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MILITARY STANDARD

MILITARY STANDARDS,
HANDBOOKS, AND BULLETINS,
PREPARATION OF



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AREA SDMP

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F O R E W O R D

1. This military standard is approved for use by all Departments and Agencies of the Department of Defense.

2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Director, Defense Standardization Program Office (DSPO), 5203 Leesburg Pike, Suite 1402, Falls Church, VA 22041-3466, by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

3. The Department of Defense is committed to increased defense contractor productivity and improved acquisition efficiency. Military standards and handbooks play an important role in this context, and must be prepared with this objective in mind. They provide the framework by which requirements are defined. They must allow for the various contractual circumstances and environments that exist, and must promote an atmosphere in which appropriate cost, benefit, and risk tradeoffs can be made.

4. Significant changes have been made to this standard as a result of DoD policy to selectively apply and tailor military standardization documents. These changes reflect the DoD belief that the format, tone, and content of standardization documents are important to cost effective use of these documents.

5. Proper preparation and use of standardization documents is a difficult task requiring careful analysis and good judgment. The following points highlight areas of policy emphasis, intent, or changes. Areas where actual problems have been encountered on specific documents are also included. They are intended as a "checklist" to assist in document preparation.

- a. Before developing a new military standard or handbook, or revising an existing one, consideration should be given to developing a non-Government standard (see DoD Directive 4120.20).
- b. Documents should be structured and formatted to facilitate tailoring. Requirements that are generally necessary but can occasionally be removed should be written so that they can be tailored out. Requirements that are necessary only in certain instances should be written so that they can be tailored in.
- c. Each program office should be encouraged to selectively apply and tailor standardization documents in the acquisition process. Cost-effective use should be the primary concern, not risk aversion.
- d. Detailed application guidance should be provided with each document. The purpose of this guidance is to provide non-contractual information on when and how to use the document. Information such as the following is recommended: (1) how to apply the document to different contract

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types and different program phases, (2) the source of and flexibility inherent with specific document requirements, (3) guidance on what is required to satisfy document requirements, (4) the extent of Government review and approval, and (5) the relationship between the particular document and other related documents in the acquisition process. For additional information on application, refer to 5.6.3 on application guidance.

- e. A carefully documented, permanent record should be maintained by the preparing activity of the source and reason behind particular requirements and changes to requirements. The rationale (measurement, testing, judgment, etc.) behind a specific numeric level is one example of what the record should contain. Issues and controversial areas during the coordination process should be noted and it may be desirable to summarize these issues and areas in the document and solicit feedback as experience develops. This record should provide a basis for related application guidance, and a history useful in future document revisions.
- f. Format requirements for standards and handbooks are flexible. Logical adjustments may be made for a particular document.
- g. Clear distinction should be made between requirements portions and guidance portions of documents. Careful attention to use of the words "should" (guidance language) and "shall" (requirement language) is important.
- h. Requirement statements should be clear and unambiguous. One test to apply in preparing a document is to ask, "What will a contractor have to do as a result of this requirement." The answer should be apparent to both the Government and the contractor.
- i. To the extent possible, requirements should be stated in performance or "what-is-necessary" terms, as opposed to telling a contractor "how to" perform a task.
- j. Care should be taken to avoid unnecessary reference to other standardization documents and document "tiering." References should be justified. When a portion of another document needs to be referenced, only that portion should be referenced. Allow for tailoring of document references when this is appropriate.
- k. Strong justification and extreme care is necessary when making reference to management system or program type documents. These documents lose visibility (and possible tailoring efforts done elsewhere are lost) when imposed in this manner. It is usually more effective to specify these documents directly in the contract.

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- l. Ways to increase the use of commercial products and non-Government standards which will satisfy Government requirements should be an important consideration during document preparation or revision. Efforts to identify possibilities, encourage their use, or reduce impediments to their use should be reflected in standardization document contents.
- m. Data Item Descriptions should be developed and circulated with standardization documents during the draft coordination stages, when applicable.
- n. Documents should allow for contractor systems and contractor data when they will satisfy Government requirements.
- o. Feedback on the success or difficulties (benefits and costs) encountered in the application of the document on specific contracts should be encouraged. Contractor/industry and Government experience should be directed to the preparing activity or other appropriate offices.
- p. Efforts should be made to encourage and obtain inputs and perspectives outside of a documents normal proponent group (such as the quality, reliability, or packaging communities).
- q. Care should be taken to ensure that industry comments are requested during the draft stages of document preparation and that proper Government coordination occurs.
- r. MS sheet form standards previously covered by this standard are to be converted to specification sheets as they are revised. The requirements for MS sheet form standards have been deleted from this standard and are now included in MIL-STD-961.
- s. The figures appearing at the back of this standard are only examples. If there is any conflict between the text and figures, the text applies.

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1. SCOPE

1.1 Scope. This standard establishes the formats, contents, and procedures for the preparation of military standards, handbooks, and bulletins.

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2. APPLICABLE DOCUMENTS

2.1 Government documents.

2.1.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the issue of the Department of Defense Index of Specifications and Standards (DODISS) and supplement thereto, cited in the solicitation (see 6.2).

STANDARDS

FEDERAL

FED-STD-376 - Preferred Metric Units for General Use by the Federal Government.

MILITARY

MIL-STD-12 - Abbreviations for Use on Drawings, and in Specifications, Standards and Technical Documents.
DOD-STD-963 - Data Item Descriptions (DID), Preparation of.

HANDBOOK

MILITARY

DOD-HDBK-248 - Guide for Application and Tailoring of Requirements for Defense Material Acquisitions.

(Unless otherwise indicated, copies of federal and military specifications, standards, and handbooks are available from the Naval Publications and Forms Center, (ATTN: NPODS), 5801 Tabor Avenue, Philadelphia, PA 19120-5099.)

2.1.2 Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein. Unless otherwise specified, the issues are those cited in the solicitation.

DODISS	- Department of Defense Index of Specifications and Standards.
DOD Federal Acquisition Regulation Supplement, Part 27	- Data Requirements.
DOD 5010.12-L	- DOD Acquisition Management Systems and Data Requirements Control List (AMSDL).
DOD Directive 5230.24	- Distribution Statements on Technical Documents.

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DOD Standardization Directory SD-1	-	Standardization Directory.
DOD Cataloging Handbook H2-1-		Federal Supply Classification, Part 1, Groups and Classes.
DOD Cataloging Handbook H6	-	Federal Item Name Directory for Supply Cataloging.
DOD 4100.39-M, Volume 3	-	Defense Integrated Data System Procedures Manual, Development and Maintenance of Item Logistics Data Tools.

United States Government Printing Office (GPO) Style Manual.

(Copies of DOD 5010.12-L (on a subscription basis), DOD Directive 5230.24, and SD-1 are available from the Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099. Copies of DOD 4100.39-M and Cataloging Handbooks H2-1 and H6 are available from the Commander, Defense Logistics Services Center, Battle Creek, MI 49017-3084. Copies of the DOD Federal Acquisition Regulation Supplement and GPO Style Manual are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-0001. Copies of the DODISS are available on a yearly subscription basis either from the Government Printing Office for hard copy, or microfiche copies are available from the Director, Navy Publications and Printing Service Office, 700 Robbins Avenue, Philadelphia, PA 19111-5093.)

2.2 Non-Government publications. The following documents form a part of this document to the extent specified herein. Unless otherwise specified, the issues of the documents which are DoD adopted are those listed in the issue of the DODISS cited in the solicitation. Unless otherwise specified, the issues of documents not listed in the DODISS are the issues of the documents cited in the solicitation (see 6.2).

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

- ANSI Y14.5M - Dimensioning and Tolerancing. (DoD adopted)
- ANSI Z39.14 - American National Standard for Writing Abstracts.

(Application for copies should be addressed to the American National Standards Institute, 1430 Broadway, New York, NY 10018-3308.)

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

- ASTM E 380 - Standard for Metric Practice. (DoD adopted)

(Application for copies should be addressed to the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103-1187.)

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INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 260 - IEEE Standard Letter Symbols for Units of Measurement.
(DoD adopted)

IEEE 268 - Metric Practice. (DoD adopted)

(Application for copies should be addressed to the Institute of Electrical and Electronics Engineers, 445 Hoes Lane, Piscataway, NJ 08854-4150.)

(Non-Government standards and other publications are normally available from the organizations that prepare or distribute the documents. These documents also may be available in or through libraries or other informational services.)

2.3 Order of precedence. In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

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3. DEFINITIONS

3.1 Acronyms used in this standard. The acronyms used in this standard are defined as follows:

- a. AMSC - Acquisition Management Systems Control.
- b. AMSDL - Acquisition Management Systems and Data Requirements Control List.
- c. CDRL - Contract Data Requirements List.
- d. CLIN - Contract Line Item Number
- e. DDMO - Defense Data Management Office.
- f. DepSO - Departmental Standardization Office.
- g. DID - Data Item Description.
- h. DoD - Department of Defense.
- i. DODISS - Department of Defense Index of Specifications and Standards.
- j. DODSSP - Department of Defense Single Stock Point.
- k. DPSO - Defense Product Standards Office.
- l. DSPO - Defense Standardization Program Office.
- m. FAR - Federal Acquisition Regulation.
- n. FIPS - Federal Information Processing Standards.
- o. FSC - Federal Supply Class.
- p. FSG - Federal Supply Group.
- q. GPO - Government Printing Office.
- r. NPFC - Naval Publications and Forms Center.
- s. SI - Le Systeme International d'Unites.

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3.2 Acquisition management systems. As used in this standard, acquisition management systems are primarily defined as engineering disciplines that direct or constrain the manner in which contractors achieve the end products of contracts. These engineering disciplines include, but are not limited to, configuration management, reliability, safety, human factors, environmental requirements, and related test methods. When prepared as military standards, these documents will normally: define objectives and requirements; assign responsibilities; achieve efficient and effective utilization of resources; specify output requirements; periodically measure performance; compare that performance against stated objectives and requirements; provide application guidance; and require appropriate action.

3.3 Application. The process of reviewing and selecting from available specifications, standards, and related documents those that have application to particular materiel acquisitions and contractually invoking them wholly, or in part, at the most advantageous time in the acquisition cycle.

3.4 Class. This term provides additional categorization of differences in characteristics other than that afforded by type classification, which does not constitute a difference in quality or grade, but are for specific, equally important uses, and is usually designated by Arabic numerals, such as, "class 1" or "class 2."

3.5 Composition. This term is used in classifying commodities that are differentiated strictly by their respective chemical composition and is designated in accordance with accepted trade practice.

3.6 Coordinated military standards, handbooks, and bulletins. Coordinated military standards, handbooks, and bulletins are documents required by more than one military department and are coordinated with various activities of the interested departments.

3.7 Data. Recorded information, regardless of form or method of the recording.

3.8 Data Item Description (DID), DD Form 1664. A completed form that defines the data required of a contractor. The form specifically defines the data content, preparation instructions, format, and intended use. DID's are prepared in accordance with DOD-STD-963.

3.9 Grade. This term usually implies differences in quality and is usually designated by capital letters, such as, "grade A" or "grade B".

3.10 Hard conversion. A hard conversion is the process of changing a measurement from inch-pound units to non-equivalent metric units, which necessitates physical configuration changes of the item outside those permitted by established measurement tolerances. The term "hard conversion" is in general use in the United States, although it is technically incorrect as applied to specific items because no "conversion" takes place. Instead, a new metric item

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requiring a new part identification is created to eventually replace the customary item. The new item is often referred to as being in "hard metric."

3.11 Hybrid document. A hybrid document is one in which some requirements are given in rounded, rational metric units, and other requirements are given in rounded, rational inch-pound units. Hybrid documents are often required for use in new designs where existing usable components must interface in a metric system.

3.12 Hybrid item. An item designed and produced using both metric and inch-pound units even though it may be described by only one system of units in standardization documents.

3.13 Inch-pound documents. Inch-pound documents have requirements given in rounded, rational, inch-pound units, usually as a result of being originally developed in inch-pound. The magnitudes are meaningful and practical. Inch-pound documents should include those with rounded, rational, inch-pound units only (any needed metric unit conversions should be in conformance with 4.3.8). NOTE: There have been instances where magnitudes expressed in metric units as a result of mathematical conversion from rounded, rational, inch-pound units are given first (preferred units) with the rounded, rational inch-pound units given in parenthesis or in a non-preferred position. These documents are inch-pound documents. Inch-pound documents are developed for items to interface or operate with other inch-pound items.

3.14 Limited coordination military standards, handbooks, and bulletins. Limited coordination military standards, handbooks, and bulletins cover items of interest to a single department or activity, and are prepared to meet the acquisition needs of that department or activity.

3.15 Measurement sensitive documents. A measurement sensitive document is one in which application of the requirements depends substantively on some measured quantity (for example, the document contains requirements for dimensions which are critical to the interfacing of the item).

3.16 Metric documents. Metric documents have requirements given in rounded, rational, metric units, usually as a result of being originally developed in metric. The magnitudes expressed are meaningful and practical. Documents containing only electrical units which are used in both the metric and inch-pound systems (for example, volts, amps, and ohms) are classified as metric documents. Documents also containing dimensional interfaces must have these interfaces in metric sizes to be classed as metric documents. Metric documents are developed for items to interface or operate with other metric items.

3.17 Metric units. Metric units are a system of basic measures which are defined by the International System of Units based on "Le Systeme International d'Unites (SI)", of the International Bureau of Weights and Measures. These units are described in ASTM E 380 and IEEE 268.

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3.18 Metriation. Metriation is the process of changing to the metric system, including the act of developing metric standardization documents or converting current standardization documents to metric units of measurement.

3.19 Military bulletins. Military bulletins are DoD documents that contain special alphabetical or numerical listings of federal, military, and non-Government publications for parts, materials, and processes.

3.20 Military handbooks. Military handbooks are guidance documents containing information or guidelines for use in design, engineering, production, acquisition, and supply management operations. Military handbooks are used for the presentation of general information, procedural and technical use data, or design information related to commodities, processes, practices and services. Military handbooks also provide industry with reference material that will serve the standardization program. The use of handbooks as references is optional.

3.21 Military standards. Military standards are documents issued within the Department of Defense in accordance with the basic policy of the Defense Standardization and Specification Program. Military standards are used for the comprehensive presentation of engineering practices (including test methods), procedures, processes, codes, safety requirements, symbols, abbreviations, nomenclatures, type designations and characteristics for standard equipments or items, either singly or in families. Military standards are also used to cover overall characteristics of families of end items or major components. These characteristics include, as applicable, envelope dimensions, performance ratings, primary structural features, and data required for interchangeability of components. Limited coordination standards follow the same procedures and processes for format as specified herein for coordinated standards.

3.22 Non-Government standard. A standardization document developed by a private sector association, organization, or technical society which plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. Non-Government standards adopted by the DoD are listed in the DODISS.

3.23 Non-Government standards body. A non-Government standards body is a private sector association, organization, or technical society which plans, develops, establishes, or coordinates non-Government standards.

3.24 Not measurement sensitive documents. A not measurement sensitive document is one in which application of the requirements does not depend substantively on some measured quantity. This type of document can be used with either a metric system or an inch-pound system.

3.25 Rationalization. Rationalization is a planned simplification by reducing the number of item configurations and relating such configurations in a rational manner, usually in a preferred number progression.

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3.26 Soft conversion. A soft conversion is the process of changing a measurement from inch-pound units to equivalent metric units within acceptable measurement tolerances without changing the physical configuration of the item.

