

NIAPS Information Center Content Add Request

Directions:

1. This Content Add Request **can only be used to request the posting of documents or other educational material that is approved for public release**. Material that does not meet the requirements for public release will not be considered.
2. Complete one Content Add Request for each piece of material to be considered for inclusion.
3. Make sure the point of contact information you entered is correct before submitting.
4. 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. This request form will automatically be attached. **Please attach a copy of the content you'd like added to the email as well.**

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.

5. At the bottom, read "What Happens Next" to learn what happens once this request is submitted.

Name:

Email Address:

Daytime Phone: () -

Organization:

Type of Content Add: A new Content Add Request A request to update content

Name of content to add:

Provide a brief description of what benefit the content to be added would provide customers:

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

(Acronyms welcome but name must be spelled out completely. Ex: NIAPS Certification and Accreditation (C&A) Requirements)

If approved, what area of the NIAPS Information Center would you like to have your content included under? (Please pick one)

If "Other" was picked, please specify:

What Happens Next

1. Once submitted, the DS Webmaster will receive an email with the content and the Content Add request attached.
2. The DS Webmaster 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 content meets website business rules.
3. The DS Webmaster will provide a decision back to the submitter within 3 business days once the review is completed.
4. **PLEASE NOTE the following submitter responsibilities:**
 - a. The submitter agrees to be the primary point of contact for the content. As such, the submitter agrees to provide any content updates to the DS Webmaster when any are necessary.
 - b. The submitter will notify the DS Webmaster when the content needs to be retired.
5. If you should have a need to follow up on this request, or have questions or problems with the form, please contact the site administrator at DSWebmaster@Navy.Mil.