

## **MANAGEMENT ANALYSIS AND SERVICES OFFICE (CAJRC)**

The Management Analysis and Services Office (MASO) mission is supporting the functioning and integrity of CDC's administrative functions. MASO supports the CDC mission through professional services in high impact areas across the agency. Customer-centered services are delivered by MASO in the areas of records management; federal advisory committee management; internal controls and risk management; and policy management. The scope of MASO's services also encompass oversight, regulatory interpretation, policy guidance, technical advice, and coordination in the areas of delegations of authority, organizations and functions, and electronic forms management. (Approved 12/16/2013)

### Office of the Director (CAJRC1)

(1) Manages, directs, coordinates, supports, and implements MASO activities; (2) provides strategic leadership to set priorities, goals, objectives, and performance measurement plans for the office; (3) provides leadership and guidance to develop policies and procedures in MASO's functional areas; (4) establishes standards, develops, and implements strategic plans for customer service management; and (5) manages MASO's budget and human resources. (Approved 02/23/2012)

### Management Assessment Branch (CAJRCB)

(1) Consults with CDC program officials seeking to establish, modify, or abolish organizational structures and functions; reviews and analyzes organizational change documents to prepare for approval by CDC and HHS officials; (2) interprets, analyzes, and makes recommendations concerning delegations of program and administrative authorities, and develops appropriate delegating documents; and (3) serves as the CDC office of record for delegations of authority; (4) facilitates development, issuance, and dissemination of CDC-wide policies in accordance and compliance with established HHS and other federal statutes, policies and guidelines and routinely performs comprehensive reviews to identify and address policy gaps; (5) maintains the official CDC library of administrative management policy and procedures manuals; (6) manages the CDC records management program; provides advice, guidance, training and technical assistance for records schedules, transfer of records, records storage, and administration of electronic records; and (7) serves as the agency liaison to the National Archives and Records Administration. (Approved 02/23/2012)

### Information Services Branch (CAJRCC)

(1) Develops and manages appropriate technology architecture and methodology for innovative and leading edge applications, databases, and systems that broaden and expand CDC's electronic resource toolbox; (2) provides CDC-wide electronic forms management services, including development, coordination of clearances, and inventory management; and (3) manages the agency Resource Index to support CDC call management services and hotlines. (Approved 12/16/2013)

### Business Process Analysis Branch (CAJRCD)

(1) Designs and coordinates management and business process studies for CDC organizational components; (2) coordinates CDC compliance with OMB Circular A-123 and the Federal Managers Financial Integrity Act, through administration, and oversight of CDC's internal controls and risk management program; and (3) coordinates with the Financial Management Office to develop the annual assurance statement for signature of the Director, CDC. (Approved 02/23/2012)

### Federal Advisory Committee Management Branch (CAJRCE)

(1) Provides strategic planning for federal advisory policy, management, and operations; (2) serves as liaison to the broad executive branch federal advisory committee community, including HHS OPDIVs, HHS Secretary and the Committee Management Secretariat, General Services Administration; (3) provides oversight, guidance, training, and support to CDC advisory committee officials to establish federal advisory committees and to nominate and to appoint special government employees (SGEs); (4) manages SGE ethics program including training and financial disclosure reporting; (5) provides regulatory and policy interpretation to support federal advisory committees; (6) provides oversight and management for special emphasis panels for external peer review of grant and cooperative agreement applications; and (7) ensures that advisory committee operations comply with established statutes, regulations and guidelines and that CDC policy governing federal advisory committees provides for flexibility in management of operations, while maintaining the scientific integrity of the CDC. (Approved 02/23/2012)