

Standardization Management Exercise

LESSON ASSIGNMENT SHEET

Lesson Number	DSW-07
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Lesson Title	Standardization Management Exercise
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Lesson Time	1.5 Hour
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Lesson Overview	This lesson provides an overview of the management roles and responsibilities within the Defense Standardization Program and an individual graded exercise.
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Terminal Learning Objective	Given standardization scenarios, the student will correctly identify the associated roles and responsibilities.
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Enabling Learning Objectives	<ul style="list-style-type: none"> • Identify the organizational structure and hierarchy of the Defense Standardization Program. • Identify the roles and responsibilities of the different standardization management activities (SMAs).
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Standardization Management Exercise

Assignments

- READ: Student Note (pages 07-3 thru 07-5).
 - SCAN: Extract from DoD 4120.24-M (pages 07-7 thru 07-9).
 - SCAN: DoD 4120.24-M, Chapter 2 (pages 13-19) and Chapter 4 (pages 28-32).
 - SCAN: MANAGEMENT OF THE DEFENSE STANDARDIZATION PROGRAM Vugraphs (pages 07-VG-1 thru 07-VG-8).
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Estimated Student Preparation Time0.50 Hours

AssessmentPractical Exercise

Related Lessons

- DSW-02
 - DSW-09
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Self Study References

- DoDI 4120.24
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Standardization Management Exercise

STUDENT NOTE**MANAGEMENT OF THE
DEFENSE STANDARDIZATION PROGRAM****BACKGROUND**

The Defense Standardization Program (DSP) is mandated by Sections 2451 and 2452 of Title 10, United States Code to establish unified standardization management, policies and procedures across the Department of Defense. Documents managed by the DSP are listed in the ASSIST Database. Documents not listed in the ASSIST Database (such as Purchase Descriptions and System Specifications in accordance with MIL-STD-961E, Appendix A) are not subject to DSP control. Guidance for the DSP is found in DoD 4120.24-M, *Defense Standardization Program (DSP) Policies and Procedures*.

DISCUSSION:

The DSP is centrally managed with directions, policies and procedures being issued by the Office of the Secretary of Defense and the Defense Standardization Council (DSC), through the Defense Standardization Program Office, to more than one hundred standardization management activities (SMAs) responsible for developing and maintaining standardization documents. These SMAs are responsible for the implementation and execution of these policies and procedures.

The Defense Standardization Program Office serves as the Executive Agent for the Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) to develop and manage DoD-wide policies and procedures promoting standardization.

The Defense Standardization Council (DSC) is authorized by DoDI 4120.24, dated 18 Jun 1998. The DSC is responsible for providing a strategic vision for Defense Standardization. The DSC is chaired by the DoD Standardization Executive, and is comprised of the Standardization Executives from the Military Departments and some of the Defense Agencies.

In addition to sitting on the Defense Standardization Council, the Standardization Executives are responsible for developing Department or Agency-unique standardization policies and procedures while working within the framework of the Defense Standardization Program. They must also authorize the development of any new Department of Defense Standards.

Standardization Management Exercise

The Defense Standardization Program Office (DSPO) is responsible for monitoring DoD-wide implementation of standardization policies and directives. The DSPO issues guidance and procedures on all standardization issues impacting the Department of Defense, and maintains a Defense Standardization Program Homepage (<http://www.dsp.dla.mil>) to assist in the dissemination of standardization-related information and initiatives. Additional roles of the DSPO are described in DoD 4120.24-M.

Each department and agency within the Department of Defense has a Departmental Standardization Office (DepSO) which is responsible for the implementation and execution of the DSP within the department or agency. In addition, the DepSO serves as a clearinghouse and provides a unified departmental or agency position to the DSPO on standardization policies and procedures issues. Additional roles of the DepSO are detailed within DoD 4120.24-M.

The various Standardization Areas and Federal Supply Classes (FSC) and Federal Supply Groups (FSG) are managed by Lead Standardization Activities (LSAs). The DSPO assigns responsibility for management of the Standardization Area or FSC/FSG to a Military Department or Defense Agency. The DepSO for that department or agency then assigns one of the standardization management activities under its span of control with LSA responsibility. The LSA manages the Standardization Area or FSC/FSG through standardization project approvals (and the issuance of project numbers) which are required for all standardization document actions except for validation. The LSA assigned for each Standardization Area and FSC and FSG are identified in the ASSIST Database. Additional roles of the LSA are described in DoD 4120.24-M.

The Preparing Activity is the DoD activity or the civilian Agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents. Assignment of Preparing Activity responsibility within DoD is controlled by the issuance of project numbers by the LSA.

A Custodian is the activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its Department or Agency, and submitting those comments to the Preparing Activity. Custodians are only applicable for coordinated documents and there can be at most one custodian per agency or department for each document. The custodian is assigned by the departmental or agency DepSO and is based upon technical interest and expertise. The Preparing Activity may make a recommendation as to Custodian for a department or agency.

