

# Request for Records Disposition Authority

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

Job Number

N1-361-11-1

Date Received

10/4/10

1 From (Agency or establishment)

**Defense Logistics Agency**

2 Major Subdivision

**Information Operations (J-6)**

3 Minor Subdivision

**DLA Document Services**

4 Name of Person with whom to confer

**Kayte Vo**

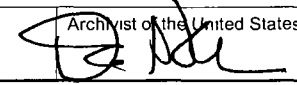
5 Telephone (include area code)

**717-605-2499**

Date

**Nov 13**

Archivist of the United States



**Notification to Agency**

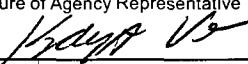
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**6 Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required       is attached       has been requested

Signature of Agency Representative



Title

**DLA Records Manager**

Date (mm/dd/yyyy)

**09/29/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	240.11 Acquisition Streamlining and Standardization System (ASSIST) - see attached.	NEW	

## 240 11 Acquisition Streamlining and Standardization System (ASSIST)

Acquisition Streamlining and Standardization System (ASSIST) is the official source for specifications and standards used by the Department of Defense (DOD). Managed by DLA Document Services at their location within the DOD Single Stock Point (DODSSP) in Philadelphia, the ASSIST website provides free public access to most technical documents in the ASSIST document database. The URL for ASSIST is <https://assist.daps.dla.mil>

ASSIST is used by standardization management activities to develop, coordinate, and manage defense and federal specifications and standards, military handbooks, commercial item descriptions, data item descriptions, and related technical documents prepared in accordance with the policies and procedures of the Defense Standardization Program (DSP) and governed by DOD 4120 24-M, DSP Policy and Procedures. In addition to DOD-prepared documents, ASSIST also houses U.S. ratified international standardization agreements, such as NATO STANAGs and Allied Publications.

ASSIST allows registered users to search for documents, identify standardization points-of-contact, generate numerous standard or custom reports, and request custom e-mail alerts when a preparing activity undertakes a project to develop or modify a document, posts a draft for review and coordination, or publishes a new or revised document.

Preparing activities in the military services and defense agencies use ASSIST to maintain standardization documents. These documents are catalogued in ASSIST indefinitely, and are assigned a specific status category. The three different status types are ACTIVE, INACTIVE, and CANCELED.

- **ACTIVE** The document is approved for use in all acquisitions or new design. The document date in ASSIST reflects the date of the most current version of the document (i.e., the date of the base document, the latest revision, or the most recent change, amendment, or supplement).
- **INACTIVE** A document with the status of "Inactive for New Design" shall not be used, except to procure items to support legacy systems or equipment. For these documents, a formal Inactive for New Design Notice (Inactivation) has been published as a means to alert the standardization community of the change in status. In the normal life cycle of a standardization document, it is common that an inactive for new design action will take place many years before a document is eventually canceled.
- **CANCELED** The preparing activity has determined that the document is no longer useful for new design nor is it needed to support legacy systems or equipment. In such cases, a formal Cancellation Notice has been issued as a means to alert the standardization community of the change in status.

Specifications, standards, military handbooks, and the other technical documents that support federal and defense acquisitions are prepared when needed. The beginning dates, therefore,

are either the date each document is first created or, in the case of a non-government standard (NGS), the date the DOD preparing activity publishes an Adoption Notice for the NGS. The end dates are indefinite, since even canceled specifications and standards can be used in contracts if authorized and are occasionally restored to active status by a preparing activity publishing a Notice of Reinstatement. Canceled specifications, standards, and other technical documents maintained in the ASSIST repository are also useful historical references.

The users of this system typically include government procurement professionals and logisticians from the military services and defense agencies, prime and sub-prime contractors who respond to DOD and federal agency solicitations, and the suppliers and vendors who support them.

