



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

SEP 15

MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Policy Memo 00-02, ASSIST-Online Standardization Project Transmittal
(ASSIST-Project)

This memorandum establishes two changes for the transmittal of standardization projects:

- (1) As of October 1, 2000, it will no longer be necessary for preparing activities (PAs) to submit completion DD 1585s for projects, with the exception of engineering practice studies and item reduction studies. Upon receipt of documents through the ASSIST-EDS (Electronic Document Submission) module, the Department of Defense Single Stock Point (DoDSSP) will complete the project for the preparing activity. Since item reduction or engineering practice studies are not sent to the DoDSSP for indexing and distribution, PAs must still initiate and complete these projects via the ASSIST-Project module at <http://assist.daps.mil/project>.
- (2) Effective immediately, PAs are encouraged to use ASSIST-Project to initiate new projects. As of January 1, 2001, it will be mandatory for PAs to use ASSIST-Project to initiate and update standardization projects (again, the DoDSSP will do completions as noted above). ASSIST-Project allows document PAs to electronically initiate and update standardization projects by electronically transmitting to the DoDSSP for processing that information normally entered on a DD Form 1585. Note that the only basis code available for submitting projects in ASSIST-Project is Code X. This is because projects will no longer be initiated to support the basis codes used to reflect the document improvement actions under Milspec Reform. Until such time as we need to develop new basis codes, Code X will be used.

PAs may use the DD Form 1585 until the end of this calendar year (PAs may also use an e-mail or memorandum to update an existing project). On December 31, 2000, the DD Form 1585 will be canceled and ASSIST-Project will be the only method for PAs to initiate and update standardization projects.

Only projects initiated using the ASSIST-Project can be updated by the PA in the ASSIST-Project module. After December 31, 2000, projects that were submitted to the DoDSSP

using the paper DD 1585 for processing must be updated or discontinued by notifying the DoDSSP by e-mail (rrodemer@daps.dla.mil) or mail: DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (Attn: Mr. Rodemer). Again, the DoDSSP will complete the project upon receipt of the standardization document.

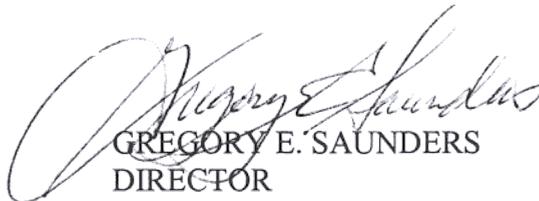
ASSIST-Project will be made accessible only to those who prepare or submit standardization projects. All preparing activities requiring access to the ASSIST-Project module must have an active ASSIST-Online account and request access from the DoDSSP through Mr. Rodemer at the e-mail address above.

At this time, ASSIST-Project does not have the capability to forward copies of project submittals to the cognizant lead standardization activity and custodians. Therefore, until that enhancement is made to ASSIST, it is important that the input screens in ASSIST-Project be printed at the time of project submittal and be sent to the cognizant LSA and custodians.

It would also be beneficial to become familiar with the new ASSIST Alert Service and to set up your individual Alert Profile. This will ensure you are notified when a document of interest has been accepted and is available in ASSIST. Information on ASSIST-Alert Service is at <http://astimage.daps.dla.mil/online/news/AlertService.cfm>.

A system overview of the new ASSIST-Project module is available on the Web at <http://assist.daps.mil/project/faqs/overview.cfm>. Questions about the ASSIST-Project module should be addressed to Ms. Edith Burns, ASSIST Maintenance Team, (215) 697-9495, or E-mail eburns@daps.dla.mil.

Question concerning this policy memorandum should be addressed to Ms. Karen Bond on my staff at (703) 767-6871 or E-mail karen_bond@hq.dla.mil.



GREGORY E. SAUNDERS
DIRECTOR

cc: DepSOs
DoDSSP