

INTRANET CONTENT UPDATE FORM

Please complete the information below and return to Rebecca Rodrigues at rrodrigues@milreg.org or Tammi Koppy at tkoppy@milreg.org. Please attach any documents to this form when you submit your request.

Name: _____ **Department/Site:** _____

E-Mail Address: _____

I would like to:

(Please check the appropriate box)

☐ Add

☐ Form

☐ Policy

☐ Other Document

Name of file: _____

☐ Replace

☐ Form

☐ Policy

☐ Other Document

Name of old file: _____

Name of new file: _____

☐ Remove

☐ Form

☐ Policy

☐ Other Document

Name of file to be removed: _____

☐ Other (please specify): _____

I would like to keep this form/policy/document active on TCMA's Intranet until:

____/____/____ or ☐ No End Date

Signature: _____ **Date:** _____