

**7. Are you including one or more attachments?
(If yes, please include with this form)**

8. Text for body of HPMS email:

9. Keywords for HPMS searches (separated by commas):

10. Scheduled Delivery:

Date:

Time (note that the default is 4 p.m. ET unless it is an emergency and a Group Director has approved a release time other than 4 p.m. ET):

11. Posting Options:

12. Publish as HHS Guidance: