

Public Document File Upload Request

Directions:

1. Tab to move through the form fields - or - click to directly enter a field.
2. All fields are mandatory except the "DSN No." field.
3. At the bottom of the form, read "What To Do After Filling in the Above Information"

Name:

Email Address:

Daytime Phone: () -

DSN No. (if applicable):

Organization:

Describe the file you would like to make publicly accessible:

What To Do After Filling in the Above Information

1. Make sure the point of contact information you entered is correct before submitting. The information you provided will be used to contact you.
2. Print this document. You may need to reference it to complete the rest of these instructions.
3. Certify and Save this document so it can be sent as an attachment to complete the file upload request.
 - a. When you apply your electronic signature to the certification area below, it will automatically save the file to a location on your computer that you designate. Make note of that location.
4. Send File Upload Request using your email client (i.e. Outlook, web mail, etc.):
 - a. Address the email to Navy311@navy.mil
 - b. Address Subject as: Public File Upload Request for DS Website
 - c. Include two attachments with the email: 1) The saved copy of this form, 2) The file you would like uploaded to the DS website
 - d. Send the email
5. After your email is sent, a system administrator will receive it and will review both attachments for accuracy. An approval decision will be sent back to you within 2 business days upon receipt.
6. If you should have a need to follow up on this request, or are having a problem with the form, please contact Navy311@navy.mil

Certification:

I certify that the file to be uploaded does not include classified material, "For Official Use Only" information, proprietary information or information that could enable the recipient to infer this type of information. The file to be uploaded contains only "approved for release" information in accordance with [SECNAVINST 5720.47B](#) (or later).

(Requestor's Electronic Signature)