Routine Update Request Form

|  |  |
| --- | --- |
| **Date Submitted:** |  |
| **From LOB/SO:** |  |
| **Content Owner(s):** |  |

Use this form for the following types of updates to one or more existing webpages:

* Light editing – This includes adding, revising, replacing, or deleting text, links, or images
* Adding, deleting, or updating files (such as PDFs) that are available from a page

## To request a routine update

1. Complete this form, giving us as much detail as possible for every page.

If your updates are long or complex, copy and paste the entire page content into a Word document and use revision marks to show us your changes.

You may add additional update blocks if necessary.

1. Attach the completed form and any associated documents or files to an email and send to 'aoc-610-webmgmt@faa.gov.

**Subject line**: include your LOB/SO and a brief description (For example: “AVS: Update IT Services page”)

**Important**: Make sure you CC your [Web Liaison](https://my.faa.gov/tools_resources/web/contact.html) on this email

# Update 1

|  |  |
| --- | --- |
| Page Name |  |
| Page URL |  |
| Section of Page | *Examples: Under heading X, 1st bullet – OR – Several sections: see attached Word doc* |
| Instructions | *Examples: Replace the text “original text” with “new text” – OR – See attached Word doc for edits and comments* |

# Update 2

|  |  |
| --- | --- |
| Page Name |  |
| Page URL |  |
| Section of Page |  |
| Instructions |  |