



DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
8725 JOHN J. KINGMAN ROAD, SUITE 4235
FORT BELVOIR, VA 22060-6221



IN REPLY
REFER TO

February 6, 2003

MEMORANDUM FOR DOD STANDARDIZATION MANAGEMENT ACTIVITIES

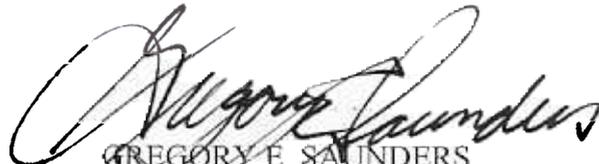
SUBJECT Policy Memorandum 03-1, "ASSIST Change/Correction Submission"

DoD Standardization Management Activities (SMAs) can now make administrative changes to the Acquisition Streamlining and Standardization Information System (ASSIST) database using the ASSIST Change/Correction Submission (CCS). Such administrative actions would include changing the preparing activity, custodian, review activity, and federal supply class for a document, which are currently made using the DD Form 1865, "DoD Index of Specifications and Standards (DoDISS) Change/Correction Request." The ASSIST CCS is primarily intended to give SMAs an easy way to make changes to limited numbers of documents at one time. If changes are needed for a large number of documents, we recommend that you contact Mr. Rick Rodemer of the DoD Single Stock Point (DoDSSP) to determine the most efficient way to make the changes.

Access to the ASSIST CCS will be limited to individuals within an SMA who have been granted authorization by their Departmental Standardization Office (DepSO). The request should include the individual's name, organization, and ASSIST user account number (do not include pass word). The DepSO shall notify individuals of disapprovals. If approved, the DepSO shall forward the request to Mr. Rick Rodemer of the DoDSSP who will notify the individuals of their access availability. Approved individuals will only be able to make online administrative changes commensurate with their document level of responsibility. So for instance, only the SMA listed as the preparing activity for a document would be able to change the designated preparing activity or federal supply class. ASSIST CCS has safeguards to ensure that individuals cannot make unauthorized changes.

The ASSIST CCS process begins in the "Request" option within the ASSIST Administrative Module identified as "Submit Change," where the authorized SMA user enters fundamental document identification. Once the CCS has checked the document identification parameters for its validity, the SMA user will be taken to a screen where certain document data elements (based on the users privileges) can be manipulated and submitted directly into the ASSIST data base. The SMA user can also view their previous changes to the document in the History screen. SMA users will need to be careful when submitting changes since all those affected by the change will be automatically notified via email. SMAs must also make sure that if their email address changes, they immediately update their email address in ASSIST or they will not be notified of changes.

The DD Form 1865 will be retained and accepted for a while longer, but will be canceled before the end of fiscal year 2003. At that time, all administrative changes to ASSIST must be made using the CCS, or in the case of large scale changes, contacting the DoDSSP. If you have any questions about obtaining access or submitting changes to the ASSIST CCS, please contact your DepSO or Mr. Rick Rodemer, DSN 442-5164, commercial (215) 697-5164, or email rick.rodemer@dla.mil.



GREGORY E SAUNDERS
DIRECTOR