

To request that a Commissioned Corps related announcement be distributed via the DC COA ListServ, please send an email to DCCOAemail@gmail.com by 1700 hours Friday (5 pm EST) weekly. Any announcement submissions received after the deadline will be included in the following week's announcements.

Please use the following submission guidelines when submitting:

- Font should be 11 point Verdana.
- Provide a title for your announcement (i.e., job vacancy, award info, volunteer opportunity, etc.).
- Provide a brief description of your announcement. Announcements should include all the pertinent information **as applicable to the event**. (i.e., WHO, WHAT, WHEN, WHERE, DETAILS, ATTIRE (as applicable), ACTIVITIES (as applicable), POC (as applicable), ACTIVITY LEAD (as applicable)).
- Please indicate a discontinuation date for the announcement. Announcements will be reposted until the discontinuation date or the date the event has expired.
- If your request is urgent and cannot wait until the next weekly email, please indicate this in the subject line and request a standalone email announcement and whether to include it in the weekly email announcement as well.
- Include website links for more information or any attachments for more information.

If you have any questions, please contact the DC COA Email Subcommittee at DCCOAemail@gmail.com.

The DC COA Email Subcommittee team is committed to serving you and the DC COA Member community.