A Review Activity is a SMA with a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

An Adopting Activity is responsible for the adoption of a non-Government standard. During coordination of the document, the Adoption Activity is responsible for providing and negotiating a consolidated DoD position on the document with the Nongovernment Standards Body.

Standardization Management Exercise

A Military Coordinating Activity (MCA) is responsible for coordinating, reconciling, and consolidating comments for the Department of Defense on a Federal standardization document prepared by a civilian Agency and negotiating that position with the civilian Preparing Activity.

Additional detail on the roles of SMAs is in DoD 4120.24-M.

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Extract From DoD 4120.24-M

AP1. APPENDIX 1

DEFINITIONS

AP1.1. Acquisition Streamlining and Standardization Information System (ASSIST). The official database containing information about standardization documents used in the DoD. ASSIST also provides electronic access to government standardization documents over the Internet.

AP1.2. Activity. One of the organizational elements of the Military Departments, Defense Agencies, or civilian agencies.

AP1.3. Adopted Non-Government Standard. A non-Government standard that has been accepted for use by the DoD and is identified as adopted in the ASSIST database.

AP1.4. Adopting Activity. The activity responsible for the adoption of a non-Government standard.

AP1.16. Custodian. The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its Department or Agency, and submitting those comments to the Preparing Activity.

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AP1.21. Defense Standardization Council. A Council composed of executive-level representatives from the Military Departments and the Defense Agencies, chaired by the Defense Standardization Executive. The Council provides senior management oversight and direction for implementing the DSP and acquisition reform initiatives related to specifications and standards.

AP1.24. Departmental Standardization Office (DepSO). A top level office in each Military Department or Defense Agency responsible for managing the Defense Standardization Program and ensuring that its Lead Standardization Activities and Standardization Management Activities properly implement the policies, procedures, and goals of the DSP.

AP1.33. Federal Supply Class (FSC). A four-digit coding structure used to group products into logical families for supply management purposes. As used in the standardization program, the four-digit code is used to group standardization documents associated with products into logical families for standardization management purposes. FSCs are shown in the SD-1.

AP1.34. Federal Supply Group (FSG). A two-digit coding structure used to group related FSCs under logical families for supply management purposes. The first two digits of each FSC represent the related FSG. As used in the standardization program, the two-digit code is used to group standardization documents associated with the FSCs into logical families for standardization management purposes.

Management of the Defense Standardization Program

AP1.51. Lead Standardization Activity (LSA). A management activity assigned a DoD-wide responsibility for ensuring the optimal degree of standardization in a FSG, FSC, or standardization area.

AP1.55. Military Coordinating Activity (MCA). The military activity responsible for coordinating, reconciling, and consolidating military comments for the DoD on a Federal standardization document prepared by a civilian agency.

AP1.61. Non-Government Standard (NGS). 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.

AP1.62. Non-Government Standards Body (NGSB). A private sector association, organization, or technical society that plans, develops, establishes, maintains, or coordinates NGSs.

AP1.65. Participating Activity. The activity designated by its DepSO to represent the Military Department or Defense Agency in interdepartmental standardization efforts.

AP1.67. Preparing Activity. The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

AP1.78. Qualifying Activity. An activity that is either the Preparing Activity or Adopting Activity of the specification or its designated agent, as specified in the specification or as directed by the NQA.

AP1.82. Review Activity. A Standardization Management Activity having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

AP1.87. Standardization. The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods for achieving compatibility, interoperability, interchangeability, or commonality of materiel.

AP1.88. Standardization Areas. Standardization categories for engineering technologies, disciplines, and practices that do not fall under a FSC or a FSG. The SD-1 identifies the standardization areas.

AP1.91. Standardization Executives. The Senior Executives appointed by the Military Departments and Defense Agencies to participate on the Defense Standardization Council. The Standardization Executives provide senior management oversight and direction for the Defense Standardization Program, support the acquisition reform initiatives, and direct implementation of the military specifications and standards reform efforts within their respective Military Departments or Defense Agencies.

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AP1.92. Standardization Management Activity (SMA). A generic term to describe any DoD activity listed in reference (f) that functions as a LSA, Participating Activity, DMA, or IRA.

AP1.93. Standardization Project. A standardization effort approved by the cognizant LSA to develop, update, cancel, or adopt a standardization document, or conduct an item reduction study or an engineering practice study.

AP1.101. Users. Customers of the DSP, which include Government and industry program managers, engineers, logisticians, repair and maintenance personnel, and anyone else who may use the specifications, standards, and other related documents produced under the DSP.

