



DEPARTMENT OF DEFENSE  
DEFENSE STANDARDIZATION PROGRAM OFFICE  
8725 JOHN J. KINGMAN ROAD, SUITE 4235  
FORT BELVOIR, VA 22060-6221



NOV 23 2007

IN REPLY  
REFER TO DSPO

MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Policy Memo 08-2, Rewrite of Chapter 6 to DoD 4120.24-M

Attached is the rewritten Chapter 6 to DoD 4120.24-M on "U.S. Participation in the Development, Ratification, and Implementation of International Standardization Agreements Intended for Use in Defense Acquisitions." These changes are needed to reflect recent policy changes in DoD directives, instructions, and manuals dealing with U.S. participation in multinational treaty organizations, as well as organizational changes occurring within these multinational treaty organizations and U.S. international offices.

In addition to the attached changes, please make the changes below to DoD 4120.24-M:

- Add to the end of "REFERENCES":

"Chairman of the Joint Chiefs of Staff Instruction, CJCSI 2700.01, International Military Agreements for Rationalization, Standardization, and Interoperability (RSI) Between the United States, Its Allies, and Other Friendly Nations, January 12, 2006"

- Add to APPENDIX 1 the following new definitions:

"Head of Delegation. A federally employed civilian or military personnel who is designated by a Lead Agent to function as an action officer, principal US representative, chief national spokesperson and decision maker in meetings involving multinational groups or forums (e.g. NATO or ASIC)."

"Implementation. The fulfillment by a nation or Service of its obligation under the terms of a ratified international standardization agreement, which usually requires a documented national action that meets the terms of the agreement."

"Lead Agent. A designation given to the Joint Staff, a Military Service, a Defense Agency, or a combatant command to indicate prime responsibility for the subject matter assigned to a NATO or other international organization or entity (see CJCSI 2700.01). It has overall responsibility for developing, coordinating, reviewing, maintaining, and representing the United States in the given subject matter."

"Materiel International Standardization Agreements. Standards that affect the characteristics of complete systems, Consultation, Command and Control (C3) systems, weapon-systems sub-systems, interfaces, assemblies, components, spare parts and consumables (including ammunition,

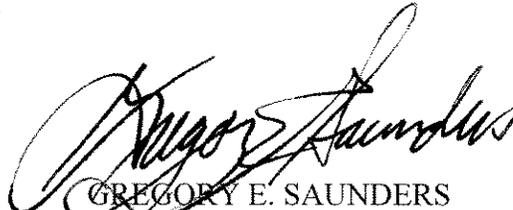
fuel, supplies, stores and spares). They may cover production codes of practice as well as materiel specifications.”

“Office of Primary Responsibility. An office of record assigned by a Military Department or Defense Agency with Lead Agent responsibilities to manage and administer its participation in international standardization.”

“Multinational. A description of the relationship between two or more forces or agencies of two or more nations or coalition partners.”

“Self-implementing. An international standardization agreement intended for use without further implementation by another document.”

The attached changes to DoD 4120.24-M, “Defense Standardization Program Policies and Procedures,” reflects comments received and impending policy changes. Please direct any questions or comments about these changes to Ms. Tasha Beckman (703) 767-6872 or email [Latasha.Beckman@dla.mil](mailto:Latasha.Beckman@dla.mil).



GREGORY E. SAUNDERS  
DIRECTOR

Attachment

## C6. CHAPTER 6

### DEVELOPMENT, RATIFICATION, AND IMPLEMENTATION OF MATERIEL INTERNATIONAL STANDARDIZATION AGREEMENTS

#### C6.1. GENERAL

This chapter establishes procedures and guidance for the development, ratification and implementation of materiel or materiel-related international standardization agreements (ISAs). It covers ISAs with allies and partners that are self-implementing; or implemented by Defense, Federal, or DoD-adopted non-Government standards or specifications.

#### C6.2. RESPONSIBILITIES

C6.2.1. Standardization Executive. The cognizant Standardization Executive shall participate in the implementation of materiel ISAs to the maximum extent possible. This may include, but is not limited to, participating in the ratification and implementation of materiel ISAs emanating from multinational organizations and forums in which their Military Department or Defense Agency has Lead Agent responsibilities. The Defense Standardization Executive shall be the Standardization Executive for the Office of the Secretary of Defense and for Defense Agencies that do not have Standardization Executives.

