

Please send this completed PDF along with the documents requiring review to DHA PAO POCs Tim Clarke (timothy.e.clarke12.civ@mail.mil) and Terry Goodman (terry.j.goodman2.civ@mail.mil).

REQUEST DATE		SUSPENSE DATE	
DHA J-7 CEPO POC	NAME PHONE EMAIL		
EVENT TITLE			
PRODUCT TYPE	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Flyer <input type="checkbox"/> CE Monthly Newsletter <input type="checkbox"/> Other (please describe to the right)		
BRIEF DESCRIPTION			
TARGET AUDIENCE(S)	<input type="checkbox"/> Internal DoD <input type="checkbox"/> External DoD <input type="checkbox"/> Service members/ Family members <input type="checkbox"/> Community Organizations or Partners <input type="checkbox"/> Academia <input type="checkbox"/> Senior Government Leaders <input type="checkbox"/> Health Care Providers <input type="checkbox"/> Other (please describe below)		
DISSEMINATION CHANNEL(S)	<input type="checkbox"/> GovDelivery <input type="checkbox"/> DHA SharePoint <input type="checkbox"/> CE Management System <input type="checkbox"/> DHHQ Electronic Boards <input type="checkbox"/> Laptop Screensavers <input type="checkbox"/> Other (please describe below)		
ADDITIONAL COMMENTS (please provide additional details for any item that you selected "Other" from above)			
LEADERSHIP APPROVAL (Government)	NAME DATE		
EDITORS BOX (for DHA PAO only)	<input type="checkbox"/> Content Review/Edit Complete <input type="checkbox"/> Graphics Review Complete <input type="checkbox"/> 508 Compliance Review Complete		
REVIEWER NAME & DATE			

