U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee (PharmPAC)
Department of Health and Human Services

General Meeting Minutes
1400-1530 EDT Thursday, 05 November 2015

To view the Webex recording of the November 2015 General Meeting, click here.

Call to Order: CAPT Aaron Sigler

Roll Call: LCDR Kevin Herkenham

MEMBER	SECTION	OPDIV	CITY, STATE	PRESENT	ALTERNATE	PRESENT
RADM Pamela Schweitzer	CPO	CMS	Baltimore, MD	No		
CAPT Aaron Sigler	Chair	FDA	Silver Spring, MD	Yes	CDR Robert Gaines	
LCDR Rodney Waite	Chair-Elect	BOP	Milan, MI	Yes	CDR Jaime Morris	
CDR Jefferson Fredy	Career Development	IHS	Crownpoint, NM	Yes	LT Jason Barca	
CDR Anne Marie Bott	Recruitment	IHS	Anchorage, AK	Yes	LCDR Matthew Duff	
CDR Kenda Jefferson	Readiness	DHS/DIHS	Washington, D.C.	Yes	LCDR Carl Olongo	
CDR Damion Killsback	Recruitment	IHS	Rockville, MD	No	LCDR Amy Luo	Yes
CDR Diem Ngo	Communication	FDA	Silver Spring, MD	No	LCDR Nicole Zelenak	Yes
CDR Bill Pierce	Readiness	FDA	Silver Spring, MD	Yes	CDR Matt Brancazio	
CDR Shary Jones	Career Development	OS	Kansas City, MO	Yes	LCDR Long Pham	
CDR Jinhee Lee	Administration	SAMHSA	Rockville, MD	Yes	CAPT Jen Fan	
CDR Marisol Martinez	Career Development	DOD	Fort Sam Houston, TX	Yes	LCDR Phung Nguyen	
CDR Mark Miller	Recruitment	FDA	Silver Spring, MD	Yes	LCDR Andrew Fine	
CDR Timothy Murray	Readiness	IHS	Claremore, OK	Yes	CDR Jodi Tricinella	
CDR Tami Rodriguez	Recruitment	BOP	Edgefield, SC	Yes	LCDR Michelle Williams	
CDR David Schatz	Administration	DHS/USCG	Clearwater, FL	Yes	LCDR Chris Janik	
CDR Aimee Young	Administration	IHS	Anchorage, AK	Yes	CDR Sara Doran-Atchison	
LCDR Benjamin Bishop	Administration	FDA	Silver Spring, MD	Yes	LCDR Salvatore Pepe	
CDR Tina Bhavsar	Communication	CDC	Atlanta, GA	Yes	LCDR Jennifer Lind	
LCDR Mark Iseri	Communication	IHS	Toppenish, WA	Yes	LCDR Rodney Won	
LCDR Scott Raisor	Communication	IHS	Winterhaven, CA	Yes	LCDR Gayle Lundberg	
LCDR Melinda McLawhorn	Administration	FDA	Silver Spring, MD	Yes	LCDR Jessica Fox	
LCDR Anna Santoro	Career Development	BOP	Ayer, MA	Yes	LCDR Daniel True	
LT Marie Manteuffel	Readiness	CMS	Baltimore, MD	Yes	CDR Lorelei Piantedosi	
LT Jun Lee	Recruitment			Yes	LT Marleen Tran	
LT Jane McLaughlin-Middlekauff	Administration	HRSA	Rockville, MD	Yes	LCDR Kimberly Davids	
Dr. Mary Jo Zunic	Communication	IHS	Albuquerque, NM	Yes	LCDR Steven Rodgers	
LCDR Kevin Herkenham	Executive Secretary	FDA	Silver Spring, MD	Yes		

Officer Basic Course (OBC)

- Officers are invited to attend the upcoming Pinning Ceremony and Graduation for OBC 84.
  - Pinning Ceremony will be held at 0830 on 11 December 2015.
  - Graduation will be held at 1030 on 18 December 2015.
  - **New Location: William F. Bolger Center, 9600 Newbridge Drive, Potomac, MD 20854.**

Pharmacy Category Action Items

Task (Frequency)
Ensure Basic Readiness. Checks are completed quarterly as follows: • **31 December 2015 (Must be Basic Ready at this point for the following year's promotion boards)** • **31 March 2016** • **30 June 2016** • **30 September 2016** **The annual seasonal flu vaccination is required for the December 31st and March 31st readiness checks. The flu vaccination is required once each year before December 31st. Always keep evidence/confirmation of the faxes you send to Medical Affairs (MA). Once received, they will update info on the eOPF and Direct Access.** • **Officers should NOT use the old numbers and should ONLY use the following new fax numbers for immunization submissions: (301) 480-0373 or (301) 480-0385.** • **Use the MA coversheet when faxing immunization documents. The coversheet is available at: http://dcp.psc.gov/ccmis/PDF_docs/Immunization%20FAX%20Coversheet%2012-11-14.pdf** • **MA enters all medical information in Direct Access, not Readiness and Deployment Operations Group (RedDOG).** • **Immunization requirements can be obtained at http://dcp.psc.gov/ccmis/Medical%20Affairs/MA_immunizations_m.aspx**
***PharmPAC Perspectives* Newsletter** • **Review new issues. (Quarterly)** • **Volunteer to submit articles to the Communication Section (Whenever you can!)**
PharmPAC Meetings/Minutes • **Review previous minutes (Monthly)** • **Attend future meetings when possible. (First Thursday of the month at 1400 EST)**
Annual Physical Fitness Test (APFT) – Go to the APFT Initiative Website
USPHS Awards (Annually, generally in March) • **Review Criteria (http://staging.usphs2.cit.nih.gov/corpslinks/pharmacy/sc_admin_awards.aspx)** • **Nominate eligible officer(s), submitting all material as ONE PDF document to the Administration Section**

CAPT Sigler – opening

- Welcome everyone and thank you for joining the meeting.
- A reminder that the PAC is here to assist the CPO and the Surgeon General.
- We're also here to serve the category members, but this goes both ways, and it's encouraged that you find sections/topics that you are interested in to get involved.
- The goals of these meetings are to engage the category and generate substantive dialogue. There are no dumb questions; however, there are a lot of resources available to do individual research before asking questions. We want to share information that is helpful and adds value.

Administration

CDR Jinhee Lee (jinhee.lee@samhsa.hhs.gov)
CDR Melinda McLawhorn (melinda.mclawhorn@fda.hhs.gov)
CDR David Schatz (david.j.schatz@uscg.mil)
CDR Aimee Young (alyoung@anthc.org)
LCDR Benjamin Bishop (benjamin.bishop@fda.hhs.gov)
LT Jane McLaughlin-Middlekauff (jmclaughlin@hrsa.gov)
Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_admin.aspx
Responsibilities: Awards, Coins , Charter and SOP, History, Liaisons (Agency Liaisons , Organization Liaisons), Legislation Monitoring, PharmPAC member directory, PHS Pharmacists List

- CDR Schatz – The roster of PharmPAC members will be posted to the PharmPAC website soon.
- Thank you to the following agency and organization liaisons that will be rolling off their term next month. Anyone who has interest in assuming a liaison position, please feel free to reach out to these officers or Admin section of PharmPAC. Also thank you CDR Macky and LCDR Khatri who served as lead liaisons.
    - LCDR Michelle Williams – BOP
    - LCDR Jennifer Lind – CDC
    - LT Teisha Robertson – CMS
    - LCDR Sadhna Khatri – FDA
    - CAPT Richard DeCederfelt – NIH
    - CDR Paul Michaud – USCG
    - LCDR Stephanie Daniels – ICE
    - LCDR Kendra Jenkins – DOD
    - CAPT Samuel Wu – OS
    - CDR Robert Macky – AAHIVM
    - CDR Jill Reid – ACCP
    - CDR Thomas Addison – AMSUS
    - CDR Khang Ngo and LCDR James Dvorsky – APhA
    - CDR Liatte Krueger – APHA
    - CDR Randy Seys – ASHP
    - CDR Carrie Ceresa - ASHP Foundation
- The deadline for liaison applications has been extended until 12-November-2015. Please consider NIH, DOD, OS, AMSUS, and ASHP Foundation liaison positions if interested. The agency and organization liaison positions are CPO priorities and can be our most valuable assets. They are an opportunity to increase collaboration and have national impact.

Career Development

CDR Shary Jones (shary.jones@hhs.gov)
CDR Marisol Martinez (marisol.martinez@dha.mil)
CDR Jefferson Fredy (Jefferson.Fredy@ihs.gov)
LCDR Anna Santoro (astevenson@bop.gov)
Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_career.aspx
Responsibilities: Career Guidance, CV Template, Mentoring Tools

- LCDR Santoro – Reminder that CV review process is still available to officers who are up for promotion. If interested please email your CV to pharmpaccareerdevelopment@gmail.com before 20-November-2015.
- Annual COERs – due to Reviewing Official by 11-November-2015.
- Direct Access will be shut down on 18-December-2015, please plan accordingly.
- LT Grund – Tobacco Cessation Toolkit:
    - The toolkit is currently looking for a home, but if you have questions or would like to access it in the meantime, please contact LT Grund at teresa.grund@IHS.GOV.
    - The toolkit provides resources to pharmacists who can then provide tobacco cessation interventions for patients.
    - Toolkit includes: tips for quitting, trigger identification, poster presentation, social media resources, primer to use during event planning, template to enter patient encounters in health record, guide for brief interviewing skills, and tobacco product to replacement product conversion. The toolkit can be customized for the facility you work at.
    - The ultimate goal of the toolkit is to help our communities move closer to tobacco free living.
- There will be a tobacco cessation talk given by RADM Giberson at DOD on 19-November-2015.

Communications

CDR Diem-Kieu Ngo (diem.ngo@fda.hhs.gov)
CDR Tina Bhavsar (tbhavsar@cdc.gov)
LCDR Mark Iseri (mark.iseri@ihs.gov)
LCDR Scott Raisor (thomas.raisor@ihs.gov)
Dr. Mary Jo Zunic (MaryJo.Zunic@ihs.gov)
Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_comms.aspx
Responsibilities: Calendar of Events/Meetings, Listserv, Minutes, PLANT, Publications

- LCDR Raisor – encourage everyone to join twitter, Instagram and Facebook and like our USPHS Pharmacy pages. For interesting topics, use #usphspharmacy and it could be re-tweeted on twitter.

Readiness

CDR Kenda Jefferson (kenda.jefferson@live.com, kenda.jefferson@hq.dhs.gov.)
CDR Timothy Murray (Timothy.Murray@ihs.gov)
CDR Bill Peirce (william.pierce@fda.hhs.gov)
LT Marie Manteuffel (marie.manteuffel@cms.hhs.gov)
Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_readiness.aspx
Responsibilities: APFT Initiative, Readiness

- CDR Jefferson – welcome to new members CDR Murray and CDR Peirce.
- For October Readiness check:
    - Pharmacy overall basic readiness: 95.78%

    - Corps overall basic readiness: 95.22% which is very close, if not the highest percentage, that the Corps has ever reached.
    - Thank you to everyone for maintaining basic readiness.
- LT Manteuffel reminders:
    - Direct Access will be shutting down.
    - There is a link on CCMIS webpage to direct access migration information: (http://dcp.psc.gov/ccmis/DA_migration_m.aspx)
    - Flu Shot Reminder to maintain basic readiness – use Medical Affairs specific cover sheet.
    - Readiness checklist is a great resource and available at the link below: (http://dcp.psc.gov/CCMIS/RedDOG/Forms/Basic_Readiness_Checklist.pdf)
    - There are potential delays for immunization information being updated due to volume of submissions. It's advisable to keep fax confirmation sheet for your records.