C6.2.2. Departmental Standardization Office (DepSO). The DepSO shall coordinate the day-to-day actions on behalf of its Standardization Executive.

C6.2.3. Defense Standardization Program Office (DSPO). The DSPO shall support and participate in the development of standardization policy, training, and interagency coordination of standardization efforts involving multinational organizations and forums that impact the acquisition process.

C6.2.4. Military Department and Defense Agency. The Military Department and Defense Agency with assigned Lead Agent responsibilities (in accordance with Chairman of the Joint Chiefs of Staff Instruction, CJCSI 2700.01, International Military Agreements for Rationalization, Standardization, and Interoperability (RSI) Between the United States, Its Allies, and Other Friendly Nations, January 12, 2006), shall designate Heads of Delegations (HODs); authorize subject matter experts to serve as representatives; and establish Offices of Primary Responsibility to manage and administer their participation in the development, review, ratification, and implementation of ISAs under its cognizance.

C6.2.5. Office of Primary Responsibility. The Office of Primary Responsibility shall:

C6.2.5.1. Coordinate the development, review, ratification and implementation of materiel ISAs to determine the requirements or need for U.S. implementing documents.

C6.2.5.2. Propose changes to implementing documents, changes to ISAs, and withdrawal of U.S. ratification with the Preparing Activity of the implementing document; and other interested Military Departments and Defense Agencies.

C6.2.5.3. Ensure that all U.S. ratified materiel ISAs are implemented; and indexed and uploaded in the appropriate repositories with U.S. comments and reservations.

C6.2.6. Preparing Activity. The Preparing Activity shall:

C6.2.6.1. Develop and maintain specifications and standards that implement ISAs; and ensure that they cross-reference the ISA in which they implement.

C6.2.6.2. Coordinate proposed changes or cancellations of documents that implement ISAs with the appropriate Office of Primary Responsibility.

C6.2.7 Adopting Activity. The Adopting Activity shall:

C6.2.7.1. Adopt the most suitable non-Government standards that can be used to implement ISAs.

C6.2.7.2. Develop adoption notices which states the implementation of ISAs.

C6.2.7.3. Review updates of adopted non-Government standards that implement ISAs.

C6.2.7.4. Notify the Office of Primary Responsibility of any proposed changes or cancellations to adopted non-Government standards that implement ISAs.

### C6.3. PARTICIPATION

C6.3.1. Policy. The U.S. will only participate in the development and ratification of ISAs that are consistent with U.S. policy and law; that will improve the operational effectiveness of multinational forces; and that ensure interoperability of U.S. supplied materiel and equipment with allies.

C6.3.2. Responsibility. The Military Departments and Defense Agencies shall designate and assign responsibilities to the most appropriate Office of Primary Responsibility or subject matter experts to participate in the development, review, ratification and implementation of ISAs within their purview.

### C6.4. RATIFICATION

C6.4.1. Policy. Recommendations for U.S. ratification of an ISA shall be approved only if the U.S. position is fully coordinated and represents a consensus within the DoD, and if the proposed ISA meets the following criteria:

C6.4.1.1. Is consistent with the policies and laws of the United States;

C6.4.1.2. Is technically correct and adequate to meet the U.S. DoD's needs;

C6.4.1.3. Does not adversely affect the performance, quality, cost, or reliability of U.S. materiel;

C6.4.1.4. Is consistent with existing DoD standardization documents;

C6.4.1.5. Does not require extensive reservations; and

C6.4.1.6. Is accompanied by a viable implementation plan.

C6.4.2. Responsibility. Military Departments and Defense Agencies shall designate ratifying officials, and assign Office of Primary Responsibility to coordinate ISAs for comments and ratification recommendations for the multinational groups within its purview. The Defense Standardization Executive shall determine the U.S. position if a consensus or ratification recommendation cannot be reached (see CJCSI 2700.01). The Standardization Executives and subject matter experts may be consulted by the Defense Standardization Executive to determine the U.S. position.

#### C6.5. ISA IMPLEMENTATION

C6.5.1. Policy. Military Departments and Defense Agencies shall establish policy and procedures to direct the implementation of U.S. ratified ISAs within their organizations. All ratified ISAs must either be self-implementing or have a U.S. implementing document. The implementing document must be an active Defense specification or standard, a Federal specification or standard, or an adopted non-Government standard.

