

**NOT MEASUREMENT
SENSITIVE**

MIL-STD-967

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SUPERSEDING

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(See 6.4)

DEPARTMENT OF DEFENSE STANDARD PRACTICE

DEFENSE HANDBOOKS FORMAT AND CONTENT



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AREA SDMP

MIL-STD-967

FOREWORD

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

2. This is a new standard, which covers the format and content requirements for handbooks previously addressed by MIL-STD-962. The policies governing such procedural matters as authorization for document development, coordination, comment resolution, indexing and distribution, application, and document maintenance can be found in DoD 4120.24-M, “Defense Standardization Program Policies and Procedures.”

3. The primary reason for developing this new standard was to eliminate the confusion that resulted from the commingling of format and content requirements for both standards and handbooks in MIL-STD-962. While standards are intended to be mandatory requirements documents cited in contracts and other technical documents, handbooks are nonmandatory, guidance documents. Handbooks offer an opportunity to preserve institutional memory and suggest solutions that have worked, without mandating those solutions.

4. There have been many changes to the format requirements for handbooks, but some of the more significant ones are:

a. Replacement of stand-alone change notices with changes integrated into the full handbook.

b. Introduction of administrative notices to allow for nontechnical changes to be made quickly and without the need for coordination.

c. Additional requirement to provide Internet addresses to contact organizations and obtain referenced documents.

d. Elimination of the DD Form 1426.

e. Replacement of the Department of Defense Index of Specifications and Standards (DoDISS) with the Acquisition Streamlining and Standardization Information System (ASSIST) database.

5. The figures appearing at the back of this standard are fictitious and are used only as examples to illustrate format. If there is any conflict between the text of the document and the figures at the end of this document, the text applies.

6. Comments, suggestions, or questions on this document should be addressed to the Defense Standardization Program Office (DSPO), ATTN: J-307, 8725 John J. Kingman Road, Stop 6233, Fort Belvoir, VA 22060-6233 or emailed to DSPO@dla.mil. Since contact information can change, you may want to verify the currency of this address information using the ASSIST Online database at www.dodssp.daps.mil.

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1. SCOPE

1.1 Scope. This standard establishes the format and content requirements for the preparation of handbooks prepared either by DoD activities or by contractors for the DoD.

2. APPLICABLE DOCUMENTS

2.1 General. The documents listed in this section are specified in sections 3, 4, or 5 of this standard. This section does not include documents cited in other sections of this standard or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements of documents cited in sections 3, 4, or 5 of this standard, whether or not they are listed.

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

DEFENSE STANDARDIZATION PROGRAM OFFICE

SD-1	-	Standardization Directory
SD-10	-	Guide for Identification and Development of Metric Standards

(Copies of these documents are available online at <http://assist.daps.dla.mil/quicksearch/> or www.dodssp.daps.mil or from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.)

DEFENSE LOGISTICS INFORMATION SERVICE CATALOGING HANDBOOK

H2	-	Federal Supply Classification Groups and Classes
H6	-	Federal Item Name Directory

(Copies of these documents are available online at www.dlis.dla.mil/hardcopy.asp or from DLIS-VSS Customer Service Office, Defense Logistics Information Service, 74 Washington Avenue N, Suite 7, Battle Creek, MI 49017-3084.)

UNITED STATES GOVERNMENT PRINTING OFFICE

United States Government Printing Office (GPO) Style Manual

(Copies of this document are available online at www.access.gpo.gov or from the Superintendent of Documents, U.S. Government Printing Office, North Capitol & "H" Streets, N.W., Washington, DC 20402-0002.)

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2.3 Non-Government publications. The following documents form a part of this document to the extent specified herein. Unless otherwise specified, the issues of documents are those cited in the solicitation or contract.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

ASME Y14.5M	-	Dimensioning and Tolerancing
ASME Y14.38	-	Abbreviations and Acronyms

(Copies of these documents are available from www.asme.org or ASME Information Central Orders/Inquiries, P.O. Box 2300, Fairfield, NJ 07007-2300.)

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 260.1	-	Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units)
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(Copies of this document are available from www.ieee.org or IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08854-1331.)

IEEE/ASTM INTERNATIONAL

IEEE/ASTM SI 10	-	Use of the International System of Units (SI) – The Modern Metric System
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(IEEE and ASTM International publish this standard jointly. Copies are available from www.ieee.org or IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08854-1331 or www.astm.org or ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.)

2.4 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.

3. DEFINITIONS

3.1 Acquisition Streamlining and Standardization Information System (ASSIST). The official database containing information about standardization documents used in the DoD. ASSIST also provides electronic access to government documents included in the database over the Internet. ASSIST can be accessed at www.dodssp.daps.mil.

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

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3.3 Composition. A term used in classifying commodities that are differentiated strictly by their respective chemical composition, which is designated in accordance with accepted trade practice.

3.4 Coordinated handbook. A document required by more than one Military Department, Defense Agency, or Civilian Agency, which is coordinated with various activities of the interested departments and agencies.

3.5 DoD Single Stock Point. An office under the Defense Logistics Agency's Document Automation and Production Service, which is responsible for the indexing and distribution of defense specifications, standards, and other related documents and the maintenance of the ASSIST database. The DoD Single Stock Point is also responsible for assigning document identifiers for new handbooks.

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

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

3.8 Inch-pound document. A document having measurement requirements given in rounded, rational, inch-pound units. The magnitudes are meaningful and practical (for example, 1 ounce, not 28.3495 grams). Inch-pound documents are developed for items to interface or operate with other inch-pound items. NOTE: Documents in which magnitudes expressed in metric units (as a result of mathematical conversion from rounded, rational, inch-pound units) are given first as preferred units with the rounded, rational inch-pound units given in parentheses or in a nonpreferred position are still inch-pound documents.

3.9 International standardization agreement. The record of an agreement among several or all of the member nations of a multinational treaty organization to adopt like or similar military equipment, ammunition, supplies, and stores. The North Atlantic Treaty Organization (NATO), American-British-Canadian-Australian Armies (ABCA), and the Air Standards Coordinating Committee (ASCC) are examples of multinational treaty organizations that issue international standardization agreements. Do not confuse this term with standards issued by private sector international organizations, such as the International Organization for Standardization (ISO) or the International Electrotechnical Committee (IEC), which are categorized as non-Government standards.

3.10 Limited-coordination handbook. A handbook that covers items of interest to a single activity, Military Department, or Defense Agency.

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3.11 Metric documents. A document in which requirements are expressed in rounded, rational, metric units. The magnitudes expressed are meaningful and practical (for example, 10 grams, not 0.35273 ounces). Metric documents are developed for items to interface or operate with other metric items. Documents containing only electrical units that 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 describe these interfaces in metric sizes to be classed as metric documents.

3.12 Metric units. A system of basic measures 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 IEEE/ASTM SI 10.

3.13 Non-Government standard. A national or international standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. The term does not include standards of individual companies. Non-Government standards adopted by the DoD are listed in the ASSIST database.

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

3.15 Soft conversion. 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.

3.16 Style. A term used to denote differences in design or appearance.

3.17 Type. A term that implies differences in like items or processes as to design model, shape, or other configuration, which is usually designated by Roman numerals, such as "type I" or "type II."

4. GENERAL REQUIREMENTS

4.1 General. This section covers general aspects of style, format, and requirements for preparing a DoD handbook.

4.2 Coverage. Handbooks shall not contain requirements. Handbooks shall be prepared to provide technical guidance or lessons learned that may help the Government or its contractors in the design, construction, selection, management, support, or operation of systems, products, processes, or services.

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

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4.4 Classified material. Handbooks are working documents and shall be designed to avoid unnecessary restrictions in their dissemination. Handbooks containing classified information shall be appropriately marked and handled in accordance with security regulations. The title of handbooks shall not be classified. If only a limited amount of classified information is found in a handbook, consider including such information in a classified annex or reference document to keep the main document unclassified.

4.5 Text. The text shall be written in clear and simple language, free of vague terms or those subject to misinterpretation. All sentences shall be complete and in accordance with the rules of grammar.

