

## **OFFICE OF SURVEILLANCE, EPIDEMIOLOGY AND LABORATORY SERVICES (CP)**

The primary mission for the Office of Surveillance, Epidemiology and Laboratory Services (OSELS) is to provide scientific service, expertise, skills, and tools in support of CDC's national efforts to promote health; prevent disease, injury and disability; and prepare for emerging health threats.

### Office of the Director (CPA)

(1) Manages, directs, coordinates, and evaluates the activities of the OSELS; (2) develops goals and objectives and provides leadership, policy formation, scientific oversight, and guidance in program planning and development; (3) develops strategic planning and briefing materials; (4) reviews and evaluates programmatic data to identify options for enhancing program effectiveness; (5) coordinates activities related to long- and short-range health communications plans; (6) coordinates OSELS responses for PART, GPRA, HP2010, and HHS-wide objectives; (7) provides and coordinates business management activities for OSELS; (8) serves as primary liaison with the Office of State, Tribal, Local, and Territorial Support relating to OSELS activities at the state and local levels; and (9) collaborates, as appropriate, with other CDC Centers/Institute/Offices (CIOs) other HHS agencies, and other federal agencies.

### Business Management Office (CPA1)

(1) Provides leadership, oversight, and guidance in the management and operations of OSELS program offices and divisions; (2) plans, coordinates, and provides administrative management support, advice, and guidance to program offices and divisions, involving the areas of fiscal management, procurement, property management, personnel, travel, and other administrative services; (3) coordinates the development of OSELS's annual budget request; (4) conducts management analyses to ensure optimal utilization of resources and accomplishment of program objectives; (5) plans, allocates, and monitors program resources; (6) maintains liaison and collaborates with other CDC components and external organizations in support of operations; (7) works closely with other federal agencies involved with program interagency agreements; (8) coordinates requirements relating to procurement, grants, cooperative agreements, materiel management, and interagency agreements; (9) provides fiscal management and stewardship of grants, contracts, and cooperative agreements; (10) develops and implements administrative policies, procedures, and operations, as appropriate for program offices and divisions, and prepares special reports and studies, as required, in the administrative management areas; and (11) coordinates and manages all OSELS activities related to emergency preparedness and response activities and continuity of operations.

### Office of Public Health Genomics (CPA2)

The Office of Public Health Genomics (OPHG) provides leadership, policy guidance, coordination, technical expertise, and services to promote the development and implementation of the agency's genomics and public health initiatives. In carrying out this mission, OPHG: (1) advises the CDC Director on the integration of genomics into

health research and practice issues relevant to the agency; (2) assesses evolving research advances in genomics with an emphasis on their relevance to public health issues and, in cooperation with federal and national institutions, identifies and develops activities for applying CDC's technical expertise for maximum public health benefit; (3) collaborates with CDC's CIOs other federal agencies, countries, and organizations, as appropriate, to assist the CIOs in the development of appropriate policy for the use of genomics within health research and practice initiatives for which they have responsibility; (4) coordinates plans for the allocation of genomics health resources and assists in the development of external funding sources for programs and projects; (5) coordinates cross-cutting CDC genomics and public health enterprises; (6) provides leadership in the development and implementation of strategic planning that extends the CDC Genomics and Disease Prevention Strategic Plan – *Integrating Advances in Humannetics into Public Health Action (1997)* in the development of institutional capacity; (7) coordinates collaborations with external agencies, academia, and private industry partners, including administration, budgets, and technical assistance to assure that agency obligations are met; (8) guides and coordinates activities to integrate genomics competency into national health workforce development with emphasis on recruitment and career enhancement of CDC assignees; (9) promotes a continuum of public health research for translation and application of the basic research achievements of the Human Genome Project; (10) stimulates the integration of genomic advances into disease prevention program development; and (11) provides genomics and disease prevention expertise to CIO projects, as appropriate and requested by CIOs.