



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

Office Of The Assistant Secretary

AFI 60-101\_AFGM1

**2 APR 2008**

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/AQ  
1060 Air Force Pentagon  
Washington, DC 20330-1060

SUBJECT: Standardization Guidance Memorandum – Use and Reinstatement of Canceled Defense Standardization Program (DSP) Documents

This memorandum supplements AFI 60-101, *Materiel Standardization*, to establish Air Force policy and procedures for the use of canceled DSP documents. Compliance with this memorandum is mandatory. It has been coordinated with SAF/US and applies to any type of procurement for acquisition or sustainment including those under National Security Space Acquisition Policy 03-01. The directions of this memorandum become void after 180 days have elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

OSD and the Air Force eliminated the requirement, initially established during acquisition reform, to obtain a waiver to use “active” or “inactive for new design” DSP documents. We encourage their appropriate use to meet the needs of Air Force buying activities. However, DOD policy still requires a waiver to use a “canceled” DSP document in a solicitation or contract, and also requires the cognizant Standardization Executive to approve the reinstatement of a canceled defense standard. As the Air Force Senior Procurement Executive, I require Air Force organizations to use the attached procedures to request a waiver before citing a canceled DSP document in a solicitation or contract, or to request reinstatement of a canceled DSP document for recurring use.

The POC for this Guidance Memorandum is Mr. John Heliotis at the Departmental Standardization Office, SAF/AQRE, [John.Heliotis@us.af.mil](mailto:John.Heliotis@us.af.mil), DSN 425-7848 or (703) 588-7848.

SUE C. PAYTON  
Assistant Secretary of the Air Force  
(Acquisition)

**2 APR 2008**

Attachment:  
Procedures for Waiver/Reinstatement of a Canceled DSP Document

# Attachment to Standardization Guidance Memorandum AFI 60-101\_AFGM1

## Procedures for Waiver/Reinstatement of a Canceled DSP Document

### 1. Waiver to use a canceled document.

1.1. The procuring organization's technical authority shall submit a request for waiver to use a canceled DSP document in either a solicitation or a contract, even if proposed by the contractor. The request for waiver shall be submitted to the responsible Center Standardization Executive (CSE) or Standardization Management Executive (SME) for decision, with a copy to the Preparing Activity (PA) and the Air Force Departmental Standardization Office (DepSO).

1.2. Cover-sheeting a canceled DSP document is not an approved practice. Such documents may only be used with a waiver until they are converted or reinstated to an active or inactive for new design DSP document.

### 2. Reinstatement of a canceled document.

2.1. **Policy.** Except for documents required by law or international treaty, it is DOD policy to first consider using an existing non-Government standard (NGS) or support revising or developing a NGS to meet DOD needs. The use of NGSs 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 [DOD 4120.24-M, para. C5.2.2].

2.2. **DSP Standards.** Air Force Custodians or other organizations wishing to reinstate a canceled defense standard shall submit a request through their respective CSE or SME to the Air Force DepSO for approval by the Air Force Standardization Executive (SE) and final approval by the cognizant Standardization Executive. If an Air Force organization is the PA, the Air Force SE is the cognizant executive. If another military department or defense agency is the PA, their SE is the cognizant executive.

2.3. **Other DSP Documents.** Air Force Custodians or other organizations wishing to reinstate other types of canceled DSP documents shall submit a request to their respective CSE or SME for approval and forwarding to the PA for final approval with a copy to the Air Force DepSO.

3. **Required Information.** Requests for waivers or reinstatements of DSP documents must be justified by either a business case analysis (BCA) or a need-impact analysis (NIA). The Applicability Table in paragraph 3.3 identifies whether a BCA or NIA is needed based on the category of the document involved. Document categories are defined in paragraph 4. Since many military specifications and standards canceled during acquisition reform were not categorized, organizations initiating requests for waivers or reinstatements must assign a document category based on the definitions in paragraph 4.

**3.1. Business case analysis (BCA).** A BCA will include:

**3.1.1. Description.** A complete description of:

3.1.1.1. The mission (program, system/equipment/item, or procurement) for which the product or the process defined by the DSP document is intended.

3.1.1.2. The product or process covered by the document to be used or reinstated.

3.1.1.3. Where applicable, at least one commercial product or process defined by a NGS as the nearest equivalent/alternative to the product or process defined by the DSP document.

3.1.1.4. The differences, if any, between the product or process defined by the DSP document and the commercial equivalent/alternative product or process defined by the NGS.

**3.1.2. Military Unique.** Describe how the differences between the defense product or process and the commercial equivalent/alternatives are substantial enough to consider the former as military-unique and that a clear requirement for a military-unique document exists.

**3.1.3. Impact.** An identification of the impact to mission accomplishment to use the commercial equivalent/alternative product or process versus the defense product or process.