4.5.1 Grammar and style. Except when 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.

4.5.2 Abbreviations. Abbreviations shall be in accordance with ASME Y14.38. Abbreviations not covered by ASME Y14.38 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), and maximum working pressure (mwp)). The rule does not apply to abbreviations used for the first time in tables and equations. Abbreviations used on figures and in tables, but not referenced in the text or in any other portion of the handbook, shall be spelled out in a footnote to the applicable figure or table.

4.5.3 Acronyms. The first time an acronym 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, North Atlantic Treaty Organization (NATO)). The rule does not apply to acronyms used for the first time in tables and equations. Acronyms used on figures and in tables, but not referenced in the text or in any other portion of the handbook, shall be spelled out in a footnote to the applicable figure or table. A complete list of acronyms may also be included in section 3 of the handbook.

4.5.4 Symbols. Symbols shall be in accordance with IEEE 260.1. Symbols not covered by IEEE 260.1 shall be in accordance with the GPO Style Manual.

4.5.5 Proprietary names. Trade names, copyrighted names, proprietary names, manufacturer's part numbers or drawing numbers, or any other designation that identifies a product or process of one company shall not be used unless the item or process cannot be adequately described because of technical unknowns. In such instances, one, and if possible, several commercial alternatives shall be included, followed by the words "or equal" and a description of the salient features or particular characteristics to try to ensure wider competition.

4.5.6 Commonly used words and phrases. The following rules shall apply for these commonly used words and phrases:

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a. Referenced documents shall be cited in the following manner:

- (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 another document or paragraph in the handbook.

c. The phrase “as specified herein” may be used when making reference to guidance in a handbook that is rather obvious or not difficult to locate.

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 should be not greater than ...” for the upper limit, or “The diameter should be not less than ...” for the lower limit.

f. The words “drawing” and “bulletin” shall be capitalized only when they are used immediately preceding the document identifier. However, specifications, standards, and handbooks shall be identified in the text only by their document identifier; thus, MIL-E-000 (not: “specification MIL-E-000”).

g. The following prepositional phrases shall be used when referencing figure and table information: “on a figure” or “in a table”.

h. Since handbooks are for guidance only, the verbs “shall” and “must” shall not appear in a handbook as a requirement. These verbs, however, may appear in examples used in a handbook or when quoting a requirement from a specification or standard.

i. “Will” may be used to express a declaration of purpose on the part of the Government. It may be necessary to use “will” in cases when simple futurity is required.

j. Use “should” and “may” to express nonmandatory provisions.

k. Indefinite terms, such as “and/or,” “suitable,” “adequate,” “first rate,” “best possible,” “and others,” and “the like” shall not be used. Use of “e.g.,” “etc.,” and “i.e.,” should be avoided.

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1. The term “flammable” shall be used in lieu of “inflammable,” and “nonflammable” shall be used in lieu of “unflammable” and “noninflammable.”

4.6 Measurements. Decimals shall be used in documents instead of fractions wherever possible. Measurements such as length, time, or weight shall be stated as a limit or with a tolerance.

4.7 Metric practices. Metric practices shall conform to IEEE/ASTM SI 10. Preference shall be given to expressing measurements in metric units, if practicable. The SD-10 provides guidance on when to develop a metric document or to convert inch-pound documents to metric.

4.7.1 Metric units. Metric units shall be in accordance with IEEE/ASTM SI 10. Metric sizes should generally be expressed in whole numbers. There shall be no soft conversion of units merely for the sake of conversion.

4.7.2 Dual dimensions. When preference is given 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. The mixed use of both metric and inch-pound as primary measurements should be avoided.

4.8 Paragraph numbering. Each paragraph and subparagraph shall be numbered consecutively within each section of the handbook, using a period to separate the number representing each breakdown. Lower-case letters followed by a period shall be used to identify listings within a paragraph or subparagraph. Bullets shall not be used. For clarity of text, paragraph numbering should be limited to three sublevels, unless additional sublevels are unavoidable. Paragraphs in this handbook are an example of how to number paragraphs.

4.9 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 identifications shall be underlined, italicized, or bold type.

4.10 Handbook identifier. The handbook identifier shall be placed on each page, at the upper right corner of the first page and at the upper center of each successive page. Drafts shall be identified by having the word “DRAFT” appear under the document identifier.

4.11 Page number. The cover page 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). The first page of the first section shall be numbered with an Arabic numeral 1. All following pages, including appendixes and the index, shall be numbered consecutively in the bottom center of the page with sequential Arabic numerals.

4.12 Tables. A table shall be used when information can be presented more clearly than in 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

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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 handbook and before any figures, appendix, or index. Information included in tables shall not be repeated in the text.

4.12.1 Table numbering. All tables shall be numbered consecutively throughout the document with Roman numerals in the order of their reference in the text. The word “TABLE” shall be in full capitalization, followed by the table number and a period, centered above the table.

4.12.2 Table title. All tables shall have a title. The title shall be underlined, italicized, or boldfaced. Only the first letter of the title shall be capitalized. Table titles shall be centered above the table on the same line with the table number. If the title is too long to fit 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.

4.12.3 Table format. Tables shall be boxed in and ruled horizontally and vertically as necessary to ensure clarity of the table contents. If a table is of such width that it would be impractical to place it in a vertical position, it may be rotated counterclockwise 90 degrees. Large tables may be divided and, if possible, printed on facing pages.

4.12.4 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 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 column headings 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.

4.13 Figures. Dimensioning practices for outline drawings shall comply with ASME Y14.5M. Figures should not be confused with numbered and dated drawings. 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 handbook following any tables and before any appendix or index. If the figure is of such width that it would be impractical to place it in a vertical position, it may be rotated counterclockwise 90 degrees.

4.13.1 Figure numbering. All figures shall be numbered consecutively throughout the document with Arabic numerals in the order of their reference in the text. The word “FIGURE” shall be in full capitalization, followed by the figure number and a period, centered below the figure.

4.13.2 Figure title. All figures shall have a title. The title shall be underlined, italicized, or boldfaced. Only the first letter of the title shall be capitalized. Figure titles shall be centered

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below the figure on the same line with the figure number. If the title is too long to fit on one line, the second line shall be aligned with the first letter of the title.

4.13.3 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; for example, “FIGURE 6. Pump interface dimensions – Continued.”

4.14 Footnotes and notes. Footnotes and notes may be used as indicated below.

4.14.1 Footnotes to text. Footnotes may be used 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 specification with Arabic numerals.

4.14.2 Footnotes to tables. Footnotes shall be numbered separately for each table as they appear in the table. Footnote numbers or symbols shall be placed immediately following a word and preceding a numeric value requiring the footnote. Numbered footnotes shall be listed in order immediately below the table. When numbered footnotes may lead to ambiguity (for example, in connection with a chemical formula), superscript letters, daggers, and other symbols may be used.

4.14.3 Notes to figures. Notes to figures are numbered separately from textual footnotes within the document. Drafting or dimensional notes shall be numbered consecutively and placed below the figure and above the title. The word “NOTES:” shall be placed below the figure at the left margin of the figure followed by the explanatory information in Arabic numeral sequence under “NOTES.” For example:

“NOTES:

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

4.15 Foldouts. Foldouts should be avoided since their use will require special printing and handling procedures. Whenever possible, lengthy tables should 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.

4.16 Cross-reference. Cross-reference shall be used only to clarify the relationship of information within the handbook and to avoid inconsistencies and unnecessary repetition. When the cross-reference is to a paragraph or subparagraph within the handbook, the cross-reference shall be only to the specific paragraph number. The word “paragraph” shall not appear; for example, “(see 3.1.1)”.

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4.17 References to other documents. Since handbooks are for guidance only, there are no restrictions on the types of documents that may be referenced. However, whatever documents are referenced shall be readily obtainable.

4.18 Approved document format. The approved and dated document shall have one-inch margins. Approved and dated documents shall be sent to the DoDSSP in searchable Portable Document Format (PDF) using the Electronic Document Submittal tool in the ASSIST database. Hyperlinks may be inserted into the document to facilitate electronic viewing of the document. Hyperlinks are encouraged for a table of contents and index. Classified documents shall be mailed to the DoDSSP in accordance with procedures for handling classified materials.

