**\*\*PLEASE NOTE NEW FORMAT FOR SENDING UPDATES\*\***

 **Health Services Professional Advisory Committee (HSPAC)**

**Communications Subcommittee**

***Guidance for HSO Website Change Requests***

Dear HSPAC and PAGs,

The following is guidance for HSPAC Subcommittees and PAGs when requesting updates to their respective pages and other appropriate areas on the HSPAC website. It is the intention of the Communications Subcommittee to ensure information is posted in a timely manner and adherence to these guidelines will assist in an efficient review and posting of your content. The Content Managers reserve the right to return requests that may be inappropriate or insufficient due to lack of information.

**Note:**

Website requests will take **up to 2 weeks** to process and post on the HSPAC website.

***Please plan accordingly, when submitting updates for award nominations, call for voting membership, and other events that are time-sensitive.***

**What to Update**

HSPAC Subcommittees/PAGs are responsible for ensuring that relevant content on the HSPAC website are up-to-date. The Communications Subcommittee will assist you in making the updates; however, it is the Subcommittee/PAG’s responsibility to assure that the information on the site remains relevant and up-to-date. Subcommittee and PAG representatives are urged to attend the monthly Communications Subcommittee meeting to receive the latest updates and technical assistance on requesting website updates.

**When to Update**

Subcommittees/PAGs are encouraged to review their respective pages and sections on the HSPAC website at a minimum on a quarterly basis. All website update requests should be submitted to the Communications Subcommittee using the website request form as soon as possible. To ensure adequate time for review and posting; requests will be completed within two weeks of the submission date.

**Submitting Updates**

1. All updates should be approved by your appropriate PAC/PAG Chain of Command.
2. All request(s) ***MUST BE submitted using the below form (no exceptions).*** This will expedite your request and help us track and make sure that your request is completed.
3. Include the **HSPAC Subcommittee or PAG Chair** in all email requests.
4. Send all request forms, associated documents and questions to website.HSPAC@gmail.com.

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**Health Services Professional Advisory Committee**

**Communications Subcommittee**

**Website Update Request Form**

**Note: Website request should be submitted on the 1st and 15th of the month.**

**Please email completed form to*:*** *HSPACWEBREQUEST@LIST.NIH.GOV*



**PAC Subcommittees/PAG Name:** Click or tap here to enter text.

**Name of Officer Submitting Request:** Click or tap here to enter text.

**Name of Subcommittee/PAG Chair:** Click or tap here to enter text.

**Date of Request (MM/DD/YYYY):** Click or tap here to enter text.

**Email Subject Line:** To expedite your request, copy, paste and edit the following into your email subject line:[**PAC, PAG, or Other**] **HSO Website Update Request**: [**Name of Subcommittee/PAG**] – [**Brief description e.g. Jan Minutes**]

***NOTE****:* ***When submitting multiple updates for the same site/URL they should be included in the same email request. Multiple updates to different sites/URLs should be submitted in separate email requests.*** *The number of requests and corresponding attachments should also be indicated in the subject line of the email and within the body of the email. Please provide any details that will assist the Communications Subcommittee in fulfilling your request accurately.*

**Website address of site needing to be updated:**

**Click or tap here to enter text.**

**Description of Update:** Be as **detailed and clear as possible** for where the update/revision is to take place. Then check the appropriate “Content Type” (*e.g., Document, Language, or Roster)* listed below.

Click or tap here to enter text.

**Content Type – (Please click on the appropriate “box” below)**

[ ]  **Add a File/Document** *(Check if you are requesting to add new documents to your site)*

Please include the updated/revised document with the request. Similar documents such as meeting minutes for different months may be combined in one request.

Before submitting a document for upload to the website, please ensure that it meets the minimum 508 compliance standards:

1. Document file name does not contain spaces and/or special characters
2. Document must utilize recommended fonts ONLY (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)
3. Font size must be at least 11pt
4. Embedded URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)
5. The document file name is concise, generally limited to 20-30 characters, and make the contents of the file clear
6. Track changes are accepted or rejected and turned off
7. Comments are removed and formatting marks turned of

More detailed 508 Checklists for various document formats are included below:

* [Online Word Document 508 Checklist](http://www.hhs.gov/web/section-508/making-files-accessible/checklist/word/index.html)
* [Online Excel Document 508 Checklist](http://www.hhs.gov/web/section-508/making-files-accessible/checklist/excel/index.html)
* [Online PDF Document 508 Checklist](http://www.hhs.gov/web/section-508/making-files-accessible/checklist/pdf/index.html)
* [Online PowerPoint Document 508 Checklist](http://www.hhs.gov/web/section-508/making-files-accessible/checklist/ppt/index.html)

[ ]  **Update Language/Text** *(Check if requesting to update/add text directly to the website)*

Please include the following (***Note****: requests without the following information will be returned):*

1. Attach a **separate word document** with the revised text

2. **Section Name** or **location** of paragraph to be updated

3. If update is to an existing section, highlight the text (*e.g., delete, add*) that needs to be revised

[ ]  **Roster** *(Check if requesting an update to a roster)*

Please select the type of Roster update you are requesting (i.e., **New Members**, **Updates to Existing Members** and/or **Deleting Existing Members)** from below**.** You will then need to provide your updates in the subsequent text box. List each member’s information on one line, under the appropriate column heading.

[ ]  **New Members/Additions to Roster** (use format below)**:**

| Committee/Title | Rank & Name | Email | Agency |
| --- | --- | --- | --- |
| Chair | LT John Doe | John.Doe@hhs.gov | FDA |

Click or tap here to enter text.

[ ]  **Updates to Existing Members:** When requesting to an update to the information of an existing member, please list member’s name and highlight or **bold** the specific information that needs to be updated.

| Committee/Title | Rank & Name | Email | Agency |
| --- | --- | --- | --- |
| Chair | LT John Doe | John.Doe@hhs.gov | FDA |

Click or tap here to enter text.

[ ]  **Deletion of Existing Members:** When requesting to delete an existing member, please list the rank(s) and name(s) of the member(s) you wish to delete.

**Rank Name**

LT John Doe

LCDR Jane Doe

Click or tap here to enter text.

**If New Operational Year** *(select when applicable)*:

[ ]  Update Operational Year in Roster Heading (type the name of the new heading):

Click or tap here to enter text.

**If New PAG or Subcommittee Chair** *(select when applicable)*:

[ ]  Update “**Contact Chair**” email address in the Navigational Bar (type new Chair’s name and email address):

Click or tap here to enter text.

***Note****: The following refers to the Rosters only listing the PAGs Chairs or the Subcommittee Chairs. These* ***must be updated*** *when there’s a new PAG Chair or Subcommittee Chair.* ***[Pick one]***

[ ]  Update **PAG Chairs Roster** located at *(type URL):*

Click or tap here to enter text.

[ ] Update **Subcommittee Chairs Roster** located at *(type URL):*

Click or tap here to enter text.