



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



IN REPLY
REFER TO DSPO

JAN 26 2006

MEMORANDUM FOR DOD STANDARDIZATION MANAGEMENT ACTIVITIES
DID APPROVAL AUTHORITIES

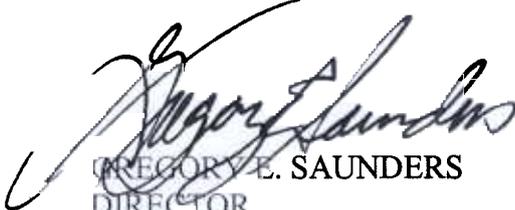
SUBJECT: Policy Memo 06-1, Data Item Descriptions (DIDs)

Effective immediately, Chapter 8 (Preparation, Coordination, Clearance, and Approval of DoD Data Item Descriptions) of DoD 5010-12-M, Procedures for the Acquisition and Management of Technical Data, May 1993, is transferred to DoD 4120.24-M, Defense Standardization Program Policies and Procedures, March 2000.

The information contained in Chapter 8 (attached) will be revised and incorporated into the next full revision of DoD 4120.24-M.

The OSD Systems Engineering/Enterprise Development Office, the proponent of DoD 5010.12-M, concurs with the transfer of Chapter 8 on Data Item Descriptions to DoD 4120.24-M.

The point of contact for this action is Karen Bond, 703-767-6871, or email Karen.Bond@dla.mil


GREGORY E. SAUNDERS
DIRECTOR

Attachment
cc: DepSOs
OUSD(AT&L)DS/SE

C8. CHAPTER 8

PREPARATION, COORDINATION, CLEARANCE, AND APPROVAL OF DoD DATA ITEM DESCRIPTIONS (DIDs)

C8.1. PREPARATION OF DIDs

C8.1.1. Before preparing a new or revised DID, the current issue of the AMSDL, DoD 5010.12-L (reference (a)), and AMSDL Notices, shall be researched to determine whether an existing approved DID can be used as is, tailored, or revised in lieu of preparing a new DID.

C8.1.2. DIDs shall be prepared in accordance with DoD-STD-963 (reference (g)). When a DID requires an associated form to be completed by the contractor in preparation of the data product, the form shall be approved by the DoD Components forms control office and must display the OMB control number 0704-0188 and an Agency Disclosure Notice (ADN) at the top of the form. Forms that were approved before the DID was prepared must be revised to display an OMB control number and ADN at the top of the form before is is attached to the DID and submitted for approval. Forms that are not mandatory but are "sample formats," shall be clearly marked as such and shall not display form numbers, the ADN, or the OMB control number.

C8.1.3. New and revised military specifications that contain data or recordkeeping requirements shall be prepared in accordance with MIL-STD-961 (reference (r)).

C8.1.4. New and revised military standards that contain data or recordkeeping requirements shall be prepared in accordance with MIL-STD-962 (reference (s)).

C8.2. COORDINATION OF DIDs

C8.2.1. DIDs that are prepared or revised concurrently with new or revised military specifications and standards (Type I DIDs) shall be coordinated concurrently by the Preparing Activity (PA) of the military specification or standard in accordance with the procedures of DoD 4120.3-M (reference (al)). The DIDs shall be coordinated with the appropriate DoD Component Data Management Office before submission to the DoD AMSDL Clearance Office for approval and clearance.

C8.2.2. DIDs that are prepared to accommodate the data requirements in existing specifications or standards (Type I DIDs) shall be coordinated with the PA of the specification or standard. If the PA concurs with the DID, the PA shall prepare an

amendment to the military specification, or a notice to the standard to incorporate a reference to the DID. Coordination of the amendment or notice shall be conducted in accordance with DOD 4120.3-M (reference (a)). The DID shall be coordinated with the appropriate DoD Component Data Management Office before submission to the DoD AMSDL Clearance Office for approval and clearance.

C8.2.3. New or revised DIDs that are not associated with a military specification or standard (Type II DIDs) shall be coordinated with the appropriate DoD Component Data Management Office before submission to each DoD AMSDL Clearance Office for approval and clearance.

C8.2.4. When a contract data requirement cannot be satisfied by using the DIDs currently listed in the AMSDL, and time constraints preclude preparation and approval of a Type I or II DID, a one-time DID (Type III DID) may be prepared and used in a contract solicitation. One-time DIDs (Type III DIDs), which are restricted to use on one contract, require only coordination and approval within the applicable DoD Component. Clearance and approval by the DoD AMSDL Clearance Office is not required. The Data Management Focal Point for each DoD Component listed in the AMSDL (reference (a)) shall assign one-time DID identification numbers from the block of numbers issued to each DoD Component as follows:

The first two digits will be "OT"

The third digit is a dash "-"

The fourth and fifth digits will indicate the fiscal year (FY);e.g., "92"

The sixth digit is a dash "-"

The seventh through eleventh digits will be assigned by the Data Management Focal Point from the following block of numbers:

10000	Army
20000	Navy
30000	Air Force
40000	Defense Intelligence Agency
45000	Marine Corps
50000	Defense Communications Agency
55000	Defense Mapping Agency
60000	Defense Nuclear Agency
65000	Defense Logistics Agency
70000	National Security Agency
75000	Not Assigned
80000	OSD

Example:

OT-91-10000 (the first number assigned in FY 91 by the Army).