5. DETAILED REQUIREMENTS

5.1 General. The detailed format and content requirements required for the preparation of handbooks and their notices are given in this section.

5.2 Organization of handbooks. The organization of handbooks is flexible. A handbook may have as many sections as is needed to provide information to users. However, as a minimum, the following organization elements and sections shall be included in handbooks in the order listed, unless it is followed by the words “if applicable” or is designated “suggested.”

- a. Self-cover (see [5.3](#) and [figure 1](#)).
- b. Foreword (see [5.4](#)).
- c. Contents page (see [5.5](#)).
- d. Section 1: Scope (see [5.6](#)).
- e. Section 2: Applicable documents (see [5.7](#)).
- f. Section 3: Definitions (see [5.8](#)).
- g. Section 4: General guidance (suggested, but section 4 may be titled differently).
- h. Section 5: Detailed guidance (suggested, but section 5 may be titled differently).
- i. Section 6: Notes (see [5.9](#)). (There may be as many sections as needed , but the last section shall be notes. The “NOTES” section shown in this listing is identified as section 6, but if a handbook has 8 previous sections, then the “NOTES” section would be section 9.)
- j. Appendixes, if applicable (see [5.11](#)).
- k. Index, if applicable (see [5.12](#)).
- l. Concluding material (see [5.10](#)).

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5.3 Self-cover. Handbooks shall have a self-cover. The security classification (if applicable), title, document identifier, date of issue, the DoD seal, “AMSC N/A”, and the FSC, FSG, or AREA shall appear on the self-cover (see [figure 1](#) for example). Handbooks shall include the following statement below the DoD seal:

“This handbook is for guidance only. Do not cite this document as a requirement.”

In addition, drafts of proposed handbooks shall carry one of the following notes at the top of the self-cover, as applicable:

"NOTE: This draft, dated (date) prepared by (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 (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 approved document prior to publication.

5.3.1 Heading. Handbooks shall have the following heading on the self-cover.

DEPARTMENT OF DEFENSE
HANDBOOK

5.3.2 Titling. Under the heading, there shall be a short title that indicates the scope of the document. The title should be constructed as if it were the title to a book, rather than having an inverted title with the main noun name first.

5.3.3 Document identifiers. The DoD Single Stock Point shall assign the document identifier for a new handbook.

5.3.3.1 Identification of coordinated handbooks. Coordinated handbooks shall be identified by the letters “MIL-HDBK” followed by a hyphen and an Arabic numeral. For example, “MIL-HDBK-123.”

5.3.3.2 Identification of limited-coordination handbooks. Limited-coordination handbooks shall be identified in the same manner as coordinated documents, except that a parenthetical suffix to the document identifier containing the symbol designation of the preparing activity, Military Department, or Defense Agency shall be added consistent with the degree of coordination of the document. For example, “MIL-HDBK-123(SH)” or “MIL-HDBK-123(USAF).”

5.3.4 Date of document. The date of approval shall appear under the document identifier on the self-cover page only. Drafts shall not have a date in this location. The space shall include the word “DRAFT” until the document is approved.

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5.3.5 Measurement system identification. A handbook shall indicate whether its units of measurement are in metric or inch-pound, or whether the document is not measurement sensitive by placing one of the designations below in a rectangular box above the handbook identifier.¹ Documents that include a mixture of metric and inch-pound units shall be identified by "INCH-POUND."

METRIC

MIL-HDBK-123

INCH-POUND

MIL-HDBK-123

NOT MEASUREMENT
SENSITIVE

MIL-HDBK-123

5.3.6 Superseding document indicator. When applicable, a superseding document indicator shall appear in the upper right corner of the self-cover, below the handbook identifier and date, to identify those documents that have been replaced by the issuance. A line shall separate the handbook identifier and date of the superseding document from the superseding data. The word "SUPERSEDING" shall be entered below the separation line, followed by the number and date of the superseded document(s).

5.3.6.1 Superseding revisions. When a handbook is revised, the superseding information shall indicate that the revision supersedes the prior issuance of the handbook. Only revisions shall be listed. Notices, which are included in the superseding revision, shall not be listed.

a. Example of revision superseding another revision.

MIL-HDBK-1234B

11 August 2002

SUPERSEDING

MIL-HDBK-1234A

5 May 1996

5.3.6.2 Superseding other documents. A handbook may supersede other documents totally or in part. When this happens, an explanatory note shall be included in the notes section of the handbook to clarify cross-referencing information (see [5.9.2](#)) and provide any other information that contributes to understanding how to apply the superseding document.

a. Example of document superseding a different document.

MIL-HDBK-1234

11 August 2002

SUPERSEDING

MIL-STD-5678C

5 May 1996

(See 6._)

¹ At one time, the letters "DOD" were used in the document identifier to designate standards that could be used in metric design; for example, DOD-HDBK-123. This policy was changed in 1988, and preparing activities were instructed to change the "DOD" identification back to "MIL" when the standard was next revised.

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b. Example of document superseding two documents.

MIL-HDBK-2345B

11 August 2002

SUPERSEDING

MIL-STD-890A

6 June 1996

MIL-C-12345

18 July 1987

(See 6.)

c. Example of document superseding a document in part.

MIL-HDBK-5678

11 August 2002

SUPERSEDING

MIL-A-123D (IN PART)

5 May 1986

d. Example of document superseding three or more documents. When superseding three or more documents, place the list of superseded documents in section 6 and include a reference to the paragraph that has the superseding information.

MIL-HDBK-12345F

11 August 2002

SUPERSEDING

(See 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 dates of the superseding document and of the cancellation notice should be the same.

5.3.7 Inactivation and reactivation note.

5.3.7.1 "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 title and above the preamble on the self-cover and be boxed for emphasis. Superseding documents for new design shall be noted in the box, when applicable.

<p>Inactive for new design after (date) For new design, use MIL-HDBK-000.</p>

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5.3.7.2 "Reactivation" note. When inactive for new design handbooks are returned to an active status concurrent with a revision or change action, the following note shall appear below the title and above the preamble on the first page and be boxed for emphasis.

Reactivated after (fill in date) and may be used for new and existing designs and acquisitions.

5.3.8 Designation of federal supply class (FSC), group (FSG), or area assignment. Handbooks shall be assigned a FSC or FSG as defined in the Cataloging Handbook H2 or a standardization area as defined in the SD-1. The applicable FSC, FSG, or area assignment shall appear in the lower right corner of the first page of the handbook below the point of contact box. The symbol "GP" shall follow the FSG number (for example, 59GP) when the FSG number identifies the assignment or project. Handbooks 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.

5.3.9 AMSC number. Handbooks shall not contain data requirements and shall not be the source document for any data item description. Handbooks shall be marked with "AMSC N/A" at the bottom left of the self-cover.

5.3.10 Restriction statements. Any statements that restrict access, availability, or use of handbooks shall be placed at the bottom of the self-cover below any FSC, FSG, or standardization area.

5.4 Foreword. All handbooks shall include a foreword. The foreword shall include a preamble and a point of contact paragraph. Additional numbered statements may be included to explain the purpose of the document, background information, or reasons for changes, if it is a revision to a document. The foreword shall begin on the backside of the self-cover and shall be numbered with Roman numeral ii. See the foreword of this standard for an example.

5.4.1 Preambles. One of the following preambles shall appear as the first paragraph of the foreword:

a. Preamble for coordinated handbook.

"This handbook is approved for use by all Departments and Agencies of the Department of Defense."

b. Preambles for limited-coordination handbook for use throughout a Military Department or Defense Agency.

"This handbook is approved for use by the Department of the () and is available for use by all Departments and Agencies of the Department of Defense."

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c. Preambles for limited-coordination handbook for use in a single DoD activity.

"This handbook 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."

d. Preamble for handbooks with restricted distribution. If distribution of a handbook is restricted, the following shall be added at the end of the appropriate preamble: "within the distribution limitations noted at the bottom of the cover."

