



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

IN REPLY  
REFER TO DSPO

July 16, 2020

MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Administrative Notices for Data Item Descriptions

Effective immediately, Preparing Activities are authorized to submit Administrative Notices for Data Item Descriptions (DIDs) to allow for non-technical changes to be made quickly and without the need for a project number or coordination. Administrative Notices shall be issued only for DIDs in an active status.

Administrative Notices may be uploaded to ASSIST by the cognizant Preparing Activity to change administrative information not affecting the technical content of the DID, such as a change in point of contact, typographical errors, or paragraph numbering errors noticed after publication of the DID in ASSIST.

The Administrative Notice format shall include the following elements:

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

- (1) The document identifier of the DID, including the revision letter.
- (2) The word "NOTICE" followed by a sequentially assigned Arabic numeral shall be placed below the DID number.
- (3) The date of approval.

EXAMPLE:                   DI-MGMT-81861B  
                                  NOTICE 1  
                                  4 June 2020

b. Heading and Title. An Administrative Notice shall carry the same heading and title as the DID. The "Administrative Notice" shall be enclosed in a box in the upper left corner of the page.

c. Standardization Area Designation: The Standardization Area Designation shall be the same as for the DID and shall be shown in the lower right corner of the page. If the DID's original standardization area no longer exists, or if the DID has since transferred to a different standardization area, the Administrative Notice shall reflect the standardization area in which the DID currently resides.

d. Concluding Material: The concluding material for Administrative Notices for DIDs shall include the Preparing Activity SD-1 code, along with the DID Approval Authority SD-1 codes for all the Military Department/Defense Agency DID Approval Authorities. These codes can be found in the DOD Contacts tab in ASSIST, or on page xv of the SD-1. They are also shown on the attachment.

e. 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 <https://assist.dla.mil>.

f. AMSC Number: For Administrative Notices, “AMSC N/A” shall be placed in the lower left corner.

A copy of the first Administrative Notice for a DID is attached for your information. Information on Administrative Notices will be included in the next revision of MIL-STD-963. If you have any questions, please contact Ms. Karen Bond at [Karen.Bond@dlam.mil](mailto:Karen.Bond@dlam.mil).



GREGORY E. SAUNDERS  
DIRECTOR

Attachment  
As Stated

cc: DepSOs

**ADMINISTRATIVE  
NOTICE**

DI-MGMT-81861B  
NOTICE 1  
4 June 2020

**DATA ITEM DESCRIPTION**

**INTEGRATED PROGRAM MANAGEMENT DATA AND ANALYSIS REPORT (IPMDAR)**

DI-MGMT-81861B, dated 12 March 2020, contains two incorrect paragraph references:

On page 11, in Paragraph 2.5.3: “Section 2.4.3.5” is corrected to “Section 2.5.3.5”

On page 11, in Paragraph 2.5.3.3: “Section 2.4.3.5” is corrected to “Section 2.5.3.5”

**Review Activities:**

Army – AM  
Navy – SA  
Air Force – 10  
DLA – DH  
DTRA – DS  
NGA – MP  
NSA – NS

**Preparing Activity:**

OSD-PARCA

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AMSC N/A

AREA MGMT