commercial products that will satisfy the Government's needs. If an NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the Commercial Item Description, and the Commercial Item Description should contain only those additional requirements needed by the Government. The identification and format and content of CIDs are prescribed in Chapter 4 of the Federal Standardization Manual.

c. Federal Specifications. Federal Specifications are used to establish requirements for products used extensively across the Federal Government, if specific design, performance, interface, or other essential characteristics cannot be described adequately by a NGS or a CID. If an NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the Federal Specification, and the Federal Specification should contain only those additional requirements needed by the Government. The identification and format and content of Federal Specifications are prescribed in Chapter 5 of the Federal Standardization Manual.

d. Federal Standards. Federal Standards establish requirements for Federally-used processes, procedures, practices, or methods, if specific requirements cannot be described adequately by a NGS. If a NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the Federal Standard, and the Federal Standard should contain only those additional requirements needed by the Government. The identification and format and content of Federal Standards are prescribed in Chapter 7 of the Federal Standardization Manual.

e. Defense Specifications. Defense Specifications establish requirements for products that are primarily used in inherently military applications. Defense Specifications are categorized as either Performance Specifications that describe what the item does or is used for; or as Detail Specifications that provide a design solution to obtain the required levels of performance. If an NGS exists that contains the basic technical requirements for a product, it should be referenced in the Defense Specification, and the Defense Specification should contain only those additional requirements necessary to satisfy the DoD's needs. The identification and format and content requirements for Defense Specifications are found in MIL-STD-961.

---

**Standardization Document Exercise**

---

f. Guide Specifications. Guide Specifications, which are also known as Specification Guides, identify the functional or performance characteristics for subsystems, equipments, or components and develop a consistent format for a family of Program-Unique Specifications. Guide Specifications identify recurring essential requirements for types of systems, subsystems, equipments, or assemblies that must be determined for each acquisition before solicitation or contractor selection. Guide specifications offer the advantage of standardizing on the essential requirements that must be determined for each acquisition without imposing restrictive, single-solution requirements. The Guide Specification must be tailored for each use to reflect the specific requirements of the item model being procured. Additional information regarding Guide Specifications (or Specification Guides) is in Appendix 7 of the DoD 4120.24-M.

g. Defense Standards. Defense Standards establish requirements for military-unique processes, practices, or methods. There are five types of Defense Standards: Interface Standards; Standard Practices; Test Method Standards; Manufacturing Process Standards; and Design Criteria Standards. If an NGS exists that contains the basic technical requirements for a process, practice or method, it should be referenced in the Defense Standard, and the Defense Standard should contain only those additional requirements needed by the Department of Defense. The identification and format and content requirements for Federal Standards are found in MIL-STD-962.

h. Defense Handbooks. Defense Handbooks provide guidance on procedural, technical, or design information for products, processes, practices, and methods. They may also provide guidance on the selection or application of commercial products, processes, practices, and methods. Defense Handbooks cannot be used to impose mandatory requirements, nor can they be contractually imposed by the Government. The identification and format and content requirements for Federal Handbooks are found in MIL-STD-967.

### **3. Selection of Standardization Document Type.**

The selection of which type of standardization document should be used in a specific situation is based upon the answers to a series of questions.

- a. *Question 1: Is there a mandatory (either by statute or regulation) document required for the situation?* The Defense Information-technology Standards Registry (DISR) identifies information technology standards mandated for use in DoD programs. The SD-21 identifies standardization documents not listed in the DISR, which are mandated for use by statute or regulation. If there is no mandatory document for the situation, you should go to the second question,
- b. *Question 2: Is the document describing a product(s) or a practice(s)?* If the document is being used to describe a practice, method or procedure a standard should be used if it is intended to be mandatory or a handbook used if it is intended to be for guidance. In both cases, an NGS is preferred over a Defense Standard (for mandatory) or Defense

