



Commissioned Corps of the US Public Health Service
Scientist Professional Advisory Committee



Website Subcommittee

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SciPAC)

STANDARD OPERATING PROCEDURES OF THE
WEBSITE SUBCOMMITTEE
VERSION: 3.0
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EX SCIENTIA VERA • *Truth From Knowledge*

Document History Record for:

SciPAC Website Subcommittee Standard Operating Procedures

<i>Revision number</i>	<i>Chair/ Co-Chair</i>	<i>Implementation Date</i>	<i>Description of Changes</i>
1.0	D. Eaton	09/01/2011	
1.1	T. Boehmer	09/01/2013	<p>Section II.a: Modified to allow SciPAC Chair to assign Subcommittee Co-Chair(s)</p> <p>Section II.b: Added maintain and provide Access Information and ensure timely payment to Chair/Co-Chair roles. Specified responsibilities for POC and Editor(s)</p> <p>Section III.b: Clarified Activities and moved responsibilities to Section II.b.</p> <p>Section VI: updated website URL; removed names of software and webhost and domain registration sites; updated definitions of Access Information and Ready for Posting.</p>
2.0	J. Sram and J. Wilken	03/10/2016	Revised to reflect modified protocols, including roles of Editor Teams and use of Website Change Request Form.
3.0	A. Goodrich-Doctor, X. Zhang, and I. Hassan	9/08/2020	<p>Changed the following:</p> <ol style="list-style-type: none"> 1. Added Co-Chair 2. Added Executive Secretary 3. Added Website Liaisons 4. Added Website SME 5. Changed Editor Team designations and clarified roles and responsibilities

			<ul style="list-style-type: none">6. Updated Subcommittee membership requirements7. Added personally identifiable information (PII)
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Table of Contents

I.	PURPOSE	2
II.	GOVERNING BODY AND OFFICERS	2
	a. Organization.....	2
	i. Structure.....	2
	ii. Size	2
	iii. Representation	2
	b. Roles & Responsibilities	3
	i. Chair(s)	3
	ii. Co-Chair(s).....	4
	iii. Executive Secretary	4
	iv. Website SME.....	5
	v. Editor Teams.....	5
	vi. General Subcommittee Members.....	6
	vii. SciPAC Subcommittee Website Liaisons	6
III.	OPERATIONS AND PROCEDURES	7
	a. Meetings.....	7
	b. Activities/Duties	7
	i. Content Change and Approval.....	7
	ii. Publishing Process	8
	iii. Website Maintenance	8
IV.	SUBCOMMITTEE MEMBERSHIP.....	8
	a. Requirements	8
	b. Letter of Appreciation	9
V.	TRANSITIONING.....	9
	a. Incoming Chair and Co-Chair Preparation.....	9
VI.	REFERENCES.....	9
VII.	ATTACHMENT.....	11

I. PURPOSE

The purpose of this standard operating procedure (SOP) is to supplement the SciPAC SOP by providing specific information on the duties and responsibilities for members of the SciPAC Website Subcommittee (SC) and the operations and procedures currently employed by the Website SC. The Website SC shall maintain the USPHS Commissioned Corps Scientist Category public-facing website. The Website SC will be responsible for ensuring associated material is free of Personally Identifiable Information (PII) per the HHS Information System Security and Privacy Policy and current guidance from the PHS IT Chartered Advisory Committee (ICAC). Responsibilities of this SC include but are not limited to: 1) Ensure that a useful format and structure to the website content is established and maintained. 2) Work in conjunction with Executive Liaison and each of the SC website liaisons in the development and updating of website content. 3) Maintain a secured shared website for the Executive Board and each SC that is accessible by members designated by the Chair of each SC in order to maintain archived documents, including but not limited to official minutes, reports, SOPs, the Charter, OSG-related policy documents/responses, and other documents relevant to SciPAC. Currently, SciPAC uses max.gov as its secured environment for revising and storing electronic documents.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SciPAC Website SC governing body includes the SC Chair, Co-Chair(s), Executive Secretary, and SC Chair-designated website subject matter experts (SME), as appropriate. The SciPAC Chair has the option to assign Co-Chair(s) to the Website SC. If the SciPAC Chair does not exercise this option, then the Website SC Chair can select Co-Chair(s) at his/her discretion.

ii. Size

There is no specific limit to the size of the SciPAC Website SC. The Website SC Chair/Co-Chair(s) shall make a final determination on whether new members shall be accepted based on the needs of the Website SC.

