



WEBSITE CHANGE REQUEST FORM

This form is required to request changes to the JBM-HH Family & MWR enterprise website: jbmhh.armymwr.com.

All fields are required. Return this fillable form via email to: usarmy.jbmhh.asa.mbx.fmwr-marketing-work-order@mail.mil and CC: pejdic.p.jacobs.naf@mail.mil.

Facility/Program _____ Date Submitted _____

Point of Contact _____ Phone # _____

Name of Event/Program: _____

***** ALL INFORMATION MUST BE APPROVED BY A DIVISION CHIEF BEFORE IT IS UPLOADED TO THE WEBSITE.**

Name of Division Chief: _____

Signature of Division Chief: _____

Type of Change: Change to Existing Content

New Content

URL of Page needing change: _____

Type NEW page info here or describe the changes/corrections to be made:

Urgency of Request: **ASAP** (will be done with 24 hours)

Not later than (please provide date)

Low Priority (will be done within five business days)

PLEASE NOTE:

1. If there are multiple changes to be made, please submit a separate form for each.
2. If you are requesting a document addition/change, please attach a PDF of that document to the email containing the change request.
3. If you are requesting a photo/video addition, please attach appropriate link and/or jpg file.
4. Please feel free to speak with someone in the Marketing Department if you have questions or if your request is more complicated than a content change or adding new information.