3.27 Standard. A document that establishes engineering and technical requirements for items, equipments, processes, procedures, practices, and methods that have been adopted as standard. Standards may also establish requirements for selection, application, and design criteria for materiel.

- a. Process standard. A document that establishes and defines requirements for management, design processes, procedures, practices, methods, and data applicable to a broad range of products. These documents generally fall within the defined scope of the standardization areas. (See SD-1 for a complete listing of standardization areas and their definitions.)
- b. Commodity standard. A document that establishes and defines the essential requirements for specific materials, parts, components, subassemblies, assemblies, and equipment. These products are generally covered by documents within the defined scope of the Federal Supply Classes (FSC's) and Federal Supply Groups (FSG's). (See SD-1 for a complete listing of FSC's and FSG's.) The commodity (product) classes and groups are defined in Cataloging Handbook H2-1.

3.28 Standardization document. As used in this standard, "standardization document" is a generic term that includes all the documents covered by this standard.

3.29 Style. This term is used to denote differences in design or appearance.

3.30 Tailoring. The process by which individual requirements (sections, paragraphs, or sentences) of specifications, standards, and related documents are evaluated to determine the extent to which they are most suitable for a specific system and equipment acquisition and the modification of these requirements to ensure that each achieves an optimal balance between operational needs and cost (see DOD-HDBK-248). The tailoring of data product standards and DID's shall be limited to the exclusion of information requirement provisions.

3.31 Type. This term implies differences in like items or processes relative to design, model, shape, or other configuration and is usually designated by Roman numerals, such as "type I" or "type II."

3.32 "USED IN LIEU OF" limited coordination military standards, handbooks, and bulletins. "USED IN LIEU OF" limited coordination military standards, handbooks, and bulletins are revisions to the coordinated versions of these documents that are required by a military department to meet a need when time does not permit preparation of a revision to a coordinated document.

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4. GENERAL REQUIREMENTS

4.1 Purpose and coverage.

4.1.1 Standards. A standard shall be prepared to establish engineering and technical requirements for processes, procedures, practices, and methods, and to establish requirements for the selection, application, and design criteria for materiel (see 6.3). It is intended that standards be up-to-date records of the decisions and recommendations of military and industry experts in each respective field or area. Their primary purpose is to provide designers and users with the data and descriptions essential to the selection and application of items, equipment, material, and processes in the development and production of services and materiel for the military. Standards are intended to establish and define levels of quality and reliability commensurate with the needs of the military. At the same time, standards are intended to identify and limit the selection of items and equipment to those designated as preferred or standard in order to constrain the proliferation of materiel in the inventory. They should be complete in their description and should use information as required for normal application decisions.

- a. Standards define terms, establish codes, and document practices, procedures, and items selected as standard for design, engineering, acquisition, and supply management operations.
- b. Standards are documents created primarily to serve the needs of designers and to control variety. They may cover materials, items, features of items, engineering practices, processes, codes, symbols, type designations, definitions, nomenclatures, tests, inspections, preservation methods, packaging materials, definition and classification of defects, and standardization of the marking of materials, item parts, and components of equipment. Standards represent a recommended solution for recurring design and engineering and logistics problems with respect to the items and services needed by the military.
- c. Standards are used to standardize one or more features of an item, procedure, practice or process such as size, value, or detail of configuration. In equipment specifications, they are referenced to standardize design and testing requirements that are essential to interchangeability, interoperability, performance, compatibility, reliability, and maintainability. They are prepared to provide the designer with the descriptions and the data normally required for selection and application. Standards disclose or describe the technical features of an item in terms of what it is and what it will do. In contrast, the specification for the same item describes it in terms of the requirement for acquisition. References to other documents in standards to complete a description should be resorted to only when it is impracticable to do otherwise.

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- d. In standardizing type designations for use in the DoD, military standards shall be used. Military standards shall also be used to record changes or variations in industrial or commercial systems of type designations which have been otherwise adopted or found acceptable. Such standards shall not be used to promulgate type designations for each specific item of equipment in a category. A single standard shall be used for each category. Type designations for equipment may also be promulgated as part of a military standard for equipment.
- e. A standard shall not include contractual, administrative, or warranty requirements in sections 4 or 5. These requirements are properly a part of the contract, such as the provisions covered in Standard Form 32 (General Provisions Supply Contract). Examples of requirements not to be included in standards are as follows:

Submission, delivery, approval, and distribution of data.

Cost information.

Time or place of delivery.

Method of payment.

Administration of contractor's quality assurance or inspection system.

- f. Military standards prepared or revised as management system documents shall not specify any unnecessary procedures or methods of accomplishment. New and revised military standards covering acquisition management systems (engineering disciplines) shall be prepared in accordance with this standard.

4.1.2 Handbooks. A handbook shall be prepared to provide guidance information used in design, engineering, production, acquisition, and supply management operations (see 6.3). Since a handbook is intended for guidance only, there shall be no mandatory provisions.

4.1.3 Bulletins. A bulletin shall be prepared to provide a listing of federal, military, and non-Government publications for parts, materials, and processes (see 6.3). Since a bulletin is essentially just a listing of documents, many of the requirements in this standard do not apply, unless so specified.

4.2 Data requirements.

4.2.1 Commodity standards. New and revised commodity standards shall not contain requirements for data, such as the development, preparation, submission, delivery, maintenance, updating, approval, or distribution of plans, reports, drawings, manuals, and other data products. Rather, all requirements for data must be specified on DD Form 1423, Contract Data Requirements List (CDRL) in the contract; or, when the DD Form 1423 is optional (see DOD FAR Supplement 27.475-1), the data is specified in the contract or acquisition document. The information specified in 5.11.4a may be included in

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section 6 of the standard to indicate the types of data which are potentially required in conjunction with the standard.

4.2.2 Process standards.

- a. New and revised process standards generally result in the requirement for data. The tasking paragraphs of the standard that require the contractor to generate data shall be expressed in the broadest terms to accommodate the requirements of all DoD components where necessary. Such paragraphs shall not be relatable to specific items of hardware, components thereof, or to a weapon system. However, specific data requirements applicable to only one DoD component or element thereof, that must differ from the broad DoD requirement and are essential to the mission needs of the component or element shall be included in the standard and separately identified as applying to that component or element only. The tasking paragraph or series of paragraphs in the standard shall be grouped in a fashion so as to identify all the task elements of a data requirement. For example, if a contractor is required to generate a report, these paragraphs shall address all the task element aspects of the report. In conjunction with the standard, the preparing activity is responsible for ensuring that Data Item Descriptions (DID's) are prepared on DD Form 1664 in accordance with DOD-STD-963, coordinated, and submitted to the Defense Data Management Office (DDMO) via the appropriate DoD component data management representative for clearance and assignment of an AMSC number to the standard and to the DID's. The DID's shall contain the content and format requirements for the data. At the end of the tasking paragraphs that generate the data requirements, a reference shall be made to section 6 of the standard. The information specified in 5.11.4b shall be included in section 6 of the standard to indicate that DID's must be included in the contract to acquire the data generated as a result of the contractual application of the standard.
- b. New and revised process standards sometimes result only in a requirement for records to be maintained, with no delivery of data intended. This type of data is called "record keeping" data. DID's are not required for this data, but the standards are required to be submitted to DDMO for clearance and assignment of AMSC numbers.
- c. New and revised process standards to address data products only (with the exception of technical manuals covered in 4.2.2d) such as drawings, reports, logistic support analysis records and specifications, require the concurrent preparation of DID's by the preparing activity of the standard. The DID's shall be prepared in accordance with DOD-STD-963, coordinated with the standard, and submitted to the DDMO with the standard via the appropriate DoD component data management representative for clearance and assignment of an AMSC number to the DID's and to the standard. The information specified in 5.11.4b shall be included in section 6 of the standard to indicate that DID's must be included in the contract to acquire the data product defined in the standard.

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- d. New and revised process standards that address technical manuals for the installation, operation, maintenance, training, and support equipment do not require the preparation of DID's, but are required to be submitted to the DDMO for clearance and assignment of AMSC numbers. The information specified in 5.11.4c shall be included in section 6 of the standard to indicate the proper contractual method of acquiring the technical manuals.

4.2.3 Military handbooks and bulletins. Military handbooks and bulletins shall not contain data requirements.

4.2.4 Rights in data. The acquisition of rights in technical or other data shall not be made through the medium of a standardization document. See DOD FAR Supplement, Part 27, Subpart 27.4 for procedures for obtaining such rights through appropriate contract clauses.

4.2.5 Use of copyright or patent material. Copyright or patent material shall not be included in a standardization document without the prior consent of the copyright or patent owner. When such consent is obtained, a credit line, if requested by the copyright or patent owner, shall be placed in the document close to the material involved.

4.3 Format and style.

4.3.1 General style for military standards, handbooks, and bulletins. Each document shall be reduced to its technical essence and minimum form and shall be complete in stipulating of all standardized characteristics and limitations. Such stipulation may be made either directly, or where covered in approved documents, by reference to such other documents. When referencing other documents, clear distinction shall be made between referenced documents, or portions thereof, that are mandatory from those that are cited for guidance only.

4.3.2 Text. The text shall be written in clear and simple language, free of vague terms or those subject to misinterpretation. Unfamiliar words, words having more than one meaning, and unusual technical and trade expressions shall be avoided. Sentences shall be short. Punctuation shall be used to aid in reading and prevent misreading. Well-planned word order requires a minimum of punctuation. When extensive punctuation appears necessary for clarity, consideration should be given to revising the sentence, since misplaced or omitted punctuation marks can sometimes change the meaning of the sentence completely. To avoid this possibility, consideration should be given to converting clauses of a compound sentence into separate sentences. All sentences shall be complete and in accordance with the rules of grammar.

4.3.3 Grammar and style. Except where Department of Defense requirements differ, the United States Government Printing Office Style Manual shall be used as a guide for capitalization, spelling, punctuation, syllabification, compounding words, tabular work, and other elements of grammar and style.

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4.3.4 Abbreviations. When using abbreviations, those listed in applicable standards shall be used, except that abbreviations in titles of documents shall be in accordance with Cataloging Handbook H6. The only other abbreviations employed shall be those in common usage and not subject to misinterpretation. Abbreviations for use in documents shall be in accordance with MIL-STD-12, where applicable. Abbreviations not covered by MIL-STD-12 shall be in accordance with the GPO Style Manual. The first time an abbreviation is used in text, it shall be placed in parentheses and shall be preceded by the word or term spelled out in full: for example, circuit (ckt), frequency converter (freq conv), maximum working pressure (mwp). The rule does not apply to abbreviations used for the first time in tables and equations. Abbreviations used in figures and tables, but not referenced in the text or in any other portion of the document, shall be spelled out in a footnote to the applicable figure or table.

4.3.5 Symbols. The only symbols normally used in text are "+", "-", "+-", to express ranges or tolerances, the degree symbol "°", and metric symbols, such as "mm" or "mg". Other symbols may be used in equations and tables and shall be in accordance with IEEE 260. Graphic symbols, when used in figures, shall be in accordance with DoD adopted standards. Any symbol formed by a single character should be avoided if practicable, since an error destroys the intended meaning. Metric symbols need not be spelled out. The symbols for physical quantities (both metric and inch-pounds), often thought of as abbreviations, may be used in accordance with FED-STD-376.

4.3.6 Commonly used words and phrases. Certain words and phrases are frequently used in a standard. The following rules shall be applied:

a. Referenced documents shall be cited thus:

- (1) "conforming to . . ."
- (2) "as specified in . . ."
- (3) "in accordance with . . ."

In any case, use the same wording throughout a given document and a series of directly related documents.

- b. "Unless otherwise specified" shall be used to indicate an alternative course of action. The phrase shall always come at the beginning of the sentence, and, if possible, at the beginning of the paragraph. This phrase shall be used only when it is possible to clarify its meaning by providing a reference such as to section 6 of the document for further clarification in the contract, or reference to another paragraph in the document.
- c. When making reference to a requirement in the document and the requirement referenced is rather obvious or not difficult to locate, the simple phrase "as specified herein" is sufficient and may be used.

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- d. The phrase ". . . to determine compliance with . . ." or ". . . to determine conformance to . . ." should be used in place of ". . . to determine compliance to . . .". In any case, use the same wording throughout.
- e. In stating limitation, the phrase shall be stated thus: "The diameter shall be not greater than . . ." for maximum limit, or "The diameter shall be not less than . . ." for minimum limit.
- f. Capitalize the words "drawing" and "bulletin" only when they immediately precede the document identifier. However, specifications, standards, and handbooks shall be identified in the text only by their document identifier; for example, MIL-E-000 (not: "specification MIL-E-000").
- g. Use the following prepositional phrases when referencing figure and table information: "on a figure" and "in a table".
- h. "Shall", the emphatic form of the verb, shall be used throughout sections 4 and 5 of the document whenever a requirement is intended to express a provision that is binding. For example, in the requirements section, state that "The gauge shall indicate ...". For specific test procedures, the imperative verb form may be used, provided the entire method is preceded by "The following test shall be performed" or related wording. Thus "Turn the indicator to zero and apply 220 volts alternating current." "Shall" shall not appear in sections 1, 2, 3, or 6 of a standard. Normally, "shall" should not be used in handbooks since these documents are for guidance only.
- i. "Will" may be used to express a declaration of purpose on the part of the Government. It may be necessary to use "will" to indicate simple futurity.
- j. Use "should" and "may" whenever it is necessary to express nonmandatory provisions. The term "should" is used in section 6 in lieu of "shall."
- k. Indefinite terms, such as "and/or," "suitable," "adequate," "first rate," and "best possible," shall not be used. Use of "e.g.," "etc.," and "i.e." should be avoided.
- l. The term "flammable" shall be used in lieu of "inflammable," and "nonflammable" shall be used in lieu of "unflammable," and "noninflammable."

4.3.7 Use of decimals. Decimals shall be used in documents instead of fractions wherever possible.

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4.3.8 Metric practices. Metric practices shall conform to ASTM E 380 and IEEE 268. When an existing inch-pound (or non-SI metric) standardization document is revised, a decision shall be made as to whether metrication is appropriate, and if so, how to metricate such a document. In general, the following methods shall be used:

- a. New parallel document. For very complex documents filled with many conversion-susceptible measurements, the logical method is to issue a new SI metric standardization document following the guidance herein. Great care shall be used to ensure that the new document is hard metric, and that equivalents are carefully selected. After that, the basic document and the metric document would be revised concurrently, until such time as the inch-pound document is no longer required and is canceled.
- b. Metric appendix. For less complex documents, or for very complex documents where retention of the original document number is considered necessary, a hard metric appendix may be prepared. The basic document would remain in inch-pound units and refer to the appendix for metric information. The appendix shall refer to the basic document for technical features and cite only the metric equivalents, exercising care to ensure that equivalents are carefully selected.
- c. Metric notes. For relatively simple documents with only a few measurement units, metrication may be handled by appropriate notes or by one or more footnotes.

4.3.8.1 Metric units. Metric units for commonly used quantities shall be in accordance with FED-STD-376. Optimum rationalization shall be achieved in the preparation of standardization documents. Metric sizes will generally be expressed in whole numbers. There shall be no soft conversion of units merely for the sake of conversion. In those instances where an inch-pound item is the primary item in the international marketplace, a document with soft conversion of units can be prepared.

