

Web Requests - Guidance

All website page updates should be sent to: WebRequests@ams.usda.gov

Requests should include:

- **A reference link** – Tell us which page we are changing or where you believe the new page should be created.
- **A due date or priority level** – specify the urgency and timeline associated with each request.
- **New content or heavily revised content in a Word document.** Please include a link to the section where you would like your new page to be added, and include a note if it should be added to a left menu or the main green menu at the top of the pages. NOTE: **Simple changes or edits** can be described in the body of an email.
- **Attachments in their final format for posting** - Please send a PDF if your file needs to be posted in PDF format. Ensure that it is 508 compliant before sending.
- **Files named with short, descriptive filenames** – If it is numbered document, use the number as part of the name (ie: FV-102-Form Name). If a file has a specific date of publication, make sure it also has enough title information to make it unique (ie: GTR-Table1.xlsx).
- **Photos or other supporting elements as separate attachments**—not included/embedded in an email or inside a Word document

Process

- **Programs send requests to AMS Public Affairs at WebRequests@ams.usda.gov.**
- Public Affairs will prioritize the requests based on this criteria:
 1. News and Announcements
 2. Contractual/Legal Requirements (solicitations, compliance and enforcement reports, federal register publications, etc.)
 3. Time Specific items (reports posted at specific times, new program information being announced, etc.)
 4. Corrections/Updates to incorrect information
 5. Historical or Archive information
 6. Other Requests
- Public Affairs staff will assign the web changes to the appropriate staff member.
- **You will receive an email from staff either confirming the request has been completed or asking for additional information needed to complete the request.**