

## **OFFICE OF THE CHIEF OF STAFF**

The Office of the Chief of Staff is accountable for providing strategic advice to the CDC Director and ensures proactive coordination of agency-wide priorities and policies in direct support of CDC's mission. The Office of the Chief of Staff: (1) serves as the principal advisor to the CDC Director on internal and external affairs; (2) convenes key leadership for assessment, management, mitigation options, and resolution of issues and initiatives affecting CDC's priorities and goals; (3) provides information to senior management, as necessary, to make timely strategic and operational decisions; (4) assists in assuring that CDC viewpoints are appropriately represented in decision making processes; (5) supports leadership in the resolution of issues; (6) assists in determining CDC objectives and priorities; (7) provides a conduit for background information and updates on controversial or sensitive issues; (8) serves as one of the CDC Director's primary strategic liaisons with staff, partners, and the community at large; and (9) represents the Office of the Director on councils or CDC peer organizations, as well as with high ranking officials outside CDC, HHS, the Office of Management and Budget, and the White House. (Approved 07/05/2022)

### **Office of the Director**

(1) Directs, manages, and coordinates the activities of the Office of the Chief of Staff (OCoS); (2) provides leadership and direction to the Immediate Office of the Director; (3) oversees functions of the office; (4) develops goals and objectives, provides leadership, policy formation, oversight, communication support, and guidance in planning and implementation; (5) manages, prepares for, and conducts executive and senior level meetings, while identifying, triaging, supervising, and tracking subsequent action items; (6) serves as primary point of contact for the CDC Foundation including engagement of CDC leadership and coordination of key priorities; (7) oversees operational activities related to the Advisory Committee to the Director and its subcommittees and workgroups; (8) serves as the OD liaison during a CDC Emergency Operations Center (EOC) activation; (9) through external affairs leadership establishes and maintains visible and accessible communication opportunities across CDC and with the private sector, academia and other critical partners; and (10) leads special projects for the CDC leadership team. (Approved 1/24/2023; Effective 2/8/2023)

### **Advance Team Activity**

(1) Coordinates and manages the CDC Director's schedule and travel and manages briefing materials; (2) participates in the development of CDC's strategies, priority areas, goals and objectives; (3) coordinates key partner requests for the CDC Director and senior leadership appearances at board meetings, special events, speaking engagements, and other external events; (4) maintains relationships with HHS and White House officials; and (5) manages special events and high-level visits. (Approved 07/05/2022)

### **Budget and Operations Management Activity**

(1) Meets with CDC budget and operations personnel on cross-cutting functions on behalf of the OCoS; (2) coordinates the development, implementation (including spending plan) tracking, and reporting of the OCoS budget; and (3) executes administrative functions for the Immediate Office of the Director and Office of the Chief of Staff, including strategic recruitment, personnel and performance actions, training and employee development, travel, space requests and allocation, and procurement and distribution of equipment and supplies. (Approved 07/05/2022)

## Policy, Performance and Communication Activity

(1) Coordinates, develops, recommends, and implements strategic planning and tracking for the Office of the Chief of Staff; (2) develops and coordinates performance management to ensure achievement of goals within the OCoS and the immediate Office of the Director; (3) participates in reviewing, coordinating, and preparing legislation, briefing documents, congressional testimony, and other legislative matters; (4) serves as primary contact for policy offices and officials across CDC; (5) coordinates the review and approval of Freedom of Information Act (FOIA) requests, GAO, and OIG reports, and related activities; (6) develops and strengthens strategic partnerships with key constituent groups; (7) facilitates communication between CDC and key partners; (8) collaborates with the CDC Office of the Associate Director for Communication on media relations, electronic communication, health media production, and brand management activities; (9) develops communication materials, including speeches, talking points, and presentations, for key officials in the OCoS and the immediate Office of the Director staff and audiences; (10) facilitates internal communication to the OCoS; and (11) executes special projects. (Approved 07/05/2022)

## Office of the Executive Secretariat

(1) Identifies and triages issues across OD in collaboration with agency leadership to ensure efficient responses to the Director's priority issues, and helps position CDC to take advantage of emerging opportunities; (2) supports key leadership in assessment, management, mitigation options, and resolution of issues and initiatives affecting CDC's priorities and goals, and ensures controlled correspondence responses and reports reflect CDC / Agency for Toxic Substances and Disease Registry's (ATSDR)'s priorities and positions on critical public health issues; (3) establishes an environmental scanning system and network throughout CDC to identify urgent and high risk issues and opportunities related to the Director's priorities and coordinates the use of the official CDC/ATSDR- controlled correspondence tracking system throughout CDC; (4) cultivates strong relationships to facilitate effective coordination across CDC and with HHS; (5) communicates findings and status of current and ongoing issues, trends, and opportunities to senior leadership, CIOs, and HHS through formal advisories, alerts, and briefings; (6) conducts final clearance and quality assurance/control of controlled correspondence, select non-scientific policy documents, and a wide variety of documents that require the approval of various officials within HHS; (7) communicates with HHS Office of the Secretary on critical issues on behalf of the OCoS and serves as the point of contact with the HHS Immediate Office of the Secretary, Executive Secretariat for status of Secretary's controlled correspondence of non-scientific documents; (8) serves as official record keeper for the Director's correspondence and non-scientific policy documents and ensures documents are maintained according to CDC's records retention policies and transferred to the National Archives and Records Administration, according to their statutes and guidelines; (9) manages the collection of the CDC Director's correspondence and documents in response to FOIA requests; (10) develops and distributes leadership reports, including the White House/HHS Weekly Cabinet Report and weekly situation reports on emerging issues impacting HHS and the White House; and (11) manages the electronic signature of the CDC Director and other OD executives, ensures consistent application of CDC correspondence standards and styles and ensures agency training and communication updates on official correspondence for and on behalf of the CDC Director. (Approved 1/24/2023; Effective 2/8/2023)