Recruitment

CDR Anne Marie Bott (ambott@anthc.org)
CDR Tami Rodriguez (t1rodriguez@bop.gov)
CDR Damion Killsback (Damion.killsback@ihs.gov)
CDR Mark Miller (mark.miller2@fda.hhs.gov)
LT Jun Lee (jun.lee@nih.gov)
Section Web Address: https://dcp.psc.gov/osg/pharmacy/sc_recruit.aspx
Responsibilities: Duty Station Map, Pharmacy's Best Kept Secret, UPOC (Activity Report, Biannual Report, Master List, Newsletter, Request to be a POC), Recruitment Presentations (BOP, IHS, PHS), Vacancy Listings (Vacancy Map), Welcome to the PHS!

- CDR Bott – Welcome to the 3 new Recruitment section members CDR Killsback, CDR Miller and LT Lee.
- We are calling for activity and bi-annual report for the UPOC program. Please submit by 30-November-2015 so the report can be run in early December.
- UPOC newsletter workgroup is soliciting articles for the next edition.
- Any questions about the student program can be directed to LT Lena Choe at lena.choe@FDA.HHS.GOV.
- It's also encouraged for COSTEP students to write about their experience. For questions regarding COSTEP articles, please contact LT Choe.

Chair-Elect Update: LCDR Rodney Waite

- Max.gov presentation (attached)

Chair Update and Old/New Business: CAPT Aaron Sigler

- Please review the Max.gov presentation slides.
- Max.gov should serve as a stopgap between CCMIS website and Facebook. The goal is to increase transparency and communication for the category.
- Max.gov can have a lot of utility to improve the category; it's limited only by our imagination.
- Update regarding Ambulatory Care Board Certification Pay:
    - Still in the works, when CCHQ operationalizes the new special pay policy, Ambulatory Care Board Certified pay should be incorporated. The timeline for finalizing the new policy is multi-factorial and difficult to speculate exactly when it will be implemented, but hopeful for 2016.

The next PharmPAC General Meeting begins at
1400 EST Thursday, 03 December 2015
Agenda and teleconference information will be distributed prior to the meeting.

Respectfully Submitted,

CAPT Aaron Sigler
PharmPAC Chair

LCDR Kevin Herkenham
Executive Secretary

Useful Links and Contact Info:

PHS Pharmacists Directory:
http://dcp.psc.gov/osg/pharmacy/directory.aspx

Emails:
phs-pharmacists@list.nih.gov
phs-rx-jobs@list.nih.gov
phs-rx-students@list.nih.gov

Listservs:

PHS Pharmacists	https://list.nih.gov/archives/phs-pharmacists.html
PHS Rx Students	https://list.nih.gov/archives/phs-rx-students.html
PHS Immunizing Pharmacists	https://list.nih.gov/archives/phs-immunizing-pharm.html
JOAG	https://list.nih.gov/archives/joag.html
OFRD	https://list.nih.gov/cgi-bin/wa.exe?A0=ofrd
RPh Job Vacancies	https://list.nih.gov/archives/phs-rx-jobs.html
Commissioned Corps Vacancies	https://list.nih.gov/archives/ccvacancies-l.html

Websites:

PharmPAC	http://dcp.psc.gov/osg/pharmacy/
CCMIS	http://dcp.psc.gov/ccmis/
USPHS	http://www.usphs.gov/
RedDOG	http://dcp.psc.gov/ccmis/readiness menu/
JOAG	http://dcp.psc.gov/osg/joag/
Pharmacy Benchmarks	http://dcp.psc.gov/ccmis/PDF_docs/2015 pharmacy benchmarks/
APFT Initiative Website	https://sites.google.com/site/apftinitiative/
USPHS Athletics	http://www.publichealthserviceathletics.org/home/
Facebook	https://www.facebook.com/usphs pharmacists/

Meeting Attachment(s):

- 2015 Max.gov Presentation for Pharmacy Category
- Max Printable User Guide
- Max Basics document

Meeting the PharmPAC's Priorities Part 1: MAX Introduction

Presented by LCDR Rodney Waite II, USPHS

RCWAITE@BOP.GOV

Thursday, November 5th, 2015

Objectives

- List some our current difficulties.
- List some of MAX's features.
- Show how use of MAX can help us with the PharmPAC's Priorities.
- Briefly explain the MAX interface.
- Review how we are currently using MAX.
- Provide initial implementation plan.

Current Difficulties:

- Difficulty coordinating activities locally within and beyond the pharmacy Category, or even USPHS.
- Difficulty identifying current professional social networks and their interconnections.
- Loss of "Corporate Knowledge"/Experience when officers move from current Billets and USPHS activities.
- Up to this point, no viable system to efficiently collaborate with officers from varying Agencies, due to Agency firewalls/lack of interoperability.

MAX Features:

- **No Cost**
- Usable by entire Federal Government
- Accessible at work, home, and mobile
- Unlimited Web Page Creation
- "Facebook"©-Like Features
- Customizable Page & View Permissions
- Customizable Security Levels
- File Storage, Sharing, and Editing
- Shared Calendars
- Tasklists
- Surveys
- Forums
- RSVP/Attendance Lists
- Automatic Notifications
- Permalinks
- Search

What is MAX.gov?

- A collection of cloud-based applications available for use by all Federal Employees, Federal Contractors, and Non-Federal Partners ran by the Office of Management and Budget.

Cloud Service Presentation Here: https://max.gov/maxportal/assets/public/MAXCapabilitiesOverview.pdf

Community Page Layout

Home Find Help Contact Us | PERMISSIONS OPEN-EXECUTIVE BRANCH | Search The MAX Community All | Welcome Rodney | Log Out

Dashboard > Dept of H > Home > Departme > USPHS > USPHS S > USPHS Presentations > USPHS Certificate in Public Health Review Series 2015 (8)

DEPT OF HEALTH AND HUMAN SERVICES

USPHS Certificate in Public Health Review Series 2015

(0) (1)

Edited By Rodney Waite II(DOJ) on Sep 16, 2015 at 11:07 AM | Edit | Add | Favorites | Share | Watchers (17 of 17)

Session 1 Materials
Session 2 Materials
Session 3 Materials
Session 4 Materials
Session 5 Materials
Session 6 Materials
Session 7 Materials
Session 8 Materials

WEB PAGE AREA

- WYSIWIG Editing: text, tables, pictures, etc.
- Macros: Calendar, RSVPs, Surveys, Tasklists, Menus, et al.

Child Pages (8) | Add Child Page

USPHS Certificate in Public Health Review Series 2015 - Session 1 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 2 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 3 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 4 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 5 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 6 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 7 Materials
USPHS Certificate in Public Health Review Series 2015 - Session 8 Materials

Child Pages

Attachments (1) | Add Attachment(s) | Sort | Show Details | Advanced

Sort By: Date | Name | Type | Size | User | Comment

Study for the Certified in PublicHealth Exam - Cross Cutting Topics.pptx (864 kB, v.1)
Rodney Waite II(DOJ) on Sep 03, 2015 at 03:10 PM

Attachments Area

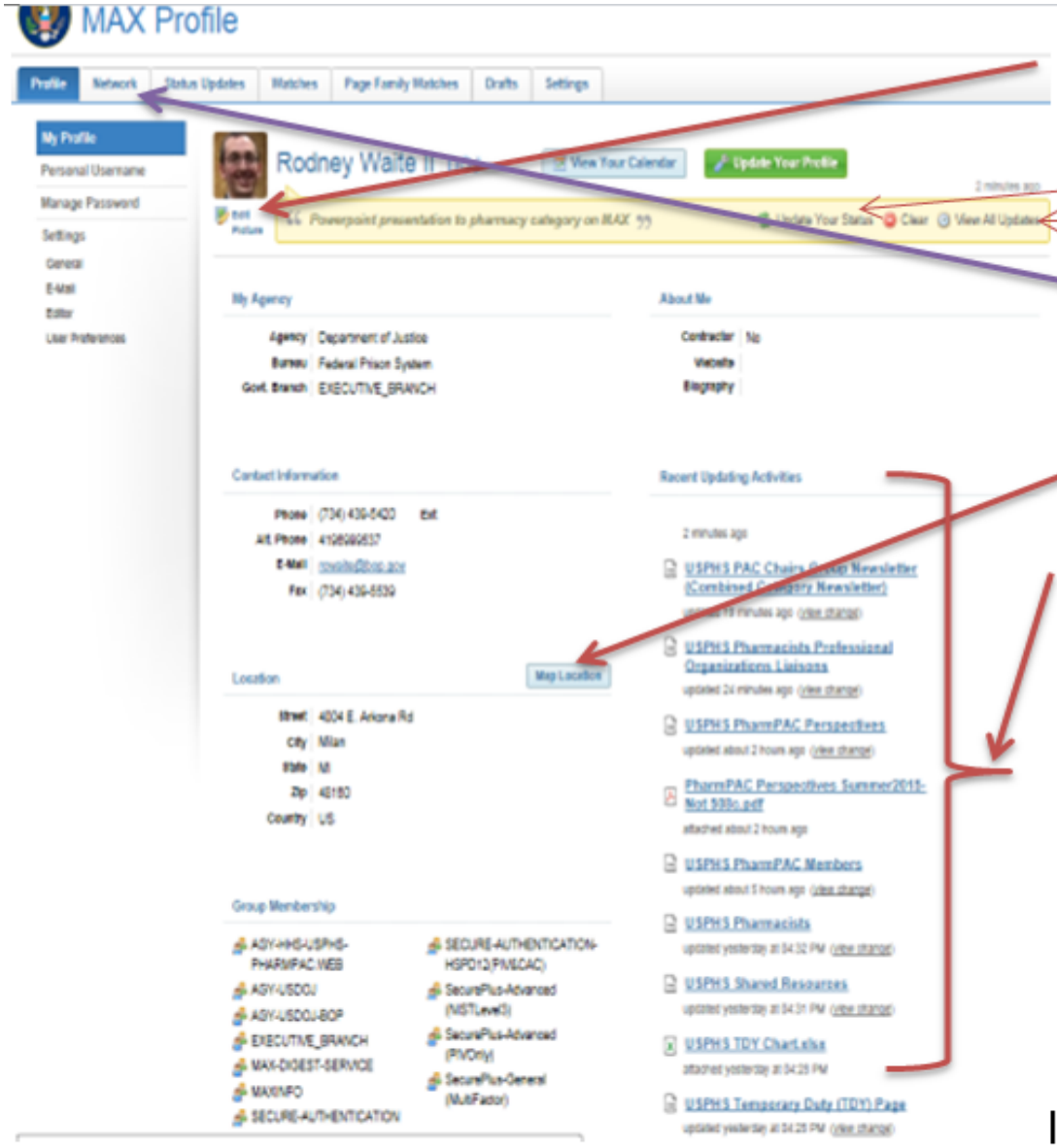
Comments (0) | Add Comment

There are no comments

Comments/Discussion Forum Area

Keywords (labels) | Modify Keywords

No Keywords (Labels)



Profile Pictures: Click "Edit Picture", follow onscreen directions

Click "Update Your Status" to add a post.
Click "View All Updates" to see your timeline.
Click "Network" to see:

- Recent Activity of those you follow.
- Who you follow.
- Who is following you.