OT-92-10000 (the first number assigned in FY 92 by the Army).

C8.2.4.1. This numbering system eliminates the need for repeated assignments of new blocks of numbers.

C8.2.4.2. One-time, or Type III, DIDs may continue being used on follow-on contracts for procurement of additional quantities of the original item. However, when recurrent use of the data requirement of a one-time DID on other contracts is expected, a Type I or Type II DID should be concurrently prepared, coordinated as appropriate, and submitted to the DoD AMSDL Clearance Office for approval and clearance.

C8.2.5. New or revised military specifications and standards that contain record-keeping requirements or cite existing DIDs shall be coordinated by the PA of the military specification or standard in accordance with the procedures specified in DoD 4120.3-M (reference (a)). The PA shall submit the specification or standard to the DoD AMSDL Clearance Office for clearance after completion of the coordination process.

C8.3. CLEARANCE AND APPROVAL OF DATA ITEM DESCRIPTIONS

C8.3.1. The "Paperwork Reduction Act of 1980," Pub. L. 96-511 (reference (d)), established policies and procedures for controlling paperwork burden imposed by Federal Agencies on the public. The OMB has determined that the data acquisition documents listed in the AMSDL, DoD 5010.12-L (reference (a)), are subject to the provisions of reference (d). Accordingly, the OMB control number 0704-0188, assigned to reference (a), applies to the information-generating requirements contained in military specifications and standards and to the related DIDs listed therein. Consistent with the blanket OMB clearance that has been assigned to the AMSDL, preparation and submittal of individual Standard Forms 83, "Request for OMB Review," are not required for individual data acquisition documents.

C8.3.2. New and revised data acquisition documents intended for recurrent contractual use shall be submitted to the DoD AMSDL Clearance Office for approval and clearance as a complete package containing the following:

C8.3.2.1. A forwarding letter, which includes the following:

C8.3.2.1.1. The desired action; e.g., "approval of a new DID," or "assignment of an AMSC number to a military specification.

C8.3.2.1.2. A statement indicating that the document has been fully coordinated, as appropriate.

C8.3.2.1.3. A supporting statement describing the need for the data and certifying that the data requirements contained in each proposed data acquisition document are not duplicative of existing approved and cleared data requirements.

C8.3.2.2. A legible copy of each proposed data acquisition document. For each proposed DID, a clear original copy is also required.

C8.4. CANCELLATION OR SUPERSESSON OF DIDs

C8.4.1. When a military specification or standard that contains requirements for the preparation of deliverable data is canceled, any associated DID(s) that do not cite any other source documents shall be proposed for cancellation by the PA of the specification or standard. The PA shall provide the proposal to cancel the DID(s) to the DoD AMSDL Clearance Office, citing the cancellation of the associated specification or standard. Advance notification of the intent to cancel the DID(s) will be published in two consecutive AMSDL Notices prior to final cancellation. This provides an opportunity for other users of the DID to register a need for retention of the DID with the AMSDL Clearance Office. In these cases, the user will normally be asked to assume responsibility of "Office of Primary Responsibility (OPR)" for the DID.

C8.4.2. When DID(s) are intended to be canceled independent of the cancellation of a military specification or standard, the OPR will notify the DoD AMSDL Clearance Office. The DoD AMSDL Clearance Office will determine if the DID(s) have been cited in any source document listed in the AMSDL (reference a)). If so, the PA of the source document will be notified of the proposed cancellation. If the PA determines that the DID is still required to accommodate data requirements in the source document, the PA may then be designated as OPR for the DID, and the DID will not be canceled. If the AMSDL Clearance Office determines that the DID has not been cited in any source documents listed in reference (a), or if the PA determines that the DID is no longer required, notification of the intent to cancel the DID will be advertised in two consecutive AMSDL notices as described in C8.4.1., above.

C8.4.3. New or revised DID(s) can supersede existing DID(s) when the OPRs of the affected DID(s) concur in the action. The OPR for the new DID has the responsibility for obtaining this concurrence. Superseded DID(s) are listed in block 7 of the DD Form 1664.

C8.4.4. Canceled or superseded DIDs shall not be used on new solicitations or contracts. However, if a DID is canceled or superseded subsequent to the release of a Request for Proposal but prior to the award of a new contract, the canceled or superseded DID may still be cited. Also, canceled or superseded DIDs that are in use on a current contract may be used on follow-on contracts for the same item when continuity of data format and content is required. In all cases where a DID has been superseded, the newer DID should be reviewed for possible application on the new or follow-on solicitation or contract. Because canceled and superseded DIDs are not readily available at the DoD Single Stock Point, copies should be retained by the project office and included in the contract or solicitation package. If this is not done, copies may be obtained from the DoD Single Stock Point if the contracting officer certifies the need for a contractor to obtain copies of the canceled or superseded DIDs in fulfillment of their contractual obligations.