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JFHQs-G1

21 March 2011

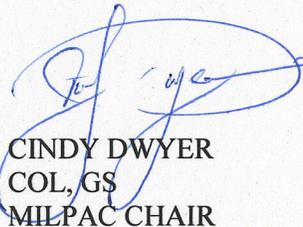
MEMORANDUM FOR Military Personnel Advisory Committee (MILPAC)

SUBJECT: Institutionalizing the MILPAC Collaboration Site

1. Previously housed under GKO, the MILPAC Collaboration Site is now found on the G1 Personnel Gateway and features platforms for the MILPAC, G1 SMAC and MSTAC subcommittees. The MILPAC Collaboration Site is a web-based application that offers a forum for communication between the MILPAC Regions and committees, creating awareness of issues and priorities.
2. The MILPAC Collaboration Site, as briefed at the FY11 National MILPO Conference, is scheduled to be released to the community on 28 March 2011, and is located at <https://g1arnng.army.pentagon.mil/HRCCommunity/MILPAC>.
3. CAC authentication and authorization are required to access the site and its content. Site permissions are tied directly to the user's committee role. See Enclosure 1, Collaboration Site User Permissions for more information.
4. The MILPAC Collaboration Site allows committee members to vote and track progress on issues, create and download printable presentation tools, access documents, and share best practices and solutions on their Region Pages. See Enclosure 2, Collaboration Site User Guide for more information.
5. Institutionalizing the site as an automated method of communication between committees and regions is essential to communicate and maintain a clear MILPAC Action Plan. It is imperative that we utilize this site to capture our issues as we strive to address all initiatives in support of our mission and that of the ARNG G1. I look forward to your full support and participation.

2 Encls

1. Collaboration Site User Permissions
2. Collaboration Site User Guide


CINDY DWYER
COL, GS
MILPAC CHAIR

CF:
MSTAC
G1 SMAC
WOSAC
COSAC
PFO
MEDAC
CSMAC
RRAC

Collaboration Site User Permissions

MILPAC Site

User	Roles and Responsibilities
MILPAC-EC	<ul style="list-style-type: none"> • Drive committee member participation to provide input on issue prioritization • Escalate Top Priorities to be tracked at the MILPAC/G1 or COSAC level • Review and validate issue prioritization • Drive maintenance of current MILPAC issues
Region Chairs (MILPAC)	<ul style="list-style-type: none"> • Review Top Priorities for State, Regional, or National relevance • Escalate appropriate Top Priorities for MILPAC-EC consideration
MILPOs	<ul style="list-style-type: none"> • Post Top Priorities to Region Page as they arise • Vote on Region Top Priorities within the user's Region

G1 SMAC Site

User	Roles and Responsibilities
G1 SMAC-EC	<ul style="list-style-type: none"> • Drive committee member participation to provide input on issue prioritization • Escalate Top Priorities to be tracked at the G1 SMAC or MILPAC level • Review and validate issue prioritization • Drive maintenance of current G1 SMAC issues
Region Chairs (G1 SMAC)	<ul style="list-style-type: none"> • Review Top Priorities for State, Regional, or National relevance • Escalate appropriate Top Priorities for G1 SMAC-EC consideration
G1 SGMs	<ul style="list-style-type: none"> • Post Top Priorities to Region Page as they arise • Vote on Region Top Priorities within the user's Region

MSTAC Site

User	Roles and Responsibilities
MSTAC-EC	<ul style="list-style-type: none"> • Drive committee member participation to provide input on issue prioritization • Escalate Top Priorities to be tracked at the MSTAC or MILPAC level • Review and validate issue prioritization • Drive maintenance of current MSTAC issues
Region Chairs (MSTAC)	<ul style="list-style-type: none"> • Review Top Priorities for State, Regional, or National relevance • Escalate appropriate Top Priorities for MSTAC-EC consideration
SIB Chiefs	<ul style="list-style-type: none"> • Post Top Priorities to Region Page as they arise • Vote on Region Top Priorities within the user's Region