---

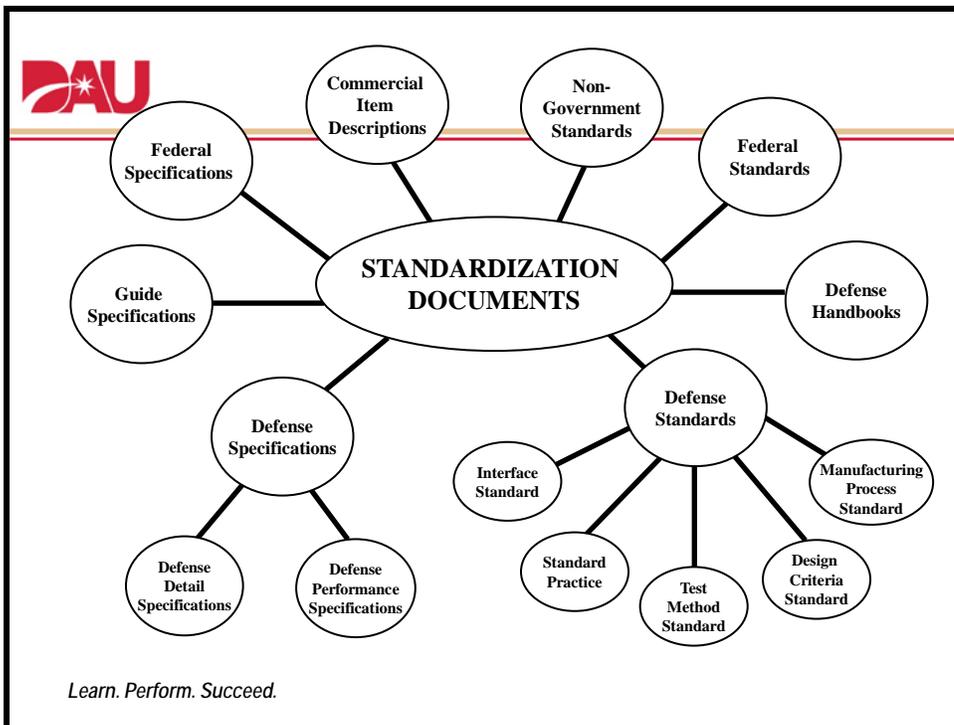
**Standardization Document Exercise**

---

Handbook (for guidance). If the document is being use to describe a product or products, you should proceed to the third question?

- c. *Question 3: Is the product being described commercial?* If a commercial solution is available, preference should be to use, modify or develop an NGS. If none of these options is viable, then a CID should be used. If the product is non-commercial a Federal Specification or a Defense Specification should be used. Federal Specifications should be used for products that are used primarily for Governmental purposes that **are not** unique to the military and Defense Specifications should be used for products that are used primarily for purposes that **are** unique to the military.

Standardization Document Exercise



## Standardization Document Exercise



## NON-GOVERNMENT STANDARD

### Definition

A national or international standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. This term does not include standards of individual companies. Non-Government standards adopted by the DoD are listed in the ASSIST database.

*Learn. Perform. Succeed.*

### Intended Use

- Products and practices that are used within the private sector and for which the private sector has reached consensus for a set of common requirements
- Examples: Test methods, commercial fasteners, materials, systems engineering



## COMMERCIAL ITEM DESCRIPTION (CID)

### Definition

An indexed simplified product description, managed by GSA, that describes by function, performance, or essential physical requirements, the available, acceptable commercial products that will satisfy the government's needs.

*Learn. Perform. Succeed.*

### Intended Usage

- Used to describe existing products that meet the Government's needs, are used commercially, and do not have adequate private sector interest to support the development of an NGS
- Should **not** be used encourage the development of new or unique products for Government usage
- Examples: Motorcycles, syringes

Standardization Document Exercise



## FEDERAL SPECIFICATIONS

Definition	Intended Usage
<p>A specification issued or controlled by the GSA for commercial or modified commercial products, which contains requirements or tests too extensive to be suitable for a CID.</p>	<ul style="list-style-type: none"> <li>• Used for products that are used primarily for non-military Governmental purposes</li> <li>• Products modified from typical commercial application to meet Government unique requirements</li> <li>• Examples: Tools, Paint, Office Supplies</li> </ul>

*Learn. Perform. Succeed.*



## DEFENSE SPECIFICATIONS

Definition	Intended Usage
<p>A document that describes the essential technical requirements for purchased materiel that is military unique or substantially modified commercial items.</p>	<ul style="list-style-type: none"> <li>• Used for products that are used primarily for military purposes</li> <li>• Parts and components that are used across multiple items of supply</li> <li>• Examples: Specialized fasteners or electronics; Military decorations, insignia, and awards</li> </ul>

*Learn. Perform. Succeed.*

## Standardization Document Exercise



## GENERAL SPECIFICATION

### Definition

A specification prepared in the six-section format, which covers requirements and test procedures that are common to a group of parts, materials, or equipments and is used with specification sheets.