4.3.8.2 Dual dimensions. The use of both metric and inch-pound measurements on drawings or other pictorial illustrations to be used in a standardization document shall be avoided. The use of tables to translate the specific inch-pound units used to metric equivalents is acceptable. For text material, when preference is given in the standardization document to inch-pound units, acceptable metric units may be shown in parentheses. When preference is given to metric units, inch-pound units may be omitted or included in parentheses. In general, where it has long been standard practice to cite metric units alone (such as citing temperatures only in degrees Celsius), inch-pound equivalents may be omitted. A specific repetitive equivalent, for example, 1.00 inch (25.4 mm), need be inserted only the first time it appears in each paragraph of a standardization document.

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4.3.9 Underlining. Portions of paragraphs shall not be underlined and words or phrases shall not be capitalized for the sake of emphasis with the exceptions noted in 4.3.10.2. All of the requirements are important in obtaining the desired product or service. Preambles and acquisition notes shall not be underlined. Table and figure titles may be underlined (see 4.3.12.1 and 4.3.13.1).

4.3.10 Paragraphs.

4.3.10.1 Paragraph numbering. Each paragraph and subparagraph shall be numbered consecutively within each section of the standardization document, using a period to separate the number representing each breakdown.

Example for section 4:

General requirements	4.
First paragraph	4.1
First subparagraph	4.1.1
Second paragraph	4.2
First subparagraph	4.2.1
Second subparagraph	4.2.2

Itemization within a paragraph or subparagraph shall be identified by lower-case letters followed by a period to avoid confusion with paragraph numbers. For clarity of text, paragraph numbering should be limited to three sublevels, unless additional sublevels are unavoidable.

4.3.10.2 Paragraph identification. Each paragraph and subparagraph shall be given a subject identification. The first letter of the first word in the paragraph and subparagraph identification shall be capitalized. Paragraph and subparagraph identification shall be either underlined, italicized, or bold type.

4.3.11 Document identifier and page number. The document identifier shall be placed on each page; at the upper right corner of the cover page and at the upper center of each successive page. The cover shall not be numbered. Pages between the cover and the first section shall be numbered consecutively in the bottom center of each page with lower case Roman numerals, omitting number i (for example, ii, iii, and iv). Beginning with the first right-hand page of the first section as page 1, all pages, including appendixes and the index, shall be numbered consecutively in the bottom center of the page in Arabic numbers. On fold-out pages and other pages which must unavoidably be left blank, the page before the blank page shall be numbered with both page numbers; for example, 23/24. Page numbers of appendixes and indexes shall be a continuation of the page numbers of the text. For numbering pages of test method standards, see 5.10.1.3.

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4.3.12 Tables. A table shall be used when information can be presented more clearly than as text. Elaborate or complicated tables shall be avoided. References in the text shall be sufficiently detailed to make the purpose of the table clear. The table shall be restricted to information pertinent to the associated text. The tables shall be placed immediately following or within the paragraph containing the first reference. If space does not permit, the table may be placed on the following page. If tables are numerous or their locations would interfere with correct sequencing of paragraphs causing difficulty in understanding or interpretation, they may be placed in numerical order at the end of the standardization document and before any figures, appendix, or index. Information included in tables shall not be repeated in the text.

4.3.12.1 Table numbering and title. All tables shall be numbered consecutively throughout the document with Roman numerals in the order of their reference in the text, even if only one table appears in the document, and shall be titled. Documents with independent numbered sections, such as test method standards, may number tables consecutively within each section, incorporating the section number as part of the table number, for example, "TABLE 507-II." If a document contains such a large number of tables that the use of Roman numerals would be unwieldy or confusing, Arabic numerals may be used. The word "TABLE" shall be fully capitalized; followed by the Roman numeral and a period; followed by the underlined, italicized, or bold faced title. The first letter of the title shall be capitalized. Table titles shall be centered above the table and shall be on the same line with the table number. If the title is too long to be typed on one line, the second line shall be aligned with the first letter of the title. If a listing or tabulation appears within a paragraph as an integral part of that paragraph, and obviously does not require a title, the listing or tabulation need not be titled.

4.3.12.2 Table format. Tables shall be boxed in and ruled horizontally and vertically as necessary to ensure clarity of the table contents. Lines may be typed or drawn. The contents of a table shall be organized and arranged to show clearly the significance and relationship of the information. If a table is of such width that it would be impractical to place it in its normal vertical position, it may be rotated counterclockwise 90 degrees. Large tables may be divided and, if possible, printed on facing pages.

4.3.12.3 Continuation of tables. If a table is continued to additional page(s), a horizontal line shall not be drawn at the end of the page, unless the table is a group or method type that requires a line of separation between the groups. When lengthy group testing is being documented, the group shall not be split and carried to the next page. The entire group shall be completed on one page. When the table is continued to the next page, the title shall be repeated and a dash followed by the word "Continued" at the end of the title, for example, "TABLE II. Vector analysis - Continued." The entire heading shall be repeated at the top of the page on which the continuation is presented. The table shall be closed with a horizontal line when all information has been entered.

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4.3.13 Figures. A figure shall be clearly related to, and consistent with, the text of the associated paragraph. Dimensioning practices for outline drawings shall comply with ANSI Y14.5M. (Figures should not be confused with numbered and dated drawings, which are discussed in 5.7.1.) The figures should be placed immediately following or within the paragraph containing the first reference to the figure. If figures are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the document following any tables and before any appendix or index. If the figure is of such width that it would be impracticable to place it in its normal vertical position, it should be rotated counterclockwise 90 degrees.

4.3.13.1 Figure numbering and title. Figures shall be numbered consecutively throughout the document with Arabic numerals in the order of their reference in the text, even if only one figure is referenced in the document, and shall be titled. Documents with independent numbered sections, such as test method standards, may number figures consecutively within each section, incorporating the section number as part of the figure number, for example, "FIGURE 507-2." Figures added after the highest numbered figure are assigned the next higher Arabic numeral. The word "FIGURE" shall be fully capitalized; followed by the Arabic numeral and a period; followed by the underlined, italicized, or bold faced title. Only the first letter of the title shall be capitalized. Figure titles shall be centered below the graphic and, if possible, shall be on the same line with the figure number. If the title of the figure is too long to be typed on one line, the second line shall be aligned with the first letter of the title.

4.3.13.2 Continuation of figures. Large figures may be broken and, if possible, printed on facing pages. When a figure is continued on the next page, the number and title shall be repeated below the figure with a dash followed by the word "Continued" at the end of the title.

4.3.14 Footnotes and notes. Footnotes and notes may be used as indicated in 4.3.14.1 through 4.3.14.3.

4.3.14.1 Footnotes to text. Footnotes to the text should be avoided. Their purpose is to convey additional information that is not properly a part of the text. A footnote to the text shall be placed at the bottom of the page containing the reference to it. Footnotes shall be consecutively numbered throughout the document with Arabic numerals. The Arabic numeral shall also be used to identify the reference in the text.

4.3.14.2 Footnotes to tables. Footnotes may contain mandatory information that cannot be presented as data within a table. Number footnotes separately for each table as they appear in the table. Footnote symbols such as "1", "2" shall be used and shall be placed immediately following a word and preceding a numeral requiring the footnote. Numbered footnotes are listed in order immediately below the table. Where numerals will lead to ambiguity (for example in connection with a chemical formula), superior letters, daggers, and other symbols may be used.

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4.3.14.3 Notes to figures. Notes to figures are numbered separately from textual footnotes within the document. Drafting or dimensional notes are numbered consecutively and placed below the figure and above the title. The word "NOTES" is typed in the left margin of the figure and the explanatory information is typed in Arabic number sequence under "NOTES":

Example: NOTES:

1. Dimensions are in millimeters.
2. Inch-pound equivalents are given for information only.

4.3.15 Foldouts. Foldouts shall be avoided since their use will require special printing and handling procedures, and distribution will be delayed. Wherever possible, lengthy tables shall be reformatted as multiple, single page tables. When foldouts are required, they shall be grouped in one place, preferably at the end of the document (in the same location as figures) and suitable reference to their location shall be included in the text.

4.4 Cross-reference. Cross-reference shall be used only to clarify the relationship of requirements within the document and to avoid inconsistencies and unnecessary repetition. When the cross-reference is to a paragraph or subparagraph within the document, the cross-reference shall be only to the specific paragraph number. The word "paragraph" shall not appear, for example, "(see 3.1.1)."

4.5 Classified material. Documents should be designed to avoid unnecessary restrictions in their dissemination. Documents containing classified information shall be appropriately marked and handled in accordance with security regulations. The title of standardization documents shall not be classified.

4.6 Proprietary names. Trade names, copyrighted names, or other proprietary names applying exclusively to the product of one company shall not be used unless the item(s) cannot be adequately described because of the technical involvement, construction, or composition. In such instances, one, and if possible, several commercial products should be included, followed by the words "or equal" and a description of required salient features or particular characteristics to ensure wider competition and that bidding will not be limited to the particular make specified. The same applies to manufacturer's part numbers or drawing numbers for minor parts when it is impracticable to specify the exact requirements in the document. The salient features or particular characteristics required to define "or equal" shall be included. The use of "brand name or equal" is discouraged but, when determined to be necessary, shall be supported by written justification and retained in the permanent document file.

4.7 References to other documents. Referencing is the approved method for including requirements in standardization documents where this eliminates the repetition of requirements and tests that are adequately set forth elsewhere. References shall be restricted to documents that are specifically and clearly applicable to the standardization documents, that are current, and in the case

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of military specifications, standards, or handbooks, are available from the Department of Defense Single Stock Point (DODSSP). The extent to which each referenced document is applicable shall be indicated in a positive manner in the standardization documents. The standardization document shall also include any special details, such as type or class, called for by the referenced document. Reference to paragraph number in other documents shall not be made. The reference shall be to a title, method number, specifically identified requirement, or other definitive designation. A document shall not be referenced that has been canceled or superseded. Referenced documents shall be reviewed to ensure that a referenced requirement has not been deleted or modified.

4.7.1 Limitation on references. The document shall not conflict with provisions in referenced documents unless it is necessary to make special exceptions. In that case, the specific provisions to which exception is made shall be stipulated. Unnecessary reference to other standardization documents and document "tiering" shall be avoided. It is not intended that other documents be made a part of the document by reference unless the items, materials, tests, or other services in the referenced documents are required in the quality and detail which these documents are designed to produce. Phrases such as "to the extent specified in the contract" or "when required by the statement of work" in imposing reference documents shall not be used. The applicability of all documents listed in section 2 of a standard shall be detailed in sections 4 or 5, as appropriate. The whole of a listed document shall not be made applicable by reference unless all of its provisions are clearly required. When a document or portion of a document must be referenced, the extent of its applicability as a requirement or as guidance only shall be specifically indicated. When a reference to a document can be quoted word for word (see 4.2.5) without adversely affecting the technical essence or readability of the standard (normally less than a page in content), it may be quoted without referencing the document in the text and section 2.

4.8 Preparation of manuscripts for reproduction. Manuscripts shall be prepared for reproduction. If composition (typesetting) is required, the approved standardization document manuscript shall be typed either single or double spaced. When photo-offset printing is intended, the standardization document manuscript shall be typed, single spaced on one side only, on 8-1/2 by 11-inch plain white paper. Bond paper (which has a watermark) shall not be used. A margin of 1 inch shall be left at the sides, top, and bottom.

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5. DETAILED REQUIREMENTS

5.1 General. This section contains detailed format requirements for preparing the sections of a standard, handbook, or bulletin, and their notices (hereinafter referred to as documents).

5.2 Format. The format for standards shall adhere to the section format described in this standard, as applicable. The formats for handbooks and bulletins are more flexible, and the section format described is only recommended. Figure 1 may be used as a guide in preparation of a standard and can be helpful in the preparation of a handbook. Format shall be governed by the purpose of the content in meeting the specific requirements. The preferred method of preparation is the sectionalized format to facilitate the selective application and tailoring of requirements. Text and illustrations shall be developed in the following sequence, as applicable:

- a. Self cover
- b. Foreword
- c. Contents
- d. Section 1: Scope
- e. Section 2: Applicable documents
- f. Section 3: Definitions
- g. Section 4: General requirements
- h. Section 5: Detailed requirements
- i. Section 6: Notes
- j. Appendixes
- k. Index
- l. Concluding material
- m. DD Form 1426, "Standardization Document Improvement Proposal"

If there is no information pertinent to any of the six sections, the following shall appear below the section heading:

"This section is not applicable to this (standard) (handbook)."

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5.2.1 Sectionalized standards. The objective of the sectional format is to separately identify individual requirements or groups of requirements and to provide application guidance to facilitate the selective application of these requirements. The format is flexible, but the requirement sections are generally broken down into general requirements, individual tasks or requirements, and application guidance subsections. Content should include methods, processes, procedures, or techniques. Preparation options are either to separate the requirements within the standard into sections or to divide the standard into parts.

5.2.1.1 Sectionalized requirements. Detailed requirements shall be segregated into independent sections as individual or coherent groups of requirements. The prime consideration in preparing the standard shall be to provide flexibility in the use of the standard. Requirements shall be structured so as to allow their inclusion or exclusion in contracts and solicitations by reference to specific sections. Preparation instructions are contained in 5.10.1. An index of sectionalized requirements may be provided when considered appropriate or can be provided as an element of the application appendix.

5.2.1.2 Standards issued in parts. Standards may be issued in parts where the nature of the contents warrants such handling. All parts shall be identified by the same document identifier followed by a dash and sequential number.

Example: MIL-STD-176-1
MIL-STD-176-2
MIL-STD-176-3

Each part may be revised and issued independently of the other parts. Revisions shall be identified as prescribed in 5.16, except that the revision letter shall be placed after the last numeral.

Example: MIL-STD-176-3A

Each part shall identify the number of parts comprising the standard. This shall be placed in parenthesis following the document title.

Example: (Part 2 of 3 parts)

5.3 Self cover. The security classification (if applicable), title, document identifier, date of issue, the Department of Defense seal, either the AMSC number or "AMSC N/A", the distribution statement, and the FSC, FSG, or AREA shall appear on the self cover (see figures 2, 3, and 4). In addition, drafts of all documents shall carry one of the following notes at the top of the self cover, as applicable:

"NOTE: This draft, dated (date) , prepared by the (preparing activity) has not been approved and is subject to modification. DO NOT USE PRIOR TO APPROVAL. (Project)"

"NOTE: This draft, dated (date) , prepared by the (name of agent), as agent for (preparing activity), has not been approved and is subject to modification. DO NOT USE PRIOR TO APPROVAL. (Project)"

This note shall be removed from the camera ready master after approval and prior to reproduction.

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5.3.1 Titling. The title indicates the scope of the document and shall be consistent with the content. Item names in titles shall make maximum use of Cataloging Handbook H6. When it is not practical to use H6, the titles for documents shall be selected in accordance with the naming conventions of DOD 4100.39-M on the basis of agreement between standardization and cataloging organizations of the preparing activity. When applicable, the word "METRIC," enclosed in parentheses, shall appear after the title.

5.3.1.1 Modifiers. The title shall include, where appropriate, in addition to the approved basic or item name, such modifiers as are necessary to identify the coverage of the document and clearly distinguish between other documents covering similar items. Nondefinitive modifiers shall not be used.

5.3.1.2 Location of title. The title shall appear at the top of the self cover immediately below the heading "MILITARY STANDARD", "MILITARY HANDBOOK", or "MILITARY BULLETIN", as appropriate (see figures 2, 3, and 4).

