



RESEARCH
AND ENGINEERING

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3030 DEFENSE PENTAGON
WASHINGTON, DC 20301-3030

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MEMORANDUM FOR COMPONENT STANDARDIZATION EXECUTIVES

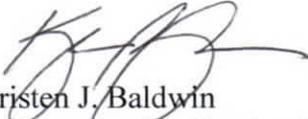
SUBJECT: Maintenance of Standardization Documents

The Department of Defense (DoD) process for validating standardization documents every 5 years is designed to ensure that only relevant, necessary, and technically accurate documents are maintained and made available to the Department. The use of current standards is critical to the Department and the defense industry as we work to modernize and sustain defense systems.

The current backlog of overage standardization documents in the ASSIST database is growing more quickly than we are able to validate, revise, or cancel the documents. More than 11,000, or nearly half of the standardization documents managed by Department, are overage. Using overage documents in procurement potentially introduces risk into our programs.

I have directed the Defense Standardization Program Office (DSPO) to take several actions to allow DoD preparing activities to expedite the reviews by addressing particular overage issues in three areas: stabilized maintenance criteria, non-government standards, and uneditable PDF documents (see attachment). These actions will reduce Component backlog, and focus technical knowledge and experience on the remaining standards needing attention.

Please ensure your preparing activities are appropriately resourced to maintain your organization's standardization documents and to participate in developing non-government standards that reflect DoD requirements.


Kristen J. Baldwin
Defense Standardization Executive

Attachments:
As Stated

cc: DepSOs
Standardization Management Activities

Attachment 1

Managing Overage Documents

Stabilized Maintenance Criteria: Most of the overage government documents cannot be validated in their current state because they reference superseded or cancelled documents. DSPO will approve system and procedural changes to allow documents that are otherwise technically adequate, correct, and current to be placed in stabilized maintenance status, extending the review period to 10 years.

Non-government standards (NGS): More than 5,500 of the overage documents are adoption notices for non-government standards. To reaffirm (the NGS equivalent of validate) an adoption notice, the adopting activity must determine that the issuing organization has not cancelled the document and it is still in use. To expedite this process, DSPO will coordinate with Standards Development Organizations to identify cancelled documents on the overage list and provide the results to the adopting activities.

Uneditable PDF documents: More than 3,000 of the overage documents were last validated in 1996 or earlier. These documents are often available only as low-quality, early PDF scans, for which no editable version of the document exists. Document maintenance is much more efficient when an editable version is available; however, conversion of these particular documents would require resources that would be better applied to updating and validating the content of the documents. Therefore, for a limited time, preparing activities will be allowed to issue stand-alone change notices (or amendments) for documents for which no editable version exists. Upon the next validation cycle, the documents must be converted to an editable format or cancelled.