# Standardization Template

**I. PURPOSE**: This template helps the user to make an informed standardization decision by assessing: (1) standardization opportunities, (2) standardization decision processes, and (3) implementation of the standardization decision.

**II. SCOPE**: This standardization template is a tool intended to help the Defense Standardization Program (DSP) Standardization Management Activities and other DoD organizations engaged in making standardization decisions.

**III. REFERENCE MATERIAL**: The primary procedural document for the DSP is DoD 4120.24M, Defense Standardization Program (DSP) Policies and Procedures. Chapter 3 of this manual covers standardization in the acquisition process, i.e. mandatory standardization considerations, standardization considerations for program offices, standardization considerations for buying commands and when not to standardize. Other references include:

1. DoD Instruction 4120.24, Defense Standardization Program (DSP)
2. DoD Defense Standardization Program website www.dsp.dla.mil
3. SD-1, Standardization Directory, which provides contact information for Standardization Management Activities and describes assigned responsibilities.

**IV. OPPORTUNITIES**: A standardization opportunity exists whenever there is need to support interoperability and improve logistics readiness by promoting commonality of systems, components, and architectures; provide products and services of value through an integrated standardization process or reduce Total Ownership Costs through standardization of interfaces, architectures, processes, and parts.

Opportunities can be found in the requirements process; the acquisition process, and the sustainment process. Since standardization is all encompassing this template includes both materiel solutions and non-materiel solutions. Most materiel standardization solutions can be accomplished following the DSP policies and procedures under the purview of the OSD, Defense Standardization Program Office (DSPO). These solutions are implemented using the DSP infrastructure. For non-materiel and some materiel solutions, implementation may require changes to the doctrine, organization, training, materiel, leadership, personnel, and facilities (DOTMLPF) domains which are outside of the purview of the DSP.

**V. PROCESS LEVELS**: This standardization template has two levels. Level 1 is intended to work through the decision process and to categorize the standardization solution as a Materiel solution or a Non-Materiel solution. Level 2 includes data elements considered necessary to (1) document the standardization project, (2) capture the potential benefits, and (3) evaluate the standardization options.

**Level 1** - The Level 1 process flowchart (figure 1) captures the initial steps to be used to identify standardization opportunities and facilitate data gathering in support of materiel and non-materiel standardization solutions.

**Level 2** – The Level 2 process flowchart (figure 2) captures the fundamental steps to be used to gather pertinent data associated with standardization opportunities within the requirements, acquisition and sustainment processes.

