

## Process for Posting to the Directorate WOW Page

### Documents to be uploaded and linked

- It is the Originators responsibility to ensure all information is correct and complete before processing up the COL for vetting approval.
- All files in this capacity must be in PDF format.
- If editing is needed, it is the Originator whom is in charge of the document and will make all necessary changes and resend up the COL.
- A receipt of posting including the link will be sent to all parties involved.
- Simple file names should be used. (ex: NAVEXMAR2015.pdf) (not: NAVExpress-March-2015-Ed-HJ-REV2-Final.pdf). If file name is too complicated, it is at the DVC-AW's discretion to simplify.

### Changes/Edits/Additions to the Existing Webspace

- Submit all requests for changes up the COL for vetting approval. Changes do not need to be in PDF format.
- If editing is needed, it is the Originator whom is in charge of the document and will make all necessary changes and resend up the COL.
- A receipt of posting will be sent to all parties involved.