5.3.2 Document identifiers.

5.3.2.1 Coordinated military standards, handbooks, and bulletins. Coordinated military standards, handbooks, and bulletins shall be identified by the letters MIL-STD, MIL-HDBK, or MIL-BUL respectively followed by a hyphen and Arabic numbers. The number is assigned to the document by the preparing activity in accordance with departmental procedures. The date of approval shall appear only on the self cover under the document identifier. Drafts shall not have a date in this location. The space shall be blank until the document is approved. The document identifier and effective date of issue shall appear in the upper right-hand corner of the self cover.

Examples: MIL-STD-1459A	MIL-HDBK-245	MIL-BUL-34
30 June 1982	13 May 1985	25 February 1986

5.3.2.2 Limited coordination military standards, handbooks, and bulletins. Limited coordination military standards, handbooks, and bulletins shall be identified in the same manner as coordinated ones, except that a parenthetical suffix to the document service shall be added consistent with the degree of coordination of the document. Dates will be assigned as for fully coordinated documents.

Examples: MIL-STD-1234 (AR)	MIL-HDBK-578 (NAVY)	MIL-BUL-15 (USAF)
2 January 1984	12 July 1985	3 February 1986

5.3.2.3 Identification of "USED IN LIEU OF" limited coordination military standards, handbooks, and bulletins. A "USED IN LIEU OF" limited coordination military standard, handbook, or bulletin bears the same title as the coordinated military document on which it is based. No more than one "USED IN LIEU OF" standard, handbook, or bulletin shall be outstanding per department for any

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coordinated document. In addition, such a document shall be clearly identified through four indicators as follows:

- a. The document number shall be prefixed with two zeros.
- b. The next revision letter and the symbol designation of the preparing activity for the "USED IN LIEU OF" document.
- c. The notation "USED IN LIEU OF" shall be used instead of "SUPERSEDING" in the supersession information (see example).
- d. The implementation paragraph set forth in the foreword of the document (see 5.4.1).

Examples: MIL-STD-001425C (ME)
30 May 1984
 USED IN LIEU OF
 MIL-STD-1425B
 6 April 1980

MIL-HDBK-00251B (AS)
4 March 1985
 USED IN LIEU OF
 MIL-HDBK-251A
 13 July 1981

5.3.2.4 Supersession. A coordinated standardization document supersedes all prior issues, revisions, and notices of that document. With concurrence of the military or federal agencies concerned, other documents may also be superseded by a coordinated document which incorporates essential requirements. Thus, the superseding document reflects a degree, or range of coordination equal to or greater than any document which it supersedes. A limited coordination of "used in lieu of" document shall not include the term "SUPERSEDING" with respect to an existing coordinated document in the military series, since coordinated documents remain in effect until canceled or revised with the concurrence of the agencies concerned. A line shall separate the number and date of the superseding document from the supersession data. The word "SUPERSEDING" shall be entered below the separation line, followed by the number and date of the superseded document, indicating that all activities concerned are to use the superseding document. As illustrated elsewhere in this section, the words "USED IN LIEU OF", are used to introduce revision data required by the preparing activity and to others at their option. For example:

MIL-STD-1234B
11 August 1983
 SUPERSEDING
 MIL-STD-001234A (SH)
 6 June 1966
 MIL-STD-1234
 25 March 1966
 MIL-STD-2345B
 20 January 1970

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When more than three documents are superseded, or when a document is superseded in part, or when it is desirable to present special information for clarity, the supersession data and special information shall be placed in section 6 of the document. The following notation shall then appear under or in lieu of supersession:

Example of superseding more
than three documents:

MIL-STD-1234B
20 August 1982
SUPERSEDING
(See section 6. __)

Example of superseding
in part:

MIL-STD-1234B
20 August 1982
SUPERSEDING
MIL-STD-222 (IN PART)
4 January 1980
(See section 6. __)

When a document supersedes a document of a different number, the cancellation notice for the superseded document should be processed for issuance simultaneously with the superseding document. The approval date of the superseding document and the cancellation notice should be the same.

5.3.2.5 Measurement system identification. Metric documents shall be identified by the word "METRIC" placed in a rectangular box above the document identifier on the first page. Inch-pound documents shall be identified in a similar manner, except the term "INCH-POUND" shall be used. Similarly, those documents which can be used in either the metric or inch-pound systems shall be identified by "NOT MEASUREMENT SENSITIVE." Hybrid documents which include a mixture of metric and inch-pound units shall be identified by "INCH-POUND." The "DOD" symbol shall no longer be used to identify documents which are metric or capable of being used in either measurement system. Those documents presently identified as "DOD" shall be changed to the "MIL" identifier at the time of next revision. Exceptions to the above will be considered by DPSO on a case-by-case basis.

Examples:

METRIC

NOT MEASUREMENT SENSITIVE

INCH-POUND

MIL-STD-1234

MIL-BUL-1234

MIL-HDBK-1234

5.3.2.6 "Inactive for new design" note. When documents are made inactive for new design concurrent with a revision action, the following note shall appear below the seal on the self cover and be boxed for emphasis. Superseding documents for new design shall be noted in the box when applicable.

Inactive for new design after (date)
For new design use MIL-STD-000.

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5.3.3 Date of document. The date of approval shall appear under the document identifier on the self cover only.

5.3.4 AMSC number. All standardization documents shall reflect either an AMSC number or "AMSC N/A" at the bottom left of the self cover. The following indicates which documents require an AMSC number and which ones require "AMSC N/A."

- a. All new and revised process standards that contain data requirements (either deliverable or record keeping) require an AMSC number (see 4.2.2) assigned by DDMO. Standards that do not contain data requirements require "AMSC N/A."
- b. Handbooks and bulletins require "AMSC N/A" (see 4.2.3).
- c. Change notices require either the same AMSC number or "AMSC N/A" as shown on the document being changed. If a standard with "AMSC N/A" is changed to include data requirements, the change notice shall be submitted to DDMO for clearance and assignment of an AMSC number. A copy of all change notices bearing an AMSC number shall be sent to DDMO concurrent with submittal of the manuscript to the Naval Publications and Forms Center (NPFC) for printing.
- d. Validation notices, cancellation notices, reinstatement notices, and inactive for new design notices require "AMSC N/A."

5.3.5 Distribution statement. All standardization documents prepared by the DoD will cite the appropriate distribution statement in accordance with DoD Directive 5230.24 on the line immediately below the FSC, GP, or area designation flush with the left hand margin. The distribution statement shall be placed on all coordination drafts, as well as the camera ready copy of the document. Except in special situations where there has been prior coordination with the appropriate DepSO and DSPO, the statement for unclassified documents will be as follows:

"DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited."

5.3.6 Designation of federal supply class (FSC), group (FSG), or area assignment. Standardization documents shall be assigned an FSC or FSG as defined in the Cataloging Handbook H2-1, Part 1 Groups and Classes (or to a standardization area as defined in the Standardization Directory, SD-1). The applicable FSC, FSG, or area assignment, shall appear in the lower right corner of the self cover. The symbol "GP" shall follow the FSG number, (for example, 59GP) when the FSG number identifies the assignment or project. Standardization documents covering more than one FSC shall be designated with the applicable FSG or with the appropriate standardization area if more than one FSG is covered. Dual or multiple FSC, FSG, or standardization area designations shall not be used.

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5.4 Foreword. A foreword shall be prepared and shall include an implementation paragraph and a beneficial comments paragraph (see figures 5 and 6). If desirable, additional numbered statements may be included to explain the reasons or purpose for the new document or give background information in the case of a revised document. The foreword may also include a brief resume of development history and a statement of reason for a particular format or sequence in the presentation of specific requirements. The foreword shall appear in the printed text beginning on the back side of the self cover, and shall be numbered at the lower center of each page, beginning with Roman numeral ii.

5.4.1 Implementation paragraph. One of the following implementation paragraphs shall appear as the first paragraph of the foreword, as appropriate.

5.4.1.1 Implementation paragraph for coordinated documents.

"1. This military (standard) (handbook) (bulletin) is approved for use by all Departments and Agencies of the Department of Defense."

5.4.1.2 Implementation paragraph for limited coordination documents.

"1. This military (standard) (handbook) (bulletin) is approved for use by the (preparing activity), Department of the () and is available for use by all Departments and Agencies of the Department of Defense."

5.4.1.3 Implementation paragraph for "USED IN LIEU OF" documents.

"1. This military (standard) (handbook) (bulletin) has been prepared by the (preparing activity) based upon currently available technical information but it has not been approved for promulgation as a coordinated revision of (document identifier). It is subject to modification. However, pending its promulgation as a coordinated military (standard) (handbook) (bulletin), it may be used."

5.4.1.4 Implementation paragraph for limited coordination documents with restricted distribution statements.

"1. This military (standard) (handbook) (bulletin) is approved for use by the (preparing activity), Department of the () and is available for use within the distribution limitations noted on the cover page."

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5.4.2 Beneficial comments statement. The second paragraph of the foreword shall be as follows:

"2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: (insert name and address of the preparing activity) by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter."

5.5 Contents page. The single word "CONTENTS" in capital letters shall head the contents page. Identification numbers and headings for sections and paragraphs shall be shown in the listing and may be shown for subparagraphs. The contents also shall include figures, tables, appendixes, and index if these are included. Page numbers shall be entered corresponding to each section or paragraph title (see figure 7).

5.6 Content of section 1: SCOPE.

5.6.1 Scope. A clear concise delineation of the function or purpose of the document and the extent or range of its technical content shall be used as the first sentence of the scope. Subsequent sentences may be used to delineate the coverage more precisely. The scope shall be written so as to function as an abstract in accordance with ANSI Z39.14. Figures shall not be included in the scope.

5.6.2 Applicability. A statement shall be made, when appropriate, on the extent of selective application of the provisions of the document.

5.6.3 Application guidance. The document shall contain sufficient guidance regarding the phase or phases of program activity and acquisition for which it is intended; the range of characteristics, processes, or disciplines to which it applies; and the interrelationship between the facets of the subject of the document and the intended use. If misinterpretation of the intent of application is possible, statements of nonapplication may be inserted. When more extensive application and tailoring guidelines are needed than can be readily included in the main body of the document, an appendix shall be included (see figures 8 and 9). Appendixes shall not contain contractual requirements.

Example:

"1.2.2 Application guidance. In determining the applicability of the tasks herein and tailoring them to a program, the following principles should be followed:

- a. Every program is different.
- b. Every design involves compromises among different desirable characteristics.

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- c. Programs must achieve a balance between operational need, equipment performance, cost, and schedule.
- d. Maintainability tasks vary in their nature from one acquisition phase to another."

Application guidance and rationale for selecting tasks to fit the needs of a particular maintainability program shall be included in an appendix. When other application guidance is contained later in text, the following sentence shall be included:

"For additional information on application, refer to (paragraph number) on application guidance."

5.6.4 Tailoring of task, method, or requirement descriptions. In this paragraph, state whether task, method, or requirement descriptions are intended to be tailored to suit unique requirements of users and to what extent tailoring is required. Tailoring shall be required whenever practicable. Rationale shall be provided when tailoring is not required. Specific details regarding options, additions, modifications, or deletions which should be considered by the contracting activity when tailoring the task, method, or requirement description to fit program needs shall be listed under the "Details to be Specified" paragraph under each individual description. Means of identifying the selected specific details (descriptions, letters, or numbers) shall be identified in this paragraph.

5.6.5 Method of reference. This paragraph requires citation of both the standard and applicable specific task, method, or requirement (including its identifying description number) in requirement documents such as the contract statement of work.

5.6.6 Classification. Designation of classification such as types, grades, and classes, when applicable, shall be listed under this heading in section 1 and shall be in accordance with accepted industry practice. The same designation shall be used throughout the standardization document. When more than one type, grade, class, or other classification is listed, each shall be briefly defined. When only one classification is covered, a statement to this effect shall be included in the scope paragraph, and the classification paragraph omitted. The classification shall remain constant from revision to revision of the standardization document unless a change is necessitated by a valid reason such as a change in industry practice. Where the characteristics of an item change enough to affect interchangeability, delete the original designation and add a new classification. Whenever it becomes necessary to change the designation without changing the characteristics of the item, a cross reference shall be included in section 6 of the same standardization document indicating the relationship between the old and new designations. This cross-reference shall be retained in section 6 in all successive revisions identifying designations in all revisions since the original designation change. Since such changes require cataloging and other record changes, such changes shall be kept to a minimum.

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5.7 Content of section 2: APPLICABLE DOCUMENTS.

5.7.1 Listing of applicable documents. Section 2 shall list only those documents referenced in sections 3, 4, and 5 of standardization documents. Government specifications, standards, adopted non-Government standards, international standardization documents, handbooks, drawings, and approved publications may be referenced in military standardization documents. Other non-Government documents promulgated by non-Government standards bodies may also be referenced. Government regulations or codes, such as Federal Insecticide, Fungicide, and Rodenticide Act, Drug and Cosmetic Act, Federal Hazardous Substances Labeling Act, Atomic Energy Act, and Department of Transportation regulations shall be referenced where applicable. Military Activity Regulations (for example, AR 702-3, Army Material Reliability, Availability, and Maintainability (RAM)) and other documents not readily available from or through the contracting activity shall not be referenced in standardization documents. Care shall be taken in referencing non-Government publications to ensure the availability of copies and prior approval of the copyright owner. References shall be confined to current documents readily available at the time of issuance of the document. Figures bound integrally with the document shall not be listed in section 2 unless they are reduced-size copies of drawings provided in the document for information only and use of the full size drawings is normally required with the document.

5.7.1.1 Government documents. Referenced Government specifications, standards, and handbooks shall be listed by document title and identifier excluding revision letters (unless otherwise specified), or suffix (preparing activity symbols) and the "00" designation for "USED IN LIEU OF". Titles shall be taken from the documents rather than an index. Government specifications, standards, handbooks, drawings, and publications as applicable, shall be listed numerically (except federal specifications which shall be listed alpha-numerically) under these headings and in individual groups such as federal, military, and departmental activity (such as Naval Air Systems Command). These listings shall be included under the following subparagraphs:

"2.1 Government documents.

"2.1.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the issue of the Department of Defense Index of Specifications and Standards (DODISS) and supplement thereto, cited in the solicitation (see 6.2)."

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The following types of publications shall be listed (as applicable) in the order shown after 2.1.1:

Federal Specifications
 Military Specifications
 Federal Standards
 Federal Information Processing Standards
 Military Standards
 Military Handbooks

The following parenthetical source statement shall follow the listing of Government specifications, standards, and handbooks:

"(Unless otherwise indicated, copies of federal and military specifications, standards, and handbooks are available from the Naval Publications and Forms Center, (ATTN: NPODS), 5801 Tabor Avenue, Philadelphia, PA 19120-5099.)"

If Federal Information Processing Standards (FIPS) are listed under 2.1.1, the following parenthetical source statement shall also appear:

"(Copies of Federal Information Processing Standards (FIPS) are available to Department of Defense activities from the Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099. Others must request copies of FIPS from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161-2171.)"

The following paragraph shall be used to list Government drawings, publications, or other Government documents not listed under 2.1.1:

"2.1.2 Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein. Unless otherwise specified, the issues are those cited in the solicitation."

The following types of publications shall be listed (as applicable) in the order shown after 2.1.2:

Other Government documents (for example, Department of Transportation Specifications, U.S. Department of Agriculture Specifications, etc.)
 Drawings
 Publications

Where detailed drawings referred to in a document are listed in an assembly drawing, it is only necessary to list the assembly drawing.

A parenthetical source statement shall follow each individual document or each group of related documents providing the name and address of the source.