"Map Location": puts address in Google Maps

Recent Updating Activities: tracks your page/document edits. Can be a great resource for tracking accomplishments for your CV as it is automatically done whenever you do something in MAX.

You can see other MAX Users' Profiles too. Simply search their name in the MAX Search box and click. This is a way to get contact information. Following others allows you to get status updates from them and pull their name up faster when using the @User Mention macro.

MAX & the PharmPAC's Priorities

1. Advance the profession to support its role in successful health reform.

- ↑ ability to store, share, review, and improve important data (attachments).
- ↑ ability for officers to contribute (broad, convenient access).

2. Expanding and enhancing internal and external pharmacy partnerships.

- Will recognize who officers are sooner at live events (MAX Profile).
- ↑ networking within and beyond USPHS (All Federal Access).
- ↑ ability to share information from partners to relevant officers (Liaison Pages with Auto-Notifications).

3. Inspiring and supporting leadership development among pharmacists to assume leadership in all aspects of health programs.

- ↑ ability to start, maintain, and improve workgroups. Need leaders.

4. Recruiting and developing future pharmacists and health leaders.

- ↑ ability to organize locally, amongst Category, USPHS, or federal employees
- Example: "Atlanta Pharmacy Page" w/Calendar & RSVP for community fitness or service events.

Current Uses of MAX.gov

Successes

- PHS Opioid Abuse & Overdose Prevention Workgroup (ADAPT Workgroup)
- USPHS Tobacco Cessation Workgroup
- Pharmacy Provider Status Team
- Pharmacy Applicant Team
  - CV Review Team
  - Applicant Tracking Team
- CPH Review Series
- Pharmacy Wellness Team
- PAC Chairs Group
- Combined Category Newsletter
- PharmPAC Perspectives
- CPO/PAC Chair Pages to pass along positional information

Under Development Now or Soon

- USPHS Libraries
  - CE Page
  - Local Events Page
  - MAX Library (Help and Examples)
  - Presentations
  - Publications
  - Temporary Duty
  - Uniform Page
  - Useful Listservs
- Pharmacy Liaisons Page
- JOAG
- Many More!

Implementation Plan

- Register for MAX: https://max.gov/maxportal/home.do.
  - Tribal E-mail? You will need sponsoring → contact LCDR Thomas Raisor at: thomas.raisor@ihs.gov
- Check MAX out by starting at the PharmPAC Page.
  - Will be modified quite a bit to start as implement.
  - Use "Printable User Guide" for most commonly used functions.
- Direct questions or your desire to become a MAX Subject Matter Expert (SME) to LCDR Rodney Waite at: RCWAITE@BOP.GOV
- ID and notify PharmPAC of appropriate MAX Opportunities.
- Start contributing to the Libraries.

Disclaimer

- MAX is a government system, and as such, has rules associated with its use. Please, remember, anything we put in a governmental system, whether MAX, Agency system (CCMIS, Direct Access, et al.), e-mail, etc. are subject to Freedom of Information Act (FOIA) requests. Keep posts/information professional, accurate, apolitical, etc. and focused on our Mission.
- Follow Federal, Agency, and System rules in your posts.
- Reach out to your PharmPAC leadership if unsure.
  - We will use these questions to refine the guidance provided.

Questions?

MAX.GOV

BFELB
Budget Formulation & Execution Line of Business

Get Started

Logging into MAX is simple!

- Go to www.MAX.gov
- Click Login

Navigate the MAX Federal Community

On the main dashboard, the links under Agency communities lead to each agency's space. The Government-Wide Communities also have their own space. Each space can have its own administrators and space-wide restrictions.

Breadcrumb Line

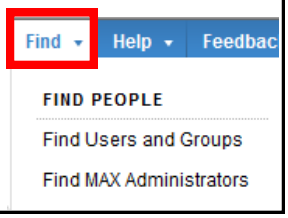
The 'Breadcrumb Line' is a quick way to see exactly where you are in the Community.

Share

Use this link to direct people to pages within the Community instead of using the URL in your web browser.

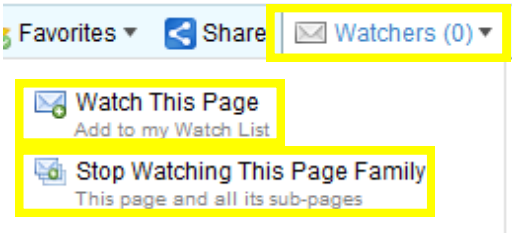
MAX Directory

The Directory gives you access to contact information for all Community users.



Watch a Page

This watch a page feature allows you to be notified via e-mail when updates are made to that page.

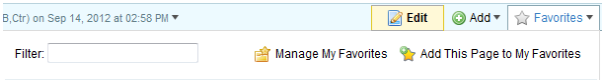


Choose to watch the individual page, or the entire page family. If you are watching a page, you'll see a green checkmark appear on the 'Watchers' button.

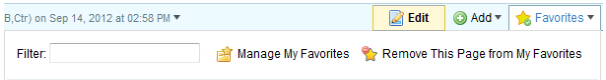
Manage Your Favorite Pages

You can 'bookmark' pages within the Community.

Hover over the Favorites button in the upper right-hand corner of the page. Click on "Add This Page to My Favorites."

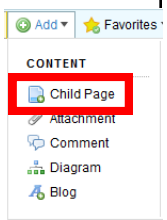


You can also remove and manage your favorites. To go to your list of Community favorites, hover over 'Favorites' in the upper right-hand corner of the page.



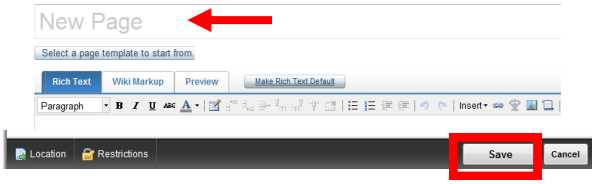
Add a New Page

To create a new page in the Community:



1. Hover over 'Add' and click on 'Child Page'.

2. Enter in title and content in Rich Text and click on 'Save'.



MAX.GOV

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Add Content and Design Your Page

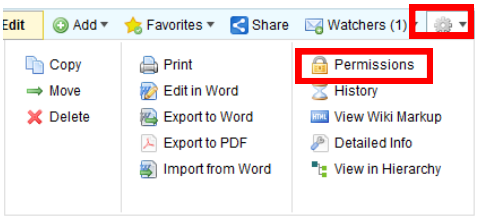
To add/change content on a page, click on

Editing in 'Rich Text' provides an easy, Word-like interface. Experienced users may edit in 'Wiki Markup', which allows for more complicated page formatting.

Restrict Content

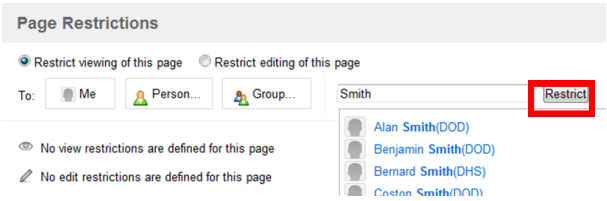
All pages in the Community may be view and/or edit restricted. 'Permissions' control who can view/edit a page.

1. Hover over 'Page Options' and click on 'Permissions'.



2. Type in the individual(s) or group(s) you would like to restrict the page to, and click on 'Restrict'.

Note:
View restricting controls who can *see* a page.
Edit restricting controls who can *edit and view* a page.

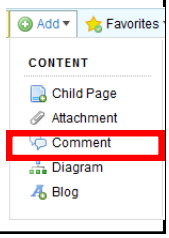


Comment on a Page

This feature allows you to comment on any page and start comment threads.

1. Hover over 'Add' and click on 'Comment'.

2. Enter comment into the box and click on 'Post'.



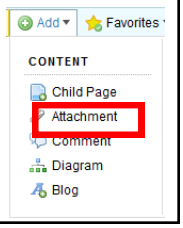
Add Attachments

This feature allows you to add files as attachments to your page.

1. Hover over 'Add' and click on 'Attachment'.

2. Click on 'Browse' to find the document on your computer.

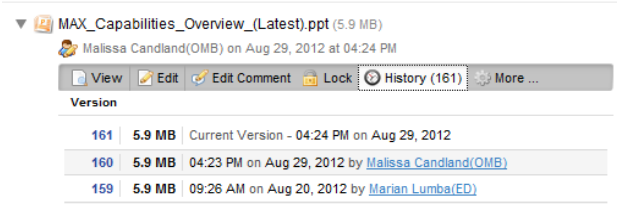
3. Click on 'Upload'.



Direct Editing

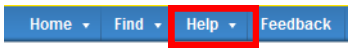
You can edit any Microsoft file attached to a Community page just as you would edit documents on a network drive.

1. Click on the name of the attachment. From the drop-down, click on 'Edit'.
2. When you are done editing, click 'Save', <u>not</u> 'Save As'. The updated file will be the most recent version of the document on the Community.



Help Section

Our comprehensive Help Section provides several helpful links with all MAX applications, User Guides and Training.



If you are unable to find an answer to your question in the Help Section, please send an email to maxsupport@omb.eop.gov.

MAX Basics

Contents

What is MAX? 2
Purpose of MAX? 2
Possible use of MAX in conjunction with CCMIS or Agency Intranet 2
Getting in MAX.gov (Getting Registered) 3
If have a .gov e-mail 3
If do NOT have a .gov e-mail (Tribal Mail) 11
How To: Most Common Functions (Adding a child page, attaching/editing documents) 12
Adding a Child Page 12
Restricting a Page to Certain Users 13
Common Restriction Set-Up Example: Open Parent Page with Restricted Child Pages 13
Adding a User to a Restricted Page 13
Attachment Options 16
Links to USPHS MAX Pages (Under Construction) 18
Links to more information on how to use MAX 19

This document may have a newer version. Navigate to the USPHS Max Library page and look for the attachment titled "MAX Basics".

What is MAX?