### Intended Use

- Used for families of items that have similar requirements, but with differing values for specific characteristics
- For commercial items, may have a General CID

*Learn. Perform. Succeed.*



## SPECIFICATION SHEETS

### Definition

A document that specifies requirements and verifications unique to a single style, type, class, grade, or model that falls within a family of products described under a general specification.

### Intended Usage

- Used to describe the unique requirements for a specific item covered by a General Specification or General CID
- Used with General Commercial Item Descriptions and General Federal and Defense Specifications

*Learn. Perform. Succeed.*

Standardization Document Exercise



## STANDARD

Definition	Intended Usage
<p>A document that establishes uniform engineering or technical criteria, methods, processes and practices.</p> <ul style="list-style-type: none"> <li>• Non-Government Standards</li> <li>• Federal Standards</li> <li>• Defense Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Used when there is a benefit to having a common set of technical requirements (i.e., not administrative or managerial) for criteria, methods, or practices across a community of users</li> <li>• Examples: Test Methods, Interfaces</li> </ul>

*Learn. Perform. Succeed.*



## FEDERAL STANDARD

Definition	Intended Usage
<p>A standard issued or controlled by the GSA that is mandatory for use by all Federal agencies.</p>	<ul style="list-style-type: none"> <li>• Technical (i.e., not administrative or managerial) processes and practices that are used across the Federal Government and for which the private sector does not have interest in developing a document</li> <li>• Example: Colors</li> </ul>

*Learn. Perform. Succeed.*

## Standardization Document Exercise



## DEFENSE STANDARD

### Definition

A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods.

*Learn. Perform. Succeed.*

### Intended Usage

Defense Standards are used to document consensus requirements for

- Interfaces,
- Test Methods,
- Standard Practices,
- Design Criteria, or
- Manufacturing Processes

that are essentially unique to the military



## DEFENSE HANDBOOK

### Definition

A guidance document containing standard procedural, technical, engineering, or design information about the materiel, processes, practices, and methods covered by the Defense Standardization Program.

*Learn. Perform. Succeed.*

### Intended Use

- Used to provide useful information and guidance to users of the document
- Maintain lessons learned
- Examples: Guidance for application of a technology; Lists of options