5.4.2 Contact information. The last paragraph of the foreword shall include contact information in cases users have comments or questions. The information shall include a mailing address, an email address, and reference to the ASSIST database. This information may be omitted for handbooks with classified or sensitive information if there are security concerns.

"Comments, suggestions, or questions on this document should be addressed to (fill in mailing address) or emailed to (fill in email address). Since contact information can change, you may want to verify the currency of this address information using the ASSIST Online database at www.dodssp.daps.mil."

5.5 Contents page. The contents page shall be on the page following the foreword. The single word "CONTENTS" in capital letters shall head the contents page. The contents page shall include section, paragraph, figure, table, and appendix numbers or letters and titles, as appropriate; and an index, if used, and the page numbers to locate them. See the contents page of this standard for an example.

5.6 SECTION 1 – SCOPE.

5.6.1 Scope. Section 1 shall include a scope that briefly states the coverage of the handbook (see [figure 2](#)). Section 1 may also include paragraphs on the handbook's purpose, applicability, and classifications of items, materials, methods, practices, or processes. In addition, the scope of every handbook shall contain the following statement: "This handbook is for guidance only and cannot be cited as a requirement."

5.6.2 Classification. When applicable, types, grades, classes, or other classifications shall be listed under this heading in section 1 and shall be in accordance with accepted industry practice (see [figure 2](#)). The same designation shall be used throughout the handbook. When more than one type, grade, class, or other classification is listed, each shall be briefly defined. The classification should remain constant from revision to revision of the handbook. When the characteristics of an item change enough to affect interchangeability, the original designation shall be deleted and a new classification added. If it becomes necessary to change the designation without changing the characteristics of the item, a cross-reference shall be included in the "NOTES" section indicating the relationship between the old and new designations. This cross-reference shall remain in "NOTES" section in all successive revisions identifying designations in all revisions since the original designation change. Such changes shall be kept to a minimum.

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5.7 SECTION 2 – APPLICABLE DOCUMENTS.

5.7.1 Listing of applicable documents. Section 2 shall list only those documents referenced in the handbook that the user will need in order to understand fully the guidance information provided by the handbook (see [figure 3](#)). Documents cited in the handbook only as an example or for background information do not need to be included in section 2. If there are no applicable documents in the handbook, the statement “This section is not applicable to the handbook.” shall be included. If there are applicable documents, then the first paragraph in section 2 shall be as follows:

"2.1 General. The documents listed below are not necessarily all of the documents referenced herein, but are those needed to understand the information provided by this handbook."

5.7.2 Government documents. The second paragraph in section 2 shall be titled as:

“2.2 Government documents.”

This paragraph shall identify all types of Government documents listed in the sections of the handbook, if applicable. The first subparagraph under this heading shall identify Government specifications, standards, and handbooks, if applicable. The second subparagraph under this heading shall identify other types of Government documents, drawings, and publications, if applicable.

5.7.2.1 Government specifications, standards, and handbooks. Government specifications, standards, and handbooks shall be listed by document identifier and title. Documents shall exclude the revision letters, suffix (preparing activity symbols), and the "00" designation for interim specifications. Titles shall be taken from the documents rather than an index. Government specifications, standards, and handbooks shall be listed numerically (except federal specifications, which shall be listed alphanumerically) under the following headings in the order shown, as appropriate:

INTERNATIONAL STANDARDIZATION AGREEMENTS
FEDERAL SPECIFICATIONS
FEDERAL STANDARDS
FEDERAL INFORMATION PROCESSING STANDARDS
COMMERCIAL ITEM DESCRIPTIONS
DEPARTMENT OF DEFENSE SPECIFICATIONS
DEPARTMENT OF DEFENSE STANDARDS
DEPARTMENT OF DEFENSE HANDBOOKS

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5.7.2.1.1 Handbooks shall include the following paragraph as 2.2.1 if specifications, standards, and handbooks are to be listed as applicable documents:

“2.2.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein.”

5.7.2.1.2 The parenthetical source statement below shall follow the listing of Government specifications, standards, and handbooks. The ASSIST database shall be checked to verify that all of the listed Government specifications, standards, and handbooks are in the ASSIST database. If they are not, contact the DoD Single Stock Point to determine if the missing documents can be included in ASSIST and what action must be taken. If the documents are not in the ASSIST database and they cannot be included in the database, the source for obtaining these documents shall be included.

“(Copies of these documents are available online at <http://assist.daps.dla.mil/quicksearch/> or www.dodssp.daps.mil or from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.)”

5.7.2.2 Other Government documents, drawings, and publications. The following types of documents shall be listed after the paragraph of 2.2.1 above, in appropriate order (numerically or alphanumerically), under the headings of the issuing Government agency. The document(s) shall be listed by identifier and title, if applicable. Titles shall be taken from the document rather than from an index.

a. Other types of DoD publications, which might include technical manuals, design guides, cataloging handbooks, or reports.

b. Drawings. When detailed drawings referred to in a handbook are listed in an assembly drawing, it is only necessary to list the assembly drawing. Figures bound integrally with the handbook are not considered drawings and shall not be listed in section 2, unless they are reduced-size copies of drawings provided in the handbook for information only and use of the full-size drawings is normally required with the handbook.

c. Government documents issued by non-DoD agencies, such as the Environmental Protection Agency, National Aeronautics and Space Administration, and the Occupational Safety and Health Administration.

5.7.2.2.1 Handbooks shall include the following paragraph as 2.2.2 if Government documents, drawings, and publications not listed under 2.2.1 are to be listed as applicable documents:

"2.2.2 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."

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5.7.2.2.2 A parenthetical source statement shall follow each individual document or each group of related documents providing the name and address of the source. If possible, an Internet source for viewing or obtaining the documents shall be provided.

5.7.3 Non-Government standards and other publications. Non-Government standards and other publications not normally furnished by the Government shall be listed in appropriate order (numerically or alphanumerically) under the headings of the respective non-Government standards organization. The document(s) shall be listed by identifier and title, if applicable. Titles shall be taken from the document rather than from an index.

5.7.3.1 Handbooks shall include the following paragraph as 2.3 if non-Government standards are to be listed as applicable documents:

“2.3 Non-Government publications. The following documents form a part of this document to the extent specified herein.”

5.7.3.2 A parenthetical source statement shall follow each respective issuing non-Government standards organization listing of documents, providing the name and address of the source. If possible, an Internet source for viewing or obtaining the documents shall be provided.

5.8 SECTION 3 – DEFINITIONS. Definitions of all key terms used in the handbook shall be stated in sufficient detail to provide for adequate clarity, unless the terminology is generally accepted and not subject to misinterpretation. Definitions may be included by reference to another document. When a standard definition exists, a different definition shall not be used. Definitions shall be listed in alphabetical order. A list of acronyms and abbreviations may also be included under definitions. If there are no definitions in the handbook, the statement “This section is not applicable to the handbook.” shall be included.

5.9 NOTES SECTION. The last section of a handbook before any tables, figures, appendix, index, or concluding material shall be the “NOTES” section (see [figure 4](#)). This section shall include the following in the order listed, as applicable:

- a. Intended use (see [5.9.1](#)).
- b. Supersession data (see [5.9.2](#)).
- c. Cross-reference of classifications and substitutability data (see [5.9.3](#)).
- d. Subject term (key word) listing (see [5.9.4](#)).
- e. International interest (see [5.9.5](#)).
- f. Identification of changes (see [5.9.6](#)).

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5.9.1 Intended use. Information relative to the use of the subject matter covered by the handbook shall be included under this heading. If there are any particular applications for which the document is not well adapted, this information shall also be included.

5.9.2 Supersession data. If a handbook supersedes three or more documents, those documents shall be listed.

5.9.3 Cross-reference. A cross-reference of old to new classifications showing substitutability relationship shall be included, if applicable.

5.9.4 Subject term (key word) listing. Handbooks shall contain a listing of subject terms (key words) to enable the document to be identified during retrieval searches. If the handbook identifies any toxic chemicals, hazardous substances, or ozone-depleting chemicals, these should be included in the key word listing. The subject terms shall not repeat words found in 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 that are considered to be proper or recognized nouns, such as "printed circuit board," should not be separated. The number of subject terms listed shall not exceed 25.