**MILPAC
COLLABORATION SITE
USER GUIDE CONTENTS**

Top Priorities:

- Create a New Top Priority
- Vote on a Top Priority
- Edit a Top Priority
- Submit a Top Priority for MILPAC-EC Approval
- Print or Save a Top Priority Issue Paper
- Close a Top Priority
- Escalate a Top Priority

Search:

- Search for a Top Priority
- Search for an Issue

Issues:

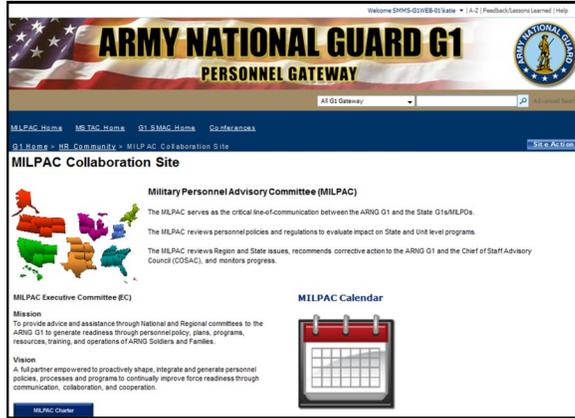
- Edit an Issue
- Add an Action to an Issue
- Print a COSAC Slide
- Print Multiple COSAC Slides
- Close an Issue

Document Upload:

- Upload a document to a Region Page or Issue Page Document Library



**MILPAC Collaboration Site
User Reference Guide**



**MILPAC
COLLABORATION SITE**

The MILPAC Collaboration Site is a web based application that offers a forum for communication between regions and committees, creating awareness of issues and priorities. Previously housed under GKO, the site is now found on the G1 Personnel Gateway and features sub-sites for the MILPAC, MSTAC & G1 SMAC committees.

The site allows committee members to vote and track progress on issues, create and download printable presentation tools, access documents, and share best practices and solutions on their Region Pages. Institutionalizing the site as an automated method of communication between committees and regions is a high priority for the MILPAC chair.

TOP PRIORITIES

Create a New Top Priority

1. Navigate to the Region page for the Region in which the Top Priority (TP) needs to be created. If the TP is being submitted by more than one region, it can be created from any of the involved Region pages.
2. Scroll to the bottom of the Region page and click the "Add Top Priority" button
3. A New Top Priority form opens.
 - a. TP ownership defaults to your region and state.
 - b. You may select more than one region for the TP to belong to.
4. Fill out the form as required, then click the "Submit Top Priority" button at the bottom of the form.
5. The TP has now been created in all relevant Regions. An automated email will be sent out to all MILPOs within those Regions.

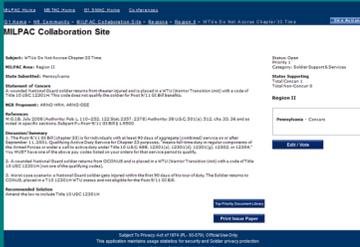
Vote on a Top Priority

1. Navigate to the Region page for the Region that owns the Top Priority (TP).
2. Locate the TP on the list, and click on the TP name.
3. When the individual Top Priority page opens, locate your State on the list and vote (concur, concur with comment, or non-concur).
4. Scroll to the bottom of the page and click the "Submit Top Priority" button.
5. Your vote has now been saved.

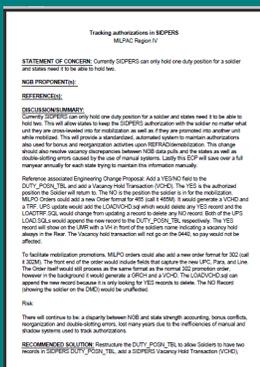
Edit a Top Priority (Only TPs in OPEN status can be edited)

1. Navigate to the Region page for the Region that owns the Top Priority (TP).
2. Locate the TP on the list, and click on the TP name.
3. When the individual TP page opens, make necessary edits to TP page.
4. Scroll to the bottom of the page and click the "Submit Top Priority" button.
5. The TP has now been saved with edits.

