



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATION PROCEDURES OF THE
WEBSITE SUBCOMMITTEE**

VERSION: 1.0

September 1, 2011

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	DEE

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I. PURPOSE

The purpose of this standard operating procedure (SOP) is to supplement the SciPAC Charter by providing specific information on the duties and responsibilities for members of the SciPAC Website Subcommittee and the operations and procedures currently employed by the Website Subcommittee.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SciPAC Website Subcommittee governing body shall include the Chairperson and subcommittee members. If the option for a subcommittee co-chairperson is available, then the Subcommittee Chair may select Co-Chair(s) at his/her discretion.

ii. Size

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

iii. Representation

The transaction of business by the SciPAC Website Subcommittee shall require a quorum.

b. Roles & Responsibilities

The duties of the SciPAC Website Subcommittee shall be to maintain the SciPAC Website; ensuring information is readily available, useful, and up-to-date. The lead officers of the SciPAC Website Subcommittee shall be limited to a Chairperson (or Co-Chairpersons), Editor(s), and a Point of Contact.

i. Chairperson/Co-Chairpersons

The duties of the Chair/Co-Chair shall be to provide the leadership to ensure timely completion of subcommittee responsibilities listed in the SciPAC Charter and to recommend to the SciPAC strategies/actions that address issues that affect the SciPAC website. The Chairperson shall carry out these duties via the following:

- Schedule quarterly committee meetings.

- Provide a written summary of the SciPAC Website Subcommittee activities to the Executive Secretary of the SciPAC Executive Committee annually, in addition to an oral summary during each monthly SciPAC meeting.
- Encourage Scientist officers to submit comments and content for publication to keep the SciPAC Website up-to-date and useful to PHS Scientists.
- Approve changes/additions to the SciPAC website, as needed and forward approval to appropriate Website Editor.
- Ensure timely completion of other Website-related tasks or special projects, as requested by the SciPAC Executive Board.

ii. Editor

Each Editor shall be responsible for the site content and maintenance within his or her designated area. This includes:

- Updating and adding ‘news’ items.
- Checking for broken or old links to external sites.
- Checking that links are correct in publications, or redirects are in place.
- Coordinating periodically with persons supplying material to ensure current and correct information.
- Ensuring posted content is 508 compliant, if required.

iii. Point of Contact (POC)

The Website Subcommittee Point of Contact or his/her designee shall be responsible for receiving and responding to all requests to add/change content on the SciPAC Website. The SciPAC Website POC or his/her designee/assisting officers, shall review the submitted material and will determine if special approval is necessary from the SciPAC Chair prior to making a requested change.

iv. Subcommittee Members

Remaining Website Subcommittee members shall support the lead officers with their responsibilities and the subcommittee activities, including acting as a designee during a lead officer’s unavailability.

III. OPERATIONS AND PROCEDURES

a. Meetings

The Website Subcommittee will be held once per quarter at a minimum. The Website Subcommittee Chair will determine meeting dates for the operational year. The Website Subcommittee Chair may call special meetings of the committee members, based on specific projects, as needed.

b. Activities/Duties

Additional specific procedural instructions are as follows:

i. Content Change and Approval

(Participants: Website POC, 1 or more additional subcommittee members as needed)

1. All requests to add or change content on the SciPAC Website must be sent in writing (e-mail is preferred) to the SciPAC Website POC or his/her designee. If the SciPAC Website POC is not available, or if you do not receive a response regarding your submission, contact another member of the SciPAC Website Subcommittee. Names and contact information for the SciPAC Website contact will be maintained on the Contacts page of the SciPAC Website.
2. The SciPAC Website POC or his/her designee shall review submitted material, determine if special approval is necessary and obtain necessary approval from the SciPAC Chair prior to making a requested change.
3. Material will be ready for posting upon submission to the SciPAC Website POC. When submitted material is not "ready for posting," the material will be returned to the submitter with explanation and/or suggested revisions.
4. The SciPAC Website POC will maintain records of website content requests and approvals, and distribute requests to the SciPAC Website Subcommittee Editors for follow-up.

ii. Publishing Process

(Participants: Website POC, Editors, 1 or more additional subcommittee members as needed)

Prior to publishing additions or changes to the SciPAC Website, the content shall be reviewed. Editors should create a back-up of the page being modified prior to editing. Once editing is complete and the page is published, the back-up can be deleted.

iii. Website Requirements and Maintenance

(Participants: Website POC, Editors, 1 or more additional subcommittee members as needed)

1. All Website Subcommittee Editors shall maintain the website according to the position descriptions in Section II.b above.
2. The SciPAC Website Subcommittee will periodically review the website to look for areas of improvement and to determine what should be reported on and/or requested from the SciPAC and/or other officials.

IV. SUBCOMMITTEE MEMBERSHIP

a. Requirements

All officers will be full-time Commissioned Corps personnel who meet the eligibility requirements for appointment to the Scientist category and to be either voting or non-voting members of SciPAC. Members of the Website Subcommittee shall be appointed annually based on self-nomination.

b. Letter of Appreciation

All SciPAC Website Subcommittee members will be formally recognized for their contribution to the subcommittee with a letter from the SciPAC CPO at the end of each SciPAC year which may be placed in the officer's OPF.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairpersons Preparation

To ensure a smooth transition when a change in leadership occurs, the Outgoing Chairperson/Co-Chairpersons will provide the incoming Chairperson/Co-Chairpersons with up-to-date information on webhost logins and passwords, domain registration logins and passwords, and payment status/due dates for webhost fees and domain registration fees.

VI. REFERENCES

Definitions and infrastructure:

Website location: The website is located at <http://www.usphs.gov/profession/scientist/>

Website access: The Access Instructions for making changes to the website are maintained by those SciPAC Website Subcommittee members designated by the SciPAC Website Subcommittee to make website modifications. Such members are called Editors.

Editor: Person designated to maintain a certain area of the SciPAC Website.

External site: An 'external site' is a website external to the SciPAC Website.

Software: The software to be used for editing the SciPAC Website is the DotNetNuke content management system.

Hosting: OCCFM provides monetary support for the SciPAC Website.

Content Security: OCCFM will regularly back-up the SciPAC Website.

508 Compliance Standards: Materials posted to the SciPAC Website must adhere to standards defined in US Federal Code 29, 794d, Section 508, resulting from 1998 amendments to the Federal Rehabilitation Act. In general, 508 compliance standards require Federal agencies to make their electronic and information technology accessible to people with disabilities (for more details see <http://www.section508.gov/index.cfm?FuseAction=Content&ID=3>).

Ready for Posting: Submitted material is in the exact format as will be displayed on the website and is 508 compliant. Material is to be ready for posting prior to submission to the SciPAC Website Point of Contact.

VII. ATTACHMENTS

None