5.9.5 International standardization agreements. If the handbook implements an international standardization agreement, the following statement shall be included in the "NOTES" section:

"6.X International standardization agreement implementation. This handbook implements (insert the document number and title of the international standardization agreement(s)). When changes to, revision, or cancellation of this handbook is proposed, the preparing activity must coordinate the action with the U.S. National Point of Contact for the international standardization agreement, as identified in the ASSIST database at www.dodssp.daps.mil."

5.9.6 Identification of changes from previous issue. Revisions of handbooks shall include vertical lines, asterisks, or other markings at the margins of the pages to indicate where changes have been made with respect to the previous issue. The note below shall be included as the last paragraph in the "NOTES" section. The words "vertical lines" may be replaced with whatever marking is used to denote changes.

"6.X Changes from previous issue. The margins of this handbook are marked with vertical lines to indicate where changes 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."

If the changes are extensive and too numerous to annotate, the following note shall be included, but every effort should be made to annotate the changes:

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

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5.10 Concluding material. The concluding material shall be provided at the end of the document following any tables, figures, appendixes, or indexes. The concluding material shall indicate the preparing activity, custodians, review activities, civil agency interest, industry association interest, and project number, as applicable (see 5.10.1 through 5.10.8). The following is an example of the concluding material format:

"Custodians:	Preparing activity:
Army – AR	Navy – SH
Navy – SH	(Project 9110-1234)
Air Force – 11	
Review activities:	Agent:
Army – AT, GL4, MI	DLA – GS
Navy – AS	
Air Force – 68	
DLA – GS	
DISA – DC1, DC3	
NIMA – MP	
Civil agencies:	
GSA – FCOE	
NASA – NA"	
Industry associations:	
AIA, ASTM, EIA, SAE"	

5.10.1 Preparing activity. Handbooks shall identify the preparing activity using the appropriate symbol for that activity from the SD-1.

5.10.2 Custodians. The preparing activity shall list potential custodians during document development from interest as registered in the ASSIST database. The preparing activity shall confirm custodian interest during coordination. Limited coordination handbooks shall not indicate custodians. Coordinated handbooks shall identify custodians, as determined by coordination. It is not necessary for every Military Department and Defense Agency to have a custodian. The symbols used to identify the custodians shall be in accordance the SD-1. The listing of custodians shall be in the order of Army, Navy, Air Force, and DLA. If other Defense Agencies identify a custodian, they shall be listed in alphabetical sequence by their agency acronym.

5.10.3 Review activities. The preparing activity shall list potential review activities during document development from interest as registered in the ASSIST database. The preparing activity shall confirm review interest with these activities during coordination. Both coordinated and limited coordination handbooks may have review activities listed as determined by coordination. The symbols used to identify review activities shall be in accordance the SD-1. The listing of review activities shall be ordered by Army, Navy, Air Force, and DLA. If other

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Defense Agencies identify a review activity, they shall be listed in alphabetical sequence by their agency acronym.

5.10.4 Civil agencies. The preparing activity may list the acronyms of interested civil agencies (and their SD-1 symbols, if available) for coordinated and limited coordination handbooks.

5.10.5 Industry associations. The preparing activity may list interested industry associations (including Non-Government Standards Bodies) for coordinated and limited coordination handbooks.

5.10.6 Project number. New and revised handbooks, as well as changes and notices shall have a project number assigned by the cognizant Lead Standardization Activity. The only document covered by this standard that does not require a project number is the administrative notice.

5.10.7 Agent. If the preparing activity authorizes another activity listed in the SD-1 act as its agent and prepare a handbook, the agent activity shall be identified by its SD-1 symbol.

5.10.8 Advisory note. The following note shall be placed underneath the concluding material:

“NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at www.dodssp.daps.mil.”

5.11 Appendix.

5.11.1 General. Appendixes may be added to a handbook for purposes of illustration, application, or to group similar guidance together for clearer presentation. When required, an appendix shall be included as an integral part of a handbook, beginning on the next page following the “NOTES” section and any or tables or figures, and before an index or concluding material. Appendixes shall be referenced in the applicable part of the main body of the handbook. Table of contents and cover shall not be used. [Figure 5](#) provides an example of an appendix.

5.11.2 Identification. The upper center of each page shall be marked with the handbook identifier and the word "APPENDIX" followed by the appendix letter (for example, APPENDIX A) directly below the identifier. If more than one appendix is needed, identification shall be alphabetical (A, B, etc.).

5.11.3 Title. The appendix title shall be located two lines below the word "APPENDIX" on the beginning page only.

5.11.4 Section and paragraph numbering. The sections in the appendix shall be designated by a letter corresponding to the appendix letter, followed by a period and an Arabic

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numeral. For example, the first section in Appendix A would be "A.1" and the second section in Appendix B would be "B.2." Paragraphs and subparagraphs shall be numbered consecutively within each section of the appendix. For example:

Requirements section of Appendix D.....	D.3
First paragraph.....	D.3.1
First subparagraph.....	D.3.1.1
Second paragraph.....	D.3.2

5.11.5 Table numbering. All tables shall be numbered consecutively throughout an appendix. The word "TABLE" shall be in full capitalization, followed by the applicable appendix letter, the Roman numeral and a period, centered above the table. For example, the second table in Appendix B would be numbered "TABLE B-II."

5.11.6 Figure numbering. All figure shall be numbered consecutively throughout an appendix. The word "FIGURE" shall be in full capitalization, followed by the applicable appendix letter, the Arabic numeral and a period, centered below the figure. For example, the fourth figure in Appendix C would be numbered "FIGURE C-4."

5.11.7 Page numbering. Page numbers shall be numbered consecutively following the last page of the handbook.

5.11.8 Scope. An appendix shall have a statement of scope as its first paragraph to indicate the coverage and limitations of the appendix to ensure its proper application and use.

5.11.9 References. References that relate only to the appendix shall be listed in the appendix under the section heading "APPLICABLE DOCUMENTS" and shall not be referenced in section 2 of the handbook. The references shall be listed as specified in [5.7](#). This section shall be omitted from the appendix if not applicable.

5.11.10 Definitions. Definitions that relate only to the appendix shall be listed in the appendix under the section heading "DEFINITIONS." Definitions already appearing in section 3 of the handbook shall not be repeated. This section shall be omitted from the appendix if not applicable.

5.12 Index. An alphabetical index may be placed at the end of a handbook 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.

5.13 Revisions. Revisions shall follow the content and format instructions prescribed for new handbooks. Revisions shall be indicated by a capital letter immediately following the document identifier. The first revision shall be marked with the letter "A" and succeeding revisions shall be indicated by letters in alphabetical sequence, except the letters "I", "O", "Q",

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“S”, and “Z” shall not be used. For example, when MIL-HDBK-123B is revised, it becomes MIL-HDBK-123C.

5.14 Changes.

5.14.1 Purpose. Changes shall be prepared to make limited modifications to handbooks. A handbook may be changed a maximum of five times after which, it shall be revised. If the security classification is changed, the document shall be revised.

5.14.2 Format. Changes shall be incorporated into the handbook and not issued as separate documents. When changes are issued, the entire text of the handbook shall be issued with the modifications identified as described in [5.14.4](#). [Figure 6](#) provides an example of a change.

5.14.3 Document identifiers for changes to handbooks. The document identifier of the change shall be the same as the handbook with which it is associated. Since changes are cumulative and incorporated into the handbook, the current change shall be listed on the first page of the handbook and shall show appropriate superseding information as shown below:

- a. The first change to a handbook would be shown as follows:

MIL-HDBK-12345B
w/CHANGE 1
11 August 1999

SUPERSEDING
MIL-HDBK-12345B
22 July 1995

- b. The second change to a handbook would be shown as follows:

MIL-HDBK-12345B
w/CHANGE 2
18 February 2002

SUPERSEDING
MIL-HDBK-12345B
w/CHANGE 1
11 August 1999

5.14.4 Identification of changes. Changes to handbooks shall include vertical lines, asterisks, or other markings at the margins of the pages to indicate where modifications have been made. Only modifications made by the current change shall be notated. Modifications made by previous changes shall not be notated. The note below shall be included as the last paragraph in the NOTES section of the handbook. The words “vertical lines” may be replaced with whatever method is used to denote changes.