# Standardization Template (Level 1)

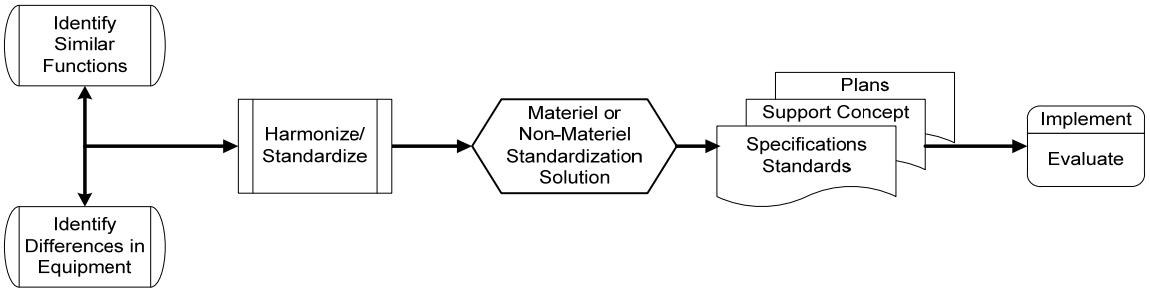


Figure 1



# Standardization Template (Level 2)

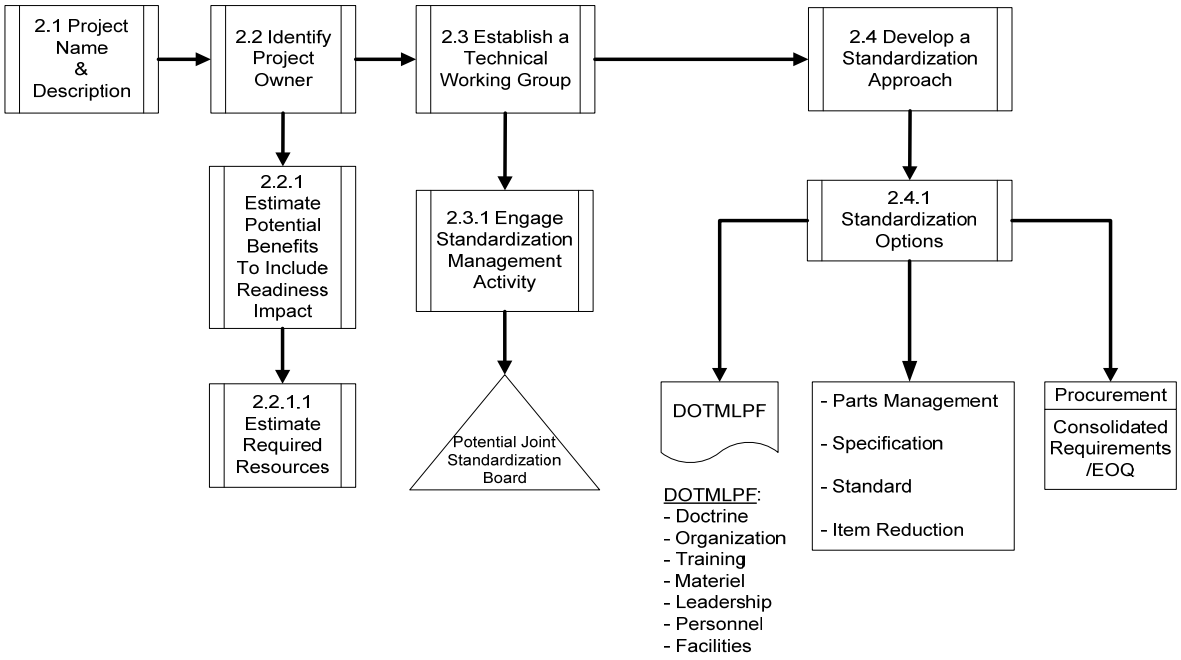


Figure 2

## VI. STANDARDIZATION SOLUTIONS:

For the purpose of this template, there are two categories of standardization solutions. They are materiel standardization solutions and non-materiel standardization solutions.

**Materiel Solutions** are solutions that fall under the purview of the DSPO. The following DSP programs are designed to support interoperability and improve logistics readiness by promoting commonality of systems, components, and architectures. Also included as a materiel solution is the use of procurement practices of consolidating requirements and economic order quantity (EOQ) buys.

(1) Parts Management Program is an integral part of the acquisition process for design, development, modification and support of DoD weapons systems and equipment. Parts Management is the practice of considering the application, standardization, technology (new and aging), system reliability, maintainability, supportability, and cost in selecting parts and addressing availability, logistics support, DMSMS, and legacy issues in supporting them throughout the life of the system.

(2) DSP Documents include DoD or federal specifications or standards, military specifications (MIL-PRF-xxx, MIL-DTL-xxx), military standards, military handbooks, commercial item descriptions (CIDs), qualified product lists (QPLs), qualified manufacturers lists (QMLs), guide specifications, Joint Service Specification Guides, data item descriptions (DIDs), and other documents used in the DSP, such as international standardization agreements and DoD notices of adoption of non-Government standards.

(3) DSP International Standardization Program aim is to promote the use and implementation of standardization as one of the essential elements to interoperability with allies and partners. Generally, the DSP International Standardization Program focuses on International Standardization Agreements (ISAs) generated by military treaty alliance organizations such as the North Atlantic Treaty Organization (NATO); the American, British, Canadian, and Australian Armies (ABCA); the Air and Space Interoperability Council (ASIC); and the Australia Canada New Zealand United Kingdom and United States Naval C4 Organization (AUSCANNZUKUS).

(4) Item Reduction Program reduces the number of sizes and kinds of items in the Federal Supply System that are generally similar in form, fit and function. The Item Reduction Program employs the use of Item Reduction Studies that consist of three key elements: (1) identifying items for elimination from the supply system; (2) coordinating proposed family relationships, i.e. interchangeable or substitutable items, with the recorded Military and Federal users of the items to ensure all technical requirements are satisfied; and (3) eliminating the non-standard items from the Federal Supply System including updating the Federal Cataloging system.

