



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

APR 18 2001

MEMORANDUM FOR DEPARTMENTAL STANDARDIZATION OFFICES

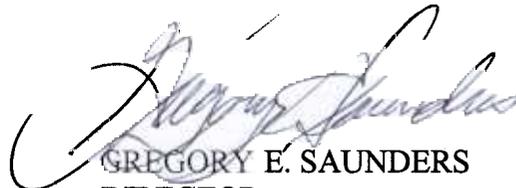
SUBJECT: ASSIST Standardization Directory (SD-1) Update Tool

There is a new ASSIST tool available that will allow authorized individuals to make routine-only changes (phone numbers, addresses, e-mail addresses, notes section) to existing point of contact information in the SD-1. Submitted changes will show up in all ASSIST applications within 24 hours. Changes submitted via this tool will be included in the next printed version of SD-1. As a result, the ASSIST DoD Contacts module would be the most up-to-date source for obtaining POC information. You can take a look at the system overview by clicking on "Info" at <http://assist.daps.mil/sd1web/>

DepSOs may choose to authorize access for everyone in their activities; however, some DepSOs may choose to authorize only certain individuals for control purposes. Whatever the case, DepSOs must notify DAPS, via e-mail to Mr. Rick Rodemer (rrodemer@daps.dla.mil), as to which ASSIST on-line accounts should be given access to this tool before it can be used. Access can be given for an entire Service/Agency, for a specific SD-1 code only, or even down to a numbered office within an SD-1 coded office.

Note that this tool allows routine-only changes. The DepSO must still submit new additions or deletions of Standardization Management Activities and changes in responsibilities, such as any FSC/AREA transfers within a Service or Agency. My office must submit any changes between Services/Agencies.

If you have any questions, please call Karen Bond at (703) 767-6871, DSN 427-6871


GREGORY E. SAUNDERS
DIRECTOR

cc: DAPS