iii. Representation

The Website SC Chair/Co-Chair(s) shall select new members based on the needs of the Website SC. The diversity of Website SC team members shall reflect the diversity of Scientist Officers, their disciplines, race/ethnicity, geographic locations, and agencies.

b. Roles & Responsibilities

The positions/teams of the Website SC shall include a Chair, Co-Chair(s), Executive Secretary, Website SMEs, Editor Teams, General Members, and Website Liaisons. The SC Chair may also form ad-hoc teams to assist with specific activities/tasks. General Members may serve on an ad-hoc team or be assigned to assist with special projects.

i. Chair(s)

The duties of the Chair are to ensure timely completion of Website SC responsibilities listed in the SciPAC SOP and to recommend to the SciPAC actions that affect the SciPAC website. The specific responsibilities of the Chair are as follows:

- a. Plan and lead SC meetings.
 - 1) Work with the Co-Chair(s) and Executive Secretary to set meeting agendas.
 - 2) Review/approve meeting summaries prior to distribution.
- b. Provide a written summary of the Website SC's annual activities and accomplishments to the SciPAC Chair at the end of each operational year.
- c. Provide an oral summary of the Website SC's activities during each monthly SciPAC general meeting, written summary of the monthly report to the SciPAC Executive Secretary and review the draft SciPAC monthly meetings as requested by the SciPAC Executive Secretary before they are finalized for distribution.
- d. Actively encourage Scientist officers to submit comments and new content to keep the SciPAC website up-to-date and useful to PHS Scientists, and ensure requests are submitted in accordance with the Website Change Request Form (see Attachment). Example actions include but are not limited to requesting comments and content during monthly SciPAC meetings, including the request in the monthly meeting minutes, and proactively contacting SCs that develop content to determine if it should be shared via the website.
- e. Review and approve changes to the SciPAC website and assign tasks to the appropriate Team, Liaison, or SME.
- f. Ensure timely completion of other website-related tasks or special projects as requested by the SciPAC Executive Board.
- g. Provide or coordinate editorial access to website for SC members, as needed.
- h. Ensure SC members, especially members of the Editor Teams, have the necessary training and skills to update and maintain the website.
- i. Serve as the SciPAC website point of contact:
 - 1) Receive submitted Website Change Request Forms.

- 2) Review submitted material and approve or deny the request. If needed, ensure that material is approved for posting prior to assigning work.
- 3) Assign approved requests to the appropriate Team, Liaison, or SME; provide the Website Change Request Form (if applicable) and any attachments.
- 4) Conduct a quality check/review of website content changes.
- 5) Notify the requestor when the task has been completed or provide an explanation for why the request was denied.
- 6) Maintain a log of website updates that includes requestor's name, request date, summary of request, approval status, assigned Team/SME, assignment date, and completion date. Use the information in the log to prepare reports for the monthly SciPAC general meetings.
- 7) Ensure that the Website SC Chair/Co-Chair(s) contact information is correct on the SciPAC website Contacts page.
- 8) Works with Co-Chair(s) to complete the responsibilities listed above as well as any other duties assigned by the SciPAC Chair and/or Executive Board.

ii. Co-Chair(s)

The duties of the Co-Chair(s) are to act as Chair in the Chair's absence and perform any duties delegated by the Chair.

iii. Executive Secretary

- a. Assist Website SC Chair and Co-Chair(s) (SC Leadership) in preparing meeting scheduling and agendas.
- b. Assist with all aspects of SC meeting and training planning including determining member availability and meeting logistics.
- c. Record all meeting discussions and prepare meeting summary.
 - 1) Capture and assist with tracking action items, timelines, and milestones.
- d. Keep attendance record of all meetings/trainings and notify SC Leadership if a SC member has two unexcused absences.
- e. Monitor the attendance (at SC meetings) of SC Liaisons to ensure proper organizational representation and effective communication.
- f. Update the SC roster and ensure that the contact information for all SC members and liaisons remain up-to-date on tracking documents and on the SciPAC Website.
- g. Exercise all SC Chair responsibilities when both the Chair and Co-Chair(s) are absent.
Ensure transfer of all meeting summaries and other records to the incoming Website SC Executive Secretary.

iv. Website SME

The SC may consist of one or more SC Chair-designated SMEs. SMEs are ad-hoc SC members chosen based on their special technical knowledge related to maintaining, updating, and managing websites. They may also assist with training subcommittee members on website policy and guidance. SMEs are designated as needs arise, for example, a previous Website SC Chair may serve as an SME to provide greater assistance to a new SC Chair and/or Co-Chair(s) during the leadership transition process given the highly technical nature of the work performed by the SC.

