**Criteria for PHPAG Weekly Announcements**

If you would like to include an announcement in the PHPAG Weekly Announcements or in the HS e-news (biweekly), please send an email to PHPAG ([PHPAG.HSPAC@gmail.com](mailto:usphs.hso.phpag@gmail.com)) using the hyperlink [**PHPAG Weekly Announcements**](mailto:PHPAG.HSPAC@gmail.com?cc=ytc1@cdc.gov;apeay@bop.gov;ing9@cdc.gov;bez2@cdc.gov&subject=PHPAG%20Weekly%20Announcement%20-%20&body=Communications%20Subcommittee,%0D%0A%0D%0APlease%20see%20the%20attached%20request%20for%20a%20weekly%20announcement%20submission%20to%20be%20sent%20to%20the%20PHPAG%20listserv.%20%20Thank%20you.%0D%0A%0D%0ARequesting%20Officer%27s%20Name:%0D%0ADate%20to%20be%20posted:%0D%0ADate%20to%20be%20discontinued:%0D%0AAlso%20include%20in%20HSPAC%20Biweekly%20e-News%20(Yes/No):%0D%0AAnnouncement%20Description%20and/or%20Content:), and follow the format below:

* Provide a brief title for your announcement in the subject line, following the hyphen (e.g. PHPAG Announcement - Award Information).
* Create your attachment document using size 12 font (Calibri, Arial, or Times New Roman preferred).
* Include website links in the attachment to provide more information to the audience (if applicable).
* Attach the announcement document (MS Word or pdf) to the email.
* Provide contact information.
* Include due dates for applications, conference registrations, nominations, etc.
* Include the end date or the number of weeks to run the announcement in the email (if applicable).

NOTE: HS e-News Announcements are distributed bi-weekly on Mondays.  All HS e-News announcements are limited to 100 words.  To include an announcement in both the PHPAG Weekly Announcement and the HS e-News, please provide a shortened (<100 word) version for submission to HSPAC.

**PHPAG Weekly Announcements** are due by 1600 ET each Wednesday.

**HS e-News Announcements** are due by 1200 ET each Wednesday**before bi-weekly Monday release (1st release of 2018: 02 JAN 2018).**

**Criteria for PHPAG Special Announcements**

If you would like to submit a special announcement to the PHPAG Listserv, the announcement must meet one of the following criteria:

* The announcement has not been included in the weekly announcements and the event will occur prior to the next weekly announcement being published
* The announcement is made at the specific request of the executive committee
* A prior published announcement or event is being cancelled or postponed prior to the next weekly announcement being published.

Please submit all special announcement requests to the PHPAG Chair, LCDR Clements ([JClements@hrsa.gov](mailto:JClements@hrsa.gov)) using the hyperlink [**PHPAG Special Announcements**](mailto:jclements@hrsa.gov?cc=ytc1@cdc.gov;apeay@bop.gov;PHPAG.HSPAC@gmail.com;%20ing9@cdc.gov;%20bez2@cdc.gov&subject=ATTENTION:%20PHPAG%20Special%20Announcement%20-%20&body=Good%20Day%2C%20LCDR%20Clements.%0A%0APlease%20see%20the%20below%20request%20for%20a%20special%20announcement%20to%20be%20sent%20to%20the%20PHPAG%20listserv%20as%20soon%20as%20possible.%20%20Thank%20you.%0D%0A%0D%0ARequesting%20Officer%27s%20Name:%0D%0ADate%20to%20be%20posted:%0D%0ADate%20to%20be%20discontinued:%0D%0AAnnouncement%20Description%20and/or%20Content:).

**If you have any questions, you may contact LCDR Kimberley Ricketts via email at** [**ytc1@cdc.gov**](mailto:ytc1@cdc.gov)**or CDR Andrea Peay at** [**apeay@bop.gov**](mailto:apeay@bop.gov)**.**