



DEPARTMENT OF DEFENSE  
DEFENSE STANDARDIZATION PROGRAM OFFICE  
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IN REPLY  
REFER TO

DSPO

May 22, 2006

MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: New Document Coordination Module in ASSIST-Online

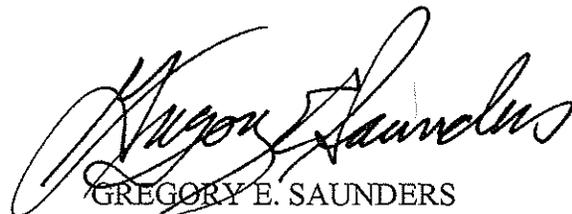
A new module has been added to ASSIST-Online (<http://assist.daps.dla.mil>) to facilitate electronic coordination of Defense Standardization Program (DSP) documents where distribution is unrestricted. Drafts posted to the ASSIST-Online using this module will be available to all registered users of ASSIST-Online, and the module also lets Preparing Activity personnel invite comments from non-registered users of ASSIST-Online. Using the Document Coordination module will provide all interested users an opportunity to comment on proposed new or revised documents, and registered users may also customize their personal portals to receive an E-mail alert when new drafts of documents of interest are available for comment.

This is the initial release of a coordination module designed to meet a variety of complex requirements. Although it has been tested, there may be problems that will surface only during more extensive use. We request that you begin using this module immediately, even though its use is not yet mandatory. As you use the module, you may identify additional refinements or features that you would like to see added. If so, please use the ASSIST Feedback to report both problems and suggested improvements, so that future changes may be scheduled to meet the needs of the majority of the users.

User help is built into the module and is available on every screen to guide both preparing activity personnel and document reviewers through the document coordination process. Detailed step-by-step directions for posting a new draft, managing previously posted drafts, or reviewing drafts is available within ASSIST-Online by clicking the  icon.

Personnel desiring access to the Document Coordination module may request access from [Rick.Rodemer@dla.mil](mailto:Rick.Rodemer@dla.mil). Users needing assistance with the online help and instructions for use of the module should also direct their questions to Mr. Rodemer at 215-697-5164.

Please note that controlled distribution documents should continue to be coordinated using your current process.

  
GREGORY E. SAUNDERS  
DIRECTOR