TOP PRIORITY PAGE



**PRINTABLE
ISSUE PAPER**



TOP PRIORITIES

Submit a Top Priority for MILPAC-EC Approval

1. Navigate to the Region page for the Region that owns the Top Priority (TP).
2. Locate the TP on the list, and click on the TP name.
3. When the individual TP page opens, click the “Edit/Vote” button.
4. When the TP form opens, scroll to the bottom of the page and click the “Send for MILPAC-EC Approval” button.
5. The TP status changes from OPEN to PENDING APPROVAL.

Print or Save a Top Priority Issue Paper

1. Navigate to the Region page for the Region that owns the Top Priority (TP).
2. Locate the TP on the list, and click on the TP name.
3. Click the “Print Issue Paper” button.
4. The TP Issue Paper opens as a PDF that you can print or save to your computer.

Close a Top Priority

1. Navigate to the Region page for the Region that owns the Top Priority (TP).
2. Locate the TP on the list, and click on the TP name.
3. When the individual TP page opens, click the “Edit/Vote” button.
4. When the TP form opens, click the box for “Close Top Priority” in the left-hand column.
5. Scroll to the bottom of the page and click the “Submit Top Priority” button.
6. The TP status changes from OPEN to CLOSED.

Escalate a Top Priority to a MILPAC-EC or COSAC Issue

1. Navigate to the Region page for the Region that owns the Top Priority (TP).
2. The TP for escalation must have a PENDING APPROVAL status.
3. Locate the TP on the list, and click on the TP name.
4. When the individual TP page opens, click the “Escalate” button.
5. The Issue form opens. Fill out as required. Use the “Add Action” button to add any actions. Actions can also be added at a later time.
6. Use the Search form to select any other Top Priorities (in addition to the one being Escalated) related to the Issue.
7. If the Issue is satisfactory, scroll all the way to the bottom of the Issue creation form, and click “Escalate to Open Issue”. If the Issue needs to be sent back to the Region, click the “Reopen Top Priority” button.

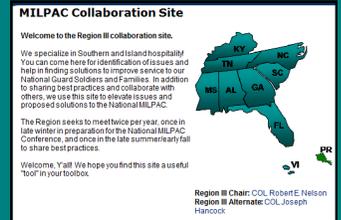
SEARCH

Search for a Top Priority or Issue

1. Go to the MILPAC-EC page.
2. Use the Search options on the page to locate desired Top Priority or Issue.
3. Click Top Priority or Issue name to navigate to the individual page.

Users can search by keyword or date range and specify Regions or committees in order to narrow down the search results.

Status	Category	Subject	Escalated	Date Updated
Pending Approval	Education	Federal Tuition Assistance (FTA) Funding	Region VI	28 Feb 2011
Pending Approval	Systems	Fielding of Decentralized SIDSIS (DSIS)	Region VI	28 Feb 2011
Pending Approval	Soldier Support & Services	45% of the WABING Case Management workload is the result of an Active Duty related injury/illness/condition	Region IV	28 Feb 2011
Pending Approval	Mobilization/Comms/Intelligence	Lack of Adequate ODD Funding to hire personnel to support post mobilization workload requirements	Region IV	28 Feb 2011
Pending Approval	Systems	Automated Board System Implementation	Region II	28 Feb 2011
Pending Approval	Medical	Medically Non-avaliable Personnel Processing Level	Region I	28 Feb 2011
Pending Approval	Soldier Support & Services	Title 10 and Strength	Region VII	28 Feb 2011



USER PERMISSIONS

All committee members have read-only access to all committee pages. Committee members have permissions to make changes to Top Priorities only within their committee's page.

