



GUIDANCE FOR USE OF TTAC E-BLAST CAPABILITY FOR OUTSIDE ENTITIES

Occasionally, the Office for Victims of Crime (OVC) or other entities funded through OVC will request that TTAC provide information to the field via its e-blast system. It is important that the information transmitted by TTAC not fall outside of TTAC's appropriate role and comports with OVC standards. Thus, e-blast requests that originate outside of TTAC should meet the following criteria:

- 1) Content should comport with the purpose of TTAC in terms of providing training/technical assistance (T/TA)/or other universally useful T/TA information to the field;
- 2) Content should not include official governmental information or announcements (like grant announcements, funding guidance, program guidance, etc.);
- 3) The request for the e-blast should originate with an OVC staff member and be transmitted via the OVC TTAC COR;
- 4) Content, wording, and graphics (including any logos) must have the prior approval of the OVC POC and OVC leadership;
- 5) E-blasts should be received by TTAC at least thirty (30) days prior to the date for distribution to accommodate the existing e-blast schedule;
- 6) E-blasts must include complete contact information (phone number and e-mail addresses) for recipients to refer to for additional assistance/information;
- 7) If necessary, e-blast content will be edited according to OVC Style and to accommodate space constraints and imported into the OVC TTAC e-blast template;
- 8) E-blasts will only be sent to those who have signed up to receive OVC TTAC e-mails;
- 9) Due to constraints of the e-blast software application (e-blasts are calendared and limited by the software) OVC TTAC may not be able to honor all requests for e-blasts and will advise the COR and requester as soon as possible.