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"6.X Change notations. The margins of this handbook are marked with vertical lines to indicate modifications generated by this change. This was done as a convenience only and the Government assumes no liability whatsoever for any inaccuracies in these notations."

5.14.5 Summary of change modifications. As an option, a summary of all the change modifications may be prepared and inserted into the document. Typically, this summary would be included before the table of contents. [Figure 7](#) is a sample of such a summary.

5.14.6 Identification of deleted paragraphs, tables, and figures. To avoid renumbering of paragraphs, tables, and figures deleted by a change, the word "Deleted" shall be placed after the paragraph, table, or figure number and title. For example: "4.4.5 Abrasion test. Deleted."

5.14.7 Insertion of paragraphs, figures, and tables. When new paragraphs, figures, or tables are added to the handbook, they should be numbered in such a way that renumbering of existing paragraphs, figures, and tables is not necessary. For example:

<u>Existing</u>	<u>Added</u>	<u>Existing</u>
Table II	Table II-1	Table III
Figure 2	Figure 2A	Figure 3
Paragraph 4.11	Paragraph 4.11.1	Paragraph 4.12

5.14.8 Page numbering. Since changes are an integrated part of the basic or revised document, pages shall be numbered in a natural sequence of whole Arabic numerals as described in [4.11](#). As pages are added or eliminated as the result of changes, there should not be any inventive numbering schemes to account for these pages. For example, if a change results in a new page between existing pages 8 and 9, do not number the new page as 8a or 8.1. Instead, let word processing automatically renumber the pages.

5.15 Notices.

5.15.1 Purpose. Notices shall be used to inactivate for new design, cancel, reinstate, reactivate, or to provide or update administrative information. Notices supersede all previous notices.

5.15.2 Inactive for new design notice. An inactive for new design notice shall be prepared to indicate that the guidance in a handbook should not be used in new design (see [figure 8](#)). Superseding documents for new design application shall be referenced in the notice when applicable. When applicable, a precautionary note shall be included as follows: "CAUTION: The superseding information is valid as of the date of this notice and may be superseded by subsequent revisions of the superseding document." Inactive status can also be accomplished in a revision. Handbooks inactivated for new design may be maintained by revision or change without updating of the existing inactive for new design notice. When an inactive for new design document is revised or a change issued, one of the following notes shall appear in a box beneath the document title, as applicable:

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This document is inactive for new design.

This document is inactive for new design.
Refer to (fill in document identifier) for new designs.

5.15.3 Cancellation notice. A cancellation notice shall be prepared when a handbook is no longer required (see figures 9 and 10). The cancellation notice shall indicate superseding information and classification cross-references, when applicable.

5.15.4 Reinstatement notice. A reinstatement notice shall be prepared to reinstate a canceled handbook as active or inactive for new design. The preparing activity, or with its permission, another activity, may reinstate a canceled handbook by a notice of reinstatement (see figure 11). The notice of reinstatement, with a sequentially assigned Arabic numeral, will supersede the previous notice of cancellation. The text for the reinstatement notice shall be as shown on figure 11.

5.15.5 Reactivation notice. A reactivation notice shall be prepared to reactivate an inactive for new design document. The preparing activity, or with its permission, another activity, may reactivate an inactive for new design document by a notice of reactivation (see figure 12). The notice of reactivation, with a sequentially assigned Arabic numeral, will supersede the notice of inactive for new design. The text for the reactivation notice shall be as shown on figure 12.

5.15.6 Administrative notice. Administrative notices may be issued for active and inactive for new design handbooks to change administrative information not affecting the technical content of the handbook, such as a change in point of contact, concluding material, federal supply class, or superseding information. Administrative notices may also be issued to provide instructions on how to obtain or view documents that are not in the online ASSIST database because of special circumstances, such as restricted distribution, special graphics, or availability limited to a compact disk. If an administrative notice supersedes an inactive for new design notice, it shall reaffirm the inactive status. Administrative notices shall not be issued for handbooks that are canceled. Figures 13 and 14 provide examples of administrative notices.

5.15.7 Notice format. All notices shall include the format elements specified in 5.15.7.1 through 5.15.7.5.

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

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- a. The document identifier of the handbook, including the revision letter and the activity code designation of the preparing activity, if applicable.
- b. The word "NOTICE" followed by a sequentially assigned Arabic numeral shall be placed below the handbook number.
- c. The date of approval.

Example of sequential actions:

- 1. Inactive for new design notice:

MIL-HDBK-123
NOTICE 1
18 October 1995

- 2. Cancellation notice:

MIL-HDBK-123
NOTICE 2
16 February 1998
SUPERSEDING
NOTICE 1
18 October 1995

- 3. Reinstatement notice:

MIL-HDBK-123
NOTICE 3
15 April 2000
SUPERSEDING
NOTICE 2
16 February 1998

5.15.7.2 Heading and title. A notice shall carry the same heading and title as the handbook. The notice of cancellation, inactivation, reinstatement, reactivation, or administrative shall be enclosed in a box in the upper left corner of the first page (see figures 8 through 14).

5.15.7.3 Preamble. A preamble is not required.

5.15.7.4 FSC, FSG, or area designation. The FSC, FSG, or area designation shall be the same as for the basic handbook and shall be shown in the lower right corner of the first page.

5.15.7.5 Concluding material. The concluding material for all notices shall be in accordance with [5.10](#).

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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. This standard should be used to develop consensus handbooks for the DoD, Military Departments, Defense Agencies, or single DoD activities. If the guidance covered by the handbook has commercial uses, consideration should be given to developing a non-Government standard.

6.2 Acquisition requirements. Acquisition documents should specify the title, number, and date of this standard.

6.3 Associated Data Item Description (DID). This standard has been assigned an Acquisition Management Systems Control number authorizing it as the source document for the following DID. When it is necessary to obtain the data, the applicable DID must be listed on the Contract Data Requirements List (DD Form 1423).

DID NumberDID Title

DI-SDMP-81471

Department of Defense (DoD) Handbook

The above DID was current as of the date of this standard. The ASSIST database should be researched at <http://astimage.daps.dla.mil/quicksearch/> or www.dodssp.daps.mil to ensure that only current and approved DIDs are cited on the DD Form 1423.

6.4 Superseding information. This standard supersedes the sections of MIL-STD-962C that covered the format and content requirements for the preparation of defense handbooks.

6.5 Subject term (key word) listing.

- Cancellation notices
- Changes
- Inactive for new design notices
- Notices
- Reinstatement notices
- Revisions
- Standardization

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METRIC

MIL-HDBK-123

1 October 2001

DEPARTMENT OF DEFENSE HANDBOOK

SELECTION OF AEROSPACE LUBRICANTS



**This handbook is for guidance only.
Do not cite this document as a requirement.**

AMSC N/A

FSC 9150

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.3](#).)

FIGURE 1. Example of self-cover.

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1. SCOPE

1.1 Scope. This handbook provides selections guidance on the different applications where spring loaded pressure relief valves may be used. This handbook is for guidance only and cannot be cited as a requirement.

1.2 Classification. Selection guidance for pressure relief valves covered by this handbook are of the following types and compositions.

1.2.1 Types. The types of pressure relief valves are as follows:

Type I - Atmospheric outlet

Type II - Pressure tight outlet

1.2.2 Compositions. The compositions for pressure relief valves are as follows:

Composition A:

Chromium - 2-1/4 percent

Molybdenum - 1 percent

Composition B:

Chromium - 1-1/4 percent

Molybdenum - 1/2 percent

Composition D:

Carbon steel

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.6](#).)

FIGURE 2. Example of section 1.

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2. APPLICABLE DOCUMENTS

2.1 General. The documents listed below are not necessarily all of the documents referenced herein, but are those needed to understand the information provided by this handbook.

2.2 Government documents.

2.2.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein.