C6.5.2. Responsibility. The Military Departments and Defense Agencies shall establish policies and procedures for the implementation of ISAs within their purview. However, the Office of Primary Responsibility shall make a determination as to whether the ISA is self-implementing or requires an implementing document.

C6.5.3. Procedure. The Office of Primary Responsibility shall determine the details of implementation, subject to the following guidance:

C6.5.3.1. If the ISA is self-implementing, no implementing document shall be developed.

C6.5.3.2. If an implementing document already exists, the Office of Primary Responsibility shall contact the Preparing Activity of the implementing document to determine needed changes to address the provisions of the ISA, and to ensure that the implementing document makes appropriate reference to the ISA.

C6.5.3.3. If the ISA is not self-implementing, and there is no existing implementing document, the Office of Primary Responsibility must contact its DepSO to identify an appropriate implementing document.

## C6.6. CANCELLATION OF AN IMPLEMENTING DOCUMENT

C6.6.1. Policy. A Defense or Federal specification or standard that implements an ISA may not be canceled without ensuring that appropriate consideration is given to its effect on the ISA.

C6.6.2. Procedure. The Preparing Activity shall coordinate a proposed cancellation of a Defense or Federal specification or standard that implements an ISA with the Office of Primary Responsibility to determine an appropriate course of action, as follows:

C6.6.2.1. If the ISA can be a stand-alone document and an implementing document is no longer needed, the Preparing Activity shall proceed with canceling the implementing document.

C6.6.2.2. If the ISA and the implementing document are no longer needed, the Preparing Activity shall obtain concurrence before proceeding with the cancellation of the implementing document. Also, the Standardization Executive for the Preparing Activity shall recommend the withdrawal of the U.S. ratification of the ISA to the Office of Primary Responsibility.

C6.6.2.3. If the ISA is still needed, and it is not self-implementing, and retaining the implementing document is disadvantageous, then the Preparing Activity and the Office of Primary Responsibility shall incorporate the appropriate provisions of the ISA in another document.

C6.6.2.4. If the ISA is still needed, and it is not self-implementing, and another document does not satisfy the implementation of the ISA, then the implementing document shall be retained.

## C6.7. WITHDRAWAL OF ISA RATIFICATION

C6.7.1. Policy. The U.S. shall withdraw ratification of a materiel ISA that conflicts with U.S. law, DoD policy, other DoD standardization documents, or other ISAs; fails to meet DoD needs; is superfluous, redundant, or obsolete; or inhibits development or application of new technologies.

C6.7.2. Responsibility. The Military Department or Defense Agency identified as the Lead Agent (see CJCSI 2700.01) has the responsibility to initiate action to withdraw ratification of materiel ISAs, or designate this task to the most appropriate Office of Primary Responsibility.

C6.7.3. Procedure. To withdraw ratification of a materiel ISA, the Lead Agent shall coordinate the proposed withdrawal with the cognizant Standardization Executive, and other Military Departments and Defense Agencies, as appropriate.

## C6.8. PERIODIC REVIEW

C6.8.1. Policy. Materiel ISAs shall be reviewed and validated according to the time frame specified in the policy of the multinational organization or forum to ensure the document is technically relevant and meets the needs of the U.S.

C6.8.2. Responsibility. A Military Department or Defense Agency has the responsibility to initiate the review and validation of materiel ISAs, or designate this task to the most appropriate Office of Primary Responsibility.

#### C6.9. INDEXING AND DISTRIBUTION

C6.9.1 The Defense Standardization Program Office shall work with the Military Departments and Defense Agencies to ensure that U.S. ratified ISAs are available in Portable Document Format (PDF) file via ASSIST. The DoDSSP shall maintain adequate controls for the distribution of ISAs.

C6.9.2 The Military Departments and Defense Agencies with Lead Agent responsibilities (see CJCSI 2700.01) will be identified in ASSIST as the Lead Agent for materiel ISAs under its cognizance. Additionally, the Military Departments and Defense Agencies shall provide Points of Contact information for the Office of Primary Responsibility of materiel ISAs under its cognizance. If a Military Department or Defense Agency is not designated or known, the Department of Defense will be listed as the Lead Agent, and the Defense Standardization Program Office will be listed as the Point of Contact.