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 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 procurement requisitions, and contracts and perform administrative tasks related to initiating, processing and maintaining interagency agreements; 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 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
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)