(5) Joint Standardization Boards (JSBs) advance interoperability, logistic readiness, and cost efficiency within their areas of responsibility by providing standardization advocacy, guidance, and executive-level support. JSBs make acquisition, standardization, and sustainment decisions while supporting and facilitating multi-Service standardization programs. By providing a joint forum for high-level oversight and advocacy of strategic standardization initiatives, each JSB plays a key role within the DSP and is responsible for defining enterprise-wide standardization objectives and strategies for a designated commodity area.

**Non-Materiel Solutions** are solutions that relate to the Joint Capabilities Integration and Development System, or JCIDS process. The JCIDS process supports the acquisition process by identifying and assessing capability needs and associated performance criteria to be used as a basis for acquiring the right capabilities. The JCIDS considers whether a solution to a potential operational gap requires the development of a physical system (a **materiel** solution) or a procedural or training based solution (a **non-**

**materiel** solution). The JCIDS process includes the DOTMLPF domains, i.e. doctrine, organization, training, materiel, leadership and education, personnel and facilities.

## VII. STANDARDIZATION ASSESSMENT MATRIX

An assessment matrix (figure 3) was developed to assist in the standardization decision process. The matrix uses data elements, i.e. data gathering questions, to determine to what extent standardization was addressed during the DoD requirements, acquisition, and sustainment phases. Data elements are listed in the APPENDIX.

How to use the matrix:

(1) Level 1 - Answer as many data element questions in level 1 as necessary to determine if there is a potential standardization solution, and if so, whether it is either a materiel or a non-materiel standardization solution.

(2) Level 2 - Answer as many data elements questions in level 2 as appropriate to ensure adequate consideration has been given to documenting the standardization solution and capturing the necessary steps to ensure successful implementation of the standardization solution.

(3) Indicate by adding an "X" in the appropriate solution column which data elements were addressed. The more data elements addressed (questions answered), the more complete will be the assessment.

ASSESSMENT MATRIX

| Process Level | Data Element | Materiel Solution | Non-Materiel Solution |
|---|---|---|---|
| 1 | 1 | X | X |
| 1 | 2 | X | X |
| ~ | ~ | ~ | ~ |
| 2 | S1 | X | X |
| 2 | S2 | X | X |
| 2 | ~ | ~ | ~ |
| 2 | P1 | X | X |
| 2 | P2 | X | X |
| 2 | ~ | ~ | ~ |
| 2 | A1 | X | X |
| 2 | A2 | X | X |
| 2 | ~ | ~ | ~ |
| 2 | L1 | X | X |
| 2 | L2 | X | X |
| 2 | ~ | ~ | ~ |
| 2 | R1 | X | X |
| 2 | ~ | ~ | ~ |
| 2 | T1 | X | X |
| 2 | T2 | X | X |
| ~ | ~ | ~ | ~ |

~ indicates that there are additional data elements (see APPENDIX)

Figure 3

## VIII. IMPLEMENTATION

Based on a completed matrix describe the proposed resolution of any standardization issue to include:

(1) Applicable process, i.e. requirements development, acquisition, or sustainment process
(2) Materiel and/or non-materiel solution
(3) Applicable data element category, i.e. policy/doctrine related; acquisition-related; life-cycle related; readiness related; training related, etc., in which issues have been identified and require resolution
(4) Requisite actions to resolve the outstanding standardization issue, e.g. Senior-level decision or attention, resources, change in policy or practice, materiel solution, etc.

After assessing the standardization opportunity and potential standardization solutions, the potential outcome may be a DSP program solution; a change in the DOTMPF domains; a formation of a working group; the development of a business case; or a standardization case study. The business case would be used to justify additional resources, if needed, to implement the standardization solution. The case study would capture benefits of standardization and lessons learned.