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5.7.1.2 Non-Government standards and other publications. Non-Government standards and other publications including DoD adopted documents not normally furnished by the Government shall be listed in appropriate order (numerically or alpha-numerically) under the headings of the respective non-Government standards bodies. The document(s) shall be listed by title and identifier, if applicable. Titles shall be taken from the document rather than from an index. If the non-Government standard has been adopted by the DOD and listed in the DODISS, the specific issue date or other revision indicator shall not be given. If the non-Government standard has not been adopted by the DOD, the specific issue date or other revision indicator may be given, but it is not required. This listing shall be included under the following subparagraph.

"2.2 Non-Government publications. The following document(s) form a part of this document to the extent specified herein. Unless otherwise specified, the issues of the documents which are DoD adopted are those listed in the issue of the DODISS cited in the solicitation. Unless otherwise specified, the issues of documents not listed in the DODISS are the issues of the documents cited in the solicitation (see 6.2)."

In addition, the following parenthetical source statement shall follow each individual publication or each group of related publications which may be obtained from a common source:

"(Application for copies should be addressed to the (name and address of the source).)"

The following source paragraph shall be placed at the bottom of the list when applicable.

"(Non-Government standards and other publications are normally available from the organizations that prepare or distribute the documents. These documents also may be available in or through libraries or other informational services.)"

5.7.1.3 Order of precedence. In order to avoid confusion in the possible conflict between the requirements of the document and the documents referenced therein, the following statement shall be included:

"2.3 Order of precedence. In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained."

5.8 Content of section 3: DEFINITIONS. Definitions of all key terms used in the standard, handbook, or bulletin shall be stated in sufficient detail for adequate clarity, unless the terminology is generally accepted and not subject to interpretation. Definitions may be included by reference to documents listed under section 2. When standard definitions exist in DoD documents, a different definition shall not be used.

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5.9 Content of section 4: GENERAL REQUIREMENTS. Statements of requirements under this section shall include characteristics common to the area covered. General requirements are those which will not normally be expected to vary from program to program. They can be expected to be imposed on almost all programs. However, even these requirements shall be written to allow tailoring when necessary. This section shall include all general requirements that are automatically imposed whenever the document is invoked in a solicitation or contract. All other requirements that must be selectively applied shall be stated in the detail requirements, section 5, of the document.

5.9.1 Energy efficient requirements. Documents that contain selection criteria or define product, subassembly, or system requirements that consume energy shall specify acceptable levels of energy consumption as a requirement.

5.9.2 Recycled, reclaimed, and virgin materials. Except when intended use of the item will be jeopardized by the use of reclaimed or recycled materials, in preparing new and revising documents, preparing activities will ensure that:

- a. There are no exclusions to the use of recovered materials.
- b. There are no requirements that items be manufactured from virgin materials.
- c. Within one year from the date of issue by the Environmental Protection Agency of guidelines designating items which are or can be produced with recovered materials, documents for such products require the use of recovered materials to the maximum extent possible.

5.10 Content of section 5: DETAILED REQUIREMENTS. All essential statements of requirements for the item covered shall be stated in this section. In the case of physical items, material (including chemical and physical characteristics, as applicable), dimensions, weight, color, marking, and performance shall be clearly specified. Individual tasks or requirements statements and test methods are utilized in sectionalizing a standard. A sectionalized standard must result in the application of individual tasks or requirements statements or test methods through their specific callout. Requirements can be expected to vary from program to program and shall be written so that they can be selectively applied. Development of formalized "program plans" is an example of a requirement which will normally be in the sectionalized standard category. Test methods are also utilized in sectionalized standards and should state only such characteristics that can be confirmed by reliable quality criteria or test equipment.

5.10.1 Sectionalized format.

5.10.1.1 Requirements. All detailed statements of requirements covered by the standard shall be stated in this section. In all cases, requirements will be presented as individual or as a coherent group of requirements to enable selective application and identification by reference to the applicable section. Each requirement, or coherent group of requirements, shall include a

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purpose, application guidance, tasking requirement, and, as necessary, any additional support information. Format is as follows:

- a. Purpose. A statement of intent that defines the objective of the requirement. It may include the anticipated results and benefits.
- b. Application guidance. Guidance shall be provided for cost effective use of the requirements. Information may include the range of application and define such features as program phase and system application, as well as the rationale which is instrumental in the development of the requirement(s).
- c. Tasking requirements. A self-contained tasking statement that specifies each requirement or group of coherent requirements in a manner which enables independent application to the specific acquisition. Tasking requirements identify such items as methods, processes, procedures, techniques, and equipments, as well as general approaches that comply with the intent of the requirements and will achieve the desired results. Requirements for a data product, or which relate to the generation of data, shall be identified to match the data required to the tasking requirement. References that are limited to application and apply to the specific task shall also be included (see figure 10).
- d. Support information. Statements that provide associated or related information considered necessary during the requirements selection process or in the performance of the requirement. The preparation of an index of sections shall be based on the complexity of the standard and the usefulness of the index (see figure 11).

5.10.1.2 Test method standards. Standards shall be issued, when necessary, for tests methods covering a single commodity area or other defined area. As a minimum, the test method standard format shall include the scope; description of needed test equipment and facilities; step-by-step test procedures; and descriptions of data to be collected. Test forms shall be used where appropriate.

5.10.1.2.1 Tentative test methods. Special provisions have been made for tentative test methods. When appropriate, the preparing activity for a test method standard shall include new or modified test methods as tentative test methods prior to formal coordination (see figure 12). A tentative test method is mandatory for use only by the submitting activity and will be identified by an appropriate preamble. Tentative test methods provide a means of keeping all methods applicable to an area in one standard; provide a ready reference by users of new or modified methods without the need for copying such methods in specifications; and provide an opportunity for trial use of new or modified tests without affecting the status of standard test methods. The preparing activity shall retain responsibility for maintaining the standard, including both standard and tentative test methods.

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5.10.1.3 Identification numbering of requirements and test methods. Each requirement or coherent group of requirements and each test method shall be identified by a number. Any appropriate numbering system may be used that provides for consecutive numbering upon revising requirements or test methods. For example, if a requirement or test method is numbered 204 for the first time issue, the first revision of this requirement or test method shall be 204A, the second revision 204B, etc. For other standards, if the requirement or test method is numbered 1100 in the first issue, the first revision of this shall be 1100.1, and the second 1100.2, etc. Each individual requirement of a test method shall begin on a right-hand page and the identifying number, including the latest revision identifier, if applicable, and date of approval shall appear in the lower right-hand corner of the first page (see figure 13). Succeeding pages shall include the identifying number, the latest revision identifier, if applicable, and date of approval in the lower left-hand corner for even numbered pages and in the lower right-hand corner for odd numbered pages. When an individual requirement or test method is revised, its approval date shall be updated to reflect the approval date of the change notice. When the entire standard is revised, all updated requirements or test methods shall identify the date of the revision. Requirements or test methods which have not been updated shall retain the previously indicated date.

5.10.1.3.1 Identification numbering of tentative test methods. Tentative test methods shall be numbered in accordance with 5.10.1.3. The capital "T" shall prefix the number to indicate that it has not been coordinated with all activities. The date of issue shall be inserted below the "T" number. Consecutive revision indicators shall be used; for example: T1101, and T1101.1, and then, 1101.2 for the third issuance of the test method to indicate it is fully coordinated.

5.10.1.4 Page numbering. Each requirement or test method shall begin on the right-hand page and the first page shall be numbered at the bottom center as Arabic numeral "1." Successive pages shall be numbered 2, 3, 4, and so forth at the bottom center of each page. When the last page of a requirement or test method ends on an odd numbered page, the back of that page shall not be numbered nor marked "intentionally left blank".

5.10.2 Application guidance. Application guidance shall provide information on the requirement's use, range of application, as well as the rationale that supported its development. The degree of allowable flexibility in the specific requirement, allowable tolerances, and permissible variations which are acceptable should be provided. Government information, inputs, and prerequisites in applying the requirements should be provided. Application guidance shall be provided as part of the requirement or task statement or as an appendix to the document (see appendix), or in both locations.

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5.11 Content of section 6: NOTES. The information provided in section 6 is not contractually binding. Section 6 shall only contain information of a general or explanatory nature (see figure 14). It shall contain information designed to assist in determining the applicability of the document and supersession data. This section shall include the following in the order listed, as applicable:

- a. Parenthetical note
- b. Intended use.
- c. Data requirements.
- d. Tailoring guidance for contractual application.
- e. Supersession data (see 5.3.2.4).
- f. Cross reference of classifications and substitutability data.
- g. Government-furnished and Government-loaned property.
- h. Patent notice.
- i. Subject term (key word) listing.
- j. International interest.
- k. Identification of changes.

5.11.1 Parenthetical note. The following parenthetical note shall appear immediately below "6. NOTES":

"(This section contains information of a general or explanatory nature that may be helpful, but is not mandatory.)"

5.11.2 Intended use. Information relative to the use of the document shall be included under this heading. If there are any particular applications for which the document is not well adapted, this information may also be included.

5.11.3 Tailoring guidance for contractual application. When appropriate, section 6 shall include a paragraph to assist users of the document to identify and select options contained within the document.

5.11.4 Consideration of data requirements (see 4.2).

- a. When a commodity standard is prepared, and data requirements may need to be considered for inclusion on the Contract Data Requirements List (DD Form 1423), the following paragraph shall be inserted in section 6 of the standard:

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"6.3 Consideration of data requirements. The following data requirements should be considered when this standard is applied on a contract. The applicable Data Item Descriptions (DID's) should be reviewed in conjunction with the specific acquisition to ensure that only essential data are requested/provided and that the DID's are tailored to reflect the requirements of the specific acquisition. To ensure correct contractual application of the data requirements, a Contract Data Requirements List (DD Form 1423) must be prepared to obtain the data, except where DOD FAR Supplement 27.475-1 exempts the requirement for a DD Form 1423.

<u>Reference Paragraph</u>	<u>DID Number</u>	<u>DID Title</u>	<u>Suggested Tailoring</u>
.	.	.	.
:	:	:	:
.	.	.	.

The above DID's were those cleared as of the date of this standard. The current issue of DOD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL), must be researched to ensure that only current, cleared DID's are cited on the DD Form 1423."

- b. When a process standard is prepared containing data-generating tasks or to address data products, the following shall be inserted in section 6 of that standard:

"6.3 Data requirements. The following Data Item Descriptions (DID's) must be listed, as applicable, on the Contract Data Requirements List (DD Form 1423) when this standard is applied on a contract, in order to obtain the data, except where DOD FAR Supplement 27.475-1 exempts the requirement for a DD Form 1423.

<u>Reference Paragraph</u>	<u>DID Number</u>	<u>DID Title</u>	<u>Suggested Tailoring</u>
.	.	.	.
:	:	:	:
.	.	.	.

The above DID's were those cleared as of the date of this standard. The current issue of DOD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL), must be researched to ensure that only current, cleared DID's are cited on the DD Form 1423."

- c. When the standard is prepared to address technical manuals for the installation, operation, maintenance, training, and support of weapon systems, weapon system components, and support equipment, the following shall be inserted in section 6 of that standard:

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"6.3 Technical manual acquisition. This standard must be listed on the Contract Data Requirements List (DD Form 1423) in order to acquire the technical manuals described by this standard, except where DOD FAR Supplement 27.475-1 exempts the requirement for a DD Form 1423."

5.11.5 Cross-reference. A cross-reference of old to new military classifications made by document revision showing substitutability relationship shall be included. The extent to which new items, processes, designs, etc. may be substituted for prior items shall be stated here.

5.11.6 Government-furnished and Government-loaned property. When Government-furnished or Government-loaned property is listed in the document, the following paragraphs shall be included in section 6:

"6. Government-furnished property. The contracting officer should arrange to furnish the property listed in 5. ____."

"6. Government-loaned property. The contracting officer should arrange to loan the property listed in 5. ____."

5.11.7 Patent notice. When a document is prepared to cover a patented process, the document shall list the patents involved and include the following paragraph:

"6. Patent notice. The Government has a royalty-free license under the following listed patents for the benefit of manufacturers of the item either for the Government or for use in equipment to be delivered to the Government.

U.S. patent number"

If royalty-free licenses cannot be obtained, the document shall list the patents together with their expiration date and the statement that the Government does not have a royalty-free license.

5.11.8 International standardization agreements. The preparing activity is responsible for implementation of international standardization agreements as they relate to its responsibilities. When standards reference international standardization agreements as part of their requirements, the following statement shall be included:

"Certain provisions of this standard (identified by paragraph number or similar manner, if appropriate) are the subject of international standardization agreement (insert appropriate document reference). When change notice, revision, or cancellation of this standard is proposed that will modify the international agreement concerned, the preparing activity will take appropriate action through international standardization channels, including departmental standardization offices, to change the agreement or make other appropriate accommodations."

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5.11.9 Subject term (key word) listing. The document shall contain a listing of subject terms (key words) that allows for identification of the document during retrieval searches. Subject terms may be descriptors, key-words, posting terms, identifiers, open-ended terms, subject headings, acronyms, code words, or any words or phrases that identify the principal subjects, and that conform to standard terminology and are exact enough to be used as subject index entries. The subject terms shall not repeat words from the title of the document. The subject terms are to be listed alphabetically in a single column with the main noun or word first, followed by sequential modifiers separated by commas. Word groups considered to be proper or recognized nouns such as "military standard" should not be separated. The number of subject terms listed shall not exceed 25.

5.11.10 Identification of changes from previous issue. Revisions of documents shall include asterisks or vertical lines at the left margins of the pages to indicate where changes have been made with respect to the previous issue. The following note shall be included in section 6 of the standard:

"6. Changes from previous issue. The margins of this (standard) (handbook) (bulletin) are marked with asterisks (or vertical lines) to indicate where changes (additions, modifications, corrections, deletions) from the previous issue were made. This was done as a convenience only and the Government assumes no liability whatsoever for any inaccuracies in these notations. Bidders and contractors are cautioned to evaluate the requirements of this document based on the entire content irrespective of the marginal notations and relationship to the last previous issue."

If the changes are extensive and too numerous to annotate, the following note shall be included in section 6 of the document:

"6. Changes from previous issue. Marginal notations are not used in this revision to identify changes with respect to the previous issue due to the extensiveness of the changes."

5.12 Concluding material. The following concluding material shall be provided at the end of the document following any tables, figures, appendixes, or indexes and before the DD Form 1426:

- a. Preparing activity.
- b. Custodians (applies to coordinated documents).
- c. Review and user activities (applies to single department or fully coordinated documents).
- d. Civil agency coordinating activities.
- e. Agent, if assigned.

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- f. Project number (required for all standardization documents, except validation notices).

5.12.1 Activity symbols. The symbols used to identify the preparing activity, custodians, reviewer, and user activities, and other interested activities shall be in accordance with the current issue of SD-1. This information and the project number assigned by the lead standardization activity shall be listed as shown in the following example.

"Custodians:

Army - AR
Navy - OS
Air Force - 16

Preparing activity:

Navy - OS

Review activities:

Army - AT, CR, ME
Navy - EC, SH, YD
Air Force - 11, 26, 85
DLA - GS

Agent:

DLA - GS

(Project MISC-0014)"

User activities:

Army - MR
Navy - CG, MC
Air Force - 90

Civil agency coordinating activities: (where appropriate)

AGR - APS
HHS - FEC

The preparing activity shall select and list potential review and user activities during document development, from interest as registered in the FSC DODISS and its cumulative bimonthly supplements, the participating activity contacts, cataloging data, project history files, and other sources. The preparing activity shall confirm the selected level of interest with these activities during coordination. A preparing activity or custodian shall not be additionally listed as a review or user activity. A review activity shall not be listed as a user activity. If a military department has no interested activity, the department shall be omitted from its sequential order of listing. The listing of review and user activities shall be in alphabetical or numerical order, as applicable.