A website administered by the Office of Management and Budget (OMB. Originally, derived for the creation of the federal budget, but eventually involved into a platform for Federal Agency collaboration. Any content within an Agency's page is owned by that Agency. All content put in is archived and maintained indefinitely. As such, it is important everyone be aware of the posting considerations found here (once registered). Should not post Personally Identifiable Information (PII), such as:

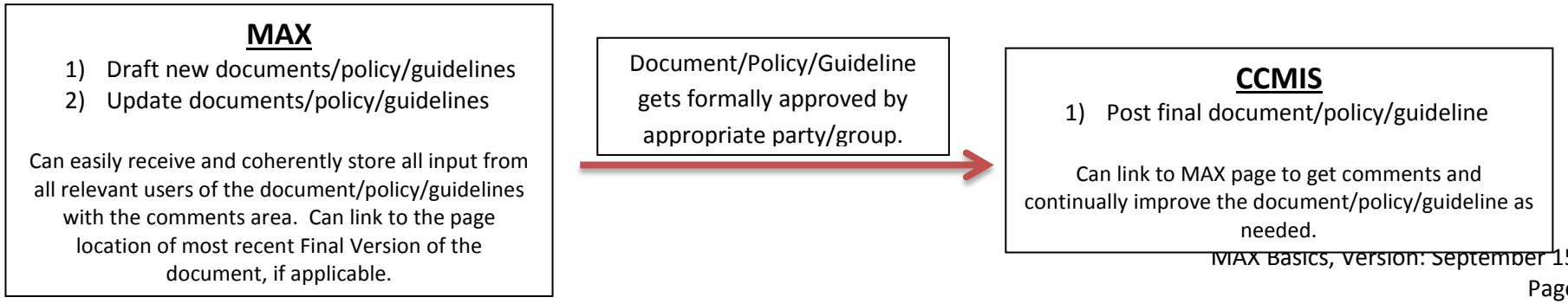
- Personally identifiable information including name, address, phone, email, etc., for members of the public.
- Personal identification number, such as SSN, passport number, driver's license number, taxpayer identification number, patient identification number, and financial account or credit card number
- Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), x-rays, fingerprints, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry)
- Information identifying personally owned property, such as vehicle registration or identification number, and title numbers and related information
- Information about an individual that is linked or linkable to one of the above (e.g., date of birth, place of birth, race, religion, weight, activities, or employment, medical, education, or financial information).

That being said: **Information collected about MAX users when they request a MAX Federal Community account (name, email address and phone number) is subject to the same protections an agency would provide for their local email systems (e.g., Microsoft Exchange servers, which contain more information about agency Government personnel than is available on MAX).** So, it is best when putting contact information, the you use the @User function, to make the elimination of PII easier in the instance of a Freedom of Information Act Request (FOIA).

Purpose of MAX?

Cross-collaboration amongst federal users, and, in special circumstances, non-federal partners. Primary use may be in the development of documents related to policy, guidelines, SOPs, etc., then post the finished version of a given document to the required destination (public website, Agency internal website, listserv, etc.).

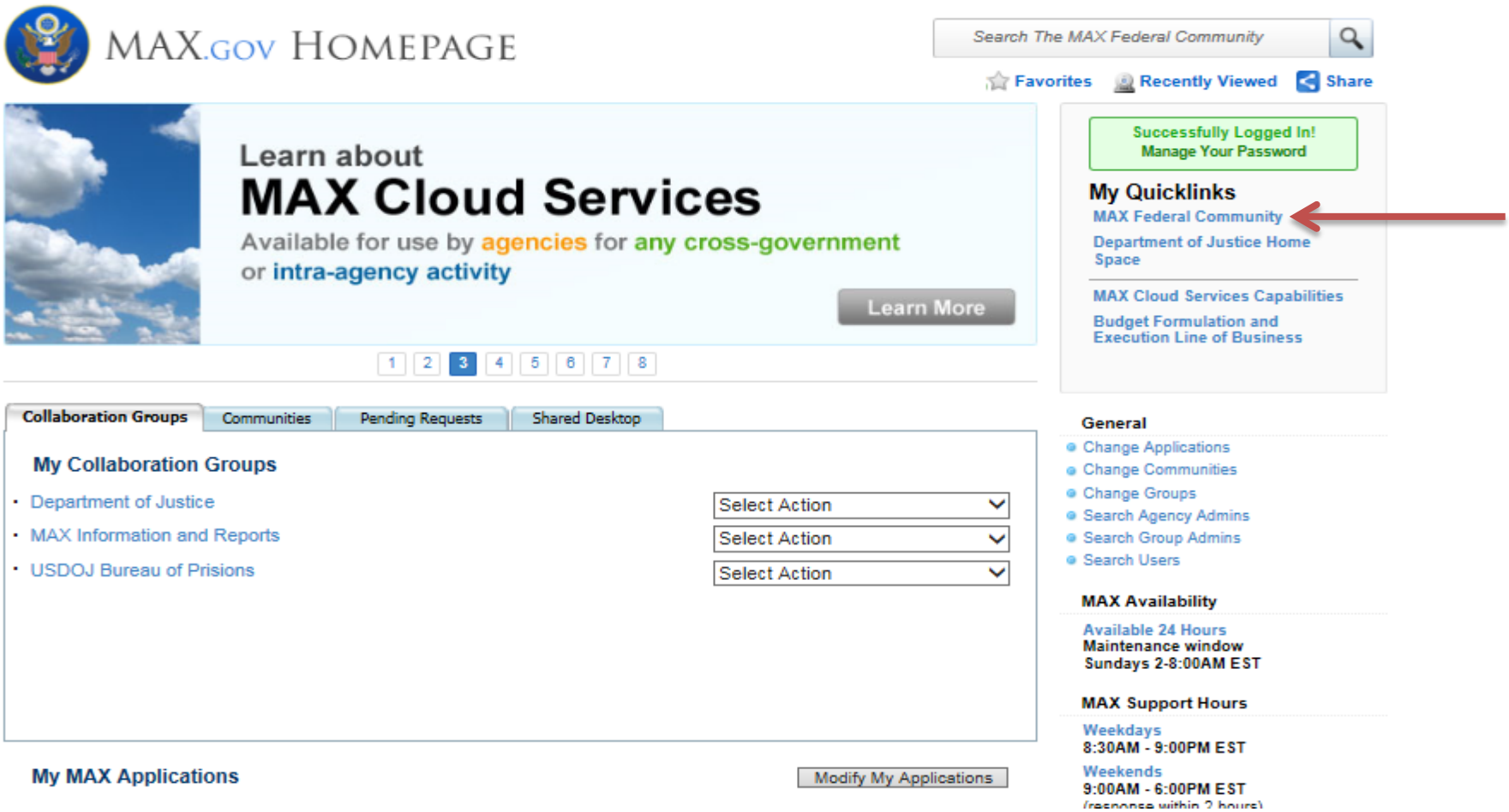
Possible use of MAX in conjunction with CCMIS or Agency Intranet



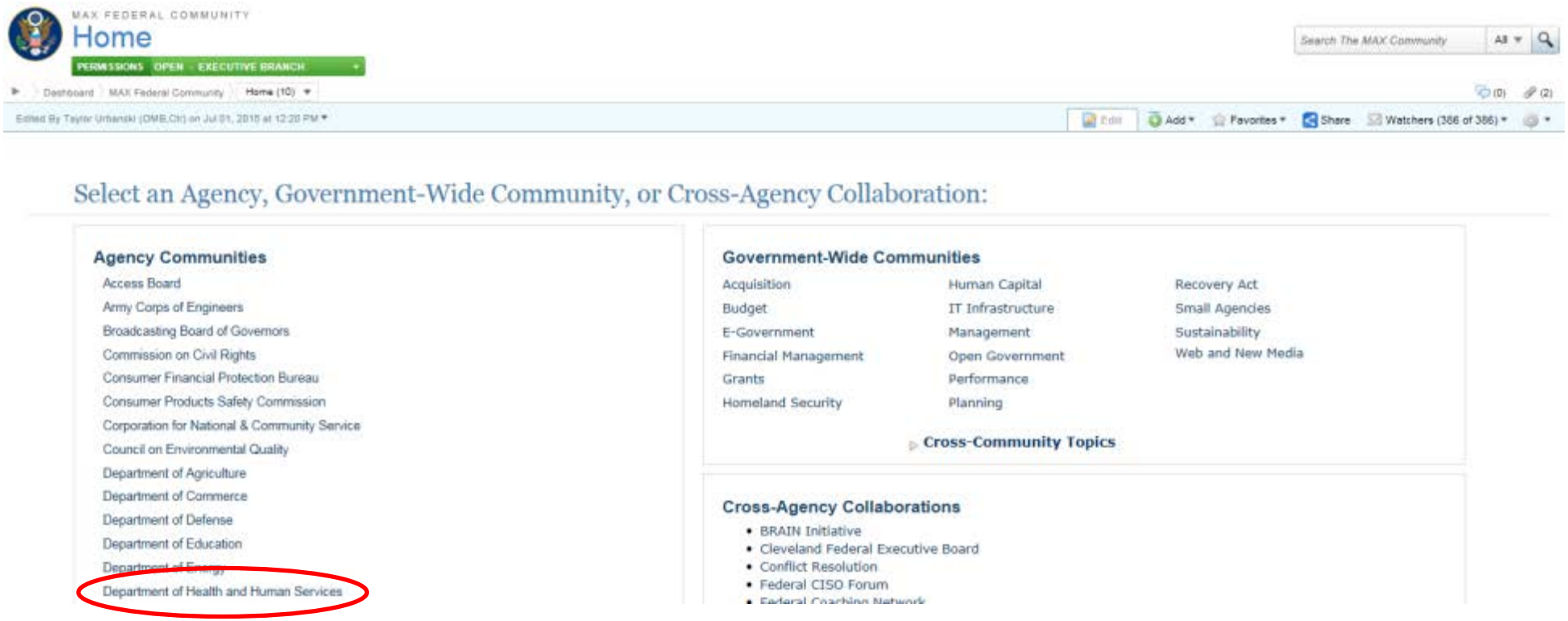
Getting in MAX.gov (Getting Registered)

If have a .gov e-mail

1. Using Internet Explorer©, register for an account at MAX.gov: https://max.gov/maxportal/home.do \.
2. Once logged in, this page below will show. You can sync up your PIV/CAC at this point for future access if desired/requireed. Select "MAX Federal Community"



3. For USPHS pages, navigate to Department of Health and Human Services under the Dashboard (Example below). For BOP pages, navigate to the "Department of Justice".



4. Navigate to “USPHS” under “Inter-Departmental Collaborations” (For BOP Pharmacy, it is under “Justice-Only Collaborations” under “BOP Health Services”)

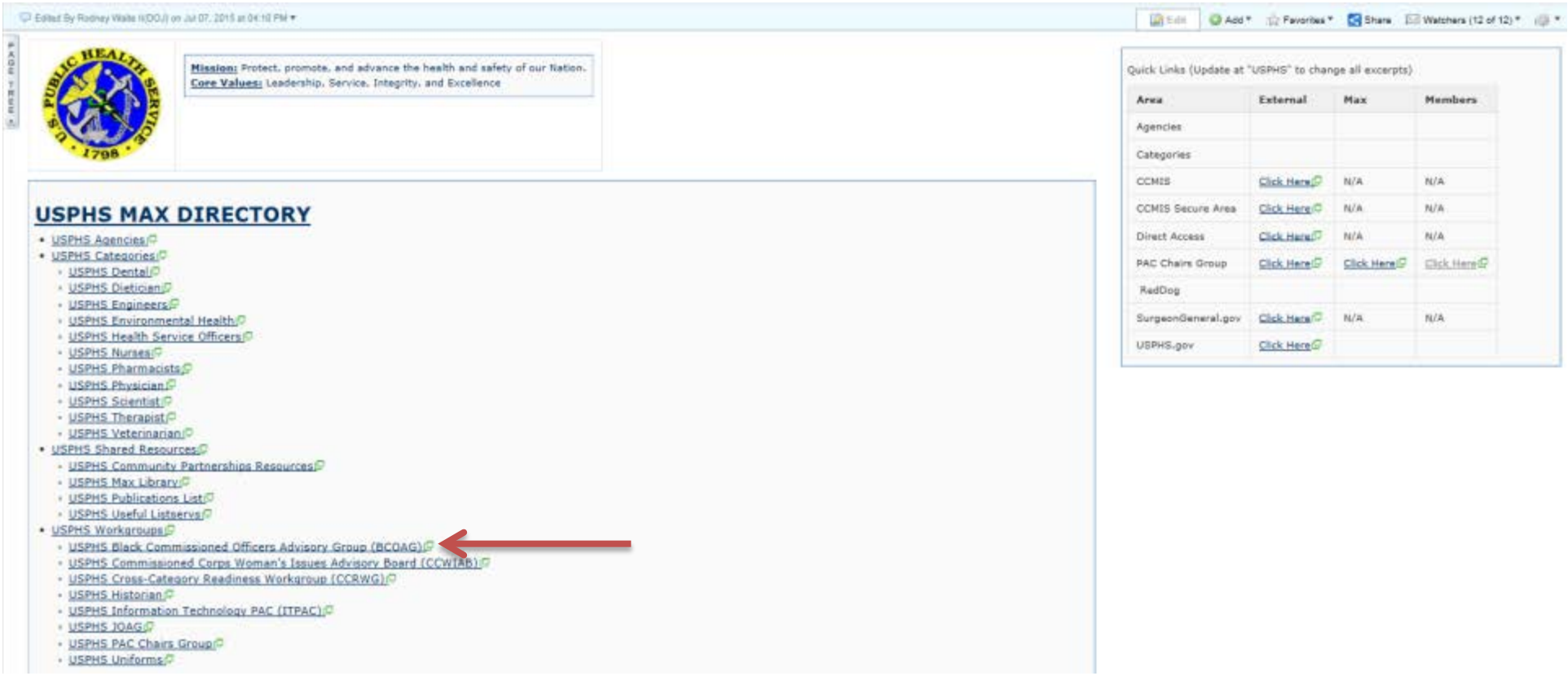
Welcome to the Department of Health and Human Services!

