

## Procedure for Submitting Information to the N-PAC Website

The following procedures are utilized to manage information posted to the N-PAC website. All information placed on the website must be approved by an authorized person. Persons authorized to edit or add pages to the N-PAC website are the Chief Nurse Officer (CNO, N-PAC chair, and N-PAC sub-committee co-chairs) and their designated content liaisons.

**TO POST NEW CONTENT:** Persons wishing to post information on the N-PAC website would submit that information to the appropriate N-PAC sub-committee content liaison. The sub-committee content liaison will authorize and edit the posting as needed. It is then forwarded to the designated website workgroup webmaster/point of contact (POC) for the sub-committee that initiated the posting (cc to Website Chair). New content must be submitted in a 508-compliant manner. Webmasters will make all approved posts and updates within 10 calendar days.

Designated content liaisons and website workgroup webmaster POC's are listed below. Sub-committee content liaisons should review website content quarterly and submit updates as needed. Sub-committee co-chairs should submit written notification to the Communications Sub-committee co-chairs when website approval authority delegation has changed.

**TO REPORT ERRORS:** If you find an error on the N-PAC website, please email the content liaison AND the webmaster for that page and include details about where/what the error is.

**Communications Sub-Committee Chair:** LCDR Nikkia Clark [Nikkia.Clark@usdoj.gov](mailto:Nikkia.Clark@usdoj.gov)

**Website Workgroup Team Leader:** CAPT Antoinette Jones [aljones@cc.nih.gov](mailto:aljones@cc.nih.gov)

Sub-Committee/ Web Page Titles	Sub-Committee/Content Liaison	Website Workgroup POC/ Webmaster
<p><b>Home / Announcements</b></p> <p><b>About USPHS</b></p> <p><b>Q&amp;A</b></p> <p><b>Links</b></p> <p><b>Job Announcements</b></p> <p><b>Photo Gallery</b></p>	<p>CDR Mike Krumlauf <a href="mailto:krumlaum@cc.nih.gov">krumlaum@cc.nih.gov</a></p>	<p>CDR Mike Krumlauf <a href="mailto:krumlaum@cc.nih.gov">krumlaum@cc.nih.gov</a></p>
<p><b>About the N-PAC</b> (including meeting minutes)</p>	<p>N-PAC Secretary (FY2015) CDR Reginald Smith <a href="mailto:RSmith3@hrsa.gov">RSmith3@hrsa.gov</a></p>	<p>CAPT Antoinette Jones <a href="mailto:aljones@cc.nih.gov">aljones@cc.nih.gov</a></p>

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<b>Fed Nursing Service Council</b>	CAPT Anne Bloom (USN) <a href="mailto:anne.bloom@med.navy.mil">anne.bloom@med.navy.mil</a>	LCDR Zenia McKoy <a href="mailto:Yui3@cdc.gov">Yui3@cdc.gov</a>
<b>Nurse Resource Manual</b> <b>Member Orientation Guide</b>	CDR Susan Beardsley <a href="mailto:sbeardsley@bop.gov">sbeardsley@bop.gov</a> CDR Cynthia McArdle <a href="mailto:cynthia.j.nielsen-mcardle.mil@mail.mil">cynthia.j.nielsen-mcardle.mil@mail.mil</a>	LCDR Zenia McKoy <a href="mailto:Yui3@cdc.gov">Yui3@cdc.gov</a>