5.13 Appendixes. Appendixes may be added to a document for purposes of illustration, application, and general information relating to the document. An appendix shall be within the scope of the document and shall not be inconsistent with the document itself.

5.13.1 Numbering and titling. The appendix shall begin on the next page following the document. The upper center of each page shall be marked with the document identifier and the word "APPENDIX" two lines below the identifier. When it is essential to include more than one appendix, identification shall be

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alphabetical (A, B, etc.). The title shall be located two lines below the word "APPENDIX" on the beginning page only. Sections shall be numbered using decimals and shall be numbered in multiples of ten. The first section (Scope) shall be 10 with sub-sections 10.1, 10.1.1, etc.; the second section (Applicable documents) shall be 20; the third 30, etc. Number pages consecutively following the last page of the document.

5.13.2 Paragraph headings. Paragraph headings beginning with the third section of an appendix need not duplicate the structure of the document of which the appendix is a part.

5.13.3 Scope. An appendix shall have a statement of scope to indicate the coverage and limitations of the appendix to ensure its proper application and use. The following shall be included: "This Appendix (is or is not) a mandatory part of the (standard, handbook, or bulletin). The information contained herein is intended for (compliance or guidance only)."

5.13.4 References. References which may be required and which relate only to the appendix shall be listed in the appendix under the heading "20. APPLICABLE DOCUMENTS" and shall not be referenced in section 2 of the document. The references shall be listed as specified for section 2 (see 5.7) under the following headings:

- 20. APPLICABLE DOCUMENTS
- 20.1 Government documents.
- 20.1.1 Specifications, standards, and handbooks.
- 20.1.2 Other Government documents, drawings, and publications.
- 20.2 Non-Government publications.

If section 20 is not applicable, indicate as shown below.

"20. APPLICABLE DOCUMENTS. This section is not applicable to this appendix."

5.14 Index. An alphabetical index may be placed at the end of a document to permit ready reference to contents. Its use shall be limited to lengthy documents. If used, an index follows the basic document and any appendix. The pages are numbered continuously following the last page of the basic document or appendix, as applicable. The document identifier shall appear in the upper center of each page.

5.15 Standardization Document Improvement Proposal (DD Form 1426). Preparing activities shall include this form as the last sheet of military standards, handbooks, and bulletins. It shall not be included on notices, except for reinstatement notices (see 5.17.4). It shall be self-addressed and the document identifier block shall be completed by the preparing activity. The preparing activity shall arrange for and enter the postage permit number and "paid by" information in the appropriate location on the DD Form 1426. This form is not required on classified documents; however, if used, security regulations shall apply. (For an example, see the DD Form 1426 at the end of this standard.)

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5.16 Revisions. Revisions, except page revisions, shall be indicated by a capital letter immediately following the document identifier. The latest approval date shall appear under the document identifier. The first revision shall be marked with the letter "A", and succeeding revisions shall be indicated by other letters in alphabetical sequence, except that the letters "I", "O", "Q", "S", and "Z" shall not be used (see figure 3).

Example: MIL-STD-140B
1 December 1978

5.16.1 Page revisions. Minor changes in a military standard, handbook, or bulletin normally shall be made by issuing completely revised replacement pages on which the changes are to be shown. Revised pages shall be prepared in the same manner as pages for a new document. If an additional page is to be inserted, it shall be identified by the previous page number followed by the letter "a", etc. Example: Page 8a follows page 8 as an inserted page. Each additional new page shall have the words "NEW PAGE" placed in the lower left-hand corner. A note "Supersedes page (no.) of (designation of revision or notice of page being replaced)" shall be placed in the lower left-hand corner of each revised page (see figure 15). A change notice shall be prepared for all page revisions (see 5.17.1). Amendments shall not be issued for military standards, handbooks, or bulletins. Complete pages (both sides) shall be replaced so that the old page can be removed and the new page inserted. Any unchanged page that is being replaced because it is on the opposite side of a page being changed shall be noted as having been "REPRINTED WITHOUT CHANGE" (see figure 16).

5.16.2 Complete revisions. Complete revisions shall be prepared when the changes in a document are of considerable length in relation to the content of the original, or when it is necessary to change the security classification. When revisions are made, the entire contents shall be analyzed and brought up to date. Revisions shall conform to the details outlined herein for original issue of documents, except that the document identifier shall be followed by the revision symbol (see 5.16).

5.16.3 Summary sheet for proposed coordinated standard or handbook. A summary sheet shall be prepared for a proposed coordinated standard or handbook indicating the significant additions, deletions, corrections, or modifications. When practicable, supporting background information concerning the changes shall be included. The summary sheet shall accompany the proposed draft when it is circulated for coordination.

5.17 Notices. Notices are used to transmit page revisions, inactivate for new design, cancel, reinstate, or validate military standards, handbooks, and bulletins.

5.17.1 Change notices. Change notices shall be prepared for transmitting new pages and page revisions of the document (see 6.3). Change notices shall not be used to make or transmit complete revisions. Change notices and the appended pages are noncumulative.

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- a. For holders of military standards, handbooks, and bulletins, pages transmitted by notices are either new pages or replacements for stipulated pages issued in the basic document, or by previous notices. When new pages are entered in the document, the notice shall be retained as a check sheet.
- b. For activities stocking change notices, the notices and their appended pages are to be received, stocked, and issued as separate publications. They are not cumulative and shall be retained as separate publications until the military standard, handbook, or bulletin is completely revised or canceled.
- c. All change notices (regardless of notice number) shall be prepared in the format shown on figure 16. Since these notices are noncumulative, they shall not include a supersession note.

5.17.2 Inactive for new design notice. An inactive for new design notice shall be prepared to indicate that an item or process is prohibited for use in new design and is used only in existing assemblies or units (see 6.3). Items or processes so designated may only be used for new assemblies or units developed for existing design contracts where the inactive item or process is being used for existing designs in the same contract, or in assemblies for existing units or systems required under future contracts. Superseding documents for new design application shall be referenced in the notice when applicable and shall have a different document number than that of the document covered by the notice. When applicable, a precautionary note shall be included as follows: "CAUTION: The supersession information is valid as of the date of this notice and may be superseded by subsequent revisions of the superseding document." The text of the inactive for new design notice shall be as shown on figure 17. Inactive status can also be accomplished in a revision (see 5.3.2.6). Inactive for new design notices are noncumulative and shall not include a supersession note.

5.17.3 Cancellation notice. A cancellation notice shall be prepared when a military standard, handbook, or bulletin is no longer required (see 6.3 and figures 18, 19, and 20). The preparing activity (or lead standardization activity in the case of overage documents) will issue a notice of cancellation, coordinating with the custodians, review, and user activities giving the reason for cancellation, and the superseding document, if any. A cancellation notice shall supersede all previous notices.

5.17.4 Reinstatement notice. A reinstatement notice shall be prepared to reinstate a canceled document (see 6.3). The preparing activity, or with its permission, another activity, may reinstate a canceled document and its associated change notices by a notice of reinstatement (see figure 21). The notice of reinstatement, with a sequentially assigned Arabic number, shall supersede the previous notice of cancellation. If the document is coordinated, only the custodians and interested activities that have approved the reinstatement shall be shown on the reinstatement notice. If the coordinated document is reinstated for use by a single activity, the activity symbol shall be shown

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after the document number, and this information shall also be reflected in the text. The text for the reinstatement notice shall be as shown on figure 21. Reinstatement notices submitted to Naval Publications and Forms Center for printing and distribution shall be accompanied by a copy of the reinstated document, and if applicable, the revised document. Both shall be suitable for photo-offset reproduction. Reinstated documents shall be distributed as attachments to the reinstatement notice, and shall include a new DD Form 1426 (see 5.15).

5.17.5 Validation notice. A validation notice shall be prepared to indicate that a document is technically valid without changes (see 6.3). A validation notice shall be issued without a project and without formal coordination. A notice is required at the time of the five year overage review if the document is determined to be valid, and may be issued at other times if the preparing activity determines it to be necessary or beneficial. The format of the notice shall be similar to that shown on figure 22, or figure 23 for validation of inactive for new design documents. The actual wording may vary to indicate the reason for the notice, however, it shall include a definite statement that the document as approved is still valid for acquisition without change.

5.17.6 Format. The format for notices shall be as follows.

5.17.6.1 Document identifier. The document identifier of a notice shall be typed in the upper right corner of the first page. The following elements shall be included in alignment with the first letters (block form):

- a. The document identifier of the document being changed, inactivated, canceled, reinstated, or validated. The identification of "USED IN LIEU OF" documents includes the activity code designation of the preparing activity.
- b. The word "NOTICE" followed by a sequentially assigned Arabic number shall be placed below the document number on all notices.
- c. The date of approval shall be aligned directly below the word "NOTICE".

5.17.6.2 Heading and title. A notice shall carry the same heading and title as the document. The notice of change, cancellation, inactivation, reinstatement, or validation shall be enclosed in a box in the upper left-hand corner of the first page (see figures 16 through 23).

5.17.6.3 Preamble. A preamble shall not be included.

5.17.6.4 FSC, GP, or area designation. The FSC, GP, or area designation shall be the same as for the basic document and shall be shown in the lower right hand corner of the first page.

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5.17.6.5 Distribution statement. The appropriate distribution statement shall be placed on the first page on the line immediately below the FSC, GP, or area designation as shown on figures 16 through 23.

5.17.6.6 Concluding material. The concluding material for all notices shall be in accordance with 5.12, except as follows:

- a. Validation notices shall not require project numbers.
- b. Custodians, review and user activities, and civil agency coordinating activities shall not be listed for inactive for new design and cancellation notices.

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6. NOTES

(This section contains information of a general or explanatory nature that may be helpful, but is not mandatory.)

6.1 Intended use. Documents conforming to the requirements of this standard are intended for use as military standardization documents and are listed in the DODISS. The purpose of this standard is to standardize the preparation of military standards, handbooks, and bulletins to ensure the inclusion of data and descriptions essential to the selection and application of items and processes, and to aid in the use and analysis of DoD standardization documents.

6.2 Issue of DODISS. When this standard is used in acquisition, the applicable issue of the DODISS must be cited in the solicitation (see 2.1.1, and 2.2).

6.3 Data requirements. The following Data Item Descriptions (DID's) must be listed, as applicable, on the Contract Data Requirement List (DD Form 1423) when this standard is applied on a contract, in order to obtain the data, except where DOD FAR Supplement 27.475-1 exempts the requirement for a DD Form 1423.

<u>Reference Paragraph</u>	<u>DID Number</u>	<u>DID Title</u>	<u>Suggested Tailoring</u>
4.1.1	DI-SDMP-80585	Military standard	---
4.1.2	DI-SDMP-80586	Military handbook	---
4.1.3	DI-SDMP-80587	Military bulletin	---
5.17.1	DI-SDMP-80588	Change notice	---
5.17.2	DI-SDMP-80581	Inactive for new design notice	---
5.17.3	DI-SDMP-80582	Cancellation notice	---
5.17.4	DI-SDMP-80583	Reinstatement notice	---
5.17.5	DI-SDMP-80580	Validation notice	---

The above DID's were those cleared as of the date of this standard. The current issue of DOD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL), must be researched to ensure that only current, cleared DID's are cited on the DD Form 1423.

6.4 Tailoring guidance. To ensure proper application of this standard, invitations for bids, requests for proposals, and contractual statements of work should tailor the requirements in sections 4 or 5 of this standard to exclude any unnecessary requirements. For example, if the statement of work required a revision to a standard, then all the paragraphs related to handbooks, bulletins, and notices should be excluded.

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6.5 Subject term (key word) listing.

- AMSC number
- Data item descriptions
- Distribution statement
- Metric
- Notices
- Revisions
- Standardization documents
- Tailoring of requirements

6.6 Changes from previous issue. Marginal notations are not used in this revision to identify changes with respect to the previous issue due to the extensiveness of the changes.

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CHECKLIST FOR DRAFTING MILITARY STANDARDS

The following checklist may be used in drafting military standards. It is not all inclusive and must be used with caution only as a guide, not as a replacement for instructions in this standard. The subjects in the list must be considered in the development of the document but should be used only where required. The actual content of a document depends upon the subject covered.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Security classification 2. Document identifier (new, revision, and notice) 3. Initial draft note 4. Heading 5. Title 6. Supersession data 7. Foreword 8. Implementation paragraph 9. Beneficial comments 10. FSC, group, or area designation 11. AMSC number or AMSC N/A 12. Distribution statement 13. Contents page | <ol style="list-style-type: none"> 2. Energy efficiency 3. Recycled, reclaimed, recovered materials |
|--|---|
-
- | | |
|---|--|
| <p>SECTION 1: SCOPE</p> <ol style="list-style-type: none"> 1. Scope 2. Classification, if applicable <p>SECTION 2: APPLICABLE DOCUMENTS</p> <ol style="list-style-type: none"> 1. Government-furnished documents, available and listed in DODISS 2. Proper sequence of listings 3. Titles and symbols same as on documents 4. Other publications 5. Documents referenced in Sections 3, 4, and 5 only 6. Order of precedence 7. Source of documents <p>SECTION 3: DEFINITIONS</p> <p>SECTION 4: GENERAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Requirements structured to allow for tailoring | <p>SECTION 5: DETAILED REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Requirements structured to allow for tailoring 2. Tasking requirements 3. Test methods <p>SECTION 6. NOTES</p> <ol style="list-style-type: none"> 1. Parenthetical note 2. Intended use 3. Tailoring guidance for contractual application 4. Data requirements 5. Supersession data and substitutability data 6. Cross-reference of classification 7. Government-furnished and loaned property 8. Patent notice 9. Subject term (key word) listing 10. International Standardization agreements 11. Identification of changes <p>APPENDIX (ES)</p> <p>INDEX</p> <p>CONCLUDING MATERIAL</p> <ol style="list-style-type: none"> 1. Preparing activity, custodians, and review and user interest and agent if appropriate 2. Project number 3. DD Form 1426, Standardization Document Improvement Proposal |
|---|--|

FIGURE 1. Checklist for drafting military standards.

NOT MEASUREMENT
SENSITIVE

SECURITY CLASSIFICATION
(IF APPLICABLE)

MIL-STD-1295 (AV)
3 August 1981

MILITARY STANDARD

HUMAN FACTORS ENGINEERING

DESIGN CRITERIA FOR HELICOPTER

COCKPIT ELECTRO-OPTICAL DISPLAY SYMBOLOGY



AMSC N/A

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

AREA HFAC

FIGURE 2. Example of self cover for military standard.

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NOT MEASUREMENT
SENSITIVE

SECURITY CLASSIFICATION
(IF APPLICABLE)

MIL-STD-1629A
24 November 1980
SUPERSEDING
MIL-STD-1629 (SHIPS)
1 November 1974
MIL-STD-2070 (AS)
12 June 1977

MILITARY STANDARD

PROCEDURES FOR PERFORMING A FAILURE MODE, EFFECTS AND CRITICALITY ANALYSIS



AMSC N3074

AREA RELI

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 3. Example of self cover for military standard.

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METRIC

SECURITY CLASSIFICATION
(IF APPLICABLE)

MIL-HDBK-263
2 MAY 1980

MILITARY HANDBOOK

ELECTROSTATIC DISCHARGE CONTROL HANDBOOK FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES)

METRIC



AMSC N/A

AREA RELI

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 4. Example of self cover for military handbook.