Interdepartmental Collaborations

(add a new interdepartmental collaboration)

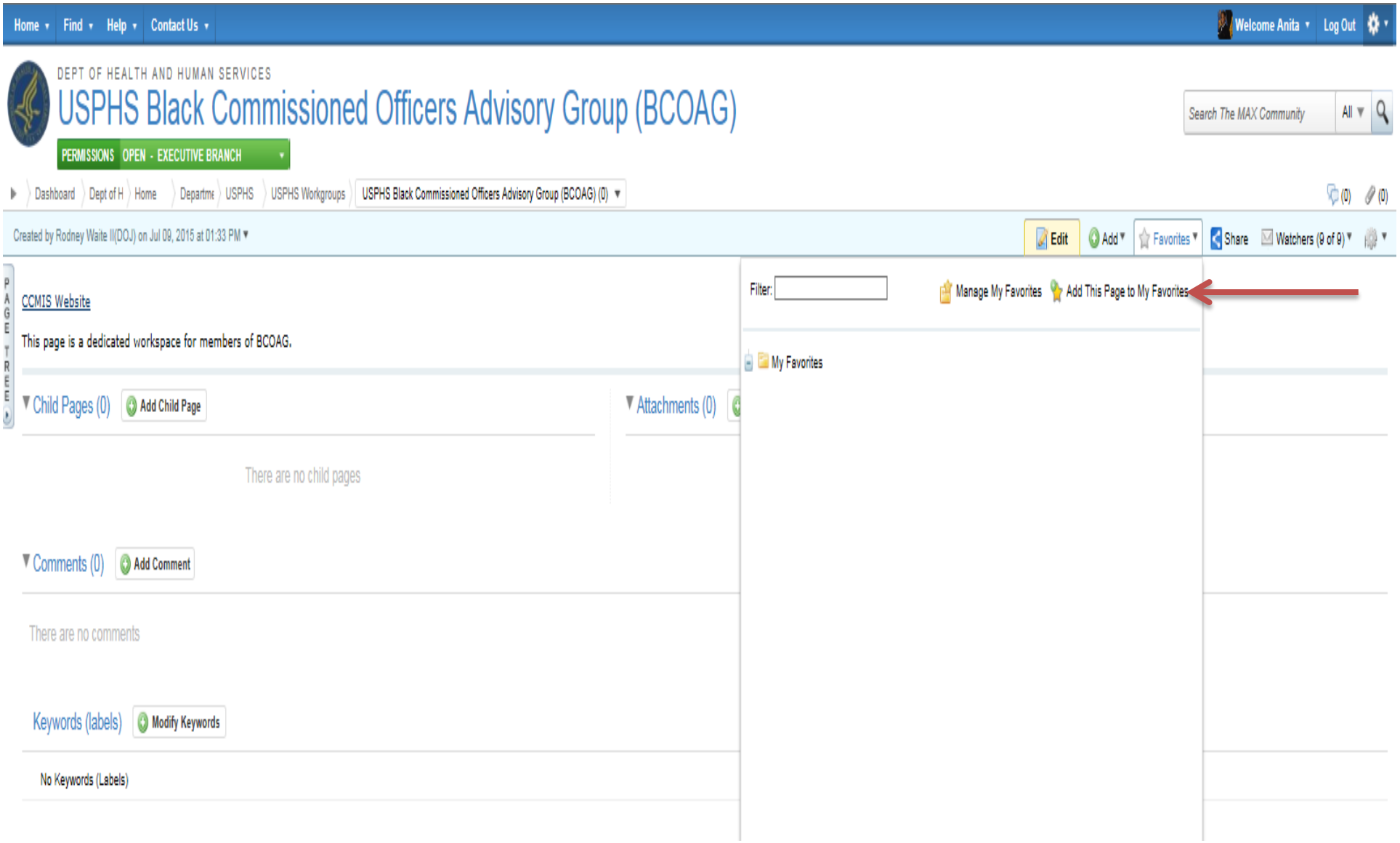
- ACF/OCS Promise Zones Webinar
- AoA FY 2010 CJ and OPA
- APT - Agency Product Team - HHS
- Career Management Guide
- CDC Career Maps
- CDC Competencies
- Center for Medicare and Medicaid Innovation (CMMI)
- CFC-2012
- Children of Incarcerated Parents (COIP) Interagency Working Group
- Codex Committee for Residues of Veterinary Drugs in Food - US Delegation
- Collateral Duty Safety Officers
- Combined Federal Campaign (CFC) - Team HHS 2013
- Combined Federal Campaign - Team HHS
- Consumer Pilot Project
- Decision Science & Patient Engagement Resources
- Detail Opportunity
- eRM IPT
- FDA ORA Coastal Connection
- FIHET - Federal Inter-agency Health Equity Team
- Financial Policy Working Group (FPWG)
- Food Service Guidelines Project
- FPHNLN
- HHS 2014 Combined Federal Campaign (CFC) Team Page
- HHS Business Intelligence (BI) IPT
- HHS CFO Community Professional Development Series
- HHS Diversity and Inclusion (D&I) Division
- HHS Employee Viewpoint Survey Exchange
- HHS FISMA Working Group
- HHS Human Capital Community
- HHS Ignites Winter 2015 Team - Connecting CHCs to Transportation to Improve Health
- HHS IT Summit 2015
- Import Safety Action Plan
- Improving the Quality of PART Performance and Efficiency Goals
- Indian Alcohol and Substance Abuse Interagency Coordinating Committee
- Information Sharing Summit
- Interdepartmental test Moshe Haven
- National Adult Maltreatment Reporting System Project
- National Healthcare Quality and Disparities Report Team Collaboration Space
- National Prevention Strategy Collaboration
- NIEHS SRP, EPA, NSF CT
- NIH Competencies
- NIH Hispanic Health Research Scientific Interest Group
- OBC Color Guard
- OIG and Montana U.S. Attorney's Office Guardians Project Briefing
- ONC Innovations
- OS ASFR
- OS FBIS
- practice Page
- Practice page 412
- Quarantine and Border Health Services Branch (QBHSB)
- Regulatory Clearances
- Test Exchange
- USPHS

5. Navigate to the desired group(s), in this example we are choosing “USPHS Black Commissioned Officers Advisory Group (BCOAG)”:

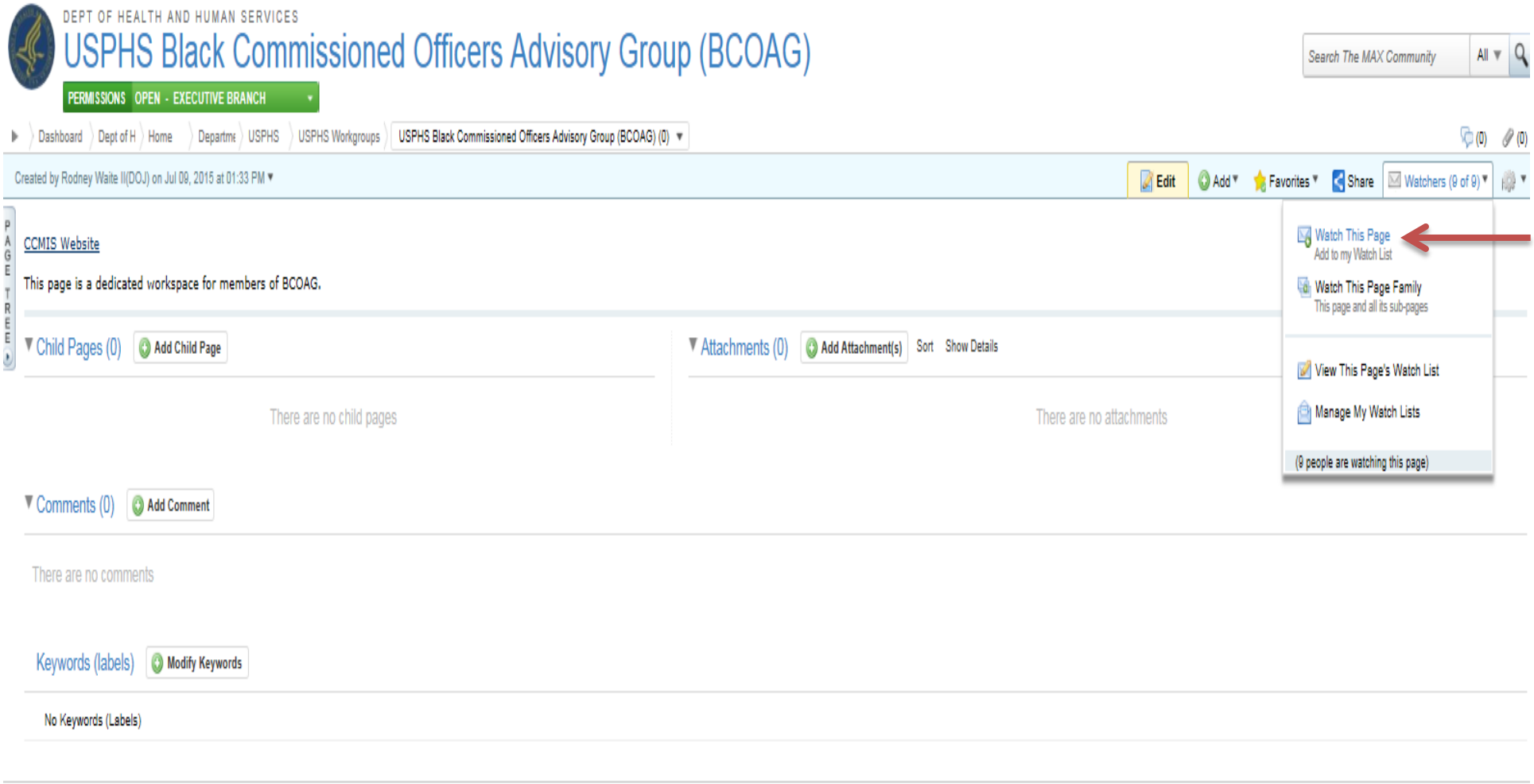


*NOTE: some pages have their viewing/editing restricted to certain users. To view those pages, a current viewer of the page must add you. So, you have to ask one of those people to add you to the list. When you first register for MAX, there is a several hour window before anyone can pull up your new profile and add you to a page.