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STANDARDIZATION MANAGEMENT EXERCISE



ACRONYMS

- DepSO - Departmental Standardization Office
- DSC - Defense Standardization Council
- DSP - Defense Standardization Program
- DSPO - Defense Standardization Program Office
- FSC - Federal Supply Class
- FSG - Federal Supply Group
- LSA - Lead Standardization Activity
- MCA – Military Coordinating Activity
- SMA - Standardization Management Activity

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DoD 4120.24-M

- Defense Standardization Program (DSP) Policies and Procedures
- Identifies and describes responsibilities for standardization management activity (SMA) roles supporting the Defense Standardization Program (DSP)

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ASSIST Database

- ASSIST On-Line or ASSIST Quick Search
 - <https://assist.daps.dla.mil/online/start/>
- Assistdocs.com
 - <http://www.assistdocs.com>

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STANDARDIZATION MANAGEMENT ROLES

- Defense Standardization Program Office (DSPO)
- Defense Standardization Council (DSC)
- Standardization Executive
- Departmental Standardization Office (DepSO)
- Lead Standardization Activity (LSA)
- Preparing Activity
- Adopting Activity
- Military Coordinating Activity (MCA)
- Custodian
- Review Activity
- Qualifying Activity

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DEFENSE STANDARDIZATION PROGRAM OFFICE

<p style="text-align: center;">Mission</p> <p>We identify, influence, develop, manage, and provide access to standardization processes, products, and services for warfighters, the acquisition community, and the logistics community to promote interoperability, reduce total ownership costs, and sustain readiness</p>	<ul style="list-style-type: none"> • Develops DoD-wide policies, procedures and guidance • Plans, directs and monitors the DSP • Assures effective DoD-wide standardization policy implementation • Assigns LSA responsibilities to Departments/Agencies • Resolves interdepartmental standardization disagreements
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DEFENSE STANDARDIZATION COUNCIL

Definition

A Council composed of executive-level representatives from the Military Departments and the Defense Agencies, chaired by the Defense Standardization Executive. The Council provides senior management oversight and direction for implementing the DSP and acquisition reform initiatives related to specifications and standards.

- Responsible for approving major Standardization Policies and Procedures initiatives
- Serves as top-level advisory group to SECDEF and the DSPO on major standardization issues

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STANDARDIZATION EXECUTIVE

Definition

The Senior Executives appointed by the Military Departments and Defense Agencies to participate on the Defense Standardization Council. The Standardization Executives provide senior management oversight and direction for the Defense Standardization Program, support the acquisition reform initiatives, and direct implementation of the military specifications and standards reform efforts within their respective Military Departments or Defense Agencies.

- Responsible for approving major Standardization Policies and Procedures initiatives within a Military Department or Defense Agency

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DEPARTMENTAL STANDARDIZATION OFFICE (DepSO)

<p>Definition</p> <p>A top level office in each Military Department or Defense Agency responsible for managing the Defense Standardization Program and ensuring that its Lead Standardization Activities and Standardization Management Activities properly implement the policies, procedures, and goals of the DSP.</p>	<ul style="list-style-type: none"> • Plans, directs and monitors the DSP in department/agency • Assigns standardization responsibilities within department/agency • Resolves intradepartmental standardization disagreements
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LEAD STANDARDIZATION ACTIVITY (LSA)

<p>Definition</p> <p>A management activity assigned a DoD-wide responsibility for ensuring the optimal degree of standardization in a FSG, FSC, or standardization area. The ASSIST Database identifies the LSAs.</p>	<ul style="list-style-type: none"> • Manages standardization efforts within DoD for assigned FSC/AREA • Approves proposed standardization projects within assigned FSC/AREA • Mediates standardization issues for FSC/AREA • Serves as standardization contact point for FSC/AREA • Elevates standardization issues in assigned FSC/AREA to DepSOs
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PREPARING ACTIVITY

Definition

The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

- Preparing Activity assignment controlled by LSA approval of standardization project requests
- Resolves interdepartmental comments on documents

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ADOPTING ACTIVITY

Definition

The activity responsible for the adoption of a non-Government standard.

- Adopting Activity assignment controlled by LSA approval of standardization project requests
- Provides consolidated DoD position and comments on NGS to Non-Government Standards Body
- Issues Notice of Adoption

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MILITARY COORDINATING ACTIVITY (MCA)

<p>Definition</p> <p>The military activity responsible for coordinating, reconciling, and consolidating military comments for the DoD on a Federal standardization document prepared by a civilian agency.</p>	<ul style="list-style-type: none"> • Military Coordinating Activity serves as DoD focal point • Provides Civilian Federal Preparing Activity a unified DoD position on the document
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CUSTODIAN

<p>Definition</p> <p>The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its Department or Agency, and submitting those comments to the Preparing Activity.</p>	<ul style="list-style-type: none"> • Provides a unified position on a document <ul style="list-style-type: none"> – Must resolve intradepartmental comments • Not necessary to have a custodian for each Department or Agency • Only coordinated documents have Custodians
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REVIEW ACTIVITY

Definition

A Standardization Management Activity having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

- Submits comments to Custodian, if applicable, or to Preparing/ Adopting/ Military Coordinating Activity if no Custodian is assigned for the Review Activity's Military Department or Defense Agency

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QUALIFYING ACTIVITY

Definition

An activity having product qualification responsibility that is either the Preparing Activity or Adopting Activity of the specification or its designated agent, as specified in the specification or as directed by the NQA.

- Maintains the Qualified Products Database (ASSIST module) for assigned specifications

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