

## **COORDINATING CENTER FOR INFECTIOUS DISEASES (CV)**

The mission of the Coordinating Center for Infectious Diseases (CCID) is to protect health and enhance the potential for full, satisfying, and productive living across the lifespan of all people in all communities related to infectious diseases. To carry out its mission, CCID: (1) Fosters collaborations across CCID's centers, divisions and branches, builds external and internal partnerships, supports both science and program integration, and leverages both human and budgetary resources to increase the Centers for Disease Control and Prevention's (CDC) health impact and achieve population health goals; (2) helps investigate and diagnose infectious diseases of public health significance; (3) coordinates applied and operational research to define, prevent, and control infectious diseases; (4) assists in providing consultation and training to help state and local health departments plan, develop, implement, and improve immunization programs; (5) coordinates research and operational programs to prevent and control vaccine preventable diseases; and (6) assists in providing technical assistance to states, localities, and other nations to investigate and diagnose sexually transmitted diseases (STDs), viral hepatitis, tuberculosis (TB), human immunodeficiency virus (HIV) infections, and retroviruses; and coordinates applied and operational research on the spread, diagnosis, prevention, and control of HIV, other STDs, viral hepatitis, TB, and non-TB mycobacteria, and non-HIV retroviruses. (Approved 4/10/2007)

### Office of the Director (CVA)

(1) Manages, coordinates, and evaluates the activities of the CCID; (2) communicates overarching goals and objectives, and provides leadership, scientific oversight, and guidance in program planning and development; (3) coordinates assistance provided by CCID to other CDC components, other federal, state, and local agencies, the private sector, and other nations; (4) provides and coordinates resource management support services for CCID; (5) manages and coordinates workforce development and succession planning activities within CCID in collaboration with internal and external partners, and coordinates the recruitment, assignment, technical supervision, and career development of staff with emphasis on developing and supporting diversity initiatives and equal opportunity goals; (6) assists in communication activities; (7) fosters collaboration of cross-cutting CCID scientific and programmatic issues through the Strategic Science and Program Unit; and (8) ensures consistent, efficient, and effective administration of mission support functions through the establishment and management of the Strategic Business Unit. (Approved 4/10/2007)

### Strategic Business Unit (CVA2)

The mission of the Strategic Business Unit (SBU) is to support CCID programs and staff through the efficient, professional, and timely delivery of critical public health mission-support services. In carrying out its mission, the SBU performs the following functions: (1) Provides direct and daily management and execution of domestic travel processing for federal employees, Commissioned Corps, and all CDC-invited guests; (2) provides direct and daily management and execution of the administrative aspects of human resources across CCID, including training and administration of policies and guidelines developed by the Atlanta Human Resources Center, Department of Health and Human Services (HHS), Ethics Office, Financial Management Office

(FMO), Office of Commissioned Corps Personnel, Coordinating Office for Global Health (COGH), Office of Personnel Management, Office of Workforce and Career Development, and Procurement and Grants Office (PGO); (3) provides direct and daily management and execution of the coordination of laboratory and office facilities, and supplies technical guidance and expertise regarding occupancy and facilities management to emergency situations, CDC; (4) provides direct and daily management and execution of the distribution, accountability, and maintenance of CDC property and equipment; (5) provides direct and daily management and execution of micro purchases and procurement requisitions, and performs administrative tasks related to initiating, processing and maintaining interagency agreements; and provides training and administration of policies and procedures developed by PGO and FMO regarding acquisitions; (6) provides direct and daily management and execution of the creation, organization, access, maintenance, and disposition of CCID records, and of the establishment of policies and procedures coordinating a CCID response to Freedom of Information Act (FOIA) requests; and (7) provides direct and daily management and execution of the coordination of logistics for CCID's federal government committee meetings and conferences. (Approved 10/08/2008)

### Strategic Science and Program Unit (CVA3)

The mission of the Strategic Science and Program Unit (SSPU) is to provide scientific and laboratory services to stakeholders across CCID. In carrying out its mission, the SSPU:

- (1) Ensures process consistency for science and laboratory related functions across the NCs;
- (2) facilitates cross-center decision-making regarding science and laboratory activities;
- (3) facilitates communication regarding scientific and programmatic services across CCID;
- (4) develops and administers, in collaboration with CCID's divisions/programs/offices, requests for applications and program announcements for extramural research;
- (5) serves as the focal point for implementing policies and guidelines for the conduct of the peer review of extramural research grant proposals and subsequent grant administration;
- (6) monitors the performance of funded extramural research projects in the areas of infectious diseases and immunization;
- (7) conducts necessary regulatory and ethical reviews for activities involving human participants, including determining whether an activity includes research, includes human subjects, is exempt or requires Institutional Review Board (IRB) approval, and whether an exception is needed to the Public Health Service (PHS) HIV policy;
- (8) reviews funded activities for application of human research regulations; completes PGO tracking forms for Funding Opportunity Announcements and contracts;
- (9) reviews, approves, and tracks research protocols, clinical investigations, and the Food and Drug Administration (FDA) regulated response activities intended for submission to CDC Human Research Protections Office;
- (10) coordinates and tracks Office of Management and Budget (OMB) clearance under the Paperwork Reduction Act;
- (11) serves as authorized representative to/from FDA on all CDC Investigational New Drug (IND) protocols, Investigational Device Exemption applications, 510 (k) applications, pre-Emergency Use Authorization (EUA) requests, and Drug Master File submissions;
- (12) centralizes and standardizes all CDC/FDA official correspondences;
- (13) drafts, reviews, prepares, and tracks all IND Protocols regulated by 21 CFR 312 and all pre-EUA documents;
- (14) develops and maintains standard operating procedures (SOP) and templates for processing non-research actions through the NCs to PGO;
- (15) monitors changes in grants management policies and procedures and adjust SOPs as necessary;
- (16) liaises with PGO regarding general policies,