6. Add desired page(s) to your favorites (this will allow faster navigation to the page in the future):

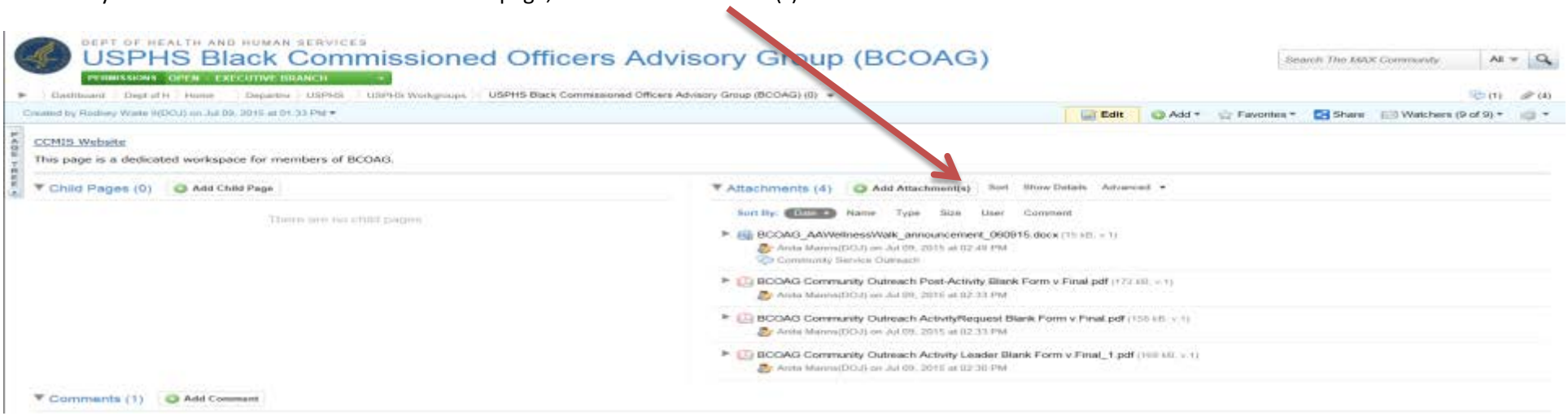


7. If you would like to receive notifications when a page is edited, an attachment is added/modified, or when a comment is made, then become a "Watcher". Use the "Watchers" drop-down menu and select "Watch This Page":

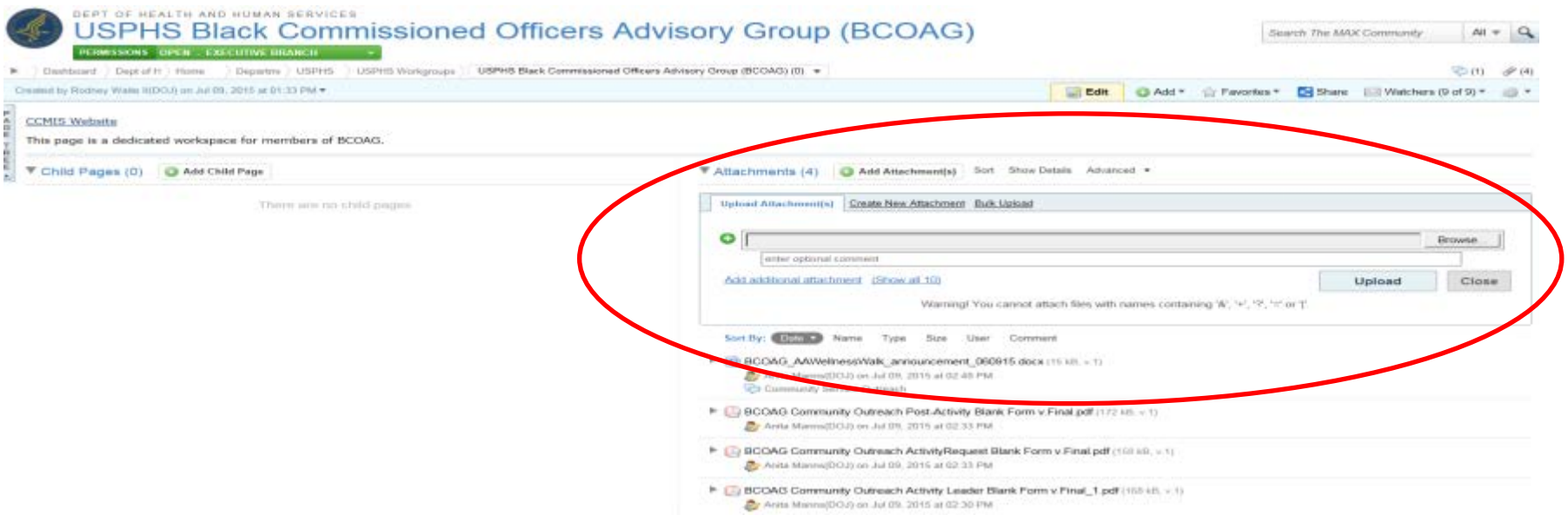


You can modify your Watcher setting to get a digest instead of individual e-mails. After signed into MAX, go to: https://community.max.gov/x/-RBgK , and follow the on-screen directions.

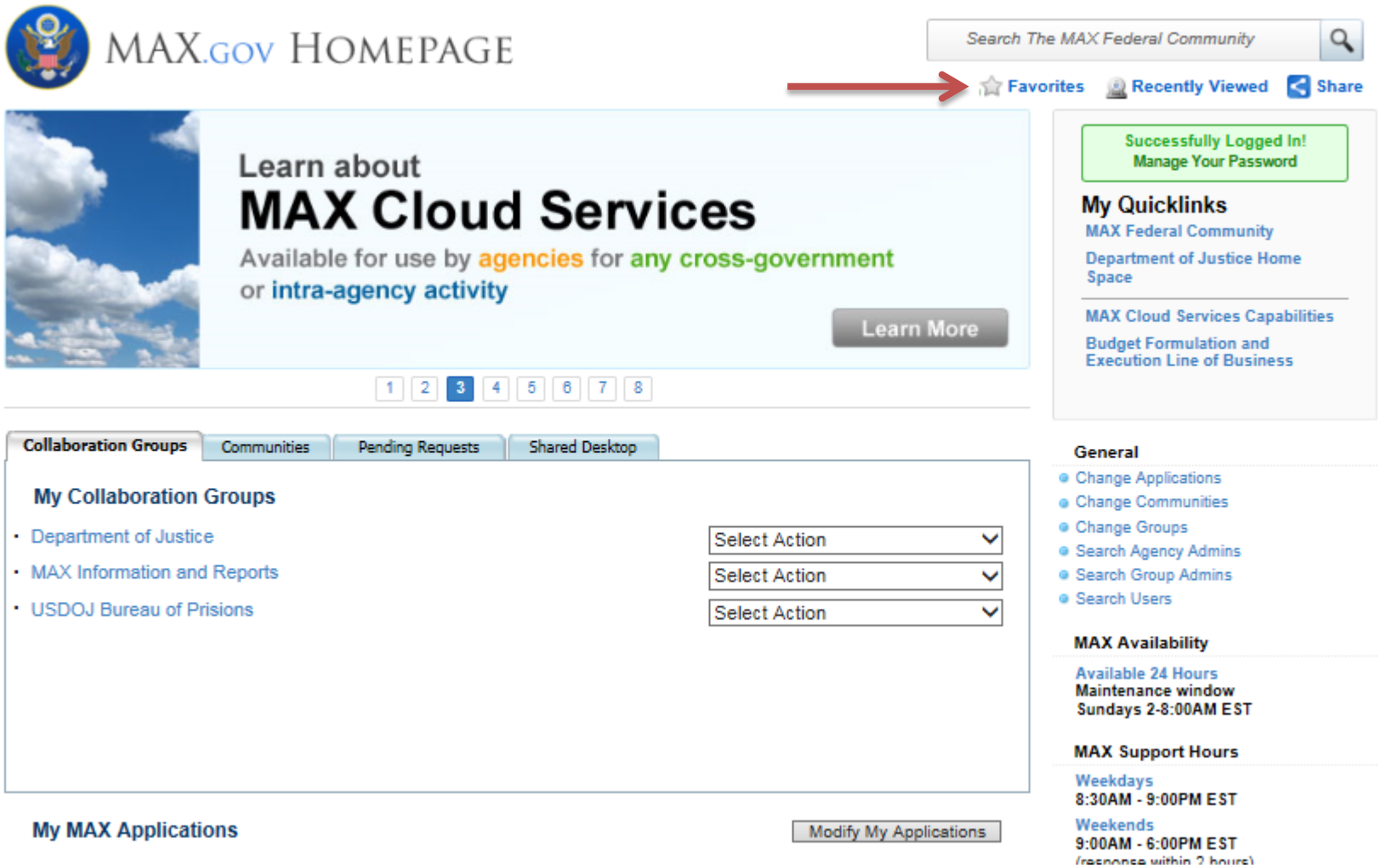
8. If you would like to add a document to the page, click “Add Attachment(s)”::



9. “Browse” to find desired document to upload. Enter optional comment (recommended, so watchers know what the document is). Add more by clicking “Add additional attachment”. When done, press “Upload”. Note – 100 MB file size limit and nothing uploaded can be erased (though it can be edited and renamed).