Standardization Document Exercise



## GUIDE SPECIFICATION

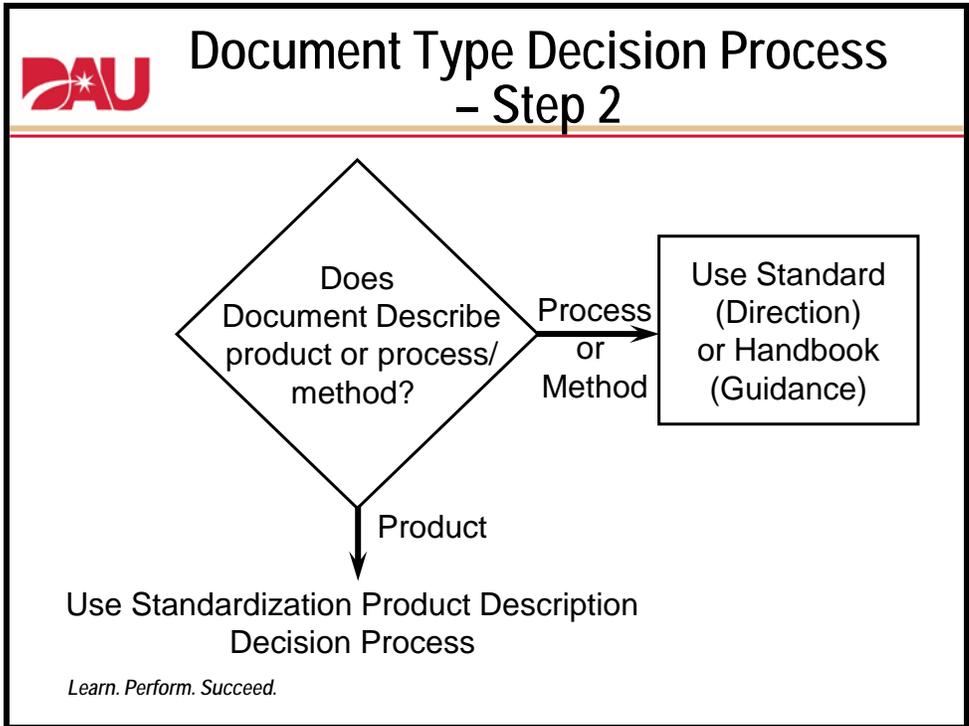
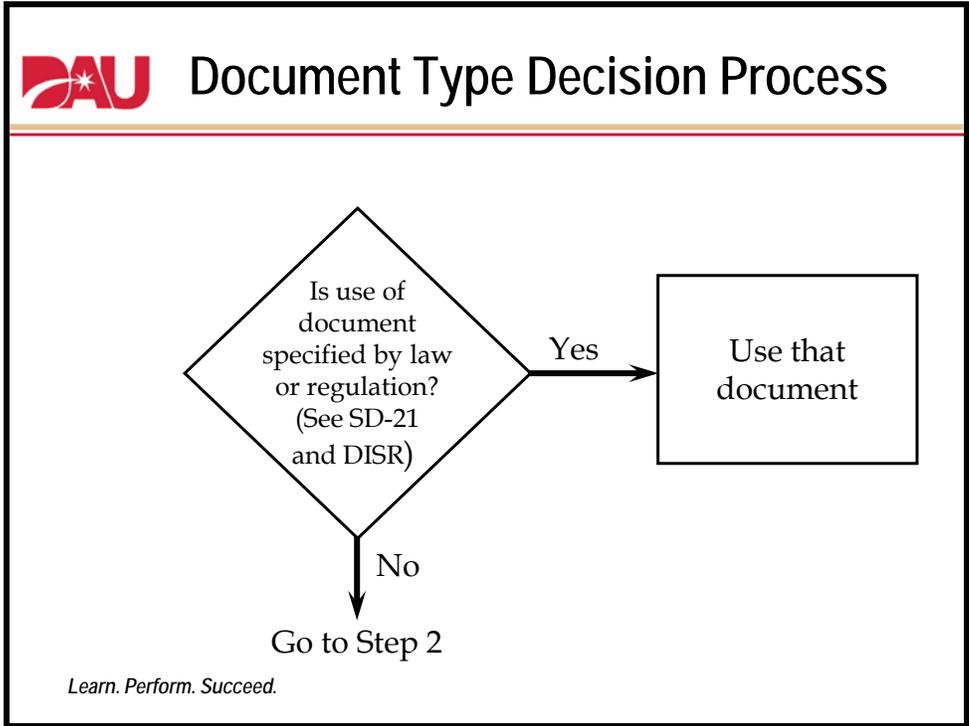
Definition	Intended Usage
<p>A document that provides templates of requirements and verification statements that are commonly used in defining types of systems, subsystems, assemblies, or equipment. The specific values and criteria for each requirement must be individually determined and tailored to make the requirements relevant for a specific application. Guide specifications are also known as specification guides.</p> <p><i>Learn. Perform. Succeed.</i></p>	<ul style="list-style-type: none"> <li>Used as a template in developing a specification for a specific model of a system, subsystem, assembly, etc.</li> <li>Establishes a common format for specifications for different models of a type.</li> <li>Examples: Crew systems; Aircraft turbine engines</li> </ul>



