COMMUNICATIONS WORKGROUP

of the

ENVIRONMENTAL HEALTH OFFICERS PROFESSIONAL ADVISORY

COMMITTEE (EHOPAC)

Guidance for Posting Content to EHOPAC Listserv

Version: 2.1

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I. PURPOSE

The purpose of this guidance is to define appropriate information to be disseminated via the EHOPAC listserv. This guidance is intended to control email correspondence sent via the listserv, and to ensure the most critical and EHO-relevant information is passed to the listserv audience.

II. SCOPE & APPLICABILITY

One key function of the EHOPAC is to serve as a communication gateway for the category. The EHOPAC fulfills this function by:

- Communicating to the EHO category important information concerning professional, ethical, and technical issues.
- Encouraging individual membership in and involvement with professional organizations and societies in order to promote open communication with external colleagues.
- Ensure the distribution of minutes and/or other EHOPAC-developed materials to the extent possible and appropriate to Commissioned Corps and Civil Service staff.

Therefore, all content approved for posting to the EHOPAC listserv should support at least one of these communication tasks.

III. GUIDELINES

    A. Appropriate Use of Listserv
        1. This listserv is for official government use only.
        2. Content should be relevant to all EHOs.
        3. Content may disseminate EHOPAC-specific information, and may include but not be limited to:
            i. EHO CPO updates
            ii. EHOPAC leadership updates
            iii. EHOPAC subcommittee and workgroup updates
            iv. EHOPAC meeting invitations, reminders and minutes
            v. EHOPAC-developed materials and surveys, such as basic readiness reminders and information related to maintaining basic readiness.

4. Content may communicate EHO-specific information, and may include but not be limited to:
    i. Significant EHO and PHS policy changes
    ii. EHO and PHS special initiatives
    iii. EHOPAC supported events
    iv. Environmental Health vacancies open to all EHOs
    v. Deployment/TDY opportunities
    vi. Emerging topics in environmental health
    vii. Significant EHO-related trainings, webinars and continuing education that are applicable to a broad EHO audience and not exclusive to one agency or geographic area, to include but not be limited to:
        1. EHOPAC-sponsored training
        2. NEHA- or ACGIH-sponsored trainings
        3. Other key environmental health professional stakeholder trainings
        Agency-hosted trainings that are exclusive to staff of that agency or limited to specific geographic areas do not qualify as significant EHO- related trainings.
5. Announcements may include but not be limited to, information about:
    i. PHS Leadership
    ii. EHOPAC leadership and membership
    iii. EHOPAC and EHO-specific awards
    iv. EHOPAC Category Day
    v. Annual COF Scientific & Training Symposium
    vi. EH-related Professional Organizations (NEHA, USEHA, AMSUS)

B. Other Uses
    1. The listserv should not to be used for:
        i. Dialog
        ii. Recruiting for non-EHO related groups
        iii. Political activity
        iv. Advertising for groups other than the EHOPAC, such as associations and public or private entities, etc.
    2. Content that may be excluded from listserv posting are:
        i. Items specific to one agency
            1. Example 1 – Announcements of agency-hosted trainings offered only to staff of that agency
            2. Example 2 – Internal agency vacancy announcements
        ii. Items relevant to limited geographic area
            1. Example 1 – Announcements of agency-hosted trainings offered only to officers in a specific area
        iii. Items relevant to a single external PAC or advisory group
            1. Example 1 – JOAG recruitment announcements
            2. Example 2 – JOAG or PAC awards specific to a select group of officers
        iv. Items distributed widely on other PHS-related listservs

IV. MESSAGE APPROVAL AND FORMAT

Submit appropriate emails to EHOPAC-L@LIST.NIH.GOV for approval. Once approved, the email will be disseminated via the EHOPAC listserv. Please use the following format for listserv messages:

A. Body of message

B. Signature line of who is sending the message. If sent by EHOPAC Subcommittee, please state that too.

C. Please include the following statements directly below your name and title; the statements must be there for the email to be approved.

For more information, please visit the EHOPAC website at: https://dcp.psc.gov/osg/eho/

To subscribe or unsubscribe from the EHOPAC ListServ, please visit: https://dcp.psc.gov/osg/eho/ehopaclistserv.aspx