

OFFICE OF THE CHIEF INFORMATION OFFICER (CAJR)

The mission of the Office of the Chief Information Officer (OCIO) is to administer CDC's information resources and information technology programs including collection, management, use, and disposition of data and information assets; development, acquisition, operation, maintenance, and retirement of information systems and information technologies; IT capital planning; enterprise architecture; information security; education, training, and workforce development in information and IT disciplines; development and oversight of information and IT policies, standards, and guidance; and administration of certain other general management functions and services for CDC.

Office of the Director (CAJR1)

(1) Provides leadership, direction, support and assistance to CDC's programs and activities to enhance CDC's strategic position in public health informatics; information technology, and other information areas to optimize operational effectiveness support of CDC's mission and business services; (2) coordinates and oversees all CDC efforts in these areas; (3) serves as the accountable focus for CDC in these program areas and represents CDC with various external stakeholders, collaborators, service providers, oversight organizations, and others; (4) maintains liaison with officials of HHS responsible for the direction and conduct of such functions; and (5) directs the operations of offices within the OCIO to ensure effective and efficient service delivery and alignment with CDC strategic direction. (Approved 2/23/2012)

Enterprise Information Technology Portfolio Office (CAJR12)

(1) Leads, plans, and manages CDC's information technology (IT) budget development and review processes; (2) plans and directs the Capital Planning Investment Control processes including investment selection, control and evaluation, business case analyses, lifecycle reviews, portfolio development, performance measures, and investment prioritization procedures; (3) develops and monitors earned value management (EVM) analyses of project cost, schedule and deliverable commitments; (4) provides guidance to program and project managers on the use of the tools for preparing investment documentation that meet CDC, HHS, and OMB requirements; (5) develops CDC IT strategic and tactical plans; (6) leads development of the enterprise architecture and transition strategies; (7) collaborates with CDC staff to develop business process models for CDC public health functions; (8) develops and maintains a shared services catalog to promote reuse of existing resources; (9) supports CDC information resource governance structures including common processes, tools, techniques; (10) identifies needs and develops strategies and approaches to acquire and manage enterprise statistical software licenses; and (11) develops internal cost allocation methods and coordinates allocation of costs for annual license renewal payments. (Approved 2/23/2012)

Freedom of Information Act Office (CAJR13)

(1) Leads and administers the Freedom of Information Act (FOIA) program for CDC and

ATSDR; (2) reviews, analyzes, redacts as necessary, and releases documents to the public under the provisions of the Act; (3) tracks and monitors FOIA requests and responses to ensure timely and appropriate responses; (4) provides guidance to employees, supervisors, management, OGC and high-level agency officials on various aspects of the Act; (5) interprets and applies legal and technical precedents, laws and regulations relating to FOIA issues; and (6) provides training to program staff and management concerning FOIA requirements and processing. (Approved 2/23/2012)

Acquisition Program Management Office (CAJR14)

(1) Plans, develops, manages, and conducts oversight of CDC's information services contracts; (2) coordinates and facilitates contracts use including requirements development, specifications, performance needs, quality assurance and service delivery, and contract administration; and (3) provides guidance and assistance to programs on the various aspects of the contracts to meet their requirements. (Approved 11/08/2013)