*This form is for requesting an article/information to be submitted into the DHPAG Newsletter, as well as for submitting Subgroup updates.*

*Fill out all the fields and copy all information into an e-mail. Be sure to attach to the e-mail any supporting documents or photos. Then e-mail to the Communications Subgroup leads prior to submission deadlines, which are listed below:*

Quick E-Mail
(Right Click, Open Link)

|  |  |  |
| --- | --- | --- |
| **Newsletter I – Spring** | **:** | **4/14/2023** |
| **Newsletter II – Summer** | **:** | **8/15/2023** |
| **Newsletter III – Fall** | **:** | **11/17/2023** |

**LCDR Tanya Sumner**, Chair; **LCDR Melka Argaw**, Co-Chair;
**TSumner@southcentralfoundation.com****Melka.Argaw@fda.hhs.gov**

**Email Format Below:**

**Subject line:** DHPAG Newsletter Submission Request Form

**Information to be included in Body of email:**

Rank and Full Name of individual submitting information:
Submitting (Highlight/**Bold** or X): ( )Article

 ( )Spotlight Section

 ( )Subgroups Committee Update- Committee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ( ) Updating with info ( ) Nothing to report at this time

 ( )Other

**( ) OPTION 1**. Check this box If you *already have your article/newsletter submission formatted which includes the pictures,* and be sure to attach your document to the email along and the information above copied into the body of the email.

**( )OPTION 2**. Check this box If you ***do not*** have your article/newsletter submission formatted, and fill out the following information below. Be sure to attach any Photos/information to the e-mail that you would like included with your article/update.

Article Name:

Written By:

Narrative/Article (can send as e-mail or attach as word doc):