

purchased or developed by the Branch; (11) researches and develops new technologies and methodologies for management information system development and database management.

*Network Technology Branch (CAJ54).*

(1) Designs, develops, implements, supports, and manages CDC's centralized networking facilities including voice, data, and video communications; (2) manages the design, development, and implementation of specialized systems software, utilities, routines, and other control programs to enhance and facilitate the use, integration, and communications between information processing equipment, software, and systems; (3) provides data network support services for CDC's local area networks (LANs) and wide area network (WAN) including planning, managing, installing, diagnosing problems, maintaining, and repairing data network equipment not channel-connected to the mainframe, the electronics, operating software and data communications technology such as controllers, multiplexors, network interface boards, modems, gateways, bridges, routers, and transport media such as leased telephone lines, copper and fiber optic cabling systems; (4) performs ongoing research, evaluation, and testing of new technologies and services to improve CDC's LANs and WAN; (5) provides problem triaging, and diagnostic and repair services for CDC Computer Center network terminals and other personal workstation processors; (6) assists in assuring maximum network reliability, availability, performance, and serviceability through monitoring, testing, and evaluating network architecture, implementation, and transmission characteristics; (7) provides technical support and coordinates training for users of LAN and WAN hardware and software; (8) provides management, operational support, and user assistance for IRMO-managed office systems and LANs; (9) manages, administers, and coordinates CDC's electronic mail and communication gateways; (10) provides technical assistance to CDC organizations in selecting, installing, maintaining, and evaluating office systems and LAN software; (11) coordinates office systems and LAN user groups; (12) provides voice communications services, equipment, and support for CDC Atlanta facilities by analyzing requirements and designing, ordering, and managing the installation of appropriate equipment, software, and services; (13) performs ongoing research, evaluation, and

testing of new technologies and services to improve CDC's voice communications architecture and services; (14) provides support of CDC's voice communications network by triaging problem reports, diagnosing problems, and taking corrective actions through contractors, service providers, and staff to effect software changes, equipment replacement, wiring repairs, user training, and other actions; (15) provides technical assistance to CDC field locations in telecommunications management issues.

*Management Analysis and Services Office (CAJ6).* (1) Plans, coordinates, and provides CDC-wide administrative, technical, management, and information services in the following areas: policy development and consultation, studies and surveys, delegations of authorities, organizations and functions, information security, Privacy Act, confidentiality management, records management, printing procurement and reproduction, classroom and meeting management, forms design and management, publications distribution, mail services, public inquiries, reports and committee management, special events coordination; (2) develops and implements policies and procedures in these areas; (3) conducts management control reviews and coordinates IG/GAO audits; (4) maintains liaison with HHS, General Services Administration, the Government Printing Office, National Archives and Records Administration, and other Government and private agencies.

*Office of the Director (CAJ61).* (1) Plans, directs, coordinates, and implements activities of the Management Analysis and Services Office (MASO).

*Committee Management and Program Panels Activity (CAJ62).* (1) Develops and manages, in conjunction with CDC's grants management requirements, a CDC-wide special emphasis panel that is the primary review mechanism for assuring scientific and programmatic review of applications for grant support; (2) coordinates committee management activities, including Federal advisory committees, for CDC; (3) plans and coordinates CDC special events.

*Management Analysis Branch (CAJ64).* (1) Provides consultation and assistance to CDC program officials on the establishment, modification, or abolishment of organizational structures and functions; reviews and analyzes organizational changes; and develops documents for approval by appropriate CDC or HHS officials; (2) conducts management and operational studies for CDC to improve the effectiveness and efficiency of management and

administrative systems techniques, policies, and organizational structures; (3) interprets, analyzes, and makes recommendations concerning delegations and redelegations of program and administrative authorities, and develops appropriate delegating documents; (4) develops and coordinates the implementation and conduct of CDC-wide information security programs; (5) conducts a CDC-wide records management program, including provision of technical assistance in the development and conduct of electronic records management activities; (6) plans, directs, and coordinates requirements of OMB Circulars A-76 and A-123 to conduct management review activities and to determine whether certain Agency functions might be more appropriately carried out through or by commercial sources; (7) plans, develops, and implements policies and procedures in these areas, as appropriate.

*Management Procedures Branch (CAJ63).* (1) Manages the CDC policy issuance system to include policy development, dissemination, and advisory services; interprets HHS and other directives and assesses their impact on CDC policy, and maintains the official CDC library of administrative management policy and procedures manuals; (2) directs the agency-wide confidentiality management function to process applications for approval to collect sensitive research data in accordance with special confidentiality authorities in Sections 301(d) and 308(d) of the Public Health Service Act; (3) coordinates IG/GAO audit activities; (4) provides consultation and assistance to CDC program officials and staff in complying with the requirements of the Privacy Act and accompanying guidelines and regulations; (5) provides forms management services, including development, coordination of clearances, and inventory management; (6) plans, develops, and implements policies and procedures in these areas, as appropriate.

*Management Services Branch (CAJ65).* (1) Plans and conducts a publications management program, including development, production, procurement, distribution, and storage of CDC publications; (2) plans, directs, coordinates, and implements CDC-wide information distribution services and mail and messenger services, including the establishment and maintenance of mailing lists; (3) maintains liaison with contract suppliers, HHS, the Government Printing Office, and other Government agencies on matters