v. Editor Teams

Each Editor Team consists of a Team Lead and one or more team members who are responsible for reviewing and updating content as well as the maintenance of the SciPAC website. This may include designated responsibilities for specific site areas or pages of the SciPAC website. All Editor Team members should review team procedures annually or as requested by the SC Chair/Co-Chair(s) to ensure they are up to date.

a. Editor Team Lead - The specific responsibilities of the Team Lead are as follows:

- 1) Review assigned tasks and associated material.
- 2) Ensure submitted material is “ready for posting¹” by:
 - Making minor grammatical and formatting edits, so content is in accordance with the Website Formatting Guidelines.
 - Ensuring associated material meet HHS web requirements for section 508 compliance (<http://www.hhs.gov/web/section-508/index.html>). Review training materials, contact the SC Chair/Co-Chair(s), or PHS508@LIST.NIH.GOV to assist with bringing submitted materials into 508 compliance.
 - Ensuring associated material is free of PII per the HHS Information System Security and Privacy Policy and current guidance from the ICAC. Contact the Website SC Chair/Co-Chair(s) for the current ICAC guidance.
- 3) When material is not “ready for posting,” work with the SC Chair/Co-Chair(s) and the requestor to determine how to remedy issues and to obtain any needed revisions.

¹ Material that is “ready for posting” should have been edited for spelling, grammar, and style; 508 compliant and compliant policy and guidance from HHS and ICAC; free of PII; and approved by the applicable SC Chair, SciPAC Chair, and/or Executive Board (see *Section VI References*).

- 4) Work with team members (as needed) to complete the duties listed above and assign tasks to a team member when the submitted material is ready to post.
 - 5) Conduct quality check after the team member has completed the task.
 - 6) Notify the SC Chair/Co-Chair(s) when an assigned task has been completed.
 - 7) Ensure new team members are trained based on current procedures.
 - 8) Lead Ongoing Quality Checks: As directed by the SC Chair/Co-Chair(s), work with team members to review designated areas of the SciPAC website to make sure content is properly formatted, hyperlinks (to email addresses, files, internal web pages, and external websites) are correct and operational, material is up-to-date, and that any potential PII are removed. As appropriate, work with team members to identify ways to improve the SciPAC website and report feedback to the SC Chair/Co-Chair(s).
- b. Editor Team Members - The specific responsibilities of team members are as follows:
- 1) Assist the Team Lead to review website change requests and ensure that the documents and/or submitted language is ready for posting.
 - 2) Make changes to the website as requested by the Team Lead.
 - 3) Notify the Team Lead when the changes have been completed.
 - 4) Ongoing Quality Checks: As directed the Team Lead, review designated areas of the SciPAC website to make sure content is properly formatted, hyperlinks (to email addresses, files, internal web pages, and external websites) are correct and operational, material is up-to-date, and that any potential PII are removed. As appropriate, identify ways to improve the SciPAC website and make suggestions to the Team Lead who will report feedback to the SC Chair/Co-Chair(s).

vi. General Subcommittee Members

General Website SC members shall assist with special projects as requested by the SC Chair/Co-Chair(s) and support the lead officers with their responsibilities, including archiving documents, and acting as a designee during a lead officer's unavailability.

vii. SciPAC Subcommittee Website Liaisons

SciPAC SC Website Liaisons are considered ad-hoc members of the Website SC. Website Liaisons (no more than two) are selected by each SciPAC SC

Chair at the beginning of the operational year.

- a. Serve as website points of contact for the SciPAC SC that they represent.
- b. Provide guidance to their SC Chair/Co-Chair(s) and other SC members on 508 compliance, PII, and other requirements for submitted documents and other content changes for posting on the SciPAC Website.
- c. Assist their SC Chair/Co-Chair(s) and other SC members with preparing and sending website change requests to the Website SC Chair/Co-Chair(s) for consideration.
- d. Assist the SciPAC Website SC Chair/Co-Chair(s) by reviewing their SC website pages twice per year (or as requested) and submitting requests when updates are needed on their SC pages.
- e. Assist the SciPAC Website SC Chair/Co-Chair(s) with obtaining requested updated/new materials/content for the Website.
- f. Attend annual SciPAC Website SC Training and other training as requested by the Website SC Chair.