10. Next time you sign in, you can click the favorites button to bring up a list of all of your favorites:



11. Now you are ready to use this site to communicate and work with your colleagues. There are additional pages for numerous other USPHS workgroups as well. Happy collaborating! ! Once registered with MAX, for additional help/examples/userdocs/ideas, then please go to the USPHS MAX Library area at: https://community.max.gov/x/QAL5Mg. Also, MAX help is found at: https://community.max.gov/display/Help/Help+Home

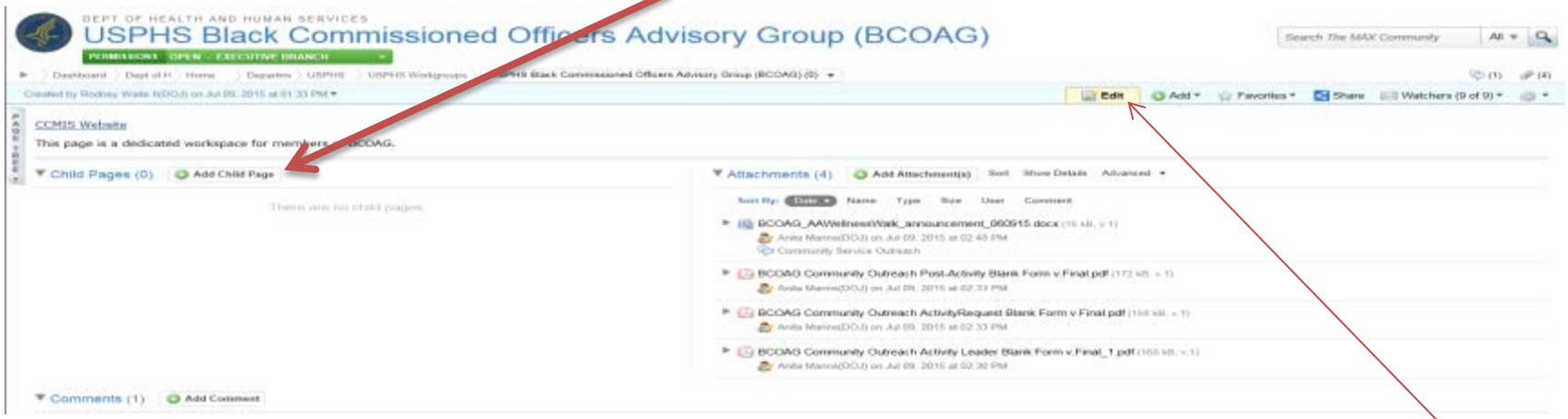
If do NOT have a .gov e-mail (Tribal Mail)

You will first have to get sponsored by another MAX user from the same Department as you. This MAX user will have had to complete Sponsor training, which is initiated by that user by using the MAX help. They will then guide the MAX user through how to get approved as a sponsor. It is NOT a long or difficult process.

How To: Most Common Functions (Adding a child page, attaching/editing documents)

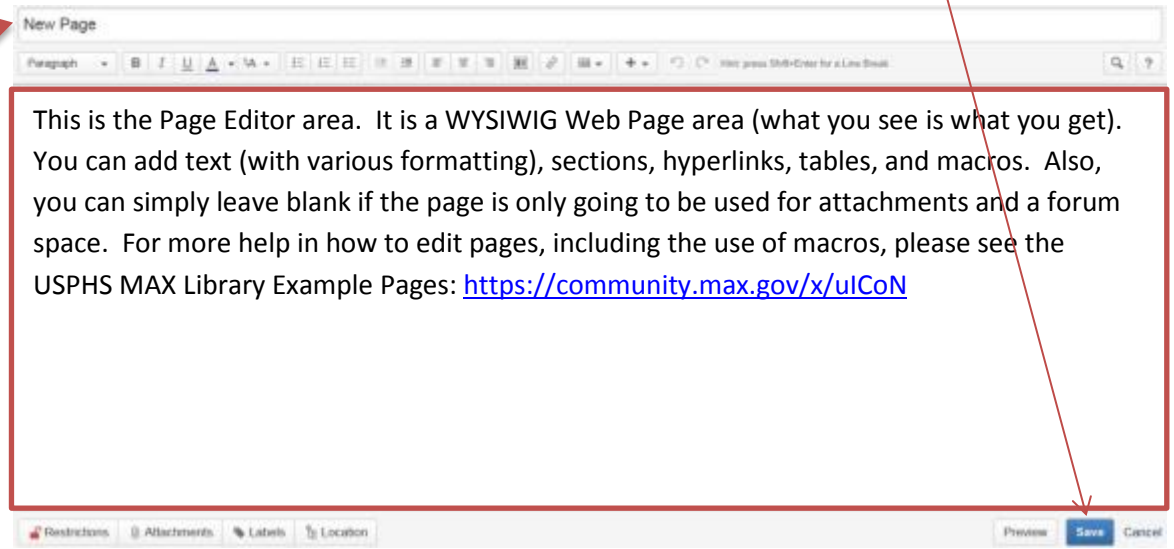
Adding a Child Page

1. Go to the page you want to add the child page and click “Add Child Page”



2. Name the Child Page. It should be consistent with the group of pages it will under (If under USPHS, then start with USPHS…). Also, no two pages within the entire MAX system can have the same name. Add what you want to the Page Editor. Click “Save” when satisfied. You can always “Edit” the page later.

Insert Page Name here



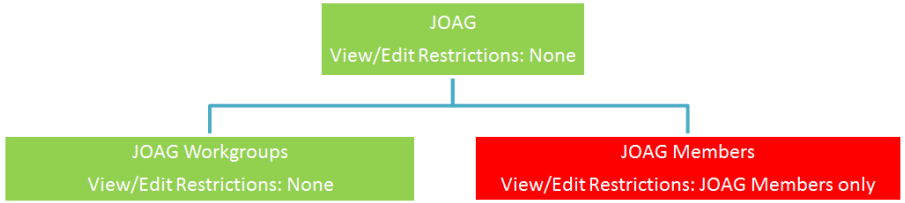
This is the Page Editor area. It is a WYSIWIG Web Page area (what you see is what you get). You can add text (with various formatting), sections, hyperlinks, tables, and macros. Also, you can simply leave blank if the page is only going to be used for attachments and a forum space. For more help in how to edit pages, including the use of macros, please see the USPHS MAX Library Example Pages: https://community.max.gov/x/uICoN

Restricting a Page to Certain Users

All "Child Pages" (Sub-Folders) inherit restrictions from the "Parent Page". This means the following will occur:

- If no restrictions present on the Parent Page, then none will be present initially on any added Child Pages.
- If restrictions on the Parent Page, then any added Child Page will have these same restrictions.
- You may then modify/"personalize" the restrictions on the Child Pages to differ from the Parent Page, but only in a more restrictive manner. Some examples:
    - Open Parent Page, but Restricted Child Page (see org. chart example below for visual representation of this): Do nothing on the Parent Page, but have to use the "Adding a User to a Restricted Page" instructions on the Child Pages desired.
    - Restricted Parent Page, with more Restricted Child Page:
        - Add all users to the Parent Page, following the "Adding a User to a Restricted Page" instructions.
        - Add users to the appropriate Child Page(s), following the "Adding a User to a Restricted Page" instructions.
    - New user/member needs to be added to restricted Child Page:
        - Add new user/member to Parent Page, if it is restricted, following the "Adding a User to a Restricted Page" instructions.
        - Add new user/member to the appropriate Child Page(s), following the "Adding a User to a Restricted Page" instructions.
        - NOTE: Once a user is registered with MAX.gov, there is at least a few hours lag between then and when they can be added to a page.
- Restrictions can be added, modified, or removed at any time.

Common Restriction Set-Up Example: Open Parent Page with Restricted Child Pages

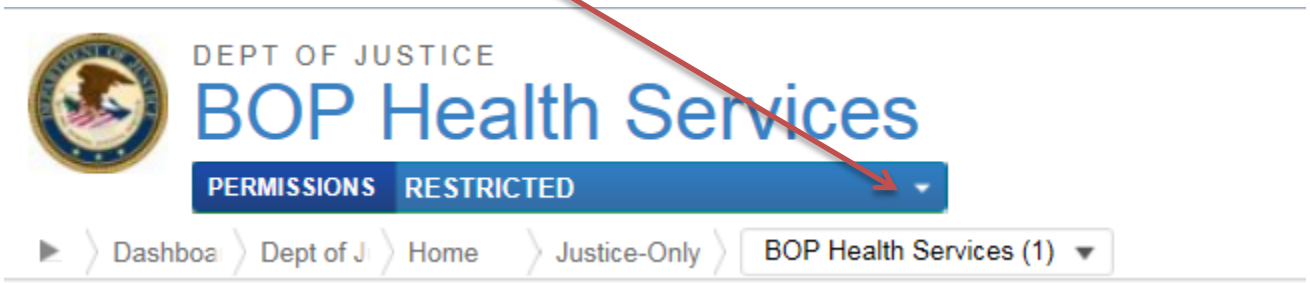


This set up would allow any Federal Employee within MAX to interact on the JOAG page and JOAG Workgroups Pages with respect to viewing the Page's content, attachments, and using the comments/forum function. This may allow a broad collaboration between Federal Entities. Then, the members of the group can have their Private page where only they can view/edit, see attachments, use the comments/forum function within their own group.

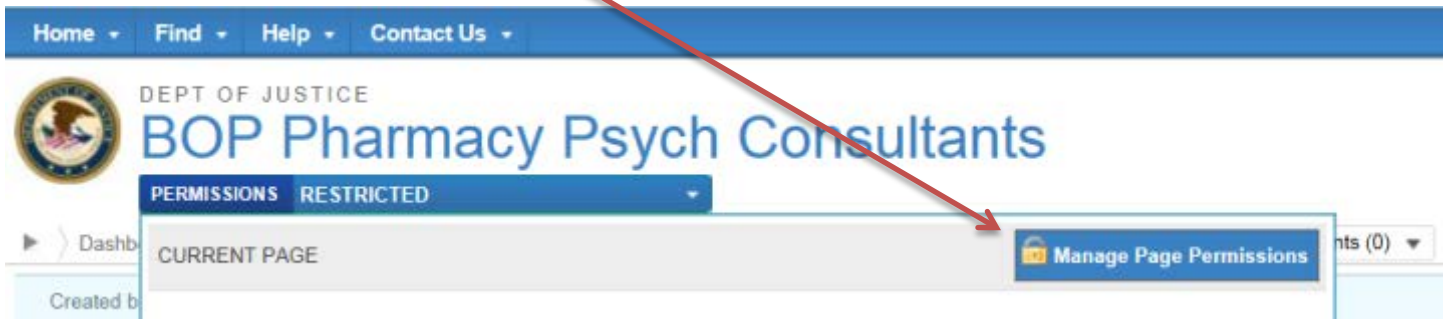
Adding a User to a Restricted Page

Potential user must be registered with MAX already.

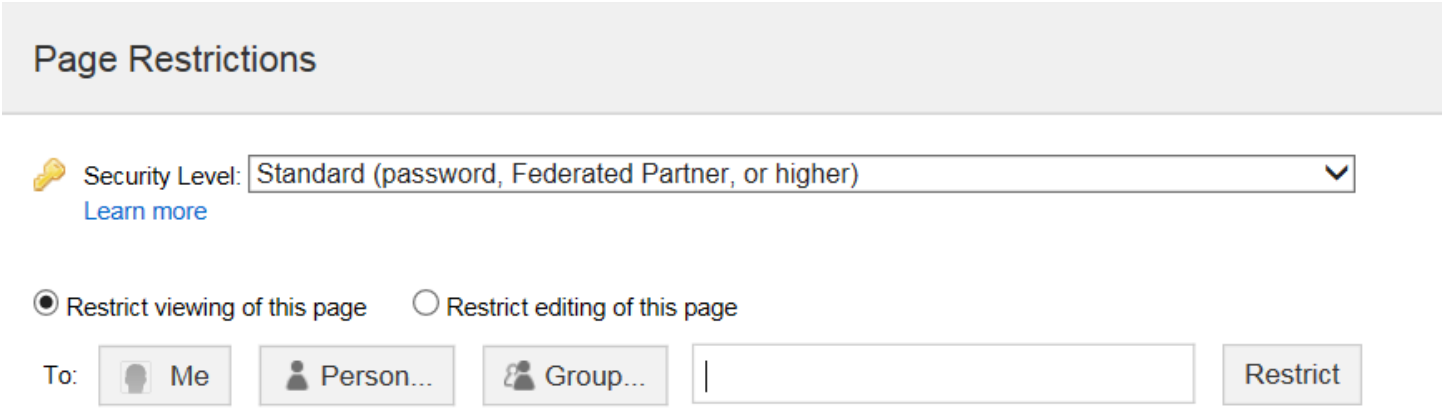
1. Go to Group's Parent Page
2. Access "Permissions" Drop Down Menu