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MIL-STD-129J

FOREWORD

1. This military standard is approved for use by all Departments and Agencies of the Department of Defense.

2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Director, DARCOM Packaging, Storage, and Containerization Center, ATTN: SDSTO-TP, Tobyhanna Army Depot, Tobyhanna, PA 18466-5000, by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

FIGURE 5. Example of a foreword sheet for a military standard.

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MIL-HDBK-600

FOREWORD

1. This military handbook is approved for use by all Departments and Agencies of the Department of Defense.
2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Defense Electronics Supply Center, ATTN: Director, Directorate of Engineering Standardization, DESC-E, Dayton, OH 45444-5270, by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.
3. This document supplements departmental manuals, directives, and military standards, and provides basic and fundamental information on radioactive commodities. It contains listings of radioactive commodities, conversion tables and charts, and should provide valuable information and guidance to personnel responsible for the packaging, handling, labeling, and transportation of radioactive commodities.

FIGURE 6. Example of foreword sheet for a military handbook.

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MIL-STD-000

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FIGURE 7. Example of a contents page.

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MIL-E-5400T PARAGRAPH NUMBER AND DESCRIPTION	Exp Dev	Adv Dev	Eng Dev	Pre- Prod (Proto)	Prod	Remarks
3.1 Parts, Materials and Processes	N	A	A	A	A	
3.1.1 Selection of parts and materials	N	A	A	A	A	Tailoring req'd for MIL-STD-965 also.
3.1.1.1 Approval of nonstandard parts and materials	N	A	A	A	A	
3.1.1.1.1 Category I Contracts	T	T	T	T	T	
3.1.1.1.2 Category II and Category III Contracts	T	T	T	T	T	
3.1.1.1.3 Reordered Production Equipment	T	T	T	T	T	
3.1.1.1.3.1 Continuation of production	T	T	T	T	T	
3.1.1.1.4 Time Schedule of material App. Requests	N	A	A	A	A	
3.1.1.1.5 Samples required for part and mtl. approval	N	A	A	A	A	
3.1.1.2 Use of Military part identifiers	C	G	G	G	A	
3.1.1.3 Choice of part and materials	N	A	A	A	A	
3.1.1.4 Replaceability by standard parts & materials	N	A	A	A	A	
3.1.1.5 Equipment Performance	G	G	G	G	A	
3.1.2 Capacitors	N	A	A	A	A	
3.1.3 Metal castings	N	N	N	A	A	

N- Not applicable this phase
 A- Applicable this phase
 T- Essentially a "tailoring" paragraph
 G- General statement

Program Phases

EXP DEV- Exploratory Development
 ADV DEV- Advance Development
 ENG DEV- Engineering Development
 PREPROD (PROTO)- Preproduction (Prototype)
 PROD- Production

FIGURE 8. Example of specifying or exeption method of tailoring requirements.

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APPENDIX ATABLE A-1. Application matrix

Task	Title	Task type	Program phase			
			Concept	Valid	FSED	Prod
101	Reliability program plan	MGT	S	S	G	G
102	Monitor/control of subcontractors and supplies	MGT	S	S	G	G
103	Program reviews	MGT	S	S(2)	G(2)	G(2)
104	Failure reporting, analysis, and corrective action system (FRACAS)	ENG	NA	S	G	G
105	Failure review board (FRB)	MGT	NA	S(2)	G	G
201	Reliability modeling	ENG	S	S(2)	G(2)	GC(2)
202	Reliability allocations	ACC	S	G	G	GC
203	Reliability predictions	ACC	S	S(2)	G(2)	GC(2)
204	Failure modes, effects, and criticality analysis (FMECA)	ENG	S	S(1)(2)	G(1)(2)	GC(1)(2)
205	Sneak circuit analysis	ENG	NA	NA	G(1)	GC(1)
206	Electronic parts/circuits tolerance analysis	ENG	NA	NA	G	GC
207	Parts program	ENG	S	S(2)(3)	G(2)	G(2)
208	Reliability critical items	MGT	S(1)	S(1)	G	G
209	Effects of functional testing, storage, handling, packaging, transportation, and maintenance	ENG	NA	S(1)	G	GC
301	Environmental stress screening (ESS)	ENG	NA	S	G	G
302	Reliability development/growth testing	ENG	NA	S(2)	G(2)	NA
303	Reliability qualification test (RQT) program	ACC	NA	S(2)	G(2)	G(2)
304	Production reliability acceptance acceptance test (PRAT) program	ACC	NA	NA	S	G(2)(3)

Code definitionsTask type:

ACC - Reliability accounting

ENG - Reliability engineering

MGT - Management

Program phase

S - Selectively applicable

G - Generally applicable

GC - Generally applicable to design changes only

NA - Not applicable

(1) - Requires considerable interpretation of intent to be cost effective

(2) - MIL-STD-785 is not the primary implementation requirement. Other MIL-STDs or statement of work requirements must be included to define the requirements.

FIGURE 9. Example of specifying or exception method of tailoring requirements.

MIL-STD-962B

MIL-STD-785B

TASK 101

RELIABILITY PROGRAM PLAN

101.1 PURPOSE. The purpose of task 101 is to develop a reliability program plan which identifies, and ties together, all program management tasks required to accomplish program requirements.

101.2 TASK DESCRIPTION.

101.2.1 A reliability program plan shall be prepared and shall include, but not be limited to, the following:

- a. A description of how the reliability program will be conducted to meet the contract requirements.
- b. A detailed description of how each specified reliability accounting and engineering design task will be complied with or performed.

101.2.2 The contractor may propose additional tasks or modifications with supporting rationale for such additions or modifications.

101.3 DETAILS TO BE SPECIFIED.

101.3.1 Details to be specified in the appropriate contractual document shall include the following, as applicable:

- a. Identification of each reliability accounting and engineering design task.
- b. Identification of contractual status of the program plan.
- c. Identification of additional tasks to be performed or additional information to be provided.
- d. The requirement for a reliability program plan, if applicable to this task, shall be specified when required as a deliverable data item (see 6.2).

FIGURE 10. Example of task description.

MIL-STD-962B

MIL-STD-202F

NOTICE 4

5. NUMERICAL INDEX OF TEST METHODS

Method number	Date	Title
<u>Environmental tests (100 class)</u>		
101D	16 April 1973	Salt spray (corrosion)
102A	Cancel effective 31 December 1973. (See note on method 102.)	
103B	12 September 1963	Humidity (steady state)
104A	24 October 1956	Immersion
105C	12 September 1963	Barometric pressure (reduced)
106E	1 April 1980	Moisture resistance
107E		Thermal shock
108A	12 September 1963	Life (at elevated ambient temperature)
109B	16 April 1973	Explosion
110A	16 April 1973	Sand and dust
111A	16 April 1973	Flammability (external flame)
112D	8 July 1982	Seal
<u>Physical-characteristics tests (200 class)</u>		
201A	24 October 1956	Vibration
202D	16 April 1973	Shock (specimens weighing not more than 4 pounds) (Superseded by method 213.)
203B	16 April 1973	Random drop
204D	1 April 1980	Vibration, high frequency
205E	16 April 1973	Shock, medium impact (superseded by method 213)
206	12 September 1963	Life (rotational)
207A	12 September 1963	High-impact shock
208D	1 April 1980	Solderability
209	18 May 1962	Radiographic inspection
210A	16 April 1973	Resistance to soldering heat
211A	14 April 1969	Terminal strength
212A	16 April 1973	Acceleration
213B	16 April 1973	Shock (specified pulse)
214	9 November 1966	Random vibration
215C	8 July 1982	Resistance to solvents
216	Cancel effective 16 April 1973. (See note on method 216.)	
217	1 April 1980	Particle impact noise detection (PIND)
<u>Electrical-characteristics tests (300 class)</u>		
301	6 February 1956	Electric withstanding voltage
302	6 February 1956	Insulation resistance
303	6 February 1956	DC resistance
304	24 October 1956	Resistance-temperature characteristic
305	24 October 1956	Capacitance
306	24 October 1956	Quality factor (Q)
307	24 October 1956	Contact resistance
308	29 November 1961	Current-noise test for fixed resistors
309	27 May 1965	Voltage coefficient of resistance determination procedure
310	20 January 1967	Contact-chatter monitoring
311	14 April 1969	Life, low level switching
312	16 April 1973	Intermediate current switching

(Copies of specifications, standards, handbooks, drawings, and publications required by manufacturers in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting officer.)

Supersedes page 3 of Notice 3.

FIGURE 11. Example of numerical index of test methods.

MIL-STD-962B

MIL-STD-286B

This tentative test method has been prepared by the U.S. Army Armament Research and Development Command. It is optional for use by all activities.

METHOD T101.6
MOISTURE
(GAS CHROMATOGRAPHY METHOD)

1. SCOPE

1.1 This method may be used for the determination of moisture in single or double base powder.

1.2 The moisture is extracted from the propellant with methanol, injected into a column, and then the moisture peak is compared with a standard.

2. SPECIMEN

2.1 The sample shall consist of 3.0 grams of propellant.

3. APPARATUS

3.1 Hewlett Packard 3752 with Dual Thermal Conductivity detector or its equivalent interfaced to a PEP-II computer (or other means of peak measurement).

3.2 10 ml syringe.

3.3 Magnetic stirrer and stirring bar.

3.4 60 ml bottle and stopper.

3.5 100 ml volumetric flask.

3.6 Calibration loop.

4. REAGENTS AND STANDARDS

4.1 Methanol - Anhydrous

4.2 Distilled Water

5. CALIBRATION AND STANDARDIZATION

5.1 Gas Chromatograph Conditions: Advisory Injection Port Temp - 150°C
Detector Temp - 150°C
TC Current - 200 MA

FIGURE 12. Example of a tentative test method standard.

MIL-STD-962B

MIL-STD-202F

METHOD 103B

HUMIDITY (STEADY STATE)

1. **PURPOSE.** This test is performed to evaluate the properties of materials used in components as they are influenced by the absorption and diffusion of moisture and moisture vapor. This is an accelerated environmental test, accomplished by the continuous exposure of the specimen to high relative humidity at an elevated temperature. These conditions impose a vapor pressure on the material under test which constitutes the force behind the moisture migration and penetration. Hygroscopic materials are sensitive to moisture, and deteriorate rapidly under humid conditions. Absorption of moisture by many materials results in swelling, which destroys their functional utility, and causes loss of physical strength and changes in other important mechanical properties. Insulating materials which absorb moisture may suffer degradation of their electrical properties. This method, while not necessarily intended as a simulated tropical test, is of use in determining moisture absorption of insulating materials.

2. **PROCEDURE.**

2.1 **Conditioning.** The specimens shall be conditioned in a dry oven at a temperature of $40^{\circ} \pm 5^{\circ}\text{C}$ for a period of 24 hours. At the end of this period, measurements shall be made as specified.

2.2 **Chamber.** The chamber and accessories shall be constructed and arranged in such a manner as to avoid condensate dripping on the specimens under test, and such that the specimens shall be exposed to circulating air.

2.3 **Exposure.** The specimens shall be placed in a chamber and subjected to a relative humidity of 90 to 95 percent and a temperature of $40^{\circ} \pm 2^{\circ}\text{C}$ for the period of time indicated in one of the following test conditions, as specified:

<u>Test condition</u>	<u>Length of test</u>
A - - - - -	240 hours.
B - - - - -	96 hours.
C - - - - -	504 hours.
D - - - - -	1,344 hours.

When specified, a direct-current potential of 100 volts or as specified shall be applied to the specimens during the exposure period. The length of time for the application of voltage and the points of application shall be as specified.

3. **FINAL MEASUREMENTS.**

3.1 **At high humidity.** Upon completion of the exposure period, and while the specimens are still in the chamber, the specified measurements shall be performed. These measurements may be compared to the initial measurements (see 2.1), when applicable.

3.2 **After drying period.** Upon completion of the exposure period or following measurements at high humidity if applicable, the specimens shall be conditioned at room ambient conditions for not less than 1 hour, nor more than 2 hours unless otherwise specified, after which the specified measurements shall be performed at room ambient conditions.

METHOD 103B
12 September 1963

FIGURE 13. Example of standard test method standard.

MIL-STD-962B

6. NOTES

(This section contains information of a general or explanatory nature which may be helpful, but is not mandatory.)

6.1 Intended use. This standard contains requirements for the design and development of computer software for weapon systems.

6.2 Issue of DoDISS. When this standard is used in acquisition, the issue of the DoDISS to be applicable to this solicitation must be cited in this solicitation (see 2.1.1 and 2.2).

6.3 Data requirements. The following Data Item Descriptions (DID's) must be listed, as applicable, on the Contract Data Requirements List (DD Form 1423) when this standard is applied on a contract, in order to obtain the data, except where DoD FAR Supplement 27.475-1 exempts the requirement for a DD Form 1423.

<u>Referenced Para.</u>	<u>DID Number</u>	<u>DID Title</u>	<u>Suggested tailoring</u>
5.1.2.4b, 5.1.2.5c/5.2.3	DI-E-2135	Interface Design Specification (IDS)	---
5.1	DI-E-2136	Program Performance Specifications (PPS)	---
5.2	DI-E-2138	Program Design Specification (PDS)	---
5.3/5.4/5.5	DI-E-2139	Program Description Document (PDD)	---

The above DID's were those cleared as of the date of this standard. The current issue of DoD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL), must be researched to ensure that only current, cleared DID's are cited on the DD Form 1423.

6.4 Supersession data. This standard includes the requirements of MIL-STD-1679 dated 1 December 1975, and DoD Standard 7935.1-S dated 13 September 1976.

6.5 Subject term (key word) listing.

Computer	Lower level computer software
Computer resources	component
Computer software	Mission-critical
Computer software component	Mission-critical computer resources
Computer software configuration item	Mission-critical computer system
Configuration item	Quality
Configuration management	Software
Firmware	Tailoring
	Top-level computer software component

FIGURE 14. Example of section 6.

MIL-STD-962B

MIL-STD-000A
NOTICE 2TABLE I. Classification of defects - Continued.

Defect	Major	Minor	Figure number
End scrap, material missing	X	---	33
Wrinkle in cover, tension member not distorted	---	X	34
Cogging cut-outs skipped, more than one cog	X	---	35
Cogging cut-out overlap	---	X	36
Cogging missed, more than one cog	X	---	37
Wavy wire in steel cable belt	X	---	38
Mold induced ridges on top of belts	---	X	39

Defects not shown on photographs

Defect	Major	Minor
Cogging cut-out skipped	X	---
Cogging missed, one cog	---	X
Hole, not in cogging area	X	---
Marking, with wrong information	X	---
Marking, missing or illegible	X	---
Matching faulty	X	---
Porosity in cogging area	X	---
Scratch through ply	X	---
Wrinkle in cover, tension member distorted	X	---

4. GENERAL REQUIREMENTS

4.1 Sampling. All belts shall be subjected to one or more sampling procedures in accordance with MIL-STD-105, as specified by the purchaser, except where the material specification includes a sampling plan. Acceptance or rejection of the lot, subplot, or batch shall be on the same basis.

Supersedes page 3 of Notice 1.

FIGURE 15. Example of page revision of military standard.