INTERNATIONAL STANDARDIZATION AGREEMENTS

STANAG 1135	-	Interchangeability of Fuels, Lubricants and Associated Products Used by the Armed Forces of the North Atlantic Treaty Nations
-------------	---	---

FEDERAL SPECIFICATIONS

TT-S-735	-	Standard Test Fluids; Hydrocarbon.
VV-F-800	-	Fuel Oil, Diesel

FEDERAL STANDARDS

FED-STD-595	-	Colors
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FEDERAL INFORMATION PROCESSING STANDARDS

FIPS-PUB-112	-	Password Usage
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COMMERCIAL ITEM DESCRIPTIONS

A-A-50167	-	Wadding, Cotton
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(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.7](#).)

FIGURE 3. Example of section 2.

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DEPARTMENT OF DEFENSE SPECIFICATIONS

MIL-H-5606	-	Hydraulic Fluid, Petroleum Base, Aircraft, Missile, and Ordnance
MIL-PRF-5624	-	Turbine Fuel, Aviation, Grades JP-4 and JP-5
MIL-DTL-7808	-	Lubricating Oil, Aircraft Turbine Engine, Synthetic Base

DEPARTMENT OF DEFENSE STANDARDS

MIL-STD-2073-1	-	DoD Standard Practice for Military Packaging
----------------	---	--

(Copies of these documents are available online at <http://assist.daps.dla.mil/quicksearch/> or www.dodssp.daps.mil or from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.)

2.2.2 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.

CODE OF FEDERAL REGULATIONS

Title 14, Part 36	-	Noise Standards: Aircraft Type
-------------------	---	--------------------------------

(Copies of this document are available online at www.access.gpo.gov/nara/cfr or from the Superintendent of Documents, U.S. Government Printing Office, North Capitol & "H" Streets, N.W., Washington, DC 20402-0002.)

2.3 Non-Government publications. The following documents form a part of this document to the extent specified herein.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

ASME Y14.5M	-	Dimensioning and Tolerancing
ASME Y14.38	-	Abbreviations and Acronyms

(Copies of these documents are available from www.asme.org or ASME Information Central Orders/Inquiries, P.O. Box 2300 Fairfield, NJ 07007-2300.)

FIGURE 3. Example of section 2 – Continued.

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6. NOTES

6.1 Intended use. This handbook provides guidance to help in the selection and application of materials used in shipboard fire fighting equipment.

6.2 Superseding information. This handbook supersedes the materials selection appendix to MIL-DTL-12345H.

6.3 Subject term (key word) listing.

Compressor
Firefighting
Pump

6.4 International standardization agreement implementation. This handbook implements NATO ADV-PUB 1234, "Guide for the Selection and Application of Materials Used in Shipboard Fire Fighting Equipment." When changes to, revision, or cancellation of this handbook are proposed, the preparing activity must coordinate the action with the U.S. National Point of Contact for the international standardization agreement, as identified in the ASSIST database at www.dodssp.daps.mil.

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

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.9](#).)

FIGURE 4. Example of Notes section.

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MIL-HDBK-1234

APPENDIX A

INFORMATION ON PROCEDURE FOR ULTRASONIC INSPECTION OF BAR STOCK

A.1 SCOPE

A.1.1 Scope. The appendix provides information on a procedure for ultrasonic inspection bar stock selected for the manufacture of bearing balls. While this procedure is not the only method used in the inspection of bar stock, it is the most widely one used in industry.

A.2 PROCEDURE

A.2.1 Calibration standard. Reference pieces for calibration are the same material, metal travel distance, surface finish, and ultrasonic response as the bar stock being tested.

A.2.1.1 Reference test piece for bar stock 5/8-inch to 1-1/2-inch diameter. The reference test piece is a bar of at least 3 feet in length. For near zone testing, metal travel is 4/10 the diameter and 9/10 the diameter of the test piece to flat bottom holes (FBHs) 0.02 inches in diameter. For far zone testing, metal travel is 6/10 the diameter and 1/10 the diameter of the test piece to FBHs 0.02 inches in diameter.

A.2.1.2 Reference test piece for bar stock 1/2-inch to 5/8-inch diameter. The reference test piece is a bar of at least 3 feet in length. For near zone testing, metal travel is 4/10 the diameter and 9/10 the diameter of the test piece to FBHs 0.02 inches in diameter of 0.062-inch depth. For far zone testing, metal travel is 6/10 the diameter and 1/10 the diameter of the test piece with metal travel 0.06 inch to a FBH of 0.02 inch diameter.

A.2.1.3 Reference test piece for bar stock less than 1/2-inch diameter. For bar stock less than 0.5-inch diameter, only one FBH providing 1/2 diameter travel is needed.

A.2.2 Test set-up.

A.2.2.1 Longitudinal scan. Compatibility between reference block and the material to be tested is established by comparing the first unsaturated back reflection from the block with the corresponding back reflection from the material to be tested. Gain is set to give an 80 percent of screen signal from the FBH with depth of 6/10 the diameter of the test piece. Compatibility is checked in at least three well-separated areas on the material to be tested. The gate width for near zone testing is set to include response from FBH with depth of 1/10 and 6/10 test piece diameter.

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.11](#).)

FIGURE 5. Example of appendix.

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INCH-POUND

MIL-HDBK-123B
w/CHANGE 2
1 May 2002

SUPERSEDING
MIL-HDBK-123B
w/CHANGE 1
12 October 2000

DEPARTMENT OF DEFENSE HANDBOOK

GUIDANCE FOR THE ULTRASONIC INSPECTION OF BAR STOCK



**This handbook is for guidance only.
Do not cite this document as a requirement.**

AMSC N/A

AREA NDTI

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.14.](#))

FIGURE 6. Example of change to handbook.

MIL-STD-967

MIL-HDBK-123B

FOREWORD

1. This handbook is approved for use by all Departments and Agencies of the Department of Defense (DoD).
2. This handbook provides guidance on the procedures for ultrasonic inspection of bar stock selected for the manufacture of bearing balls used in armored vehicles.
3. Comments, suggestions, or questions on this document should be addressed to Commander, U.S. Army Tank-Automotive and Armaments Command, ATTN: ABCDEFG, Warren, MI 48397-5000 or emailed tacom@army.mil. Since contact information can change, you may want to verify the currency of this address information using the ASSIST Online database at www.dodssp.daps.mil.

FIGURE 6. Example of change to handbook – Continued.

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MIL-HDBK-123B

1. SCOPE

1.1. Scope. This handbook provides guidance on the procedures for ultrasonic inspection of bar stock selected for the manufacture of bearing balls used in armored vehicles. This handbook is for guidance only and cannot be cited as a requirement.

2. APPLICABLE DOCUMENTS

2.1 General. The documents listed below are not necessarily all of the documents referenced herein, but are the ones needed in order to understand the information provided by this handbook.

2.2 Government documents.

2.2.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein.

DEPARTMENT OF DEFENSE HANDBOOKS

MIL-HDBK-234 - Ultrasonic Inspection Definitions

(Copies of this document are from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094 or <http://astimage.daps.dla.mil/quicksearch/> or www.dodssp.daps.mil/.)

3. DEFINITIONS

3.1 General. The definitions used in this handbook are in MIL-HDBK-234.

4. GENERAL REQUIREMENTS

4.1 Calibration. Reference pieces for calibration are of the same material, metal travel distance, surface finish, and ultrasonic response as the bar stock being tested.

FIGURE 6. Example of change to handbook – Continued.

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MIL-HDBK-123B

4.1.1 Reference test piece for bar stock 5/8-inch to 1-1/2-inch diameter. The reference test piece is a bar of at least 3 feet in length. For near zone testing, metal travel is 4/10 the diameter and 9/10 the diameter of the test piece to flat bottom holes (FBHs) 0.02 inches in diameter. For far zone testing, metal travel is 6/10 the diameter and 1/10 the diameter of the test piece to FBHs 0.02 inches in diameter.

4.1.2 Reference test piece for bar stock 1/2-inch to 5/8-inch diameter. The reference test piece is a bar of at least 3 feet in length. For near zone testing, metal travel is 4/10 the diameter and 9/10 the diameter of the test piece to FBHs 0.02 inches in diameter of 0.062-inch depth. For far zone testing, metal travel is 6/10 the diameter and 1/10 the diameter of the test piece with metal travel 0.06 inch to a FBH of 0.02 inch diameter.

