



DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
8725 JOHN J. KINGMAN ROAD, STOP 5100
FORT BELVOIR, VA 22060-6220



OCT 27 2009

IN REPLY
REFER TO DSPO

MEMORANDUM FOR DEPARTMENTAL STANDARDIZATION OFFICES

SUBJECT: Policy Memorandum 10-1, "Standardization Projects in ASSIST"

It is important to keep information on standardization projects current in ASSIST since this is the primary tool used by government and industry to track the status of changes to DoD standardization documents, as well as new issuances. To ensure the currency of the standardization project data in ASSIST, Preparing Activities will receive notifications at the beginning of each fiscal quarter, as appropriate:

1. The first notification will identify standardization projects that have gone beyond their planned completion date. The Preparing Activity must either complete or discontinue the standardization project, or extend the planned completion date in ASSIST.
2. If appropriate action has not been taken for an overdue standardization project after one fiscal quarter, a second notification will be sent to the Preparing Activity further alerting them that the standardization project will be discontinued automatically at the end of this fiscal quarter if no action is taken.
3. If no action is taken by end of the fiscal quarter when the second notification is sent, the Preparing Activity and Lead Standardization Activity will be notified that the standardization project has been discontinued because it is more than 6 months overdue and no action was taken by the Preparing Activity. Once a project is discontinued, the Preparing Activity will have to request a new standardization project from the Lead Standardization Activity.

This automatic notification process will begin in the first quarter of fiscal year 2010. If there are questions, please contact Mr. Stephen Lowell at stephen.lowell@dla.mil or (703) 767-6879.

Stephen C. Lowell

GREGORY E. SAUNDERS
DIRECTOR