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ASD(Comp)

## Department of Defense Instruction

SUBJECT Implementation of Standard Data Elements and Related Features

- References:
- (a) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," dated December 7, 1964
  - (b) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," dated April 27, 1965

### I. PURPOSE

This Instruction establishes policies and procedures for implementation of Department of Defense (DoD) standard data elements and related features in DoD data systems (references (a) and (b)).

### II. APPLICABILITY AND SCOPE

- A. The provisions of this Instruction (1) apply to all DoD Components concerned with development, maintenance and use of data systems and (2) govern installation and use of DoD standard data elements and related features in data systems supporting all functions such as command and control, research, engineering, intelligence, personnel, document and information retrieval, logistics and financial management.
- B. Data elements and data codes which are required to be unique for use in technical files of cryptologic activities are excluded from the provisions of this Instruction. However, unclassified output of cryptologic activities disseminated to non-cryptologic activities are subject to provisions of this Instruction.

### III. EXPLANATION OF TERMS

As used in this Instruction, the following terms include:

- A. Implementation actions - all actions, such as system design, form design, file conversion and programming, necessary to install approved standard data element(s) in a data system(s).
- B. DoD Standard Data Element Implementation Schedule - a schedule of dates indicating by DoD Component when the standard data element(s) (or revised standard data element(s)) will be completely incorporated and in use. The DoD approved Standard Data Element Implementation Schedule will indicate, for each DoD Component, the outside date (latest) by which the standard data elements will be implemented in all applicable systems.



(As many standard data elements as possible should be grouped and considered in relation to existing implementation schedules in developing plans for each system implementation.)

IV. POLICIES

- A. DoD standard data elements and related features will be used to the greatest practicable extent in meeting data system requirements.
- B. Implementation schedules for DoD standard data elements or related groups of standard data elements will be developed after Assistant Secretary of Defense (Comptroller) approval of a recommended standard.
- C. Generally, new data systems will incorporate standard data elements and related features during the design phase. For on-going data systems, implementation will be scheduled at a time when other periodic changes are made, when major systems revision or redesign are required, or when they will provide substantial immediate benefits. Necessary preliminary conversion steps will be scheduled for such implementation.
- D. The implementation schedule will consider known data interchange requirements with all DoD Components laterally and vertically, other Federal Agencies, foreign governments and private industry and will fit into related implementation schedules, when known.
  1. Where data interchange or interface is not involved, implementation of the standard data elements may be scheduled independently.
  2. Where there is a direct interchange or interface of data elements between data systems which are internal to the operations of a DoD Component, concurrent implementation will be scheduled in these systems by the DoD Component.
  3. Where there is a direct interchange or interface of data elements between data systems which are monitored at the Office, Secretary of Defense level, concurrent implementation will be scheduled in these systems by the responsible systems administrator.

- E. Scheduled implementation of standard data elements will be time-phased to minimize implementation impact. However, the implementation schedule must consider all using data systems.

V. PROCEDURES

- A. After approval of one or a group of standard data elements by the Assistant Secretary of Defense (Comptroller), each using DoD Component, upon request, will furnish the Assigned Responsible Agency (ARA) a recommended implementation schedule. (Where groups of related standard data elements will be installed simultaneously, a single schedule will suffice.)
- B. As a general guideline in preparing the implementation schedule, DoD data standards shall be implemented no later than the end of the fiscal year following the fiscal year in which the standard was approved. Where exceptions appear necessary, detailed justification will be submitted by using DoD Components to the appropriate ARA, to include at least (1) the name of the data system, (2) volume of records, (3) special considerations, such as a later scheduled major system revision, and (4) other pertinent data.
- C. The ARA will consolidate the recommendations and prepare a proposed implementation schedule for the standard data element(s).
- D. The ARA will submit the proposed implementation schedule for approval, along with all comments, concurrences and requests for exception with justification, to the Assistant Secretary of Defense (Comptroller).
- E. The Assistant Secretary of Defense (Comptroller) will approve the data standardization implementation schedule, providing information and liaison with other Federal Agencies, foreign governments and private industry, as appropriate.
- F. Implementation actions will be taken by each DoD Component in accordance with the approved implementation schedule, unless specifically exempted by the Assistant Secretary of Defense (Comptroller).
- G. A consolidated DoD Standard Data Element Implementation Schedule will be established by the Assistant Secretary of Defense (Comptroller), by approving or amending the ARA recommendation, reconciling and resolving any differences of requirements.

The DoD implementation schedule, representing the DoD standard data elements to be implemented in a one year period, will be prepared from individually recommended ARA schedules and distributed, as appropriate.

VI. REPORT CONTROL SYMBOL

The reporting requirements of this Instruction have been assigned Report Control Symbol DD-Comp(AR)944.

VII. IMPLEMENTATION AND EFFECTIVE DATE

- A. This Instruction is effective immediately.
- B. Two (2) copies of each proposed implementing document shall be forwarded to the Assistant Secretary of Defense (Comptroller), Attn: Data Standards Division, for approval within ninety (90) days.

R. E. Moot

Assistant Secretary of Defense  
(Comptroller)