

Link Add Request

Directions:

1. This link add request **can only be used for Navy hosted sites (sites within the “navy.mil” domain)**. Domains that do not end with “navy.mil” will NOT be considered.
2. Tab to move through the form fields - or - click to directly enter a field. All fields are mandatory.
3. Complete one link add request for each URL to be considered for inclusion.
4. Make sure the point of contact information you entered is correct before submitting. The information you provide may be used to contact you.
5. When you’ve completed the form, save it and then click the “Submit by Email” button below. Doing so will open up your email client. **Please note** that due to some user computer hardware configurations, it may take several minutes for the form to render in your email client. Please be patient. The email will be automatically addressed for you.
6. At the bottom of the form, read “What Happens Next” to learn what happens once the request is submitted.

Name:

Email Address:

Daytime Phone: () -

Organization:

URL to add:

What support area would this new URL best be listed under:

If approved, what would you like the link to be named?

(Acronyms welcome but name must be spelled out completely. Ex: Navy Marine Corp Intranet (NMCI))

Provide a brief description on why the addition of this URL would be beneficial:

What Happens Next

1. Once submitted, the DS Webmaster will receive an email with this link add request attached. The DS Webmaster will then forward the request to the DS Website Configuration Control Board (CCB).
2. The DS Website CCB will review the request within 1 to 5 business days upon receipt. The purpose of the review is to ensure the addition of the new link meets website business rules.
3. Once the review process is completed, the DS Website CCB will provide a decision to include/not include the link back to the DS Webmaster.
4. The DS Webmaster will then contact the submitter via email with the CCB’s final decision.
5. **PLEASE NOTE the following submitter responsibilities:**
 - a. The person submitting this request will be considered the primary point of contact to help resolve any issues related to the link if it should be approved for inclusion.
 - b. If approved for inclusion, it is the submitter’s responsibility to notify the DS Webmaster if the link address changes or the link needs to be removed entirely. If the link is found to be broken, the DS Webmaster will contact the submitter who will be tasked to find a suitable substitute. If the issue with the link cannot be resolved and the link is broken more than 7 business days, the link will be removed from the site permanently.
6. If you should have a need to follow up on this request, or have questions or problems with the form, please contact Navy311@navy.mil.