**3.1.4. Assessment.** An assessment of whether the impacts to mission accomplishment through use of the commercial product or process are substantial enough to make the commercial product or process unacceptable for use.

**3.1.5. Economic Analysis.** If there are no substantial mission impacts by using a commercial equivalent/alternative product or process, provide an economic analysis of the tradeoffs between using the defense product or process and the applicable commercial equivalent(s), and demonstrate that use or reinstatement of the DSP document is cost effective.

**3.2. Need-Impact analysis (NIA).** An NIA will include the information required in paragraphs 3.1.1 – 3.1.4 above.

**3.3. Applicability Table.**

The following table defines by category of document the information required and approval authorities for requesting a waiver to use or for reinstatement of a canceled document.

### Applicability Table

DSP Document Categories	Canceled Document Action				
	Waiver for Use		Request for Reinstatement		
	Required Information	AF/Final Approval Authority <sup>1</sup>	Required Information	AF Approval Authority <sup>1</sup>	Final Approval Authority <sup>1</sup>
<b>Defense Standard<sup>2</sup></b>					
<b>Standard Practice</b>	BCA	CSE-SME	BCA	AFSE	COGSE
<b>Design Criteria</b>	NIA	CSE-SME	NIA	AFSE	COGSE
<b>Interface</b>	NIA	CSE-SME	NIA	AFSE	COGSE
<b>Test Method</b>	NIA	CSE-SME	NIA	AFSE	COGSE
<b>Manufacturing Process</b>	BCA	CSE-SME	BCA	AFSE	COGSE
<b>Defense Specification<sup>3</sup></b>					
<b>Performance</b>	NIA	CSE-SME	NIA	CSE-SME	PA
<b>Detail</b>	NIA	CSE-SME	NIA	CSE-SME	PA
<b>Defense Handbook<sup>4</sup></b>	NIA	CSE-SME	NIA	CSE-SME	PA
<b>Federal Standard</b>	NIA	CSE-SME	NIA	AFSE	COGSE
<b>Federal Specification</b>	NIA	CSE-SME	NIA	CSE-SME	PA
<b>Commercial Item Description</b>	NIA	CSE-SME	NIA	CSE-SME	PA

<b>Key</b>	
<b>Approval Authority:</b>	AFSE – Air Force Standardization Executive COGSE – Cognizant Standardization Executive CSE - Center Standardization Executive (AFMC & AFSPC) PA – Preparing Activity SME - Standardization Management Executive (Others)
<b>Required Information:</b>	BCA – Business Case Analysis NIA – Need-Impact Analysis

<sup>1</sup> Ref. responsibilities in AFI 60-101  
<sup>2</sup> Military Standard (MIL-STD)  
<sup>3</sup> Military Specification (MIL-PERF or MIL-DTL)  
<sup>4</sup> Military Handbook (MIL-HDBK)

#### 4. DSP Document Category Definitions<sup>5</sup>

4.1. **Standard Practice Standard.** A standard that specifies procedures on how to conduct certain non-manufacturing functions. Standard practices are developed for functions that, at least some of the time, are obtained via contractor from private sector firms.

4.2. **Design Criteria Standard.** A standard that establishes military-unique design or functional criteria for the development of systems, subsystems, equipment, assemblies, components, items, or parts.

4.3. **Interface Standard.** A standard that specifies the physical, functional, or military operational environment interface characteristics of systems, subsystems, equipment, assemblies, components, items, or parts to permit interchangeability, interconnection, interoperability, compatibility, or communications.

4.4. **Test Method Standard.** A standard that specifies procedures or criteria for measuring, identifying, or evaluating qualities, characteristics, performance, and properties of a product or process.

4.5. **Manufacturing Process Standard.** A standard that states the desired outcome of manufacturing processes or specifies procedures or criteria on how to perform manufacturing processes.

4.6. **Performance Specification.** A specification that states requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics. Both defense specifications and program-unique specifications may be designated as a performance specification.

4.7. **Detail Specification.** A specification that specifies design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification. Both defense specifications and program-unique specifications may be designated as a detail specification.

4.8. **Handbook.** A guidance document that provides engineering information; lessons learned; possible options to address technical issues; classification of similar item, materials, or processes; interpretative direction and techniques; and any other type of guidance information that may help the Government or its contractors in the design, construction, selection, management, support, or operation of systems, products, processes, or services.

4.9. **Federal Standard.** A standard issued or controlled by the GSA that is mandatory for use by all Federal agencies.

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<sup>5</sup> Ref MIL-STD 961 and MIL-STD 962

4.10. **Federal Specification.** 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.

4.11. **Commercial Item Description (CID).** An indexed, simplified product description managed by the GSA that describes, by functional or performance characteristics, the available, acceptable commercial products that will satisfy the Government's needs.