III. OPERATIONS AND PROCEDURES

a. Meetings

The SciPAC Website SC Chair convenes the SC as needed.

b. Activities/Duties

The SciPAC public website is <https://dcp.psc.gov/osg/scientist/>. It is located within the website for the Office of the Surgeon General (OSG). The development site, where edits/updates are managed is

<https://ccmis.psc.gov/Jarmanator/scientist/default.aspx>. Additional specific procedural instructions are as follows:

i. Content Change and Approval

Participants: SciPAC Website SC Chair/Co-Chair(s), Editor Teams, Website Liaison(s), and General SC members as needed.

- a. All requests to add or change content on the SciPAC website should be submitted to the Website SC Chair/Co-Chair(s) (or their designee(s)) in the form of email with an attached Website Change Request Form(s) with the subject line: Website Change Request.
 - 1) Recurring requests (i.e., posting OBC pictures, posting meeting minutes, and posting deployment narrative) and other minor change requests may be submitted without the form (at the discretion of the SC Chair).
 - 2) SC Leadership should submit website change requests and approved/cleared associated materials to their Website Liaison(s) for review and submission to the Chair/Co-Chair(s).

- b. The Website SC Chair/Co-Chair(s) shall review submitted material and determine if special approval is necessary. If needed, the Chair/Co-Chair(s) will obtain necessary approval from the SciPAC Chair prior to making a requested change.
- c. The Website SC Chair/Co-Chair(s) will assign requests to the appropriate Team or subject-matter expert (SME), if needed.
- d. The Team Lead or SME will review submitted material prior to updating to determine if material is ready for posting.
 - 1) The Team Lead shall assign the approved material to a team member for posting on the website.
 - 2) If an SME conducts the review, the SMEs will take the lead for posting on the website or the Website SC Chair will assign a team to post the content.
- e. Material that is not “ready for posting” upon submission and can’t be quickly fixed by an Editor Team will be returned to the requestor by the Team Lead with explanation and/or suggested revisions.

ii. Publishing Process

Participants: Editor Team Members/SMEs

Recognizing that website technologies are rapidly changing, the SciPAC Website SC is flexible in interpreting how it will maintain the SciPAC Website (instruction will be provided by the SC Chair/Co-Chairs - review current team procedures). In accordance with the current system and protocols, team members enter changes on the development website. Once a change posted to the development website has been approved by the SC Chair/Co-Chair(s), the current procedures for updating the public website are followed. **Note:** The SC Chair, equivalent or designee provides training to Editor Teams and other SC members on how to on maintain and make updates to the website in accordance with the current website management technology that is being applied. Ongoing assistance for new members is provided by the Team Lead.

iii. Website Maintenance

Participants: All Website SC members and Liaisons

Periodically review the SciPAC website as requested by the SC Chair/Co-Chair(s) to look for areas of improvement and to determine what should be updated and/or requested from the SciPAC and/or other officials.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

All officers will be Commissioned Corps officers who meet the eligibility requirements for appointment to the Scientist category. Members of the Website SC can be appointed annually by the SciPAC Chair or when needed based on self-nomination and with concurrence from the Website Chair/Co-Chair(s).

All SC members are expected to attend all SC meetings and trainings. Attendance should be reported to the Executive Secretary as requested. If members are unable to attend and wish to be excused, they must send a request to the SC Chair and Executive Secretary prior to the meeting/training. Two or more unexcused absences will be reported to the SC Chair by the Executive Secretary. The SC Chair will inform the member and, depending the member's role and other factors, the SC Chair will determine if the member is good standing (see "Letter of Appreciation" below).

Website Liaisons are ad-hoc SC members and are not required to attend SC Meeting/Trainings; however, they are encouraged to attend to assist with any requests from their SC. Other ad-hoc members such as specific SMEs are not required to attend all SC meetings/trainings.

b. Letter of Appreciation

All Website SC members in good standing (based on meeting attendance, assignment completion, and overall participation,), Website Liaisons, and SMEs will be formally recognized for their contribution to the SC with a letter from the SciPAC Chair and SciPAC Chief Professional Officer at the end of each SciPAC operational year. The SC Chair and/or SciPAC Chair will distribute the letters.

V. TRANSITIONING

a. Incoming Chair and Co-Chair Preparation

To ensure a smooth transition when a change in leadership occurs, the outgoing Chair/Co-Chair(s) will provide the incoming Chair/Co-Chair(s) with up-to-date information on the committee's accomplishments and in progress activities, including but not limited to providing an overview of all the current protocols and the system(s) for maintaining the website, associated internal training materials and an editable version of the SOP. A transition meeting will be scheduled in the beginning of the operational year.

