

To: Navy Activities on Distribution for Standardization Documents  
From: Defense Automated Printing Service, Philadelphia

Subj: CURRENT INITIAL DISTRIBUTION REQUIREMENTS FOR  
STANDARDIZATION DOCUMENTS LISTED IN THE DEPARTMENT OF DEFENSE  
INDEX OF SPECIFICATIONS AND STANDARDS (DODISS) AND RELATED  
PUBLICATIONS


Encl: (1) ASSIST Alert Service brochure  
(2) Addressee's current distribution listing of requirements by Federal Supply  
Class (FSC) or Area Assignment (AREA) and quantities

Beginning 1 March 2001, the Navy Departmental Standardization Office has directed that all paper Standardization Document output from the DODSSP will cease for Navy activities. At that time, your subscription for automatic distribution of paper copies of Standardization Documents will be discontinued. This action is being taken as a result of a new enhancement to the ASSIST Online service as described below.

The Navy and other DoD activities are taking steps to use electronic commerce to the maximum extent possible to promote the goal of a paper-free (or near paper-free) business environment. Your help working toward this goal is appreciated.

We encourage all customers to apply for an ASSIST Online account. There is no charge for this service. Registered ASSIST Online customers have access to the newly developed ASSIST Alert Service. That service and the ASSIST Alert Portal are described in enclosure 2. These new systems automatically identify when a document of interest has either changed or has been added to ASSIST, and electronically notifies participating users when these changes occur. Each registered ASSIST Online user with an active account has the ability to update their individual Alert Profile to specify those documents for which an ASSIST Alert should be issued. The ASSIST Alert Service will optionally generate user-specific Alert Notifications on a daily basis, and generate e-mail notifications that list specific document information matching individual alert profiles.

For more information, please refer to the enclosed ASSIST Alert Service brochure, visit our web site <http://astimage.daps.dla.mil> and click on "What's New!" or call our Customer Service Staff at (215) 697-2179.

  
Richard J. Rodemer  
Supervisor, DODSSP



# ASSIST Alert Service

The **ASSIST Alert Service** is a new system service that automatically identifies when a document of interest has either changed or been added to ASSIST and electronically notifies participating users when these changes occur. Each user having an ASSIST-Online account has the ability to update his/her individual alert profile to specify those documents for which alerts should be issued. On a daily basis, the **Alert Service** will generate user-specific alert notifications - email messages that uniquely list document information matching individual alert profiles.

ASSIST provides a related application, **My Alert Portal**, for users to access alerted documents. **My Alert Portal** can be accessed through hyperlinks embedded in each alert notification message. New menu options and buttons within ASSIST-Online provide direct links to **My Alert Portal** as well. Within each user's portal, you have the ability to scroll through related document lists, access revision history information, and view documents online. **My Alert Portal** maintains a list of all documents matching alert criteria during the previous two weeks and, therefore, is a constantly changing window of information.

**ASSIST Alert Service** and **My Alert Portal** are free to all registered users. Simply follow the instructions below to get started:

#### STEP 1

The first step is to obtain a user account to use ASSIST-Online. All Alert Service features, including profile management options, are managed through this system. Once you have a valid account, log on to the [ASSIST-Online web site](#).

#### STEP 2

Next, set up your individual Alert Profile by specifying which documents are of interest. Start by clicking on the User Profile button (on the site's left frame) to display a menu of related options and select the desired Alert Portal Profile Maintenance option.

- ▶ Documents Criteria – This maintenance page allows you to individually specify documents to be included in your profile. Use the Add Document section at the top of the page to “submit” documents to the Profiled Documents section below. Note that this screen also gives you the ability to specify a blanket request for:
  - MS Drawings – If this box is selected, you will be alerted to changes for all associated documents.
  - DIDs – If this box is selected, you will be alerted to changes for all associated documents.

- ▶ FSC Criteria – This maintenance page allows you to record blanket requests for all documents associated with one or more specified FSCs and/or Standardization Areas.

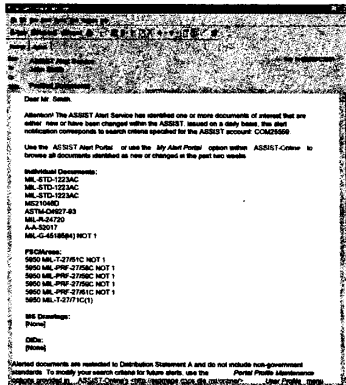
In some cases, it is possible to redundantly request a document through different profile maintenance pages. For example, you may include MIL-STD-105 in your Documents Criteria list which falls under an FSC that is specified in FSC Criteria. By design, such documents will appear multiple times in appropriate places within alert notification email messages and sections within **My Alert Portal** listings.

**STEP 3**

Alert notifications will automatically be issued on a daily basis to the email address you have specified for your account. Accordingly, it is important that this address be accurate. To view or edit this address, select the Account Profile Maintenance menu option within ASSIST-Online’s User Profile module.

Note that all users have the option to disable alert notifications. At the bottom of your account information, the Alert Service Notification radio buttons may be used to enable/disable the notification feature. This means that ASSIST will no longer issue email messages when profiled documents are identified. With this feature disabled, My Portal will continue to reflect information specific to your alert criteria. This feature is most useful in cases where your profile criteria are exhaustive (resulting in too many unwanted messages) or you are going to be temporarily out of town and do not wish to fill up your email inbox.

A sample alert notification message is provided below:



For more information on the **ASSIST Alert Service** or **My Alert Portal** applications, please contact:

Document Automation and Production Service  
 Building 4/D  
 700 Robbins Avenue  
 Philadelphia, PA 19111-5094

## Sample e-Mail Message

Dear Mr. Smith,

Attention! The ASSIST Alert Service has identified one or more documents of interest that are either new or have been changed within the ASSIST. Issued on a daily basis, this alert notification corresponds to search criteria specified for the ASSIST account: COM25559.

Use the [ASSIST Alert Portal](#) or use the *My Alert Portal* option within [ASSIST-Online](#) to browse all documents identified as new or changed in the past two weeks.

**Individual Documents:**

MIL-STD-1223AC  
MIL-STD-1223AC  
MIL-STD-1223AC  
MS21046D  
ASTM-D4927-93  
MIL-R-24720  
A-A-52017  
MIL-G-45185(I4) NOT 1

**FSC/Areas:**

5950 MIL-T-27/51C NOT 1  
5950 MIL-PRF-27/58C NOT 1  
5950 MIL-PRF-27/59C NOT 1  
5950 MIL-PRF-27/59C NOT 1  
5950 MIL-PRF-27/61C NOT 1  
5950 MIL-T-27/71C(1)

**MS Drawings:**

[None]

**DIDs:**

[None]

Alerted documents are restricted to Distribution Statement A and do not include non-government standards. To modify your search criteria for future alerts, use the *Portal Profile Maintenance* options provided in ASSIST-Online's <http://astimage.daps.dla.mil/online/> *User Profile* menu. The ASSIST Alert Service is an optional feature which may be disabled within *Account Profile Maintenance*.  
Sincerely,

Document Automation and Production Service  
Building 4D  
700 Robbins Avenue  
Philadelphia, PA 19111-5094.