

## Support Provider Directory (SPD) Activity Add Request

### Directions:

1. This form is ONLY to be used to request an activity be added to Navy 311's Support Provider Directory.
2. Complete as many fields as possible. The more information that is included, the better Navy 311 will be able to direct a customer's request to the correct Source of Support activity.
3. Submit form using the "Submit by Email" button at the bottom of the form.

### Submitter Information

1. Name:
2. Activity Name:
3. Activity Abbreviation:
4. Activity UIC:
5. Activity Address:
  
6. Activity Address Line 2:
  
7. City:
8. State:
9. Zip:

### Primary POC Information

10. Do you have an existing preferred central point of entry for technical questions/assistance requests?  
Yes      No
11. If yes, please comment:
  
12. POC Name:
  
13. Activity Abbreviation:
  
14. Activity UIC:
  
15. Address if different than Line 5 above:

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16. Address 2 if different than Line 6 above:

17. City if different than Line 7 above:

18. State if different than Line 8 above:

19. Zip Code if different than Line 9 above:

20. Duty Officer's Name:

21. Duty Officer's Phone:

### **Alternate POC Data**

22. POC Name:

23. Activity Abbreviation:

24. Activity UIC:

25. Address if different than Line 15 above:

26. Address 2 if different than Line 16 above:

27. City if different than Line 17 above:

28. State if different than Line 18 above:

29. Zip Code if different than Line 19 above:

### **Help Desk Information**

30. Phone (Commercial):

31. Phone (DSN):

32. Phone (Toll Free):

33. FAX:

34. Email:

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35: Hours of Operation:

36: Help Desk Description:

37. Currently using Help Desk Software:    Yes    No

38. If you answered “yes” to line 37, identify software being used:

### **Program/Application Technical Information**

39. Official System Program Nomenclature:

40. Acronyms and Abbreviations used by your program:

41. Program Description:

42. Program/System APL(s):

43. Program/System EIC(s):

## Support Provider Directory (SPD) Activity Add Request

44. Program Website URL:

45. Website Description:

### Program Information

46. Program Manager's Name:

47. Program Manger's Phone (Commercial):

48. Program Manager Activity, including address:

49. Program Manager Fax:

50. Program Manager Email:

### What's Next?

1. Make sure the point of contact information you entered is correct before submitting. The information you provided may be used to contact you.
2. When you have completed the form, save it and then click the "Submit by Email" button below. **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.
3. After your email is sent, a Navy 311 representative will receive and review your submission. If no additional information is needed, your information will be added to Navy 311's Support Provider Directory database. Once added, you will be contacted to let you know the action is complete.
4. If you should have a need to follow up on this request, or are having a problem with the form, please contact the administrator at [Navy311@navy.mil](mailto:Navy311@navy.mil).

**Thank you for your interest in our Navy 311 services!**