****

**HSPAC Communications Subcommittee**

***HSO News You Can Use*: Monthly Announcement Submission Form**

The HSO News You Can Use is distributed through the HSPAC listserv monthly. Announcements must be applicable to more than one discipline (PAG).

**Steps to Submit:**

* + Ensure your HSPAC subcommittee/PAG Chain of Command has approved announcement.
  + **Send this form to** [**Announcements.HSPAC@gmail.com**](mailto:Announcements.HSPAC@gmail.com) before the distribution date listed in the most recent HSO News You Can Use (listed at the end). Make sure to copy your HSPAC Subcommittee/PAG Chair on your submission.

**What to Submit:**

Announcements must use **Calibri 10pt font** and include the following information:

*Note: if you are submitting an event announcement, you must also submit a* [*calendar request form*](https://dcp.psc.gov/OSG/hso/sub-communications.aspx) *(under Quick Links) with all event information included.*

**Title of Announcement:**

**PAC Subcommittee/PAG Name/Other:**

**Point of Contact** (including officer’s name, rank & email)**:**

**Description** (if applicable: include weblink(s) and/or corresponding attachments also sent to Announcements.HSPAC@gmail.com): *Note: 100 word limit; field expands to accommodate text*

*Questions? Reach out to the HSPAC Communications Subcommittee Chair/Co-Chairs:* [*Communications.HSPAC@gmail.com*](mailto:Communications.HSPAC@gmail.com)