~~a. Inputs/Source Records. Standardization documents in PDF format are manually entered into the system. Older documents are first scanned to PDF and then added to the system. (Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.) GRS 20, Item 2c~~

b. Master File. The primary records stored in the system are technical document files, in PDF format, for each defense and federal specification and standard, military handbook, commercial item description, data item description, MS drawing, International Standardization Agreement, Test Operating Procedures, International Test Operating Procedures, and other technical documents used to support acquisition of systems and equipment. These document files include the base documents, revisions, amendments, supplements, and a variety of notices (changes, validation, adoption, withdrawal of adoption, administrative, inactivation, reactivation, cancellation, reinstatement).

Besides the document files, ASSIST also stores certain metadata and records involved in the creation, coordination, and publication of each document file. These types of actions may only be made by users with assigned privileges, and the transactions are tied to a user account to ensure that changes are made by personnel with appropriate authority. These records are also retained indefinitely, as documents are modified only as needed and changes often occur many years apart. Below are some major categories of specialized actions taken by authorized personnel at standardization management activities:

- Requesting, approving, and managing projects
- Managing the coordination effort for a new or revised draft document
- Reviewing and submitting comments on drafts
- Managing contact information for personnel at standardization management activities
- Managing and responding to feedback submitted by users
- Requesting a number for a new document
- Submitting a new or revised document for publication

- Transferring management responsibility for a document to another preparing activity
- Reviewing documents submitted for publication and publishing them

ASSIST also has a feedback module that allows users to submit questions or comments and enables the systems administrator to manage comments (i.e., assign each comment to someone for a response and corrective action, as appropriate, and to track a comment until a disposition has been made)

(PERMANENT Transfer a copy to the National Archives upon approval of this SF-115 Thereafter, cut off files at end of every fifth calendar year and transfer a copy to the National Archives )

*Justification* Defense Standardization Program Office (DSPO) recommends that ASSIST store documents indefinitely because ASSIST serves as the DOD's official repository for military specifications and standards and other related documents While some of the standardization documents may be inactive or cancelled, having the ability to retrieve these documents is paramount to supporting legacy systems Additionally document retrieval is necessary when researching why certain decisions were made in regards to cancelled or inactive specs

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c Outputs ASSIST allows users multiple ways to search for and download documents It also allows users to create a variety of custom reports Most reports have been designed to help preparing activities with document maintenance actions Reports in ASSIST are offered under the following menus

- Document Analysis
- Document Management
- DOD Contacts
- DOD Projects
- NGS Adopted
- Administration (system administrators only)

Since reports are created based on queries to the live database, and since ASSIST is updated daily, reports are somewhat dynamic Reports, per se, are not retained, however, the data in underlying tables from which the reports are generated is retained

ASSIST also provides an alert service, wherein registered users may customize a profile to receive e-mail notifications to track planned or actual changes to specific documents of interest Users may click on a link in the notification e-mail to access a custom portal that stores links to documents of interest that have changed within the last two weeks These links to the user's documents of interest are retained for two weeks

(Destroy ad hoc reports and other dynamic outputs when no longer needed or when 3 years old, whichever is sooner )

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GRS 20/12

- d System Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records

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ASSIST has a number of online help features, including a "System Overview" within each specialized module and short explanations of each report. Additionally, labels next to text entry fields are hyperlinks that link to a page which explains how to enter search terms and provides examples of what kind of results to expect from entering certain parameters. Similarly, most labels on the column headers of reports are links that explain the meaning of the data in a particular column. There are also certain modules where a user may download a file, in PDF format, that explains how to use the module.

To satisfy a variety of requests from both government and industry for selected data from ASSIST, a series of XML files are generated each time the system is updated that together provide all of the metadata associated with the files in ASSIST. These XML files may be accessed from a special menu that is shown only to registered users who have requested such information and whose request has been approved. The XML menu also includes a downloadable file, in PDF format, which explains each data element so that the user would know how to interpret the data fields in each XML file. These XML files also serve as an additional back-up capability so, like the back-up tapes, each file is retained until the next system update.

(PERMANENT Transfer to the National Archives with the permanent electronic records to which the documentation relates ) GRS 20, Item 11a(2)

*Points of Contact*

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