



DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
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IN REPLY
REFER TO DSPO

April 12, 2019

MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Maintenance of Standardization Documents

Reference Defense Standardization Executive (DSE) memorandum to Component Standardization Executives, dated December 4, 2018, subject as above. The memorandum addressed the current backlog of overage standardization documents. To reduce the backlog, which will allow preparing activities to focus technical knowledge and expertise on standards requiring attention, the DSE directed DSPO to take action to allow preparing activities to expedite document reviews by addressing particular overage issues in the following three areas:

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Criteria: Most of the overage government documents cannot be validated in their current state because they reference superseded or cancelled documents.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.

While DSPO is addressing the Non-Government Standards action, guidance on Stabilized Maintenance and Uneditable Documents is attached.

If you have any questions, please contact Karen Bond, Karen.Bond@dla.mil.

A handwritten signature in blue ink, appearing to read "M.A. Heaphy Jr.", is positioned above the printed name.

MICHAEL A. HEAPHY JR
DIRECTOR

Attachment
As Stated

cc: DepSOs

GUIDANCE FOR PREPARING ACTIVITIES

Stabilized Maintenance Criteria: Until DSPO can publish an interim policy change, this is interpreted as follows: The definition of “stabilized” maintenance is changed to allow documents with cancelled references to be designated as stabilized. This change will allow active documents with cancelled, outdated, or inactive references to be marked stabilized maintenance IF the preparing activity determines that the document is otherwise technically adequate, current, and correct, and it meets stabilized maintenance criteria per DODM 4120.24 (i.e., it addresses mature products, technologies, or practices and, as a result, is not likely to require updating). Documents meeting this criteria can be validated and stabilized at the same time in the ASSIST validation portal and will be due for review in 10 years from the date of validation/stabilization. To implement this change, the ASSIST Validation Portal now allows the following:

- Active documents currently stabilized can be submitted for validation with cancelled references.
- Active documents not currently stabilized can be submitted for validation with cancelled references if it is also submitted as stabilized at the same time.
- Active documents not currently stabilized can only be submitted as stabilized if the last change (revision, amendment, change notice) made to them occurred more than 5 years ago

Uneditable PDF Documents: As a one-time event for these uneditable documents, DSPO will allow DSPAO (ASSIST document processors) to accept stand-alone change notices for defense standards, defense handbooks, and federal standards, and stand-alone amendments for defense specifications and federal specifications. These stand-alone notices will indicate changes to uneditable documents, which would therefore extend the validation date for five years, after which time these documents must be converted to an editable format or be cancelled. The following provisions apply:

(a) The procedures for developing a stand-alone change notice or amendment must follow DoDM 4120.24 (project numbers, coordination, comment resolution, and approval).

(b) The length of a stand-alone change notice or amendment cannot exceed 25 percent of the basic document. For example, the maximum length for a stand-alone amendment to a 28-page specification would be 7 pages.

(c) Stand-alone change notices and amendments may only be issued for documents that do not exist in an editable, digital format. For the most part, only documents dated before 1997 do not exist in, or are easily converted to, an editable, digital format.

(d) The format for a stand-alone change notice for uneditable military standards and handbooks should follow the formats shown in “C” revision to MIL-STD-962, dated October 20, 1995, which is available in ASSIST.

(e) The format for a stand-alone amendment for uneditable military specifications should follow the format shown in “D” revision to MIL-STD-961, dated March 22, 1995, which is available in ASSIST.

(f) The format for change notices for uneditable federal standards and amendments to federal specifications should follow the formats shown in the 2000 issue of the Federal Standardization Manual (https://www.gsa.gov/cdnstatic/Federal_Standardization_Manual.pdf).

(g) Since amendments have never been permitted for commercial item descriptions and MS sheets, this prohibition continues.