

Guidance for Posting to the Acquisition and Property Division Web Site

Purpose

This guidance provides steps to request changes, additions, or deletions to the Acquisition and Property Division (APD) Web site.

A. The Request

1. Submit any change requests to the APD Web site manager by e-mail. Please include on the request:
 - a. requestor's name;
 - b. phone number;
 - c. "post by" date;
 - d. reason for change; and,
 - e. the hyperlink where the Web site change should be posted.
2. Attach any file(s) necessary to the change request in the e-mail. The file(s) can be in any Microsoft Suite product (i.e. Word, Excel, PowerPoint, etc.), Hyper Text format (HTML), or Adobe Acrobat.
3. If other software is required for the change request, please provide the name of the software.
4. Unless otherwise specified, all APD Web site documents will be posted in HTML or Adobe Acrobat.

B. Approval

1. Only the Division Director can approve changes to the APD Web site.
2. The APD Web site manager will present any change requests to the Division Director and Branch Chiefs at the Division Director's weekly staff meetings.
3. Once a decision on the change request is reached, the APD Web site manager will be notified. If the change is not approved, the APD Web site manager will notify the requester and, if necessary, request additional information for the change.

C. Posting to APD Web site

1. If approved, the APD Web site manager will contact the Office of Chief Information Officer (OCIO), Web Branch with the requested change.
2. The OCIO, Web Branch will make the change and contact the APD Web site manager once the change is posted to the APD Web site.

3. The APD Web site manager will review APD Web site changes, and then notify the requestor of the completed change.
4. If APD Web site manager is unavailable, the Alternate APD Web site manager will request the change.

If you have any questions, please contact Angelia Fleming Loggie, APD Web site manager. The APD alternate Web site manager is Kelli Lightfoot.