3. Click "Manage Page Permissions"



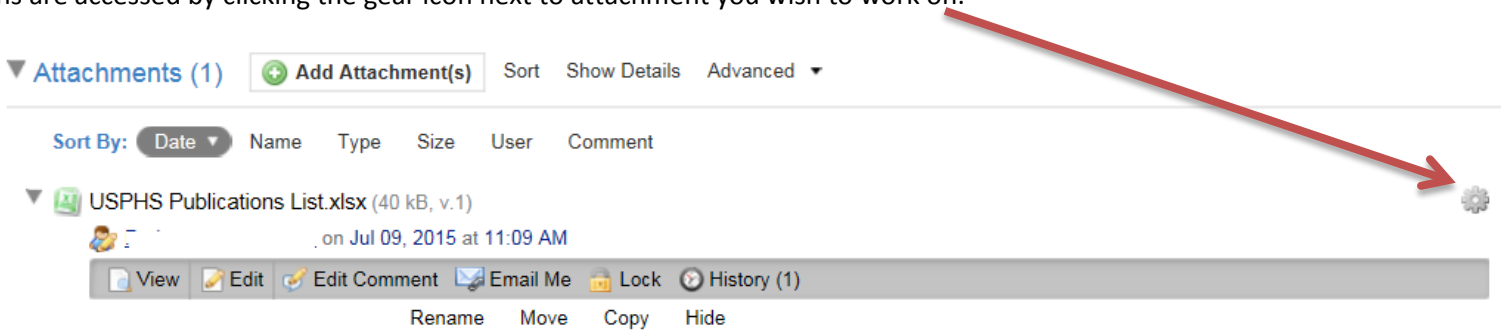
4. Type portion of potential user's name into search box, find user, then "Save":



5. Notify user that they have been added

Attachment Options

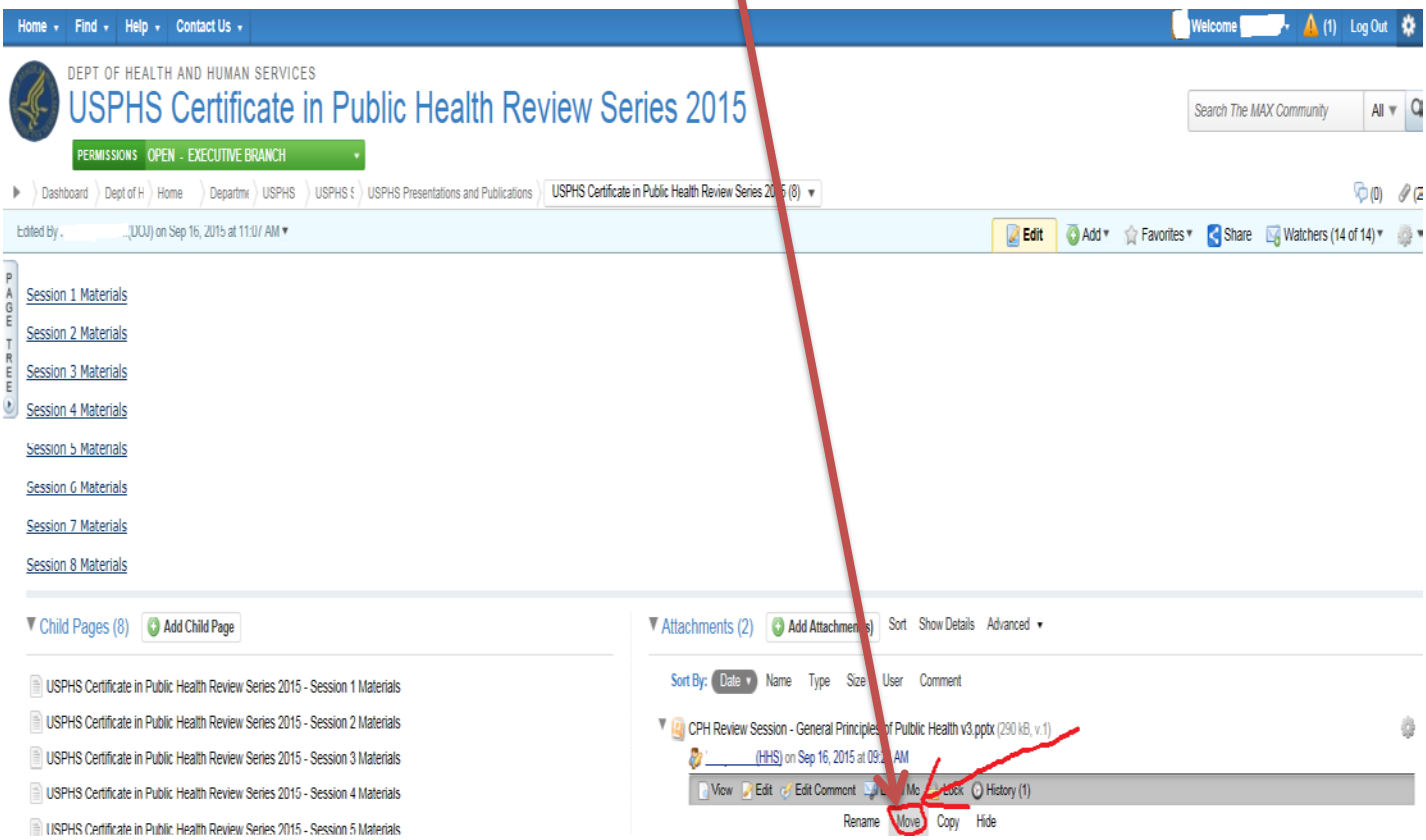
Attachment options are accessed by clicking the gear icon next to attachment you wish to work on:



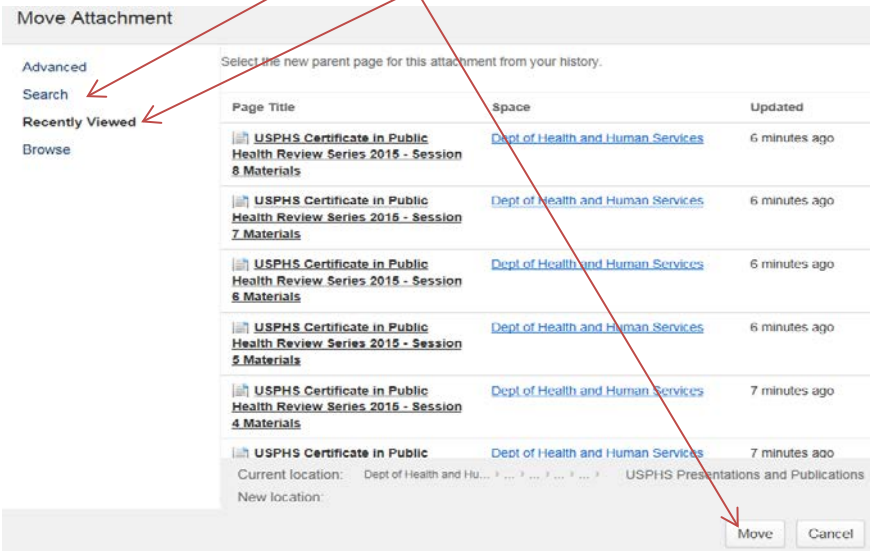
- View: allows you to look at a "Read-Only" copy of the attachment. Defaults to "Final:Show Mark-Up".
- Edit: must use Internet Explorer© or Chrome© with appropriate extension. Will open a the document and allow you to make edits/comments within it. You have a good indication it is working correctly if you see a pair of green arrows circling the File/Save Icon in the upper right-hand corner. Remember, click "Save" not "Save as" to save to MAX system as the original document.
- Edit Comment: Allows you to add/modify a 1 line comment below attachment (Ex. put remarks about changes/needed changed)
- Email Me: ostensibly to have attachment sent to your e-mail, I have not gotten that to work to be honest.
- Lock: Prevents others from editing.
- History: can pull up previous versions of document, if edited in MAX.
- Rename: Give the Document a new name.
- Move: allows you to move the document to another MAX page. See "Moving Attachments" for more information.
- Copy: allows you to make a copy of the document.
- Hide: Removes document from the list. Can be seen by clicking "Show Hidden Attachments" under the "Advanced" option.
- Sort: will sort by the any of the selected options in the "Sort By:" row
- Show Details: Opens up a page showing a table of all that page's attachments, listing "Type", "Name", "Size", "Creator/Modifier", "Date", "Comment"; You can also attach more files in this view.
- Advanced: allows you to "Download All" attachments to local computer, "Show All" that page's attachments (it defaults to showing just 10 at a time), and "Show Hidden Attachments".

Moving Attachments

1. Left-Click the attachment you wish to move and select "Move":



2. Using the dialog box that pops up (shown below), use either "Search", "Recently Viewed", or one of the other options to find the MAX page you wish to move the attachment to. Left-Click the desired destination page for the attachment in the right-hand column of the dialog box, and press "Move":



3. You may have to refresh the page manually to see the change.

Links to USPHS MAX Pages (Under Construction)

Here are some of the most pertinent MAX links for USPHS users. These links are "gateways" of a sorts, they all have many, dynamic child pages, because, remember, pages can get added by any user, so pages will likely be created more frequently than this document gets updated. It is recommended that you watch any pertinent page(s) so you get notified of any new pages coming from that watched child page. You may then want to become a watcher of that page. Also, some of these pages may be restricted to certain groups/individuals, so the link will not work nor will the page come up on a search until you get permission to that page.

USPHS

Agencies

Categories

- Dental
- Dietician
- Engineers
- Environmental Health
- Health Service Officers
- Nurses
- Pharmacists
- Physician
- Scientist
- Therapist
- Veterinarian

Shared Resources

- Community Partnerships
- MAX Library
- Presentations and Publications
- Special Assignment Awards
- TDY Chart
- Useful Resources

Workgroups

- Applicant
- BCOAG
- CPO
- CCWIAB
- CCRWG
- Geriatrics Team
- Historian
- ICAC
- PAC Chairs Group
- Uniforms

- USPHS: https://community.max.gov/x/9IG0Mg
    - USPHS Categories: https://community.max.gov/x/kQLHMg
        - USPHS Pharmacists: https://community.max.gov/x/-oG0Mg
            - USPHS PharmPAC: https://community.max.gov/x/x4UoMQ
    - USPHS Shared Resources: https://community.max.gov/x/z4IHNQ
        - USPHS Community Partnerships Resources: https://community.max.gov/x/YAbXMg
        - USPHS MAX Library Example Pages: https://community.max.gov/x/uICoN (has examples of page editing, including macros)
        - USPHS Publications List: https://community.max.gov/x/XwL_N
        - USPHS TDY Chart: https://community.max.gov/x/VIK0Mg
        - USPHS Useful Listservs: https://community.max.gov/x/44IHNQ
    - USPHS Workgroups: https://community.max.gov/x/a4K0Mg

Links to more information on how to use MAX

- MAX Federal Community (Help) Page: https://community.max.gov/x/D4AYB
- Commonly Used Macros: https://community.max.gov/x/gwFTHg
    - A-Z List: https://community.max.gov/x/DAFLHg