

**Standard Operating Procedure for Vacancy Announcement Requests for
Posting to the Listserv**

- SCOPE:** The N-PAC membership and listserv is unique from other listservs, as its members include civilian, Commissioned Corps officers in the USPHS and tribally hired nurses. In order to ensure the listserv meets the needs of the broad scope of its audience, the N-PAC listserv must maintain information routinely posted is appropriate for the entire audience. Therefore this SOP is intended to cover most requests for job vacancy announcements. Requests that are submitted by the Office of the Surgeon General and Chief Professional Officers will be advertised using the general Listserv protocol.
- PURPOSE:** To modify current protocol and give direction for job vacancy announcement posting requests. The N-PAC website and Facebook page shall be the designated venues for general job vacancy announcement.
- RESPONSIBLE STAFF:** Listserv Designee who is a member of the N-PAC Communications Sub-Committee will forward general vacancy announcement postings to the Website Workgroup webmaster assigned to the Job Postings page. This individual's email address will be clearly identified on the Job Postings page of the N-PAC website. This individual will post job announcements on the Job Postings webpage, as well as the N-PAC Facebook page.
- PROCEDURE:** General vacancy announcements must include an accurate point of contact (POC) for interested candidates and a closing date. All announcements that are posted to either the N-PAC website or Facebook page will have "expiration dates" to decrease the volume. In addition, the following links will be placed on the N-PAC website: <http://www.hhs.gov>, <http://www.usajobs.gov>, and http://dcp.psc.gov/v_maillist.asp.
- APPROVAL:** Motioned/Approved on April 2, 2010 at the NPAC Business Meeting