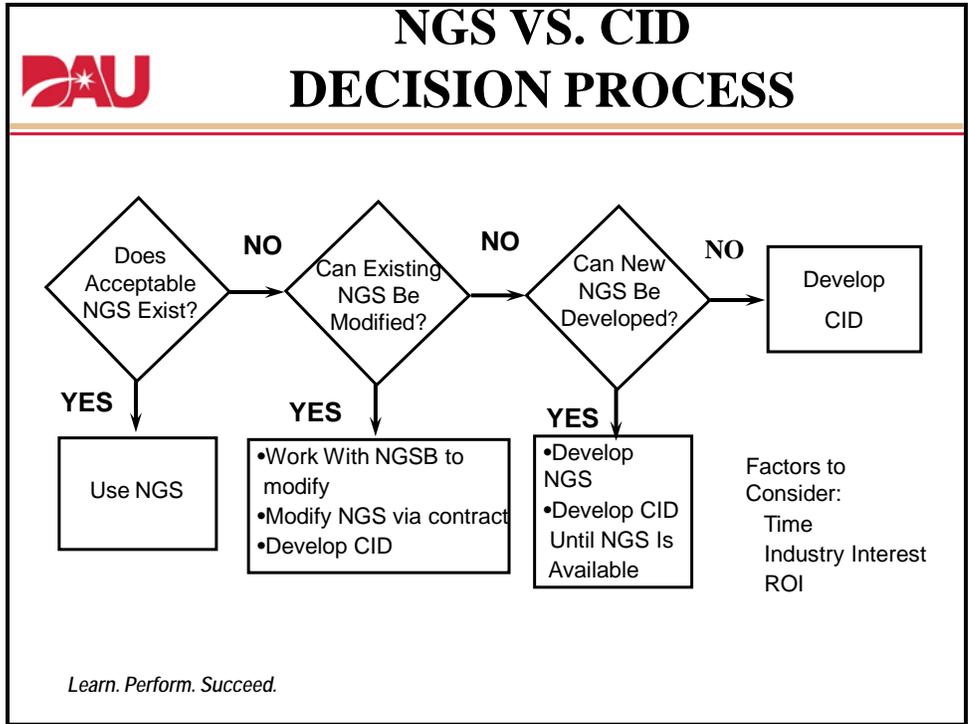
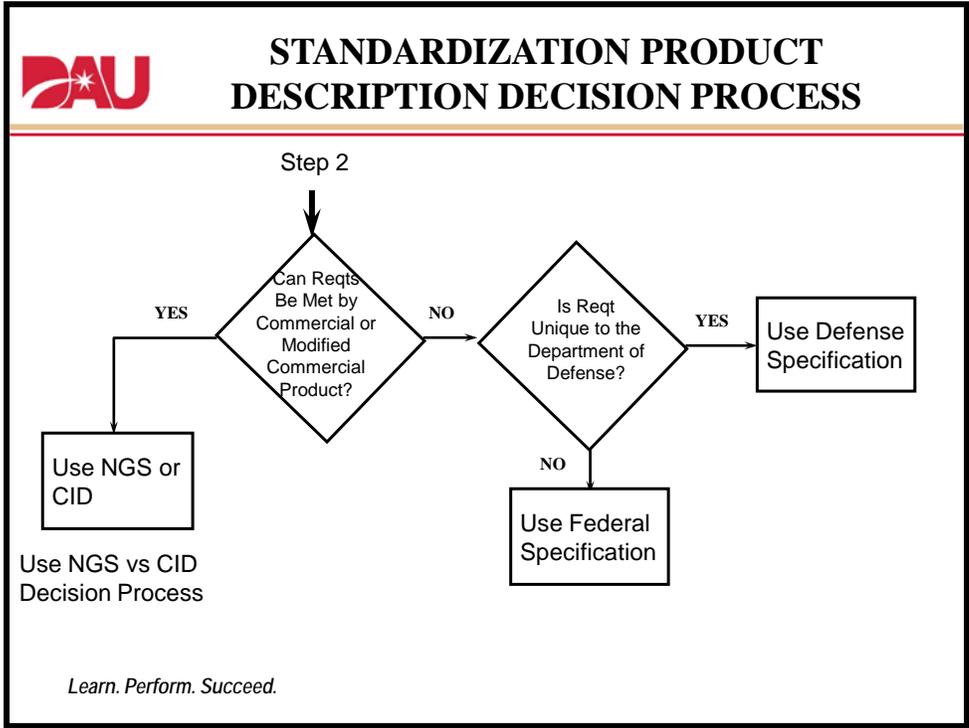
## CHANGES TO DOCUMENTS

Type of Change	Commercial Item Description	Defense Specification	Defense Standard or Handbook
Major Technical Change	Revision	Revision	Revision
Minor Technical Change	Revision	Amendment	Change
Administrative Change (Cancellation, Inactivate for New Design, Reinstatement, Reactivation)	Notice	Notice	Notice

Standardization Document Exercise



Standardization Document Exercise



## NOTES