



DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
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IN REPLY
REFER TO

September 14, 2005

MEMORANDUM FOR DOD STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Policy Memo 05-6, "Overage Document Review and Validation"

Attached are changes to the overage document review and validation policies and procedures in sections C5.9.2 and C5.9.7 in DoD 4120.24-M, "Defense Standardization Program Policies and Procedures." These changes are effective immediately.

If you have any questions, please contact Mr. Stephen Lowell on (703) 767-6879 or email stephen.lowell@dla.mil.

GREGORY E. SAUNDERS
DIRECTOR

NEW ADDITIONAL TEXT IS IN RED AND DELETED TEXT IS STRIKE THROUGH

C5.9.2. Overage Document Review. All documents identified as active and inactive in the ASSIST database must be reviewed within 5 years from the time they were last updated or validated. ~~The DoDSSP shall mail an annual listing of defense and Federal standardization documents that are 5 years or older to the appropriate Preparing Activities, the DepSOs, and DSPO.~~ **Using the “Document Condition Report” in the ASSIST database, Preparing Activities shall generate lists of their overage documents at least once a year** ~~The Preparing Activities shall review these lists and take one of the following actions:~~

C5.9.2.1. ~~The overage document list is generated from the ASSIST database.~~ If the information **in the ASSIST database** is incorrect, the Preparing Activity shall **submit changes to the DoDSSP via the ASSIST “User Feedback” option.** **Preparing Activities may also submit changes to the DoDSSP via send a letter, e-mail, or fax, to the DoDSSP to make the correction but the ASSIST “User Feedback” is the preferred method.**

C5.9.2.2. For **active** Government standardization documents, if the document is technically current and conforms to DSP policies, the Preparing Activity shall **issue a authorize the DoDSSP to validate the document validation notice with a copy to the LSA. using one of the following methods:**

C5.9.2.2.1. A validation notice may be generated automatically using the “Extended Validation Notice” tool in ASSIST. This is the preferred approach to validating a document. Only those individuals in Preparing Activities who have been authorized access to this tool by the DoDSSP through their ASSIST User Profile may use this capability.

C5.9.2.2.2. As an alternative to the “Extended Validation Notice” tool, the Preparing Activity may send a list of documents which they have approved for validation to the DoDSSP. The DoDSSP will then generate the validation notice in ASSIST.

C5.9.2.3. For **inactive for new design** Government standardization documents, if the document is still needed, the Preparing Activity shall **authorize the DoDSSP to validate the document using one of the methods described in C5.9.2.2.1 or C5.9.2.2.2.**

C5.9.2.4. For **DoD-adopted** NGSs, a validation notice is not required since each NGSB conducts its own overage document review to ensure technical currency. The adopting activity need only **ensure reaffirm every 5 years there is still a need for the NGS and notify the DoDSSP to indicate the reaffirmation in the ASSIST database.**

C5.9.2.4.1. As part of the review process for reaffirming **the continued need for the NGS, the adopting activity should confirm that the document number or title has not been changed, that the NGSB information on the adoption notice for addresses and web sites is still current, the sponsoring NGSB still exists, and that the document is available.**

C5.9.2.4.2. **The A Preparing Activity shall notify the DoDSSP of the reaffirmed NGS need by letter, e-mail, or fax. The EVN can also be used to reaffirm the need for an NGS.**

C5.9.2.4.3. The DoDSSP shall establish and track the date of reaffirmation on an NGS in ASSIST.

C5.9.2.5. Establish a standardization project to update the document.

C5.9.2.6. Inactivate the document for new design.

C5.9.2.7. Cancel the document.

C5.9.2.8. Withdraw DoD adoption.

~~C5.9.3. Failure to Take Action on Overage Documents. If a Preparing Activity does not take appropriate action to validate, update, inactivate for new design, or cancel an overage document after 1 year, the LSA may cancel the document, or if another SMA agrees to accept Preparing Activity responsibility, transfer the document. Before taking such unilateral action regarding a document, the LSA shall notify the delinquent Preparing Activity of its intention to cancel or transfer the overage document and shall allow at least 30 days for the Preparing Activity to initiate corrective action.~~

~~C5.9.7. Validation Notices. Validation notices indicate the Preparing Activity has reviewed an active Government standardization document that has not been updated or validated for 5 years and determined that the requirements are current, meet the users' needs, and comply with the policies of the DSP. The Preparing Activity shall not validate any active document that does not meet all of these criteria. The Preparing Activity shall also review inactive for new design documents every five years to validate only that there is still a need for the document. The following policies and procedures shall apply for validation notices: When authorized by the Preparing Activity, the DoDSSP shall issue validation notices for overage active Government standardization documents to indicate technical currency and need, and validation notices for overage inactive for new design Government documents to indicate need.~~

~~———— C5.9.7.1. The format for validation notices shall be as specified in MIL-STD-961 or MIL-STD-962 (references (n) and (o)).~~

~~———— C5.9.7.2. Validation notices shall not make any changes to the basic document other than to update Custodians and Review Activities. Only revisions, amendments, or change notices can be used to make changes.~~

~~———— C5.9.7.3. Validation notices do not require project numbers.~~

~~———— C5.9.7.4. The Preparing Activity does not have to coordinate a validation notice, but shall provide the LSA with a copy of that notice.~~

~~———— C5.9.7.5. Validation notices shall not be issued for NGSs, but every 5 years, the Adopting Activity shall verify that there is still a need.~~