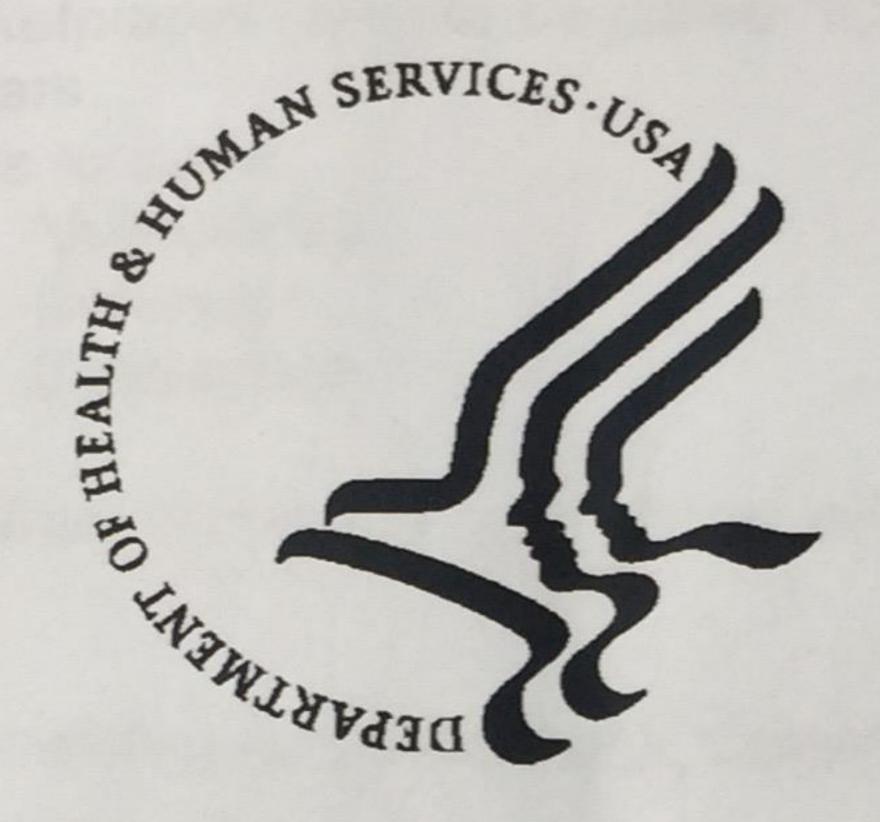# INSTRUCTIONS FOR PREPARING THE
FY 2019 CONGRESSIONAL JUSTIFICATIONS (CJs)

FY 2019 President's Budget Release Date:
February 5, 2018

- **Print quality:** Copies submitted to the printer must be of high print quality. Please ensure that printed pages are evenly copied and that the page numbers are clear and legible. Drafts submitted to the Department for review and clearance must also be numbered.

e) **Style Guide**

General Word Usage

- "ACA" and "Affordable Care Act" should be called "Obamacare" wherever those terms appear.
- "Marketplaces" should be called "Exchanges" wherever that term appears.
- Words to avoid:
  - Vulnerable
  - Diversity
  - Entitlement

Exception: When terms are referenced within a legal citation or are part of a title.

f) **Access to Applications and the MAX Community Website**

Please ensure that the appropriate people in your office have access to the MAX Community Website and the MAX A-11 Data Entry and Text Data applications **by Thursday, December, 21**. To gain access, you must first request a MAX user name through the MAX registration website. Once a MAX user name has been obtained, email one of the following ASFR contacts to request access to the correct MAX pages:

MAX CJ Submission pages Point of Contact (POC)

- Brian Peter (202) 260-6045 – Access related questions only. All other questions should be directed to your ASFR Analyst.

MAX A-11 Data Entry POC

- Stephen Clapham (202) 690-6200 – CDC, FDA, SAMHSA, and CMS (Program Management, Medicaid, CHIP, Risk Adjustment, Reinsurance, State Grants & Demonstrations, Exchange Grants, PCIP, ERRP, Rate Review Grants, & CAP)

- Beth Gray (202) 260-6616 – ACF, ACL, HRSA and AHRQ

- Tyler Walcavich (202) 690-6449 – NIH, IHS, CMS (Co-Op, HIT,