MIL-STD-962B

NOTICE OF
CHANGE

INCH-POUND

MIL-STD-275C
NOTICE 1
8 January 1971MILITARY STANDARD
PRINTED WIRING FOR
ELECTRONIC EQUIPMENT

TO ALL HOLDERS OF MIL-STD-275C:

1. THE FOLLOWING PAGES OF MIL-STD-275C HAVE BEEN REVISED AND SUPERSEDE THE PAGES LISTED:

NEW PAGE	DATE	SUPERSEDED PAGE	DATE
5	9 January 1970	5	REPRINTED WITHOUT CHANGE
6	8 January 1971	6	9 January 1970
7	8 January 1971	7	9 January 1970
8	8 January 1971	8	9 January 1970
9	8 January 1971	9	9 January 1970
10	9 January 1970	10	REPRINTED WITHOUT CHANGE

2. RETAIN THIS NOTICE AND INSERT BEFORE TABLE OF CONTENTS.

3. Holders of MIL-STD-275C will verify that page changes and additions indicated above have been entered. This notice page will be retained as a check sheet. This issuance, together with appended pages, is a separate publication. Each notice is to be retained by stocking points until the military standard is completely revised or canceled.

Custodians:

Army - ER
Navy - EC
Air Force - 99

Preparing activity:

Navy - EC

Agent:

DLA - ES

Review activities:

Army - MI
Navy - AS, OS, SH
Air Force - 11, 17
DLA - ES

(Project 5999-0045)

User activities:

Army - AV, ME
Navy - MC
Air Force - 19

AMSC N/A

FSC 5999

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 16. Example of change notice for indicating page revisions.

MIL-STD-962B

NOTICE OF INACTIVATION FOR NEW DESIGN	NOT MEASUREMENT SENSITIVE MIL-STD-417A (MR) NOTICE 1 18 October 1976
--	---

MILITARY STANDARD

 CLASSIFICATION SYSTEM AND TESTS
 FOR SOLID ELASTOMERIC MATERIALS

MIL-STD-417A(MR) dated 8 February 1976 is inactive for new design and shall be no longer used except in the procurement of replenishment spares as necessary to maintain equipment in the field until obsolescence or wear out.

New designs should use American Society for Testing and Materials Standard D 2000, entitled "Elastomeric Materials or Automotive Applications." CAUTION: The supersession information is valid as of the date of this notice and may be superseded by subsequent revisions of the superseding document.

(Application for copies of ASTM publications should be addressed to the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103.)

Preparing activity:
 Army - MR

(Project 9320-A123)

AMSC N/A

FSC 9320

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 17. Example of inactive for new design notice.

MIL-STD-962B

METRIC

NOTICE OF
CANCELLATION

MIL-STD-000C
NOTICE 1
25 August 1982

MILITARY STANDARD

CHAINS, ROLLER: POWER TRANSMISSION

OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-STD-000C, dated 25 March 1980, is hereby canceled without replacement.

Preparing activity:
Army - ME

(Project 3020-0100)

AMSC N/A

FSC 3020

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 18. Example of cancellation notice without replacement.

MIL-STD-962B

NOTICE OF
CANCELLATION

METRIC

MIL-STD-000C
NOTICE 1
25 August 1982

MILITARY STANDARD

CHAINS, ROLLER: POWER TRANSMISSION

OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-STD-000C, dated 25 March 1980, is hereby canceled. Future acquisitions should refer to MIL-STD-123, "Chains, Roller: Power Transmission."

(Copies of the referenced federal and military specifications, standards, and handbooks are available from the Naval Publications and Forms Center, (ATTN: NPODS), 5801 Tabor Avenue, Philadelphia, PA 19120-5099.

Preparing activity:
Army - ME

(Project 3020-0100)

AMSC N/A

FSC 3020

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 19. Example of cancellation notice with Government document as replacement.

MIL-STD-962B

NOTICE OF
CANCELLATION

METRIC

MIL-STD-000C
NOTICE 1
25 August 1982

MILITARY STANDARD

CHAINS, ROLLER: POWER TRANSMISSION

OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-STD-000C, dated 25 March 1980, is hereby canceled. Future acquisitions should refer to ASTM A 123, "Chains, Roller: Power Transmission."

(Application for copies of ASTM publications should be addressed to the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103.)

Preparing activity:
Army - ME

(Project 3020-0100)

AMSC N/A

FSC 3020

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 20. Example of cancellation notice with non-Government document as replacement.

MIL-STD-962B

<p>NOTICE OF REINSTATEMENT</p>

NOT MEASUREMENT SENSITIVE

MIL-STD-000B(25)
 NOTICE 3
 13 July 1984
 SUPERSEDING
 NOTICE 2
 3 August 1983

MILITARY STANDARD

WIDGETS, IDENTIFICATION MARKING OF

MIL-STD-000B(25), dated 23 September 1980, and Notice 1 thereto, canceled by Notice 2, dated 3 August 1983 are hereby reinstated and may be used for acquisition.

(Copies of the referenced federal and military specifications, standards, and handbooks are available from the Naval Publications and Forms Center (ATTN: NPODS), 5801 Tabor Avenue, Philadelphia, PA 19120-5099.)

Preparing activity:
 Air Force - 25

(Project 0000-F001)

AMSC N/A

FSC 0000

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 21. Example of notice of reinstatement.

MIL-STD-962B

NOTICE OF
VALIDATION

METRIC

MIL-STD-000B
NOTICE 1
25 August 1986

MILITARY STANDARD

CHAINS, ROLLER: POWER TRANSMISSION

OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-STD-000B, dated 25 March 1980, has been reviewed and determined to be valid for use in acquisition.

Custodians:

Army - ME
Navy - SH
Air Force - 20

Preparing activity:

Army - ME

Agent:

DLA - ES

Review activities:

Army - AT
Navy - YD

User activity:

Army - MI

AMSC N/A

FSC 3020

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 22. Example of validation notice.

MIL-STD-962B

NOTICE OF
VALIDATION

METRIC

MIL-STD-000 (ME)
NOTICE 1
25 August 1986

MILITARY STANDARD

CHAINS, ROLLER: POWER TRANSMISSION

OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-STD-000 remains inactive for new design, however, the document is valid for use.

Preparing activity:
Army - ME

AMSC N/A

FSC 3020

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FIGURE 23. Example of validation notice for inactive for new design.

MIL-STD-962B

MIL-H-46855B

TABLE 1. APPLICATION MATRIX (CONTINUED)

SIGNIFICANT PROGRAM FACTORS MIL-H-46855 PARAGRAPH					MODIFICATION WHERE NOTED BY "M"
	CONCEPTUAL PHASE	VALIDATION PHASE	FULL SCALE DEV PHASE	PRODUCTION & DEPLMT PHASE	
3.2.1.1.1 Info Flow ..	E	E	-		
3.2.1.1.2 Estimates of ..	M	E	-		CONCEPTUAL 3.2.1.1.2. line 12. delete "design."
3.2.1.1.3 Allocation ..	E	E	-		CONCEPTUAL 3.2.1.2. line 2. change "all other design" to "concepts," line 4. change "configuration" to "concept."
3.2.1.2 Equipment Selection	M	E	-		CONCEPTUAL 3.2.1.3.1. line 7. change "used" to "available for use." Lines 14 and 15, delete "with the approval of the procuring activity."
3.2.1.3 Analysis of Tasks	E	E	E		
3.2.1.3.1 Gross Analysis ..	M	E	E		CONCEPTUAL 3.2.1.3.4. line 2, change "design" to "conceptual."
3.2.1.3.2 Analysis of Crit.	-	E	E		VALIDATION 3.2.1.3.4 line 2. change "design" to "validation."
3.2.1.3.3 Workload Analysis	E	E	E		CONCEPTUAL 3.2.1.4. line 2. change "designs" to "concept documentation" and delete so much of lines 3-7 which read "represented... with contract data requirements." Line 10. add "can" before "comply".
3.2.1.3.4 Concurrence and .	M	M	E		
3.2.1.4 Preliminary System	M	M	E		VALIDATION 3.2.1.4 line 9. change "comply" to "facilitate compliance." Delete line 10.
3.2.2 in Equipment Detail	M	E	E		CONCEPTUAL 3.2.2. Revise title to read "Human Engineering in Conceptual design." Delete lines 1-11 through "personnel interfaces." Line 12. revise "equipment detail" to "conceptual."
3.2.2.1 Studies, Experiments	E	E	E		
3.2.2.1.1 Mockups & Models	-	E	E		
3.2.2.1.2 Dynamic Simulation	-	E	E		
3.2.2.2 Equipment Detail Design ...	-	E	E		

SYMBOL DESCRIPTION

E = PROVISION IN EFFECT
 - = PROVISION USED AT CONTRACTORS
 OPTION
 M = MODIFICATION OF PROVISION

FIGURE 24. Example of matrix.

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MIL-STD-1521 (USAF)

TABLE I
SCHEDULING TECHNICAL REVIEWS AND AUDITS

<u>Review</u>	<u>Time Phase</u>	<u>Primary Documentation</u>
SRR	Usually accomplished in the conceptual phase. However, may be used in other phases when the conceptual phase is not accomplished.	Various analysis and trade study reports used to develop the system/system segment requirements for the specification.
SDR	Usually in the validation phase.	System Specification, analyses, trade studies, analyses, Drawings Level I DOD-D-1000.
PDR	Usually accomplished in the validation and/or full scale development phase.	Development, Type B Performance Specification, Drawings, Level I DOD-D-1000.
CDR	Usually accomplished in full scale development phase.	Draft Product, Type C Specification, and referenced documentation, Drawings Level I or II DOD-D-1000.
FCA	Usually accomplished at end of full scale development.	Test plans/procedures, reports and applicable specifications.
PCA	Usually accomplished early in the initial production when the developing contractor is pre-selected as the production contractor. However, may be accomplished at the end of full scale development when the developing contractor is not pre-selected as the production contractor. And the PCA is repeated with each subsequent contractor or break in production	Final Part II Specification/Type C Product Specifications and referenced documents and drawings. Drawings Level II or III DOD-D-1000.

FIGURE 25. Example of the extracting method of tailoring requirements.

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USE OF APPENDIXES FOR APPLYING
AND TAILORING STANDARDS

10. GENERAL

10.1 Scope. This appendix suggests methods by which the individual requirements of a selected standard may be delineated to provide guidance for the selection and application of the standard for tailored contract use or incremental application by the acquiring activity and contractor.

10.2 Providing tailoring guidance. A number of methods exist for document custodians or other responsible individuals to provide tailoring guidance. This guidance may tell the user of the standard why the document was prepared, and for what purposes its use was intended. It may also tell them when it is to be used, such as program phase or contract type. Due to needed flexibility, this information is best provided in the form of an appendix to the standard. The appendix may be used to: (a) discuss its intended use, including any particular applications which are not recommended; (b) give the purpose or development history; (c) indicate the extent or range of the standards content; (d) indicate exclusions and usage. Tailoring is primarily accomplished by limiting or modifying the applicability of the standard. The objective of an application (tailoring) appendix is to convey to the user a complete understanding of what is required. The appendix should define the characteristics of proper application in such a way that use of appendix alone is sufficient to convey to the contracting activity and the contractor what is wanted and how it may be obtained in the most cost effective manner.

20. APPLICABLE DOCUMENTS

20.1 Government documents. The following documents form a part of this appendix to the extent specified:

MILITARY SPECIFICATIONS

MIL-E-5400 - Electronic Equipment, Aerospace, General Specification for

MILITARY STANDARDS

DOD-STD-480 - Engineering Changes, Deviations and Waivers

MIL-STD-785 - Reliability Program for Systems and Equipment and Production

MIL-STD-965 - Parts Control Program

MIL-STD-962B

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MILITARY HANDBOOKS

DOD-HDBK-248 - Guide for Application and Tailoring of Requirements for Defense Material Acquisitions

(Copies of federal and military specifications, standards, and handbooks are available from the Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099. For specific acquisition functions, these documents should be obtained from the contracting activity or as directed by the contracting activity.)

30. DEFINITIONS

30.1 Definitions used in this appendix. For purposes of this appendix, the definitions of DOD-HDBK-248 shall apply.

40. GENERAL REQUIREMENTS

40.1 Methods of tailoring requirements. There are various methods commonly used to modify or tailor requirements in standardization documents to the specific characteristics of the program to which they are applied. These methods are indicated below:

- a. By specifying or exception. Reference the appropriate paragraphs, tasks, or tests of the standard and indicate the specific or applicable requirements similar to that shown in figures 8 and 9. For further details, see Appendix "B" of MIL-E-5400 or Appendix "A" of MIL-STD-785.
- b. Supplying required details. Military standards typically state requirements in a way that self-tailor. For example, reliability tasks identified in MIL-STD-785 Appendix "A" or Classification of ECPs described in DOD-STD-480, Appendix F, can be readily identified to the type of task and program phase. The application matrix shown in figure 24 supports the text. Additional application detail is provided with direct reference to specific tasks. (See Appendix "A" of MIL-STD-785 and Appendix "F" of DOD-STD-480.)
- c. Specifying quantified requirements. The performance values desired may be added after the document is referenced.
- d. Supplementing requirements. Reference the standard and add descriptive information to specify more adequately the intended requirements or application. The appendix associated with MIL-STD-965 is such an example.

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- e. Restricting data items. Often standards will imply a requirement for the delivery of data and reports to the acquiring activity. By restricting the deliverable data items to those absolutely required, the requirements, in essence, are tailored to the actual program needs.
- f. Extracting. Consideration should be given to extracting desired requirements from the standard in such a manner that requirements are designed specifically for a program phase, event or other milestone as represented by the table shown in figure 25. Normally, extraction for an event or milestone reduces the volume of reference material and facilitates understanding. Care must be taken not to omit essential related requirements.
- g. Variations to permit contractors choice. Many requirements can be stated in a manner that gives the contractors choice for implementation.

40.2 Examples of matrices. The applicability of sections or specific paragraphs of a standard to various factors, such as program phase, type of program, or dollar value may be presented by means of a matrix. A number of these have been produced for various documents in the past by both Government and industry. They would normally be produced by a working group or staff organization for guidance to the user. A detailed matrix involves a considerable amount of effort and should be developed only by experienced personnel. Above all, they must be considered guidance only. An example is shown in figure 24 and is provided for information purposes only.

40.3 Application. In the development of an application appendix, the following should be considered:

- a. Acquisition phase.
- b. Unique manufacturing process.
- c. Technology or process.
- d. Complexity.
- e. Criticality of performance.
- f. Quantity/rate of production/price goals.
- g. Logistic support.
- h. Requirements of all using activities.
- i. Range of performance levels and criticality.

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- j. Engineering design function.
- k. Method, class of level of requirements.
- l. Life-cycle phase.

40.4 Over application. Over application of military standards can contribute significantly to unnecessary costs. The blanket application of these documents is not consistent with the efficient and economical acquisition of systems. Remember, there is generally inadequate time to properly understand and fully respond to requirements of applied standards. A well-developed application appendix will contribute to significant savings while simplifying the acquisition process.

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CONCLUDING MATERIAL

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Navy - SH
Air Force - 11
DLA - DH

Preparing activity:

OSD - SO

Agent:

DLA - ES

Review activities:

Army - AL, AT, AV, CR, EA, ER, GL, IM,
MD, ME, MI, MR, SC, SM, TE
Navy - AS, EC, MC, OS, SA, YD
Air Force - 10, 14, 16, 17, 19, 20, 23,
26, 43, 69, 85, 99
DLA - CS, DP, ES, GS, IP, IS, PS, SS
DNA - DS

(Project SDMP-0002)

User activities:

Army - CE, MT, TM
Navy - CG
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