4.1.3 Reference test piece for bar stock less than 1/2-inch diameter. For bar stock less than 0.5-inch diameter, only one FBH providing 1/2 diameter travel is needed.

4.2 Test set-up.

4.2.1 Longitudinal scan. Compatibility between reference block and the material to be tested is established by comparing the first unsaturated back reflection from the block with the corresponding back reflection from the material to be tested. Gain is set to give an 80 percent of screen signal from the FBH with depth of 6/10 the diameter of the test piece. Compatibility is checked in at least three well-separated areas on the material to be tested. The gate width for near zone testing is set to include response from FBH with depth of 1/10 and 6/10 test piece diameter. The gate width for far zone testing is set to include response from FBH with depth of 4/10 and 9/10 test piece diameter. The alarm sensitivity is set to assure 100 percent of a 0.02-inch diameter FBH inspection level.

(THE EXAMPLE ENDS HERE, BUT THE SAME TYPE OF FORMAT WOULD CONTINUE UNTIL THE END OF THE HANDBOOK, WITH VERTICAL LINES OR OTHER MARKING DENOTING WHERE CHANGES, DELETIONS, OR ADDITIONS WERE MADE. AS REQUIRED BY 5.14.4, THE FOLLOWING NOTATION WOULD BE INCLUDED AS THE LAST PARAGRAPH IN THE NOTES SECTION.)

6.5 Change notations. The margins of this handbook are marked with vertical lines to indicate modifications generated by this change. This was done as a convenience only and the Government assumes no liability whatsoever for any inaccuracies in these notations.

FIGURE 6. Example of change to handbook – Continued.

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SUMMARY OF CHANGE 1 MODIFICATIONS

The following modifications to MIL-HDBK-12345B have been made:

<u>Paragraph</u>	<u>Modification</u>
4.3.3	Changed
4.3.4	Added
5.1.1	Deleted
Table III	Changed
Figure 4	Deleted

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.14.5](#).)

FIGURE 7. Example of summary of change modifications.

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NOTICE OF INACTIVE
FOR NEW DESIGN

NOT MEASUREMENT
SENSITIVE

MIL-HDBK-417A
NOTICE 1
18 October 1995

DEPARTMENT OF DEFENSE
HANDBOOK

CLASSIFICATION SYSTEM FOR
SOLID ELASTOMERIC MATERIALS

MIL-HDBK-417A, dated 8 February 1976, is inactive for new design and no longer used as a guidance reference for new designs.

New designs should use ASTM 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.

(Copies of ASTM publications are available from ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959 or www.astm.org.)

Custodians:
Army - MR
Navy - SH
Air Force - 11

Preparing activity:
Army - MR
(Project 9320-1234)

AMSC N/A

FSC 9320

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.2](#).)

FIGURE 8. Example of inactive for new design notice.

MIL-STD-967

NOTICE OF
CANCELLATION

METRIC

MIL-HDBK-999C
NOTICE 1
25 August 1995

DEPARTMENT OF DEFENSE
HANDBOOK

CHAINS, ROLLER: POWER TRANSMISSION
OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-HDBK-999C, dated 25 March 1980, is hereby canceled without replacement.

Custodians:

Army - AT

Navy - SH

Air Force - 99

Preparing activity:

Army - AT

(Project 3020-0100)

AMSC N/A

FSC 3020

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.3](#).)

FIGURE 9. Example of cancellation notice without replacement.

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**NOTICE OF
CANCELLATION****METRIC**

MIL-HDBK-999C
NOTICE 1
25 August 1995

DEPARTMENT OF DEFENSE
HANDBOOK

CHAINS, ROLLER: POWER TRANSMISSION
OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-HDBK-999C, dated 25 March 1980, is hereby canceled. Future acquisitions may refer to SAE 123, "Chains, Roller: Power Transmission," but users are cautioned to evaluate this document for their particular application before using it as a replacement document.

Copies of SAE publications are available from the Society of Automotive Engineers, 400 Commonwealth Drive, Warrendale, PA 15096 or www.sae.org.

Custodians:

Army - AT

Navy - SH

Air Force - 99

Preparing activity:

Army - AT

(Project 3020-0100)

AMSC N/A

FSC 3020

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.3](#).)

FIGURE 10. Example of cancellation notice with replacement document.

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NOTICE OF
REINSTATEMENT

METRIC

MIL-HDBK-999C
NOTICE 3
25 August 1995
SUPERSEDING
NOTICE 2
18 April 1990

DEPARTMENT OF DEFENSE
HANDBOOK

CHAINS, ROLLER: POWER TRANSMISSION
OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-HDBK-999C, dated 25 March 1980, is hereby reinstated.

Custodians:
Army - AT
Navy - SH
Air Force - 99

Preparing activity:
Army - AT
(Project 3020-0100)

AMSC N/A

FSC 3020

NOTE: If reinstating a document as inactive for new design, the text would read “MIL-HDBK-999C, dated 25 March 1980, is hereby reinstated as inactive for new design.”

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.4](#).)

FIGURE 11. Example of a reinstatement notice.

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NOTICE OF
REACTIVATION

METRIC

MIL-HDBK-999C
NOTICE 3
25 August 1995
SUPERSEDING
NOTICE 2
18 April 1990

DEPARTMENT OF DEFENSE
HANDBOOK

CHAINS, ROLLER: POWER TRANSMISSION
OFFSET SIDEBARS, SINGLE-PITCH (METRIC)

MIL-HDBK-999C, dated 25 March 1980, is hereby reactivated.

Custodians:
Army - AT
Navy - SH
Air Force - 99

Preparing activity:
Army - AT
(Project 3020-0100)

AMSC N/A

FSC 3020

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.5](#).)

FIGURE 12. Example of a reactivation notice.

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ADMINISTRATIVE NOTICE	INCH-POUND
MIL-HDBK-123 NOTICE 1 1 May 2001	
DEPARTMENT OF DEFENSE HANDBOOK	
SELECTION OF FUZES	
<p>MIL-HDBK-123 was approved for use by the Department of Defense on 1 May 2001. Due to its length and interactive links, this document is available on CD-ROM only. Requests for a copy of the CD-ROM should be sent to Commander, U.S. Army TACOM-ARDEC, ATTN: AMSTA-AR-QAW-E, Picatinny Arsenal, NJ 07806-5000.</p>	
<p>Custodians: Army – AR Navy – OS Air Force – 99</p>	<p>Preparing activity: Army – AR</p>
<p>AMSC N/A</p>	<p>FSC 13GP</p>

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.6](#).)

FIGURE 13. Example of administrative notice.

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ADMINISTRATIVE NOTICE	INCH-POUND
	MIL-HDBK-123 NOTICE 1 1 May 2001
DEPARTMENT OF DEFENSE HANDBOOK	
SELECTION OF FUZES	
<p>The point of contact for MIL-HDBK-123 has changed. Comments, suggestions, or questions on this document should now be sent to Commander, U.S. Army TACOM-ARDEC, ATTN: AMSTA-ABCDEFGH, Picatinny Arsenal, NJ 07806-5000.</p>	
Custodians: Army – AR Navy – OS Air Force – 99	Preparing activity: Army – AR
AMSC N/A	FSC 13GP

(THIS IS AN EXAMPLE ONLY. THE REQUIREMENT IS IN [5.15.6](#).)

FIGURE 14. Example of administrative notice.

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Air Force – 11
DLA – DH

Preparing activity:

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(Project SDMP-0036)

Review activities:

Army – AT, AV, CE, CR, EA, GL, IH, MD, MI
MR, MT, PT, SM, TE, TM
Navy – AS, CG, CH, EC, MC, NU, NW, OS, SA,
TD, YD
Air Force – 16, 19, 22, 68, 70, 71, 84, 99
DLA – CC, CT, DM, DP, GS, IS, PS, SS
DISA – DC1
DTRA – DS
NIMA – MP

Civil agency:

GSA – FCOE

NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at www.dodssp.daps.mil.