procedures and forecasting; (17) organizes and coordinates logistics for panel reviews for non-research programs; (18) receives and reviews research proposals and initiates contact with technology transfer specialist; (19) negotiates terms of agreements with external parties; (20) reviews patent/intellectual property issues and potential conflicts of interest; (21) liaises with CCID organizations to advise, plan, coordinate, implement, manage, and oversee the allocation of additional or alternate laboratory, laboratory support, and laboratory office space; (22) plans and advises relocation into existing buildings and newly acquired laboratory, lab office, and lab support space; (23) serves as advisor to CCID management on issues of safety, including biosafety, chemical safety, and radiation safety; (24) serves as the principal liaison to the OHS; (25) coordinates CCID safety program, working with all levels of CCID safety committees; and (26) monitors safety survey process and findings and ensures that all deficiencies are addressed in timely manner (remediation). (Approved 4/10/2007)

### Enterprise Communications (CVA32)

The mission of the CCID Enterprise Communications (EC) is to lead CCID's support of the CDC Office of Enterprise Communication (OEC) in promoting public health and preventing disease through coordination and prompt response to urgent issues and concerns; recognition of issues requiring establishment or reevaluation of agency positions; safeguarding CCID and CDC credibility with, and confidence of, employees, partners and public; promotion and maintenance of effective and efficient communication networks. In carrying out its mission, CCID EC:

- (1) Organizes, develops, and implements employee communication activities; develops, writes, edits, and publishes articles about CCID employees and their work through a variety of channels;
- (2) provides channels for publicizing employee achievements and awards, program accomplishments, and introducing new staff and management;
- (3) provides the central point of contact to CCID for the CCID Intranet;
- (4) provides a central point of reference for CCID announcements;
- (5) coordinates review and clearance of materials to be posted on CCID Intranet;
- (6) provides leadership in the development and branding of CCID's Intranet sites/pages;
- (7) assists the CCID and NC leadership in meeting their employee communication needs and priorities;
- (8) creates and maintains liaison with the CDC OEC, CDC Connects, and CCID NCs to share relevant employee communications information;
- (9) provides opportunities for two-way CCID employee communication, and timely and appropriate responses to inquiries and feedback from CCID employees;
- (10) conducts special projects as appropriate to develop feature CCID employee stories;
- (11) conducts employee research to enhance and improve CCID employee communication efforts including the CCID Intranet and other channels of employee communication;
- (12) provides employees access to information, services, activities, and materials that support or promote their health, morale, work efficiency, and sense of community;
- (13) serves as point of contact for controlled correspondence and other documents that require approval from the CCID Director and various other officials;
- (14) manages the flow of decision documents and correspondence for action by the CCID and NC directors;
- (15) coordinates collection and electronic management of CCID NC issues management materials;
- (16) ensures consistent application of CDC correspondence standards and styles;
- (17) coordinates CCID very important persons (VIP) visits and CCID lab tours for VIP visitors;
- (18) coordinates compilation of regularly updated CCID NC reports containing information on upcoming publications, activities, and other issues related to potential media opportunities, and CDC/ATSDR weekly legislative report for dissemination to CCID executive leadership team,

CDC OEC, Coordinating Centers/Coordinating Offices (CC/CO), and NCs; (19) coordinates collection and electronic management of CCID and CCID NC issues management materials to include talking points, position papers, and others; (20) assists CCID NCs in meeting their press-related needs and priorities and provides or coordinates media training and technical assistance to CCID staff; (21) provides a central point of contact to CDC Division of Media Relations for CCID related media requests and manages electronic files; and (22) provides a central point for CCID media monitoring. (Approved 4/10/2007)

### Informatics (CVA33)

The mission of the CCID Informatics is to maximize the capacity for information technology to enhance the efficacy of infectious disease prevention. In carrying out its mission, Informatics: (1) Manages all IT project costs, schedules, performances, and risks; (2) provides expertise in leading application development techniques in information science and technology to effect the best use of resources; (3) performs technical evaluation and/or integrated baseline reviews of all information systems' products and services prior to procurement to ensure software purchases align with CCID strategy; (4) provides access to quality data in support of programmatic data analysis; (5) coordinates all enterprise-wide IT security policies and procedures with the Office of the CDC Chief Information Security Officer; (6) ensures operations are in accordance with CDC Capital Planning and Investment Control guidelines; (7) ensures adherence to CDC enterprise architecture guidelines and standards; (8) consults with users to determine IT needs and to develop strategic and action plans; and (9) participates in the evolution, identification, development, or adoption of appropriate informatics standards in conjunction with the Coordinating Center for Health Information and Service. (Approved 4/10/2007)