User:

- Executive Councils (MILPAC, G1 SMAC & MSTAC)

Capabilities:

- Escalate Top Priorities to the MILPAC/G1 or COSAC level
- Review and validate issue prioritization
- Maintain current issues

User:

- Region Chairs (MILPAC, G1 SMAC & MSTAC)

Capabilities:

- Review Top Priorities for State, Regional, or National Relevancy
- Escalate appropriate Top Priorities for MILPAC-EC consideration

User:

- Committee Members (MILPAC, G1 SMAC & MSTAC)

Capabilities:

- Post Top Priorities to the Region pages as they arise
- Vote on Region Top Priorities within the user's Region

ISSUES

Edit an Issue

1. Go to the Issues page and locate the Issue using the “By Status” or “By A to Z” tab.
2. When the individual Issue page opens, click the “Edit” button.
3. When the Issue form opens, make edits as needed.
4. Click the “Save Changes” button at the bottom of the form.
5. Issue has been saved with edits.

Add an Action to an Issue

1. Go to the Issues page and locate the Issue using the “By Status” or “By A to Z” tab.
2. When the individual Issue page opens, click the “Add Action” link on the right side, at the bottom of the Action list.
3. The Add Action form will open. Fill out as necessary, and click the “Submit” button.
4. The new Action is now on the Issue Actions list.

Print a COSAC Slide

1. Go to the Issues page and locate the Issue using the “By Status” or “By A to Z” tab.
2. When the individual Issue page opens, click the “Print Slides” button.
3. The COSAC slides for the Issue open in PowerPoint. Edit if necessary, then print or save to your computer.

Print Multiple COSAC Slides

1. Go to the Issues page and click the “Print Multiple Issues” button
2. When the page opens, check the boxes next to the Issues you wish to print.
3. Scroll to the bottom and click the “Print Slides” button.
4. COSAC slides for all selected Issues open in a single file. Edit if necessary, then print or save to your computer.

Close an Issue

1. Go to the Issues page and locate the Issue using the “By Status” or “By A to Z” tab.
2. When the individual Issue page opens, click the “Edit” button.
3. Under “Issue Status” select “Closed Issue”.
4. Click the “Save Changes” button.
5. The Issue status changes from OPEN to CLOSED.

DOCUMENT UPLOAD

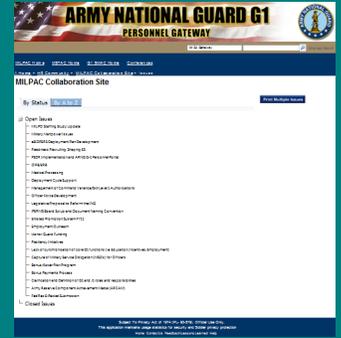
Upload a Document to a Region Page Document Library

1. Navigate to the Region page to which you want to upload a document.
2. Click the “Document Library” button.
3. When the Document Library opens, locate and click the folder in which you wish to save the document (you may save the document in the main Document Library).
4. Click “Upload”.
5. Use the Browse button to locate the document you wish to upload on your computer.
6. Click “OK”.
7. A Document Properties form opens. Fill out form as required. Click “OK”.
8. Your document now appears in the Document Library.

Upload a Document to an Issue Page Document Library

1. Go to the Issues page and locate the Issue using the “By Status” or “By A to Z” tab.
2. When the individual Issue page opens, click the “Issue Document Library” button at the bottom of the page.
3. When the Document Library opens, locate and click the folder in which you wish to save the document (you may save the document in the main Document Library).
4. Click “Upload”.
5. Use the Browse button to locate the document you wish to upload on your computer.
6. Click “OK”.
7. A Document Properties form opens. Fill out form as required. Click “OK”.
8. Your document now appears in the Document Library.

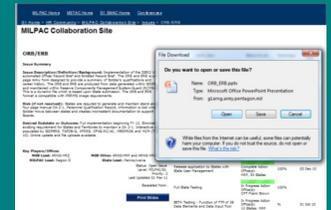
ISSUES



INDIVIDUAL ISSUE PAGE



PRINT ISSUE SLIDES



DOCUMENT PROPERTIES FORM



MILPAC COLLABORATION SITE USER GUIDE