VI. REFERENCES

Definitions and infrastructure:

SciPAC website: The SciPAC public website is located at <https://dcp.psc.gov/osg/scientist/>. The development site, where edits/updates are developed is <https://ccmis.psc.gov/Jarmanator/scientist/users/login.aspx>. Access privileges are required for access to log-on to the site. For access contact the Website SC Chair.

SciPAC Charter and SOP: The SciPAC Charter and SOP are posted on the “COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE SCIENTIST PROFESSIONAL ADVISORY COMMITTEE” at <https://dcp.psc.gov/OSG/scientist/about.aspx>.

External site: An ‘external site’ is a website external to the Commissioned Corps Management Information System (CCMIS) Website, within which the Scientist Website is located.

Ready for Posting: Material should be submitted to the SciPAC Website Chair/Co-chair (s) in the exact format as it will be displayed on the website and include a completed Website Change Request Form. Material that is “ready for posting” should have been edited for spelling, grammar, and style; 508 compliant and compliant policy and guidance from HHS and ICAC; free of PII; and approved by the applicable SC Chair, SciPAC Chair, and/or Executive Board.

Personally Identifiable Information (PII): According to the HHS Information System Security and Privacy Policy, PII is defined as “Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. Examples of PII include, but are not limited to: name, Social Security Number, date of birth, mother’s maiden name, financial records, email address, driver’s license number, passport number, and health information.” SciPAC received specific guidance from ICAC that requested that we ensure an PII such as an officer’s personal e-mail, telephone number, and home address are not posted on the website; however, other information such as an officer’s work phone, work email, and work address are exempted as personal PII and can be posted.

VII. ATTACHMENT

Website Content Change Request Form (last updated December 2019) – see below

Scientist Professional Advisory Committee (SciPAC) Website Content Change Request Form



Note: Use this form for requesting new content or major revisions (e.g., posting of presentations or photographs, announcements). Requests for minor updates (e.g., officer's rank or e-mail address) can be e-mailed to the Website Subcommittee Chair and Co-chair without this form.

1. Save form as: website-change-request_YYYYMMDD_LastName.docx
2. Complete "Change Request Information" section below
3. Submit completed form and any attachments to the current Website Subcommittee Chair and Co-chairs.
4. If your request includes documents that you want posted to the website, please submit both a Word and PDF version of the document. If both versions are not provided, your request may be delayed. Also, review instructions provided for "Description of request" in the section below.

Change Request Information (To Be Completed by Requestor)	
Requestor name and role	<i>[John Doe; SciPAC subcommittee or role]</i>
Date of submission	<i>[mm/dd/yyyy]</i>
Desired date of completion	<i>[mm/dd/yyyy]</i>
Priority level	<input type="checkbox"/> Standard (1–2 weeks) <input type="checkbox"/> Priority (provide justification):
Change to existing page or creation of new page?	<input type="checkbox"/> Existing (provide URL): <input type="checkbox"/> New
Description of request	<i>[Enter a detailed description of the requested change. All text or documents submitted must be in final "ready for posting" format (including review for Personally Identifiable Information (PII) and 508 compliance). For longer content revisions or additions, attach a MS Word document that shows desired formatting.]</i>
Reason for change	<i>[Explain why the change or update is being requested.]</i>
Attachments included?	<input type="checkbox"/> Yes (specify below) <input type="checkbox"/> No Specify:
Permission obtained from presenter or individuals in photos to post material on the website?	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable If yes, please submit e-mail documentation of permission with this request. Example: "I, [NAME], approve posting [TITLE OF PRESENTATION OR DESCRIPTION OF PHOTO] on the Scientist Category website."
Addition/Change Approved by:	<input type="checkbox"/> SciPAC Chair/EB <input type="checkbox"/> Subcommittee Chair/Co-Chair <input type="checkbox"/> Other (specify): <input type="checkbox"/> Not applicable (provide justification):

Request Processing (Do Not Complete – For Website Subcommittee Use)	
Reviewer name	
Date request received	<i>[mm/dd/yyyy]</i>

Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied	<input type="checkbox"/> Needs SciPAC Chair approval
Decision explanation	<i>[Document reason for not selecting "approved."]</i>			
If needed, approval obtained from SciPAC Chair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable	Date of approval <i>[mm/dd/yyyy]</i>
Editor assignment (enter Team name)				
Date assigned to editors	<i>[mm/dd/yyyy]</i>			
Date completed by editors	<i>[mm/dd/yyyy]</i>			
Date reviewed	<i>[mm/dd/yyyy]</i>			
Additional work needed?	<input type="checkbox"/> Yes (specify below) <input type="checkbox"/> No Specify:			
Date request completed	<i>[mm/dd/yyyy]</i>			