**Business Case**: The attributes of a business case should include

- Background & issue description
- Proposed materiel or non-materiel solution
- Benefits e.g. cost savings or cost avoidance; improved readiness, reliability, or sustainment; process improvement, etc.
- Expected outcome & deliverables
- Funding and/or resources required to implement the solution
- Key stakeholders
- Priority and timeline as appropriate
- Impact if the solution is not implemented

**Case Study**: The attributes of a case study should include

- Background and focus of the case study
- Problem/Opportunity
- Solution/Constraints
- Approach
- Outcomes
- Investments and Payoffs
- Lessons Learned
- Current Status
- Future Efforts

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**Level 1 Data Elements** – The data elements associated with the Level 1 are general questions designed to determine if the standardization opportunity is a viable candidate and if the potential solution is worth pursuing.

1. How was the candidate identified as a standardization opportunity?
2. Was there a decision criterion used to identify the candidate? If so, please describe it.
3. Was the standardization decision documented?
4. Does the standardization opportunity have a sponsor or requisite leadership support?
5. Will the standardization opportunity be a DoD/Joint effort or a single Service effort?
6. Was the decision to standardize based on commonality and the agreement to standardize on technical requirements (i.e., requirements development phase)?
7. Was the decision made to consolidate common requirements in order to consolidate procurement contracts and take advantage of economic order quantities (i.e., acquisition phase)?
8. For materiel standardization solutions, was consideration given to the DSP programs (i.e., parts management, DSP specifications or standards, item reduction, or joint standardization boards)?
9. For non-materiel solutions, was consideration given to requisite changes to the DOTMLPF domains (i.e., doctrine, organization, training, materiel, leadership, personnel, and facilities)?
10. What is the expected outcome (e.g., a DSP product, a change within a DOTMLPF domain, a formation of a working group, a business case, a case study, etc)?

**Level 2 Data Elements** – The data elements associated with Level 2 are data gathering questions that should be answered in order to evaluate the standardization project and to assess the standardization solution. The applicability of a data element may vary dependent upon the nature of the standardization opportunity and the proposed solution. The data elements are categorized as follows:

**Standardization Project Data Elements** – The following data elements are intended to address the standardization project:

S1. Has the standardization opportunity been fully described and given a project name for identification purpose?
S2. Has a project owner been assigned?
S3. Will a working group need to be formed?
S4. What is the standardization approach?
S5. What are the standardization options?
S6. Have potential benefits been estimated to support the project?
S7. Will additional resources be required?
S8. Has the appropriate standardization management activity been engaged?
S9. Is there a potential for a joint standardization board?

**Policy/Doctrine/Procedures Data Elements** - The following data elements are intended to address doctrine, policy and procedures.

P1. Is DoD policy current and sufficient?
P2. Is Joint Guidance and Doctrine current and sufficient?
P3. Is there a need for a joint Proponent?
P4. Are joint procedures/processes documented?

**Acquisition Data Elements** –The following data elements are intended to address acquisition process improvements.

A1. Does the acquisition strategy include a standardization approach?
A2. Does a U.S.-ratified international standardization agreement (ISA), such as a North Atlantic Treaty Organization Standardization Agreement (NATO STANAG), exist that is applicable?
A3. Must the system or subsystem interoperate with other systems, subsystems, or equipment?
A4. Must form, fit, function, or interface be defined to permit interoperability or connectivity between discrete items?

A5. Is uniform configuration necessary for ease of operations or safety?
A6. Is design control necessary because predictable performance is an essential requirement?
A7. Do organic logistics support considerations demand that form, fit, function, or interface be identical to replace or substitute for an equivalent item (interchangeability)?
A8. Would commonality improve training for operations, maintenance, or repair?
A9. Would research and development costs, engineering time, or procurement time be reduced?

**Life-Cycle Data Elements** - The following data elements are intended to address life-cycle requirements and operating & support costs.

L1. What item, process, practice, criteria, or principles are being addressed?
L2. Was action taken to determine if a standard unit was available?
L3. Is there a program/project manager's office involved in the standardization decision?
L4. Is there an impact on the acquisition plans?
L5. Is there an impact on the maintenance or sustainment plans?
L6. Were the DSP programs considered as materiel solutions?

**Readiness Data Elements** – The following data elements are intended to address the impact on Materiel Readiness.

R1. What is the impact on materiel readiness (e.g., materiel availability, materiel reliability, O&S cost and mean down time)?

**Training Data Elements** – The following data elements are intended to address potential training shortfalls.

T1. Will additional fielding or maintenance training be required?
T2. For fielded equipment, will the program of record office take responsibility for providing any additional training, if required?