

domestic and foreign temporary duty travel, and change of station travel for civil service employees, foreign service employees, commissioned officers, CDC fellows, *etc.*; (4) serves as the Subject Matter Expert and focal point for the development of new financial systems to automate accounts payable operations and serves as the focal point for payment systems issues for CDC; (5) researches and analyzes appropriations law issues at CDC and provides guidance consistent with legal and regulatory guidelines; (6) compiles and submits a variety of management and payment performance reports required by various outside agencies; (7) analyzes various internal reports to provide management information on topics such as interest expenses, workload, and various other performance indicators; (8) coordinates all aspects of CDC's Electronic Commerce Program in the Financial Services Branch; and (9) analyzes a variety of accounting and travel system reports to ensure that obligations are liquidated in a timely manner.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Statement of Organization, Functions, and Delegations of Authority

Part C (Centers for Disease Control and Prevention) of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (45 FR 67772-76, dated October 14, 1980, and corrected at 45 FR 69296, October 20, 1980, as amended most recently at 68 FR 47065-47076, dated August 7, 2003) is amended to reorganize the Procurement and Grant Office.

Section C-B, Organization and Functions, is hereby amended as follows:

Delete in its entirety the functional statement for the Procurement and Grants Office and insert the following:

Procurement and Grants Office (HCAJ7). (1) Advises the Director, CDC, and the Director's Staff, and provides leadership and direction for CDC acquisition, assistance, and material management activities; (2) plans and

develops CDC-wide policies, procedures, and practices in acquisition, assistance, and material management areas; (3) obtains research and development, services, equipment, supplies, and construction through acquisition processes; (4) maintains functions relating to personal property, transportation, and warehousing operations; (5) awards, administers, and terminates contracts, purchase orders, grants, and cooperative agreements; (6) maintains a continuing program of reviews, evaluations, inquiries, and oversight activities of CDC-wide acquisitions, assistance, and material management operations to ensure adherence to laws, policies, procedures, and regulations; (7) maintains liaison with HHS, GSA, GAO, and other Federal agencies on acquisition, assistance, and material management policy procedure, and operating matters.

Office of the Director (HCAJ71). (1) Provides leadership and guidance in all areas of Procurement and Grants Office (PGO) activities; (2) provides technical and managerial direction for the development of CDC-wide policies, procedures, and practices in the acquisition, assistance, and material management areas; (3) participates with senior management in program planning, policy determinations, evaluations, and decisions concerning acquisition, assistance, and material management; (4) provides direction for award, administration, measures of effectiveness and termination of contracts, purchases orders, grants, and cooperative agreements; (5) maintains a continuing program of reviews, evaluations, inquiries, and oversight activities of CDC-wide acquisitions, assistance, and material management operations to ensure adherence to laws, policies, procedures, and regulations; (6) maintains liaison with HHS, GSA, GAO and other Federal agencies on acquisition, assistance, and material management policy, procedure, and operating matters; (7) processes data for and maintains the contract information system for CDC and HHS; (8) provides technical and managerial direction for the development, implementation and maintenance of the Integrated Contracts Expert (ICE) System on a CDC-wide basis; (9) operates CDC's Small and Disadvantaged Business Program and provides direction and support to various other socioeconomic programs encompassing the acquisition and assistance activities; (10) provides cost advisory support to acquisition and assistance activities with responsibility for initiating requests for audits and evaluations and providing

recommendations to contracting officer or grants management officer, as required, participates in negotiations with potential contractors and grantees, develops overhead rates for profit and nonprofit organizations, and provides professional advice on accounting and cost principles in resolving audit exceptions as they relate to the acquisition and assistance processes; (11) Develops and implements organizational strategic planning goals and objectives.

Acquisition and Assistance Field Branch (AAFB) (HCAJ72). (1) Plans, directs, and conducts the acquisition of non-personal services, supplies, equipment, research and development, studies, and data collection for NIOSH and NCHS through a variety of contractual mechanisms (competitive and non-competitive); (2) Plans, directs, and conducts assistance management activities for NIOSH and NCHS through the awards of through grants and cooperative agreements (competitive and non-competitive); (3) reviews statements of work and assistance applications from a management point of view for conformity to laws, regulations, and policies, and negotiates and issues contract, grant and cooperative agreement awards; (4) provides continuing surveillance of financial and administrative aspects of acquisition and assistance supported activities to assure compliance with appropriate HHS and CDC policies; (5) gives technical assistance, where indicated, to improve the management of acquisition and assistance supported activities and responds to request for management information from Office of Director, headquarters, regional staffs, NIOSH, NCHS and the public; (6) performs contract and purchasing administrative activities including coordination and negotiation of contract modifications, reviewing and approving contractor billings, resolving audit findings, and performing close-out/termination activities; (7) provides for the collection and reporting of business management and programmatic data, and analyzes and monitors business management data on grants and cooperative agreements; (8) assures that contractor and grantee performance is in accordance with contractual and assistance commitments; (9) provides leadership and guidance to NIOSH and NCHS project officers and program officials; (10) provides leadership, direction, procurement options and approaches in developing specification/statement of work and contract awards; (11) plans, directs, coordinates, and conducts the grants management