



RESEARCH  
AND ENGINEERING

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MEMORANDUM FOR ARMY STANDARDIZATION EXECUTIVE  
NAVY STANDARDIZATION EXECUTIVE  
AIR FORCE STANDARDIZATION EXECUTIVE  
DEFENSE LOGISTICS AGENCY STANDARDIZATION  
EXECUTIVE  
DEFENSE INFORMATION SYSTEMS AGENCY  
STANDARDIZATION EXECUTIVE  
NATIONAL SECURITY AGENCY STANDARDIZATION  
EXECUTIVE

SUBJECT: ASSIST Document Coordination Module

Since May 2006, Department of Defense (DoD) Standardization Management Activities (SMAs) have had the option of coordinating draft standardization documents using the ASSIST Document Coordination module. This module ensures coordination with document custodians, review activities, and the Lead Standardization Activity and allows others to be added to the distribution list as well. The module also notifies individuals registered through the ASSIST alert service when a draft document is available for comment, and it allows other registered ASSIST users an opportunity to comment on any draft available for general review.

The ASSIST Document Coordination module is a valuable tool that allows broad opportunities to review and comment on DoD draft standardization documents and promotes transparency in our document development process. Effective October 3, 2011, DoD SMAs are required to use the ASSIST Document Coordination module, as a minimum, for all newly approved standardization projects or the resulting final document will not be approved and entered into the ASSIST database. This requirement applies only to unclassified standardization documents and not to restricted distribution documents.

Additional guidance will be provided to the DoD SMAs by the Defense Standardization Program Office. Please submit any questions or suggestions for improving the ASSIST database using the ASSIST feedback at <https://assist.daps.dla.mil/feedback/index.cfm>.

A handwritten signature in black ink, appearing to read "Stephen P. Welby".

Stephen P. Welby  
Defense Standardization Executive

cc: DepSOs